

Minutes of the Annual General Meeting of Hartley Wintney Parish Council held at 7.30pm on Monday 7th September 2020 to which Councillors are summoned to attend by video conferencing via Microsoft Teams.

Present: Cllr Chris Farrance (Chair), Cllr Diana Harvey, Cllr Steve Airton, Cllr Sarah Craig, Cllr Stuart Elborn and Cllr Dorothy Harvey

In attendance: Karyn Reid (Executive Clerk), Sarah Daly (Deputy Clerk), Julian Martin (Horticulture and Amenities Officer), Amanda Smith (Community Bus Administrator), District Cllrs Spencer Farmer (left at 8.33pm) and Anne Crampton (joined at 8.03pm).

20/21PC

1. ELECTION OF PARISH COUNCIL CHAIRMAN & VICE-CHAIRMAN FOR 2020/21

Cllr Farrance opened the meeting at 7.31pm.

i) To consider nominations and elect Chairman

The Executive Clerk reported that there was one nomination for Cllr Farrance to remain as Chairman.

Cllr Diana Harvey proposed approval of Cllr Farrance to remain as Chairman; seconded by Cllr Dorothy Harvey.

AGREED by all.

Cllr Farrance was duly appointed as Parish Council Chairman.

ii) To consider nominations and elect Vice-Chairman

The Executive Clerk reported that there were no nominations for Vice-Chairman.

Cllr Elborn proposed approval of Cllr Gee to remain as Vice-Chairman; seconded by Cllr Farrance.

AGREED by all.

iii) To receive the Chairman's and Council members Declaration of Acceptance of Office

The Executive Clerk will arrange for completion of the written Declaration of Acceptance of Office forms.

20/21PC

2. OPEN FORUM

No members of the public were present.

20/21PC

3. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Fiona Sutton, Roger Robertson, Ian Wilson and Peter Gee, District Councillor Tim Southern and County Councillor David Simpson.

Cllr Farrance requested that all councillors submit their apologies for non-attendance at meetings direct to the Executive Clerk stating the reason.

20/21PC

4. DISPENSATIONS UNDER S33 OF THE LOCALISM ACT (2011)

To consider the granting of a dispensation to enable members to participate in and vote on an item of business on the agenda where they would otherwise have a Disclosable Pecuniary Interest and to confirm how long this dispensation may have effect.

The Chairman requested dispensation to be granted until 31st March 2021.

The Executive Clerk agreed and granted dispensation to all members for business conducted within Full Council meetings.

20/21PC

5. DECLARATIONS OF INTEREST

Declarations made by members of any personal, prejudicial or non-prejudicial interests of any agenda item. Members with a Disclosable Pecuniary Interest, unless a dispensation has been granted, will be required to withdraw when Council discusses & votes on the matter.

No interests were declared.

20/21PC

6. WARD MEMBERS REPORT

District Cllr Spencer reported that the big local issue at HDC is the pedestrianisation of Fleet High Street. There have been lots of disruptions to local roads around Fleet and increases in HGVs on residential roads where diversions are not being followed. There has been no feedback from residents of Hartley Wintney regarding the traffic impact on the A30.

There has been a vote in favour of HDC supporting the local Frogmore and Hart leisure centres.

20/21PC

7. APPROVAL OF MINUTES

The Executive Clerk has included an action in the minutes under Parish Councillor Matters to include all Parish Councillors on each committee on Teams. This was at the request of Cllr Diana Harvey to ensure that everyone had access to the meeting paperwork. This has also been included on the Action Log.

Cllr Diana Harvey proposed approval of the amended minutes of the Full Council meeting on 3rd August; seconded by Cllr Airton.

AGREED by all.

20/21PC

8. ACTIONS LOG & PARISH OFFICE REPORT

Cllr Airton reported back on the following three actions:

19/20PC 137 – complete

19/20PC 151 – raised at E&A and should be transferred from Full Council

19/20PC 179 – complete

19/20PC 224 has been completed by County Cllr Simpson.

The pond quote is mentioned in the minutes but not in the Action Log.

19/20PC 224 – Cllr Elborn has given the Deputy Clerk some feedback on the commemorative coin design after viewing the samples.

Cllr Farrance asked the Executive Clerk whether Parish Councillor presence was required at the team building day. Councillors felt that this was more appropriate to be a staff only day but the offer of support was appreciated. Cllr Farrance asked for a summary of the meeting to be circulated at the next Staffing Committee.

ACTION: Executive Clerk to prepare a summary of the team building day for circulation to Staffing Committee.

Cllr Craig asked if any direction is needed from Parish Councillors, to include what they could do to support the staff. The Executive Clerk asked that suggestions were put forward.

ACTION: Cllr Craig to send suggestions to the Executive Clerk.

20/21PC

9. PARISH COUNCIL FINANCE

i) Income & expenditure, bank reconciliation & cashbook reports for July 2020

Cllr Farrance had reviewed these and no issues were raised.

Cllr Craig proposed approval of the income & expenditure, bank reconciliation & cashbook reports for July 2020; seconded by Cllr Elborn.

AGREED by all.

ii) Payments listings

Cllr Elborn proposed approval of the payments listings; seconded by Cllr Airton.

AGREED by all.

iii) Schedule of regular direct debit payments & annual subscriptions

Cllr Elborn proposed approval of the schedule of regular direct debit payments & annual subscriptions; seconded by Cllr Dorothy Harvey.

AGREED by all.

iv) Review and approve recommendation from Finance Committee

During the current pandemic, Green Oaks PTA have identified the need for a new play area to encourage children in Reception and Year 1 to learn. Rotary have allocated some of the project costs via the Emmanuel Kaye fund but the project requires a further £2,000. This item was previously discussed within the Finance Committee however the Parish Council had not yet received a written request from the school requesting funds and could not adequately assess against the HWPC Grant Policy.

ACTION: Executive Clerk to request more information about the proposed project from Green Oaks.

ACTION: Executive Clerk to upload the Grants Policy to the Finance Committee section of Teams.

District Cllr Crampton joined the meeting at 8.03pm.

20/21PC

10. APPOINTMENT OF STANDING COMMITTEES & PARISH COUNCIL REPRESENTATIVES

The Terms of Reference and spreadsheet to indicate preference for committee membership had been circulated prior to the meeting. This item will be picked up at the October Full Council meeting to be ratified as there was still some outstanding information. Currently, committees are operating on the same membership as for 2019/2020.

ACTION: Executive Clerk to recirculate the committee spreadsheet for all Parish Councillors to complete.

Cllr Farrance asked whether District Cllr Crampton had anything to add to the Ward Members Report due to late entry to the meeting. Cllr Crampton informed all that devolution and the reorganisation of District and Borough councils into Unitary's is a current topic. This would give more power to Parish and Town councils. A White Paper is awaited which will give more details. Councils will then need to work out their priorities and chat to surrounding authorities.

20/21PC

11. PARISH COUNCIL PROCEDURES & POLICIES

To approve:

i) Standing Orders 20/21

The document refers to councillors giving apologies for meetings. There is some guidance on non-attendance at Full Council meeting for six consecutive months. Cllr Farrance felt that the wording around Covid was very loosely worded and held no weight or integrity. The information should also be separated out into an appendix to allow for changes.

Cllr Airton asked whether online meetings are likely to continue. Legislation was already going through pre-Covid to allow committees to conduct meetings online. Current guidance covers 12-18 months and this has not indicated yet that this may be extended. The Executive Clerk felt that face-to-face meetings were unlikely to resume before the end of the year.

Cllr Dorothy Harvey proposed approval of the Standing Orders 20/21 subject to the Covid information being included as an appendix; seconded by Cllr Farrance.

5 FOR, 1 AGAINST.

ii) Financial Regulations 20/21

A vote was taken and all **AGREED** to accept the Financial Regulations 20/21.

iii) Standing Committee Terms of Reference 20/21

The Executive Clerk summarised some amendments made to the document that were put forward by the E&A Committee. Cllr Airton queried the financial information included in the appendices and whether this was relevant in a policy document as it would go out of date. It was agreed that as the policy is reviewed every year, the budget would be accurate.

A vote was taken and all **AGREED** to accept the Standing Committee Terms of Reference 20/21.

iv) Publication Policy & Accessibility Statement 20/21

The list of contracts and associated financial information is commercially sensitive and had been removed at the request of the Executive Clerk.

Cllr Craig proposed approval of the Publication Policy without publishing the contract list and values; seconded by Cllr Elborn.

AGREED by all.

The Accessibility Statement is for publication on the new website. This refers to digital accessibility for the visually impaired. It is not a blanket policy but this needs consideration for the future.

ACTION: Cllr Craig to raise wider Accessibility Statement at the next Policy Committee meeting.

Aubergine will finalise when they will do the website check for accessibility on Wednesday. There will be some non-compliance. Cllr Craig asked that Full Council ratify the statement before it goes on the website. Due to timescales, this could be done retrospectively after reading it and sending any concerns to Cllr Craig. Approval was sought on the basis that there were no concerns.

ACTION: Executive Clerk to direct all councillors to the Accessibility Statement on Teams.

ACTION: All councillors to read the statement and send an acknowledgement to the Executive Clerk.

Cllr Dorothy Harvey thanked Cllr Craig and the rest of the Website Team for their work on the website.

v) HWPC Vision and Mission Statement

This has been prompted by development of the new website. Cllr Farrance has drafted the statement to appear on the website and invite comments. It will also be circulated via the Community Hub. Councillors were happy to proceed with the statement on that basis.

Cllr Airton informed the Executive Clerk that the E&A Committee felt that the Community Engagement Statement and the Code of Conduct for Members that were circulated at the last committee meeting were more strategic documents that should be reviewed by Full Council.

ACTION: Executive Clerk to circulate the Community Engagement Statement to the Policy Committee for review.

At present, national guidance on the Code of Conduct for Members is being awaited before any review can be done.

20/21PC

12. COMMITTEE MINUTES & UPDATE INC. WORKING GROUPS

i) Ratify written communication from HWPC to BDW Trading Ltd with regards to Pavilion and Sports field at St Marys Park

Cllr Airton reported that it was suspected that the cricket square has sunk and accordingly it would be problematic to install the all weather pitch for the junior bowlers until this issue had been resolved.

At the recent E&A meeting, it was agreed to escalate this issue with Barratts as well as other outstanding issues.

The Executive Clerk and representative Parish Councillors from the St Marys Park Working Party subsequently met and agreed to send a constructive letter to Barratts acknowledging progress made to date and request that additional focus is placed on this project to move things forward.

The Executive Clerk recommended obtaining an independent report on the Cricket Square before sending the letter. Any potential cost implication which could be approved in principle to go the Finance Committee using the Rapid Response Protocol. Cllr Airton also suggested taking stock over the next two weeks and then agreeing an action.

The first two junior football matches will take place on Saturday 19th September. Cllrs Elborn and Airton have offered to be present to help manage residents if required.

ii) Verbal Update on Website Working Group Progress

Cllr Elborn reported that website content is being finalised. The next stage is for Aubergine to do a complete compliance check so there may be some amends that are required. It is hoped that the website will go live by the end of the week. This will be a soft launch, giving councillors an opportunity to look at the website over the weekend, ready to promote it next week.

iii) Verbal Update on Community Bus Progress

Cllr Craig reported that the timetabled service and door-to-door are running but at lower numbers of 25% and 50% respectively. These number are expected to pick up. A commuter survey has gone out to registered users via Survey Monkey and has had a 38% return rate. In summary:

Over 50% might occasionally use the service

25% wouldn't use it yet

20% might use it in the New Year

A very small % would use it on a regular basis

Initially, two morning services and two early evening services will be run to see how it goes. HWPC have written to HCC to request that they allow the one metre plus distance to be used on the bus. A maximum of three people can currently travel on the bus if anyone has been shielding.

Cllr Airton asked whether the commuter service was viable even before Covid. Cllr Craig responded that the next few months will be used as a trial basis for the future. HWPC are contractually bound until the end of the year.

iv) To receive any available minutes from Committee meetings in August 2020

Available minutes were received.

20/21PC

13. CHAIRMAN'S ANNOUNCEMENTS, PARISH COUNCILLOR MATTERS & TRAINING FEEDBACK

Cllr Farrance announced that Cllr Woods has resigned with immediate effect and he wished to note his thanks for his longstanding duties as a Parish Councillor.

20/21PC

14. CORRESPONDENCE

Cllr Farrance reported that the Heritage Society want to meet and agree the design for the new benches on the Cricket Green.

20/21PC

15. DATES OF MEETINGS

To review and agree which meetings are to take place in September via video conferencing:

Planning & Infrastructure Committee – Monday 14th September at 7.00pm

Policy Committee – Thursday 24th September at 10.00am

N.B E&A Committee meeting for September cancelled as the time between meetings is too short.

Appendices

- Actions log
- Executive Clerk's / Parish Office report
- Monthly finance documents
- Procedures and policies
 - i) Standing Orders 20/21
 - ii) Financial Regulations 20/21
 - iii) Standing Committee Terms of Reference 20/21
 - iv) Publication Policy & Accessibility Statement 20/21
 - v) HWPC Vision and Mission Statement

*Abbreviations used in these minutes: Cllr ~ Councillor HCC ~Hampshire County Council
HDC ~ Hart District Council HWPC ~ Hartley Wintney Parish Council NHP ~ Neighbourhood
Plan HAO ~ Horticulture and Amenities Officer*

Actions Log – Full Council

Date/ Minute Ref.	Action	/ Update
03.06.19 19/20 PC 25.	KR: Clerk to draft new Terms of reference for each Committee to approve including budget and delegated authority.	UPDATE; Terms of Reference to be approved at AGM on 07.09.20
02.09.19 19/20PC 81	IW: to take photographs and send to HDC of weeds around properties etc SF: find out why the bays outside the Pet Shop have been shortened.	UPDATE: query with HDC.
06.01.20 19/20PC 137	TS: Follow up action for HDC re; damaged boardwalk on Heath.	UPDATE: work in progress.
03.02.20 19/20PC 145	TS: To provide update on White Lion enforcement action.	UPDATE: currently on hold.
03.02.20 19/20PC 151	PG: Contact BT re; painting red telephone box.	UPDATE: Contact made with hope for works to commence.
02.03.20 19/20PC 159	AC: Talk through HDC budgets with CF and circulate a list of dates for HDC Opportunities Board meetings.	
04.05.20 19/20PC 174	DS: County Cllr Simpson to send list of roads for resurfacing to the Executive Clerk. ALL: To report pot holes that need filling.	
04.05.20 19/20PC 179	SA: Reply to the resident of InHolmes Court regarding Right of Way, copying County Cllr Simpson and including any additional information sent to Cllr Dorothy Harvey.	
06.07.20 19/20PC 211	PG: Confirm estimated costs of roof repair.	
03.08.20 19/20PC 224	SD/SE: Request a blank sample coin to view & decide on final product.	UPDATE: item received.
03.08.20 19/20PC 225	DS: Cllr Simpson to pass on contact for sports facility funding with Cllr Airton SC: Check wording on deletion period of emails, change 'nominated' to 'delegated', add in new HW-pc.gov.uk email addresses and to include 'subject to GDPR requests' in section 8.2.6 of the Communications policy.	COMPLETED
03.08.20 19/20PC 226	KR: To copy Committee meeting invites to all Council members.	

Date: 7th September 2020
Title: Full Council Report
From: Executive Clerk
To: Hartley Wintney Parish Council

Parish Office hours

The Team are trialling staggered on-site working hours from **7th September 2020**.

We will be staggering staff presence in the office to allow for appropriate distancing measures as follows;

Mondays: Executive Clerk & Community Bus Administrator (CBA) (Deputy Clerk homeworking)

Tuesdays: CBA & Deputy Clerk (Executive Clerk homeworking)

Wednesdays: All staff in however staggered times with outside duties i.e. market, burial grounds

Thursday: Deputy Clerk & Executive Clerk (CBA homeworking)

Friday: All staff homeworking.

H&A Officer will work part-time over 3 days covering Mon-Thurs although this may vary.

This work pattern will continue for as long as social distancing measures are in place and will be reviewed as required.

As a reminder, the Office 'open' hours are Monday – Friday 9am – 1pm.

There will be no face to face meetings within the Parish Office until January 2021 at the earliest. The Parish Office will open to the public on an appointment only basis once appropriate refurbishment works have been carried out.

Wednesday 9th September will be as a Team Building day whereby the Parish Team will be focused on recapping on the past 5 months. A Team meeting will also be held every Wednesday thereafter.

Burial Grounds – Training 29th September 2020 Memorial Management

The Deputy Clerk has organised training by ICCM for 'wiggle test' of headstone, which is a 5 year statutory requirement. Full training is required and it is likely that we will be carrying out this activity for both the 'old' and new parts of the Burial Ground as well as Old Souls Burial Ground.

Delegates are Horticulture & Amenities Officer, Deputy Clerk and Executive Clerk. A consideration has also been given to a Councillor to attend this training, should they wish to do so.

There are 12 places on the course, HWPC are hosting and so receive two spaces free. There is a theoretical session in the morning, to be held in the Jubilee Hall followed by an on-site training session at the Burial Ground in the afternoon.

All social distancing measures will remain in place as well as use of PPE as appropriate.

DATE	SUPPLIER	AMOUNT
07/09/2020	Winchfield Landscapes	£ 612.00
07/09/2020	Blucando	£ 168.00
07/09/2020	ICCM Training	£ 162.00
07/09/2020	PID	£ 616.45
07/09/2020	M Ray	£ 40.84 (£19.93 previously approved)
07/09/2020	HTM	£ 726.00
07/09/2020	Amazon	£ 38.84
07/09/2020	Diana Field	£ 490.00
07/09/2020	Blucando AV	£ 120.00
07/09/2020	CJH Cleaning	£ 536.76
07/09/2020	Colin Horwood	£ 1,715.00
07/09/2020	Copy Care	£ 52.62

Annual General Meeting of the Parish Council 7th September

Current Subscriptions (S) & Affiliations

Campaign for the Protection of Rural England (S) - £36 p.a.

Community Transport association (S) - £400 pa

Hampshire Association of Local Councils (S) - £1104 affiliation fee pa + £190 HR service fee pa

Hampshire Wildlife Trust (S) - £54 p.a.

Society for Local Council Clerks (S) - £269 pa

South East Employers (S) - £220 pa

Institute of Cemetery and Crematorium Management - £95 pa

Rural Market Town and Parishes £110 pa

2020/21 Direct Debits for Approval

Supplier	Amount	Frequency
B&CE People's Pension – pension contributions	Variable - £225 per month	Monthly
Comms uk	Wifi & phone lines – various £190pm	Monthly
Fuelgenie – Community Bus fuel card	Variable - £580 per month average cost	Monthly
Information Commissioner's Office – registration	£40	Annually
Natwest - Bankline (online banking) & current account charges	Variable - £19 per month average cost	Monthly
Natwest Business credit card	Variable - all invoices to be signed off by two Cllr signatories	Monthly
British Gas – Appleton Hall electricity	£405 per month	Monthly
Scottish Power – Pale Lane storage unit	Variable - £32 per quarter	Quarterly
Castle Water	Monachus Lane public toilets Burial ground VH Allotment Appleton Hall Average £2500£3000 per annum	Variable

Any significant costs varying from the above will be brought to the attention of the Council for approval.

Hartley Wintney Parish Council – Committee Terms of Reference

1. Introduction

1.1 Full Parish Council Meetings

Parish Council meetings are held in the Lady Kaye Meeting Room which is situated behind the Appleton hall; Standing Committee meetings are held in the Parish Council Committee Room which is located above the Appleton Hall. The Full Parish Council meets on the first Monday of each month (excluding Bank Holidays when the meeting is deferred to the following Monday) and Standing Committees meet on intervening Mondays and/or Thursdays as required by the business they need to conduct; all meetings begin at 7.30pm unless stated otherwise on the meeting notice.

All meetings are open to the public except when specific items, normally staff or commercially sensitive matters are being discussed when it may be considered prudent to exclude the public, and are conducted in accordance with the Parish Council's Standing Orders.

All meetings shall have an Open Forum in order to allow public speaking. In accordance with Standing Orders Committee Chairman may adjourn a meeting during a particular item to hear from a member of the public if it is of relevance to the matter under consideration.

1.2 Standing Committees

The Parish Council operates a committee structure, with the majority of its work carried out by its 5 Standing Committees. The Standing Committees are essentially autonomous and are responsible for setting and spending their own budget, within the constraints of the Financial Regulations. The Council may also establish sub-committees and working parties. Such groups report through their 'parent' Standing Committee, which in turn report to the Parish Council, as required.

Full Parish Council is responsible for expenditure approval of any items under allocated Full Council budget (see Appendix B), however these may be delegated to a relevant Standing Committee, if deemed appropriate within the constraints of the Financials Regulations and agreed with a majority vote at Full Council meeting.

The quorum requirement for each Committee is no less than 3 Committee members.

Standing Committees are appointed at the Annual General Meeting of the Parish Council held in May. The Standing Committee Chairman is appointed by the relevant Committee at the first meeting after the Annual General Meeting. The Chairman of the Parish Council is automatically a member of each Standing Committee.

The 5 Standing Committees are:

- Finance
- Policy
- Planning & Infrastructure
- Environment & Amenities
- Staffing

Members of Standing Committees may be appointed to represent their Committee to outside bodies in order to research items under consideration and may be given delegated authority in advance to act as required on a specific matter. To ensure that members are not working independently of the council, all correspondence must be approved by the Parish Office and members should report back to the relevant standing committee at the next meeting.

Minutes of Standing Committees are approved at its next meeting (not that of the Parish Council) although are issued in draft at each Full Parish Council meeting for information. If required under a "Standing Committee Report" agenda item its Chairman can table for the Parish Council Meeting:

- matters which by virtue of Standing Orders or Financial Regulations require approval of Full Council
- matters of particular relevance and/or concern to all members.

The “Standing Committee Report” is an opportunity for all members to briefly comment on Committee business, without a full discussion regarding the minutes from each Committee taking place.

Members may raise items not included on the meeting agenda under the “Parish Councillor’s Matters” agenda item during which any matter may be discussed however no formative decision may be made under this agenda item.

It is recommended for each Standing Committee to name two additional ‘Stand in’ members who may be called upon if a Committee is not quorate. These named members will have full voting rights for the Committees they have been linked to.

2. Finance Committee

The Finance Committee is comprised of the Chairman and Vice Chairman of the Parish Council, representatives of the four other Standing Committees and one other member. In the event that the Chairman of a standing Committee is also the Chairman or Vice Chairman, other members can be appointed. The total number of members of the Finance Committee should be at least 6. The following is a brief resume of the Standing Committee’s areas of responsibility:

- Maintenance of the Parish Council accounts
- Provision of grants
- Banking arrangements
- Investments
- Public Works Loan Board
- Implementation of financial internal & external audit recommendations
- Preparation of the precept and annual budgets, via the collation of Committee produced budgets
- Maintenance of the asset register
- Expenditure approval in line with allocation budget (see Appendix C)
- Tender notices
- Assessment and management of Parish Council reserves
- Review of staff salary payscales for annual budgeting purposes in conjunction with the Staffing Committee

As in line with Hartley Wintney Parish Council Financial Regulations (see Appendix A), this Standing Committee shall have authority to spend items up to £5000, as identified via the Community Aspirations and Projects List. It is recommended that the Projects list is ratified at Full Council prior to submission of the following year’s budget.

Any items which exceed this amount or are in addition to the pre-approved Projects List, must be as a recommendation to the next Parish Council meeting.

3. Policy Committee

The Policy Committee is comprised of at least 6 members. It is advised that the Policy Committee is not comprised wholly of members who are also on the Finance Committee in the interests of transparency. The following is a brief resume of the Standing Committee's areas of responsibility:

- Maintenance and monitoring of Policy Documents (Standing Orders & Financial Regulations remain the responsibility of the Executive Clerk)
- Distribution of Policy documents to be produced or updated by relevant Committees
- Publication Scheme & Complaints Procedure
- Health & Safety Policy
- Register of Members Interests
- Contractual matters (excluding staff)
- Risk Assessments
- Victoria Hall Charity Management Committee liaison
- Media liaison
- Parish Council Compliance (as directed by the Executive Clerk)
- Asset and stock management for Insurance

There is currently no budget allocated to this Committee 2020/21.

4. Planning & Infrastructure Committee

The Planning Committee is comprised of at least 6 members of the Parish Council. All Members must undertake basic planning training within 3 months of joining the committee, where possible. *As part of the membership of this Committee, all members will agree to remain impartial on planning matters, declare interests and refrain from disclosing an opinion on planning applications within a public forum, unless authorised to do so on behalf of the Parish Council and Planning Committee.* The Neighbourhood Plan Steering Group, Traffic Partnership and Community Bus Working Party shall report back through this Standing Committee. The following is a brief resume of the Standing Committee's areas of responsibility:

- Expenditure approval in line with allocation budget (see Appendix D)
- Preparation of annual budgets, for submission to Finance Committee for collation
- Parish Neighbourhood Plan – via appropriate Steering Group
- Planning applications: submission of comments on planning applications within and impacting on the parish
- Planning applications and appeals: appoint a representative to deliver a pre-agreed speech to HDC Planning Committee on applications which merit further representation by the Parish Council
- Conservation Areas: monitoring and liaison with Hart District Council
- Licencing applications: submission of comments on licencing applications within the parish
- Planning Appeals: representations at Planning Inspectorate hearings and public enquiries as necessary
- The Committee can meet with residents, as appropriate, to advise them on the process for submitting planning applications
- Local Development Framework: monitor changes and preparation of the Parish Council submission
- Local Development: to represent the Parish Council at pre-planning meetings as considered appropriate and to hear submissions from developers
- To review the Neighbourhood Plan at least every 5 years after it has been 'made'. The Committee will promote the use of the Neighbourhood Plan, as required
- To make comment and representations, as appropriate, on neighbouring Parish Neighbourhood Plans
- Minerals & Waste: liaison with neighbouring parishes and preparation of Parish Council submission
- Housing, including Affordable: liaison with Hart District Council, Vivid Housing Group and HARAHA / Hastoe Housing Association
- Aviation: representation on Blackbushe Airport Consultative Committee

- Parking: liaison with relevant authorities to improve on and off street parking facilities and controls
- Highways and Traffic: represent the Parish Council on highways and traffic related matters including pedestrian safety
- Community Bus Scheme monitoring
- Appleton Hall, Lady Kaye Meeting Room and Parish Office: maintenance and improvements

As in line with Hartley Wintney Parish Council Financial Regulations (see Appendix A), this Standing Committee shall have authority to spend items up to £5000, as identified via the Community Aspirations and Projects List. It is recommended that the Projects list is ratified at Full Council prior to submission of the following year's budget.

Any items which exceed this amount or are in addition to the pre-approved Projects List, must be as a recommendation to the next Parish Council meeting.

5. Environment & Amenities Committee

The Environment and Amenities Committee is comprised of at least any 6 members of the Parish Council. In addition the St Mary's Sports Ground & Pavilion Working Party shall report back through this Standing Committee. The following is a brief resume of the Standing Committee's areas of responsibility:

- Expenditure approval in line with allocation budget (see Appendix E)
- Preparation of annual budgets, for submission to Finance Committee for collation
- Hart Leisure Strategy: support, input and assistance
- Youth: provision of improved facilities and youth events programme
- Memorial & Jubilee Fields: maintenance and development of uses
- Play Areas: provision, maintenance and improvements
- Allotments: maintenance and administration of Vicarage Hill & Dilly Lane allotments.
- Maintenance and improvements: Vaughan Millennium Orchard, St. Mary's and All Souls Churchyard, High Street (planting)
- Springfield Avenue land
- Parish Council Burial Ground: administration and maintenance
- Street Furniture: provision & maintenance of seats, litter & dog waste bins, planters, bus shelters, street lighting, notice boards
- Footpaths: liaison with user groups and Rights of Way Officer
- War Memorials: maintenance, cleaning and repair
- Conservation Development: liaison with HDC and Hazeley Heath Management Committee.
- Environmental Maintenance & Improvements: selected fly-tipping removal, scrub and grass cutting, liaison with Hart District
- Parish Council representation on Commons maintenance, improvements and management plans, ponds and tree planting
- Creation and development of Parish Council Sports Ground and Pavilion at St Mary's Park
- Plan and oversee ongoing management structure of St Mary's Pavilion
- Review the Special Projects budget in line with Projects list and S106 Projects.
- Manage S106 budgets/funds and coinciding projects

As in line with Hartley Wintney Parish Council Financial Regulations (see Appendix A), this Standing Committee shall have authority to spend items up to £5000, as identified via the Community Aspirations and Projects List. It is recommended that the Projects list is ratified at Full Council prior to submission of the following year's budget.

Any items which exceed this amount or are in addition to the pre-approved Projects List, must be as a recommendation to the next Parish Council meeting.

6. Staffing Committee

The Staffing Committee is comprised of up to any 6 members of the Parish Council and should include the Chairmen from the Finance and Policy Standing Committees. Where the nature of the discussion is deemed confidential under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the meeting will be closed to the public. One meeting will be held every year to review all staff contracts, job descriptions and payscales. Otherwise, meetings will be convened as and when necessary, e.g. to deal with grievance or disciplinary matters; for staff recruitment; or to deal with other emerging personnel matters. The following is a brief resume of the Standing Committee's areas of responsibility:

- Expenditure approval in line with allocation budget (see Appendix F)
- Managing staff recruitment including advertising, selecting and interviewing candidates and to make an appointment within budgetary constraints. To form a recruitment panel when required consisting of up to 3 committee members plus the Executive Clerk
- The execution of new employment contracts and any changes to contracts
- To establish and review performance management, including annual appraisals, for all staff
- Overseeing the disciplinary process in accordance with the Council's disciplinary procedure
- Overseeing the grievance process in accordance with the Council's grievance procedure
- Managing any process leading to dismissal of staff including redundancy
- To make recommendations to the Finance Committee for the review of staff salary payscales for all staff
- Monitoring and addressing regular or sustained staff absence
- Managing staff training and development
- To line manage the Executive Clerk's work, provide guidance, support, record and monitor absences and handle any grievances, disciplinary or pay disputes
- To deal with any other matter that a meeting of the Full Council considers appropriate to be referred to the Staffing Committee

Appeals relating to disciplinary, grievance or pay decisions will be heard in line with the relevant procedures by 3 members of the Council, plus the Executive Clerk where appropriate, who have not been previously involved in the matter and which may include members of the Staffing Committee. Due to the timings stipulated in the Council's relevant employment policies the appeals panel will be organised directly between the Committee members.

As in line with Hartley Wintney Parish Council Financial Regulations (see Appendix A), this Standing Committee shall have authority to spend items up to £5000, as identified via the Community Aspirations and Projects List. It is recommended that the Projects list is ratified at Full Council prior to submission of the following year's budget.

Any items which exceed this amount or are in addition to the pre-approved Projects List, must be as a recommendation to the next Parish Council meeting.

Additional information

For further information, please contact the Executive Clerk or the Chairman of the Policy Committee.

Amendment Record

- Version 1: Adopted by Full Council – 9th May 2013
Version 2: Adopted by Full Council – 5th March 2018
Version 3: Adopted by Full Council – 14th May 2018
Version 4: Reviewed by Policy Committee – 21st January 2019
Adopted by Full Council – 4th February 2019

Appendix A;

HWPC Financial Regulations section;

1. BUDGETARY CONTROL AND AUTHORITY TO SPEND

1.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over £5,000;
- a duly delegated committee of the council for items over £1000; or
- the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £1000.

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

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

1.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

Appendix B – Full Council Budget 20/21

HARTLEY WINTNEY PARISH COUNCIL - BUDGET 2020/21		2017/18		2018/19		2019/20	2019/20	2020/21	Comments
		BUDGET	ACTUAL	BUDGET	ACTUAL	AGREED BUDGET	ACTUAL 30.09.19	YEAR 2 BUDGET	
FULL COUNCIL (& STAFFING COMMITTEE)									
100	COUNCIL ADMINISTRATION								
4000	STAFF SALARIES	74,820	66,242	75,500	65,044	80,300	£ 35,661.00	85,685	2% salary increase annually. Includes additional hours for Deputy Clerk & 2/3 "Community Engagement
4005	HMRC & PAYROLL COSTS					-	£ -	10,000	New line added to separate salary cost from Employer liability costs
4030	INSURANCES	4,750	4,311	4,750	3,055	3,900	£ 3,210.00	4,250	
4051	OFFICE IT UPGRADE	1,800	42	2,000	270	4,000	£ 2,249.00	2,500	Includes costs of upgraded software annual licensing and IT Technical Support & £5000 set aside for visual/
4120	OFFICE SUPPLIES/ ADMIN COSTS	5,500	3,442	5,000	4,204	5,000	£ 2,676.00	5,000	Includes telephone/broadband, printer service and usage charge, stationery and general office supplies.
	Total Expenditure	86,870	74,037	87,250	72,573	93,200	43,796	107,435	
STAFFING COMMITTEE									
4010	STAFF TRAINING & RECRUITMENT	1,800	937	1,700	1,059	2,000	£ 1,030.00	3,000	
4020	COUNCILLOR TRAINING	600	310	500	15	500	£ -	3,000	Clerk to circulate training options and courses for example - cross over skills set i.e. planning - finance
4040	PENSIONS	2,000	1,600	4,500	3,294	5,300	£ 1,020.00	2,500	
	Total Expenditure	4,400	2,847	6,700	4,368	7,800	2,050	8,500	
	100 Net Expenditure	91,270	76,884	93,950	76,941	101,000	45,846	115,935	
FULL COUNCIL									
110	SPECIAL PROJECTS								
4025	WAR MEMORIAL WORK	0	0	0	5,750	0	£ -	0	Annual maintenance paid as required from EMR
4055	QPS CHARTER/ ELECTION COSTS	1,200	513	1,000	0	3,000	£ 78.00	1,000	
4060	WEBSITE COSTS	654	625	900	870	700	£ 700.00	1,500	
4065	PARKING BAYS (RED)	8,500	8,500	8,500	8,500	8,500	£ -	8,500	
4090	VILLAGE HISTORY BOOK	1,996	1,996	0	1,110	0	£ -	0	
	Total Expenditure	12,350	11,634	10,400	16,230	12,200	778	11,000	
1200	GRANTS INC. NEIGHBOURHOOD P.	0	700	0	0	0	£ -	0	
1600	VILLAGE HISTORY BOOK SALES	0	2,530	0	540	0	£ 10.00	0	
	Total Income	0	3,230	0	540	0	10	0	
	110 Net Expenditure	12,350	8,404	10,400	15,690	12,200	768	11,000	
	Full Council - Expenditure	103,620	88,518	104,350	93,171	113,200	46,624	126,935	
	Full Council - Income	-	3,230	-	540	-	£ 10.00	-	
	Net Expenditure over Income	103,620	85,288	104,350	92,631	113,200	46,614	126,935	

Appendix C – Finance Committee Budget 20/21

FINANCE COMMITTEE - BUDGET 2020/21		2017/18		2018/19		2019/20	2019/20	2020/21	
		BUDGET	ACTUAL	BUDGET	ACTUAL	AGREED BUDGET	ACTUAL	YEAR 2	Comments
FINANCE COMMITTEE									
200	GENERAL FINANCE								
4100	PUBLIC WORKS LOAN REPAYMT	6,415	6,361	6,100	3,082	5,833	3,016	5,570	Set amount not to be changed
4105	GRANTS & DONATIONS (S137)	2,500	2,478	3,000	1,500	2,000	1,000	3,000	Policy review - details for Section 137 - get ready for Full Council
4115	COUNCILLORS' EXPENSES	500	148	500	67	500	-	500	Encourage Cllrs to use if needed
4125	CHAIRMAN'S ALLOWANCE	500	472	500	-	500	205	500	NOT to be used for Chairmans Reception - to go under Community Events
4130	ACCOUNTANCY & AUDIT	2,150	2,100	2,150	1,650	2,150	1,750	1,750	
4135	BANK CHARGES	600	462	600	442	600	250	600	Clerk to negotiate costs
4140	ANNUAL SUBSCRIPTIONS	1,400	1,424	1,500	1,157	1,500	1,366	1,500	
4145	LEGAL/ NEIGHBOURHOOD PLAN	10,000	9,997	8,000	7,209	500	510	0	
4150	PALE LANE UNIT RENTAL	2,500	2,005	2,900	3,609	2,900	1,189	3,200	5% increase on figures
4300	LEGAL/ PROFESSIONAL SERVICES	2,000	1,525	2,600	1,883	2,000	780	2,000	SMP to keep separate budget line
	Total Expenditure	28,565	26,972	27,850	20,599	18,483	10,066	18,620	
1076	PRECEPT	193,285	193,285	205,738	205,738	212,299	106,150	212,299	Clerk to colate all agreed figures as per Committees.
1090	INTEREST RECEIVED	500	283	150	961	250	604	900	
1200	GRANTS INC. NEIGHBOURHOOD PLAN	0	7,832	0	4,500	0	0	0	
1201	GRANT INCOME S106	0	61,608	0	0	0	0	0	
1241	DONATIONS	0	0	0	10,010	0	0	0	
	Total Income	193,785	263,008	205,888	221,209	212,549	106,754	213,199	
	200 Net Expenditure	- 165,220	- 236,036	- 178,038	- 200,610	- 194,066	- 96,688	- 194,579	
	Finance - Expenditure	28,565	26,972	27,850	20,599	18,483	10,066	18,620	
	Finance - Income	193,785	263,008	205,888	221,209	212,549	106,754	213,199	
	Net Expenditure over Income	- 165,220	- 236,036	- 178,038	- 200,610	- 194,066	- 96,688	- 194,579	

Appendix D – Planning & Infrastructure Committee Budget 20/21

HARTLEY WINTNEY PARISH COUNCIL - BUDGET 2020/21			2017/18		2018/19		2019/20	2019/20	2020/21	Comments
			BUDGET	ACTUAL	BUDGET	ACTUAL	AGREED BUDGET	ACTUAL	YEAR 2 BUDGET	
PLANNING COMMITTEE										
430	COMMUNITY BUILDINGS									
4540	RATES/UTILITIES		6,500	6,633	7,000	6,413	10,500	4,820	10,500	Extra £3,500 for St. Mary's pavilion, Public toilets exempt from bus rates 2020 - Appleton Hall VHC
4545	MAINTENANCE & REPAIRS		3,000	2,476	3,500	2,219	10,000	14,562	4,000	
4550	PUBLIC TOILETS		9,449	7,893	7,800	7,451	12,800	9,636	7,500	
4600	PARISH OFFICE RENOVATION		8,295	547	2,000	370	3,000	-	1,450	Transfer from reserves or S106 if required
4650	PARISH OFFICE CLEANING		800	450	700	610	1,400	360	1,400	Includes St. Mary's pavilion cleaning
	Total Expenditure		28,044	17,999	21,000	17,063	37,700	29,378	24,850	
1430	APPLETON HALL INCOME		15,000	15,834	8,000	13,331	0	4943	0	Future income to be retained under management arrangement with Victoria Hall Charity
	Total Income		15,000	15,834	8,000	13,331	0	4,943	0	
	430 Net Expenditure		13,044	2,165	13,000	3,732	37,700	24,435	24,850	
440	COMMUNITY BUS									
4000	STAFF SALARIES		40,695	35,269	39,000	33,053	37,000	13,692	37,100	2% increase annually & 1/3 of Comm Bus Administrator
4580	COMMUNITY TRANSPORT ADMIN		3,500	2,376	3,000	1,777	2,800	810	2,500	
4590	COMMUNITY TRANSPORT VEHICLE		16,600	16,575	16,500	16,664	16,500	3,212	12,000	Ongoing lease contract for bus
4585	COMMUNITY BUS FUEL		-	-	-	-	-	2,500	8,000	
4595	COMMUNITY BUS INSURANCE		-	-	-	-	-	776	1,200	
	COMMUNITY BUS VEHICLE SINKING FUND								-	To be moved from Reserves as required
	Total Expenditure		60,795	54,220	58,500	51,494	56,300	20,990	60,800	
1440	FARE INCOME		11,000	12,282	11,000	12,600	11,000	5,124	12,000	Figures remain unchanged dependent on Bus Review 2019
1441	COMMUNITY BUS TENDER GRANT		38,000	23,367	28,000	28,403	28,000	7,940	28,000	Figures remain unchanged dependent on Bus Review 2019
1443	BUS SERVICE OPERATORS GRANT		1,000	1,063	1,000	1,017	1,000	2,209	1,000	Figures remain unchanged dependent on Bus Review 2019
1444	CONCESSIONARY FARES		6,000	9,137	6,000	8,246	7,000	3,105	7,000	Figures remain unchanged dependent on Bus Review 2019
	Total Income		56,000	45,849	46,000	50,266	47,000	18,378	48,000	
	440 Net Expenditure		4,795	8,371	12,500	1,228	9,300	2,612	12,800	
450	COMMUNITY PLANS									
4610	CONSERVATION AREA REVIEW		-	-	-	-	-	-	1,000	If more funding required, transfer from general reserves
	CONSULTANCY FEES / PROJECT									£5000 TO BE MOVED FROM RESERVES
	Total Expenditure		-	-	-	-	-	-	1,000	
	450 Net Expenditure		-	-	-	-	-	-	1,000	
	PLANNING - Expenditure		88,839	72,219	79,500	68,557	94,000	50,368	86,650	
	PLANNING - Income		71,000	61,683	54,000	63,597	47,000	23,321	48,000	
	Net Expenditure over Income		17,839	10,536	25,500	4,960	47,000	27,047	38,650	

Appendix E – E&A Committee Budget 20/21

HARTLEY WINTNEY PARISH COUNCIL - BUDGET 20/21		2017/18		2018/19		2019/20	2019/20	2020/21	Comments
		BUDGET	ACTUAL	BUDGET	ACTUAL	AGREED BUDGET	ACTUAL	YEAR 2 BUDGET	
ENVIRONMENT & AMENITIES COMMITTEE									
400	GENERAL ENVIRONMENTAL								
4400	HIGH STREET PLANTERS	900	426	800	689	800	516	1,000	Hattins Pond railings, 4 tier one all year, tubs summer only and proposed 'displays' on 3 entries to the village (A30 x 2 plus Fleet Road)
4405	ENVIRONMENTAL MAINTENANCE	2,500	1,629	2,500	1,825	3,000	1,241	-	presence at the Allotments which will require some investment. All costs are capital and will come from reserves
4410	PARISH VEHICLE	2,000	1,238	2,000	1,383	3,000	754	1,800	need to update truck.
4415	STREET FURNITURE	363	-	800	373	800	-	500	Benches & notice boards. NB see project Improve HW Appearance & Appeal as this may result in this budget needing to increase in future years.
4420	STREET LIGHTING	8,551	8,544	7,500	11,768	8,000	-	8,500	Includes lights & electricity. This is primarily a charge from HCC - we receive 2 invoices per year
4425	CHRISTMAS LIGHTING	5,237	5,237	5,600	6,022	7,150	92	7,000	A three year contract ending in 2022 and costing £6845 to rent, install, safety check and license fee. Contract agreed June 2019.
4435	TENNIS COURT	750	-	4,000	1,090	800	-	Zero	No planned expenditure on courts.
4440	PLAY AREA	2,000	1,707	2,000	1,524	2,000	234	1,000	Reduced figure is to cover standard maintenance. There is a capital project on the list to cover substantial upgrades.
4450	DOG FOULING BIN EMPTYING	750	738	800	761	800	-	800	Charge from HDC at end of year. Potential of increased costs.
4455	OLDER PERSON WELLBEING	2,500	1,812	2,100	2,047	2,000	394	2,000	
4050	COMMUNITY EVENTS	6,150	6,018	7,000	5,890	5,000	£ 3,480.00	6,000	E&A Budget
4456	PARISH WARDEN	4,000	3,769	4,000	3,533	0	0	0	Moved to main salary budget 4000/100
4460	YOUTH PROVISION	4,000	3,240	4,000	2,052	3,500	4,742	5,000	Budget increased to further develop Youth programme
4595	COMMUNITY TRANSPORT CONT.	1,000	340	800	107	500	-	-	no longer required
4475	GRASS CUT - ALL AREAS (OTHER SMP)							17,052	Consolidated lines 4475,4480 & 4490 - under contract until March 2021
4475	GRASS CUT/ MAINT. - ORCHARD	2,800	1,920	2,900	1,853	3,000	1,576	-	As above
4480	GRASS CUT/ MAINT. - OTHER	6,000	4,497	5,790	4,845	6,300	4,595	-	As above
4700	ORCHARD DEVELOPMENT	-	675	10,000	-	3,000	-	-	All expenditure funded from reserves.
4710	ST. MARY'S SPORTS GROUND			6,000	-	3,000	1,826	6,000	We will look to cover all costs from Pavilion and Sportsfield rent but budget is required for in
4720	SMP LEGAL / PROF SERVICES	0	0	-	-	-	39	-	Any legal costs associated with grounds will be moved from Reserves and/or S106 funds
	MARKET RESEARCH	0	0	-	-	-	-	2,000	facilitation
	Total Expenditure	49,501	41,790	68,590	45,762	52,650	19,489	58,652	
1000	HIGH ST MARKET INCOME	3,100	3,563	2,800	4,937	3,000	1,815	3,000	
1005	FOOTBALL CLUB RENTAL	1,550	1,560	1,560	1,560	1,560	780	1,560	Hold on rental income until 2024
1010	TENNIS CLUB RENTAL	1,200	600	1,200	900	1,200	-	1,200	
1020	EVENT INCOME - YOUTH	0	910	0	820	300	1,856	2,000	
1445	SOLAR FARM HW/ WINCHFIELD	3,000	1,764	1,500	1,764	1,500	-	2,000	Income not fixed
	Total Income	8,850	8,397	7,060	9,981	7,560	4,451	9,760	
	400 Net Expenditure	40,651	33,393	61,530	35,781	45,090	15,038	48,892	
410	BURIALGROUND								
4490	GRASS CUT/ MAINT. - BURIAL GD	14,000	13,755	15,000	11,654	14,000	3,155	-	Included in 4475 as above.
	Total Expenditure	14,000	13,755	15,000	11,654	14,000	3,155	-	
1410	INTERMENT INCOME	11,000	10,650	8,000	17,300	9,000	8,600	15,000	Based on last year and first half of 19/20
	Total Income	11,000	10,650	8,000	17,300	9,000	8,600	15,000	
	410 Net Expenditure	3,000	3,105	7,000	- 5,646	5,000	- 5,445	- 15,000	
420	ALLOTMENTS								
4500	ALLOTMENTS WATER SUPPLY	400	305	400	3,670	400	-	600	
4505	ALLOTMENTS MAINTENANCE	1,000	864	1,710	1,743	1,300	536	2,000	Want to tidy up and mgmt of Vicarage Hill
	Total Expenditure	1,400	1,169	2,110	5,413	1,700	536	2,600	
1420	ALLOTMENT INCOME	1,290	1,300	1,200	1,335	1,900	820	1,900	Plot fees increased from 20/21 onwards
	Total Income	1,290	1,300	1,200	1,335	1,900	820	1,900	
	420 Net Expenditure	110	- 131	910	4,078	- 200	- 284	700	
	E & A - Expenditure	64,901	56,714	85,700	62,829	68,350	23,180	61,252	
	E & A - Income	21,140	20,347	16,260	28,616	18,460	13,871	26,660	

Appendix F – Staffing Committee Budget 20/21

STAFFING COMMITTEE										
4010	STAFF TRAINING & RECRUITMENT	1,800	937	1,700	1,059	2,000	£	1,030.00	3,000	
4020	COUNCILLOR TRAINING	600	310	500	15	500	£	-	3,000	Clerk to circulate training options and courses for example - cross over skills set i.e. planning - finance
4040	PENSIONS	2,000	1,600	4,500	3,294	5,300	£	1,020.00	2,500	
	Total Expenditure	4,400	2,847	6,700	4,368	7,800		2,050	8,500	
100	Net Expenditure	91,270	76,884	93,950	76,941	101,000		45,846	115,935	

Mission Statement

Context: Mission statement questions look like: What do we do/Whom do we serve/How do we serve them?

Note: This statement was an agreed output from a number of meetings when Cathy was in the chair

We are local residents working to support and enhance village life

An alternative might be, for example:

To sustain and grow a successful, safe and caring community by representing and serving the best interests of those who live or invest in it

Vision Statement

Context: The vision statement is about what you want to become. It's aspirational.

Our Village

Hartley Wintney continues to be a unique, and cherished village making it a highly sought-after place to visit, work and live. It has retained its essential character with its attractive heritage and distinctive village centre surrounded by open countryside. It remains a place to enjoy and explore with shops and businesses which thrive both daytime and evening.

Our Community

We remain a vibrant, sustainable and forward-looking community for all ages recognised for the commitment of our volunteers. The challenges of caring for and supporting an ageing community are blended with the need to improve the overall health and well-being of all - in particular the disadvantaged. The community involvement in local clubs and organisations continues to thrive and provides a range of activities to benefit all.

The Parish Council

The Parish Council continues to play a full and active role in safeguarding the heritage and well-being of the village and its community. It acts as a focus for local opinion getting things done in a way that is best suited to the community. In addition to the statutory responsibilities, it remains flexible and responsive and continues to deliver value for money services effectively managing the many popular community events and its assets such as the Community Bus, Jubilee Field, Victoria Hall and St Marys Pavilion. At the core of this activity is a strong commitment to a sustainable environment.

Please indicate which Committees you are interested in joining.

We recommend that each Committee has 6 members and with members assign themselves to no more than 3 separate Committees (other than Chairman)

COUNCILLORS	FULL COUNCIL	E & A	PLANNING	FINANCE*	POLICY	STAFFING
S AIRTON	YES					
S CRAIG	YES					
S ELBORN	YES					
C FARRANCE	YES					
P GEE	YES					
D HARVEY	YES					
DE HARVEY	YES					
B MOSS	YES					
R ROBERTSON	YES					
F SUTTON	YES					
I WILSON	YES					

* Members on Finance Committee are made up of Chairman of all Standing Committees.

STAND IN MEMBERSHIP - Members of Committees who are called upon should the meeting not be quorate but retain full voting rights.

COUNCILLORS	FULL COUNCIL	E & A	PLANNING	FINANCE	POLICY	STAFFING
S AIRTON	YES					
S CRAIG	YES					
S ELBORN	YES					
C FARRANCE	YES (CH)					
P GEE	YES					
D HARVEY	YES					
DE HARVEY	YES					
B MOSS	YES					
R ROBERTSON	YES					
F SUTTON	YES					
I WILSON	YES					



Department for
Communities and
Local Government

Openness and transparency on personal interests

A guide for councillors

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Department for Communities and Local Government
Eland House
Bressenden Place
London
SW1E 5DU
Telephone: 030 3444 0000

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The Guide

This guide on personal interests gives basic practical information about how to be open and transparent about your personal interests. It is designed to help councillors, including parish councillors, now that new standards arrangements have been introduced by the Localism Act 2011¹.

Why are there new rules?

Parliament has abolished the Standards Board regime and all the rules under it. It has done this because that centrally-imposed, bureaucratic regime had become a vehicle for petty, malicious and politically-motivated complaints against councillors. Rather than creating a culture of trust and openness between councillors and those they represent, it was damaging, without justification, the public's confidence in local democratic governance.

The new standards arrangements that Parliament has put in place mean that it is largely for councils themselves to decide their own local rules. It is essential that there is confidence that councillors everywhere are putting the public interest first and are not benefiting their own financial affairs from being a councillor. Accordingly, within the new standards arrangements there are national rules about councillors' interests.²

Such rules, in one form or another, have existed for decades. The new rules are similar to the rules that were in place prior to the Standards Board regime. Those rules, originating in the Local Government Act 1972 and the Local Government and Housing Act 1989, involved local authority members registering their pecuniary interests in a publicly available register, and disclosing their interests and withdrawing from meetings in certain circumstances. Failure to comply with those rules was in certain circumstances a criminal offence, as is failure to comply in certain circumstances with the new rules.

Does this affect me?

Yes, if you are an elected, co-opted, or appointed member of:

- a district, unitary, metropolitan, county or London borough council
- a parish or town council
- a fire and rescue authority
- a transport or other joint authority
- a combined authority or an economic prosperity board
- the London Fire and Emergency Planning Authority
- the Broads Authority

¹ The Guide should not be taken as providing any definitive interpretation of the statutory requirements; those wishing to address such issues should seek their own legal advice.

² The national rules are in Chapter 7 of the Localism Act 2011 and in the secondary legislation made under the Act, particularly in The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 (S.I. 2012/1464).

- a National Park authority
- the Greater London Authority
- the Common Council of the City of London
- the Council of the Isles of Scilly

How will there be openness and transparency about my personal interests?

The national rules require your council or authority to adopt a code of conduct for its members and to have a register of members' interests.

The national rules require your council's code of conduct to comply with the Seven Principles of Public Life, and to set out how, in conformity with the rules, you will have to disclose and register your pecuniary and your other interests. Within these rules it is for your council to decide what its code of conduct says. An illustrative text for such a code is available on the Department's web site.³

Your council's or authority's monitoring officer (or in the case of a parish council the monitoring officer of the district or borough council) must establish and maintain your council's register of members' interests. Within the requirements of the national rules it is for your council or authority to determine what is to be entered in its register of members' interests.

What personal interests should be entered in my council's or authority's register of members' interests?

Disclosable pecuniary interests, and any other of your personal interests which your council or authority, in particular through its code of conduct, has determined should be registered.

Any other of your personal interests which you have asked the monitoring officer, who is responsible for your council's or authority's register of members' interests, to enter in the register.

As explained in the following section, your registration of personal interests should be guided by your duty to act in conformity with the seven principles of public life. You should ensure that you register all personal interests that conformity with the seven principles requires. These interests will necessarily include your membership of any Trade Union.

What must I do about registering my personal interests?

Under your council's code of conduct you must act in conformity with the Seven Principles of Public Life. One of these is the principle of integrity – that 'Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in

³ <https://www.gov.uk/government/publications/illustrative-text-for-local-code-of-conduct--2>

order to gain financial or other material benefits for themselves, their family, or their friends. **They must declare and resolve any interests and relationships.**⁴.

Your registration of personal interests should be guided by this duty and you should give the monitoring officer who is responsible for your council's or authority's register of members' interests any information he or she requests in order to keep that register up to date and any other information which you consider should be entered in the register.

All sitting councillors need to register their declarable interests – both declarable pecuniary interests, and other interests that must be declared and registered as required by your authority's code, or your duty to act in conformity with the Seven Principles of Public Life, such as your membership of any Trade Union. Any suggestion that you should tell the monitoring officer about your pecuniary interests only in the immediate aftermath of your being elected is wholly incompatible with this duty, with which you must comply.

If you have a disclosable pecuniary interest which is not recorded in the register and which relates to any business that is or will be considered at a meeting where you are present, you must disclose⁵ this to the meeting and tell the monitoring officer about it, if you have not already done so, so that it can be added to the register. You must tell the monitoring officer within 28 days of disclosing the interest. For this purpose a meeting includes any meeting of your council or authority, of its executive or any committee of the executive, and of any committee, sub-committee, joint committee or joint sub-committee of your authority.

If you have a disclosable pecuniary interest which is not shown in the register and relates to any business on which you are acting alone, you must, within 28 days of becoming aware of this, tell the monitoring officer about it, if you have not already done so, so that it can be added to the register. You must also stop dealing with the matter as soon as you become aware of having a disclosable pecuniary interest relating to the business.

When you are first elected, co-opted, or appointed a member to your council or authority, you must, within 28 days of becoming a member, tell the monitoring officer who is responsible for your council's or authority's register of members' interests about your disclosable pecuniary interests. If you are re-elected, re-co-opted, or reappointed a member, you need to tell the monitoring officer about only those disclosable pecuniary interests that are not already recorded in the register.

What are pecuniary interests?

A person's pecuniary interests are their business interests (for example their employment, trade, profession, contracts, or any company with which they are associated) and wider

⁴ <http://www.public-standards.gov.uk/about-us/what-we-do/the-seven-principles/>

⁵ If the interest is a sensitive interest you should disclose merely the fact that you have such a disclosable pecuniary interest, rather than the interest. A sensitive interest is one which the member and the monitoring officer, who is responsible for the register of members' interests, consider that disclosure of its details could lead to the member, or a person connected to the member, being subject to violence or intimidation.

financial interests they might have (for example trust funds, investments, and assets including land and property).

Do I have any disclosable pecuniary interests?

You have a disclosable pecuniary interest if you, or your spouse or civil partner, have a pecuniary interest listed in the national rules (see annex). Interests or your spouse or civil partner, following the approach of the rules under the 1972 and 1989 Acts, are included to ensure that the public can have confidence that councillors are putting the public interest first and not benefiting the financial affairs of themselves or their spouse or civil partner from which the councillor would stand to gain. For this purpose your spouse or civil partner includes any person with whom you are living as husband or wife, or as if they were your civil partner.

Does my spouse's or civil partner's name need to appear on the register of interests?

No. For the purposes of the register, an interest of your spouse or civil partner, which is listed in the national rules, is **your** disclosable pecuniary interest. Whilst the detailed format of the register of members' interests is for your council to decide, there is no requirement to differentiate your disclosable pecuniary interests between those which relate to you personally and those that relate to your spouse or civil partner.

Does my signature need to be published online? Won't this put me at risk of identity theft?

There is no legal requirement for the personal signatures of councillors to be published online.

Who can see the register of members' interests?

Except for parish councils, a council's or authority's register of members' interests must be available for inspection in the local area, and must be published on the council's or authority's website.

For parish councils, the monitoring officer who is responsible for the council's register of members' interests must arrange for the parish council's register of members' interests to be available for inspection in the district or borough, and must be published on the district or borough council's website.

Where the parish council has its own website, its register of members' interests must also be published on that website.

This is in line with the Government's policies of transparency and accountability, ensuring that the public have ready access to publicly available information.

Is there any scope for withholding information on the published register?

Copies of the register of members' interests which are available for inspection or published must not include details of a member's sensitive interest, other than stating that the member has an interest the details of which are withheld. A sensitive interest is one which the member and the monitoring officer, who is responsible for the register of members' interests, consider that disclosure of its details could lead to the member, or a person connected to the member, being subject to violence or intimidation.

When is information about my interests removed from my council's register of members' interests?

If you cease to have an interest, that interest can be removed from the register. If you cease to be a member of the authority, all of your interests can be removed from the register.

What does having a disclosable pecuniary interest stop me doing?

If you are present at a meeting of your council or authority, of its executive or any committee of the executive, or of any committee, sub-committee, joint committee, or joint sub-committee of your authority, and you have a disclosable pecuniary interest relating to any business that is or will be considered at the meeting, you must not:

- participate in any discussion of the business at the meeting, or if you become aware of your disclosable pecuniary interest during the meeting participate further in any discussion of the business, or
- participate in any vote or further vote taken on the matter at the meeting.

These prohibitions apply to any form of participation, including speaking as a member of the public.

In certain circumstances you can request a dispensation from these prohibitions.

Where these prohibitions apply, do I also have to leave the room?

Where your council's or authority's standing orders require this, you must leave the room. Even where there are no such standing orders, you must leave the room if you consider your continued presence is incompatible with your council's code of conduct or the Seven Principles of Public Life.

Do I need a dispensation to take part in the business of setting council tax or a precept?

Any payment of, or liability to pay, council tax does not create a disclosable pecuniary interest as defined in the national rules; hence being a council tax payer does not mean that you need a dispensation to take part in the business of setting the council tax or precept or local arrangements for council tax support.

If you are a homeowner or tenant in the area of your council you will have registered, in accordance with the national rules, that beneficial interest in land. However, this disclosable pecuniary interest is not a disclosable pecuniary interest in the matter of setting the council tax or precept since decisions on the council tax or precept do not materially affect your interest in the land. For example, it does not materially affect the value of your home, your prospects of selling that home, or how you might use or enjoy that land.

Accordingly, you will not need a dispensation to take part in the business of setting the council tax or precept or local arrangements for council tax support, which is in any event a decision affecting the generality of the public in the area of your council, rather than you as an individual.

When and how can I apply for a dispensation?

The rules allow your council or authority in certain circumstances to grant a dispensation to permit a member to take part in the business of the authority even if the member has a disclosable pecuniary interest relating to that business. These circumstances are where the council or authority considers that:

- without the dispensation so great a proportion of the council or authority would be prohibited from participating in that business as to impede the council's or authority's transaction of that business,
- without the dispensation the representation of different political groups dealing with that business would be so upset as to alter the likely outcome of any vote,
- the granting of the dispensation is in the interests of people living in the council's or authority's area,
- without the dispensation each member of the council's executive would be prohibited from participating in the business, or
- it is otherwise appropriate to grant a dispensation.

If you would like your council or authority to grant you a dispensation, you must make a written request to the officer responsible for handling such requests in the case of your council or authority.

What happens if I don't follow the rules on disclosable pecuniary interests?

It is a criminal offence if, without a reasonable excuse, you fail to tell the monitoring officer about your disclosable pecuniary interests, either for inclusion on the register if you are a newly elected, co-opted or appointed member, or to update the register if you are re-elected or re-appointed, or when you become aware of a disclosable pecuniary interest which is not recorded in the register but which relates to any matter;

- that will be or is being considered at a meeting where you are present, or
- on which you are acting alone.

It is also a criminal offence to knowingly or recklessly provide false or misleading information, or to participate in the business of your authority where that business involves a disclosable pecuniary interest. It is also a criminal offence to continue working on a matter which can be discharged by a single member and in which you have a disclosable pecuniary interest.

If you are found guilty of such a criminal offence, you can be fined up to £5,000 and disqualified from holding office as a councillor for up to five years.

Where can I look at the national rules on pecuniary interests?

The national rules about pecuniary interests are set out in Chapter 7 of the Localism Act 2011, which is available on the internet here:

<http://www.legislation.gov.uk/ukpga/2011/20/part/1/chapter/7/enacted>

and in the secondary legislation made under the Act, in particular The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 which can be found here:

<http://www.legislation.gov.uk/uksi/2012/1464/contents/made>

Annex A

Description of Disclosable Pecuniary Interests

If you have any of the following pecuniary interests, they are your **disclosable pecuniary interests** under the new national rules. Any reference to spouse or civil partner includes any person with whom you are living as husband or wife, or as if they were your civil partner.

- Any employment, office, trade, profession or vocation carried on for profit or gain, which you, or your spouse or civil partner, undertakes.
- Any payment or provision of any other financial benefit (other than from your council or authority) made or provided within the relevant period in respect of any expenses incurred by you in carrying out duties as a member, or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992. The relevant period is the 12 months ending on the day when you tell the monitoring officer about your disclosable pecuniary interests following your election or re-election, or when you became aware you had a disclosable pecuniary interest relating to a matter on which you were acting alone.
- Any contract which is made between you, or your spouse or your civil partner (or a body in which you, or your spouse or your civil partner, has a beneficial interest) and your council or authority –
 - under which goods or services are to be provided or works are to be executed; and
 - which has not been fully discharged.
- Any beneficial interest in land which you, or your spouse or your civil partner, have and which is within the area of your council or authority.
- Any licence (alone or jointly with others) which you, or your spouse or your civil partner, holds to occupy land in the area of your council or authority for a month or longer.
- Any tenancy where (to your knowledge) –
 - the landlord is your council or authority; and
 - the tenant is a body in which you, or your spouse or your civil partner, has a beneficial interest.

- Any beneficial interest which you, or your spouse or your civil partner has in securities of a body where –
 - (a) that body (to your knowledge) has a place of business or land in the area of your council or authority; and
 - (b) either –
 - the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or
 - if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which you, or your spouse or your civil partner, has a beneficial interest exceeds one hundredth of the total issued share capital of that class.