Horndean Parish Council

NOTICE OF MEETING

A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE WILL BE HELD ON MONDAY 02 NOVEMBER 2015 AT JUBILEE HALL AT 7.00 P.M.

Members of the Committee (Cllr D Evans (Chairman), Cllr L Evans, Cllr M Burridge, Cllr Mrs D Denston, Cllr A Forbes, Cllr D Alexander are summoned to attend.

Carla Baverstock-Jones GCILEx
Executive Officer & Clerk to the Council

27 October 2015

AGENDA

1. To receive apologies for absence.
2. To receive any Declarations of interest.
3. To open the meeting to members of the public to enable them to address questions to Parish Councillors. *The period of time which is designated for public participation shall not exceed 20 minutes. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 3 minutes. A question asked by a member of public during public participation session at a meeting shall not require a response or debate.*
4. To approve the Minutes of the Finance and General Purposes Committee meeting held on the 27 July 2015.
5. To receive and agree the Draft Budget 2016/2017.
6. To receive a report and approve the recruitment of an additional member of staff on a fixed term contract commencing 2016.
7. To receive a report and consider the amendment of Standing Orders.
8. To receive and consider the Christmas Carol Service arrangements.
9. To receive and consider the Grant Awarding Policy.
10. To discuss the future use in respect of the Speed Indicator Device (SID) equipment.
11. To receive and review the updated Freedom of Information and Press and Media Policies – adopted 18 May 2015.

Horndean Parish Council, Tyfield House, Blendworth Lane, Horndean PO8 0AA
Tel: 023 9259 7766 www.horndeanpc-hants.gov.uk

12. To receive and consider an addendum to the Vehicle Policy.

13. To receive and agree the Health and Safety Policies in respect of:

- Asbestos
- Hazardous Substances
- First Aid
- Manual Handling.

HORNDEAN PARISH COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE

MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD AT JUBILEE HALL ON MONDAY 27TH JULY 2015 AT 7:00 PM.

PRESENT: Cllr D Evans (Chairman),
Cllr D Alexander, Cllr Mrs. L Evans, Cllr A Forbes, Cllr Mrs D. Denston, Cllr M Burridge

IN ATTENDANCE: Carla Baverstock-Jones, Executive Officer and Clerk to the Council, Gill Foster Administrator (Minute Taker).

PUBLIC ATTENDANCE: No members of the public were present.

F&GP 056 **TO RECEIVE APOLOGIES FOR ABSENCE**

No apologies were received.

F&GP 057 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

F&GP 058 **TO OPEN THE MEETING TO MEMBERS OF THE PUBLIC TO ENABLE THEM TO ADDRESS QUESTIONS TO PARISH COUNCILLORS**

There were no members of the public present to ask any questions.

F&GP059 **TO ELECT A VICE CHAIRMAN OF THE FINANCE & GENERAL PURPOSES COMMITTEE.**

Cllr D. Evans ask for any nominations and Cllr A. Forbes declared that he was willing to stand.

It was **RESOLVED** that Cllr A. Forbes be appointed as Vice Chairman of this Committee.

F&GP 060 **TO APPROVE THE MINUTES OF THE POLICY & RESOURCES COMMITTEE MEETING HELD ON 27th April 2015**

It was **RESOLVED** that the minutes of the Committee meeting held on the 27th April 2015 be duly signed as a true record of the meeting.

F&GP 061 **STAFF REMUNERATION: CONSIDER AND RECOMMEND TO COUNCIL, THROUGH A POLICY OR OTHERWISE, HOW STAFF SALARIES AND THE BUDGET FIGURES SHOULD BE DETERMINED**

Cllr L. Evans referred to the Report and explained what was contained in the proposed policy and then asked for any Councillors comments, policy attached.

Cllr D Evans advised that a Parish didn't need a 'Pay Policy Statement'.

Cllr Mrs. L Evans asked the Clerk if she had any comments and advised at this moment in time she hadn't.

Discussion took place regarding staff salaries covering the fact that some staff were still on the NJC rate and all the newer staff members were already on this policy, the easiest way to put all staff on the new policy was through natural wastage. The Clerk advised that having contacted ACAS they advised that this was the best option.

It was **RESOLVED** this policy be presented to Council at the next meeting on 17th August 2015.

F&GP 062 **FINANCE REGULATIONS: CONSIDER & RECOMMEND AMENDMENTS TO THE FINANCE REGULATIONS, IN PARTICULAR TO CLARIFY SECTION 11: CONTRACTS, ESPECIALLY WITH RESPECT TO REQUIREMENTS FOR QUOTATIONS.**

Cllr D. Evans referred to the proposed changes within the report attached.

A discussion took place and some changes were agreed through each point in the report. Various amendments and additions were agreed. Cllr D. Evans also advised that it was taken in to account that NALC Regulations were referred to when drawing up the amendments.

Cllr D. Evans stated that the RFO should be asked to comment on this before it goes to Council.

It was **RESOLVED** that the amendments to the finance regulations go forward to the Council meeting on 17th August 2015.

F&GP063 **CONSIDER AND APPROVE A PLAN FOR SETTING THE 2016/17 BUDGET, INCLUDING A DRAFT TIMETABLE.**

Cllr D. Evans referred to the Council meeting schedule, it was proposed that 21st December 2015 be the target for setting the precept. The following timetable was put forward:-

07 September 2015 – Full Council workshop to plan budget.

28 September 2015 – Grounds Committee Meeting – budget input required.

12 October 2015 – Additional provisional date – Finance & General Purpose Committee Meeting, Jubilee Hall at 7.00pm.

02.November 2015 – Finance & General Purpose Committee Meeting – draft budget put together.

23 November 2015 – Council Meeting – further budget discussion.

14 December 2015 – Finance & General Purpose Committee – sign off budget.

21 December 2015 - Council Meeting – Set precept/budget and approve.

It was **RESOLVED** the above timetable be agreed.

F&GP064 **TO RECEIVE AND CONSIDER THE APPLICATIONS IN RESPECT OF THE FOLLOWING GRANTS.**

Cllr D. Evans advised that we had £6,000 available for Grants this year.

- **All Saints Church, Catherington - £600**

  A discussion took place. It was agreed that this Grant be recommended to Council.

- **Blendworth Mothers' Union - £1000**

  It was agreed to recommend to Council a grant for £500.

- **Horndean Twinning Association - £200**

  Cllr A. Forbes referred to the Grant Application and advised what the Group were planning to do over the next few months. It was agreed that a grant for £200 be recommended to Council.

F&GP065 **TO DISCUSS A WAY FORWARD IN RESPECT OF THE SPEED INDICATOR (SID) EQUIPMENT.**

Cllr Mrs L Evans explained the situation regarding the two speed indicator devices we have advising the reasons for the group disbanding.

Discussion took place regarding other possibilities Cllr D Alexander suggested we see if they could be converted to solar power and the Clerk was asked to look into this.

Cllr D. Alexander asked if it was proven evidence these devices make a difference. Cllr D. Evans advised that these actually do make a difference and the way forward was to note the previous Group's reasons for disbanding and to find a way to get it going again. It was felt we needed to advertise for volunteers.

Cllr Mr L Evans asked the Clerk if she had any comments. The Clerk expressed her concerns that there doesn't appear to be a Councillor willing to get involved. It would be unrealistic to advertise for volunteers as the office would have nowhere to refer them to also the Countryside Team do not have the resources to take this on.

It was **RESOLVED** that the Clerk email all Councillors and it should be brought back to the Finance and General Purpose Committee meeting on 2nd November 2015.

F&GP066 **TO RECEIVE AND REVIEW THE FREEDOM OF INFORMATION AND PRESS AND MEDIA POLICIES – ADOPTED 18TH MAY 2015.**

Cllr D. Evans referred to the report and the Clerk was asked if there was anything she wasn't happy with to which she advised that at this moment in time she was happy with the new policy.

Cllr Mrs L Evans advised that at the Annual meeting of the Council all policies were reviewed and adopted and there were a lot. It was suggested that all policies be referred to this Committee for review, functions and legal requirements.

Cllr D. Evans suggested that we always have a review date on all policies.

Cllr Mrs D. Denston asked if we could increase the costs for paper when asked for photo copying from 10p to 50p a sheet Cllr M. Burridge agreed. It was agreed we could do this subject to the Clerk looking into any reason we cannot.

Cllr D Evans referred to Standing Orders were not mandatory and should be considered at the Annual Meeting. Section 2K the Clerk was asked to review this at the necessary time of year and bring back to the Finance & General Purpose Committee.

This was Agreed by all present.

Cllr Mrs L Evans referred to the Press & Media section 8 – 11 advising that the wording needs to be amended and checked and go back to the office to be updated with the law. The Clerk was to look at this and bring it back to the Finance & General Purposes Committee's next meeting.

F&GP067 **TO RECEIVE AND AGREE THE HEALTH AND SAFETY POLICIES IN RESPECT OF ASBESTOS, HAZARDOUS SUBSTANCES, FIRST AID AND MANUAL HANDLING.**

This matter was deferred to the next meeting.

The Public section of the meeting closed at 09.10pm

F&GP068 **To exclude the public and the press, in view that publicity would prejudice the public interest by reason of the confidential nature of the business or arising out of the business about to be transacted. (Public Bodies (Admissions to meetings) Act 1960).**

F&GP069 **TO APPROVE THE CONFIDENTAIL MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON THE 27 APRIL 2015.**

It was **RESOLVED** that the minutes for the meeting on 27th April 2015 were a true record and be duly signed.

The meeting closed at 9:15pm

.....
Chairman

.....
Date

HORNDEAN PARISH COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE MEETING **Date: 02 November 2015**

AGENDA ITEM: 6

SUBJECT OF REPORT: Staffing within the Countryside Team

BACKGROUND

At the meeting of the Staff Committee on the 14 September 2015 consideration was given to the future staffing and structure of the Countryside Team. The focus being as to whether an additional staff member should be recruited, given the level of work to be undertaken within the team.

The decision of the Staff Committee was that further information was required in respect of the following:

- Quantitative Analysis data – Groundorg
- Viability of contracting work out
- Temporary seasonal recruitment.

The complexity of the work associated with some of the sites including SSSI's and Nature Reserves, issues of conservation, the work associated with the HLSA and volunteer groups presents the Countryside Team with numerous demands.

The team consists of 3 personnel which allowing for one member to attend college one day per week, leave and sickness results in a total of 2 staff members plus the Grounds Manager, working across landholdings of some 60 hectares.

The team are currently coping with an historic amount of work which to an extent negates the benefit received from the contracting out of the grass cutting. It is observed that the team appears overwhelmed with their workload and therefore it is of concern that staff members may become demoralised and demotivated. Members of staff within the Countryside Team undertake their individual roles in an enthusiastic, proactive and passionate manner, clearly demonstrating a desire to ensure that the open spaces are maintained and managed appropriately. It is considered extremely fortunate to have such a dedicated and hard working team and therefore it is important to maintain the balance between manageable workloads and constantly struggling to address multiple demands.

The completion of the report from Groundorg is yet to be finalised due to technical difficulties, which will be addressed in order to provide the quantitative analysis as requested in due course.

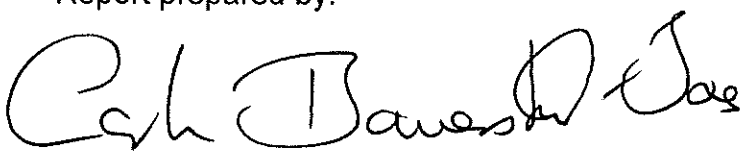
RECOMMENDATION

On the information available consideration could be given to the following:

- To recruit an additional Estate Warden on a fixed term contract possibly 18 months. This would enable the position to be reviewed at the given time without a permanent commitment. It would furthermore provide a period of assistance in addressing the backlog of work to be undertaken.

- During the fixed term contract that an existing team member be offered the position of assisting the Grounds Manager. This would enable flexibility in terms of the completion of administrative work and the supervisory role which is required out on site. This could then be undertaken by both supervisory members of staff on an interchangeable basis promoting the development of knowledge, skills and a supportive working environment.

Report prepared by:



Carla Baverstock-Jones
Executive Officer and Clerk to the Council

HORNDEAN PARISH COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE MEETING **Date: 02 November 2015**

AGENDA ITEM: 7

SUBJECT OF REPORT: Amendment of Standing Orders

BACKGROUND (1)

The Public Contracts Regulations 2006/5 have been repealed by the Public Contracts Regulations 2015. In order to apply these regulations, the Standing Orders which relate to financial matters need to be amended accordingly. The relevant sections are attached and you will note that it is the procurement process which needs to be updated.

The legal requirements as provided by the above regulations, are summarised in the table below.

Value of Contract (net of VAT)	Legal Requirements
Up to £25,000	Requirements in the Standing Orders and Financial Regulations.
Over £25,000	Use of the Contract Finder website and other light touch rules in the Public Contracts Regulations 2015.
Over £172,514 or £4,322,012	Other detailed and complex requirements in the 2015 Regulations.

BACKGROUND (2)

At the meeting of the Finance and General Purposes Committee on the 27 July 2015, it was agreed that the reviews which are undertaken at the Annual Meeting of the Council as stated in the Standing Orders, could be deferred to an alternative meeting and the Standing Orders amended accordingly. The reason being is that the agenda for the Annual Meeting is usually lengthy and therefore the time allocated to the reviews is limited.

The relevant section of the Standing Orders is attached for ease of reference.

Report prepared by:

Carla Baverstock-Jones
Executive Officer and Clerk to the Council

1(a)

b In accordance with the Council's policy in respect to dealing with the press and/or other media, councillors shall not, in their official capacity, provide oral or written statements or written articles to the press or other media.

29 Liaison with District and County or Unitary Councillors

a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the councillor of the District and County or Unitary Council [in Wales: County Borough and County Council] representing its electoral ward.

b Unless the Council otherwise orders, a copy of each letter sent to the District or County Council shall be sent to the District or County councillor representing its electoral ward.

30 Financial matters

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 accounting records and systems of internal control;

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

iii. the work of the Internal Auditor 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;

v. procurement policies (subject to standing order 30(b) below) including the setting of values for different procedures where the contract has an estimated value of less than £60,000.

b Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £60,000 shall be procured on the basis of a formal tender as summarised in standing order 30(c) below.

c Any formal tender process shall comprise the following steps:

i. a public notice of intention to place a contract to be placed in a local newspaper;

ii. a specification of the goods, materials, services and the execution of works shall be drawn up;

iii. tenders are to be sent, in a sealed marked envelope, to the Proper Officer by a stated date and time;

iv. tenders submitted are to be opened, after the stated closing date and time, by the Proper Officer and at least one member of the Council;

v. tenders are then to be assessed and reported to the appropriate meeting of Council or Committee.

d Neither the Council, nor any committee, is bound to accept the lowest tender, estimate or quote.

e Where the value of a contract is likely to exceed £138,893 (or other threshold specified by the Office of Government Commerce from time to time) the Council must consider whether the Public Contracts Regulations 2006 (SI No.5, as amended) and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the Council must comply with EU procurement rules.

31 Allegations of breaches of the code of conduct

a Any breaches of the Code of Conduct will be referred to the Monitoring Officer at East Hampshire District Council.

b Where the notification relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of the Staff committee of that fact, who, upon receipt of such notification, shall nominate a person to assume the duties of the Proper Officer set out in the remainder of this standing order, who shall continue to act in respect of that matter as such until the complaint is resolved.

c Where a notification relates to a complaint made by an employee (not being the Proper

As illustrated below, the estimated value of the proposed contract is necessary to determine which legal requirements regulate the procurement process. A further explanation of the differences in England and Wales is explained in paragraph 9 below.

Value (net of VAT)	Need to comply with		
	A council's standing Orders (and financial regulations)	The Contract Finder website and other light touch rules in the 2015 Regulations	Detailed and complex requirements in the 2015 Regulations
Up to £25,000 (England only*)	✓	×	×
Over £25,000 (England only*)*	✓	✓	×
Over £172,514 or £4,322,012	✓	✓ Use of the Contract Finder website (see paragraph 20 below).	✓

* In Wales, the light touch provisions in the 2015 Regulations in respect of the procurement of contracts valued at £25,000 or more do not apply. However, provision for the procurement of certain types of contract (explained in paragraph 9 below) should be made in the standing orders and financial regulations of councils in Wales.

4. The requirements for councils in England and Wales to have standing orders with respect to procuring and entering into contracts is set out in s.135 of the Local Government Act 1972 ("the 1972 Act"). This Note provides (A) an explanation of councils' responsibilities under the 1972 Act (England and Wales) ,(B) an explanation of the Contract Finder provisions and other light touch requirements for procuring and awarding contracts covered by the 2015 Regulations which are valued over £25,000 (England only) and (C) an overview of the detailed and complex requirements for procuring contracts covered by the 2015 Regulations which are valued over £172,514 for a public supply or public service contract or £4,322,012 for a public works contract (England and Wales).

(2)

j **In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and must give a casting vote in the case of an equality of votes.**

k Following the election of the Chairman of the Council and Vice-Chairman (if any) of the Council at the annual meeting of the Council, the order of business shall be as follows.

i. In an election year, delivery by councillors of their declarations of acceptance of office.

ii. Confirmation of the accuracy of the minutes of the last meeting of the Council and to receive and note minutes of and/or to determine recommendations made by committees.

iii. Review of delegation arrangements to committees, sub-committees, employees and other local authorities.

iv. Review of the terms of references for committees.

v. Receipt of nominations to existing committees.

vi. Appointment of any new committees, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them.

vii. Review and adoption of appropriate standing orders and financial regulations.

viii. Review of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities.

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

x. (*England*) In a year of elections, if a Council's period of eligibility to exercise the power of well being expired the day before the annual meeting, to review and make arrangements to reaffirm eligibility.

xi. Review of inventory of land and assets including buildings and office equipment.

xii. Review and confirmation of arrangements for insurance cover in respect of all insured risks.

xiii. Review of the Council's and/or employees' memberships of other bodies.

xiv. Establishing or reviewing the Council's complaints procedure.

HORNDEAN PARISH COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE MEETING **Date: 23rd October 2015**

AGENDA ITEM 8

SUBJECT OF REPORT: Christmas Carol Arrangements

Following last year's Christmas Service, the feedback provided by those attending was that of disappointment and a lack of atmosphere. This was partly due to the unfortunate withdrawal of the business network arranging Christmas market stalls and other festivities for this event.

It is for this reason, we would like to organise some small festivities to create more of a Christmas atmosphere. There are large amounts of Children who attend this event and with this in mind could consideration be made to having a Santa Claus present handing out sweets (a volunteer required).

After discussion with the local businesses, the Red Lion Pub have expressed an interest in being involved in the event and have therefore advised they will be providing Mulled Wine and Mince Pies for purchase in the square.

Some of the local businesses have advised they aim to display more festive decorations to help create a Christmas atmosphere.

The Chairman has advised that this years chosen charity will be "Crisis" who are the national charity for single homeless people

RECOMMENDATION
In response to the feedback received, perhaps consideration could be given to the purchase of a Santa Claus costume and/or sweets for the children's presents.

Report prepared by the Administrative Team

ITEM 9

Grant Awarding Policy for Horndean Parish Council

Objective.

The Parish Council wishes to support activities and causes which benefit the parish of Horndean. A grant is any payment made by the Parish Council for the specific purpose for which it is claimed and for the well being of the community.

Eligibility.

Any grant made by the Parish Council must directly benefit some or all of the residents of the parish of Horndean.

The following criteria must be met for a group to be considered for a grant:

- The group must be a charity, voluntary or community organisation
- The group must be able to demonstrate that any funding from the Parish Council will directly benefit the residents of Horndean
- The group must be formally constituted and have a management committee made up of volunteers.

Individuals, businesses, religious groups or political parties are **not** eligible for grant funding.

Conditions.

- Multiple applications within a 12 month period will not normally be considered
- The Parish Council reserves the right to reclaim any grant not being used for the purpose specified on the application form. The Executive Officer will, therefore, be allowed to verify that the monies have been spent accordingly
- Proper evidence of actual or estimated expenditure must be supplied to the Parish Council prior to the payment of any grant. If the Parish Council is not satisfied with the arrangements it reserves the right to request a refund of monies awarded
- Grants cannot be awarded after the relevant project or event has been completed
- An acknowledgement on receipt of the grant cheque is required

Application Process.

- Applications should be made by completing the Grant Awarding Application Form and enclosing a copy of the latest set of independently approved accounts (for both current and savings accounts) for the group making the application.

- Applications are accepted at any time of the year and will be considered on a twice yearly basis.

- Applicants are usually informed within two weeks of the meeting.

Promotion.

The Parish Council will ask for recognition from successful groups in the form of the promotion of the Parish Council in the organisation's newsletter or any press release. The Parish Council will also recognise successful groups in its own reports to parishioners.

ITEM 11

FREEDOM OF INFORMATION

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

Classes of Information

Who we are and what we do
Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it
Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing
Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions
Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures
Current written protocols for delivering our functions and responsibilities

Lists and Registers
Information held in registers required by law and other lists and registers relating to the functions of the authority

The Service we offer
Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for Information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written Requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.
April

FREEDOM OF INFORMATION ACT
DATE 26 JANUARY 2009

Information available from Horndean Parish Council under the model publication scheme

Information to be published	How the information can be obtained (hard copy and/or website)	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts). This will be current information only	Hard copy Website	20p per A4 B & W sheet Free
Who's who on the Council and its Committees	Hard copy Website	20p per A4 B & W sheet Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy Website	20p per A4 B & W sheet Free
Location of main Council office and accessibility details	Hard copy Website	20p per A4 B & W sheet Free
Staffing structure	Hard copy Website	20p per A4 B & W sheet Free

Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	Hard copy Website	20p per A4 B & W sheet Free
Annual return form and report by auditor	Hard copy Website	20p per A4 B & W sheet Free
Finalised budget	Hard copy Website	20p per A4 B & W sheet Free
Precept	Hard copy Website	20p per A4 B & W sheet Free
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations and Financial Risk Assessment	Hard copy Website	20p per A4 B & W sheet Free
Grants given and received	Hard Copy	20p per A4 B & W sheet
List of current contracts awarded and value of contract	Hard Copy	20p per A4 B & W sheet
Members' allowances and expenses	Hard Copy	20p per A4 B & W sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Hard Copy	20p per A4 B & W sheet

Parish Plan and Village Design Statement	Hard Copy	20p per A4 B & W sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy Website	20p per A4 B & W sheet Free
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Hard copy Website	20p per A4 B & W sheet Free
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy Website	20p per A4 B & W sheet Free
Agendas of meetings (as above)	Hard copy Website	20p per A4 B & W sheet Free
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy Website	20p per A4 B & W sheet Free
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy Website	20p per A4 B & W sheet Free
Responses to consultation papers	Hard copy Website	20p per A4 B & W sheet Free

Bye-laws	N/A	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Hard copy	20p per A4 B & W sheet
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard copy	20p per A4 B & W sheet
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and Safety policy Safety Inspection Records Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy	20p per A4 B & W sheet
Information security policy	Hard copy	20p per A4 B & W sheet
Records management policies (records retention, destruction and archive)	Hard copy	20p per A4 B & W sheet

Data protection policies	Hard copy	20p per A4 B & W sheet
Class 6 – Lists and Registers Currently maintained lists and registers only	Hard copy	20p per A4 B & W sheet
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy	20p per A4 B & W sheet
Assets Register	Hard copy	20p per A4 B & W sheet
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Hard copy	20p per A4 B & W sheet
Register of members' interests	Hard copy	20p per A4 B & W sheet
Register of gifts and hospitality	Hard copy	20p per A4 B & W sheet
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses). Current information only	Hard copy	20p per A4 B & W sheet
Closed churchyards	Hard copy	20p per A4 B & W sheet
Community centres and village halls	Hard copy	20p per A4 B & W sheet
Parks, playing fields and recreational facilities	Hard copy	20p per A4 B & W sheet
Seating, litter bins, clocks, memorials and lighting	Hard copy	20p per A4 B & W sheet

Bus shelters	Hard copy	20p per A4 B & W sheet
Agency agreements	Hard copy	20p per A4 B & W sheet
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy	20p per A4 B & W sheet
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Members declaration of acceptance of office	Hard Copy	20p per A4 B & W sheet

CLERK TO THE COUNCIL
TYFIELD HOUSE, BLENDWORTH LANE, HORNDEAN, PO8 0AA

Tel: 02392 597766 Email – contact@horndeanpc-hants.gov.uk
Offices are open Monday – Friday between the hours of 9 am – 4.30 pm

SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 20p per sheet (black & white)	Cost of paper, photocopy charges
	Photocopying @ 50p per sheet (colour)	Cost of paper, photocopy charges
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

Item 11

HORNDEAN PARISH COUNCIL

PRESS AND MEDIA POLICY

Introduction

1. Horndean Parish Council ("the Council") is committed to the provision of accurate information about its governance, decisions and activities. Where this information is not available via the Council's publication scheme, please contact the Council's Executive Officer.

2. The Council shall, where possible, co-operate with those whose work involves gathering material for publication in any form including use of the internet ("the media").

3. This policy explains how the Council may work with the media to meet the above objectives in accordance with the legal requirements and restrictions that apply.

Legal requirements and restrictions

4. This policy is subject to the Council's obligations which are set out in the Public Bodies (Admission to Meetings) Act 1960, the Local Government Act 1972, the Local Government Act 1986, the Freedom of Information Act 2000, the Data Protection Act1998, other legislation which may apply and the Council's standing orders and financial regulations. The Council's financial regulations and relevant standing orders referenced in this policy are available via the Council's publication scheme.

5. The Council cannot disclose confidential information or information the disclosure of which is prohibited by law. The Council cannot disclose information if this is prohibited under the terms of a court order, by legislation, the Council's standing orders, under contract or by common law. Councillors are subject to additional restrictions about the disclosure of confidential information which arise from the code of conduct adopted by the Council, a copy of which is available via the Council's publication scheme.

Meetings

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

7. Where a meeting of the Council and its committees include an opportunity for public participation, the media may speak and ask questions. Public participation is regulated by the Council's standing orders.

8. The photographing, recording, filming or other reporting of a meeting of the Council and its committees (which includes e.g. using a mobile phone or tablet, recording for a TV/radio broadcast, providing commentary on blogs, web forums, or social networking sites such as Twitter, Facebook and YouTube) which enable a person not at the meeting to see, hear or be given commentary about the meeting is permitted unless (i) the meeting has resolved to hold all or part of the meeting without the public present or (ii) such activities disrupt the proceedings or (iii) paragraphs 9 and 10 below apply.

9. The photographing, recording, filming or other reporting of a child or vulnerable adult at a Council or committee meeting is not permitted unless an adult responsible for them has given permission.

10. Oral reporting or commentary about a Council or Committee meeting by a person who is present at the meeting is not permitted.

11. The Council shall, as far as it is practicable, provide reasonable facilities for anyone taking a report of a Council or Committee meeting.

Other communications with the media

12. This policy does not seek to regulate councillors in their private capacity.

13. The Council's communications with the media seek to represent the corporate position and views of the Council. If the views of councillors are different to the Council's corporate position and views, they will make this clear.

14. The Council's Executive Officer, may contact the media if the Council wants to provide information, a statement or other material about the Council.

15. Any Member may draft a press release, however they must all be issued by the Executive Officer.

16. The Executive Officer and Members should always have due regard for the long-term reputation of the Council in all their dealings with the media.

HORNDEAN PARISH COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE MEETING **Date: 02 November 2015**

AGENDA ITEM: 12

SUBJECT OF REPORT: Addendum to Vehicle Policy

BACKGROUND

The Countryside Team has recently taken delivery of replacement vehicles and for this reason it may be that consideration should be given to amending the Vehicle Policy accordingly.

The current Vehicle Policy provides for the expectations and duties in respect of vehicle maintenance and the standard of driving. However, it is perhaps necessary to consider the following available options in terms of an addition to the policy:

(1) If damage to a vehicle within the ownership of Horndean Parish Council is incurred as a result of staff negligence or breach of the policy the staff member will be liable for the total cost of repairing the vehicle or for paying any insurance excess and/or any increase in premiums following a claim as a result of damage to a vehicle belonging to the Council. Payments will be deducted from pay unless an alternative method is agreed.

(2) The existing process of Verbal and Written Warnings currently in place for disciplinary matters.

It is important to note that in respect of Option 1, a full and fair investigation in order to determine that the damage was caused by negligence/careless driving would need to be undertaken. In addition the Council would need to demonstrate that, standards had been set to which the employee is expected to adhere and that the employee is aware of those standards.

In respect of Option 2, which is considered to be a fair and reasonable alternative – the advantage being that the requirement to determine negligence is not required. The simple fact that the employee has caused such damage to the vehicle whilst driving is sufficient to issue a Warning.

RECOMMENDATION

The issue of determining negligence could be fraught with difficulties and not necessarily capable of providing a sufficient and conclusive outcome. The process to ascertain negligence would not be conducive to positive working relations and the collation of information may be lengthy. It is for these reasons that Option 2 may be considered as the most appropriate choice.

Report completed by
Carla Baverstock-Jones
Executive Officer and Clerk to the Council