Horndean Parish Council

NOTICE OF MEETING

THE ANNUAL MEETING OF HORNDEAN PARISH COUNCIL WILL BE HELD ON MONDAY 13 MAY 2019 at 7.00 P.M in JUBILEE HALL

Members are summoned to attend

Carla Baverstock-Jones GCILEx, PSLCC, MCMI
Chief Officer

07th May 2019

AGENDA

1. To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office.
2. To elect a Vice Chairman.
3. To receive apologies for absence.
4. To receive any Declarations of Interest.
5. 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.*
6. To approve the Minutes of the Council meeting held on 15 April 2019.
7. Review of delegation arrangements to committees, sub committees, employees and other local authorities.
8. Review the terms of reference for committees.
9. Receipt of nomination to existing committees and election of Chairman to Committees
10. 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.
11. Review of adoption of appropriate standing orders and financial regulations.
12. Review of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities.
13. Review of representation on or work with external bodies and arrangements for reporting back.

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14. Confirmation of arrangements for insurance cover in respect of all insured risks.

15. Review of the Councils and/or employees' memberships of other bodies.

16. Review the Councils complaints procedure.

17. Review the Councils procedures for handling requests made under the Freedom of Information Act 2000 and the General Data Protection Regulation.

18. Review the Councils policy for dealing with the Press/Media.

19. To consider bank mandates and signatories for Accounts.

20. To note the total precept requirement in respect of 2019/20 being £382,657.

21. To receive and approve the Orders for Payment (List 2 attached).

22. To Note the next scheduled meeting of the Council being the 17 June 2019.

23. **To resolve to exclude the public and the press, in the 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).**

24. To approve the Confidential Minutes of the Council meeting held on 15 April 2019.

Item 6.

HORNDEAN PARISH COUNCIL

MINUTES OF THE COUNCIL MEETING HELD AT JUBILEE HALL ON MONDAY 15th APRIL 2019 AT 7.00 P.M.

PRESENT:
Councillors Mrs L Evans (Chairman) D Evans, R Veitch, Mrs D Denston, Mrs E Tickell, P Beck, J Lay, M Hyltoft, Dr C Jacobs

IN ATTENDANCE: Carla Baverstock-Jones, Chief Officer, Cheree Garvey, Office Manager (Minute Taker), Simon Ritson Responsible Finance Officer.

PUBLIC ATTENDANCE: There was one member of the public present.

HPC 001/19/20 **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors M Burridge, T Denton, D Alexander and Mrs I Weeks.

HPC 002/19/20 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of interest were received.

HPC 003/19/20 **TO RECEIVE A WRITTEN UPDATE FROM COUNTY COUNCILLOR MRS M HARVEY REGARDING COUNTY COUNCIL MATTERS**

There was no report from County Councillor Mrs M Harvey. There were also no questions from Members.

HPC 004/19/20 **TO RECEIVE A WRITTEN UPDATE FROM DISTRICT COUNCILLORS REGARDING DISTRICT COUNCIL MATTERS**

There was no report from District Councillors. The Chairman explained that we were in a state of purdah due to the upcoming elections.

HPC 005/19/20 **TO RECEIVE THE CHAIRMAN'S COMMENTS**

The Chairman informed members of the passing of Cllr N Wren and asked for a moment of silence to pay respects.

The Chairman explained there are 10 uncontested Members remaining in the Council following the elections of May 2nd, therefore five councillors will need to be co-opted. Cllr Mrs L Evans requested that Members actively encourage others.

HPC 006/19/20 **PUBLIC SESSION**

The meeting was duly opened.

HPC 007/19/20 **TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON 18th MARCH 2019**

It was **RESOLVED** that the minutes of the Council meeting held on 18th March 2019 be duly signed as a true record of the meeting.

HPC 008/19/20 **TO RECEIVE AND APPROVE THE ORDERS FOR PAYMENT (LIST 12 ATTACHED)**

Although the Agenda stated that it was list 12 of the Orders of Payment, the RFO, Simon Ritson explained that due to a meeting being cancelled in the previous financial year that the assumption was that we were at list 12. However, with the commencement of the new financial year (1st April 2019) this Orders of Payment is list 1. This amendment is noted.

It was **RESOLVED** that the Orders for Payment (List 1 attached) be approved and duly signed.

HPC 009/19/20 **TO RECEIVE AND AGREE THE BANK RECONCILIATION – CO-OPERATIVE, LLOYDS AND CAMBRIDGE & COUNTIES AS AT 31st MARCH 2019**

It was **RESOLVED** that the bank reconciliation as at 31st March 2019 be approved and duly signed.

HPC 010/19/20 **TO RECEIVE AND AGREE THE MONTHLY FINANCE REPORT**

The monthly Finance Report was circulated. The RFO advised that the final 2018/2019 accounts will be completed within the next three weeks in preparation for the internal auditor. These will then be submitted to Council at the meeting of 17th June 2019.

HPC 011/19/20 **TO RECEIVE A RECOMMENDATION FROM THE FINANCE AND GENERAL PURPOSES COMMITTEE ON THE 25th MARCH 2019 IN RESPECT OF THE ASSET REGISTER AS AT 31st MARCH 2019**

The Asset Register was circulated and is noted.

HPC 012/19/20 **TO RECEIVE A RECOMMENDATION FROM THE FINANCE AND GENERAL PURPOSES COMMITTEE ON THE 25th MARCH 2019 IN RESPECT OF THE REVISED HALL HIRE CHARGES**

The report was circulated and a brief discussion was held. It is noted that regular hirers will be given a full 3 months' notice of the hire rate changes. New rates will be effective from 1st August 2019.

It was **RESOLVED** to adopt version 2 of the hall hire rates with slight amendments with regard to the volume discount.

This was proposed by Cllr Mrs L Evans and seconded by Cllr R Veitch.

HPC 013/19/20 **TO RECEIVE A RECOMMENDATION FROM THE FINANCE AND GENERAL PURPOSES COMMITTEE ON THE 25th MARCH 2019 IN RESPECT OF THE REVISED TERMS & CONDITIONS OF HALL HIRE**

The Terms & Conditions have been updated to reflect the new hire rates and a few minor changes. It is proposed that a full detailed review takes place for submission to the F&GP Committee meeting at the next meeting on 3rd June 2019.

This was proposed by Cllr A Forbes and seconded by Cllr D Evans.

HPC 014/19/20 **TO RECEIVE A RECOMMENDATION FROM THE STAFF COMMITTEE ON THE 1st APRIL 2019, IN RESPECT OF THE REVISED SICKNESS ABSENCE POLICY**

The policy had been amended to include trigger points for patterns arising and the inclusion of management review.

It was **RESOLVED** to adopt the revised Sickness Absence Policy

HPC 015/19/20 **TO RECEIVE A VERBAL UPDATE ON OUTSTANDING S106 MONIES AND CONSIDER THE WAY FORWARD**

The Chief Officer updated Members on the process of collecting S106 monies. A claim is to be prepared to be in readiness for submission on the 1st June 2019.

It was **RESOLVED** to submit a claim for S106 monies and agreed that if successfully awarded the monies will be used to refurbish Five Heads Recreation grounds and additional boardwalks at Hazleton Common.

HPC 016/19/20 **TO CONSIDER A RESPONSE TO THE AQUIND INTERCONNECTOR CONSULTATION**

A brief discussion was held with regard to the Aquind Interconnector Consultation. Cllr Mrs E Tickell raised the following points, which required clarification:

- the suggested traffic route and a stringent traffic management plan
- community benefits from the development
- SNDP comments to the consultation

It was **RESOLVED** that an official comment from HPC will be sent to Aquind. This was delegated to the Chief Officer, in consultation with Cllrs L Evans and E Tickell, to execute.

HPC 017/19/20 **TO RECEIVE AND NOTE THE SOUTH DOWNS NATIONAL PARK NOTICE OF ELECTION – TIMETABLE FOR 2019**

A brief discussion took place. It was pointed out that the current representative for this area is Cllr Doug Jones of Buriton who is standing again.

The Chairman proposed that HPC endorse his election and invite Cllr Jones to address the Council regarding his activities relating to the post.

HPC 018/19/20 **TO RECEIVE A VERBAL UPDATE IN RESPECT OF THE CONSTRUCTION OF THE LINKED BUILDING AT JUBILEE HALL**

The Chairman advised that there is nothing additional to report as the tenders are still being worked on.

HPC 019/19/20 **TO NOTE THE NEXT SCHEDULED MEETING OF THE COUNCIL BEING THE 13th MAY 2019**

The date was duly noted.

HPC 020/19/20 **TO RESOLVE TO EXCLUDE THE PUBLIC AND THE PRESS, IN THE 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 (ADMISSION TO MEETINGS) ACT 1960**

It was **RESOLVED** that the public and the press be excluded for the confidential part of the meeting.

Public meeting closed 7.50pm.

Confidential part of the meeting

HPC 021/19/20 **TO RECEIVE THE RECOMMENDATION FROM THE STAFF COMMITTEE ON THE 01 APRIL 2019, IN RESPECT OF THE PROBATIONARY PERIOD OF A MEMBER OF STAFF**

It was **RESOLVED** to accept the recommendation from the Staff Committee in respect of the probationary period of a member of staff and that to continue employment.

HPC 022/19/20 **TO RECEIVE THE RECOMMENDATION FROM THE STAFF COMMITTEE ON THE 01 APRIL 2019, IN RESPECT OF THE PROPOSED CHANGES TO STAFF SALARIES FOR 2019/20**

The report was circulated. It is noted that there was no objection from the Staff Committee.

It was **RESOLVED** to accept the recommendation from the Staff Committee in respect of the proposed changes to staff salaries for 2019/2020.

HPC 023/19/20 **TO RECEIVE AN UPDATE FROM THE STAFF COMMITTEE ON THE 01 APRIL 2019, IN RESPECT OF THE CHIEF OFFICER'S APPRAISAL**

Cllr Mrs L Evans reported that she and Cllr R Veitch had carried out Mrs Baverstock-Jones' appraisal on 7th March 2019. The Staff Committee agreed the Appraisal with only supportive comments. The general feeling is that Mrs Baverstock-Jones is an excellent Chief Officer (CO).

HPC 024/19/20 **TO RECEIVE THE RECOMMENDATION FROM THE STAFF COMMITTEE ON THE 01 APRIL 2019, IN RESPECT OF THE PROPOSED CHANGES TO THE CHIEF OFFICER'S SALARY FOR 2019/20**

There was a short discussion in relation to the CO salary. Council resolved to agree the appraisal and the salary award.

Meeting closed 8.20pm

.....
Signed – The Chairman

.....
Date

Item 6

Staff Committee
Terms of Reference

POWERS AND DUTIES OF STANDING COMMITTEES

Subject to the foregoing, and to observance of decisions of the Council on matters of principle or policy, all the Council's powers and duties shall be delegated to the Standing Committees in accordance with the following terms of reference unless otherwise specified.

The acts and proceedings of a Committee shall:

(a) Where they are delegated to the Committee, so far as is legally permissible be deemed the acts and proceedings of the Council;

(b) As regards other matters, be subject to confirmation by the Council, and when confirmed shall be deemed the acts and proceedings of the Council;

(c) In all respects be subject to the provisions of the Council's Standing Orders and Financial Regulations except as otherwise determined by the Council.

The Council may at any time without prejudice to executive action already taken revoke any executive power delegated to a Committee.

To act as the day to day employer contact for the Executive Officer

The Executive Officers appraisal to be undertaken by the Chairman of the Council and one other member of the Staff Committee.

To ensure that two members of the committee are available to individual members of staff should they wish to discuss matters of concern. Members should be gender sensitive.

To convene an appeal panel, which may be drawn from all Members of Council, when required to deal with any disciplinary or grievance issues.

To oversee the process for appointing new employees of the Council, save the position of the Executive Officer which would be subject to agreement by all Members. Interviewing panels for permanent staff shall include a representative from the appropriate committee.

To agree Job Descriptions and Skill requirements for all positions.

To promote the continuous professional development and training of staff.

To ensure that the Health and Safety Policy of the Council is fit for purpose and complies with current legislation.

To determine and recommend to Council pay and contractual conditions of employment and review/update these as necessary to comply with UK Employment Law as well as good practice.

To determine and recommend to Council, policies and procedures for the line management of the Councils employees.

Adopted: FC: 21/05/2018

POWERS AND DUTIES OF THE GROUNDS COMMITTEE

Subject to the foregoing, and to observance of decisions of the Council on matters of principle or policy, all the Council's powers and duties shall be delegated to the Standing Committees in accordance with the following terms of reference unless otherwise specified.

The acts and proceedings of a Committee shall:

a) Where they are delegated to the Committee, so far as is legally permissible be deemed the acts and proceedings of the Council;

b) Where expenditure has been agreed in the Budget for a specific item then such expenditure can be incurred and that fact will be reported to the next meeting of full Council for noting.

c) As regards other matters, be subject to confirmation by the Council, and when confirmed shall be deemed the acts and proceedings of the Council;

d) In all respects be subject to the provisions of the Council's Standing Orders and Financial Regulations except as otherwise determined by the Council.

The Council may at any time without prejudice to executive action already taken revoke any executive power delegated to a Committee.

GROUNDS COMMITTEE

(a). Dealing with the provision, management and maintenance of countryside sites, other open spaces and amenity sites, recreation grounds, sports pitches and play areas and the closed Church Yard.

(b). The annual making of recommendations to the Finance and General Purpose Committee and/ or Full Council in respect of budgetary requirements, rents and charges with regular monitoring of the budget.

(c). The making of recommendations as and when necessary to Full Council in respect of management agreements, lease terms and similar.

(d). The making of recommendations to the Staff Committee regarding matters relating to the Council's staff engaged on the countryside, open spaces and amenities.

(e). Dealing with the provision and maintenance of street furniture and Council owned facilities including public seats, bus shelters, public notice boards and litter, salt, dog and grit bins.

(f). The co-ordination and direction of the Council's environmental improvement programmes and related initiatives including the initiation and coordination of plans to increase the awareness of conservation and environmental matters in the Parish.

(g). The promotion of the Council's recreational facilities, access to Open Spaces, the use and improvement of public and permissive rights, the active involvement of volunteers including tree wardens and conservation volunteers in enhancing the Council's objectives of protecting the natural environment and habitats of the Parish.

POWERS AND DUTIES OF STANDING COMMITTEES

Subject to the foregoing, and to observance of decisions of the Council on matters of principle or policy, all the Council's powers and duties shall be delegated to the Standing Committees in accordance with the following terms of reference unless otherwise specified.

The acts and proceedings of a Committee shall:

(a) Where they are delegated to the Committee, so far as is legally permissible be deemed the acts and proceedings of the Council;

(b) As regards other matters, be subject to confirmation by the Council, and when confirmed shall be deemed the acts and proceedings of the Council;

(c) In all respects be subject to the provisions of the determined by the Council, Council's Standing Orders and Financial Regulations except as otherwise

The Council may at any time without prejudice to executive action already taken revoke any executive power delegated to a Committee.

PLANNING AND PUBLIC SERVICES COMMITTEE

PURPOSE

- To act, on behalf of Horndean Parish Council, in matters concerning planning applications, public services, consultations and other areas where it is applicable for the Committee to act as such.
- To report to Horndean Parish Council on issues that fall within the remit of the Planning and Public Services Committee but are outside of its devolved powers.

PREREQUISITE

- Quorum for the meeting shall be one third of the number of Committee Members with a minimum number of 3.

POWERS

- To consider planning applications submitted to East Hampshire District Council and the South Downs National Park Authority, for work within the Horndean Parish Council area and make recommendations as to their acceptance or refusal.
- To make representations to the appropriate authority in matters including, but not necessarily limited to:
    - Planning applications and appeals
    - Highways matters
    - Public transport services

- Health care/service matters
- Local policing matters, including the establishment of joint partnership initiatives
- Licensing issues
- Consultations

- To make recommendations in matters concerning:
  - Street naming
  - Economic development initiatives for the benefit of the Parish and associated matters, liaising as appropriate with other agencies

- Dealing with or making recommendations to Horndean Parish Council on all other matters that directly affect the Parish, its residents and/or infrastructure.

DELEGATION TO CHAIRMEN GENERALLY

To cancel or postpone a meeting, owing to lack of business, or in the event of an emergency, or failure to achieve quorum.

The Horndean Parish Council Finance and General Purposes Committee shall operate with the following Terms of Reference:

In the event of a conflict between these Terms of Reference and the Council's Finance Regulations, the Finance Regulations shall have precedence.

1. The Committee has responsibility within the terms laid out below for:
   1.1. The oversight of the Council's financial affairs.
   1.2. The oversight of the Council's Halls.
   1.3. Matters outside these Terms of Reference must be passed to Council for decision along with any matter within its scope that the committee considers should be dealt with by the Council.
2. The Committee will meet at least 4 times per civic year. The dates are to be set so that quarterly accounts can be reviewed.
3. The Committee may establish sub-committees or task and finish working parties when appropriate
4. The Committee shall produce an Annual Report on subjects within its remit for publication at the Annual Parish Meeting

Powers to act on behalf of the Council

Note: The RFO and/or the Clerk will prepare any reports needed by the Committee.

5. The Committee is delegated by the Council to carry out the following Council Functions:

6.1 At each meeting:

5.1.1. Prior to each quarterly meeting, a member of the committee is to verify the petty cash holding against records and report findings to the Committee.

5.1.2. To review and approve the quarterly management accounts and the progress against the current year's budget and to report to Council any variances that it deems require Council's attention.

5.1.3. To recommend to Council any actions it deems necessary to recover any serious adverse positions

5.1.4. To receive a report on the performance of investments and to approve changes.

5.2. At appropriate times:

5.2.1. To approve expenditure up to £2,000 providing funds remain in the budget for that class of expenditure.

5.2.2. To review Finance Regulations, at least once per year, and to approve changes

5.2.3. To receive and note a report from the RFO concerning changes to the Accounts system.

5.2.4. To consider and to approve virements within Halls and Admin budgets

5.2.5. To plan work on Halls, request quotations be obtained in accordance with Finance Regulations, and to decide on expenditure provided it is within budget or and earmarked reserve to a maximum of £5,000

5.2.6. To receive and note a report from the RFO concerning changes to the IT Systems.

5.2.7. To review and approve write off of non-recoverable debts in response to a report from the RFO

5.2.8. To consider and approve actions to recover monies owed upon recommendations of RFO or Clerk

5.2.9. To accept requests from Council to carry out, take action, and/or report back on issues as determined by Council

5.2.10. To seek grant aid wherever possible.

5.2.11. To consider additional sources of income such as providing services to neighbouring Councils and to make recommendations to Council

5.2.12. To review Internal Audit Reports and report conclusions and any recommendations to Council.

Adopted by: FC 21/05/2018

5.3. At least once per year:

5.3.1. To review and approve Insurance policies
5.3.2. To review and approve the Council's subscriptions to outside bodies and publications.
5.3.3. To review the Fixed Asset register and determine status.
5.3.4. To review annually and approve the Councils Financial Risk Assessment, prior to year-end[1].
5.3.5. To review and approve fees and charges for Halls. This shall be carried out in time for the results to be included in the next year's budget.
5.3.6. To consider and review new and existing loans and to report to Council.

Advisory Duties of the Committee include:

6. The Committee is delegated by the Council to carry out the following review functions:
6.1. To review year-end accounts and issue a report to Council
6.2. To review Council Policies and make recommendations to Council
6.3. To review reserves and recommend changes to Council
6.4. To consider all aspects of the Councils service delivery and recommend any changes to Council.
6.5. In respect of major projects or capital purchases in excess of £10,000 value the committee will review Officers reports and:
6.5.1. Consider the need and review the justification
6.5.2. Review quotations
6.5.3. Consider possible external funding e.g. grants from EHDC, HCC and national bodies.
6.5.4. Consider use of Loans, options and costs
6.5.5. Review viability, especially of projects, where this is appropriate, in order to support a business plan
6.5.6. Review the business plan where appropriate
6.5.7. Report to Council on all aspects of the proposal with a recommendation
6.6. The Committee is delegated by the Council, with the assistance of the RFO, to oversee the preparation of the following year's Budget as follows:
6.6.1. This committee has the key responsibility for examining all proposed income and expenditure forecasts when preparing the draft budget for the coming year.
6.6.2. Review earmarked reserves and consider forward planning for the replacement of assets to reduce a precept burden in any one year
6.6.3. Recommend a precept to Council
6.7. The Committee may review any matter that affects Council finances.

Items marked [1] are statutory duties that must be carried out

Purpose of the Finance Sub-Committee: Jubilee Hall Extension

The sub-committee is appointed to oversee both the design and construction phases of the extension to Jubilee Hall on behalf of the Council and this shall include the following responsibilities:

- To have collective delegated decision-making responsibilities in aspects of the design and build, which require a timely response and which, were they to be deferred to the next scheduled Council or Finance Committee meeting, would result in an unacceptable delay.
- The delegated responsibilities are limited to issues and items peripheral to the main project and therefore will relate only to such things as the choice of materials, finishes, fixtures and fittings and general project minutiae and providing any additional cost relating to a such a decision is less than £2,000.
- To monitor progress against contract obligations and to report progress to the Finance and GP Committee.
- To receive and monitor reports from the Principal Designer and the Principal Constructor required to fulfil the Council's obligations in respect of the CDM 2015 Regulations.

Design phase
The overall requirements set out in section x of the design specification may not be altered by this sub-committee.
In discussion with the Principal Designer, the sub-committee may agree such things as room sizes and shapes, door locations, fixtures and fittings and finishes. The rationale for decisions must be minuted.

It is noted that the final design that will go forward for consultations and tendering will first have been approved by Council.

Construction phase
The chief obligations are to:

- Monitor building progress against the timetable in the contract
- Monitor the build against the agreed drawings, in association with the Principal Designer
- Consider minor amendments to the design and either permit them if the additional cost is less the £2,000 or refer up to the F&GP Committee and thence to Council.
- Review completed work and report to F&GP Committee and thence to Council.

Membership shall consist of no more than seven (preferably five) Councillors with a quorum of three. The sub-committee shall include the Principal Designer, and the Principal Contractor and others that the sub-committee may appoint, however only Councillors will have voting rights.

Meetings
Sub-committee meetings are open to the public, however questions will not be taken from the public at its meetings and questions from the public will be answered in writing and presented at the next meeting.

These will be held at least once per month although it is expected that weekly meetings will be needed at times.
All meetings will be minuted.
Meetings will be held during normal working hours, will work to an agenda and aim to take no longer than one hour. A timetable will be published.
Location: to be decided

Reporting: Minutes will be circulated to all Members and will be presented at the next meeting of the F&GP Committee

Item : 9

Committee Interest 2019/20

✓ Confirmed
? Unconfirm

Finance & General Purposes Committee Required: 7	Status
Cllr D Alexander	?
Cllr Mrs L Evans	✓
Cllr A Forbes	✓
Cllr J Lay	✓
Vacancy	
Vacancy	
Vacancy	

Planning & Public Services Committee Required: 8-10	Status
Cllr P Beck	?
Cllr C Jacobs	✓
Cllr Mrs E Tickell	?
Cllr R Veitch	✓
Cllr Mrs I Weeks	✓
Cllr Mrs L Evans	✓
Vacancy	
Vacancy	
Vacancy	
Vacancy	

Grounds Committee Required: 8	Status
Cllr D Alexander	?
Cllr Mrs L Evans	✓
Cllr Mrs E Tickell	?
Cllr J Lay	✓
Vacancy	
Vacancy	
Vacancy	
Vacancy	

Staff Committee (to include Grounds Chairman) Required: 8	Status
Cllr Mrs L Evans	✓
Cllr Mrs E Tickell	?
Cllr R Veitch	✓
Cllrs Mrs I Weeks	✓
Vacancy	
Vacancy	
Vacancy	
Vacancy	

HORNDEAN PARISH COUNCIL

FINANCIAL REGULATIONS

These Financial Regulations were adopted by the Council at the Meetings held on 22 April 2013, 18 May 2015
17 August 2015,,16 May 2016, 21 August 2017, 23 April 2018 and 21 May 2018.

Record of subsequent changes:

Issue	Date	Adopted at: (ref)	Details of changes
1	22 April 2013	HPC 7748	First Issue.
2	19 May 2014	HPC 011/14	Addition to 6.6 and re-word of 5.2. Re-number paragraph 11 correctly.
3	15 December 2014	HPC FC 014	Increase in Chief Officers spending limit.
4	17 August 2015	HPC FC	Update in accordance with HALC.
5	16 May 2016	HPC FC	AGM.
6	21 August 2017	HPC FC	Creation of Capital Works Policy (3.7) & Filling Staff Vacancies (8).
7	23 April 2018	HPC FC	Revised Para 8 – Staff Vacancies
8	21 May 2018	HPC FC	AGM

Introduction

These Regulations are based on the Model Financial Regulations (England) dated January 2016 issued by the National Association of Local Councils which have been amended where necessary to clarify or to codify practices adopted by the Council.

Terms used in these Regulations are defined in Appendix A.

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1. GENERAL

1.1 These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of financial control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk and for the prevention and detection of fraud and corruption. These financial regulations are designed to demonstrate how the Council meets these responsibilities.

1.2 The Responsible Financial Officer ('RFO') is a statutory office and shall be appointed by the Council. The RFO, acting under the policy direction of the Council, shall administer the Council's financial affairs in accordance with proper practices. The RFO shall determine on behalf of the Council its accounting records, and accounting control systems. The RFO shall ensure that the accounting control systems are observed and that the accounting records of the Council are maintained and kept up to date in accordance with proper practices.

1.3 The RFO shall produce financial management information as required by the Council. Details of these requirements are set out in Appendix B

1.4 At least once a year, prior to approving the annual return, the Council shall conduct a review of the effectiveness of its system of internal control which shall be in accordance with proper practices by a Working Party of three Councillors.

1.5 In these financial regulations, references to the Accounts and Audit Regulations shall mean the Regulations issued under the provisions of section 27 of the Audit Commission Act 1998 and then in force.

1.6 In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in Governance and Accountability in local Councils in England and Wales – a Practitioners' Guide which is published jointly by NALC and SLCC and updated from time to time.

1.7 Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.

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

- Setting the final budget or the precept (council tax requirement)
- approving accounting statements
- approving an annual governance statement
- borrowing
- writing off bad debts
- declaring eligibility for the General Power of Competence: and
- addressing recommendations in any report from the internal or external auditors, shall be a matter for full council only.

2. ANNUAL ESTIMATES (BUDGET)

2.1 Each Committee shall formulate and submit proposals to the Council in respect of revenue and capital including the use of reserves and sources of funding for the following financial year not later than the end of November each year. The process by which the Council will create its Budget and calculate its Precept is outlined in Appendix C.

2.2 Detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the year shall be prepared each year by the RFO in the form of a budget to be considered by the Council. The RFO shall identify the nature of expenditure, in particular, whether it is an overhead, a legal

obligation of the Council, or a discretionary item. Budget estimates should be as accurate as possible and contingency reserves should be included if required.

2.3 The Council shall review the budget not later than the end of December each year and shall fix the Precept to be levied for the ensuing financial year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved budget.

2.4 The annual budget shall form the basis of financial control for the ensuing year.

2.5 The Council shall consider the need for and shall have regard to a three year forecast of Revenue and Capital Receipts and Payments which may be prepared at the same time as the annual Budget. The budget must consider the effects of the three year plan and of the need to replace capital assets from time to time and should seek to build and maintain earmarked reserves specifically for these purposes.

2.6 The Council may not set a deficit budget but may draw on reserves for one-off purchases or non-recurring expenditure.

2.7 The Council should not set a budget that could, at any point in the year, result in Council funds falling below an amount equal to three months expenditure.

3. BUDGETARY CONTROL and AUTHORITY TO SPEND

3.1 Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. Items that have been identified, costed and itemised in the Budget are thereby duly authorised. 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 £750; or
- the Chief Officer for any items below £750.

Such authority is to be evidenced by a Minute of an appropriate meeting or by a written Order signed by the Chief Officer. Contracts may not be disaggregated to avoid controls imposed by these regulations.

3.2 No expenditure should be authorised that will exceed the amount provided in the revenue budget for an individual cost centre by more than 5% or £2,000 (whichever is lower), after adjusting for transfers from earmarked reserves, 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 between cost centres or to an earmarked reserve as appropriate (virement).

3.3 The RFO shall provide the Council, at the end of each quarter of the municipal year, with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to date against that planned in the budget, and providing explanations of any actual or expected significant variances.

3.4 In cases of extreme risk to the delivery of Council services, the Chief Officer may authorise revenue expenditure on behalf of the Council which in the Chief Officer's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure subject to a limit of £2,000. The Chief Officer shall report such action to the Chairman as soon as possible and to the Council as soon as practicable thereafter.

3.5 Unspent provisions in the revenue budget shall not be carried forward to a subsequent year unless placed in an earmarked reserve by resolution of the Council.

3.6 No expenditure shall be incurred in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available, or the requisite borrowing approval has been obtained.

3.7 All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.

Officers shall ensure that all requests for quotation and contract negotiations consider each of the items below, and that contracts include, where necessary, terms to cover at least, but not only:

a) What is to be delivered in sufficient detail that neither party shall be in any doubt about what is to be supplied, when it is to be supplied, for what price and by whom.
b) The timescale for delivery, including start and finish dates that are compatible with Council objectives, weather and other considerations such as Council's contracts with Hall hirers. If time is of the essence, this must be clearly understood by both parties and written into the contract.
c) The coordination of contractors, Council staff and other stakeholders such as statutory undertakers, community associations and local people in the planning and execution of works.

d) The need for stage payments, the triggers for payment, the amounts, the evidence needed to support an invoice for a stage payment and the means of making funds available.
e) Every contract shall containing a clause stating "It is the responsibility of the supplier to ensure that they are fully aware of all factors that may affect the delivery of the agreed supply, including their:
   i) full skills and expertise to carry out the work to the agreed quality
   ii) ability to provide any equipment needed
   iii) understanding of the site where work is to be undertaken including taking account of sub-surface and overhead services that might affect the work,
f) If, as part of a contract to supply public works, the contractor agrees to carry out any necessary public consultations, then the details should be agreed by the Council and written into the contract.
g) Disclose and discuss with suppliers all information and history around a project to ensure that a supplier cannot subsequently maintain that any part of the contract is unreasonable due to a misrepresentation or withholding of information on the part of the council.

The contractor, having satisfied themselves that they fully understand the contract and all aspects of the supply for goods and/or services contained therein, shall verify that they are aware that the council will accept no responsibility, and will be liable for no payments if the contractor subsequently decides that are not able to complete a contract for whatever reason.

3.8 Projects using more than £750 of materials and/or 1 man-week of HPC labour should be discussed with both the Chairman of the Council and the Chairman of the Open Spaces committee to determine whether Council should review a particular project. This will ensure that major projects that consume significant amounts of materials and/or HPC labour (usually the Countryside team) should be authorised by Council in advance so that Councillors can review both the nature and cost of the project before it is carried out.

3.9 The salary budgets are to be reviewed at least annually during the preparation of the Budgets for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Chief Officer and the Chairman of Council or relevant Committee. The RFO will inform Committees of any changes impacting on their budget requirement for the coming year in good time.

3.10 Changes in earmarked reserves shall be approved by Council as part of the budgetary control process.

4. ACCOUNTING AND AUDIT

4.1 All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.

4.2 The RFO shall complete the annual financial statements of the Council, including the Council's annual return, as soon as practicable after the end of the financial year, but, in any event, no later than May 31st, and shall submit them and written report thereon to the Council.

4.3 The RFO shall complete the Accounts of the Council contained in the Annual Return (as supplied by the Auditor appointed from time to time by the Audit Commission) and shall submit the Annual Return for approval and authorisation by the Council within the timescales set by the Accounts and Audit Regulations.

4.4 On a regular basis, at least once in each quarter and at each financial year end, a member other than the Chairman (or a cheque signatory) shall be appointed to verify bank reconciliations for all accounts produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council.

4.5 The RFO shall ensure that there is adequate and effective system of internal audit of the Council's accounting, financial and other operations in accordance with proper practices. Any officer or member of the Council shall, if the RFO or Internal Auditor requires, make available such documents of the Council which appear to the RFO or Internal Auditor to be necessary for the purpose of the internal audit and shall supply the RFO or Internal Auditor with such information and explanation as the RFO or Internal Auditor considers necessary for that purpose.

4.6 The Internal Auditor shall be appointed by and shall carry out the work required by the Council in accordance with proper practices. The Internal Auditor, who shall be competent and independent of the operations of the Council, shall report to Council in writing, or in person if required by the Council, at the

end of each quarter (or as agreed in advance between the Council and the Internal Auditor) and will provide an annual written report in respect of each financial year. In order to demonstrate objectivity and independence, the Internal Auditor shall be free from any conflicts of interest and have no involvement in the financial decision making, management or control of the Council. In order that the Council can demonstrate the independence of the Internal Auditor, the same individual or company should hold the post for no more than eight years.

4.7 Internal or external auditors may not under any circumstances:

- perform any operational duties for the council
- initiate or approve accounting transactions, or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

4.8 The RFO shall make arrangements for the opportunity for inspection of the accounts, books, and vouchers and for the display or publication of any Notices and statements of account required by Audit Commission Act 1998 and the Accounts and Audit Regulations.

4.9 The RFO shall, as soon as practicable, bring to the attention of all Councillors any correspondence or report from the Internal or External Auditor, unless the correspondence is of a purely administrative matter.

5. BANKING ARRANGEMENTS AND CHEQUES

5.1 The Council's banking arrangements, including the Bank Mandate, shall be made by the RFO and approved by the Council. They shall be reviewed annually by the Council for efficiency and security. To enable this review, the RFO will produce a report covering bank charges paid and interest rates together with any other details as requested by the Council.

5.2 A schedule of the payments, forming part of the agenda for the meeting, shall be prepared by the RFO and, together with relevant invoices, be presented to Council or a duly delegated committee. Policy and Resources is the duly delegated committee. If the schedule is in order it shall be authorised by a resolution of the Council or duly delegated committee and shall be initialled by the Chairman of the Meeting. If more appropriate the details may be shown in the Minutes of the Meeting.

5.3 Cheques drawn on the bank account in accordance with the schedule referred to in paragraph 5.2 or in accordance with paragraph 6.4, shall be signed by two members of Council, and countersigned by the Chief Officer.

5.4 To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.

6. PAYMENT OF ACCOUNTS

6.1 All payments shall be effected by BACS, debit card, cheque or other order drawn on the Council's bankers, except for utility supplies (energy, telephone and water) which may be made by variable Direct Debit provided that the instructions are signed in accordance with the Bank Mandate and payments are reported to Council as made. Payments under the Chief Officer's delegated £750 (excluding VAT) authorisation limit will be paid on receipt and will be included on the Order of Payments under the 'invoices paid' section for information.

6.2 Cheques or orders for payment shall not normally be presented for signature other than at a council meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council at the next convenient meeting.

6.3 All invoices for payment shall be examined, verified and certified by the Chief Officer. The Chief Officer shall satisfy him/herself that the work, goods or services to which the invoice relates have been received, carried out, examined and approved.

6.4 The RFO shall examine invoices in relation to arithmetic accuracy and shall analyse them to the appropriate expenditure heading.

6.5 If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of Council, where the Chief Officer certify that there is no dispute or other reason to delay payment, the Chief Officer may (notwithstanding para 6.3) take all steps necessary to settle such invoices provided that a list of such payments shall be submitted to the next appropriate meeting of Council.

6.6 The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made must include a receipt and shall be forwarded to the RFO with a claim for reimbursement:

a The RFO shall maintain as petty cash float of £100 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.

b Income received must not be paid into the petty cash float but must be banked and recorded in the accounts, as provided elsewhere in these regulations.

c Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to Council under paragraph 5.2 above.

7. PAYMENT OF SALARIES

7.1 As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salaries shall be as agreed by Council.

7.2 Payment of salaries and payment of deductions from salary such as may be made for tax, national insurance and pension contributions, may be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to and ratified by the next available Council Meeting.

8. FILLING STAFF VACANCIES THAT ARISE WHEN A MEMBER OF STAFF LEAVES

It is in the interest of efficient management of the organisation, and its provision of a high quality of service to residents, that staff vacancies that arise because someone has left are filled as soon as possible. To that end, this provision delegates the necessary authority to the Chief Officer.

When a member of staffs leaves the Council the Chief officer is delegated to fill the vacancy that arises without requiring a resolution from the Staff Committee or Full Council provided that:

a. The post is a permanent one
b. The terms and conditions are unchanged except where the Council has agreed a policy regarding new staff, such as NJC contracts no longer being offered to new staff.
c. The job specification remains substantially the same
d. Hours worked remain substantially the same although they may be adjusted by the Chief Officer to suit organisation requirements at the time
e. Hourly pay rates remain substantially the same although they may be adjusted by the Chief Officer to suit organisation requirements at the time. An increase in the hourly rate for the job that is greater than 5% is considered to be significant and will therefore require approval by Council. The effect of any increase in the rate for the job shall be considered by the Chief Officer for its possible impact on the general pay structure of Council staff that could arise at subsequent general pay reviews.
f. The Chief officer advertises the vacancy in the most appropriate manner.
g. No offer to a candidate shall be made that could result in payments through allowances, expense claims, TOIL entitlements or otherwise, whether taxable or not, which would exceed the average such payments to existing staff without prior approval of Council. This provision is included to avoid unintentional drift in the Council's overall pay structure away from agreed Council policy.
h. The Chief Officer completes a simple pro-forma record sheet that details the existing job title and description, hours worked, pay rates, holidays and other conditions alongside details to be offered to any candidate. This record shall be retained in HPC HR records so that it can be referred to for future similar vacancy replacements to ensure consistency of approach over time.

If the Chief Officer wishes, for reasons of organisation design or otherwise, to alter the post in such a way that the above stipulations are not met, the vacancy should be considered by the Staff Committee and placed before Full Council to make the final decision.

9. LOANS AND INVESTMENTS

9.1 All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.

9.2 The Council shall consider the need for an Investment Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Policy shall be reviewed at least annually.

9.3 All investments of money under the control of the Council shall be in the name of the Council.

9.4 All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The terms and conditions of borrowings shall be reviewed at least annually. Any borrowing must be authorised by a resolution of the full Council.

9.5 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

10. INCOME

10.1 The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.

10.2 Charges should be levied to cover the cost of all work done, services rendered or goods supplied by the Council and for the use of Council assets by third parties. The rates, which may differ for profit making hirers and non-profit making hirers and may include a supplement for Public Holidays to cover additional expenses, will be set annually by a resolution of the Council. The RFO shall be responsible for the collection of all amounts due to the Council.

10.3 The Council will review all fees and charges annually as part of the budgeting process, following a report of the Chief Officer. This report shall include the charges levied by the Council over the previous three years, for comparison, together with charges made by local providers of similar services if available.

10.4 The Chief Officer has authority to write off any sums considered to be irrecoverable up to £100. Any amount above this should be reported to Council for approval to write off.

10.5 All sums received on behalf of the Council shall be banked intact as directed by the RFO with such frequency as the RFO considers necessary.

10.6 The origin of each receipt shall be entered on the paying-in slip.

10.7 Personal cheques shall not be cashed out of money held on behalf of the Council.

10.8 The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made quarterly with one claim coinciding with the financial year end.

10.9 Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

10.10 The Chief Officer shall identify and report to Council opportunities to apply for grants or other funds, from other bodies e.g. East Hampshire District Council in respect of Developer Contributions under "Section 106" or CIL. The Chief Officer will present a report giving details of any proposed application for funds including the uses and amounts to Council for its approval before submitting an application. Where time is of the essence, the Chief Officer will consult with the Chairman as to the best course of action who may agree to that an application be made and the Council notified as soon as possible.

11. ORDERS FOR WORK, GOODS AND SERVICES

11.1 An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate such as goods purchased from a retailer. Orders shall carry a unique reference number and copies of orders shall be retained.

11.2 Order books shall be controlled by the RFO.

11.3 All Members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are

obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in paragraph 12.1.

11.4 The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the Minutes can record the power being used.

11.5 The Chief Officer is authorised to place orders for work, goods and services that are included in the budget and do not exceed £750 or for items of expenditure shown in paragraph 11.1.

12. CONTRACTS

12.1 The Chief Officer shall have a delegated authority to enter into contracts for the following goods and services after ensuring that they represent the best value for money:

a The supply of gas, electricity, water, sewerage, telephone and broadband services,

b Specialist services provided by solicitors, accountants, surveyors and planning consultants.

c Repairs to, or replacement parts for, machinery, equipment or plant,

d Materials that constitute an extension to an existing contract.

e Additional work by the Auditor.

f Goods or materials that are proprietary articles and/or are only sold at a fixed price.

12.2 Contracts less than £750 shall be covered by Section 10.

12.3 Contracts greater than £750 and less than £3,000 require the following:

a The Chief Officer shall strive to obtain three estimates from suppliers setting out details of the work required, the price and a delivery or completion date as appropriate.

b For contracts that require approval by Council, the Chief Officer shall prepare a report with an evaluation and recommendation which shall be sent to Councillors one week before the meeting at which it will presented for consideration and approval so that any requests for further details can be dealt with before the meeting.

c The Chief Officer shall enter into the contract selected and approved by the Council in accordance with its instructions.

12.4 Contracts over £3,000 and below the upper contract price limit as currently specified in Standing Order Section 30b requires, in addition to the provisions of 11.3 b, c, the following:

(a) The Chief Officer shall obtain at least 3 quotations (priced descriptions of the goods and/or service to be supplied.

(b) In respect of Contracts greater than £10,000, the Chief Officer shall present a Statement of Requirements to Council for approval before obtaining quotations from suppliers.

12.5 Where a contract is expected to exceed the upper contract price limit specified in Standing Order Section 30b and in addition to the provisions of 11.4, a formal tendering process is required as specified in Standing Order Section 30c, d and e.

12.6 The Council shall not be obliged to accept the lowest of any tender, quote or estimate.

12.7 When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition, or when fewer than 3 quotations or estimates have been obtained, the reason shall be embodied in a recommendation to the Council.

13. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

13.1 Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

13.2 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.

13.3 Any variation to a contract or addition to or omission from a contract must be approved by the Council and Chief Officer to the Contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

14. STORES AND EQUIPMENT

14.1 The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

14.2 Delivery Notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

14.3 Stocks shall be kept at the minimum levels consistent with operational requirements.

14.4 The RFO shall be responsible for periodic checks of stocks and stores at least annually, for the year-end accounts on the 1st April or as close to that date as possible. These checks will confirm the quantities of material held, their value and hence the total value of material in stock. General stationery stocks should be examined for relevance, but, unless of high value, need not be counted. Any stock that has been held and not used for more than 12 months should be reviewed for possible disposal.

15. ASSETS, PROPERTIES AND ESTATES

15.1 The Chief Officer shall make appropriate arrangements for the custody of all title deeds of properties owned by the Council. The RFO shall ensure a record is maintained of all properties owned by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

15.2 No property, asset or estate shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.

15.3 The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15.4 Each Asset will be assigned a unique reference number and the following information will be recorded where relevant and available (see Governance Rules 2010 3.66):

a Date of Acquisition

b Description of Asset

c Cost of Acquisition

d Location

e Responsibility (Custodian)

f Present Use & Capacity

g Current Value

h Charges for use

i Expected remaining life

j Expected cost of replacement if remaining expected life is less than 3 years.

16. INSURANCE

16.1 Following the annual risk assessment shown in paragraph 18, the RFO shall effect all insurances and negotiate all claims on the Council's insurers

16.2 The Chief Officer shall identify all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances and shall promptly notify the Council's insurers and effect any changes to policies that are required.

16.3 The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it. The RFO shall present a report to Council detailing the review, its result and any recommendations arising.

16.4 The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to Council at the next available meeting.

16.5 All appropriate employees of the Council shall be included in a suitable fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Council.

17. CHARITIES

17.1 Where the Council is sole trustee of a Charitable body the RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The RFO shall arrange for any Audit or Independent Examination as may be required by Charity Law or any Governing Document.

18. RISK MANAGEMENT

18.1 The Council is responsible for putting in place arrangements for the management of risk. The Chief Officer shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council during March each year.

18.2 When considering any new activity, the Chief Officer shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.

19. REVISION OF FINANCIAL REGULATIONS

19.1 It shall be the duty of the Council to review the Financial Regulations of the Council at least once every 12 months. The Chief Officer shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these financial regulations.

Appendix A: Definition of Terms

Term	Definition
Internal Auditor	Independent Internal Auditor appointed by the Council "to review whether the systems of financial and other controls over a Council's activities and operating procedures are effective" (NALC Governance rules 2010 para 2.59)
Contract	An agreement between the Council and a supplier that sets out the terms for the procurement of goods or services.
Orders	A single and individual purchase of goods or services. • Goods may be supplied by retailers, wholesalers or distributors and the key characteristic is that they are standard off-the-shelf items that are offered at a published and essentially non-negotiable price. • Services cover one-off procurement such as vehicle servicing or painting a fence.
Project	A programme of work with a defined purpose and start and finish dates. It shall have a clear and agreed purpose and will generally be a new or one-off task.
Class of expenditure	Budget line item, generally a single nominal code item.
Fixed Asset	An asset intended to be used for more than one year costing at least £100.
Capital expenditure	Purchase of a fixed asset

Appendix B: Financial Information Required by the Council

The objectives of these requirements are to provide members with:

A. A clear and complete explanation of the financial aspects of each part of the Council's operations so that decisions may be made in full knowledge of their financial effects.

B. A clear means of monitoring the progress of the Council's finances against the Budget at all points during the year so that any trends that show a deviation from budget can be identified in time for remedial action to be taken.

The Budget will be entered into the Omega accounts system (or otherwise) as a phased or profiled budget showing the quarterly, six monthly and annual or other significant seasonal or project-related receipts and payments in the month that they will occur. Other receipts and payments that occur monthly, such as salaries, or general running costs will be spread equally across the year.

Costs associated specifically with one aspect of the Council's operations are to be reported within that area. For example:

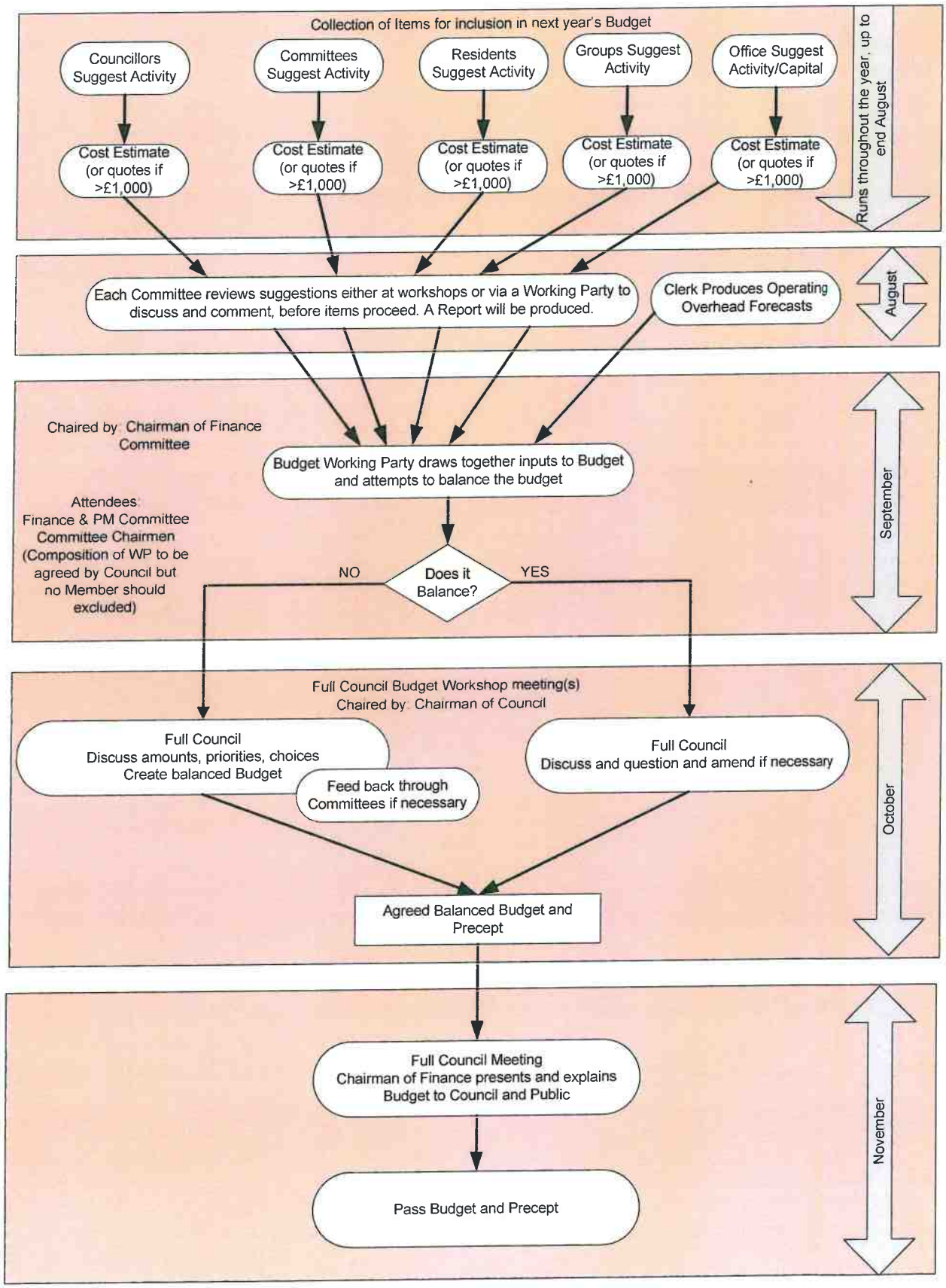
1. Open Spaces Financial Report shall include:
    a) Material and other direct costs
    b) Labour costs of all permanent and temporary staff engaged on Open Spaces work
    c) Storage costs such as the rent of premises
    d) Mobile phones or other indirect costs
2. Property Management Financial Report shall include:
    a) General running costs of Council operated Halls
    b) Caretaker's labour costs
3. Finance and General Purpose Report
    a) General administration
    b) Labour costs of admin staff
    c) Rent and other occupancy costs of the Council offices

Costs that are both significant and can be readily apportioned (such as the insurance relating to outside work of an inherently risky nature) should also be allocated to the appropriate area..

Expenditure directly associated with revenue must be reported separately and not netted off against each other.

The Council's Financial Recording Systems are determined by the RFO (see 4.1 above) who should determine whether the recording systems can be aligned with the requirements stated in this Appendix or if the reports created by the accounts system need to be adapted to comply with these reporting requirements before being presented to Members.

Appendix C: Annual Budget and Precept setting Process



Item 11

Amended and Adopted by FC: 23/07/2018

HORNDEAN PARISH COUNCIL

STANDING ORDERS

1 Meetings

Mandatory for full Council meetings

Mandatory for committee meetings

Mandatory for sub-committee meetings

Standing Orders that are in bold type contain legal and statutory requirements.

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

b **When calculating the 3 clear days for notice of a meeting to councillors and the public, the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning shall not count.**

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

d Subject to standing order 1(c) above, members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda.

e The period of time which is designated for public participation in accordance with standing

order 1(d) (page 1] shall not exceed 20 minutes.

f Subject to standing order 1(e) (page 1), 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.

ff At Planning and Public Services committee meetings public questions will be permitted for each application as it arises, subject to there being a limit of 3 minutes for any member of the public

g In accordance with standing order 1(d) above, a question asked by a member of the public during a public participation session at a meeting shall not require a response or debate.

h In accordance with standing order 1(g) above, the Chairman may direct that a response to a question posed by a member of the public be referred to a Councillor for an oral response or to an employee for a written or oral response.

i A record of a public participation session at a meeting shall be included in the minutes of that meeting.

j A person shall raise their hand when requesting to speak.

k Any person speaking at a meeting shall address his comments to the Chairman.

l Only one person is permitted to speak at a time. If more than one person wishes to speak, the Chairman shall direct the order of speaking.

m **Subject to standing order 1(n), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To 'report' means to film, photograph, make an audio recording of meeting proceedings, use any means for enabling persons not present to see or hear the meeting as it takes place or later or to report or provide oral or written commentary about the meeting so that the report**

or commentary is available as the meeting takes place or later to persons not present.

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

o **Photographing, filming and making audio recordings of the proceedings of a meeting is permitted under The Openness of Local Government Bodies Regulations 2014**

1. To facilitate accuracy and ease of maintenance all Council meetings may be recorded by means of digital recording media in addition to the written minutes taken by the Clerk/other officer. These recordings to be kept and maintained in perpetuity for reference and historical value.

p **In accordance with standing order 1(c) (page 1), the press shall be provided reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**

q **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman may in his absence be done by, to or before the Vice-Chairman (if any).**

r **The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.**

s **Subject to model standing order 1 (y) (page 4), all questions at a meeting shall be decided by a majority of the Councillors present and voting thereon.**

t **The Chairman may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.** (*See also standing orders 2 (i)* page 5 *and (j)* page 6.)

u **Unless standing orders provide otherwise, voting on any question shall be by a show of hands. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda. In respect of the election of the Chairman and Vice Chairman voting by paper ballot shall be accepted.

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

w **The minutes of a meeting shall record the names of councillors present** and absent.

x If prior to a meeting, a Councillor has submitted reasons for his absence at the meeting which is then approved by a resolution, such resolution shall be recorded in the minutes of the meeting at which the approval was given.

y **The code of conduct adopted by the Council shall apply to councillors in respect of the entire meeting.**

z **An interest arising from the code of conduct adopted by the Council, the existence and nature of which is required to be disclosed by a Councillor at a meeting shall be recorded in the minutes.** (*See also standing orders 7 page 13 and 8 page 14*)

aa **No business may be transacted at a meeting unless at least one third of the whole**

number of members of the Council are present and in no case shall the quorum of a meeting be less than 3.

bb **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be adjourned. Any outstanding business of a meeting so adjourned shall be transacted at a following meeting.

cc Meetings shall not exceed a period of 3 hours.

2 Ordinary Council meetings

See also standing order 1 page 1

a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new councillors elected take office.**

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

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

d (*England*) **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council directs.**

e Not Applicable (reference to Wales)

f **The election of the Chairman** and Vice-Chairman (if any) **of the Council shall be the first business completed at the annual meeting of the Council.**

g **The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**

h **The Vice-Chairman of the Council, if any, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**

i **In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equality of votes.**

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.

xv. Establishing or reviewing the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998.

xvi. Establishing or reviewing the Council's policy for dealing with the press/media

xvii. Setting the dates, times and place of ordinary meetings of the full Council for the year ahead.

The above reviews to be undertaken at the Annual Meeting of the Council due to time constraints, may need to be deferred to an alternative meeting of the Council.

3 Proper Officer

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

b The Council's Proper Officer shall do the following.

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

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

iii. Subject to standing orders 4(a) page 8–(e) page 9, include in the agenda all motions in the order received unless a councillor has given written notice at least 3 days before the meeting confirming his withdrawal of it.

iv. **Convene a meeting of full Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office, in accordance with standing order [3(b)i]** OR [3(b)ii] **above**.

v. Make available for inspection the minutes of meetings.

vi. **Receive and retain copies of byelaws made by other local authorities.**

vii. **Receive and retain declarations of acceptance of office from councillors.**

viii. Retain a copy of every councillor's register of interests and any changes to it and keep copies of the same available for inspection.

ix. Keep proper records required before and after meetings;

x. Process all requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the Council's procedures relating to the same.

xi. Receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.

xii. Manage the organisation, storage of and access to information held by the Council in paper and electronic form.

xiii. Arrange for legal deeds to be sealed using the Council's common seal] OR [to be signed by 2 councillors and witnessed (*See also standing orders 14(a) and (b)*

xiv. Arrange for the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations.

xv. Record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose.

xvi. Refer a planning application received by the Council to the Chairman or in his absence Vice Chairman (if any) of the Planning Committee within 2 working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning Committee.

xvii. Retain custody of the seal of the Council (if any) which shall not be used without a resolution to that effect.

xviii. Action or undertake activity or responsibilities instructed by resolution or contained in standing orders.

4 Motions requiring written notice

a In accordance with standing order 3(b)(iii) page 7, no motion may be moved at a meeting unless it is included in the agenda and the mover has given written notice of its wording to the Council's Proper Officer at least 8 clear days before the next meeting.

b The Proper Officer may, before including a motion in the agenda received in accordance with standing order 4(a) above, correct obvious grammatical or typographical errors in the wording of the motion.

c If the Proper Officer considers the wording of a motion received in accordance with standing order 4(a) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer in clear and certain language at least 6 clear days before the meeting.

d If the wording or nature of a proposed motion is considered unlawful or improper, the Proper Officer shall consult with the Chairman of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included or rejected in the agenda.

e Having consulted the Chairman or councillors pursuant to standing order 4(d) above, the decision of the Proper Officer as to whether or not to include the motion in the agenda shall be final.

f Notice of every motion received in accordance with the Council's standing orders shall be numbered in the order received and shall be entered in a book, which shall be open to inspection by all councillors.

g Every motion rejected in accordance with the Council's standing orders shall be duly recorded with a note by the Proper Officer giving reasons for its rejection in a book for that purpose, which shall be open to inspection by all councillors.

h Every motion and resolution shall relate to the Council's statutory functions, powers and lawful obligations or shall relate to an issue which specifically affects the Council's area or its residents.

5 Motions not requiring written notice

a Motions in respect of the following matters may be moved without written notice.

i. To appoint a person to preside at a meeting.

ii. To approve the absences of councillors.

iii. To approve the accuracy of the minutes of the previous meeting.

iv. To correct an inaccuracy in the minutes of the previous meeting.

v. To dispose of business, if any, remaining from the last meeting.

vi. To alter the order of business on the agenda for reasons of urgency or expedience.

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

viii. To close or adjourn debate.

ix. To refer by formal delegation a matter to a committee or to a sub-committee or an employee.

x. To appoint a committee or sub-committee or any councillors (including substitutes)thereto.

xi. To receive nominations to a committee or sub-committee.

xii. To dissolve a committee or sub-committee.

xiii. To note the minutes of a meeting of a committee or sub-committee.

xiv. To consider a report and/or recommendations made by a committee or a sub-committee or an employee.

xv. To consider a report and/or recommendations made by an employee, professional advisor, expert or consultant.

xvi. To authorise legal deeds [to be sealed by the Council's common seal] OR [signed by two councillors] and witnessed.
(See standing orders 14(a) and (b) below.)

xvii. To authorise the payment of monies up to £1,000.

xviii. To amend a motion relevant to the original or substantive motion under consideration which shall not have the effect of nullifying it.

xix. To extend the time limit for speeches.

xx. To exclude the press and public for all or part of a meeting.

xxi. To silence or exclude from the meeting a Councillor or a member of the public for disorderly conduct.

xxii. To give the consent of the Council if such consent is required by standing orders.

xxiii. To suspend any standing order except those which are mandatory by law.

xxiv. To adjourn the meeting.

xxv. To appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of outside bodies.

xxvi. To answer questions from councillors.

b If a motion falls within the terms of reference of a committee or sub-committee or within the delegated powers conferred on an employee, a referral of the same may be made to such committee or sub-committee or employee provided that the Chairman may direct for it to be dealt with at the present meeting for reasons of urgency or expedience.

6 Rules of debate

a Motions included in an agenda shall be considered in the order that they appear on the agenda unless the order is changed at the Chairman's direction for reasons of expedience.

b Subject to standing orders 4(a) page 8–(e) page 9, a motion shall not be considered unless it has been proposed and seconded.

c Subject to standing order 3(b) (iii) page 7 a motion included in an agenda not moved by the councillor who tabled it, may be treated as withdrawn.

d A motion to amend an original or substantive motion shall not be considered unless proper notice has been given after the original or substantive motion has been seconded and notice of such amendment, shall, if required by the Chairman, be reduced to writing and handed to the Chairman who shall determine the order in which they are considered.

e A Councillor may move amendments to his own motion. If a motion has already been seconded, an amendment to it shall be with the consent of the seconder.

f Any amendment to a motion shall be either:

i. to leave out words;

ii. to add words;

iii. to leave out words and add other words.

g A proposed or carried amendment to a motion shall not have the effect of rescinding the original or substantive motion under consideration.

h Only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chairman. No further amendment to a motion shall be moved until the

previous amendment has been disposed of.

i Subject to Standing Order 6(h) above, one or more amendments may be discussed together if the Chairman considers this expedient but shall be voted upon separately.

j Pursuant to standing order 6(h) page 11, the number of amendments to an original or substantive motion, which may be moved by a councillor, is limited to one.

k If an amendment is not carried, other amendments shall be moved in the order directed by the Chairman.

l If an amendment is carried, the original motion, as amended, shall take the place of the original motion and shall become the substantive motion upon which any further amendment may be moved.

m The mover of a motion or the mover of an amendment shall have a right of reply, not exceeding 3 minutes.

n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply in respect of the substantive motion at the very end of debate and immediately before it is put to the vote.

o Subject to standing orders 6(m) and (n) above, a councillor may not speak further in respect of any one motion except to speak once on an amendment moved by another councillor or to make a point of order or to give a personal explanation.

p During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the standing order which he considers has been breached or specify the irregularity in the meeting he is concerned by.

q A point of order shall be decided by the Chairman and his decision shall be final.

r With the consent of the seconder and/or of the meeting, a motion or amendment may be withdrawn by the proposer. A councillor shall not speak upon the said motion or

amendment unless permission for the withdrawal of the motion or amendment has been refused.

s Subject to standing order 6(o) above, when a councillor's motion is under debate no other motion shall be moved except:

i. to amend the motion;
ii. to proceed to the next business;
iii. to adjourn the debate;
iv. to put the motion to a vote;
v. to ask a person to be silent or for him to leave the meeting;
vi. to refer a motion to a committee or sub-committee for consideration;
vii. to exclude the public and press;
viii. to adjourn the meeting;
ix. to suspend any standing order, except those which are mandatory.

t In respect of standing order 6(s)(iv) page 12, the Chairman shall first be satisfied that the motion has been sufficiently debated before it is seconded and put to the vote. The Chairman shall call upon the mover of the motion under debate to exercise or waive his right of reply and shall put the motion to the vote after that right has been exercised or waived. The adjournment of a debate or of the meeting shall not prejudice the mover's right of reply at the resumption.

u No member shall at a meeting persistently disregard the ruling of the chairman, wilfully obstruct business, or behave irregularly, offensively, improperly or in such a manner as to scandalise the Council or bring it into contempt or ridicule.

v If, in the opinion of the Chairman, a member has broken the provisions of paragraph U of this Order, the Chairman shall express that opinion to the Council and thereafter any member may move that the member named be no longer heard or that the member named do leave the meeting, and the motion, if seconded, shall be put forthwith and without discussion. If a member reasonably believes another member is in breach of the code of conduct, that member may report the breach to the monitoring officer at East Hampshire District Council.

w If either of the motions mentioned in paragraph V is disobeyed, the Chairman may suspend the meeting or take further steps as may reasonably be necessary to enforce them.

7 Code of conduct (England)

a. **All councillors shall observe the code of conduct adopted by the Council.**

b. All councillors shall undertake training in the code of conduct within 6 months of the delivery of their declaration of acceptance of office.

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

d. **A dispensation may be granted in accordance with standing order 7(c) if having regard to all relevant circumstances any of the following apply:**

i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
ii. **granting the dispensation is the interests of persons living in the Council's area; or**
iii. **it is otherwise appropriate to grant a dispensation.**

A member or co-opted member may participate in the discussion of or take part in the vote on a matter at a meeting, in which he or she has a disclosable pecuniary interest if that person's council has granted him or her a dispensation to do so.

8 Questions

a A councillor may seek an answer to a question concerning any business of the Council provided 3 clear days notice of the question has been given to the Proper Officer.

b Questions not related to items of business on the agenda for a meeting shall only be asked during the part of the meeting set aside for such questions.

c Every question shall be put and answered without discussion.

9 Minutes

a If a copy of the draft minutes of a preceding meeting has been circulated to councillors no later than the day of service of the summons to attend the scheduled meeting they shall be taken as read.

b No discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy. A motion to correct an inaccuracy in the minutes shall be raised in accordance with standing order 5(a)(iv).

c Minutes, including any amendment to correct their accuracy, shall be confirmed by resolution and shall be signed by the Chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.

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

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

e Upon a resolution which confirms the accuracy of the minutes of a meeting, any previous draft minutes or recordings of the meeting shall be destroyed.

10 Disorderly conduct

a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly.

b If, in the opinion of the Chairman, there has been a breach of standing order 10(a) above, the Chairman shall express that opinion and thereafter any councillor (including the

Chairman) may move that the person be silenced or excluded from the meeting, and the motion, if seconded, shall be put forthwith and without discussion.

c If a resolution made in accordance with standing order 10(b) above, is disobeyed, the Chairman may take such further steps as may reasonably be necessary to enforce it and/or he may adjourn the meeting.

11 Rescission of previous resolutions

a A resolution (whether affirmative or negative) of the Council shall not be reversed within 6 months except either by a special motion, the written notice whereof bears the names of at least 3 councillors of the Council, or by a motion moved in pursuance of the report or recommendation of a committee.

b When a special motion or any other motion moved pursuant to standing order 11(a) above has been disposed of, no similar motion may be moved within a further 6 months.

12 Voting on appointments

a Where more than 2 persons have been nominated for a position to be filled by the Council, a vote will be taken and decided by a majority of members present and voting. Any tie may be settled by the Chairman's casting vote.

13 Expenditure

a Any expenditure incurred by the Council shall be in accordance with the Council's financial regulations.

b The Council's financial regulations shall be reviewed once a year.

c The Council's financial regulations may make provision for the authorisation of

the payment of money in exercise of any of the Council's functions to be delegated to a committee, sub-committee or to an employee.

14 Execution and sealing of legal deeds

See also standing order 5(a)(xvi) page 9 and 10.

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

b **In accordance with a resolution made under standing order 14(a) above, the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two members of the Council who shall sign the deed as witnesses.**

15 Committees

See also standing order 1 page 1

a The Council may, at its annual meeting, appoint standing committees and may at any other time appoint such other committees as may be necessary, and:

i. shall determine their terms of reference;

ii. may permit committees to determine the dates of their meetings;

iii. shall appoint and determine the term of office of councillor or non-councillor members of such a committee (unless the appointment of non-councillors is prohibited by law) so as to hold office no later than the next annual meeting;

iv. an ordinary member of a committee who has been replaced at a meeting by a substitute member (in accordance with standing order 15(a)(iv) above) shall not be permitted to participate in debate or vote on business at that meeting and may only speak during any public participation session during the meeting;

v. may in accordance with standing orders, dissolve a committee at any time.

vi. may in accordance with standing orders, dissolve a committee at any time.

vii. The Chairman and Vice Chairman to have ex officio rights to attend all Committee meetings of the Council, but without voting rights if not a full committee member.

b. **Rules for forming working parties**

A working party may be formed by Council or by a committee or Sub-committee in accordance with the following:
At the time it is set up, the following terms and conditions shall be agreed by the appointing body:

i The purpose and the nature of the output and reports required.

Ii. The time needed to produce a final report and the dates and details for any interim reports.

iii. The size of the working party. This will vary depending on the nature of the task, but will be a minimum of three and a maximum of six members. At the discretion of the appointing body, an officer may be invited to join the working party.

iv. The appointing body will ask for Parish Councillors to volunteer to serve on a Working Party

v. In order to promote the most speedy adoption of any Working party outcome, the appointing body may recommend that the Working Party report should go directly to Council for consideration and decisions.

c. **Rules for Operating Working parties:**

i Working parties should be established to deal with specific tasks and should be dissolved once the task has been completed.

ii. Working parties will chose, from their number, a Councillor to act as Chairman and spokesman. This person will ensure these rules are followed.

iii All Working Parties may request support from officers in respect of any Council records that it may need and to ask Officers to carry out a reasonable amount of work, such as obtaining quotations or seeking professional advice, which it may need in order to carry out its function.

iv Working parties will establish their own timetable of meetings but must take appropriate account of Officers working hours.

v A Working Party may not incur any costs that would accrue to the Council.

vi A Working Party will take note of their work and keep any records that are necessary.

16 Sub-committees

See also standing order 1 page 1

Each committee may appoint a sub-committee whose terms of reference and members shall be determined by resolution of the committee.

17 Extraordinary meetings

See also standing order 1 page 1

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

b **If the Chairman of the Council does not or refuses to call an extraordinary meeting of the Council within 7 days of having been requested to do so by two councillors, those two councillors may convene an extraordinary meeting of the Council. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two councillors.**

c The Chairman of a committee (or a sub-committee) may convene an extraordinary meeting of the committee or sub-committee at any time.

d If the Chairman of a committee (or a sub-committee) does not or refuses to call an extraordinary meeting within 10 days of having been requested by to do so by 4 councillors, those 4 councillors may convene an extraordinary meeting of a committee (or a sub-committee). The statutory public notice giving the time, venue and agenda for such a meeting must be signed by 4 councillors.

18 Advisory committees

See also standing order 1 page 1

a The Council may appoint advisory committees comprised of a number of councillors and non-councillors.

b Advisory committees and any sub-committees may consist wholly of persons who are non-councillors.

19 Accounts and Financial Statement

a All payments by the Council shall be authorised, approved and paid in accordance with the Council's financial regulations, which shall be reviewed at least annually.

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

20 Estimates/precepts

a **The Council shall approve written estimates for the coming financial year** at its meeting before the end of January.

b Any committee desiring to incur expenditure shall give the Proper Officer a written estimate of the expenditure recommended for the coming year no later than December.

21 Canvassing of and recommendations by councillors

a Canvassing councillors or the members of a committee or sub-committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this standing order to every candidate.

b A councillor or a member of a committee or sub-committee shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion; but, nevertheless, any such person may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.

c This standing order shall apply to tenders as if the person making the tender were a candidate for an appointment.

22 Inspection of documents

Subject to standing orders to the contrary or in respect of matters which are confidential, a councillor may, inspect any document in the possession of the Council or a committee or a sub-committee, and request a copy. The minutes of meetings of the Council, its committees or sub-committees shall be available for inspection by councillors.

23 Unauthorised activities

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

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

ii. issue orders, instructions or directions.

24 Confidential business

a Councillors shall not disclose information given in confidence or which they believe, or ought to be aware is of a confidential nature.

b A councillor in breach of the provisions of standing order 24(a) above may be removed from a committee or a sub-committee by a resolution of the Council.

25 Power of well-being (England)

a **Before exercising the power to promote well-being, a meeting of the full Council shall have passed a resolution to confirm it has satisfied the prescribed statutory criteria required to qualify as an eligible parish council.**

b **The Council's period of eligibility begins on the date that the resolution under standing order 25 (a) above was made and expires on the day before the annual meeting of the Council that takes place in a year of ordinary elections.**

c **After the expiry of its preceding period of eligibility, the Council continues to be an eligible council solely for the purpose of completing any activity undertaken in the exercise of the power to promote well-being which was not completed before the expiry of the Council's preceding period of eligibility referred to in standing order 25(b) above.**

26 Matters affecting council employees

a If a meeting considers any matter personal to a Council employee, it shall not be considered until the meeting has decided whether or not the press and public shall be excluded pursuant to standing order 1(c) page 1.

b Subject to the Council's policy regarding absences from work, the Council's most senior employee shall notify the Chairman of the Staff committee, or, in his absence, the Vice-Chairman of the Staff Committee of any absence occasioned by illness or urgency and that person shall report such absence to the Staff Committee] at its next meeting.

c The Chairman of the Staff Committee or in his absence, the Vice-Chairman and the Chairman of the Council, shall upon a resolution conduct a review of the performance and/or appraisal of the Clerk and shall keep a written record of it. The review and/or appraisal shall be reported back and shall be subject to approval by resolution by the Staff committee.

d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior employee (or other employees) shall contact the Chairman of the Staff Committee or in his absence, the Vice-Chairman of the Staff Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Staff committee.

e Subject to the Council's policy regarding the handling of grievance and disciplinary matters, if an informal or formal grievance matter raised by Clerk relates to the Chairman or Vice-Chairman of the Staff Committee, this shall be communicated to another member of the Staff Committee which shall be reported back and progressed by resolution of the Staff Committee.

f Any persons responsible for all or part of the management of Council employees shall keep written records of all meetings relating to their performance, and capabilities, grievance and disciplinary matters.

g The Council shall keep written records relating to employees secure. All paper records shall be secured under lock and electronic records shall be password protected.

h Records documenting reasons for an employee's absence due to ill health or details of a medical condition shall be made available only to those persons with responsibility for the same.

i Only persons with line management responsibilities shall have access to employee records referred to in standing orders 26(g) and (h) above if so justified.

J Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 26(g) and (h) page 22 shall be provided only to the Clerk to the Council and/or the Chairman of the Council and Chairman of the Staff

Committee. Keys must be returned and computer passwords changed which personnel change.

27 Freedom of Information Act 2000

a All requests for information held by the Council shall be processed in accordance with the Council's policy in respect of handling requests under the Freedom of Information Act 2000.

b Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the Chairman of the Finances and General Purposes Committee. The said committee shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000 including exercising the powers of the Proper Officer in respect of Freedom of Information requests.

c **In accordance with freedom of information legislation, the Council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

28 Management of Information

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

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

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

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

29 Responsibilities under Data Protection Legislation

a **The Council shall appoint a Data Protection Officer.**

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

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

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

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

30 Relations with the press/media

a All requests from the press or other media for an oral or written statement or comment from the Council shall be processed in accordance with the Council's policy in respect of dealing with the press and/or other media.

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.

31 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.

32 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 32(b) below) including the setting of values for different procedures where the contract has an estimated value of less than £25,000.

b **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 32(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity.**

c Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £25,000 shall be procured on the basis of a formal tender as summarised in standing order 32(d) below.

d 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.

vi. Use of the Contract Finder website and other light touch rules in the Public Contracts Regulations 2015.

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

f **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the official Journal of the European Union (OJEU) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and OJEU.**

33 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 **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the**

Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.

c 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.

d Where a notification relates to a complaint made by an employee (not being the Proper Officer) the Proper Officer shall ensure that the employee in question does not deal with any aspect of the complaint.

e The subject matter of notifications shall be confidential and, insofar as it is possible to do so by law, the Council (including the Proper Officer and the Chairman of the Staff Committee shall take the steps set out below, together with other steps considered necessary, to maintain confidentiality.

i. Draft the summonses and agendas in such a way that the identity and subject matter of the complaint are not disclosed.
ii. Ensure that any background papers containing the information set out in standing order 31(a) page 25 are not made public.
iii. Ensure that the public and press are excluded from meetings as appropriate.
iv. Ensure that the minutes of meetings preserve confidentiality.
v. Consider any liaison that may be required with the person or body with statutory responsibility for the investigation of the matter.

f Standing order 31(d) page 25 should not be taken to prohibit the Council (whether through the Proper Officer or the Chairman of the Staff Committee or otherwise) from disclosing information to members and officers of the Council or to other persons where such disclosure is necessary to deal with the complaint or is required by law.

g The Staff committee shall have the power to:

i. seek documentary and other evidence from the person or body with statutory responsibility for investigation of the matter;
ii. seek and share information relevant to the complaint;

iii. grant the member involved a financial indemnity in respect of legal costs, which shall be in accordance with the law and subject to approval by a meeting of the full Council.

g References in standing order 31 to a notification shall be taken to refer to a communication of any kind which relates to a breach or an alleged breach of the code of conduct by a councillor.

34 Variation, revocation and suspension of standing orders

a Any or every part of the standing orders, except those which are mandatory by law, may be suspended by resolution in relation to any specific item of business.

b A motion to add to or vary or revoke one or more of the Council's standing orders, not mandatory by law, shall be proposed by a special motion, the written notice whereof bears the names of at least 4 councillors.

35 Standing orders to be given to councillors

a The Proper Officer shall provide a copy of the Council's standing orders to a councillor upon delivery of his declaration of acceptance of office.

b The Chairman's decision as to the application of standing orders at meetings shall be final.

c A councillor's failure to observe standing orders more than 3 times in one meeting may result in them being excluded from the meeting in accordance with standing orders.

Item 13

Horndean Parish Council Representatives 2019 - 20

Association	Councillor Representatives
Community Forum	
EHDC Association Town & Parish Council	
Catherington Village Residents Association	
Horndean Community Association	
Horndean Twinning Association	Cllr Andy Forbes
Horndean Older peoples Enabling Forum	Cllr Mrs Lynn Evans
Lovedean Village Residents Association	Cllr Paul Beck
East Hampshire Passenger Transport Forum	Cllr David Alexander

Item 14

ZURICH MUNICIPAL

Mrs Carla Baverstock-Jones
Horndean Parish Council
Tyfield House
Blendworth Lane
Horndean
Waterlooville
Hampshire
PO8 0AA

Local Council Policy Schedule

The Policy, the Policy Schedule, any Certificates of Insurance and Endorsements form one document and should be read together. This Schedule replaces any previous Schedule.

Policy Number	YLL-2720443753
Insured	Horndean Parish Council
Business	Parish / Town Council
Period of Insurance From To	 01st October 2018 30th September 2019

and any other period for which cover has been agreed.

Renewal Premium	£ 7,466.85

Premiums are inclusive of Insurance Premium Tax and/or VAT as appropriate.

Schedule Number	55366271
Long term agreement active until	01st October 2020
Preparation Date	07th September 2018
Prepared by	Mr Vincent Liu

Item: 15

REVIEW OF THE COUNCIL AND OR EMPLOYEES' MEMBERSHIPS OF OTHER BODIES

Current Memberships

- Hampshire Association of Local Councils (HALC) and additional facility with South East Employers for HR and Employment Law Advice
- Society for Local Council Clerks
- Campaign for Protection of Rural England
- Hampshire Playing Fields Association
- Chartered Management Institute
- The Institute of Local Council Management

Horndean Parish Council

Complaints Procedure

Introduction:

Horndean Parish Council is committed to providing a quality service to residents of the Parish and to anyone who deals with the Parish Council. It is committed to conducting its business in a fair and equitable manner and the aim of this policy is to investigate all complaints promptly in an impartial manner and to find a solution which is satisfactory to both the complainant and the Council.

Parish Councils as corporate bodies are not subject to the jurisdiction of the Local Government Ombudsman, and there are no provisions for another body to which complaints can be referred. The Council will therefore do its utmost to settle complaints and satisfy complainants in the interest of the good reputation of the Council.

Horndean Parish Councils complaints procedure does not cover complaints against an individual Councillor. If you wish to make a complaint about the behaviour of an individual Councillor you must contact:

The Monitoring Officer
East Hants District Council
Penns Place
Petersfield
Hants
GU31 4EX

The Monitoring Officer can only deal with complaints about the behaviour of a Councillor and will not deal with complaints about matters that are not covered by the Councillors Code of Conduct. Complaints must be about a Councillors failure to follow the Code of Conduct.

The Code of Conduct can be viewed on the Parish Councils website, www.horndeanpc-hants.gov.uk

Adopted 27 September 2010
Reviewed 16 May 2011, hpc 6743
Reviewed and Adopted 18 May 2015
Adopted: F/C 22 May 2017
Adopted: F/C 21 May 2018

Definition of a Complaint:

A complaint is an expression of dissatisfaction by one or more members of the public about the Council's action or lack of action or about the standard of a service provided by the Council itself or a person or body acting on behalf of the Council.

The following are excluded from this procedure:

Type of Conduct	Refer to
Financial irregularity	Complaints about financial irregularity should be referred to the Council's auditor, the name and address of whom may be obtained from the Clerk (Local electors right to object Council's audit of accounts pursuant to s.16 Audit Commission Act 1998)
Criminal activity	The Police
Member conduct	The Monitoring Officer East Hants District Council
Employee Conduct	Internal disciplinary procedure. Complaints concerning a member of staff should be made in writing to the Clerk. If the complaint concerns the Clerk the complaint should be made in writing to the Chairman of the Council.

The procedure will be adopted for dealing with complaints about the Councils administration or its procedures. Complaints about a policy decision made by the council will be referred back to the council or relevant committee as appropriate, for consideration.

The Council receives queries, problems and comments as part of its day to day running and it is not appropriate for every comment to be treated as a formal complaint. Every effort will be made to deal with these problems immediately, either by providing information, instigating the appropriate action or explaining a decision.

All complaints will be deemed to be informal complaints unless a written complaint states that it is a formal complaint.

The complaints procedure will not apply to complaints made anonymously

Informal Complaints:

An informal complaint may be made by telephone, email, in person or in writing to the Clerk. If the complainant prefers not to put the complaint to the Clerk (because the matter relates to the Clerk, for example,) he or she should be advised to write to the Chairman of the Council.

If a complaint is made to a Councillor it is their duty to notify the Clerk or the Chairman of the Council.

The Clerk or Chairman of the Council will speak directly to the complainant and will attempt to resolve the complaint and to ensure that the complainant feels satisfied that their grievance has been fully considered, taken seriously and acted upon accordingly.

If the Clerk or the Chairman cannot satisfy a complaint in an informal way, then the Formal Complaints Procedure will be instigated.

Formal Complaints:

The complainant will be asked to put their complaint about the Council's procedures or administration in writing to the Clerk. If the complainant does not wish to put the complaint to the Clerk they should be advised to address it to the Chairman of the Council.

The letter should contain the following information

- Name, address and telephone number of the complainant
- Details of the complaint about the Councils procedures or administration
- How the issue has affected the complainant
- Copies of any relevant documents or other evidence
- Details of third parties and their involvement
- What action the complainant believes will resolve the complaint

The Clerk will acknowledge receipt of the complaint within three working days and will advise the complainant when the matter will be considered by the Council.

The complainant shall be invited to attend the meeting and to bring with them a representative if they wish.

Any documents not already supplied must be sent to the Clerk seven clear days before the meeting. The Council shall provide the complainant with copies of any documentation upon which they wish to refer to at the meeting within the same timescale.

At the meeting

The Council shall consider whether the circumstances of the meeting warrant the exclusion of the public and the press. Any decision on a complaint shall be announced at the Council meeting in public.

The Chairman should introduce everyone and explain the procedure.

The complainant (or their representative) should outline the grounds for complaint and afterwards questions may be asked by the Clerk and Members.

The Clerk or a nominated Councillor will present the Councils position relating to the complaint (if necessary) and afterwards questions may be asked by other Members.

The Clerk/nominated Councillor and the complainant will be offered the opportunity to summarise their position.

The Clerk/nominated Councillor and the complainant will be asked to leave the room while Members decide whether or not the grounds for the complaint have been made. If a point of clarification is necessary both parties shall be invited back.

The Clerk/nominated Councillor and the complainant will be given the opportunity to wait for the decision but if the decision is unlikely to be finalised on that day they should be advised when the decision is likely to be made and when it will be communicated to them.

After the meeting

The decision will be confirmed in writing within seven working days together with details of any action to be taken.

There may be circumstances when a complainant persists in wishing to proceed when there is clearly no reasonable basis or when the Council has already taken reasonable action in response or where some other process, whether through the courts or some other recognised procedure should or has been taken.

These matters should be referred to the Clerk/Chairman and in the event of a seemingly serial facetious, vexatious or malicious complaint; the Council may consider taking legal action.

Adopted 27 September 2010
Reviewed 16 May 2011, hpc 6743
Reviewed and Adopted 18 May 2015
Adopted: F/C 22 May 2017
Adopted: F/C 21 May 2018

Item: 11

FREEDOM OF INFORMATION ACT

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 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.

ADOPTED PC: 21 MAY 2018

Privacy Policy

1. Your personal data – what is it?

"Personal data" is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be by the personal data alone or in conjunction with any other personal data. The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the "GDPR) and other local legislation relating to personal data and rights such as the Human Rights Act.

2. Council information

This Privacy Policy is provided to you by Horndean Parish Council which is the data controller for your data.

Council address: Tyfield House, Blendworth Lane, Horndean, Hants PO8 0AA

3. Who are the data controllers?

- Joint controller arrangements with
- local authorities
- Community groups
- Charities
- Other not for profit entities
- Contractors

4. What personal data is collected?

- Names, titles, and aliases, photographs;
- Contact details such as telephone numbers, addresses, and email addresses;
- Where they are relevant to the services provided by a council, or where you provide them to us, we may process demographic information such as gender, age, marital status, nationality, education/work histories, academic/professional qualifications, hobbies, family composition, and dependants;
- Where you pay for activities such as use of a council hall, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers;
- The data we process may include sensitive personal data or other special categories of data such as racial or ethnic origin, mental and physical health, details of injuries, medication/treatment received, political beliefs, trade union affiliation, genetic data, biometric data, data concerning and sex life or sexual orientation.
- Website data - Is activity information (including user behaviour data) collected? e.g.
  - Information from synching with other software or services
  - Interaction with social media (functional and/or marketing)
  - Information about payments
  - Access to social media profiles
  - Demographic information
- Information collected automatically from use of the service, e.g.
  - Device information (nature of device and/ or identifiers)
  - Log information (including IP address)
  - Location information (how is location collected/inferred)
  - Device sensor information
  - Site visited before arriving
  - Browser type and or OS
  - Interaction with email messages
- Information from other sources? (identify the sources) e.g.
  - Referral or recommendation programmes

- Publicly accessible sources

- Information from cookies or similar technologies (incl. in-app codes) (including whether session or persistent) e.g.
  - Essential login/authentication or navigation
  - Functionality – remember settings
  - Performance & Analytics – user behaviour
  - Advertising/retargeting
  - Any third party software served on users
  - Other
- Nature of any outbound communications with website users
  - Email
  - Telephone (voice)
  - Telephone (text)

5. The council will comply with data protection law. This says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

6. We use your personal data for some or all of the following purposes:

- To deliver public services including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services;
- To confirm your identity to provide some services;
- To contact you by post, email, telephone or using social media (e.g., Facebook, Twitter, WhatsApp);
- To help us to build up a picture of how we are performing;
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions;
- To enable us to meet all legal and statutory obligations and powers including any delegated functions;
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and generally as necessary to protect individuals from harm or injury;
- To promote the interests of the council;
- To maintain our own accounts and records;
- To seek your views, opinions or comments;
- To notify you of changes to our facilities, services, events and staff, councillors and role holders;
- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other new projects or initiatives;
- To process relevant financial transactions including grants and payments for goods and services supplied to the council
- To allow the statistical analysis of data so we can plan the provision of services.

Our processing may also include the use of CCTV systems for the prevention and prosecution of crime.

7. What is the legal basis for processing your personal data?

The council is a public authority and has certain powers and duties. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the council's statutory functions and powers. Sometime when exercising these powers or duties it is necessary to process personal data of residents or people using the council's services. We will always take into account your interests and rights. This Privacy Policy sets out your rights and the council's obligations to you in detail.

We may also process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the use of sports facilities, or the acceptance of an allotment garden tenancy.

Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

8. Sharing your personal data

The council will implement appropriate security measures to protect your personal data. This section of the Privacy Policy provides information about the third parties with whom the council will share your personal data. These third parties also have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- Our agents, suppliers and contractors. For example, we may ask a commercial provider to publish or distribute newsletters on our behalf, or to maintain our database software;
- On occasion, other local authorities or not for profit bodies with which we are carrying out joint ventures e.g. in relation to facilities or events for the community.

9. How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is current best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

10. Your rights and your personal data

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

(i) The right to access personal data we hold on you
(ii) The right to correct and update the personal data we hold on you
(iii) The right to have your personal data erased
(iv) The right to object to processing of your personal data or to restrict it to certain purposes only
(v) The right to data portability
(vi) The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained
(vii) The right to lodge a complaint with the Information Commissioner's Office.

You can contact the Information Commissioners Office on 0303 123 1113 or via email https://ico.org.uk/global/contact-us/email/ or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

11. Transfer of Data Abroad

Any personal data transferred to countries or territories outside the European Economic Area ("EEA") will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasions some personal data (for example in a newsletter) may be accessed from overseas.

12. Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Policy, then we will provide you with a Privacy Notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

13. Changes to this policy

We keep this Privacy Policy under regular review and we will place any updates on the:

Horndean Parish Council website http://www.horndeanpc-hants.gov.uk/Policies_4180.aspx

This Policy was last updated in April 2018.

14. Contact Details

Please contact us if you have any questions about this Privacy Policy or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

The Data Controller: Horndean Parish Council
Email: contact@horndeanpc-hants.gov.uk

ITEM: 18

Adopted FC: 16/05/2016
Adopted FC: 22 May 2017

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.

Item: 19

BANK MANDATES : 2019-2020

Surname	Forename	Designation	Co-operative	Lloyds	Cambridge & Counties
Evans	Lynn	Chairman	✓	✓	✓
Evans	David	Councillor	✓	✓	✓
Beck	Paul	Councillor	✓	✓	✓
Forbes	Andrew	Councillor	x	✓	✓
Jacobs	Carolyne	Councillor	✓	x	x
Tickell	Elaine	Councillor	✓	x	x
Baverstock-Jones	Carla	Executive Officer	✓	✓	x
Ritson	Simon	RFO	x	✓	x
Mandate			3	3	2

Table Prepared by Simon Ritson, Responsible Finance Officer
24th April 2019

ITEM: 20

HORNDEAN PARISH COUNCIL

COUNCIL ANNUAL MEETING : 13th MAY 2019

SUBJECT OF REPORT: 2019-20 Precept

During the budget setting process completed in December 2018 the Council agreed a total budget requirement of £382,657 for 2019-20.

The Council Tax Support Grant that had previously been received from East Hampshire District Council was withdrawn in 2018-19.

Therefore, the precept for 2019-20 is for the full **£382,657**

Report Prepared by Simon Ritson, Responsible Finance Officer

PAYMENTS SINCE LAST ORDER OF PAYMENTS 2019-10			LIST 2 - 13-MAY-2019			BANK ENTRIES: 06 APR - 05 MAY 2019
Ref	Date	Payee/Payer	Net	VAT	Total	Details Item 21
DIRECT DEBITS		BANK ENTRIES: 06 APR - 05 MAY 2019				
1	12/03/2019	Castle Water	£13.94	£0.00	£13.94	Tyfield House Water: 01/12/18 - 28/02/19
2	12/03/2019	Castle Water	£7.19	£0.00	£7.19	Jubilee Water: 1/2/19-28/2/19
3	12/03/2019	Castle Water	£3.09	£0.00	£3.09	Water Trough HollyBank Close: 1/2/19 - 28/2/19
4	10/03/2019	PHS	£189.75	£37.95	£227.70	Jubilee: Air Freshener/Drier/Waste Collection: 14/4/19-13/7/19
5	04/04/2019	Plusnet	£15.00	£3.00	£18.00	Tyfield WiFI: 4/4/19 - 3/5/19
6	01/04/2019	Peach	£157.27	£31.45	£188.72	Tyfield Line, Alarm, Napier, Jubilee WIFI : March Calls/April Rent
7	01/04/2019	Fuelgenie	£193.98	£38.79	£232.77	Fuel: March 2019
8	27/03/2019	SSE	£365.41	£18.27	£383.68	Napier Hall Electric: 20/12/18-23/03/19
9	03/04/2019	SSE Gas	£234.34	£46.86	£281.20	Napier Hall Gas: 5 March - 1 April 2019
10	20/04/2019	EE & T Mobile	£60.60	£12.12	£72.72	Mobiles: 25/3/19 - 18/04/19
11	31/03/2019	Veolia	£191.06	£38.21	£229.27	Waste Removal: March 2019
12	16/04/2019	British Telecom	£91.80	£18.36	£110.16	Jubilee Alarm 1 April - 30 June
13	17/04/2019	British Telecom	£42.60	£8.52	£51.12	Jubilee Payphone 1 April- 30 June
14	01/05/2019	Luckylite	£520.00	£0.00	£520.00	Rent: May 2019
B.A.C.S.		BANK ENTRIES: 06 APR - 05 MAY 2019				
15	01/04/2019	Staff Expenses	£37.82	£0.00	£37.82	Staff Expenses - March 2019
16	01/04/2019	PDP Architecture	£2,000.00	£400.00	£2,400.00	Engineering Services Interim Payment No. 2 (Jubilee Project)
17	29/01/2019	Southern Mower Services	£22.12	£4.42	£26.54	Chainsaw Handlebar
18	31/03/2019	The New Blendworth Centre	£136.00	£27.20	£163.20	Litter Picking: March 2019
19	27/03/2019	AVS Fencing	£45.18	£9.04	£54.22	6 Posts for Sheppards Close
20	30/03/2019	Happy Days Cleaning	£222.50	£0.00	£222.50	Window Cleaning/Tyfield Cleaning-March
21	25/02/2019	St. John Ambulance	£300.00	£60.00	£360.00	First Aid Course - Countryside Team
22	05/04/2019	Screwfix	£3.33	£0.66	£3.99	12V Trailer Board Plug
23	31/03/2019	Richard Merritt Chemicals	£91.88	£18.38	£110.26	Various Janitorial Supplies
24	10/04/2019	Blendworth Property Maintenance	£50.00	£0.00	£50.00	Adjust Toilet Door Lock at Napier
25	18/04/2019	Horndean PC Employees	£15,540.83	£0.00	£15,540.83	Net Salaries: April 2019
26	23/04/2019	Lloyds Bank	£6.50	£0.00	£6.50	Bank Fees: April 2019
27	12/04/2019	East Meon Forge	£715.00	£0.00	£715.00	Replace Back Plate at Basketball Court - Jubilee
28	12/04/2019	East Meon Forge	£450.00	£0.00	£450.00	Protective cases for Fitness Equipment-Deep Dell
29	09/04/2019	Screwfix	£12.49	£2.50	£14.99	1 Litre Black Paint - The Granary
30	01/04/2019	Lucky-Lite Caravan Storage	£489.44	£0.00	£489.44	Electricity at LuckyLite 1 April 2018 - 31 Mar 2019
31	09/04/2019	Merrid	£24.00	£4.80	£28.80	2 Hunting Gate Latches
32	16/04/2019	Sound Advice Installations Ltd	£125.00	£25.00	£150.00	Inspection and repair of Projector at Jubilee Hall
33	01/03/2019	Surefix	£1,789.16	£357.84	£2,147.00	Supply and Fit Side Door at Napier Hall
34	09/04/2019	AVS Fencing	£121.53	£24.31	£145.84	Posts for The Yews, Rails for 5 Heads, Post Hole Digger
35	30/04/2019	HMRC	£3,174.46	£0.00	£3,174.46	PAYE/National Insurance: April2019
36	30/04/2019	Hampshire Pension Fund	£4,453.03	£0.00	£4,453.03	Pension Contributions: April 2019
37	15/04/2019	Sean Mason Electrical	£169.50	£33.90	£203.40	PAT Testing at Tyfield, Jubilee, Napier, Luckylite
38	03/04/2019	SLCC	£99.00	£19.80	£118.80	Local Council Administration Registration
39	23/01/2019	Blendworth Parish Magazine	£32.50	£0.00	£32.50	Magazine Advertising February - December 2019
40	24/04/2019	Keydell Nurseries	£23.32	£4.66	£27.98	Lawn Feed & Weed, Edging Shears
41	24/04/2019	Keydell Nurseries	£6.75	£1.35	£8.10	3 x Ant Powder
42	24/04/2019	Keydell Nurseries	£5.17	£1.03	£6.20	Tomato Feed
43	24/04/2019	Keydell Nurseries	£25.00	£5.00	£30.00	Various Plants for Shrub Bed at Deep Dell
44	29/04/2019	Connected IT	£245.30	£0.00	£245.30	Anti Virus Renewal for 10 Workstations
DEBIT CARD		BANK ENTRIES: 06 APR - 05 MAY 2019				
45	26/04/2019	Dropbox	£432.00	£0.00	£432.00	Dropbox Business Account Annual Subscription
		TOTAL EXPENDITURE	£32,934.84	£1,253.42	£34,188.26	

INVOICES TO BE APPROVED FOR PAYMENT			LIST 2 - 13-MAY-2019			
Ref	Date of Invoice	Payee/Payer	Net	VAT	Total	Details
46	04/04/2019	Hampshire Association of Local Councils	£1,000.00	£0.00	£1,000.00	HALC Affiliation Fees 2019/20
47	04/04/2019	Hampshire Association of Local Councils	£740.00	£0.00	£740.00	NALC, NALC Levy 2019/20
48	16/04/2019	AVS Fencing	£892.43	£178.49	£1,070.92	61 Posts for Bollards at Deep Dell
		TOTALS	£2,632.43	£178.49	£2,810.92	

RECEIPTS RECEIVED SINCE LAST ORDER OF PAYMENTS			LIST 2 - 13-MAY-2019			BANK ENTRIES: 06 APR - 05 MAY 2019
Ref	Date	Payee/Payer	Net	VAT	Total	Details
RECEIPTS		BANK ENTRIES: 06 APR - 05 MAY 2019				
49	various	Regular Hall Users	£751.84	£0.00	£751.84	Hire of Jubilee Hall
50	various	Regular Hall Users	£2,229.03	£0.00	£2,229.03	Hire of Napier Hall
51	various	Casual Hall Users	£529.22	£0.00	£529.22	Hire of Jubilee Hall
52	various	Casual Hall Users	£303.18	£0.00	£303.18	Hire of Napier Hall
53	various	Casual Hall Users	£100.00	£0.00	£100.00	Deposits Received
54	various	Casual Hall Users	-£300.00	£0.00	-£300.00	Deposits Refunded
55	various	Football Teams	£167.58	£0.00	£167.58	Hire of Football Pitches
56	03/05/2019	HMRC	£7,548.57	£0.00	£7,548.57	Q1 2018-19 VAT Return
57	18/04/2019	East Hampshire District Council	£191,328.50	£0.00	£191,328.50	2019-20 Precept Part 1
		TOTAL INCOME	£202,657.92		£202,657.92	

SIGNED:	
SIGNED:	
DATE:	LIST 2 - 13-MAY-2019