



TO: THE MEMBERS OF HUGHENDEN PARISH COUNCIL

Cllr J Armshaw, Cllr M Byrom, Cllr G Cadwallader, Cllr L Derrick, Cllr C Janes, Cllr S Jones, Cllr S Kearey, Cllr D Main, Cllr U Prashar, Cllr S Thomas

Dear Councillor,

You are hereby summoned to attend the Annual Meeting of the Council to be held on Tuesday 16^h May 2023 at 7:30 pm at Great Kingshill Village Hall, Missenden Road, Buckinghamshire, HP15 6DW

Signed: Louise P Steele

Date: 10 May 2023

The Chair may, at his/her discretion and at a convenient time in the transaction of business, adjourn the meeting to allow any members of the public to address the meeting. Parishioners and others in attendance are reminded that they must remain silent during the transaction of Council business.

AGENDA

- 1. Election of Chair of the Council**
To receive nominations for the position of Chair of the Council and to elect a Councillor to that position
- 2. Election of Vice-Chair of the Council**
To receive nominations for the position of Vice-Chair of the Council and to elect a Councillor to that position
- 3. Apologies for Absence**
To consider and approve apologies for absence.
- 4. Declarations of Interests and Dispensations**
In accordance with Sections 30 (3) and 235 (2) of the Localism Act 2011 and Hughenden Parish Council Code of Conduct, Councillors are requested to disclose personal and prejudicial interests on matters to be considered at the meeting.

- 5. Public Participation and Reports from Buckinghamshire Councillors**
Members of the public are permitted by the Chair to speak once in respect of business itemised on the agenda for no more than 2 minutes. Answers to questions raised may not be discussed unless already within this agenda and then only at that time. Outstanding questions may be referred to a future agenda for attention. The period for public participation shall not exceed 15 minutes.
- 6. Minutes**
To approve the minutes of the extraordinary meetings dated 21st March 2023 and 3rd April 2023 and minutes of the ordinary meeting dated 11th April 2023 as accurate records of those meetings and to authorise the Chair to sign the same as such – Appendices A, B & C.
- 7. Resignation of Councillor**
To receive the resignation of Cllr Marc Byrom and instruct the clerk to declare a casual vacancy.
- 8. Application for Co-option**
To consider the application from Marc Byrom for co-option to Hughenden Parish Council (Naphill & Walters Ash Ward).
- 9. Declaration of Acceptance of Office**
To receive, if co-opted under the agenda item above, a Declaration of Acceptance of Office from Cllr Marc Byrom.
- 10. Scheme of Delegation**
To consider and adopt the Scheme of Delegation, including terms of reference of Committees at Appendix D.
- 11. Appointment of Members to Committees**
To appoint members to the following standing committees:
- Environment & Services Committee
 - Finance Committee
 - Human Resources (HR) Committee
- 12. Appointment of Chairs of Committees.**
- a) To appoint a Councillor to the position of Chair of the Environment & Services Committee
 - b) To appoint a Councillor to the position of Chair of the Finance Committee
 - c) To appoint a Councillor to the position of Chair of the Human Resources Committee

13. Review of Standing Orders & Financial Regulation

To note that Standing Orders (Appendix E) and Financial Regulations (Appendix F) have been reviewed on 11 April 2023 and 8 November 2022 respectively. Further to re-adopt the documents without further review.

14. Review of arrangements with other local authorities

To review the agreement with Buckinghamshire Council in respect of devolved services and to agree the extension of the Local Council Devolution Scheme Agreement for 2023/24 (Appendix G).

15. Review of Representation on Work with External Bodies and Arrangements for Reporting Back

To agree the appointment of parish council representatives to external bodies as indicated in the table below and to appoint, where possible, representatives to fill the apparently vacant positions.

External Body	Councillor
Community Board	Cllr Jones
Milton Keynes and Buckinghamshire Association of Local Councils	Cllr Kearey
Widmer End Village Hall	Cllr Cadwallader
Widmer End Residents Association	
Great Kingshill Village Hall	
Great Kingshill Residents Association	Cllr Jones
Hughenden Valley Village Hall	
Hughenden Valley Residents Association	
National Trust	Cllr Jones
Nap Hill and Walters Ash Residents Association	
Nap Hill and Walters Ash Village Hall	
Hughenden Neighbourhood Action Group/Street Association	
RAF Liaison	Cllr Janes
Wycombe Rural Area Forum	Cllr Kearey
Wycombe District Association of Local Government	Cllr Kearey
Hughenden Parish Church	Cllr Janes

16. Review of Asset Register

To review and approve the asset register at Appendix H.

17. Confirmation of arrangements for insurance cover

To note that the Council is currently insured through BHIB Brokers with Aviva. The Policy Schedule is circulated to Councillors as confidential Appendix I. The current arrangements expire on 20 September. The broker will offer renewal terms well before the renewal date.

18. Dealing with Press/Media-Social Media Policy

To consider the adoption of a Social Media policy for the Council – Appendix J

19. Review of further policies

To agree to defer and or delegate the review of further policies as follows:

- Council's complaints procedure-delegated to HR Committee
- Freedom of information and GDPR -deferred to a later meeting
- Council's employment policies and procedures – delegated to HR Committee
- Section 137 expenditure – deferred to 20th of June 2023
- Review of the Council's and staff subscriptions to other bodies

20. Calendar of Full Council Meetings 2023/24

To agree the schedule of Full Council meetings for the local government year 2023/24 and the date of the next Annual Meeting of Council as set out below:

Date	Venue
Tuesday 20 June 2023	North Dean Village Hall
Tuesday 18 July 2023	TBC
Tuesday 15 August 2023	TBC
Tuesday 19 September 2023	TBC
Tuesday 17 October 2023	TBC
Tuesday 21 November 2023	TBC
Tuesday 19 December 2023	TBC
Tuesday 16 January 2024	TBC
Tuesday 20 February 2024	TBC
Tuesday 19 March 2024	TBC
Tuesday 16 April 2024	TBC
Tuesday 21 May 2024	TBC
Annual Parish Meeting	
Tuesday 7 May 2024	Great Kingshill Village Hall

21. Civility & Respect Pledge

To resolve to sign the Civility & Respect Pledge, agreeing that the council will treat councillors, clerks, employees, members of the public, and representatives of partner organisations and volunteers with civility and respect in their roles and that it:

- Has put in place a training programme for councillors and staff
- Has signed up to the Code of Conduct for councillors
- Has good governance arrangements in place including staff contracts and a dignity at work policy
- Will seek professional help at the early stages should civility and respect issues arise
- Will commit to calling out bullying and harassment if and when it happens
- Will continue to learn from best practices in the sector and aspire to be a role model/champion council through for example the local Local Council Award Scheme
- Supports the continued lobbying for change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate

22. Accounts for Payment

To approve the list of payments – Appendix K. Note that the format of this report has changed – this being the first payments list to be generated from Xero. The corresponding invoices will be circulated separately for members' information.

23. Lease to Great Kingshill Cricket Club

To receive the advice of the Council's solicitors – circulated as confidential Appendix 1 and to agree, on the basis of the advice, to enter into the lease. Further to agree which two councillors will sign the lease.

24. Dog Waste Bins at Naphill and Great Kingshill

To consider the Locum Clerk's report (Appendix L) on the requests to provide five additional dog waste bins; three at Naphill and two at Great Kingsmill at total cost up to £2,700 in the first year and £1,560 a year thereafter

25. Quarterly Playground Inspection Report April 2023

To receive the latest quarterly playground inspection report, circulated to Councillors as confidential Appendix 2 and to consider any actions needed as a result of the inspections.

- 26. Clerk's use of delegated authority**
To note the Locum Clerk's report of the use of her delegated authority, on grounds of urgency and in consultation with Cllr Cadwallader as Chair of the Council on two occasions (if discussion of detail is required the matter should be deferred to after the exclusion of press and public):
- The employment of a temporary Assistant Clerk for a month (commencing Friday 21 April); and
 - The installation of a Memorial Bench at the Garden of Remembrance
- 27. Action Points**
To note the latest iteration of the action points list, further to note that its format is still a work in progress.
- 28. Confirmation of the Appointment of Proper Officer**
To confirm that Alice Fisher is appointed Proper Officer of the Council with immediate effect.
- 29. Date of the Next Meeting**
To note the date of the next ordinary meeting of Council on 20 June 2023 at 7:30 pm venue to be confirmed
- 30. Exclusion of Press and Public**
To resolve to exclude the Press and Public from the following item, due to the confidential nature of the business to be transacted. That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.
- 31. Staffing Matters**
To consider a confidential report from the Clerk. To be circulated prior to the meeting.

Appendix A

Minutes
of the Extraordinary Parish Council Meeting
held on 21 March 2023 at 7:30 pm
Council Offices

Present: (Chair) Cllr Gareth Cadwallader, Cllr Linda Derrick, Cllr Stan Jones, Cllr Debra Main, Cllr Sam Thomas

In attendance: Nina L. Villa (Locum Clerk)

Members of the public: **4**

CL23.03.1 To consider and approve apologies for absence.

Apologies were received from Cllr Usha Prashar & Cllr Jill Armshaw.

CL23.03.2 Declaration of Acceptance of Office

Not required as Cllr Thomas had already undertaken the Declaration.

CL23.03.3 Declarations of Interests and Dispensations

Cllr Derrick declared a personal interest in item 8.1 (Street Lighting)

CL23.03.4 Public Participation and Reports from Buckinghamshire Councillors.

As representatives of the Hughenden Valley Village Hall were present, the Chair moved that the grant items (Agenda Items 11 & 12) be brought forward for consideration earlier in the agenda. This was approved.

CL23.03.5 Minutes of the Previous Meeting

It was RESOLVED that:

- a) the minutes of the Parish Council meeting held on 14th February 2023 were approved and the Chair was authorised to sign the same.

CL23.03.6 Action Points .

The Council reviewed the list of action points. There were several queries related to the progress against the list including:

- a) Concern was raised about a previous decision to conduct all Council work through Working Groups rather than Committees and the extra burden this might place on Full Council. The Chair reassured Cllrs that this situation was temporary and Committees will be considered again at the annual meeting in May.
- b) There was an invoice paid recently for the repair of two gates and Cllrs sought clarification on which two gates these were.
- c) It was noted that various action lists were now in place and the Clerk was requested to cross reference them to ensure there was one central list.
- d) There were a number of queries related to payments to HCST payments and leases which needed to be updated for the next meeting if possible.
- e) There was a query about whether the request for legal advice regarding Great Kingshill Cricket Club had been sent. Clerk was asked to confirm.

CL23.03.7 Burial Matters

The Council considered a previously circulated report from the temporary Burial Clerk. A number of actions were agreed:

- a) The Council should review and publish the Burial Regulations
- b) A benchmarking exercise of burial fees should be conducted.
- c) There was a query over the paragraph relating to the IT data transfer meant and the Clerk was asked to clarify
- d) The Council would like an update on how much of the budget allocated to this project was left.
- e) It was agreed that the report would be published in the burials section of the website, the Chair agreed to write a news update for the website that would stress progress and solutions rather than historic problems.

CL23.03.8 Written Motions Delivered in Accordance with Standing Order 9

CL23.03.8.1 Streetlights Maintenance & Efficiency

It was RESOLVED that:

- a) That Council instructs the Clerk to carry out repairs to streetlight no 57 as recommended in the report by Sparkx as part of her operational responsibilities and under her delegated authority under paragraph 4.1 of HPC's Financial Regulations or under her delegated authority in conjunction with the Chair of Council under the same paragraph;
- b) That Council instructs the Clerk to write to occupiers whose hedges/trees impede access to, or obscure the light from, streetlights no 61, 25 and 27;
- c) That Council adopts a reactive approach to the maintenance of its streetlights entailing: -
 - i) instructing the Clerk to ensure there is a label on all the parish footway lights providing the telephone number of the Clerk to ring if there is a problem;
 - ii) instructing the Clerk to write to the Windmill Estate Maintenance Company and Widmer End Residents Association to ask for their help in carrying out regular checks on the streetlights and report problems to the Clerk;
 - iii) Council informing residents of the Council's approach and asking for their help by means of, for example, an article in the Widmer End News, WERA's Facebook, an article on HPC's website; and
 - iv) Instructing the Clerk to have arrangements in place for investigating and resolving problems with the streetlights quickly and in compliance with HPC's Financial Regulations.

CL23.03.8.2 Footpaths at Cockshoot Woods

It was RESOLVED that:

The Council agrees in principle that the pathway through the woods and adjoining fields should be designated as public rights of way and invites the public to make the application to Bucks to have them recognised as such.

CL23.03.8.3 Mini-Allotments

It was RESOLVED that:

1. That Council approves a pilot to provide mini-allotments at the Primrose Hill site, subject to sufficient demand and to an overall cost of £1500, and that
 - a) The work shall be done under the terms and conditions set out in the grounds maintenance contract with Spruced Up;
 - b) The annual rent of a mini-allotment shall be £15; and
 - c) Priority shall be given to children having mini-allotments.
2. That Council instructs the Clerk to review the terms and conditions of the tenancy agreement to assess whether the agreements should be changed for mini-allotment holders.

3. That Cllr Derrick reports back to Council on the pilot at regular intervals

CL23.03.8.4 Local Cycling and Walking Infrastructure Plan (LCWIP) - North West Chilterns

The Council were asked to support the principle of increased provision of cycle and walk ways with the parish and wishes to work with the North West Chiltern Community Board and Buckinghamshire Council in shaping the development of the Local Cycling and Walking Infrastructure Plan. Further that Council responds to the consultation accordingly by 31 March 2023

It was RESOLVED that:

Cllr Jones would draft a proposed response, share with Councillors and take the majority view before submitting a response to the consultation.

CL23.03.9 Dog waste bins & salt bins

The Council considered requests from residents for the provision of dog waste bins and salt bins in Great Kingshill and dog waste bins at Naphill playing field. The provision of extra dog bins was agreed in principle as part of a broader audit of such amenities to ensure appropriate provision across the Parish. The Clerk was requested to seek clarification on ownership and maintenance responsibilities of the Salt Bins

CL23.03.10 Village noticeboard at Great Kingshill

The Council considered a request from a resident for the installation of a new community noticeboard in Great Kingshill. It was agreed to instruct the Clerk to obtain quotes for the next meeting and that ward Councillors would agree a potential location.

CL23.03.11 Grant Applications

The Council considered the following two grant applications:

- a) Grant application from Hughenden Valley Residents Association. £900 is applied for as a contribution to the cost of producing Hughenden News, the HVRA magazine for residents three times annually.

The Council believed this had already been approved and paid. The Clerk was asked to confirm. The Clerk was authorised to make this payment if required.

- b) Hughenden Valley Village Hall requested £10,000 as a 20% contribution towards the cost of resurfacing of the car park.

The Council were concerned about the amount and were keen to understand what other organisations were prepared to offer. The applicants were asked to gather this information and the application would be considered again at the next meeting. It was suggested that a meeting should take place between the Village Hall and Ward Councillors to go through the supporting information before the application is resubmitted.

CL23.03.12 Hughenden Village Hall Playground Equipment

The Council were asked to consider support for the replacement of a piece of play equipment which was previously installed by the Council but had always been problematic but is now at the end of its life and no longer safe. The Village Hall Committee were also asking for a contribution towards the replacement of other equipment. It was acknowledged that this issue had been on going for some time and previous attempts to resolve it had not been successful but the piece was no longer under guarantee so the Committee were keen to move the matter forward.

It was RESOLVED that:

The Committee should write to the Council requesting a specific amount for replacement of the problematic piece of equipment.

The Committee should submit a grant application for the additional/replacement play equipment.

CL23.03.13 Great Kingshill Residents Association Village Coronation Picnic

The Council noted that Great Kingshill Residents Association were planning on holding a Coronation picnic on the Common.

CL23.03.14 Review of Standing Orders

It was RESOLVED that:

The Council approve the proposed update to Standing Orders requested by the Locum Clerk and requested that the results of the current review be brought to the next Council meeting.

CL23.03.15 Weekly/fortnightly refuse collection at Council Offices

It was RESOLVED that:

The Council approve a proposal from the Locum Clerk to arrange the regular collection of waste from the Council Offices and that Biffa be appointed for an initial period of 12 months.

CL23.03.16 Annual Parish Meeting

It was RESOLVED that:

The Council approve the proposals put forward by Cllr Kearey regarding the Annual Parish Meeting. It was further agreed that Cllr Jones and others would provide an update on speeding and road safety matters.

CL23.03.17 Accounts for Payment

It was RESOLVED that:

The payments listed at Appendix P be approved for payment.

CL23.03.18 Budget Monitoring

It was RESOLVED that:

The Council note the report.

CL23.03.19 Response to the report of the Internal Auditor

It was noted that the Internal Auditor had made previous observations but had not followed up on compliance in subsequent reports. This should be addressed as part of the re-appointment process. It was also noted that some observations do not yet have an action or comment against them and this should be updated as soon as possible in consultation with the Chair of Finance.

It was RESOLVED that:

The Council note the report.

CL23.03.20 Correspondence

None

CL23.03.21 Date of Next Meeting

It was noted that the date of the next meeting is 11th April and there would be an additional Full Council meeting on 3rd April

CL23.03.22 Exclusion of Press and Public

It was RESOLVED that:

The Council exclude the Press and Public from the following item, due to the confidential nature of the business to be transacted. 'That under the Public

Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

CL23.03.23 Burial Matter

The Council approved a variation of the current Burial Regulations in order to allow a burial of ashes to take place.

CL23.03.24 Appointment of Parish Clerk

Council considered the recommendation of the interview panel that Alice Fisher was appointable as Clerk.

Council RESOLVED to appoint Ms Fisher as Proper Officer and Clerk. Council tasked Cllrs Cadwallader and Main with negotiating Ms Fisher's starting date with her. Council resolved that this agreed date would be the date of Ms Fisher's appointment as Proper Officer and Clerk. *[Subsequent to the meeting the start date was agreed as 1 May 2023.]*

Cllr Jones will continue as Responsible Financial Officer until a handover can be arranged.

Chairman..... Date.....

Appendix B

Minutes
of the Extraordinary Parish Council Meeting
held on 3 April 2023 at 7:30 pm
North Dean Village Hall

Present: (Chair) Cllr Gareth Cadwallader, Cllr Jill Armshaw Cllr Marc Byrom, Cllr Chris Janes, Cllr Stan Jones, Cllr Simon Kearey, Cllr Debra Main Cllr Usha Prashar & Cllr Sam Thomas

In attendance: Louise Steele (Locum Clerk)

Members of the public: **3**

CL23.04.1 To consider and approve apologies for absence.
Apologies were received from Cllr Linda Derrick.

CL23.04.2 Declarations of Interests and Dispensations
Councillors made no declarations of interest

CL23.04.3 Code of Conduct Complaints about Councillor Linda Derrick – Recommended Sanctions Following Findings of Breach .

The Council received

- a written report from the Deputy Monitoring Officer at Buckinghamshire Council; and
- the Decision Notice of the Buckinghamshire Council Hearings Sub-Committee following a hearing held on 19 January and 2 March 2023

Council considered the sanctions recommended by the Buckinghamshire Council Hearings Sub Committee consequent upon breaches of the Hughenden Parish Council Member Code of Conduct by Cllr Linda Derrick and as an appropriate and proportionate means of addressing the various breaches found.

There was a full debate about the nature, potential consequences and practical implications of the sanctions, and further discussion of the wording of the censure and a press release. Following debate it was proposed and seconded that the sanctions be applied in full. Before the proposal was put to the vote Cllr Main requested a recorded vote.

The votes upon the proposal to impose the sanctions in full were as follows:

In favour: Cllrs Armshaw, Byrom, Cadwallader, Janes, Jones, Kearey and Thomas

Against: Cllrs Main and Prashar

Cllr Prashar asked to clarify that she agreed with Sanctions A-E but did not agree with Sanction F on the grounds that it impaired Cllr Derrick's ability to carry out her duties as a Councillor and hence her vote against the proposal to apply the sanctions in full.

Council RESOLVED, by a majority vote to apply the following sanctions upon Cllr Derrick

- A. Ask Cllr Derrick to issue a written apology to the complainants of PC 32 and PC 52, (to recognise the upset caused to both former employees).
- B. Censure Cllr Derrick for each of the breaches (given the seriousness of the findings and to place on record the Council's collective commitment to high standards of public conduct).
- C. Issue a press release to report the breaches and sanctions to the wider public (to demonstrate the importance of high standards of public conduct and the integrity of the Member Code of Conduct complaints process); and to note where breaches were not found (Press release attached to record minutes.)
- D. Place a statement on the Parish Council's website and public notice boards about the breaches and sanctions; a similar notice to be placed on Buckinghamshire Council's website (for the same reason as in C, with particular emphasis on informing local people of the same); and to note where breaches were not found. (Statement attached to record minutes.)
- E. Require Cllr Derrick to attend arranged training in observing the member code of conduct; councillor-officer relations; and in handling personal data (to ensure proper understanding of these areas of governance and to ensure Cllr Derrick can be more fully effective in future as a councillor)
- F. That from the date of Hughenden PC's resolution until Cllr Derrick attends this training, she be excluded from attending any premises of HPC except to attend meetings of the Council (given that Cllr Derrick's behaviour was directed towards an employee outside of a meeting context)

In censuring Cllr Derrick the Council agreed the following wording:

As a Parish Council, we have a legal duty to promote and maintain high standards of conduct (as required by the Localism Act 2011 S.27). We adopted a Member Code of Conduct for this reason. As such, we take seriously the breaches of the Code and censure Councillor Derrick for them.

Councillor Derrick's conduct, in respect of these breaches, fell short of the Standards in Public Life expected of us as councillors. The Parish Council is committed to delivering the best possible service to the people of Hughenden Parish. This can only be done through councillors and staff working together productively and respectfully. The Council values good governance and welcomes the advice and professionalism of our staff.

We trust that Cllr Derrick will learn from this experience and abide by the Code of Conduct in future.

**CL23.04.4 Ethical Governance – Best Practice Suggestions from the Buckinghamshire Council’s
Hearing Sub-Committee**

The matters contained in this agenda item were deferred to the meetings of Council to be held on 11 April and 16 May.

Chairman..... Date.....



PRESS RELEASE

For Immediate Release

On 3 April 2023, Hughenden Parish Council voted by majority to apply all sanctions relating to Cllr Linda Derrick recommended by a Hearing Sub-Committee of Buckinghamshire Council.

On 19 January 2023, the Hearing Sub-Committee had found that Cllr Derrick breached the Parish Council's Member Code of Conduct in several respects in relation to three complaints made about her by two former employees of the Council and one former Councillor.

It was not open to the Parish Council to reconsider the investigation or to reach any different conclusions about it. Nor could the Council determine other sanctions to those recommended by the Sub-Committee. The Parish Council's role was to determine whether to apply the recommended sanctions, for the reasons given in the Buckinghamshire Council Decision Notice.

The Council expressed the view that in applying sanctions on Cllr Derrick it has reinforced its commitment to provide a safe and constructive working environment for its employees and to meet Councillors' duty to uphold high standards of public service.

The Buckinghamshire Council Sub-Committee found that Cllr Derrick had breached the Member Code of Conduct in relation to each of three complaints, specifically in failing to show respect in each of the three cases, and bullying in the case of two employees.

The Panel also found that in two respects the Code of Conduct had not been breached; in one case Cllr Derrick was found not to have breached her duty to refrain from bullying, while in another case she was found not to have harassed an employee.

Ends

In case of query contact:

Louise Steele Locum Clerk to the Council on 07808649597 or at clerk@hughenden-pc.gov.uk

Notes to Editors:

The full Decision Notice of the Buckinghamshire Hearing Sub-Committee may be found on the Buckinghamshire website here <https://www.buckinghamshire.gov.uk/news/multiple-breaches-of-councillor-code-of-conduct-by-hughenden-parish-councillor/>

STATEMENT CONCERNING THE APPLICATION OF SANCTIONS TO PARISH COUNCILLOR LINDA DERRICK

On 3 April 2023, Hughenden Parish Council voted by majority to apply all sanctions relating to Cllr Linda Derrick recommended by a Hearing Sub-Committee of Buckinghamshire Council.

On 19 January 2023, the Hearing Sub-Committee had found that Cllr Derrick breached the Parish Council's Member Code of Conduct in several respects in relation to three complaints made about her by two former employees of the Council and one former Councillor.

It was not open to the Parish Council to reconsider the investigation or to reach any different conclusions about it. Nor could the Council determine other sanctions to those recommended by the Sub-Committee. The Parish Council's role was to determine whether to apply the recommended sanctions, for the reasons given in the Buckinghamshire Council Decision Notice.

The Buckinghamshire Council Sub-Committee found that Cllr Derrick had breached the Member Code of Conduct in relation to each of three complaints, specifically in failing to show respect in each of the three cases, and bullying in the case of two employees.

The Panel also found that in two respects the Code of Conduct had not been breached; in one case Cllr Derrick was found not to have breached her duty to refrain from bullying, while in another case she was found not to have harassed an employee.

In censuring Cllr Derrick the Council agreed the following wording:

As a Parish Council, we have a legal duty to promote and maintain high standards of conduct (as required by the Localism Act 2011 S.27). We adopted a Member Code of Conduct for this reason. As such, we take seriously the breaches of the Code and censure Councillor Derrick for them.

Councillor Derrick's conduct, in respect of these breaches, fell short of the Standards in Public Life expected of us as councillors. The Parish Council is committed to delivering the best possible service to the people of Hughenden Parish. This can only be done through councillors and staff working together productively and respectfully. The Council values good governance and welcomes the advice and professionalism of our staff.

We trust that Cllr Derrick will learn from this experience and abide by the Code of Conduct in future.

Appendix C

Minutes
of the Extraordinary Parish Council Meeting
held on 11 April March 2023 at 7:30 pm
Council Offices

Present: (Chair) Cllr Gareth Cadwallader, Cllr Jill Armshaw, Cllr M Byrom, Cllr Linda Derrick, Cllr Stan Jones, Cllr Debra Main, Cllr Sam Thomas

In attendance: Louise Steele (Locum Clerk) & Alice Fisher (in advance of taking up the post of Clerk)

Members of the public: *2 plus Buckinghamshire Councillor Carroll*

CL23.04.1 To consider and approve apologies for absence.

Apologies were received from Cllr Usha Prashar

CL23.04.2 Declarations of Interests and Dispensations

No declarations of interest were made.

CL23.04.3 Public Participation and Reports from Buckinghamshire Councillors.

Buckinghamshire Councillor Carroll gave a brief oral report on planning issues that were of concern to him and residents and asked for the Parish Council's support. There was discussion of issue of mutual concern.

CL23.04.4 Minutes of the Previous Meeting

The draft minutes of the meeting held on 21st March 2023 were discussed and a number of amendments were suggested. Approval of the amended minutes was deferred to the next meeting of Council.

CL23.04.5 Action Points .

The Council declined to receive the report of the Locum Clerk on progress on actions identified as outstanding from previous meetings and requested that a different list of action points be used. It was requested that the contract for hedges be included on the new list.

CL23.04.6 Grants

Two grant applications were considered and it was RESOLVED:

- a) to award £282.95 to Hughenden Primary School to cover the costs of defibrillator pads and a replacement defibrillator battery; and
- b) to award £500 to Grange Area Trust as a contribution to its work to improve all year around accessibility to Widmer Fields.

CL23.04.7 Written Motions Delivered in Accordance with Standing Order 9

CL23.04.7.1 Marking the Coronation of King Charles III

Council discussed proposals to purchase and install commemorative benches and to arrange the planting of trees. No decisions were reached though the Council indicated that it would consider specific and costed proposals from individual communities for appropriate installations to mark the coronation.

CL23.04.7.2 Street Lighting Cutting costs

A motion had been included on the agenda in error and was withdrawn.

CL23.04.7.3 Streaming of Annual Parish Meeting

It was RESOLVED that:

The Annual Parish Meeting on 25 April 2023 be streamed online and a link to the event be circulated with the agenda and more widely publicised through partner organisations.

CL23.04.8 Great Kingshill Old Allotments

Council noted with dismay the recent installation of a gate giving a resident access to Great Kingshill Old Allotment. Concern was expressed at the damage done to the hedge installing the gate.

It was RESOLVED that:

The Clerk should write to the residents occupying land adjoining land that the Parish Council owns or rents and remind them that they do not have rights of access on to the Council's land.

CL23.04.9 Old Main Entrance Gates – Garden of Rest

Council indicated that, in principle, it welcomed the idea of reinstalling the old main entrance gates at the Garden of Rest, when removed, at the rear of the Garden creating a new entrance to the back field. However, the indicative cost was considered too high and the Clerk was asked to obtain another quotation and, when in possession of that quote, to bring the matter back to a meeting of the Council

CL23.04.10 New Noticeboard at Great Kingshill

Council considered the specification and siting of a new noticeboard at Great Kingshill.

It was RESOLVED that:

A noticeboard should be installed on the back wall of the bus shelter and that authority to spend up to £1,000 on the installation of a board was delegated to the Clerk.

CL23.04.11 Review of Standing Orders

Council received, subsequent to review, an amended version of Standing Orders.

Councillor Derrick requested a recorded vote.

Votes were cast as follows:

Cllr Armshaw	For
Cllr Byrom.....	For
Cllr Cadwallader	For
Cllr Derrick	Abstained
Cllr Janes	For
Cllr Jones	For
Cllr Kearey	For
Cllr Main	For
Cllr Thomas	For

It was RESOLVED that:

The amended Standing Orders be adopted.

CL23.04.12 Scheme of Delegation

Council considered a draft Scheme of Delegation and indicated that the document represented a positive direction of travel. Some amendments were suggested.

CL23.04.13 Bank Mandate – Unity Trust Bank

It was RESOLVED that:

The necessary amendments be made to the bank mandate for Unity Trust Bank so that the individuals shown in the table below have access to the internet banking and permission to undertake banking tasks as indicated in the table.

It was further RESOLVED that the new Clerk Alice Fisher be added to the banking mandate for the HSBC accounts with access to internet banking. It was noted for the purpose of implementing this minute that Ms Fisher's full surname is Razmilic-Fisher.

Signatory	Internet Banking	IB Permissions	Notes
Emily Ranahan	Remove	Remove	Remove as Key Contact
Chris Janes	Yes	View, Submit, Authorise	As existing
Gareth Cadwallader	Yes	View, Submit, Authorise	As existing
Simon Kearey	Yes	View, Authorise	As existing
Linda Derrick	Yes	View, Authorise	As existing
Debra Main	Yes	View, Submit, Authorise	As existing
Louise Steele	Yes	View, Submit	Temporary Addition as Key Contact
Alice Fisher	Yes	View, Submit	Add as Key Contact ASAP after start date

CL23.04.14 Accounts for Payment

Council considered the payments listed at Appendix M. Councillor Derrick requested a recorded vote.

Votes were cast as follows:

Cllr Armshaw	For
Cllr Byrom.....	For
Cllr Cadwallader	For
Cllr Derrick	Abstained
Cllr Janes	For
Cllr Jones	For
Cllr Kearey	For
Cllr Main	For
Cllr Thomas	For

It was RESOLVED that:

The payments listed at Appendix M be approved for payment.

CL23.04.15 HR Policies and new Clerk

Council considered the HR Policies referenced in the NALC/SLCC model contract of employment issued to the new Clerk and identified that an Employee handbook had already been adopted by Council and that it should be issued to the new Clerk.

CL23.04.16 Suspension of Standing Order 3x

At 9.29pm it was RESOLVED to:

Suspend Standing Order 3x to enable the meeting to extend beyond two hours in length to two hours and thirty minutes.

CL23.04.17 Other Policies and new Clerk

Council considered the adoption of the Model Councillor-Officer Protocol developed by NALC and partners as part of the Civility & Respect Project. Councillor Derrick requested a recorded vote.

Votes were cast as follows:

Cllr Armshaw	For
Cllr Byrom.....	For
Cllr Cadwallader	For
Cllr Derrick	Abstained
Cllr Janes	For
Cllr Jones	For
Cllr Kearey	For
Cllr Main	For
Cllr Thomas	For

It was RESOLVED that:

the Model Councillor-Officer Protocol be adopted.

Further, the development and adoption of a Social Media Policy was considered and it was agreed that the Communications Working Group should look at the matter.

CL23.04.18 Correspondence

Council received the following correspondence

- a) Letters from Year 4 pupils at Hughenden Primary School regarding the proposed cycle path. Cllrs Armshaw and Jones to visit the class if possible
- b) Email from the Buckinghamshire Council Resilience Team forwarded by Jackie Binning to all Bucks parishes about Community Resilience - response requested by 14 April. Locum Clerk to forward to Cllr Jones [*Subsequent to the meeting the Locum Clerk replied to the effect that HPC has nothing to say at the current time.*]
- c) Email from Great Kingshill Village Hall with an update re its grant application for solar panels
- d) Email from Great Kingshill Residents Association with a flyer for the Coronation Party on the Common Sunday 7 May 12noon to 4.30pm

CL23.04.19 Date of Next Meeting

It was noted that the next meeting is the Annual Meeting of Council to be held on 16th May 2023.

CL23.03.20 End of Meeting

The final two items on the agenda were withdrawn and the meeting ended at 9.43pm

Chairman..... Date.....

Appendix D

Hughenden Parish Council

SCHEME OF DELEGATION

Adopted: 16 May 2023
Review Date: 21 May 2024

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1. DISCHARGE OF THE SCHEME

- 1.1 This Scheme of Delegation forms part of the Council's governance documents along with Standing Orders Financial Regulations and the Code of Conduct. The Scheme will be reviewed at least every two years and when there are staffing changes.
- 1.2 Those with delegated responsibility are referred to by job title, Parish Clerk.
- 1.3 One of the purposes of the document is to clearly define the parameters within which Officers of the Council are able to act without reference to Councillors. Where consultation with others is a requirement of the ability to act it is clearly set out with whom that consultation should take place.
- 1.4 Any deviation from this scheme should be reported to Council at the earliest opportunity with an explanation of the circumstances in which the breach occurred.
- 1.5 The other purpose of the document is to capture the various delegated powers throughout the Council, including those delegated by the Council to its committees. This element of the scheme incorporates the Terms of Reference of the committees.

2. PRINCIPLES OF DELEGATION

- 2.1 Section 101 of the Local Government Act 1972 provides:
 - That a Council may delegate its powers (except those incapable of delegation) to a committee; or an officer.
 - A Committee may delegate its powers to an officer.
 - The delegating body may exercise Powers that have been delegated.
- 2.2 Any delegation to a Committee or the Proper Officer shall be exercised in compliance with the Council's Standing Orders, any other policies or conditions imposed by the Council and with the law.
- 2.3 In an emergency the Proper Officer is empowered to carry out any function of the Council.
- 2.4 Where the Parish Clerk is contemplating any action under delegated powers, which is likely to have a significant impact in a particular area, they should also consult the Chairman of the Council and must ensure that they obtain appropriate legal, financial and other specialist advice before action is taken.

3. Authority to Act

- 3.1 It will be appropriate for the Parish Clerk to refer a matter to the Council where the determination of the matter is likely to be particularly controversial or raises issues of policy which it would be appropriate for councillors to determine; or could, by its scale or complexity expose the Council to major corporate risk.

- 3.2 The Parish Clerk and Committees have the responsibility to act within the Council's approved policies, procedures and framework and within the law in conjunction with this delegated scheme.

4 CONFLICTS OF INTEREST

- 4.1 Under the Local Government Act 1972, section 117 the Parish Clerk must make a formal declaration about council contracts where they have a financial interest.
- 4.2 Where the Parish Clerk has a conflict of interest in any matter, the Clerk shall not participate in that matter unless approved by the Council and this is formally recorded in the Council minutes.

5 COUNCIL RESERVED POWERS

- 5.1 The following matters are only to be resolved by the Full Council:
- Appointment of the Parish Clerk/Responsible Financial Officer and any other council officers following a recommendation from the HR Committee
 - To adopt and change the Standing Orders, Financial Regulations, Scheme of Delegation and other Council policies
 - To approve and adopt the Policy Framework.
 - To approve and adopt the Budget.
 - To agree and/or amend the terms of reference for committees
 - To adopt the schedule of meetings for the ensuing year.
 - To determine matters involving expenditure for which budget provision is not made or is exceeded.
 - To set the Precept.
 - To make byelaws.
 - To borrow money.
 - To annually approve the statutory annual return
 - To approve eligibility for the General Power of Competence

6 DELEGATION TO COMMITTEES - SAFEGUARDS

- 6.1 The Council may, at any time without prejudice to executive action taken already, revoke any executive power delegated to a Committee or Officer.

7 DELEGATION TO STANDING COMMITTEES

7.1 Finance Committee

Purpose: To oversee the annual budget process and to liaise and advise other Committees with the setting of their budgets and to be responsible for proposing short-term and long-term objectives for the Council for Full Council to approve.

Membership: Eight Parish Councillors

Quorum: Three Parish Councillors

Meetings: A minimum of four times per year

Terms of Reference:

The Finance Committee will be responsible for the following:

- 1) The regular monitoring of the Council's Budget and reserves position
- 2) Reporting requests for virements to Full Council
- 3) Ensuring that the Council's agreed spending objectives are met
- 4) Annual reviews of financial policies and procedure to safeguard the Council's finances
- 5) Review, and recommend to Council where necessary, amendments to the Council's Financial Regulations
- 6) Consider, on behalf of Council, responses to auditors' reports
- 7) Work with and co-operate with officers in their duties with regard to preparing any financial documentation on behalf of Council
- 8) Ad-hoc monitoring of expenditure in cost categories
- 9) Ensuring that financial procedures are being carried out in accordance with Financial Regulations
- 10) Monitoring Council budgets and report any under/overspends to Council
- 11) Proposing amendments where necessary to Standing Orders
- 12) Overseeing the policies of all Committees
- 13) Overseeing all legal matters pertaining to leases, mortgage, insurance claims, easements, contracts, loans, damage to property and debt recovery
- 14) Preparing and reviewing all operational Risk Assessments (Risk Assessment Register) and actions to mitigate and undertake regular safety inspection, taking appropriate action when necessary
- 15) Scrutinising the spending of other committees
- 16) Producing an annual financial report for the Annual Parish Meeting
- 17) Seeking grant aid and appropriate financial support including S106 and CIL to meet the responsibilities of the Council
- 18) Recommending investment in long and short term and the borrowing of funds and Loan Sanction Applications for capital projects
- 19) Considering the Council Loans and Grants policy and make recommendations for any amendments to Full Council
- 20) Considering loan and grant applications and make recommendations to Full Council
- 21) Verifying that all loans and grants have been used by claimants for the purpose as described in the applications. If, in the opinion of the Committee, the funds have not been used appropriately a recommendation will be made to Full Council that the monies are recalled.
- 22) Verifying that the Council is adequately insured and review insurance annually.
- 23) Making recommendations to Full Council on appropriate training for Members, Chairmen, Vice-Chairmen and Staff.
- 24) The production, amendment and annual review of all Parish Council policies and Financial Regulations.
- 25) Receiving and reviewing both Internal and External Audit reports and arrange for implementation of any recommendations.
- 26) Reviewing annually in February the policies and Terms of Reference of the committee its subcommittees and working groups.

7.2 Services Committee

Purpose: To be a force for good in addressing the climate and nature emergency and demonstrate leadership through our own actions in the provision of council services, and management of council owned land, outdoor assets, and environment.

Approved:
Review Date:

Membership: Up to eight Parish Councillors
Quorum: Three Parish Councillors
Meetings: A minimum of four times per civic year

Terms of Reference:

- 1) To manage land to enhance nature, sustainability, biodiversity, and conservation.
- 2) To increase tree cover and oversee the management of council owned trees including provision of the Tree Safety Inspection Programme.
- 3) To protect existing green spaces and nature sites and enable public access.
- 4) To minimise waste going to landfill and promote recycling, reusing, and composting.
- 5) To manage road verges to increase biodiversity and draw down carbon pollution through reduced pesticide use and increased planting of wildflowers.
- 6) To promote safe walking and cycling routes.
- 7) To oversee the development of the GIS Mapping Project.
- 8) To oversee the management of Health & Safety policy and risk assessments and routine inspections to ensure safe practices are followed and tasks identified.
- 9) To verify that agreed service levels are met by contractors.
- 10) To verify that contractors working in public spaces have appropriate insurance and have undertaken risk assessments and health and safety checks.
- 11) To provide specifications and contract conditions for all contracted services and projects.
- 12) To verify that equipment is inspected as required by the council's insurance policy.
- 13) To monitor burial and allotment usage and propose projects to enhance these services.
- 14) To promote the use of services and liaise with stake holders.
- 15) To verify that council provides a consistent and high-quality service to all users.

7.3 Human Resources (HR) Committee

Purpose & Scope: This Committee will be responsible for the Council's policies and procedures related to the Council's employed staff, contracted staff, and volunteers.

- 1) The committee is appointed to make recommendations to Full Council about all human resources matters, subject to budget and expenditure limits as laid out by the Approved Budget.
- 2) To be the initial point of contact for the Clerk and Councillors to raise questions/concerns relating to staffing levels, performance, pay and contracts.
- 3) To be the initial point of contact for the Clerk and Councillors to raise questions/concerns relating to the recruitment, supervision and activities of volunteers.
- 4) To be a point of escalation for staff members other than the Clerk to raise questions/concerns relating to staffing levels, performance, pay and contracts..

Membership: Up to four Parish Councillors
The Clerk as Chief Executive will attend to participate in the discussion providing advice as appropriate for the maintenance of good employee relations. The Clerk does not have the right to vote.

Quorum: Three Parish Councillors

Meetings: A minimum of four times per civic year

Terms of Reference:

All meetings of this Committee are open to the public but if the item under consideration is confidential the Committee will move to exclude members of the public and press under the Public Bodies (Admission to Meetings) Act 1960.

Approved:

Review Date:

To establish and review at regular intervals the staffing structure to best meet the Council's responsibilities & workload.

- 1) To establish and regularly review the staffing structure to best meet the Council's responsibilities & workload.
- 2) To keep under review the Clerk's Job description and ensure it reflects the requirement of the role.
- 3) To review salary pay scales for all staff and recommend any changes to Full Council.
- 4) Review performance management (annual appraisals) and staff training programmes with the Clerk.
- 5) Oversee the recruitment process and appointment of staff and volunteers.
- 6) Oversee the process for co-opting new Councillors to vacancies on the Council.
- 7) Review staff working conditions including health, safety and wellbeing at work.
- 8) Consider any appeal against any decision in respect of pay – including overtime.
- 9) Supervise & performance manage the Clerk's work, to administer leave requests, record and monitor absences, and authorise overtime.
- 10) Review and make recommendations to the Council on employment contracts.
- 11) To draft, review, monitor and revise policies that relate to staff employment annually or as required.
- 12) To ensure the Council complies with all legislative requirements relating to the employment of staff.

All members are reminded of the requirements of the Hughenden Parish Council Code of Conduct with regard to confidentiality and access to information. Any non-voting members of the committee, not bound by the Code of Conduct, are expected to preserve confidentiality of all individual staffing matters pertaining to the business of the Committee.

Additional member(s), including lay member(s), with relevant professional experience may be co-opted to the Committee but such member(s) will not have voting rights.

The Committee may appoint panels to investigate grievance or disciplinary matters (excluding appeals) and make recommendations to the Committee. Each panel to consist of a minimum of three councillors not connected to the grievance or disciplinary matter.

The Committee may appoint panels to consider appeals related to grievance or disciplinary matters and make recommendations to Full Council. Each panel to consist of a minimum of three individuals not members of the original panel nor connected to the grievance or disciplinary matter - these individuals need not be members of the Hughenden Parish Council.

The Committee shall not have authority to:

- Terminate a contract of employment, unless the situation which has arisen is a matter of urgency or serious enough that employment could not continue, such as a Health & Safety violation, serious or gross misconduct. The normal procedure is for the Human Resources Committee to take a recommendation to full Parish Council.
- To approve pay increments but does have the authority to discuss and make recommendations to full Parish Council at precept or other suitable times.
- To create employment positions but can make recommendations to full Parish Council for a course of action or future plan

8 DELEGATION TO PARISH CLERK

(a) Parish Clerk

1. The Parish Clerk is designated and authorised to act as the Proper Officer for the purposes of all relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a proper officer.
2. In the case of an emergency, the Clerk shall have the power to take reasonable steps to secure the Council's assets or position, following consultation with the Chair of Council (if practicable in the circumstances).
3. The Clerk will have the authority to dispose of the Council's assets (excluding land and building assets) subject to the estimated value of any one tangible; moveable item does not exceed £500. The Clerk is responsible for ensuring any disposal details including the disposal values are recorded in the assets register.
4. Power to authorise relevant training courses provided the expense can be met from approved budgets having taken into account the training needs of the employees.
5. The Clerk is the manager for all staff employed by the Council and is given delegated powers to manage the council staff in accordance with the Council's policies, procedures and budget
6. The authority to sanction and authorise payment of overtime so long as the costs can be contained within the parameters of the approved budget. The Clerk shall have the authority to engage casual workers subject to budget and the Clerk shall consult with the HR Committee members when such work is to be sanctioned.
7. Power to act immediately on all Health and Safety or emergency issues without waiting for endorsement by the Full Council
8. As Proper Officer, to sign all documents on behalf of the Council including the Summons to Elected Members to attend Council Meetings in accordance with paragraph 4 and Schedule 12 of the Local Government Act, 1972
9. To sign and publish the annual public notice that the Audit of Accounts is to take place and has taken place.
10. To receive members' acceptance of declarations of interest and their appointment as a Councillor.
11. Power to release press statements on any activities of the Council subject to prior consultation with the Chairman
12. Power to act on own initiative to implement the Council's policies and objectives.
13. Power to take appropriate steps to ensure the Council does not exceed its powers.
14. Power to manage all the Council's facilities and resources in accordance

with the Council's policies.

15. In liaison and after conferring with the Chairman, to make such Civic arrangements as are necessary.
16. The Proper Officer shall have authority to issue written authorisation to individual officers to act as the Council's authorised officers in the performance of their statutory or other duties.
17. The Proper Officer shall be responsible for signing all the Council's Official Notices as set out in the Standing Orders.

DRAFT

18. As Proper Officer/Responsible Financial Officer, the Clerk may incur expenditure on revenue items on behalf of the Council up to the amounts included in the approved budget.
19. The Parish Clerk, in consultation with the Chair of Planning Committee (or in the absence of a Planning Committee the Chair of Council), to make comment on planning applications submitted to Hughenden Parish Council by Buckinghamshire Council within the statutory 21 day consultation period.

(b) Responsible Financial Officer

1. The Responsible Financial Officer will be responsible for all financial records of the Council and the careful administration of its finances and accounting procedures in accordance with the Accounts and Audit Regulations in force at any given time and with the policies and procedures set by the Council and within the law.
2. The Responsible Financial Officer will have the power to release any financial related report or document to the Council in discharge of the Responsible Financial Officer responsibilities.
3. The Responsible Financial Officer shall ensure the approved precept request is issued to the billing authority.

Appendix E



HUGHENDEN PARISH COUNCIL

STANDING ORDERS

HPC STANDING ORDERS VERSION 3:0 11 APRIL 2023

Amended – 11th April 2023

as RESOLVED at the Council Meeting of that date (Based on NALC Standing Orders – July 2018)

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1. RULES OF DEBATE AT MEETINGS

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

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

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

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

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

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

g An amendment shall not be considered unless early verbal notice of it is given at the meeting, unless the Chair permits the amendment to be considered without prior notice, being satisfied that the amendment is clear and Councillors have had adequate time to consider it. If requested by the Chair of the meeting, a proposed amendment must be expressed in writing to the Chair.

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

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

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

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

l A councillor may not move more than one amendment to an original or substantive motion.

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

n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

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

- i. to speak on an amendment moved by another councillor;
- ii. to move or speak on another amendment if the motion has been amended since he last spoke;
- iii. to make a point of order;
- iv. to give a personal explanation; or
- v. to exercise a right of reply.

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

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

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

- i. to amend the motion;
- ii. to proceed to the next business;
- iii. to adjourn the debate;
- iv. to put the motion to a vote;
- v. to ask a person to be no longer heard or to leave the meeting;
- vi. to refer a motion to a committee or sub-committee for consideration;
- vii. to exclude the public and press;
- viii. to adjourn the meeting; or
- ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.

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

t Excluding motions moved under Standing Order 1(r), the contributions, or speeches by a councillor shall relate only to the motion under discussion and shall not exceed two minutes without the consent of the chairman of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

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

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

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

3. MEETINGS GENERALLY

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

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

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

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

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

e Members of the public may make representations, answer questions, and give

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

g Subject to standing order 3(f), a member of the public shall not speak for more than two minutes.

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

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

j A person who speaks at a meeting shall direct his comments to the Chair of the meeting.

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

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

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

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

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

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

evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

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

● ● ● r The Chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.

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

● s Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave 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.

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

- i. the time and place of the meeting;
- ii. the names of councillors who are present and the names of councillors who are absent;

- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.

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

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

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

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

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

4. COMMITTEES AND SUB-COMMITTEES

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

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

c Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.

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

- i. shall determine their terms of reference;
- ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
- iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
- iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
- v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to the Planning Committee whose role is to replace the ordinary members at a meeting of the Planning Committee if the ordinary

members of the committee confirm to the Proper Officer three clear days before the meeting that they are unable to attend;

- vi. shall, after it has appointed the members of a standing committee, appoint the Chair of the standing committee;
- vii. shall permit a committee other than a standing committee, to appoint its own Chair at the first meeting of the committee;
- viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

e The Clerk, in consultation with the Chair of the Planning Committee, or the Chair of the Council if there is no Chair of the Planning Committee in place, has been delegated the power to make consultee comments in the event that it is not possible for the Planning Committee to meet to consider planning applications

5. ORDINARY COUNCIL MEETINGS

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

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

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

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

e The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.

f The Chair of the Council, unless they have resigned or becomes disqualified, shall continue inoffice, and preside at the annual meeting until a successor is elected at the next annual meeting of the Council.

g The Vice-Chair of the Council, if there is one, unless they have resigned or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.

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

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

j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:

- i. In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;
- ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
- iii. Receipt of the minutes of the last meeting of a committee;
- iv. Consideration of the recommendations made by a committee;
- v. Review of delegation arrangements to committees, sub-committees, staff, and other local authorities;
- vi. Review of the terms of reference for committees;
- vii. Appointment of members to existing committees;
- viii. Appointment of any new committees in accordance with standing order 4;
- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of arrangements, including any charters and agency agreements, with other local authorities and any contributions made to expenditure incurred by other local authorities, not-for-profit bodies and businesses.
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures, and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

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

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

7. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least five councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chair of the meeting.

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

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and, in any event, shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least seven clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting. Any motion should be submitted on the form at Appendix [x] and then include the form

which is currently at the bottom of the procedures page on HPC's website, unless the Proper Officer agrees to accept a motion in another written format.

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

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

e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.

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

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

h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

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

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

- i. to correct an inaccuracy in the draft minutes of a meeting;
- ii. to move to a vote;
- iii. to defer consideration of a motion;
- iv. to refer a motion to a particular committee or sub-committee;
- v. to appoint a person to preside at a meeting;
- vi. to change the order of business on the agenda;
- vii. to proceed to the next business on the agenda;
- viii. to require a written report;
- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;

- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;

- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

11.

MANAGEMENT OF INFORMATION

See also standing order 20.

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

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

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

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

12. DRAFT MINUTES

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

b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).

c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution, and shall be signed by the chairman of the meeting and stands 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 (insert meeting) held on [date] in respect of (insert resolution number and description) were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

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

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

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

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

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

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

e A decision as to whether to grant a dispensation shall be made by the Proper Officer, and that decision is final.

f A dispensation request shall confirm:

- i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
- ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
- iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
- iv. an explanation as to why the dispensation is sought.

g Subject to standing orders 13(d) and (f), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required

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

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

14. CODE OF CONDUCT COMPLAINTS

a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.

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

c The Council may:

- i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
- ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;

d Upon notification by the Monitoring Officer of the Unitary Council that a councillor or non- councillor with voting rights has breached the Council's code of conduct, the Council shall consider the recommended action, if any, to take against them as provided by the Monitoring Officer. Such action excludes disqualification or suspension from office.

15. PROPER OFFICER

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

b The Proper Officer shall:

- i. at least three clear days before a meeting of the council, a committee, or a sub-committee,
 - serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place, and the agenda (provided the councillor has consented to service by email), and

- Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).

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

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least five days before the meeting confirming his withdrawal of it;
- iii. convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in his office;
- iv. facilitate inspection of the minute book by local government electors;
- v. receive and retain copies of byelaws made by other local authorities;
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. manage the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form in order to ensure relevant information is readily and appropriately accessible, subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g., the Limitation Act 1980);
- xii. arrange for legal deeds to be executed; (*see also standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a register for such purpose;
- xv. refer a planning application received by the Council to the Chair or in his absence Vice-Chair (if there is one) of the Planning Committee within two 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;
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect. (*See also standing order 23*).

16. RESPONSIBLE FINANCIAL OFFICER

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

17. ACCOUNTS AND ACCOUNTING STATEMENTS

a “Proper practices” in standing orders refer to the most recent version of “Governance and Accountability for Local Councils – a Practitioners’ Guide”.

b All payments by the Council shall be authorised, approved, and paid in accordance with the law, proper practices, and the Council’s financial regulations.

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

- i. the Council’s receipts and payments (or income and expenditure) for each quarter;
- ii. the Council’s aggregate receipts and payments (or income and expenditure) for the year to date;
- iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

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

- i. each councillor with a statement summarising the Council’s receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
- ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.

e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

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

- i. the Council’s receipts and payments for each quarter;
- ii. the Council’s aggregate receipts and payments for the year to date;

iii. the balances held at the end of the quarter being reported.

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

- i. the keeping of accounting records and systems of internal controls;
- ii. the assessment and management of financial risks faced by the Council;
- iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
- iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
- v. whether contracts with an estimated value below £25,000 due to special circumstances are exempt from a tendering process or procurement exercise.

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

d. 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 18(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 unless it proposes to use an existing list of approved suppliers (framework agreement).

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

- i. a specification for the goods, materials, services, or the execution of works shall be drawn up;
- ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date, and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
- iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
- iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
- v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
- vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.

f. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

g. 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 shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015.

19. HANDLING STAFF MATTERS

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

b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the Chair of the Staffing Committee or, if they are not available, the vice-Chair (if there is one) of the Staffing Committee of absence occasioned by illness or other reason and that person shall report such absence to the Staffing Committee at its next meeting.

c The Chair of the Staffing Committee or in their absence, the vice-Chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by Staffing Committee.

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

e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by any member of staff relates to the Chair or vice-Chair of the Staffing Committee, this shall be communicated to another member of the Staffing Committee, which shall be reported back and progressed by resolution of the Staffing Committee.

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

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

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

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

b The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.
- c The Council shall have a written policy in place for responding to and managing a personal data breach.
- d The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.
- e The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.
- f The Council shall maintain a written record of its processing activities.

22. RELATIONS WITH THE PRESS/MEDIA

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

23. EXECUTION AND SEALING OF LEGAL DEEDS

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

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b Subject to standing order 23(a), any two councillors may sign on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

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

24. COMMUNICATING WITH UNITARY COUNCILLORS

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the Unitary Councillors representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

a Unless duly authorised no councillor shall:

i. inspect any land and/or premises which the Council has a right or duty to inspect; or issue orders, instructions, or directions.

ii. issue orders, instructions, or directions.

26. STANDING ORDERS GENERALLY

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

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

c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.

d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

Date of policy: 11th April 2023

Approving committee: Full Council

Date of committee meeting: 11 April 2023 Policy version reference: V3.0

Supersedes: Policy Dated 14 September 2021 Policy effective from: 11 April 2023

Date for next review: May 2024

Appendix F



**HUGHENDEN
PARISH
COUNCIL**

**HUGHENDEN PARISH COUNCIL
FINANCIAL REGULATIONS 2022
(incorporating the Scheme of Delegation)**

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These Financial Regulations were adopted by the Council at its meeting held on 8th November 2022.

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. Financial regulations are one of the Council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the Council's Standing Orders and any individual financial regulations relating to contracts.

1.2. 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 internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.

1.3. The Council's accounting control systems must include measures:

- for the timely production of accounts;
- that provide for the safe and efficient safeguarding of public money;
- to prevent and detect inaccuracy and fraud; and
- identifying the duties of officers under a Scheme of Delegation (attached as Appendix A below).

1.4. These financial regulations demonstrate how the Council meets these responsibilities and requirements.

1.5. At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal accounting control which shall be in accordance with proper practices. This will be completed by the appointed internal auditor as part of the 6-month review. Further guidance is contained within the Joint Practitioners Guide.

In these Financial Regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of the National Association of Local Councils (NALC) and the Society for Local Council Clerks (SLCC).

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

1.7. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings. 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the Council. The Clerk has been appointed as RFO for this Council and these regulations will apply accordingly.

1.9. The RFO;

- acts under the policy direction of the Council;

- administers the Council's financial affairs in accordance with all Acts, Regulations and 'proper practices'
- determines on behalf of the Council its accounting records and accounting control systems;
- ensures the accounting control systems are observed;
- maintains the accounting records of the Council up to date in accordance with 'proper practices';
- assists the Council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the Council.

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the Council from time to time comply with the Accounts and Audit Regulations.

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, or any superseding legislation, and then in force unless otherwise specified.

1.11. The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the Council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the Council; and
- wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the Council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

1.13. The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions to an officer or Committee. 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.

1.14. In addition, the Council must:

- determine and keep under regular review the bank mandate for all Council bank accounts; and
- approve any grant or a single commitment in excess of £25,000.

2. Accounting and Audit (Internal and External)

2.1. All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance, and proper practices.

2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member who is not a bank signatory (either online or wet ink) shall be appointed by the Finance Committee to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Finance Committee. This check should verify the bank statement balance matches the accounting ledger for the bank account. Random checks on individual transactions can also be completed.

2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit Regulations.

2.4. The Council shall ensure that there is an adequate and effective system of Internal Audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the Council shall make available such documents and records to the Internal Auditor or External Auditor, as appear to the Council, to be necessary for the purpose of the audit.

2.5. The Internal Auditor shall be appointed by and shall carry out the work in relation to internal controls required by the Council in accordance with proper practices and as specified in a Letter of Engagement.

2.6. The Internal Auditor shall:

- be competent and independent of the financial operations of the Council;
- report to Council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;

- demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- have no involvement in the financial decision making, management or control of the Council

2.7. 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.

2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.

2.9. The RFO shall make arrangements for the Exercise of Electors' Rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.

2.10. The RFO shall, without undue delay, bring to the attention of all Councillors any correspondence or report from Internal or External auditors.

3. Annual Estimates (Budget) and Forward Planning

3.1. Each committee shall review its three-year forecast of revenue and capital receipts and payments annually in October to ensure sufficient time for consolidation. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the Finance Committee not later than the end of November each year including any proposals for revising the forecast and precept demands.

3.2. The RFO must each year, by no later than December, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Finance Committee for recommendation to the Council.

3.3 As part of the budgeting process, regular committed payments should be scrutinised to ensure they are still required and services are value for money. Due regard to be given to the safeguarding of public money by reviewing direct debits, ongoing service contracts, etc.

3.3. The Council shall consider annual budget proposals in relation to the Council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast and fix the precept accordingly.

3.4. The Council shall fix the precept (Council tax requirement), and relevant basic amount of Council Tax to be levied for the ensuing financial year not later than by the end of January each year.

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

4. Budgetary Control and Authority to Spend

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

- the Council for all items over £25,000;
- a duly delegated committee of the Council for items over £5000; or
- the Clerk, in conjunction with Chair of Council or Chair of the appropriate Committee, for any items below £5000.

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

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

4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year. Unspent budgeted amounts accrue to the general reserves unless council has identified a high value long term project for which it is accumulating funds. If there is no requirement for this the amount can be used to reduce the precept.

4.4. The salary budgets are to be reviewed by Council at least annually in October for the following financial year following a recommendation from the Human Resources Committee. The RFO will inform Committees of any changes impacting on their staffing budget requirement for the coming year in good time.

4.5. In cases of extreme risk to the delivery of Council services, the Clerk may authorise revenue expenditure on behalf of the Council which in the Clerk'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 £5000. The Clerk shall report such action to the Council Chair as soon as possible and to the Council as soon as practicable thereafter.

4.6. No expenditure shall be authorised 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 and the requisite borrowing approval has been obtained.

4.7. All capital works shall be administered in accordance with the Council's Standing Orders and Financial Regulations relating to contracts.

4.8. The RFO shall regularly provide the Finance Committee with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of 15% of the budget.

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

5. Banking Arrangements and Authorisation of Payments

5.1. The Council's banking arrangements, including the bank mandate, shall be co-ordinated by the RFO in consultation with the Finance Committee and approved by the Council; banking arrangements may not be delegated to a Committee. They shall be regularly reviewed for safety and efficiency.

5.2. The RFO shall prepare a schedule of payments requiring authorisation and not otherwise covered under para 5.6 below, forming part of the agenda for the meeting and present the schedule (and relevant invoices) to either Council or the Finance Committee. The Council or Finance Committee shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses, and any payment made in relation to the termination of a contract of employment) will be summarised to remove public access to any personal information.

5.3. All invoices for payment shall be examined, verified, and certified by the RFO to confirm that the work, goods, or services to which each invoice relates has been received, carried out, examined and represents expenditure previously budgeted for and approved by the Council.

5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to present all invoices submitted, and which are in order, at the next available Council or Finance Committee meeting as described in 5.2 above. The RFO shall take all steps to ensure those payments approved by Council or Finance Committee are paid promptly.

5.5. The RFO shall have delegated authority to authorise the payment of items and retrospectively report such payments to Council or Finance Committee only in the following circumstances:

a) 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 or Finance Committee, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of the Council or Finance Committee;

b) an expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of the Council or Finance Committee; or

c) fund transfers within the Councils banking arrangements up to the sum of £100,000, in consultation with the Chair of Finance Committee and provided that a list of such payments shall be submitted to the next appropriate meeting of Council or Finance Committee.

5.6. At the time of annual budgeting, regular payments that arise from a continuing contracts, statutory duty, or obligations (such as, but not exclusively, salaries, PAYE and NI, Superannuation Fund, and regular maintenance contracts) and the like for which Council or relevant Committee, may authorise payment for the year, are scrutinised to ensure requirement continues and the contracts are reviewed.

5.7. In respect of grants the Finance Committee shall approve expenditure within any limits set by Council and in accordance with any policy statement approved by Council.

5.8. Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

5.9. The Council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

5.10. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

6. Instructions for the Execution of Payments

6.1. The Council will make safe and efficient arrangements for the making of its payments.

6.2. Following authorisation under Financial Regulation 5 above, the Council, a duly delegated committee or, if so, delegated under para 5.6 above, the Clerk shall give instruction that a payment shall be made.

6.3. All payments shall be affected by electronic transfer (BACS, CHAPS, internet transfer, Direct Debit, Standing Order, or card payment).

6.4. A stock of cheques is held securely by the council for use in an emergency scenario. In the event a cheque is issued, the Finance Committee should be notified as soon as possible.

6.5. Electronic payments shall be authorised electronically in accordance with the mandate approved by Council, or in the case of payments payment under 5.6 above on input instruction from the Clerk, by two members of Council in accordance with the bank mandate. Beneficiary bank details should be verified by all individuals involved in the payment process.

6.6. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.

6.7. To indicate agreement of the details shown on the electronic instruction and the invoice or similar documentation, the signatories shall each also initial the invoice, ensuring the person is clearly identifiable.

6.8. If thought appropriate by the Council, payments for utility supplies (energy, telephone, and water) and any National Non-Domestic Rates, and some other organisations, may be made by variable direct debit or standing order, provided that the instructions are signed by

two members. The approval of the use of a variable direct debit shall be reviewed each year as part of the budgeting process.

6.9. The Council, and any members using computers for the Council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.

6.10. Where internet banking arrangements are made with any bank, the Clerk shall be appointed as the Service Administrator/Primary User. The bank mandate approved by the Council shall identify several Councillors who will be authorised to approve transactions on those accounts.

6.11. Changes to account details for suppliers, which are used for electronic payments may only be changed on written hard copy notification by the supplier/beneficiary.

6.12. Any Debit card issued for use on council bank accounts will be specifically restricted to the Clerk and will also be restricted to a single transaction maximum value of £1000 unless authorised by Council or Finance Committee in writing before any order is placed.

6.13. Any corporate Credit card or trade card account opened by the Council will be specifically restricted to use by the Clerk and shall be subject to automatic payment in full at each month-end.

6.14. The Council will not maintain any form of cash float.

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 salary rates shall be as agreed by Council, or duly delegated committee.

7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available Council or Finance Committee meeting, as set out in these regulations above.

7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Council.

7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

- a) by any Councillor who can demonstrate a need to know;
- b) by the Internal Auditor;

c) by the External Auditor; or

d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.

7.6. Any termination payments shall be supported by a clear business case and reported to the Council. Termination payments shall only be authorised by Council.

7.7. Before employing interim staff, the Council must consider a full business case.

8. Loans and Investments

8.1. Any application for borrowing approval shall be approved by Council as to terms and purpose.

8.2. All borrowings shall be affected in the name of the Council, and shall be for a set period.

8.3. Any financial arrangement which does not require formal borrowing approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full Council. In each case a report in writing shall be provided to Council in respect of value for money for the proposed transaction.

8.4. The Council shall agree an Investment Strategy and Policy which shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the Council at least annually.

8.5. All investment certificates and other documents relating thereto shall be securely filed in by the RFO.

8.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Section 5 and 6 of these regulations.

9. Income

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

9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council. (One example of this may be maintenance of hedges on behalf of another organisation.)

9.3. The Council will review all fees and charges at least annually, following a report of the Clerk. This would include Allotment Gardens, Burial Grounds.

9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year.

9.5. 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 as soon as possible. Ideally this should be quarterly.

10. Orders for Work, Goods and Services

10.1. 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. Copies of orders shall be retained.

10.2. Order books shall be controlled by the RFO.

10.3. 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 Regulation 11.1 below.

10.4. A member may not issue an official order or make any contract on behalf of the Council.

10.5. 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. Contracts

11.1. Procedures as to contracts are laid down as follows:

a) Every contract shall comply with these financial regulations, and no exceptions shall be made (except in an emergency, provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:

- i. for the supply of gas, electricity, water, sewerage and telephone services;
- ii. for specialist services such as are provided by legal professionals acting in disputes;
- iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
- iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;

v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chair and Vice Chair of Council); and

vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

b) Where the Council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the Council shall comply with the relevant requirements of the Regulations.

c) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time).

d) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.

e) Invitations to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

f) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of Council.

g) Any invitation to tender issued under this regulation shall be subject to Standing Orders and shall refer to the terms of the Bribery Act 2010.

h) When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £5,000 and above £1000 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

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

j) Should it occur that the Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate, or quote who was present when the original decision-making process was being undertaken.

12. Payments Under Contracts for Building or other Construction works

12.1. 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).

12.2. 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.

12.3. Any variation to a contract or addition to or omission from a contract must be approved by the Council and/or Clerk (where appropriate delegation has been given) to the contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

13. Assets, Properties and Estates

13.1. The Clerk shall make appropriate arrangements for the secure filing of all title deeds and Land Registry Certificates of properties held by the Council. The RFO shall ensure a record is maintained of all properties held by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

13.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250. In instances greater than this value, a report in writing shall be provided to Council with a full business case.

13.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

13.4. No real property (interests in land) shall be purchased or acquired without the authority of the full Council. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

13.5. 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.

14. Risk management

15.1. The Council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management assessments and arrangements shall be reviewed by the Council at least annually.

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

15. Insurance

15.1. Following the annual risk assessment (Section 14), the RFO shall affect all insurances and negotiate all claims on the Council's insurers.

15.2. The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.

15.3 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.

15.4. All appropriate members and employees of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the Council, or duly delegated committee.

16. Suspension and revision of Financial Regulations

16.1. It shall be the duty of the Council to review the Financial Regulations of the Council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these Financial Regulations.

16.2. The Council may, by resolution of the Council duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of Council.

16.3 The Parish Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to the limits specified within the Financial Regulations. The Parish Clerk shall report the action to the appropriate committee as soon as practicable thereafter.

Appendix G

Dated

2023

BUCKINGHAMSHIRE COUNCIL

AND

Hughenden Parish Council

**AGREEMENT OF VARIATION IN RESPECT OF A LOCAL COUNCIL
DEVOLUTION SCHEME AGREEMENT**

Buckinghamshire Council
Legal Services
County Hall
Walton Street
Aylesbury
Bucks
HP20 1UA

AGREEMENT OF VARIATION

This Agreement is made on the day of 2023

Between

- (1) **BUCKINGHAMSHIRE COUNCIL** of The Gateway, Aylesbury, Buckinghamshire, HP19 8FF ("**the Council**") and
 - (2) Hughenden Parish Council of Council Offices, The Common, Great Kingshill, Bucks, HP15 6EN
- (together the "**Parties**")

Background:

- (A) The Parties entered into an agreement for the devolvement of the Council's **powers and duties** to discharge its non-statutory functions (the Council's Functions) in respect of the administrative area of the Local Council in order to enable the Local Council to carry out the Council's Functions as set out in the agreement (the "Local Council Devolution Scheme Agreement").
- (B) The Local Council Devolution Scheme Agreement commenced on 1st April 2015
- (C) The Parties agreed to vary the Local Council Devolution Scheme Agreement on 24th February 2023 ("the Variation") and with effect from 1st April 2023 extended the Funding for the period 2023-2024.
- (D) The Parties wish with effect from 1st April 2023 (the "Effective Date") to vary the Local Council Devolution Scheme Agreement and have therefore agreed that the Local Council Devolution Scheme Agreement shall be varied as set out in this Agreement.

Operative Provisions:

- 1. This Agreement of Variation ("the Agreement") is ancillary to the Local Council Devolution Scheme Agreement and the Variation.
- 2. Pursuant to Clause 15 of the Local Council Devolution Scheme Agreement the Parties agree that from the Effective Date the Local Council Devolution Scheme Agreement shall be varied to the extent and in the manner set out in this Agreement.

3. Any term defined in the Local Council Devolution Scheme Agreement shall have the same meaning when used in this Agreement unless inconsistent with the context or otherwise defined in this Agreement.

IT IS AGREED AS FOLLOWS:

1. Variations

- 1.1 The Parties agree that clause 6.1 of the Local Council Devolution Scheme Agreement as amended by Clause 1.1.1 of the Variation shall be varied as follows:
- 1.2 The Council shall pay to the Local Council the Funding for the period 2023-2024 a sum of £12,810.60 on 1st April 2023 or as soon as practicable after execution of this Agreement in the event that the Agreement is not executed before 1st April 2023.
- 1.3 The Council shall pay to the Local Council the Funding for the period 2023-2024 a sum of £12,810.60 on 1st April 2023.
- 1.4 The Parties agree that where any other part or parts of the Local Council Devolution Scheme Agreement not expressly referred to here need to be amended to be consistent with the variations set out in this Agreement then any such part or parts of the Local Council Devolution Scheme Agreement shall be deemed to have been amended from the Effective Date and shall henceforth be read and construed as though any such amendments were agreed between the Parties and came into full force and effect on the Effective Date. If the Parties cannot agree on whether any such amendments are necessary to be consistent with this Agreement then the matter shall be resolved in accordance with the dispute resolution provisions.

2. Employment Exit Provisions

- 2.1 In the event of the Council issuing a notice of termination of this Agreement or otherwise, the Council and the Local Council agree to work together to ensure that all legislative requirements are met.

3. Terms Remain in Effect

- 3.1 The Local Council Devolution Scheme Agreement shall be varied in accordance with, and only to the extent set out in this Agreement. The Local Council Devolution Scheme Agreement terms and conditions shall otherwise continue to apply unamended in full force and effect. For the avoidance of doubt the changes set out in this Agreement are the only changes agreed by the Parties and their effect shall only be as set out in this Agreement.

3.2 If the Parties agree any further amendments to the Local Council Devolution Scheme Agreement such amendments shall be made on the basis of the Local Council Devolution Scheme Agreement as amended by any further Agreement of Variation.

..... Authorised Signatory of **the Council**

Date:

..... Authorised Signatory of **the Local Council**

Date:

..... Authorised Signatory of **the Local Council**

Date:



Transport for Buckinghamshire

Directorate for Communities Highways & Technical Services

Service Director: Kevin Goad
Buckinghamshire Council
Walton Street Offices
Walton Street
Aylesbury HP20 1UA

01296 382416

www.buckinghamshire.gov.uk

Hughenden Parish Council Clerk

By email

Ref: Devolution Agreement 2023/24
24th February 2023

Dear Hughenden Parish Council,

Subject: Local Council (LC) Devolution Agreement Variation

I am pleased to enclose your Agreement of Variation in respect of your Local Council Devolution Scheme Agreement for the continuation of Devolved Transportation activities from 1st April 2023 to 31st March 2024.

This Agreement varies the funding arrangements to include an uplift of 9% for the year in line with Buckinghamshire Council's inflationary figure.

This equates to your 23/24 payment being £12,810.60. Please can you arrange for your authorised signatories to sign the attached agreement where indicated and return by Friday 17th March 2023 at the latest. We appreciate this is a tight timescale; should this be an issue due to meeting dates please advise us as soon as possible.

On receipt, we will arrange for the Council's authorised signatory to countersign, insert the execution date (date this Agreement is made – top of pages 1 and 2) and return a fully executed copy to you. If you do not have a parish or town council meeting before the return date and are unable to sign the agreement without one, please let us know as soon as possible along with the earliest date we can expect the agreement to be returned. Also attached is a blank Bank Details form, please only fill this form in and send back if your bank details have changed.

Please copy it onto your Local Council stationery, complete and return it with the Variation Agreement, including the bank details you wish your funding payment to be made to via email to the devolution@buckinghamshirecouncil.gov.uk mailbox. **Postal copies will not be accepted.** If you have all or part of your funding paid directly to another Local Council, please return a completed Bank Details form for each funding recipient.

We look forward to receiving your signed Variation Agreement and Bank Details.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Dave Roberts', with a stylized flourish at the end.

Dave Roberts
Head of Highways
Buckinghamshire Council

Appendix H

Hughenden Parish Council - Asset Register as at 31 March 2023

*AssetName	*AssetNumber	PurchaseDate	Purchase Price	Asset Location	Description
			(or £1 if nil)		
Metal grave markers x 500	FA-1001		£7,105	GoR external	Various purchase dates
Mower - Petrol	FA-1002	01/01/2004	£1	GoR storage shed	
Computer Toshiba Laptop	FA-1003	01/05/2005	£1,000	Offices	
Computer Torix CPU with flat screen	FA-1004	01/05/2005	£1,100	Offices	
Computer Think Pad Laptop	FA-1005	01/11/2012	£376	Offices	
Computer 1x Torix DH61 Mini Tower and wide screen	FA-1006	01/11/2012	£498	Offices	
Printer 1 X Sharp MX Printer	FA-1007	01/12/2014	£3,200	Offices	
CCTV Video Recorder 1 x Digital Video Recorder for CCTV	FA-1008	01/12/2014	£3,500	Offices	
CCTV 5 x cameras and associated mountings	FA-1009	01/09/2007	£1	Offices	
CCTV Infra Red camera x 1 & ssociated housing	FA-1010	01/09/2007	£1	Offices	
Filing cabinet 1 x 2-shelf tall roller door	FA-1011	01/03/1999	£250	Offices	
Filing cabinet 1 x 4-shelf roller door	FA-1012	01/03/1999	£350	Offices	
Crockery	FA-1013	01/05/2018	£46	Offices	
Chair 1 x Flintan swivel chair	FA-1014	01/05/2018	£55	Offices	
Shelving Unit & Drawers x 1 (in Storeroom)	FA-1015	01/05/2018	£266	Offices	
Chairs - 15 x blue chairs without arms (in Meeting Room)	FA-1016	01/03/1999	£450	Offices	
Tables - 5 x oblong tables (in Meeting room)	FA-1017	01/03/1999	£600	Offices	
Projector (in small office)	FA-1018	01/07/2008	£420	Offices	
Fire proof cabinet (in small office)	FA-1019	01/06/2003	£450	Offices	
Filing cabinet 1 x 3-shelf roller door (in small office)	FA-1020	01/03/1999	£300	Offices	
Sound Equipment	FA-1021	01/06/2014	£408	Offices	
NAS Hard drive for computer	FA-1022	01/01/2014	£287	Offices	
Front Door and windows	FA-1023	01/02/2014	£1,609	Offices	
Desks x 3	FA-1024	01/06/2015	£900	Offices	
Television	FA-1025	01/03/2013	£600	Offices	
Computer HP Laptop	FA-1026	01/01/2017	£400	Offices	

Hughenden Parish Council - Asset Register as at 31 March 2023

*AssetName	*AssetNumber	PurchaseDate	Purchase Price		Asset Location	Description
			(or £1 if nil)			
Computer HPC Laptop	FA-1027	01/10/2017	£569		Offices	
IPAD 1 x Apple	FA-1028	01/01/2018	£283		Offices	
NAS Hard Drive for computer	FA-1029	01/01/2017	£255		Offices	
Vertical Blinds x 5	FA-1030	01/05/2019	£554		Offices	
					Widmer End, Windmill	
Street Lights x 67	FA-1031		£32,174	Est		Purchase date Pre-94
					Primose Green and	
Replacement Street Lights x 2	FA-1032	01/01/2014	£1,749		Cowslip Way	
Street Lights x 2	FA-1033		£960		Offices	Purchase date Pre-94
Benches x 44	FA-1034		£15,400		Around Parish	Various purchase dates
Flag and pole (Outside office)	FA-1035	01/06/2012	£661		Offices	
Bus Shelters x 8	FA-1036		£14,690		Around Parish	Various purchase dates
					Georges Hill, Widmer	
Bus Shelter Perspex	FA-1037	01/11/2019	£4,386		End	
Dog Waste Bins x 3	FA-1038		£1,014		Around Parish	Various purchase dates
Dog Waste Bins x 18	FA-1039		£1,800		Around Parish	Various purchase dates
					GoR, Widmer End,	
Noticeboards x 4	FA-1040		£6,000		Templewood	Various purchase dates
Noticeboards x 3	FA-1041	01/06/2019	£4,498		GK, HV and BB	
					Widmer End, Windmill	
Salt Bin	FA-1042	01/11/2019	£450	Est		
					Naphill & Walters Ash	
Filled Water Barriers	FA-1043	01/11/2015	£650		School	
VAS Units x 2	FA-1044	01/11/2012	£5,250		Around Parish	
VAS Unit	FA-1045	01/07/2015	£2,875		Around Parish	
VAS Unit	FA-1046	01/03/2015	£2,875		Around Parish	
VAS Clips	FA-1047	01/03/2014	£170		Around Parish	
VAS Brackets	FA-1048	01/06/2013	£240		Around Parish	
Hi-Viz Jackets	FA-1049	01/05/2013	£268		Around Parish	
SID	FA-1050	01/07/2014	£3,150		Around Parish	

Hughenden Parish Council - Asset Register as at 31 March 2023

*AssetName	*AssetNumber	PurchaseDate	Purchase Price		Asset Location	Description
			(or £1 if nil)			
MVAS Brackets	FA-1051	01/11/2017	£298		Around Parish	
MVAS Clips	FA-1052	01/01/2018	£95		Around Parish	
MVAS x 2	FA-1053	01/03/2018	£6,400		Around Parish	
MVAS Battery	FA-1054	01/03/2018	£265		Around Parish	
Unipar Sentinal Speedwatch Device	FA-1055	01/12/2018	£3,172		Around Parish	
VAS Unit	FA-1056	01/07/2016	£3,035		Around Parish	
Computer Laptop for MVAS recording and sharing of data	FA-1057	01/08/2019	£500		Around Parish	
MVAS	FA-1058	01/09/2019	£3,136		Around Parish	
Lithium Battery	FA-1059	01/06/2019	£697		Around Parish	
Batteries 2 x Westcotec VAS	FA-1060	01/06/2019	£168		Around Parish	
Civic Regalia	FA-1061	01/01/1994	£825		Office fire safe	
					Building - Great Kingshill	
Office Building	FA-2000	01/01/1994	£152,053		The Common	
					Building - Great Kingshill	
GK Rec Garage	FA-2001	01/01/1994	£35,089		The Common	
Garden of Rest (Building)	FA-2002	01/01/1962	£141,749		Building - Great Kingshill	
						hectares 0.80 acres 1.98
					Land - Great Kingshill	Purchase price - Part of Inclosure
Common Road Allotments	FA-3000	01/01/1894	£1		Ward	Award
					Land - Great Kingshill	
Garden of Rest	FA-3001	01/01/1962	£1		Ward	hectares 2.01 acres 4.97
						hectares 2.26 acres 5.58
					Land - Great Kingshill	Purchase price - Part of Inclosure
Recreation Ground Great Kingshill	FA-3002	01/01/1894	£1		Ward	Award
					Land - Great Kingshill	
Red Lion Allotments	FA-3003	01/09/1977	£1		Ward	hectares 1.10 acres 2.72

Hughenden Parish Council - Asset Register as at 31 March 2023

*AssetName	*AssetNumber	PurchaseDate	Purchase Price		Asset Location	Description
			(or £1 if nil)			
Lammas Mead Pond	FA-3004	01/01/2000	£1		Land - Great Kingshill Ward	hectares TBA acres TBA Purchase price Not Known on date c2000 hectares TBA acres TBA CommonLand Freehold ownership unknown but HPC resolved to assume responsibility
Cockpit Hole Pond Great Kingshill	FA-3005	01/07/2015	£1		Land - Great Kingshill Ward	
Cockpit Close Green	FA-3006	01/04/2013	£1		Land - Great Kingshill Ward	hectares 0.70 acres 1.00
Hatches Lane Field	FA-3007	30/04/1976	£1		Land - Hughenden Valley Ward	hectares 3.23 acres 7.98
Hughenden Valley Allotments	FA-3008	01/01/1960	£1		Land - Hughenden Valley Ward	hectares 0.60 acres 1.48 Purchased 1960s price unknown
Hughenden Valley Playing Field	FA-3009	01/01/1960	£1		Land - Hughenden Valley Ward	hectares 0.60 acres 1.48 Purchased 1960s price unknown
Little Burnham Field	FA-3010	10/12/1975	£1		Land - Hughenden Valley Ward	hectares 1.34 acres 3.31
Little Burnham Wood	FA-3011	01/01/1960	£1		Land - Hughenden Valley Ward	hectares 0.86 acres 2.13 Purchased 1960s price unknown
North Dean Allotments	FA-3012	01/01/1970	£1		Land - Hughenden Valley Ward	hectares 0.30 acres 0.74 Purchased 1970s (Land transfer)
Louches Lane Allotments	FA-3013	01/01/1960	£1		Land - Naphill & Walters Ash Ward	hectares 0.80 acres 1.98 Purchased 1960s price unknown hectares 0.20 acres 0.49
Templewood	FA-3014	26/06/2007	£1		Land - Naphill & Walters Ash Ward	Purchase price - nil -Gifted â€” section 106
Vincent's Meadow Pond	FA-3015	01/01/1973	£1		Land - Naphill & Walters Ash Ward	hectares 0.06 acres 0.15
Vincent's Meadow	FA-3016	01/01/1973	£1		Land - Naphill & Walters Ash Ward	hectares 1.64 acres 4.05

Hughenden Parish Council - Asset Register as at 31 March 2023

*AssetName	*AssetNumber	PurchaseDate	Purchase Price		Asset Location	Description
			(or £1 if nil)			
Vincent's Meadow (behind laid hedge)	FA-3017	01/01/1973	£1		Land - Naphill & Walters Ash Ward	hectares 0.33 acres 0.82 Part of original purchase hectares 0.80 acres 1.98
Walters Ash Allotments	FA-3018	01/01/1894	£1		Land - Naphill & Walters Ash Ward	Purchase price - Part of Inclosure Award hectares 0.06 acres 0.15
Walters Ash Pond	FA-3019	01/01/1894	£1		Land - Naphill & Walters Ash Ward	Purchase price - Part of Inclosure Award
Cockshoot Wood	FA-3020	13/06/1980	£1		Land - Widmer End Ward	hectares 2.32 acres 5.73
Cockshoot Wood Plantation	FA-3021	13/06/1980	£1		Land - Widmer End Ward	hectares 0.46 acres 1.14
Four Ashes Field	FA-3022	16/05/1980	£1		Land - Widmer End Ward	hectares 2.85 acres 7.04
Primrose Hill Allotments	FA-3023	01/05/1978	£1		Land - Widmer End Ward	hectares 1.61 acres 3.98 hectares 0.80 acres 1.98
Windmill Lane Allotments	FA-3024	01/01/1894	£1		Land - Widmer End Ward	Purchase price - Part of Inclosure Award
Dish Rotator	FA-4000	01/05/2009	£846		Play equipment - Great Kingshill - Children	
Arch Bridge	FA-4001	01/05/2009	£1,434		Play equipment - Great Kingshill - Children	
Climb and cross	FA-4002	01/05/2009	£5,433		Play equipment - Great Kingshill - Children	
Boat Swing	FA-4003	01/05/2009	£1,273		Play equipment - Great Kingshill - Children	
Nest Swing	FA-4004	01/05/2009	£2,402		Play equipment - Great Kingshill - Children	

Hughenden Parish Council - Asset Register as at 31 March 2023

*AssetName	*AssetNumber	PurchaseDate	Purchase Price		Description
			(or £1 if nil)	Asset Location	
Safety Surface	FA-4005	01/05/2009	£6,265	Play equipment - Great Kingshill - Children	
Boulders	FA-4006	01/05/2009	£2,562	Play equipment - Great Kingshill - Children	
Timber Logs	FA-4007	01/05/2009	£272	Play equipment - Great Kingshill - Children	
Ball Area	FA-4008	01/05/2009	£6,240	Play equipment - Great Kingshill - Teen	
Community Seat	FA-4009	01/05/2009	£1,263	Play equipment - Great Kingshill - Teen	
Hammock	FA-4010	01/05/2009	£1,197	Play equipment - Great Kingshill - Teen	
Boulders	FA-4011	01/05/2009	£940	Play equipment - Great Kingshill - Teen	
Casual Seating	FA-4012	01/05/2009	£1,875	Play equipment - Great Kingshill - Teen	
Climbing Structure	FA-4013	01/05/2009	£6,957	Play equipment - Great Kingshill - Teen	
Surfacing	FA-4014	01/05/2009	£2,279	Play equipment - Kingshill - Teen	
Swinging Beam	FA-4015	01/01/2008	£780	Play equipment - Templewood	
Safety Surface	FA-4016	01/01/2008	£1,173	Play equipment - Templewood	
Roundabout	FA-4017	01/03/2011	£5,000	Play equipment - Templewood	
TOTAL			£520,790		

Appendix I

Local Councils

Policy Schedule

11/08/2022

Important (Material Circumstances)

If the information in The Schedule is incorrect or incomplete, or if the insurance does not meet Your requirements, please tell Us as soon as possible. You are reminded of the need to tell Us immediately of any circumstances or changes which We would take into account in Our assessment or acceptance of this insurance as failure to disclose all relevant circumstances may invalidate Your policy, or may result in the policy not operating fully.

Your Details	
Name of Council:	Hughenden Parish Council
Correspondence Address:	The Common Great Kingshill High Wycombe Buckinghamshire HP15 6EN
Business:	Parish Council
Schedule produced on:	11/08/2022
The county association of local council you are affiliated to:	Buckinghamshire
Population of Council Area:	Up to 10,000

Period of Insurance	
Effective dates	From: 21 September 2022
	To: 20 September 2023
Renewal date:	21 September 2023

Your Insurance Adviser's Details	
BHIB Limited AGM House 3 Barton Close Grove Park Enderby Leicester LE19 1SJ	

The Schedule details for each Section are shown in the following pages.

Premium Details	
Annual Premium (excluding Terrorism):	£2,364.20
Insurance Premium Tax:	£283.70
Total Amount Due (excluding Terrorism):	£2,647.90
<hr/>	
Overall Annual Premium:	£2,364.20
Overall Insurance Premium Tax:	£283.70
Overall Amount Due:	£2,647.90

Cover Summary

Section	Cover Operative	Limit of Indemnity
Property Damage	Covered	As per Schedule
Money	Covered	As per Schedule
Business Interruption	Covered	As per Schedule
Employers' Liability	Covered	£10,000,000
Public and Products Liability	Covered	£10,000,000
Fidelity Guarantee	Covered	£750,000
No Claims Discount and Application of Excess Protection	Not Covered	Not Applicable
Libel and Slander	Covered	£250,000
Officials Indemnity	Covered	£500,000
Personal Accident	Covered	£100,000
Legal Expenses	Covered	£250,000
Data Breach Response	Not Covered	Nil

Applicable to all Sections where stated.

Excess

From the amount of all claims in respect of one Occurrence, which shall be adjusted in accordance with the terms Exclusions and Conditions of this Policy, the Insurer will deduct the amount of the Excess stated.

Insurance Limits (and Sub-limits) are inclusive of Excesses.

Only one Excess will apply in respect of any one Occurrence. In the event that more than one Excess applies, then only the higher Excess will apply.

Sub Limits

Sub-limits form part of the Limit of Liability and, unless otherwise stated, do not apply in addition to it.

All Limits of Liability apply any one Occurrence.

Limits are inclusive of the Excess unless otherwise stated.

If more than one Sub-limit applies to the same loss, the Insurer's liability will be limited to the lesser Sub-limit.

Part A - Property Damage and Business Interruption

Section 1 - Property Damage

Property Insured	Declared Value	Sum Insured
Buildings	£312,476	£374,971
Contents	£90,000	£108,000
Other Property Insured away from the Premises		
Street Furniture	£100,000	£120,000
Gates and Fences	£40,000	£48,000
Playground Equipment	£100,000	£120,000
CCTV Equipment	Not Insured	Not Insured
War Memorials	£75,000	£90,000
Ground Surfaces	Not Insured	Not Insured
Mowers and Machinery	£25,000	£30,000
Sports Equipment	£30,000	£36,000
Regalia	Not Insured	Not Insured
Terrorism	Not Insured	

Section Excess: £125

Excess in respect of all Subsidence claims: £1,000

Excess in respect of all Terrorism claims: Nil

Territorial Limits: Great Britain, Northern Ireland, the Channel Islands and the Isle of Man

Property Damage Extensions - Sub-Limits

	Sub-Limit of Indemnity
Decontamination and Clean Up Expense	£25,000
Deterioration of Freezer Stock	£1,000
Fire Brigade Charges and Extinguishing Expenses	£25,000
Inadvertent Omission to Insure	£250,000
Involuntary Betterment	£25,000
Landscaping Costs	£25,000
Locks	£5,000
Metered Utility Charges	£25,000
Mitigation of Environmental Impact	10% of the Building Sum Insured or £50,000 whichever is less
Mitigation of Loss	£10,000
Motor Vehicles	£10,000
Pair and Set / Consequential Reduction in Value	£10,000
Resilient Repairs - Extra Costs	£10,000
Third Party Sites	£10,000
Trace and Access	£25,000
Unauthorised Use of Metered Utilities	£10,000

Section 1A - Money

Money	Insured
Crossed cheques and other non-negotiable Money	£250,000
In Transit or in the Insured's premises during business hours, or in a bank night safe	£10,000
In a locked safe at the Insured's premises out of business hours	£5,000
Out of a safe at the Insured's premises out of business hours	£350
In the private dwelling houses of any councillors or clerks	£350
Whilst at exhibitions and/or fetes	£350
Personal Accident (Assault) - if any Employee or other person entrusted with money is injured as a direct result of theft or attempted theft of money involving assault or violence or the threat of assault or violence. Scale of benefits as follows:	
1. Death	£25,000
2. Loss of Limb(s), Loss of Hearing, Loss of Sight or Loss of Speech	£25,000
3. Permanent Total Disablement	£25,000
4. Temporary Total Disablement	£100 per week
5. Temporary Partial Disablement	£50 per week
6. The cost of professional counselling	£30 per hour £1,000 per person £5,000 in the aggregate during the Period of Insurance
7. Clothing and Personal Effects	£250
Territorial Limits	Great Britain, Northern Ireland, the Channel Islands and the Isle of Man

Section 2 - Business Interruption

	Cover	Sum Insured
Item 1 - Gross Revenue Maximum Indemnity Period: 12 Months	Insured	£10,000
Item 2 - Additional Increased Cost of Working Maximum Indemnity Period: 12 Months	Insured	£10,000
Item 3 - Standalone Increased Cost of Working Maximum Indemnity Period: 12 Months	Insured	£10,000
Item 4 - Loss of Rent Receivable	Not Insured	
Territorial Limits	Great Britain, Northern Ireland, the Channel Islands and the Isle of Man	

Business Interruption Extensions – Sub-Limits

The following Sub-Limits only apply when Section 2 Item 1 above is marked as 'Insured'.

	Sub-Limit of Indemnity
Extended Premises	
Customers' Premises	£50,000
Suppliers' Premises	£50,000
Third Party Premises	£50,000
Transit	£50,000
Extended Incident	
Notifiable Human Disease and Other Health Risks	£50,000
Prevention of Access and Loss of Attraction	£50,000
Utilities	£50,000
Excess	
Utilities	£500

Property Damage and Business Interruption Extensions - Sub-Limits

Claims Preparation Expenses: £10,000 any one occurrence and £50,000 in the aggregate for the Period of Insurance

Applicable to claims above £50,000 in value only:

Part B - Liabilities

Section 3	Employer's Liability	Limit of Indemnity	£10,000,000 any one claim or series of claims arising out of any one occurrence or series of occurrences consequent on or attributable to one source or original cause
	Territorial Limits		Worldwide in connection with the Business conducted by the Insured from premises within Great Britain, Northern Ireland, the Isle of Man and the Channel Islands
	Employer's Liability - Sub-Limits		
	Terrorism		£5,000,000 any one claim or series of claims arising out of any one occurrence or series of occurrences consequent on or attributable to one source or original cause
Section 4	Public Liability	Limit of Indemnity	£10,000,000 any one occurrence
	Products Liability (<i>Personal Injury and or Property Damage caused by the Insured's Products</i>)	Limit of Indemnity	£10,000,000 any one occurrence and in the aggregate for the Period of Insurance
	Pollution Liability	Limit of Indemnity	£10,000,000 any one occurrence and in the aggregate for the Period of Insurance
	Territorial Limits		Worldwide in connection with the Business conducted by the Insured from premises within Great Britain, Northern Ireland, the Isle of Man and the Channel Islands
	Public and Products Liability Extensions - Sub-Limits		
	Indemnity to Hirer		£2,500,000 any one occurrence and in the aggregate for the Period of Insurance
	Advertising Indemnity		£1,000,000 any one occurrence and in the aggregate for the Period of Insurance
Excess			
Amount	£250	any one claim or series of claims arising out of any one Occurrence relating to Property Damage	
	Nil	all other claims	

Part C - Additional Covers

Section 5	Fidelity Guarantee	Limit any one Loss	£750,000 any one occurrence and in the aggregate for the Period of Insurance
		Territorial Limits	Great Britain, Northern Ireland, the Channel Islands and the Isle of Man
	Sub-Limits	Auditors Fees	10% of the total payment otherwise agreed under the claim subject to a maximum of £50,000 payable in addition
		Re-Writing of Records	10% of the total payment otherwise agreed under the claim subject to a maximum of £50,000 payable in addition
Section 6	NCD & Excess Protection		Not Insured
	Loss of No Claims Discount		£500
	Application of Excess Protection		£250
Section 7	Libel and Slander	Limit of Indemnity	£250,000 any one occurrence and in the aggregate for the Period of Insurance
		Territorial Limits	Great Britain, Northern Ireland, the Channel Islands and the Isle of Man
		Co-Insurance	10%
Section 8	Officials Indemnity	Limit of Indemnity	£500,000 any one occurrence and in the aggregate for the Period of Insurance
		Territorial Limits	Great Britain, Northern Ireland, the Channel Islands and the Isle of Man
Section 9	Personal Accident		Insured
	Operative Time of Cover		Whilst carrying out official duties
	Scale of Compensation - Ages 16-75		
	1. Death		£100,000
	2. Loss of Limb(s), Loss of Hearing, Loss of Sight or Loss of Speech		£100,000
	3. Permanent Total Disablement		£100,000
	4. Temporary Total Disablement		£200 per week
	5. Temporary Partial Disablement		£100 per week
	Excess period for items 4 & 5		14 days
	Maximum Benefit Period for items 4 & 5		104 weeks
	In respect of any Insured Person who at the commencement of the current Period of Insurance is between the ages of 76 and 85 years the amounts stated in Items 1 and 2 of the Scale of Compensation are each reduced to £10,000.		

Continental Scale

Compensation under Item 2 of the Scale of Benefits will be paid in accordance with the following percentages subject of a maximum payment of 100% in the aggregate which the Insured Person has survived for at least one month

a)	Permanent Total Disablement	100%
b)	Permanent Loss of One or More Limbs	100%
c)	Loss of Limb(s), Loss of Hearing, Loss of Sight or Loss of Speech	
i)	Loss of Sight in One or Both Eyes or Loss of Hearing in Both Ears	100%
ii)	Loss of Hearing in One Ear	10%
d)	Permanent Loss by Physical Separation of	
i)	One Thumb	
	Both Phalanges	20%
	One Phalange	7%
ii)	One Index Finger	
	Three Phalanges	9%
	Both Phalanges	6%
	One Phalange	2%
iii)	One Other Finger	
	Three Phalanges	7%
	Both Phalanges	5%
	One Phalange	2%
iv)	One Great Toe	
	Both Phalanges	6%
	One Phalange	3%
iv)	One Other Toe	
	Three Phalanges	3%
	Both Phalanges	2%
	One Phalange	1%

	Territorial Limits	Worldwide
Section 10	Legal Expenses	Insured
	Limit of Indemnity	£250,000
	Employee Compensation Aggregate Limit	£1,000,000
	Territorial Limits	As stated in the Policy

Aviva Legal Helpline

The Policy provides automatic free access to the Aviva Legal helpline. This is available 24 hours a day, 365 days a year.

To contact the Aviva Legal helpline, please phone 0345 300 1899 and have the Policy Number available on request.

Endorsements

The following endorsements are applicable to your BHIB Local Councils Policy Wording, in addition to the cover provided under the BHIB Local Councils Policy Booklet | v.02.10.2019 policy wording.

Cover is provided effective from the commencement of your Period of Insurance specified in your Policy Schedule at no additional charge, and is subject to the General Conditions, Exclusions and definitions detailed within your policy wording.

Additional Endorsements

[30] - Tree Felling and Lopping Cover

The following Extension is added to Part A - Section One - Property Damage:

The Insurer will pay for necessary and reasonable costs and expenses incurred by the Insured with the Insurer's consent for the lopping or removal of trees for which the Insured is responsible if such trees are considered by an arborologist or other qualified person to be an immediate threat to life or to the Property Insured.

However, this Extension will not cover legal or local authority costs involved in removing trees or costs solely incurred to comply with a preservation order.

The liability of the Insurer under this extension shall not exceed a maximum of £1,000 any one Occurrence and £5,000 any one Period of Insurance.

[31] - Fly Tipping Cover

The following Extension is added to Part A - Section One - Property Damage:

The Insurer will pay the reasonable costs of clearing and removing any property illegally deposited in or around the Premises.

The liability of the Insurer under this extension shall not exceed a maximum of £1,000 any one Occurrence and £5,000 any one Period of Insurance.

[AMENDED] - Amended Policy Introduction

The following applies to your policy:

The Policy Introduction is amended and restated as follows:

Introduction

The contract of insurance between you and us consists of the following elements, which must be read together:

- your policy wording;
- the information contained on your "Statement of Fact" document issued by us;
- the policy schedule
- any notice issued by us;
- any endorsement to your policy; and
- the information under the heading "Important Information" which we give you when you take out or renew your policy.

In return for you having paid or agreed to pay the premium, we will provide the cover set out in this policy, to the extent of and subject to the terms and conditions contained in or endorsed on this policy. The following paragraphs remain unaltered:

- Important
- Breach of Term
- Terms not relevant to the actual loss

[COVEX] - General Exclusions - Coronavirus

The following is added to the General Exclusions at the back of your policy booklet.

3. We will not provide cover for any claim in any way directly or indirectly caused by, resulting from or in connection with any of the following, regardless of any other cause or event contributing concurrently or in any other sequence:
 - a. Any Coronavirus (including but not limited to SARS-CoV, SARS-CoV-2 and MERS-CoV) or any disease caused by any Coronavirus (including but not limited to Severe Acute Respiratory Syndrome, COVID-19 and Middle East Respiratory Syndrome);
or
 - b. Any mutation or variation of any virus or disease listed under 1 above, or any other disease by any such mutated or varied virus,
including, without limitation to the scope of the foregoing:
 - i. Any measures taken by any governmental, public or other authority or any other person for the prevention, suppression, mitigation, cleaning or removal of any virus or disease referred to in a. or b. above,
or
 - ii. Any fear or threat of a. , b. or i. above.
- However, this Policy Exclusion does not apply in respect of the following Sections when insured by this policy
- a. Employers' Liability
 - b. Public and Products Liability
 - c. Fidelity Guarantee
 - d. Officials Indemnity
 - e. Personal Accident

[GDPRCLP] - Data Protection Act wording amendment (CLP)

Part C Section 10 Legal Expenses

The Data Protection clause is restated as follows

2. Legal defence

B. Data Protection

1. The Insurer will defend the legal rights of an Insured Person following civil action taken against the Insured Person for compensation under Section 13 of the Data Protection Act 1998 or under Article 82 of the General Protection Regulation (Regulation (EU) 2016/679) or under any legislation implementing the General Data Protection Regulation or under any replacement legislation in respect of any of the foregoing. The Insurer will also pay any compensation award made against the Insured Person under Section 13 of the Data Protection Act 1998) or under Article 82 of the General Protection Regulation (Regulation (EU) 2016/679) or under any legislation implementing the General Data Protection Regulation or under any replacement legislation in respect of any of the foregoing.
2. The Insurer will represent the Insured in appealing against the refusal of the Information Commissioner to register the Insured's application for registration or alteration of registered particulars or an appeal against an Enforcement Deregistration or Transfer Prohibition Notice.

Provided that at the time of the insured incident, the Insured is registered with the Information Commissioner in respect of Contingency 2B a)

[GDPRELPL] - Data Protection Act wording amendment (EL/PL)

4. Data Protection Act

The indemnity provided by this Extension is on a "claims made" basis

Under this Extension the Insurer will indemnify the Insured and if the Insured so requests any Person Entitled to Indemnity in respect of their liability to pay

- a. compensation in respect of damage or distress arising under Section 13 of the Data Protection Act 1998 or under Article 82 of the General Protection Regulation(Regulation(EU) 2016/679)under any legislation implementing the General Data Protection Regulation or under any replacement legislation in respect of any of the foregoing and defence costs and expenses incurred with the consent of the Insurer
- b. defence costs incurred with the consent of the Insurer in relation to a prosecution brought under the Data Protection Act 1998 or under Article 82 of the General Protection Regulation(Regulation(EU) 2016/679) or under any legislation implementing the General Data Protection Regulation or under any replacement legislation in respect of any of the foregoing

The maximum We will pay for all claims happening during any one period of Insurance is £1,000,000

Provided that

- a. Item a) of this Extension shall not apply
 - i) in respect of Section 3 Employers' Liability to such damage or distress that is not suffered by an Employee
 - ii) in respect of Section 4 Public and Products Liability to such damage or distress that is suffered by an Employee
 - iii) to the extent that an indemnity is provided elsewhere in this Policy
- a. Item b) of this Extension shall not apply
 - i) in respect of Section 3 Employers' Liability where the infringement leading to the prosecution does not relate to the personal data of an Employee
 - ii) in respect of Section 4 Public and Products Liability where the infringement leading to the prosecution relates to the personal data of an Employee
- a. this Extension is subject to the Insured having registered in accordance with the terms of the Data Protection Act 1998 or under Article 82 of the General Protection Regulation (Regulation (EU) 2016/679) or under any legislation implementing the General Data Protection Regulation or under any replacement legislation in respect of any of the foregoing
- b. any claim for compensation is first made or prosecution first brought against the Insured during the Period of Insurance
- c. this Extension will not apply in respect of
 - i. the payment of fines or penalties
 - ii. the cost of replacing reinstating rectifying or erasing any data
 - iii. claims which arise out of circumstances notified to previous insurers or known to the Insured at inception of this Policy

[IL001] - Index Linking

Sums Insured and/or Declared Values will be adjusted to take into account movements in the appropriate index and renewal premiums will be based on the adjusted Sums Insured and/or Declared Values.

For Contents and other Property specifically described in the Schedule (other than Stock), the Retail Price index (or some other suitable index the Insurers decides upon) will be used.

The above percentage changes will continue to be applied between the date of any damage and the date when replacement or repair has been completed.

[KEYPERSONS] - Key Persons

Two - Business Interruption:

The Insurer will indemnify the Insured against:

1. death of the Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man or total and permanent disablement of the Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man which prevents them from attending to their normal occupation,
2. injury caused by accidental and violent means of Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man
3. illness of the Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man

We will only pay the additional costs and/or expenses necessarily and reasonably incurred solely to prevent limitation of the normal activities undertaken by the Insured which but for such additional costs and/or expenses would have taken place. The liability of the Insurer under this extension shall not exceed a maximum of £500 per week, and £10,000 in any one Period of Insurance.

In the event of a claim under this Extension the Insured must supply the following documentary evidence at their own expense;

1. Confirmation of the dates of period of absence being claimed for including the date the absence commenced and the date the Key Person resumed their duties on behalf of The Insured
2. Receipts and bills in whichever form We may require substantiating the costs of the services incurred and or the persons employed to replace Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man during their period of absence

Exclusions to this extension

We will not make payment under this Extension where

1. the Accidental Bodily Injury to or illness of the Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man is directly or indirectly caused by or results from:
 - (a) any physical defect, infirmity or medical condition known to the Key Person at the inception date of this policy, unless the defect, infirmity or condition has been without the need for any medical advice or medical treatment during the 24 month period preceding the inception date of this policy;
 - (b) the Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man taking or using drugs or controlled substances (other than drugs legally and appropriately prescribed by a qualified medical practitioner and properly used by the Key Person
 - (c) pregnancy or any condition connected with pregnancy or childbirth
 - (d) any criminal act by the Insured or the Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man
2. any period of absence lasts less than 14 days injury or illness must exceed a period of 14 days

[SKATE] - Skate Park Endorsement

If in relation to any claim you have failed to fulfil any of the following conditions, You will lose Your right to indemnity payment for that claim.

You must ensure that in connection with skateboard parks

1. all structures including the skating surfaces
 - a. are manufactured and installed to the appropriate standard and maintained in good condition
 - b. are inspected by a competent person at least weekly and
 - i. all defects or risks to health or safety immediately rectified
 - or
 - ii. the structure taken out of use
2. You will erect where necessary suitable signs detailing any information that is necessary for the safe use of the facility and clearly stating any restrictions on its use
3. You will determine where supervision is necessary and ensure that it is provided whenever the facilities are in use.

We will not provide indemnity in respect of Bodily Injury to persons taking part in activities in the Skateboard Park unless caused by defects in the structure

Local Council Awards Scheme (LCAS) Status

The Local Council Awards Scheme has not been attained.

Important Information

Data Protection – Privacy Notice

Personal Information

We collect and use personal information about you so that we can provide you with a policy that suits your insurance needs. This notice explains the most important aspects of how we use your information but you can get more information about the terms we use and view our full privacy policy at www.aviva.co.uk/privacypolicy or request a copy by writing to us at Aviva, Freepost, Mailing Exclusion Team, Unit 5, Wanlip Road Ind Est, Syston, Leicester LE7 1PD.

The data controller responsible for this personal information is Aviva Insurance Limited as the insurer of the product. Additional controllers include BHIB Insurance Brokers, who are responsible for the sale and distribution of the product, and any applicable reinsurers.

Personal information we collect and how we use it

We will use your personal information:

- to provide you with insurance: we need this to decide if we can offer insurance to you and if so on what terms and also to administer your policy, handle any claims and manage any renewal,
- to support legitimate interests that we have as a business: we need this to manage arrangements we have with reinsurers, for the detection and prevention of fraud and to help us better understand our customers and improve our customer engagement (this includes marketing, customer analytics and profiling),
- to meet any applicable legal or regulatory obligations: we need this to meet compliance requirements with our regulators (e.g. Financial Conduct Authority), to comply with law enforcement and to manage legal claims, and
- to carry out other activities that are in the public interest: for example we may need to use personal information to carry out anti-money laundering checks.

As well as collecting personal information about you, we may also use personal information about other people, for example family members you wish to insure on a policy. If you are providing information about another person we expect you to ensure that they know you are doing so and are content with their information being provided to us. You might find it helpful to show them this privacy notice and if they have any concerns please contact us in one of the ways described below.

The personal information we collect and use will include name, address and date of birth, financial information and details of your business and property. If a claim is made we will also collect personal information about the claim from you and any relevant third parties. We may also need to ask for details relating to the health or any unspent offences or criminal convictions of you or somebody else covered under your policy. We recognise that information about health and offences or criminal convictions is particularly sensitive information. Where appropriate, we will ask for consent to collect and use this information.

If we need your consent to use personal information, we will make this clear to you when you complete an application or submit a claim. If you give us consent to using personal information, you are free to withdraw this at any time by contacting us – refer to the “Contacting us” details below. Please note that if consent to use information is withdrawn we may not be able to continue to provide the policy or process claims and we may need to cancel the policy.

Of course, you don’t have to provide us with any personal information, but if you don’t provide the information we need we may not be able to proceed with your application or any claim you make. Some of the information we collect as part of this application may be provided to us by a third party. This may include information already held about you and your business and property within the Aviva group, including details from previous quotes and claims, information we obtain from publicly available records, our trusted third parties and from industry databases, including fraud prevention agencies and databases.

Credit Searches

To ensure the Insurer has the necessary facts to assess your insurance risk, verify your identity, help prevent fraud and provide you with our best premium and payment options, the Insurer may need to obtain information relating to you at quotation, renewal and in certain circumstances where policy amendments are requested. The Insurer or their agents may:

- undertake checks against publicly available information (such as electoral roll, county court judgments, bankruptcy orders or repossession(s)). Similar checks may be made when assessing claims,
- carry out a quotation search from a credit reference agency (CRA) which will appear on your credit report and be visible to other credit providers. It will be clear that this is a quotation search rather than a credit application.

The identity of our CRA and the ways in which they use and share personal information, are explained in more detail at www.callcredit.co.uk/crain.

Automated decision making

We carry out automated decision making to decide whether we can provide insurance to you and on what terms, deal with claims or carry out fraud checks. In particular we use an automated underwriting engine to provide on-line quotes, using the information we have collected.

How we share your personal information with others

We may share your personal information:

- with the Aviva group, our agents and third parties who provide services to us, and your intermediary and other insurers (either directly or via those acting for the insurer such as loss adjusters or investigators) to help us administer our products and services,
- with regulatory bodies and law enforcement bodies, including the police, e.g. if we are required to do so to comply with a relevant legal or regulatory obligation,
- with other organisations including insurers, public bodies and the police (either directly or using shared databases) for fraud prevention and detection purposes,
- with reinsurers who provide reinsurance services to Aviva and for each other. Reinsurers will use your data to decide whether to provide reinsurance cover, assess and deal with reinsurance claims and to meet legal obligations. They will keep your data for the period necessary for these purposes and may need to disclose it to other companies within their group, their agents and third party service providers, law enforcement and regulatory bodies.

Some of the organisations we share information with may be located outside of the European Economic Area ("EEA"). We'll always take steps to ensure that any transfer of information outside of Europe is carefully managed to protect your privacy rights. For more information on this please see our Privacy Policy or contact us.

Marketing

We may use personal information we hold about you across the Aviva Group to help us identify and tailor products and services that may be of interest to you. We will do this in accordance with any marketing preferences you have provided to us. We may continue to do this after your policy has ended.

If you wish to amend your marketing preferences please contact us:

By phone: 01603 622200 or +44 1603 604999 (from abroad)

By email: helpdesk@aviva.co.uk

By Post: Aviva, Freepost, Mailing Exclusion Team, Unit 5, Wanlip Road Ind Est, Syston, Leicester, LE7 1PD

To see how you can change your preferences in MyAviva or view your choices for online advertising visit our full Privacy Policy at www.aviva.co.uk/privacypolicy

How long we keep your personal information for

We maintain a retention policy to ensure we only keep personal information for as long as we reasonably need it for the purposes explained in this notice. We need to keep information for the period necessary to administer your insurance and deal with claims and queries on your policy. We may also need to keep information after our relationship with you has ended, for example to ensure we have an accurate record in the event of any complaints or challenges, carry out relevant fraud checks, or where we are required to do so for legal, regulatory or tax purposes.

Your rights

You have various rights in relation to your personal information, including the right to request access to your personal information, correct any mistakes on our records, erase or restrict records where they are no longer required, object to use of personal information based on legitimate business interests, ask not to be subject to automated decision making if the decision produces legal or other significant effects on you, and data portability. For more details in relation to your rights, including how to exercise them, please see our full privacy policy or contact us – refer to the "Contacting us" details below.

Contacting us

If you have any questions about how we use personal information, or if you want to exercise your rights stated above, please contact our Data Protection team by either emailing them at dataprt@aviva.com or writing to the Data Protection Officer, Level 4, Pitheavlis, Perth PH2 0NH.

If you have a complaint or concern about how we use your personal information, please contact us in the first instance and we will attempt to resolve the issue as soon as possible. You also have the right to lodge a complaint with the Information Commissioners Office at any time.

Fraud Prevention and Detection

In order to prevent and detect fraud we may at any time

- Share information about you with other organisations and public bodies including the Police
- Undertake credit searches and additional fraud searches
- Check and/or file your details with fraud prevention agencies and databases, and if you give us false or inaccurate information

and we suspect fraud, we will record this to prevent fraud and money laundering.

We can supply on request further details of the databases we access or contribute to. If you require further details please contact us.

Policy Investigation Unit, Aviva, Cruan Business Centre, Westerhill Business Park, 123 Westerhill Road, Bishopbriggs, Glasgow, G64 2QR. Telephone: 0345 300 0597. Email PIUKDI@AVIVA.COM

We and other organisations may also search these agencies and databases to

- Help make decisions about the provision and administration of insurance, credit and related services for you and members of your household
- Trace debtors or beneficiaries, recover debt, prevent fraud and to manage your accounts or insurance policies
- Check your identity to prevent money laundering, unless you provide us with other satisfactory proof of identity.
- Check details of job applicants and employees.

Claims History

- Under the conditions of your policy you must tell us about any Insurance related incidents (such as fire, water damage, theft or an accident) whether or not they give rise to a claim. When you tell us about an incident we will pass information relating to it to a database.
- We may search these databases when you apply for insurance, in the event of any incident or claim, or at time of renewal to validate your claims history or that of any other person or property likely to be involved in the policy or claim.

You should show these notices to anyone who has an interest in the insurance under the policy.

Complaints Procedure

We hope that you will be very happy with the service that we provide. However, if for any reason you are unhappy with it, we would like to hear from you.

In the first instance, please contact your insurance adviser or usual Aviva point of contact.

Aviva are covered by the Financial Ombudsman Service. If you have complained to us and we have been unable to resolve your complaint, you may be entitled to refer it to this independent body. Following the complaints procedure does not affect your right to take legal action.

If you have taken a product out with us online or by telephone you can also use the European Commission's Online Dispute Resolution for logging complaints. To use this service the European Commission has also provided an Online Dispute Resolution Service for logging complaints. To use this service please go to: <http://ec.europa.eu/odr>

Financial Services Compensation Scheme

Aviva are members of the Financial Services Compensation Scheme (FSCS). You may be entitled to compensation from the scheme if they cannot meet their obligations, depending on the type of insurance and circumstances of your claim. Further information about the compensation scheme arrangements is available from the FSCS (www.fscs.org.uk)

Choice of Law

The appropriate law as set out below will apply unless you and the insurer agree otherwise.

1. The law applying in that part of the United Kingdom, Channel Islands or Isle of Man in which you, the policyholder, normally live or (if applicable) the first named policyholder normally lives, or
2. In the case of a business, the law applying in that part of the United Kingdom, Channel Islands or Isle of Man where it has its principal place of business, or
3. Should neither of the above be applicable, the law of England and Wales will apply.

Telephone Call Charges and Recording

Calls to 0800 numbers from UK landlines and mobiles are free. The cost of calls to 03 prefixed numbers are charged at national call rates (charges may vary dependent on your network provider) and are usually included in inclusive minute plans from landlines and mobiles. For our joint protection telephone calls may be recorded and/or monitored.

Material Circumstances

IMPORTANT – This policy is a legal contract

Please remember that you must make a fair presentation of the risk to us. This means that you must:

1. disclose to us every material circumstance which you know or ought to know or, failing that, sufficient information to alert us that we need to make further enquiries; and
2. make such disclosure in a reasonably clear and accessible manner; and
3. ensure that, in such disclosure, any material representation as to a: (a) matter of fact is substantially correct; and (b) matter of expectation or belief is made in good faith.

A material circumstance is one that is likely to influence an insurer in the acceptance and assessment of the application. You must also make a fair presentation to us in connection with any variations, e.g. changes you wish to make to your policy. If you fail to make a fair presentation of the risk then this could affect the extent of cover provided or could invalidate your policy, so if you are in any doubt as to whether a circumstance is material then it should be disclosed to us.

Disclosures should be specific and made in a reasonably clear and accessible manner. We will not be deemed to have knowledge of any information generally referred to (for example the contents of company websites listed in the risk presentation) or any matter not expressly drawn to our attention.

Each renewal invitation is made on the basis of the information we have at the time it is issued. We may revise or withdraw it if, before the date your renewal takes effect, any event occurs that gives rise to a claim or alters the material circumstances under this insurance, even if we are notified after your renewal date.

A specimen copy of the policy wording is available on request. You should keep a record (including copies of letters) of all information supplied to us for the purposes of the renewal of this insurance. A copy of the completed application will be supplied on request within a period of three months after its completion..

Claims since inception of this policy

Any claim which has been reported to Insurers under this policy is deemed to have been included in this Statement of Facts and does not need to be separately shown within the claim section of this document.

Appendix J

Hughenden Parish Council

Communication and Social Media Policy

This document is intended to provide a framework that empowers the Parish Council and individual Councillors to take a proactive approach to communication with the public, especially using social media. The Policy is adapted from and largely follows the Social Media Civility and Respect Guide and Policy Supplement produced by Breakthrough Communications for and on behalf of the Civility and Respect Project.

It is designed to be used both as an internal council document and in the public domain.

At the time of the publication of the current version of the Policy, it should be noted that Hughenden Council makes very little use of social media, though individual Councillors may be active users.

The Communication and Social Media Policy is divided into three sections. The first covers the Council's approach to communicating with the public, amongst Members and Officers, and with other organisations. The second section covers the responsibilities of Councillors when they communicate about the Council, on behalf of the Council or in the role of a Councillor, and specifically when they use social media to do so. The third section sets out what the Council expects from those who engage with the Council, including members of the public, other organisations and, of course, Members and Officers of the Council.

1. The Council's Communication Principles

We communicate responsibly and respectfully

- Be open and honest.
- Be civil and respectful.
- Do not post anonymously or use a false name.
- Debate is fine, so long as it is carried out in a civil and respectful way.

We engage in positive conversations

- Actively participate in positive discussions.
- Be open to different points of view and others opinions.

- Share good news and success from our area.
- Share posts or content from other local organisations, groups and individuals where it is appropriate to do so.

We do not accept poor conduct

- Do not spread false information or unsubstantiated accusations.
- Posts must not contain abuse, harassment, intimidation or threats of any form.
- Posts must not contain any form of discrimination – including racism, sexism, ageism, ableism, homophobia, transphobia or religious intolerance.
- No social media user should have to put up with abusive or threatening behaviour. I/we reserve the right to delete content, block individuals or report individuals to social media platforms when necessary.

2. Responsibilities of Councillors

Councillors are personally responsible for the social media content they create, publish and share. Being a councillor will not prevent someone else from pursuing legal action following the publication of an untrue statement. In such a situation you will likely be held personally liable.

Councillors should be mindful of the difference between fact and opinion. Councillors play a central role in preventing the spread of disinformation. They should think twice before they press 'send' or 'share,' or 'retweet'.

On social media, councillors should also keep in mind their responsibility in relation to confidential information, copyright, data protection, the pre-election period and exempt reports.

Councillors are subject to the Code of Conduct when communicating about the Council, on behalf of the Council or in their role as a Councillor, including on social media.

When using social media, Councillors should bear in mind the following principles of good practice:

- Be as open, inclusive and professional as possible when using social media.

- Get and give support. Where you feel able, provide support to fellow councillors online, and reach out to colleagues and your council for support where needed.
- If you are unsure about posting something, stop and ask for advice from an appropriate source first, before doing anything else.
- Bear in mind that what you post can affect the reputation of the council
- The council is a corporate decision-making body. Councillors cannot independently make decisions for the council over social media.
- You should make clear you are expressing personal views and opinions, and not speaking on behalf of the council unless authorised by the council to do so.
- For some issues and communications, responses may need to come from the council's official social media, rather than individual councillors responding.
- Councillors should be mindful of the difference between fact and opinion.
- Elected members play a central role in preventing the spread of disinformation.
- Don't leave your social media to take care of itself. Social media doesn't stop - it keeps going all day every day.
- Don't dismiss or ignore advice and guidance, particularly legal advice.
- Don't assume that a disclaimer or excuses will prevent someone from taking legal action against you.
- Make sure that your social media accounts are safe and protected with strong passwords and multiple-factor authentication where possible.
- Understand privacy settings. There is a range of settings to help you manage who can see or comment on your posts.
- Consider personal mental health and well-being. Taking a break from social media from time to time can be beneficial.

3. The Council's expectations of others and ourselves

1. Engaging with the council on social media

1.1 The council encourages members of the public, local organisations and community groups, members of the press, local councillors and others in our wider community to follow and engage with the council, including through social media accounts.

1.2 We also encourage everyone in our community to share content from our newsletters, website and social media accounts with their own social media networks. This is especially important, for example, during emergency situations or where sharing timely information is essential.

1.3 Councillors may choose to engage with the community on their own 'councillor' social media accounts. Communication about the Council, on behalf of the Council or in their role as a Councillor are subject to the Code of Conduct.

1.4 Individuals and organisations are responsible for the content that they choose to post to their social media accounts. This includes content created by others that individuals or organisations choose to distribute, re-post, retweet or share.

2. Conduct on social media

2.1 The Council will treat everyone with courtesy and respect in its communications including on its social media channels, and we therefore ask for the same in return from those who choose to engage with us.

2.2 We ask that council staff and councillors are treated courteously. Council staff and councillors should never be subjected to bullying or other forms of abuse or harassment.

2.3 Council staff and councillors have the right to carry out their civic duties and work without fear of being attacked or abused. Any behaviour whether that be verbal, physical or in writing, which causes either councillors or council staff to feel uncomfortable, embarrassed, or threatened, is unacceptable.

3. Reporting a civility and respect-related issue

3.1 Council staff and others communicating on behalf of the Council or operating the Council's social media accounts will at all times be mindful of the council's relevant policies, procedures and processes, including the Code of Conduct.

3.2 The council will record and report abuse directed at the Council. The Council may, for example, create screenshots of comments and keep a record of abusive or threatening communications, and may take further action as appropriate.

3.3 Council staff and councillors should not have to put up with abusive or threatening behaviour. When subjected to such behaviour. The council reserves the right to enact its relevant social media policies and may, for example, delete content, block individuals or report individuals to social media platforms when appropriate to do so.

3.4 The Council may need to report issues of poor conduct directly to social media platforms. For instance, if someone has created a 'fake account' or if someone is persistently abusive to the Council.

3.5 The Council reserves the right to report criminal matters it notices on social media to the Police. For instance, hate crime/speech or threats of violence.

3.6 Please get in touch with the Council if you feel that a councillor, member of staff or a user of our social media has failed to act in a civil and respectful way on our social media.

3.7 You can contact **((INSERT NAME))** the **((INSERT JOB TITLE))** in the following ways:

- **((ADDRESS))**
- **((TELEPHONE))**
- **((EMAIL))**

Appendix K

Payable Invoice Summary

Hughenden Parish Council

For the period 17 May 2023 to 17 May 2023

INVOICE DATE	CONTACT	SOURCE	REFERENCE	PLANNED DATE	GROSS	BALANCE	STATUS
1 Apr 2023	SSE - Gas - 4130336514	Payable Invoice	361899221 0006	17 May 2023	87.05	-	Paid
1 Apr 2023	SSE - Street Lighting 0726710016	Payable Invoice	RB10127541390	17 May 2023	303.06	303.06	Approved
1 Apr 2023	Hildreth's Garden Centre	Payable Invoice	D002439	17 May 2023	47.56	47.56	Approved
1 Apr 2023	Veolia ES (UK) Ltd	Payable Invoice	8781152341	17 May 2023	89.28	89.28	Approved
7 Apr 2023	Reed Specialist Recruitment Ltd	Payable Invoice	0239022367	17 May 2023	1,186.70	1,186.70	Approved
12 Apr 2023	SLCC	Payable Invoice	ORD509058-1	17 May 2023	52.30	52.30	Approved
14 Apr 2023	Reed Specialist Recruitment Ltd	Payable Invoice	0239040538	17 May 2023	963.46	963.46	Approved
19 Apr 2023	SLCC	Payable Invoice	ORD509075-1	17 May 2023	141.80	141.80	Approved
20 Apr 2023	Town & Country Security Systems	Payable Invoice	RB10161754190	17 May 2023	378.00	378.00	Approved
21 Apr 2023	Reed Specialist Recruitment Ltd	Payable Invoice	0239056608	17 May 2023	250.66	250.66	Approved
25 Apr 2023	Viking UK	Payable Invoice	2383387	17 May 2023	93.49	93.49	Approved
26 Apr 2023	BP Collins Solicitors	Payable Invoice	0279723	17 May 2023	2,589.60	2,589.60	Approved
27 Apr 2023	TBS Hygiene Ltd	Payable Invoice	3668	17 May 2023	633.60	633.60	Approved
28 Apr 2023	Reed Specialist Recruitment Ltd	Payable Invoice	0239072560	17 May 2023	1,257.22	1,257.22	Approved
28 Apr 2023	Azets	Payable Invoice	41203121	17 May 2023	780.00	780.00	Approved
30 Apr 2023	Azets	Payable Invoice	41203329	17 May 2023	287.10	287.10	Approved
30 Apr 2023	Clarity Copiers Ltd	Payable Invoice	451636	17 May 2023	35.14	35.14	Approved
30 Apr 2023	Spruced Up	Payable Invoice	0523HPC	17 May 2023	11,022.40	11,022.40	Approved
30 Apr 2023	Mainstream Digital Ltd	Payable Invoice	1086486	17 May 2023	55.80	55.80	Approved
30 Apr 2023	Mainstream Digital Ltd	Payable Invoice	1086485	17 May 2023	52.56	52.56	Approved
2 May 2023	Tree Top Arborists	Payable Invoice	2	17 May 2023	1,290.00	1,290.00	Approved
2 May 2023	Castle Water - Naphill - 2595013	Payable Invoice	8879754	17 May 2023	2.70	2.70	Approved
2 May 2023	Castle Water - Main Road - 2594157	Payable Invoice	8873275	17 May 2023	18.23	18.23	Approved
2 May 2023	Castle Water - Louches Lane - 2595015	Payable Invoice	8884903	17 May 2023	42.83	42.83	Approved
2 May 2023	Castle Water - Four Ashes - 2594146	Payable Invoice	8873534	17 May 2023	8.91	8.91	Approved
2 May 2023	Castle Water - The Common - 2595022	Payable Invoice	8881711	17 May 2023	29.85	29.85	Approved
5 May 2023	Securedesk	Payable Invoice	9133	17 May 2023	1,273.79	1,273.79	Approved
Total					22,973.09	22,886.04	

Appendix L

Dog Waste Bins at Naphill and Great Kingshill

On its meeting on 21 March 2023 Full Council considered two requests for additional dog waste bins: two in Great Kingshill and three at The Crick Naphill.

The draft minutes of that meeting record that “the provision of extra dog bins was agreed in principle as part of a broader audit of such amenities to ensure appropriate provision across the Parish”.

There are currently 22 dog waste bins provided by the Parish Council at locations with the parish. These locations are detailed in the table below (information provided by TBS Hygiene).

BIN NO	LOCATION
1	PRIMROSE HILL(BRACKLEY ROAD END) (Access Via Gate on Primrose Hill)
2	PRIMROSE HILL JCT WITH WINDMILL LANE
3	BETWEEN COCKPIT ROAD & COMMON ROAD HP15 6ER
4	THE GREEN - THE COMMON / COMMON ROAD HP15 6EZ
5	GREAT KINGSHILL PLAYGROUND - COMMON ROAD (GREEN BIN) HP15 6ER
6	WALTERS ASH - JCT OF MAIN ROAD / TEMPLEWOOD
7	KING GEORGE FIELD - COOMBE LANE.
8	KING GEORGE FIELD - COOMBE LANE. Relocated 13.04.16 1st field behind village hall HP14 4LG--ACROSS FIELDS IN WOODS
9	THE GLEBE / MAIN ROAD, NAPHILL. HP14 4QB
10	DOWNLEY ROAD, NAPHILL.
11	KINGSHILL ROAD, FOUR ASHES - Nr COCKSHOOT WOOD. HP15 6LH ---WALK TO 2ND FIELD
12	GEORGES HILL fr WINDMILL LANE BY BUS STOP
13	PRIMROSE GREEN (OFF GEORGES HILL) F/P FROM HAINES ROAD
14	GEORGES HILL OPP SHOPS ON GREEN. JCT WITH COWSLIP ROAD
15	WINDMILL ESTATE - OFF COLUMBINE RD, WIDMER END HP15 6AJ
16	MAIN ROAD, WALTERS ASH - AT THE BACK OF THE ALLOTMENT S
17	WIDMER END FAR END OF GRANGE RD HP15 6AD
18	WIDMER END--outside allotments opp 2 Windmill Lane
19	KING GEORGE FIELD - COOMBE LANE VILLAGE FOOTBALL PITCH
20	WIDMER END FAR END OF GRANGE RD HP15 6AD (2ND BIN)
21	END OF DOWNLEY ROAD-NAPHILL COMMON
22	END OF CHAPEL LANE-NAPHILL COMMON

Annexed to this report are two maps showing the positions for which new bins have been requested – those for Naphill are marked as blue dogs on the map, those for Great Kingshill are shown as red crosses.

TBS Hygiene has been asked for a quote to supply, install and enter into a contract to empty these additional bins the costs quote are:

“To supply and install x one 45ltr dog waste bin and root-mounted post, the cost would be £434.00 + VAT.

To carry out an emptying service of x said bin/s the cost would be £4.00 + VAT for a weekly service.

Should you agree to have x 5 bins installed all at the same time then the unit cost would reduce to £414.75 + VAT per bin”

So, in the first year the cost of installing all five bins would be £2073.75 and the emptying costs would be £800 (assuming 40 weeks of emptying) – a total budget requirement of £2,874. In subsequent years the emptying cost would be £1,040 per year (£208 per bin).

It is recommended that Council ask the Clerk to have five new dog waste bins installed at the locations indicated and provides a budget of £2,874 in the current year for this task.

Appendix M

Key

HPC General Action Tracker						
Completed	Task	Minute Reference/Authority	Responsibility	Deadline	Update	Notes/Next action
In progress						
Superseded or deadline missed						
1	Cloudy IT Training (Covering the use of the MS 365 suite)		26-Sep-22	Clerk to arrange		
2	Office alarm system with system from Town & Country		26-Sep-22		Complete	Think this is complete - cross ref finance tracker
3	Streetlights working Group, quotes for streetlight repairs	8-Nov-22 & 10-Jan-23			See report of Working Group to Council on 21 March 2023	
4	Procurement exercise for playgrounds @ GKH & Templewood	24-Nov-22 & 10-Jan-23				CL22.BUD.8.6 and CL23.1.13 Appendix H
5	GKH Pond adoption	Minute reference required				AKA Cockpit Hole
6	Review of HPC land and income following recommendation by auditor	14-Feb-23 (Min 21)	Clerk to check		Progress is being made through other work being undertaken. Budget profiling of income as part of the transfer to Xero helps show when income is due. Also the progress on the GKCC lease. The register/listing can be completed as an operational matter before the next visit of the IA (12 June 2023) - as can a review of lease agreements - any updating of leases is a matter for Council	The February minute refers to a recommendation of the External Auditor when in fact the recommendations came from the Internal Auditor. The two specific recommendations were "Council to set up a register/listing of regular amounts due, detailing both the amounts and dates due" (Medium) and "Council to review and update its lease agreements" (high)
7	Cricket Club Lease		Clerk to share advice with Councillors with		Working Group met; written request sent to BP Collins for advice on 28 February 2023; followed up by telephone conversation between Clerk & solicitor on 29 March and Clerk used delegated authority to authorise 3-4 hours work in reading the file. Advice received 21 April 2023 and circulated to Cllrs 24 April 2023	
8	Finance committee clerking?	Minute reference required	14-Feb-23 (Min 11)	any recommendations		
9	Clerk to report upon progress towards completing the steps required to put the Civility and Respect Pledge to the Council		08-Nov-22	Clerk		
10	Council to review current fees & charges for June Meeting		13-Dec-23	Council	In hand for June meeting	
11	Annual Parish Meeting planning		10-Jan-23	Cllr Kearey	Complete 14 April 2023	
12	Write to Mr Barlow re: Local Policing Consultation to ask how else the PC could support him		10-Jan-23	Clerk		
13	Internal audit report responses	10-Jan-23 & 21-Mar-23	Clerk in consultation with Chair of Finance Committee		Substantive response considered at Full Council on 21 March - additional responses can be taken to Full Council 16 May 2023	There is time to review and respond to all IA recommendations before the final 2022/23 audit visit on 12 June 2023. A number of intermediate actions are complete
14	Instruct Tree Top to carry out quoted tree works		10-Jan-23	Clerk	Instruction given February and repeated March 2023.	
15	Councillor vacancies publicised	14-Feb-23 (Min 5)	Clerk		On 21 March 2023, to reassure neighbours following a fallen branch, Locum Clerk agreed an additional £300 re works to a Ash Tree C003 at Walters Hill Allotments not covered by previous quote - correspondence between Treetops and Liz indicates work has started.	
16	Sam Thomas - Acceptance of Office	14-Feb-23 (Min 6)	Clerk		Complete 15 February 2023	
17	Publish change of Council Meeting dates from May onwards	14-Feb-23 (Min 8)	Clerk		Complete 14 March 2023	
18	Clerk to purchase a MVAS unit of up to the value of £4000 net of VAT having sought 3 quotations.	14-Feb-23 (Min 10)	Clerk		Complete	
19	Standing order review and adoption	14-Feb-23 (Min 12)	Clerk		Quotes have been sought; Clerk's offer of oral update at April meeting declined	
20	Clerk to instruct Matrix to carry out quoted provision of new gates for the Garden of Rest	14-Feb-23 (Min 15)	Clerk		Complete 11 April 2023	
21	Clerk to obtain additional information on this solar panel project and write to other village halls regarding solar panels and EV charging for future projects. Councillors to consult with all Village Halls about plans for solar panels and EV charging points	14-Feb-23 (Min 17)	Clerk		Instruction given 1 March 2023	Electric works complete; Installation expected May 2023
22	Notify Spruced Up of their successful bid for Grounds Maintenance	14-Feb-23 (Min 24)	Clerk		Assemble an up to date list of Village Hall and Residents Association Chairs and Secretaries	
23	Review & Publish Burial Regulations	21-Mar-23 (Min 7 a)	Clerk		Contract signed and issued to Spruced Up - Action Complete 1 March 2023	
24	Benchmarking exercise of Burial Fees	21-Mar-23 (Min 7 b)	Clerk		To be undertaken as part of the temporary Burial Clerk's work - estimate ready for June meeting of Council	
25	Carry out repairs to streetlight no 57	21-Mar-23 (Min 8.1 a)	Clerk		To be undertaken as part of the review of fees & charges due for June meeting of Council - see No 10 Sparkx has been asked for a quote for this single element of the detailed quote; they have also been asked for a putative work date	
26	Write to occupiers whose hedges/ trees impede access to or obscure the light from streetlights no 61, 25 and 27	21-Mar-23 (Min 8.1 b)	Clerk		Letters to be written w/c 24 April 2023	

27	Ensure there is a label on all the parish footway lights providing the telephone no of the office	21-Mar-23 (Min 8.1 c) i) Clerk	Labels have been sourced and ordered
28	Write to the Windmill Estate Maintenance Company and Widmer End Residents Association	21-Mar-23 (Min 8.1 c) ii) Clerk	Letters to be written w/c 24 April 2023
29	Disseminate information about Council's approach to street lights	21-Mar-23 (Min 8.1 c) iii) Council	
30	Have arrangements in place for investigating and resolving problems re street lights	21-Mar-23 (Min 8.3 1) Clerk	
31	Develop mini-allotments at the Primrose Hill site	21-Mar-23 (Min 8.3 2)	Maintenance Team have been instructed to carry out the work
32	Review T&C of allotment tenancy agreements with ref to mini-allotments	21-Mar-23 (Min 8.3 3) Clerk	
33	Audit of Dog Bins	21-Mar-23 (Min 9) Clerk	
34	Obtain quotes for new community noticeboard in GK	21-Mar-23 (Min 10) & 11-Apr-23 (Min 10) Clerk	Delegated authority for Clerk to install noticeboard within bus shelter (up to £1,000)
35	Let contract for Hedges	11-Apr-23 (Min 5)	
36	Write to the residents occupying land adjoining land that the Parish Council owns or rents and remind them that they do not have rights of access on to the Council's land	11-Apr-23 (Min 8) Clerk	Letters to be written w/c 24 April 2023
37	Obtain second quote re old main entrance gates at the Garden of Rest	11-Apr-23 (Min 9) Clerk	Spruced-up asked to quote
38	Update Bank Mandates	11-Apr-23 (Min 13) Clerk	In progress
39	Development and adoption of a Social Media Policy	11-Apr-23 (Min 17) Comms WG	Draft to be considered at Full Council 16 May 2023