

**NORTH HORSHAM PARISH COUNCIL  
PARISH COUNCIL MEETING - THURSDAY 6<sup>th</sup> JULY 2023 AT 7.30pm**

**CLERK'S REPORT  
To be read in conjunction with the Agenda**

**1. Public Forum.**

Members of the public are invited to put questions or draw relevant matters to the Council's attention, prior to the commencement of business. This is for a period of up to 15 minutes and shall be limited to 3 minutes per person.

**2. Apologies for Absence.**

Apologies and reasons for absence to be given to the Clerk.

**Decision : To note apologies for absence.**

**3. Declarations of Interest.**

Members are advised to consider the Agenda for the meeting and determine in advance if they may have a **Personal, Disclosable Pecuniary or Other Registrable Interest** in any of the Agenda items. If a Member decides they do have a declarable interest, they are reminded that the interest and the nature of the interest must be declared at the commencement of the consideration of the Agenda item; or when the interest becomes apparent to them. Details of the interest will be minuted.

If the interest is a **Disclosable Pecuniary Interest**, Members are reminded that they must take no part in the discussions of the item at all; or participate in any voting; and must withdraw from the meeting chamber, unless they have received a dispensation.

Where you have an **Other Registrable Interest** (which is not a Disclosable Pecuniary Interest), Members are reminded that they must withdraw from the meeting chamber after making representations or asking questions.

**5. Decisions made by delegated power since 18<sup>th</sup> May 2023 for ratification.**

There have been no decisions taken under the agreed Scheme of Delegation.

**7. S106 Funding for Sports equipment**

At the Property Committee Meeting held 6<sup>th</sup> April 2023, Members considered applying for S106 funding which is allocated to "Holbrook Tythe Barn Indoor Sports" with the relevant extract of the Minutes as follows :

*PR/114/23 - Officers have looked at potential indoor sports that could be offered to community group hirers as part of their room hire, which could generate additional hirers and have made the following suggestions to purchase, using the available S106 funding (Members noted that the figures include VAT reclaim for HTB at 70%):*

*Indoor carpet bowls kit - £1104.08*

*Shove Ha'penny Board - £84.79*

*15 x folding games tables - £2212.20*

*'Kurling' game - £388.58*

*Shuffleboard - £158.99*

*Total S106 funding to apply for = £3948.64.*

*Members **RESOLVED** to **RECOMMEND** to Council to apply for allocated S106 funds, totalling £3948.64 for indoor sports items at Holbrook Tythe Barn.*

**Decision : To approve the recommendation from the Property Committee Meeting held 6<sup>th</sup> April (Min. PR/114/23 refers) and apply for £3,948.64 of S106 funding from HDC for the identified indoor sports equipment for Holbrook Tythe Barn.**

**8. Reports from Representatives on Outside Bodies**

Any Members who act as Representative on Outside Bodies will be invited to give any reports.

**10. Report from the North Horsham Community Land Trust (NHCLT) link councillor**

Members are asked to note that the Parish Council has continued to support the NHCLT by providing a small room for 2 daytime meetings in June and July, free of charge.

**11. Chairman’s Announcements.**

There are no Chairman’s Announcements

**12. To review and adopt Standing Orders (inc. Terms of Reference) and Financial Regulations**

As is usual at this time of year, the Council needs to review the Standing Orders (inc. Terms of Reference) and Financial Regulation.

A draft copy of the Standing Orders is attached as **Appendix 1**, with any suggested amendments shown in red. It should be noted that the Financial Regulations were considered and recommended to Council for adoption at the Finance and Administration Committee meeting held 15<sup>th</sup> June 2023 (Min. FA/10/23 refers) and a copy of the recommended document will be circulated by email.

Whilst there are no proposed amendments to the Standing Orders themselves, minor amendments are recommended for the Terms of Reference to standardise the quorums for the Committees and to also include specific reference to the CIL working party.

**Decision :**

**12.1 To approve and adopt the reviewed Standing Orders inc. Terms of Reference**

**12.2 To approve the Financial Regulations following recommendation by the Finance and Administration Committee**

**13. Financial Matters**

**i. Finance Report to show income, expenditure and reserves to 31<sup>st</sup> May 2023**

**Funding at 31<sup>st</sup> May 2023**

Precept (half year)	182,673
Environmental Grant (half year).	5,873
<b>Total</b>	<b>188,546</b>

**Income to 31<sup>st</sup> May 2023**

Cost Centre	Actual income	Annual Budget	Estimated income to 31 <sup>st</sup> May 2023*
Admin	3,169	200	33
Allotments**	965	995	995
North Heath Hall	9,916	71,000	11,834

Holbrook Tythe Barn	6,187	38,000	6,333
Multi Court Lettings	4,081	26,600	4,433
Roffey Millennium Hall	11,932	45,000	7,500
<b>Total</b>	<b>36,250</b>	<b>181,795</b>	<b>31,128</b>

### Expenditure to 31<sup>st</sup> May 2023

Cost Centre	Actual Expenditure	Annual Budget	Estimated expenditure to 31 <sup>st</sup> May 2023*
Admin***	18,656	54,570	20,345
Grants	1,830	10,000	1,667
Burial ****	0	7,460	1,242
Personnel	52,021	349,650	58,275
Planning, Env, Trans	0	1,500	250
Allotments	65	1,560	260
Amenity Rec & Open Spaces	7,382	56,485	9,414
North Heath Hall	5,520	30,778	5,130
Holbrook Tythe Barn	3,127	28,095	4,683
Roffey Millennium Hall	6,184	42,840	7,140
<b>Total</b>	<b>94,785</b>	<b>582,938</b>	<b>108,406</b>

\* Total cost centre budget for 2022/23 divided by 2/12th.

\*\* Allotment invoices are sent out annually. The full income is expected by the end of April.

\*\*\* Includes, in Actual Expenditure, Annual Insurance Premium of £13,884 paid May 2023 and includes, in Estimated Expenditure, Full Year Budget for Insurance of £13,500

\*\*\*\* Paid quarterly in Months 2,5,8 & 11

A detailed Income and Expenditure together with Payment Lists for April (£47,923.78) and May 2023 (£182,493.73) - also published on the Parish Council website - are attached as **Appendix 2**.

### Income

At the end of Month 2 of the 2023/24-year, income is slightly higher than the anticipated by approx. 16%, an increase on the 11% at the end of month 1.

### Expenditure

Overall, expenditure is approx. 13% lower than would be expected at the end of the month, a widening from the gap of 10.5% at the end of month 1.

### Reserves

As at 31<sup>st</sup> May 2023 remaining funds, including the 1<sup>st</sup> half year precept payment received and General Reserves, stood at £353,620.

In addition, there are additional Earmarked Reserves of £274,772 a reduction of £2,309 from the balance at the end of month 1, due to expenditure of £50 on replacement water jugs, £957 for a repair to the electrical installation for the MUGA floodlights, £582 for plans of NHH regarding the washroom refurb, £160 for playground maintenance and £560 for tree surgery.

## Summary

As mentioned above, there is £5,122 more revenue income than budgeted for at the end of month 2 together with £13,621 less revenue expenditure than anticipated.

**Decision: To note the Financial Report to 31<sup>st</sup> May 2023 and the Payment Lists for April and May 2023.**

## 14. Code of Conduct

The current code of Conduct was adopted in July 2021 and is based on the HDC Code, which in turn uses the model code as prepared by the LGA.

At the end of 2021, HDC made revisions to their Code which are shown in red on the draft document attached as **Appendix 3**. It should be noted that HDC have included a new clause 10 in Appendix B under Declaring Interests which reads as follows;

*Where you have an Other Registerable Interest or Non-Registerable Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it.*

but this addition has not been included in the NHPC version as we do not operate a Cabinet system.

As Members can see, the revisions include clarification of the Other Registrable Interest description in Table 2 of Appendix B which is required as the previous version was ambiguous and unclear. It is the recommendation of the Clerk to adopt this revised document and furthermore, that all Members complete a revised Section H of their Register of Interest Forms which correlates with the amended descriptions in the updated Code.

**Decision : To adopt the revised Code of Conduct, as circulated, and for all Members to complete an update Section H of the Register of Interests (to be circulated by the Clerk after the meeting).**

## 15. Policies

Members are referred to the reviewed Fire Safety Policy, Health & Safety - General Statement of Policy and Complaints Policy attached as **Appendices 4a, 4b and 4c**.

Any proposed amendments are shown in red.

Members are asked to agree the reviewed documents.

**Decision: To approve the reviewed Fire Safety Policy, Health & Safety - General Statement of Policy and Complaints Policy**

Members are also referred to the recommendation from the Personnel Committee Meeting held 1<sup>st</sup> June 2023 (Min. PER/0/23 refers) to adopt the reviewed Lone Working Policy and

Staff Performance and Development Policy (available on the NHPC website with the report to the Committee meeting at which they were considered).

**Decision : To ratify the recommended Lone Working Policy and Staff Performance and Development Policy.**

## **16. Risk Management Scheme**

Members are invited to review and, if acceptable, approve the Risk Management Scheme (attached as **Appendix 5**). The documents that form this Scheme include :-

- **Fire Safety Policy** - Considered under Agenda item 13
- **Health & Safety Statement of General Policy** - Considered under Agenda item 13
- **Legionella Control Policy** - last review July 2022; next due July 2024
- **Fire Safety Risk Assessment** - Last carried out by Assurity in April 2021 (copy available by email if required) at RMH and NHH and October 2022 at HTB. Next review due April 2024 for all three buildings. Interim desk review undertaken April 2023.
- **Health and Safety Risk Assessment** - reviewed documented as at July 2023 to be circulated by email
- **Legionella Risk Assessment** - Last carried out by Assurity in February 2023 (copy available by email if required) with the next review due February 2025.
- **Financial and Management Risk Assessment** - Last reviewed by the Finance & Administration Committee at the meeting held 13<sup>th</sup> October 2022 (Min. FA/32/22 refers) with the next review due by December 2023.

Any documents not attached to this report are either published on the NHPC website as part of the Agenda/Report for the meeting at which they were approved or, in the case of the Assessments undertaken by external consultants, are available in the Parish Office on request as they are too large to append to the report.

**Decision : To review and approve the Risk Management Scheme**

## **17. Warm Banks**

At the Property Committee Meeting held 1<sup>st</sup> December 2022 (Min. PR/078/22 refers), Members discussed the possibility of organizing or working with partners to set up a “warm bank”. However, as it was too late to put anything in place for the winter of 2022/23, it was agreed that the matter would be referred to Council during the summer of 2023, to consider make arrangements for the winter 2023/24.

When considering this subject, Members are asked to give consideration to the daily management of any drop in area including issues such as staffing, refreshments, activities etc.

**Decision: To consider a Warm Bank provision in winter 2023/24**

## 18. Business Plan 2023-27

Members attended a briefing session with Trevor Leggo of WSALC on Tuesday 6<sup>th</sup> June regarding the review of the Business Plan. A copy of the existing Plan will be circulated by email for Members' information.

From the "sticky label" exercise undertaken at the session, the following areas from the existing plan were identified as being of importance for those in attendance, and possibly a focus for the next 12 months :-

### Transport

Better cycle routes

Support for a walking and cycling infrastructure plan

Improving non- vehicular access across the A264 to link to Mowbray and north of the Parish

### Working with others

Help NHCLT

Improve communications between Councils

Engage with WSCC regards to speeding on local roads

### Current Parish Council Activities

Increase occupancy at halls

Promote the best use of resources

Keep Council Tax low

### Community

More community involvement and engagement

Encourage applicants to fill Councillor vacancies

Improve awareness of the existence of the Parish Council

Raise awareness of the Parish Council facilities available

Work to achieve a close relationship with the new Mowbray Community

### Development

To be involved as a facilitator in the development of a strategy for the improvement/redevelopment of Roffey centre

Continued engagement with the developer of the Horsham Enterprise Park (former Novartis site)

Property Portfolio for income and more affordable homes on developments in North Horsham

To work with HDC and others in relation to Mowbray development and determine the Parish Council's future position.

Before bringing a draft document back to Council for consideration, Members are asked if there are any other new objectives to be included. An example would be the potential for Neighbourhood Wardens for the Parish or to substantially increase the reach and

engagement of the Parish Council with all residents with a potential for the change of name for the Parish Council.

It is the Clerk's suggestion that, to simplify and focus the plan, Section 8 - Key priorities, costings and notes, should only include those items that the Council wishes to prioritise for the next 12 to 18 months. If Members agree, taking into account the findings of the visioning session and any new objectives agreed previously, what are the points (possibly maximum of 6 to 8) that should be included.

Alternatively, Members may wish to hold a further stand alone session, to continue the discussions regarding the priorities before bringing a revised Business Plan back to Council for approval.

**Decision : To consider and agree the next steps for the preparation of a new Business Plan.**

**19. Request for further support of Girls Only Community Football Days at MUGA**

Members will recall that at the January Full Council Meeting, Members considered and then agreed to a request from South Coast Sports (SCS) for the use of the MUGAs at Holbrook Tythe Barn for one day, free of charge, for a Girls Only Community Football Day during the school easter holidays (Min. FC/103/23 refers).

SCS will be returning to the MUGAs over the school summer holidays hiring the pitches for 5 weeks/3 days a week. They have, however, requested the support of the Parish Council in providing two additional Girls Only Community Football Days on Friday 4<sup>th</sup> and Monday 14<sup>th</sup> August free of charge.

**Decision: Do Members agree to the use of the MUGAs for Girls Only Community Football on two days free of charge?**

**20. Correspondence**

See **Appendix 6**, with the second list circulated separately at the meeting.

**Decision: To receive correspondence lists from 18<sup>th</sup> May to 5<sup>th</sup> July 2023**



# North Horsham Parish Council

## Standing Orders

**?<sup>th</sup> July 2023**

**Review date - July 2024**

**Adapted from Model Standing  
Orders 2018 (Updated April 2022)  
(England)**



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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 chairman 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 chairman 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 and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- 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 chairman 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 chairman of the meeting.
- k One or more amendments may be discussed together if the chairman 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 chairman 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 chairman 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 chairman 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 three 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 for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting.**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- 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 chairman of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than three 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 chairman 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 chairman 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 chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman 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 Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one).**
  - p **The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
  - 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 chairman 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 Chairman 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 meeting be less than three.**

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

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

x A meeting shall usually start at 7.30pm unless agreed otherwise and 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 a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer two days before the meeting that they are unable to attend;
- vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
- vii. shall permit a committee other than a standing committee, to appoint its own chairman 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.

## **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 Chairman and Vice-Chairman (if there is one) of the Council.**
- f **The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chairman of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.**
- j Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business shall include:
  - i. **In an election year, delivery by the Chairman 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 Chairman of the Council of his 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 legal agreements) with 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. 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 Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chairman 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 chairman 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 chairman 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 two thirds of all 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 chairman 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.
- 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 seven 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 chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included 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

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

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

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

- e **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- 
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- 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 he has 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 he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he has 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 he has another interest if so required by the Council's code of conduct. He may return to the meeting after it has considered the matter in which he 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 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 Chairman of Council of this fact, and the Chairman 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 District Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

#### **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 four days before the meeting confirming his withdrawal of it;
  - iii. **convene a meeting of the Council for the election of a new Chairman 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 one is appointed;
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;  
(*see also standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the Planning, Environment and Transport Committee within three 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, Environment and Transport 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 "Joint Panel on Accountability and Governance - 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 keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
  - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.



- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the “light Touch” arrangement under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
  - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the Council’s specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council’s written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. the invitation to tender shall be advertised in 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.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC’s procurement guidance contains further details.**

#### **19. HANDLING STAFF MATTERS**

- a. A matter personal to a member of staff that is being considered by any meeting of the Council held in public is subject to standing order 11.
- b. Absence from work will be reported in line with the Parish Council’s absence from work policy. An overview of absence from work will be reported to the Personnel Committee annually unless circumstances dictate it should be more frequently.

- c The Chairman of the Council and another member of the Personnel Committee shall 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 the Personnel Committee.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior employee shall contact the Chairman of the Council or in his absence, the Vice Chairman of the Council in respect of an informal or formal grievance matter. This matter shall be progressed informally by the most senior employee and reported to the Personnel Committee as appropriate.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Clerk relates to the Chairman or Vice-Chairman of the Council, this shall be communicated to another member of the Council and progressed to the Personnel 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).
- h The Council shall keep all written records relating to employees secure. All paper records shall be secured in a locked cupboard. Electronic records shall be password protected and if possible encrypted.
- i Access and means of access by keys and/ or computer password to records of employment referred to in standing orders 19(f) and (g) above shall be provided only to the Clerk, Deputy Clerk and Chairman of the Council. (As in 6.11 of the Financial Regulations)

## **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 his 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.

**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.**

## **24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS**

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County 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
  - ii. issue orders, instructions or directions.

## **26. STANDING ORDERS GENERALLY**

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

- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least two thirds 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.

## **27. TERMS OF REFERENCE OF NORTH HORSHAM PARISH COUNCIL**

- a To consist of 19 Members, with a quorum of seven, including any Co-opted Members in attendance. To meet bi-monthly (but not August) and to be responsible for the normal statutory responsibilities of the Council, including, but not limited to -
  - a. Setting the overall Budget and Precept
  - b. Standing Orders
  - c. Code of Conduct for Members
  - d. Councillor Training
  - e. Emergency organisation
  - f. Major Projects
  - g. Complaints and Grievances (via the Complaints Panel)
  - h. Partnership Initiatives
  - i. Parish Plan
  - j. Liaison with Outside Organisations
  - k. Byelaws
  - l. Council Structure

## **28. TERMS OF REFERENCE OF THE STANDING COMMITTEES AND WORKING PARTIES OF NORTH HORSHAM PARISH COUNCIL**

### **a) FINANCE AND ADMINISTRATION COMMITTEE**

Has delegated authority and should consist of 7 members and may include the Chairman and Vice-Chairman of the Council, with a quorum of 3. To meet as required, but at least bi-monthly and to be responsible for -

- a. Initial review of the Annual Accounts
- b. Initial review of Financial Regulations and Financial Policy

- c. Initial review of the Annual Accounts
- d. Initial review of Financial Regulations and Financial Policy
- e. Initial review of Internal and External Audits
- f. Budget Preparation
- g. Monitoring of Budgets
- h. Insurance
- i. Administrative Office Equipment
- j. Banking arrangements
- k. Payment authorization
- l. Grants
- m. Corporate Business Plan

**b) PROPERTY COMMITTEE**

Has delegated authority and shall consist of 10 members, with a quorum 3. To meet bi-monthly and to be responsible for the following -

- a. Committee Budget preparation.
- b. Monitoring Committee Budget
- c. All property assets owned by the Council
- d. Property Maintenance through the Repairs & Renewals Fund
- e. To review and agree all Health & Safety and Fire Risk Assessments of all assets without the need to bring them to full Council.
- f. To review and adopt the Terms and Conditions of Hire for Parish Council Premises (including the multi-courts)

**c) PLANNING, ENVIRONMENT & TRANSPORT COMMITTEE**

Has delegated authority and shall consist of 12 members with a quorum 3. To meet every month and to be responsible for the following –

- a. Committee Budget preparation
- b. Monitoring Committee Budget
- c. All planning applications within the Parish
- d. Planning policy
- e. Environmental matters
- f. Local waste policy
- g. Transport matters
- h. Local transport provision

**d) PERSONNEL COMMITTEE**

Has delegated authority and shall consist of the Chairman and Vice Chairman of Council and the Chairman of the Finance & Administration Committee and four other Members, with a quorum of 3. To meet at least four times a year and to be responsible for the following -

- a. Committee Budget preparation.
- b. Monitoring of Committee budget
- c. Disciplinary matters involving members of staff
- d. Grievances from members of staff
- e. General staff matters
- f. Staff Training
- g. Staff appraisals
- h. Establishment numbers
- i. Employment legislation

**e) INTERNAL CONTROLS WORKING GROUP PARTY**

Has no delegated authority and reports to the Finance and Administration Committee. The Working Party Group can consist of all members of the Finance and Administration Committee, to undertake tasks from a programme of work agreed annually and with a quorum of two. Meetings shall be held at least four times per year to consider the following -

- a. Accounting procedures of the Council
- b. Banking procedures
- c. Adherence to Financial Regulations
- d. Internal procedural spot checks

**f) COMMUNITY INFRASTRUCTURE LEVY WORKING PARTY**

Has no delegated authority and reports to Council. The Working Party can consist of three members - one member from each of the Finance and Administration Committee, Property Committee and Planning, Environment and Transport Committee with a quorum of two. Meetings shall be held twice a year to consider and discuss projects to put forward to Council utilising the CIL money awarded from development. Can consider recommendations from other Committees.

**fg) COMPLAINTS PANEL**

- a. Responsible to full Council. To consist of any three Members of Council, with confirmation of appointment by the Chairman of Council.
- b. To meet as required; and to consider and report findings/Recommendations on the following to Council -
  - Complaints from members of the public in accordance with the Council's Procedure for handling complaints from the public.

**gh) OTHER WORKING GROUPS**

The Council, or its Committees are empowered to set up short term working groups made up of a number of members or an individual. Their functions would be -

- a. To undertake a task or tasks delegated to it from Council or its Committees
- b. To undertake research and investigative work into a specific project
- c. To put forward alternative suggestions as a means of dealing with the project for consideration
- d. To put forward a series of Recommendations.
- e. It is important to the effectiveness of a Working Group that it is able to meet as and when required during the "life" of the Group.

The transactions of all the above Committees, sub-Committees and Panels, but not Working Groups, shall be recorded in Minutes, which must go as a matter of report to the Council. Any matter requiring the approval of the Council shall be worded as a Recommendation and the Minutes of proceedings should be sent out within two (2) weeks of the meeting or, if this is not possible, the Recommendations should be specifically listed in the Council meeting agenda. Minutes should state the principal arguments for and against proposals and record the decision. Working Groups will not require formal agendas and Minutes, but they will be required to give notes and Reports to their "parent" Committee or Council.

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North Horsham Parish Council

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Detailed Income & Expenditure by Budget Heading 31/05/2023

Month No: 2

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>101 Administration</b>								
1008 Miscellaneous Income	23,072	0	0	0			0.0%	
1175 CIL Payment	11,805	0	0	0			0.0%	
1176 Precept	349,011	182,673	365,346	182,673			50.0%	
1196 Interest Received	1,860	3,169	200	(2,969)			1584.5%	
Administration :- Income	<b>385,747</b>	<b>185,842</b>	<b>365,546</b>	<b>179,704</b>			<b>50.8%</b>	<b>0</b>
4007 Councillors Training	65	33	1,000	967		967	3.3%	
4008 Councillors Expenses	6,347	1,542	7,000	5,458		5,458	22.0%	
4021 Telephone/Fax/Internet	3,406	464	3,200	2,736		2,736	14.5%	
4022 Postage	723	0	1,200	1,200		1,200	0.0%	
4023 Stationery and Printing	1,733	383	1,600	1,217		1,217	24.0%	
4024 Subscriptions	3,171	0	3,400	3,400		3,400	0.0%	
4025 Insurance	13,979	13,884	13,500	(384)		(384)	102.8%	
4028 IT Costs	2,527	1,498	2,800	1,302		1,302	53.5%	
4029 Website Maintenance	154	0	170	170		170	0.0%	
4032 Publicity/Marketing	0	0	500	500		500	0.0%	
4033 Newsletter	762	132	850	718		718	15.5%	
4038 Office Equipment Maint.	458	0	950	950		950	0.0%	
4051 Bank Charges	72	0	100	100		100	0.0%	
4053 PWLB Loan Charges	11,217	0	11,000	11,000		11,000	0.0%	
4057 External Audit Fees	1,300	(1,300)	1,400	2,700		2,700	(92.9%)	
4058 Professional Services	3,575	1,910	3,350	1,440		1,440	57.0%	
4059 Internal Audit Fees	349	(165)	450	615		615	(36.7%)	
4100 Chairman's Allowance	335	0	400	400		400	0.0%	
4120 Roffey Hall Equipment	674	275	700	425		425	39.3%	
4122 Office Equipment	493	0	1,000	1,000		1,000	0.0%	
Administration :- Indirect Expenditure	<b>51,341</b>	<b>18,656</b>	<b>54,570</b>	<b>35,914</b>	<b>0</b>	<b>35,914</b>	<b>34.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>334,406</b>	<b>167,186</b>	<b>310,976</b>	<b>143,790</b>				
6001 less Transfer to EMR	11,805	0						
<b>Movement to/(from) Gen Reserve</b>	<b>322,601</b>	<b>167,186</b>						
<b>103 Grants</b>								
4155 Other Grants and Donations	5,780	1,830	10,000	8,170		8,170	18.3%	
Grants :- Indirect Expenditure	<b>5,780</b>	<b>1,830</b>	<b>10,000</b>	<b>8,170</b>	<b>0</b>	<b>8,170</b>	<b>18.3%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(5,780)</b>	<b>(1,830)</b>	<b>(10,000)</b>	<b>(8,170)</b>				



## Detailed Income &amp; Expenditure by Budget Heading 31/05/2023

Month No: 2

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>104 Burial</u>								
4101 Burial Charges	7,461	0	7,460	7,460		7,460	0.0%	
Burial :- Indirect Expenditure	<b>7,461</b>	<b>0</b>	<b>7,460</b>	<b>7,460</b>	<b>0</b>	<b>7,460</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(7,461)</b>	<b>0</b>	<b>(7,460)</b>	<b>(7,460)</b>				
<u>106 Personnel</u>								
4001 Salaries/NI/Pensions	314,844	51,250	343,000	291,750		291,750	14.9%	
4002 Childcare Vouchers	1,282	0	0	0		0	0.0%	
4003 Payroll Admin Charge	870	0	1,400	1,400		1,400	0.0%	
4009 Staff Expenses/Mileage	3,653	684	3,000	2,316		2,316	22.8%	
4010 Staff Training	1,460	0	1,600	1,600		1,600	0.0%	
4030 Recruitment Advertising	291	11	250	239		239	4.3%	
4067 Protective Clothing	381	76	400	324		324	19.1%	
Personnel :- Indirect Expenditure	<b>322,782</b>	<b>52,021</b>	<b>349,650</b>	<b>297,629</b>	<b>0</b>	<b>297,629</b>	<b>14.9%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(322,782)</b>	<b>(52,021)</b>	<b>(349,650)</b>	<b>(297,629)</b>				
<u>201 Planning, Env &amp; Transport</u>								
4305 Planning Consultant Fees	0	0	1,500	1,500		1,500	0.0%	
Planning, Env & Transport :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>1,500</b>	<b>1,500</b>	<b>0</b>	<b>1,500</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(1,500)</b>	<b>(1,500)</b>				
<u>301 Allotments</u>								
1050 Allotment Rents	983	965	995	30			97.0%	
Allotments :- Income	<b>983</b>	<b>965</b>	<b>995</b>	<b>30</b>			<b>97.0%</b>	<b>0</b>
4012 Water Rates	71	0	100	100		100	0.0%	
4102 Allotment Rent	275	0	275	275		275	0.0%	
4200 Grass cutting	554	65	765	701		701	8.4%	
4259 Allotment Maintenance	50	0	420	420		420	0.0%	
Allotments :- Indirect Expenditure	<b>950</b>	<b>65</b>	<b>1,560</b>	<b>1,496</b>	<b>0</b>	<b>1,496</b>	<b>4.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>33</b>	<b>901</b>	<b>(565)</b>	<b>(1,466)</b>				
<u>302 Amenity, Recs &amp; Open Sp</u>								
1100 Grants Received	10,677	5,873	10,678	4,805			55.0%	
Amenity, Recs & Open Sp :- Income	<b>10,677</b>	<b>5,873</b>	<b>10,678</b>	<b>4,805</b>			<b>55.0%</b>	<b>0</b>
4019 Window Cleaning	738	113	1,000	887		887	11.3%	
4200 Grass cutting	11,293	3,365	21,250	17,885		17,885	15.8%	

## Detailed Income &amp; Expenditure by Budget Heading 31/05/2023

Month No: 2

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4250 Bus Shelter Repairs	1,286	965	1,850	886		886	52.1%	
4251 Play Area & M Crts Maint	7,251	830	7,875	7,045		7,045	10.5%	
4252 Open Spaces	6,032	0	10,500	10,500		10,500	0.0%	
4253 Litter Warden/Clearance	486	117	945	828		828	12.4%	
4254 Community Services - Dog Bins	2,780	354	2,415	2,061		2,061	14.7%	
4255 Street Lighting - Maint/Supply	2,743	983	5,500	4,517		4,517	17.9%	
4258 Multicourts Maintenance	3,720	620	3,750	3,130		3,130	16.5%	
4260 Workshop	49	0	500	500		500	0.0%	
4302 Notice Board Maintenance	321	34	900	866		866	3.8%	
Amenity, Recs & Open Sp :- Indirect Expenditure	<b>36,698</b>	<b>7,382</b>	<b>56,485</b>	<b>49,103</b>	<b>0</b>	<b>49,103</b>	<b>13.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(26,020)</b>	<b>(1,509)</b>	<b>(45,807)</b>	<b>(44,298)</b>				
6001 less Transfer to EMR	996	0						
<b>Movement to/(from) Gen Reserve</b>	<b>(27,016)</b>	<b>(1,509)</b>						
<u>401 North Heath Hall</u>								
1000 Hall Lettings	64,492	9,916	71,000	61,084			14.0%	
North Heath Hall :- Income	<b>64,492</b>	<b>9,916</b>	<b>71,000</b>	<b>61,084</b>			<b>14.0%</b>	<b>0</b>
4011 NNDR	6,487	973	7,350	6,377		6,377	13.2%	
4012 Water Rates	826	0	975	975		975	0.0%	
4014 Electricity	2,543	378	2,900	2,522		2,522	13.0%	
4015 Gas	5,074	1,366	2,690	1,324		1,324	50.8%	
4016 Cleaning Materials	860	203	1,470	1,267		1,267	13.8%	
4017 Refuse Bin Clearance	973	150	882	732		732	17.0%	
4018 Sanitary Waste	118	37	336	299		299	10.9%	
4019 Window Cleaning	590	91	735	644		644	12.3%	
4034 Maintenance - Electrical	2,100	208	1,575	1,367		1,367	13.2%	
4035 Maintenance - Elect Eqp Insp	600	430	580	150		150	74.1%	
4036 Maintenance - General	2,245	527	2,100	1,573		1,573	25.1%	
4037 Maintenance - Fire Alarm Syst	420	0	615	615		615	0.0%	
4039 Maint - Intruder Alarm	1,070	375	1,000	625		625	37.5%	
4041 Maintenance - Fire Extg Insp	47	0	170	170		170	0.0%	
4042 Maintenance - Gas Boiler etc	274	310	685	375		375	45.2%	
4044 Maintenance - Partition Wall	348	348	840	493		493	41.4%	
4061 Legionella Testing	525	0	385	385		385	0.0%	
4063 Maintenance - Plumbing	406	95	685	590		590	13.9%	
4065 Fire Prevention Sundries	0	0	105	105		105	0.0%	
4066 Keyholder Services	180	30	200	170		170	15.0%	
4500 Internal Redecorations	0	0	4,500	4,500		4,500	0.0%	
North Heath Hall :- Indirect Expenditure	<b>25,685</b>	<b>5,520</b>	<b>30,778</b>	<b>25,258</b>	<b>0</b>	<b>25,258</b>	<b>17.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>38,807</b>	<b>4,396</b>	<b>40,222</b>	<b>35,826</b>				
6001 less Transfer to EMR	1,550	0						

## Detailed Income &amp; Expenditure by Budget Heading 31/05/2023

Month No: 2

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Movement to/(from) Gen Reserve</b>	<b>37,257</b>	<b>4,396</b>						
<b>402 Holbrook Recreation Centre</b>								
1000 Hall Lettings	36,771	6,187	38,000	31,813			16.3%	
1010 Multi Court Lettings	21,991	4,081	26,600	22,519			15.3%	
<b>Holbrook Recreation Centre :- Income</b>	<b>58,761</b>	<b>10,268</b>	<b>64,600</b>	<b>54,332</b>			<b>15.9%</b>	<b>0</b>
4011 NNDR	3,543	583	4,200	3,617		3,617	13.9%	
4012 Water Rates	838	316	1,315	999		999	24.0%	
4014 Electricity	3,792	579	3,415	2,836		2,836	17.0%	
4015 Gas	1,289	219	1,575	1,356		1,356	13.9%	
4016 Cleaning Materials	1,303	148	1,470	1,322		1,322	10.1%	
4017 Refuse Bin Clearance	825	150	885	735		735	17.0%	
4018 Sanitary Waste	118	37	255	218		218	14.4%	
4019 Window Cleaning	258	40	475	435		435	8.4%	
4034 Maintenance - Electrical	339	0	5,155	5,155	2,076	3,079	40.3%	
4035 Maintenance - Elect Eqp Insp	600	80	2,065	1,985		1,985	3.9%	
4036 Maintenance - General	2,101	292	1,995	1,703		1,703	14.6%	
4037 Maintenance - Fire Alarm Syt	747	0	630	630		630	0.0%	
4039 Maint - Intruder Alarm	932	375	1,000	625		625	37.5%	
4041 Maintenance - Fire Extg Insp	64	0	170	170		170	0.0%	
4042 Maintenance - Gas Boiler etc	751	199	525	326		326	37.8%	
4061 Legionella Testing	480	0	370	370		370	0.0%	
4063 Maintenance - Plumbing	455	80	765	685		685	10.5%	
4065 Fire Prevention Sundries	665	0	630	630		630	0.0%	
4066 Keyholder Services	180	30	200	170		170	15.0%	
4500 Internal Redecorations	166	0	1,000	1,000		1,000	0.0%	
<b>Holbrook Recreation Centre :- Indirect Expenditure</b>	<b>19,445</b>	<b>3,127</b>	<b>28,095</b>	<b>24,968</b>	<b>2,076</b>	<b>22,892</b>	<b>18.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>39,316</b>	<b>7,141</b>	<b>36,505</b>	<b>29,364</b>				
<b>403 Roffey Millennium Hall</b>								
1000 Hall Lettings	52,770	11,475	45,000	33,525			25.5%	
1004 Equipment Sale/Sundry Income	660	240	0	(240)			0.0%	
1006 Refreshment Sale Income	1,408	217	0	(217)			0.0%	
1008 Miscellaneous Income	256	0	0	0			0.0%	
<b>Roffey Millennium Hall :- Income</b>	<b>55,093</b>	<b>11,932</b>	<b>45,000</b>	<b>33,068</b>			<b>26.5%</b>	<b>0</b>
4011 NNDR	6,737	1,183	7,700	6,517		6,517	15.4%	
4012 Water Rates	1,573	244	1,260	1,016		1,016	19.4%	
4014 Electricity	6,128	976	5,385	4,409		4,409	18.1%	
4015 Gas	3,859	745	6,300	5,555		5,555	11.8%	

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Month No: 2

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4016 Cleaning Materials	1,344	199	1,445	1,246		1,246	13.7%	
4017 Refuse Bin Clearance	1,699	295	1,750	1,455		1,455	16.9%	
4018 Sanitary Waste	118	37	245	208		208	15.0%	
4019 Window Cleaning	812	125	1,040	915		915	12.0%	
4020 Refreshment Sale Cost/Sundries	446	134	315	181		181	42.5%	
4034 Maintenance - Electrical	1,197	358	2,100	1,742		1,742	17.1%	
4035 Maintenance - Elect Eqp Insp	610	80	2,730	2,650		2,650	2.9%	
4036 Maintenance - General	3,330	416	3,460	3,044		3,044	12.0%	
4037 Maintenance - Fire Alarm Syt	420	0	580	580		580	0.0%	
4039 Maint - Intruder Alarm	925	375	1,000	625		625	37.5%	
4040 Maintenance - Elevator	774	154	790	636		636	19.5%	
4041 Maintenance - Fire Extg Insp	86	0	170	170		170	0.0%	
4042 Maintenance - Gas Boiler etc	545	433	945	512		512	45.8%	
4044 Maintenance - Partition Wall	688	0	630	630		630	0.0%	
4061 Legionella Testing	578	0	395	395		395	0.0%	
4062 Air Conditionaig Maintenance	277	0	315	315		315	0.0%	
4063 Maintenance - Plumbing	353	105	1,365	1,260		1,260	7.7%	
4064 Lightning Conductor Works	195	0	315	315		315	0.0%	
4065 Fire Prevention Sundries	153	0	105	105		105	0.0%	
4066 Keyholder Services	180	30	200	170		170	15.0%	
4500 Internal Redecorations	1,000	295	2,300	2,005		2,005	12.8%	
Roffey Millennium Hall :- Indirect Expenditure	<b>34,025</b>	<b>6,184</b>	<b>42,840</b>	<b>36,656</b>	<b>0</b>	<b>36,656</b>	<b>14.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>21,068</b>	<b>5,748</b>	<b>2,160</b>	<b>(3,588)</b>				
<u>901 Earmarked Reserves</u>								
4900 Repairs & Renewals Reserve	54,130	6,531	0	(6,531)		(6,531)	0.0%	6,531
Earmarked Reserves :- Indirect Expenditure	<b>54,130</b>	<b>6,531</b>	<b>0</b>	<b>(6,531)</b>	<b>0</b>	<b>(6,531)</b>		<b>6,531</b>
<b>Net Expenditure</b>	<b>(54,130)</b>	<b>(6,531)</b>	<b>0</b>	<b>6,531</b>				
6000 plus Transfer from EMR	54,150	6,531						
6001 less Transfer to EMR	20	0						
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>0</b>						
Grand Totals:- Income	<b>575,755</b>	<b>224,795</b>	<b>557,819</b>	<b>333,024</b>			<b>40.3%</b>	
Expenditure	<b>558,298</b>	<b>101,316</b>	<b>582,938</b>	<b>481,622</b>	<b>2,076</b>	<b>479,546</b>	<b>17.7%</b>	
<b>Net Income over Expenditure</b>	<b>17,457</b>	<b>123,480</b>	<b>(25,119)</b>	<b>(148,599)</b>				
plus Transfer from EMR	<b>54,150</b>	<b>6,531</b>						
less Transfer to EMR	<b>14,371</b>	<b>0</b>						
<b>Movement to/(from) Gen Reserve</b>	<b>57,236</b>	<b>130,011</b>						

## LLOYDS Bank Accounts

## List of Payments made between 01/04/2023 and 30/04/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/04/2023	Horsham District Council	030423-01	207.44		Dog Bins Collection
03/04/2023	British Gas Business	030423-02	240.82		Gas - 18/02 to 15/03/2023
03/04/2023	Horsham District Council	030423-03	292.00		Rates
03/04/2023	British Gas Business	030423-04	432.34		Electr - 14/02 to 13/03/2023
03/04/2023	Horsham District Council	030423-05	484.25		Rates
03/04/2023	Horsham District Council	030423-06	594.32		Rates
03/04/2023	British Gas Business	4620	1,075.72		Gas - 18/02 to 15/03/2023
06/04/2023	Amazon Business	060423-01	136.71		Hot Water Urn
06/04/2023	BEL Signs	060423-02	423.12		Sign for Aminity play area
06/04/2023	Cain Markings Ltd	060423-03	744.00		Pitch Maintenance
06/04/2023	Enterprise Services Group Ltd	060423-04	66.17		Hygiene Services
06/04/2023	H Griffiths	060423-05	45.00		Travel Expenses
06/04/2023	Horsham Locksmiths Ltd	060423-06	126.00		Door Maintenance
06/04/2023	D. Lees	060423-07	43.20		Travel Expenses
06/04/2023	Indeed UK Operations Ltd	060423-08	227.17		Job Advertisement
06/04/2023	Onkaar Pandora Box	060423-09	23.93		Genral Maintenance
06/04/2023	Otis Ltd	060423-10	732.62		Lift Repairs - EMR
06/04/2023	Pitney Bowes Finance Ltd.	060423-11	180.03		Postage
06/04/2023	Mr Alan Randall	060423-12	149.40		Travel Expenses
06/04/2023	Servcom Services UK Ltd.,	060423-013	315.00		Boiler Repairs
06/04/2023	N. Simmonds,	060423-14	80.00		Electrical Repairs
06/04/2023	M Stoner,	060423-15	41.40		Travel Expenses
06/04/2023	T C Maintenance	060423-16	143.50		Build Maintenance
06/04/2023	Wigthman & Parrish Ltd	060423-17	795.15		Cleaning Materials
06/04/2023	N. Simmonds,	060423-18	415.00		Light Repair & testing
14/04/2023	NETCOM	140423-01	451.88		IT Support
14/04/2023	SOS Systems	140423-02	102.89		Printing & Stationery
17/04/2023	Fidelis Security Ltd	170423-01	1,350.00		Key Holder Security Alarm
17/04/2023	Grasstex Ltd	170423-02	425.46		Open space Cleaning
17/04/2023	Horsham District Council	170423-03	82.50		Refuse Collection
17/04/2023	Horsham District Council	170423-04	82.50		Refuse Collection
17/04/2023	Horsham District Council	170423-05	132.00		Refuse Collection
20/04/2023	British Gas Business	200423-01	738.15		Electr - 01/03 to 31/03/2023
24/04/2023	British Gas Business	240423-01	708.12		Gas - 02/03 to 31/03/2023
24/04/2023	Amazon Business	240423-01	71.38		General Maintenance
24/04/2023	Horsham Locksmiths Ltd	240423-02	774.00		Locksmith Doors Repairs
24/04/2023	NETCOM	240423-03	330.30		IT Support
24/04/2023	Society of Local Council Clerk	240423-04	470.00		Subscription Fees
24/04/2023	Southern Counties Tea & Coffee	240423-05	133.91		Refreshments
24/04/2023	Streetlights	240423-06	654.79		Street Lighting Maintenance
24/04/2023	T C Maintenance	240423-07	1,650.00		Electric Maintenance
24/04/2023	Viking Direct	240423-08	171.74		Stationery
24/04/2023	Grant for Friendship Club	BACS	830.00		9059
25/04/2023	British Gas Business	250423-01	334.30		Electr - 01/03 to 31/03/2023
27/04/2023	Grigg & Co	270423-01	280.00		General Repairs Plumbing
27/04/2023	West Sussex County Council	270423-02	27,055.82		Professional Fees
28/04/2023	Servcom Services UK Ltd.,	280423-01	3,079.75		EMR - Water Heater Boiler

Lloyds Bank Accounts

List of Payments made between 01/04/2023 and 30/04/2023

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
		<b>Total Payments</b>	<u>47,923.78</u>		

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## LLOYDS Bank Accounts

## List of Payments made between 01/05/2023 and 31/05/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/05/2023	Horsham District Council	020523-02	207.44		Dog Bins Collection
02/05/2023	Horsham Publications Ltd	020523-01	82.20		Newsletter
02/05/2023	Horsham District Council	020523-03	291.00		Rates-May 2023
02/05/2023	EDF Energy Ltd	020523-04	459.70		Street Lighting18/1 to17/04/23
02/05/2023	Horsham District Council	020523-05	489.00		Rates-May 2023
02/05/2023	Horsham District Council	020523-06	589.00		Rates-May 2023
03/05/2023	CCLA Deposit Account	030523-01	150,000.00		Deposit Transfer to CCLA
05/05/2023	British Gas Business	050523-01	417.39		Electr- 14/03 to13/04/23
09/05/2023	British Gas Business	090523-01	171.92		Gas - 16/03 to 18/04/2023
09/05/2023	British Gas Business	090523-04	960.96		Gas - 16/03 to 18/04/2023
09/05/2023	Lloyds Credit Card Payment	BACS	67.00		Misc Expenses
09/05/2023	Wigthman & Parrish Ltd	090523-05	585.83		Cleaning Materials
09/05/2023	Amazon Business	090523-06	69.75		Green Gloves _ Caretaker
09/05/2023	City Electrical Factors Ltd	090523-07	54.30		Electr Maintenance
09/05/2023	Enterprise Services Group Ltd	090523-08	66.17		Hygiene Services
09/05/2023	Forest View Tree Surgery,	090523-09	860.00		Tree Management service
09/05/2023	Leadbeater locks	090523-10	49.50		General Repairs
09/05/2023	Mulberry & Co	090523-12	162.00		Internal Audit 2022/23
09/05/2023	Otis Ltd	090523-13	185.15		Lift Maintenance Contract
09/05/2023	Pro-Servicing Ltd	090523-14	417.00		Partition Wall Maintenance
09/05/2023	Ten Little Toes Baby Bank	090523-15	1,000.00		Grant for Ten Little Teos
09/05/2023	N. Simmonds,	090523-16	80.00		Electrc Repairs
09/05/2023	Trafalgar Cleaning Equipment L	090523-17	80.75		General Maintenance
09/05/2023	Wigthman & Parrish Ltd	090523-18	73.80		Cleaning Materials
09/05/2023	N. Simmonds,	090523-19	165.00		Security Key Holder
09/05/2023	Scottish Water Business Stream	090523-02	244.44		Water Charges 20 Jan-20 Apr 23
09/05/2023	Scottish Water Business Stream	090523-03	316.16		Water Charges 20 Jan-20 Apr 23
10/05/2023	Grasstex Ltd	100523-01	1,107.29		Open Space Grass Cutting
15/05/2023	SOS Systems	150523-01	186.46		Printing & Stationery
17/05/2023	Horsham District Council	170523-01	67.60		Refuse Collection - NHH
17/05/2023	Horsham District Council	170523-02	67.60		Refuse Collection - HTB
17/05/2023	Horsham District Council	170523-03	135.20		Refuse Collection - RMH
18/05/2023	British Gas Business	180523-01	625.56		Electr - 01/04 to 30/04/2023
19/05/2023	RBS Software Solutions	190523-01	906.00		Professional Fees for Yearend
19/05/2023	British Gas Business	190523-02	596.88		Gas - 02/04 to 01/05/2023
22/05/2023	Amazon Business	220523-01	13.38		General Maintenance
22/05/2023	BEL Signs	220523-02	52.80		Uniform
22/05/2023	Cain Markings Ltd	220523-04	744.00		Pitch Maintenance
22/05/2023	EMBH Group Ltd	220523-05	59.99		Jugs
22/05/2023	H New Electrical Services	220523-06	957.23		Repair at MC floodlight feed
22/05/2023	D. Lees	220523-07	36.90		Travel Expenses
22/05/2023	Zoom Video Communications Inc	220523-08	119.90		Subscription
22/05/2023	Servcom Services UK Ltd.,	220523-09	90.00		North Hall No Heating Inspect
22/05/2023	T C Maintenance	220523-10	526.00		General Maintenance
22/05/2023	HR Servies Partnership	220523-11	570.00		5 Hours Support
23/05/2023	NETCOM	230523-01	806.40		Telephone & Internet cost
23/05/2023	British Gas Business	230523-02	188.81		Electr - 01/04 to 30/04/2023

## LLOYDS Bank Accounts

## List of Payments made between 01/05/2023 and 31/05/2023

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
23/05/2023	NETCOM	230523-01	456.56		Telephone Cost
26/05/2023	Amazon Business	260523-01	21.94		High Vest Caretaker
26/05/2023	Incor Group Management Ltd	260523-02	483.12		Window Cleaning
26/05/2023	N. Simmonds,	260523-03	225.00		Electr Maintenance
26/05/2023	T C Maintenance	260523-04	1,419.50		Manor Fiels Bust Stop Repairs
30/05/2023	Arthur J Gallagher Insurance	300523-01	13,884.15		Insurance Cost

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	<b>Total Payments</b>		<u>182,493.73</u>		
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# North Horsham Parish Council

## Code of Conduct

*Adapted from the Code of Conduct adopted by Horsham District Council on 28 April 2021, following the decision by full Council to adopt the Local Government Association's New Model Code (with minor amendments as recommended by Standards Committee).*

Presented at the North Horsham Parish Council Meeting July 29<sup>th</sup> 2021 for adoption **and last reviewed at the Council Meeting 6<sup>th</sup> July 2023.**

To be reviewed in July 2025 subject to any changes being made previously in line with matters notified in Appendix C.

### Statement

The role of Councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as Councillors we can be held accountable and all adopt the behaviours and responsibilities associated with the role. Our conduct as individual Councillors affects the reputation of all Councillors. We want the role of Councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become Councillors.

As Councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area; taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.

Importantly, we should be able to undertake our role as a Councillor without being intimidated, abused, bullied or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

### Introduction

The Local Government Association (LGA) has developed its Model Councillor Code of Conduct, in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance. It is a template for councils to adopt in whole and/or with local amendments.

All Councils are required to have a local Councillor Code of Conduct.

The LGA will undertake an annual review of its Code to ensure it continues to be fit-for-purpose, incorporating advances in technology, social media and changes in legislation. The LGA can also offer support, training and mediation to councils and

Councillors on the application of the Code and the National Association of Local Councils (NALC) and the county associations of local Councils can offer advice and support to Town and Parish Councils.

## Definitions

For the purposes of this Code of Conduct, a “Councillor” means a Member or co-opted Member of a Local Authority or a directly elected Mayor. A “co-opted Member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a Member of the authority but who

- a) is a Member of any committee or sub-committee of the authority, or;
- b) is a Member of, and represents the authority on, any joint committee or joint sub-committee of the authority; and
- c) who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

For the purposes of this Code of Conduct, “local authority” covers county councils, district councils, London borough councils, parish councils, town councils, **neighbourhood councils** fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

## Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a Councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow Councillors, Local Authority officers and the reputation of local government. It sets out general principles of conduct expected of all Councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of Councillor and local government.

## General principles of Councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, Councillors and Local Authority officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of Councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of Councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my Local Authority’s requirements and in the public interest.

## **Application of the Code of Conduct**

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted Member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when:

- you are acting in your capacity as a Councillor and/or as a representative of your Council
- you are claiming to act as a Councillor and/or as a representative of your council
- you are giving the impression that you are acting as a Councillor and/or as a representative of your Council
- you refer publicly to your role as a Councillor or use knowledge you could only obtain in your role as a Councillor.

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and Parish Councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

# Standards of Councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a Councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

## General Conduct

### 1. *Respect*

#### As a Councillor:

- 1.1 **I treat other Councillors and members of the public with respect.**
  
- 1.2 **I treat Local Authority employees, employees and representatives of partner organisations and those volunteering for the Local Authority with respect and respect the role they play.**

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a Councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in Councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online. Any incident should be made known to the Chairman and/or the Clerk and reported to the Monitoring Officer or Standards Team and/or the relevant social media provider or the police as appropriate. This also applies to fellow Councillors, where action could then be taken under the Councillor Code of Conduct, and Local Authority employees, where concerns should be raised in line with the Parish Council's Dignity and Respect at Work Policy.

### 2. *Bullying, harassment and discrimination*

#### As a Councillor:

- 2.1 **I do not bully any person.**
  
- 2.2 **I do not harass any person.**
  
- 2.3 **I promote equality and do not discriminate unlawfully against any person.**

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the Local Authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

### **3. *Impartiality of officers of the Council***

**As a Councillor:**

- 3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the Local Authority.**

Officers work for the Local Authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

### **4. *Confidentiality and access to information***

**As a Councillor:**

- 4.1 I do not disclose information:**
- a. given to me in confidence by anyone**
  - b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
    - i. I have received the consent of a person authorised to give it;**
    - ii. I am required by law to do so;**
    - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
    - iv. the disclosure is:**
      - 1. reasonable and in the public interest; and**
      - 2. made in good faith and in compliance with the reasonable requirements of the Local Authority; and**
      - 3. I have consulted the Clerk/ Monitoring Officer prior to its release.**
- 4.2 I do not improperly use knowledge gained solely as a result of my role as a Councillor for the advancement of myself, my friends, my family members, my employer or my business interests.**

#### **4.3 I do not prevent anyone from getting information that they are entitled to by law.**

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the Local Authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

### **5. *Disrepute***

#### **As a Councillor:**

##### **5.1 I do not bring my role or Local Authority into disrepute.**

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other Councillors and/or your Local Authority and may lower the public's confidence in you or your Local Authority's ability to discharge your/ its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your Local Authority into disrepute.

You are able to hold the Local Authority and fellow Councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

### **6. *Use of position***

#### **As a Councillor:**

##### **6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.**

Your position as a Member of the Local Authority provides you with certain opportunities, responsibilities and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

### **7. *Use of Local Authority resources and facilities***

#### **As a Councillor:**

##### **7.1 I do not misuse Council resources.**

##### **7.2 I will, when using the resources of the Local Authority or authorising their use by others:**

- a. **act in accordance with the Local Authority's requirements; and**
- b. **ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the Local Authority or of the office to which I have been elected or appointed.**

You may be provided with resources and facilities by the Local Authority to assist you in carrying out your duties as a Councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of Local Authority buildings and rooms.

These are given to you to help you carry out your role as a Councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the Local Authority's own policies regarding their use.

## **8. *Complying with the Code of Conduct***

**As a Councillor:**

**8.1 I undertake Code of Conduct training provided by my Local Authority.**

**8.2 I cooperate with any Code of Conduct investigation and/or determination.**

**8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.**

**8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.**

It is extremely important for you as a Councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the Local Authority or its governance. If you do not understand or are concerned about the Local Authority's processes in handling a complaint you should raise this with your Clerk/Monitoring Officer.

## **Protecting your reputation and the reputation of the Local Authority**

### **9. *Interests***

**As a Councillor:**

**9.1 I register and declare my interests.**

You need to register your interests so that the public, Local Authority employees and fellow Councillors know which of your interests might give rise to a conflict of interest.

The register is a public document that can be consulted when (or before) an issue arises.

The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should declare an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be declared by you or other Councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or declare a disclosable pecuniary (i.e. financial) interest is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and declaring interests. If in doubt, you should always seek advice from your Clerk/ Monitoring Officer.

### ***10. Gifts and hospitality***

#### **As a Councillor:**

**10.1 I do not accept gifts or hospitality, irrespective of value, which could give rise to a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the Local Authority or from persons who may apply to the Local Authority for any permission, licence or other significant advantage.**

**10.2 I register with the Monitoring Officer via the Clerk any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**

**10.3 I register with the Monitoring Officer via the Clerk any significant gift or hospitality that I have been offered but have refused to accept.**

In order to protect your position and the reputation of the Local Authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a Councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a Councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a Councillor. If you are unsure, do contact your Monitoring Officer via the Clerk for guidance.



## **Appendices**

### **Appendix A – the Seven Principles of Public Life**

The principles are:

#### **Selflessness**

Holders of public office should act solely in terms of the public interest.

#### **Integrity**

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

#### **Objectivity**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

#### **Accountability**

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

#### **Openness**

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

#### **Honesty**

Holders of public office should be truthful.

#### **Leadership**

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

## Appendix B

### Registering interests

1. Within 28 days of this Code of Conduct being adopted by the Local Authority or your election or appointment to office (where that is later) you must register with the Monitoring Officer via the Clerk the interests which fall within the categories set out in Table 1 (Disclosable Pecuniary Interests) and Table 2 (Other Registerable Interests). Disclosable Pecuniary Interests means issues relating to money and finances.
2. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer via the Clerk.
3. A 'sensitive interest' is as an interest which, if disclosed, could lead to the Councillor/Member or co-opted Member, or a person connected with the Member or co-opted Member, being subject to violence or intimidation.
4. Where you have a 'sensitive interest' you must notify the Monitoring Officer via the Clerk with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

### Declaring interests

5. Where a matter arises at a meeting which directly relates one of your Disclosable Pecuniary Interests, you must declare the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest, just that you have an interest.
6. Where a matter arises at a meeting which directly relates to one of your Other Registerable Interests, you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', again you do not have to declare the nature of the interest.
7. Where a matter arises at a meeting which *directly relates* to your financial interest or well-being (and is not a Disclosable Pecuniary Interest) or a financial interest or well-being of a relative or close associate, you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest.

8. Where a matter arises at a meeting which *affects* –
  - a. your own financial interest or well-being;
  - b. a financial interest or well-being of a friend, relative, close associate; or
  - c. ~~a body included in those you need to declare under Disclosable Pecuniary Interests~~  
a financial interest or wellbeing of a body included under Other Registrable Interests as set out in **Table 2**

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied.

9. Where the matter (referred to in paragraph 8 above ) affects the financial interest or well-being:
  - a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
  - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest.

**Table 1: Disclosable Pecuniary Interests**

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

<b>Subject</b>	<b>Description</b>
<b>Employment, office, trade, profession or vocation</b>	Any employment, office, trade, profession or vocation carried on for profit or gain. [Any unpaid directorship.]
<b>Sponsorship</b>	Any payment or provision of any other financial benefit (other than from the council) made to the Councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a Councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
<b>Contracts</b>	Any contract made between the Councillor or his/her spouse or civil partner or the person with whom the
	Councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council - (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
<b>Land and Property</b>	Any beneficial interest in land which is within the area of the Council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the Councillor or his/her spouse or civil partner or the person with whom the Councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.

<b>Licences</b>	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer
<b>Corporate tenancies</b>	Any tenancy where (to the Councillor's knowledge) - (a) the landlord is the Council; and (b) the tenant is a body that the Councillor, or his/her spouse or civil partner or the person with whom the Councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
<b>Securities</b>	Any beneficial interest in securities* of a body where - (a) that body (to the Councillor's knowledge) has a place of business or land in the area of the council; and (b) either - (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the Councillor, or his/ her spouse or civil partner or the person with whom the Councillor is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

\* 'director' includes a member of the committee of management of an industrial and provident society.

\* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

**Table 2: Other Registerable Interests**

<b>Any Body of which you are a member or in a position of general control or management and to which you are appointed or nominated by the council;</b>	
<del>Any Body</del>	<del>(a) exercising functions of a public nature;</del>
	<del>(b) directed to charitable purposes; or</del>

	<del>(e) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)</del>
<del>of which you are a member or in a position of general control or management.</del>	

## **Table 2: Other Registerable Interests**

You must register as an Other Registerable interest:

A: Any unpaid Directorships	
B: Any Body of which you are a member or in a position of general control or management and to which you are appointed or nominated by the council;	
C: Any Body -	(i) exercising functions of a public nature; (ii) directed to charitable purposes; or (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)
of which you are a member or in a position of general control or management.	

## **Appendix C – the Committee on Standards in Public Life**

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on Local Government Ethical Standards. If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

Best practice 1: Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

Best practice 2: Councils should include provisions in their code of conduct requiring Councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by Councillors.

Best practice 3: Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

Best practice 4: An authority's code should be readily accessible to both Councillors and the public, in a prominent position on a council's website and available in council premises.

Best practice 5: Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

Best practice 6: Councils should publish a clear and straightforward public interest test against which allegations are filtered.

Best practice 7: Local authorities should have access to at least two Independent Persons.

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

Best practice 9: Where a Local Authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

Best practice 10: A Local Authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

Best practice 11: Formal standards complaints about the conduct of a Parish Councillor towards a clerk should be made by the chair or by the Parish Council as a whole, rather than the clerk in all but exceptional circumstances.

Best practice 12: Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to Parish Councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

Best practice 13: A Local Authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

Best practice 14: Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

Best practice 15: Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

The LGA has committed to reviewing the Code on an annual basis to ensure it is still fit for purpose.





# NORTH HORSHAM PARISH COUNCIL

## FIRE SAFETY POLICY

### POLICY STATEMENT

This Fire Safety Policy has been prepared by the Parish Clerk as the Responsible Person for the premises known as Roffey Millennium Hall, Holbrook Tythe Barn and North Heath Hall to comply with **The Regulatory Reform (Fire Safety) Order 2005** (FSO).

The purpose of this Policy is to ensure the safety from fire of all relevant persons on, or in the vicinity of the premises by effective planning organisation, control, monitoring and review of the preventative and protective measures

### KEY PRINCIPLES

This Policy will be used to ensure the provision of suitable and sufficient general fire precautions, assessment of risk and management of necessary fire safety arrangements. As such the following will be provided:

- The Deputy Clerk and Facilities Officer will be responsible for the provision of **safety assistance** to assist the Responsible Person in carrying out their duties under the FSO
- A suitable and sufficient **fire risk assessment** will be prepared, regularly reviewed and its significant findings acted upon
- A suitable and sufficient **fire emergency plan** will be prepared, regularly reviewed and practised by the regular carrying out of fire drills
- All necessary systems required as part of the general fire precautions (or other general systems or appliances required to be satisfactorily maintained to prevent the likelihood of fire) will be **tested and maintained** in accordance with the relevant code of practice.

Full records of these measures will be kept and made available for audit by the Fire and Rescue Service as required

### WHO DOES THE POLICY APPLY TO

The Policy applies to all employees and Councillors of North Horsham Parish Council

### REVIEW OF THE POLICY

Subject to any new legislation, changes in case law or the requirements of the Parish Council which require immediate amendment, the Fire Safety Policy will be reviewed annually. The next review is due in July 2024~~3~~.



# NORTH HORSHAM PARISH COUNCIL HEALTH AND SAFETY

## STATEMENT OF GENERAL POLICY

### POLICY STATEMENT

North Horsham Parish Council aims to protect all persons including employees, customers, contractors and members of the public from potential injury and damage to health which may arise from work activities through a positive scheme of risk management.

### KEY PRINCIPLES

The Parish Council will -

- Manage the health and safety risks in the workplace proactively to prevent accidents and cases of work-related ill health.
- Provide clear instructions and information, with adequate training, to ensure that employees are competent to do their work. The Parish Council will provide such information, training and supervision, as is needed for this purpose.
- Engage and consult with employees on day to day health and safety conditions as they arise.
- Implement emergency procedures.
- Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery and ensure safe storage/ use of substances.
- Maintain up to date records of Health and Safety incidents and Report under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) as appropriate.
- Give a high level of commitment to health and safety and will comply with all statutory requirements.

### WHO DOES THE POLICY APPLY TO

The Policy applies to all employees and Councillors of North Horsham Parish Council

### REVIEW OF THE POLICY

Subject to any new legislation or changes in case law which require immediate amendment; or any changes in the needs of the Parish Council, the Health and Safety - Statement of General Policy will be reviewed every 2 years. The next review will be in July 2025.

Adopted at the PCM July 2021

Reviewed July 2023



# North Horsham Parish Council

## CODE OF PRACTICE FOR HANDLING COMPLAINTS

### **1. Introduction**

- 1.1 This code of practice is based on the National Association of Local Councils (NALC) Legal Topic Note 9E (October 2022) ~~December 2018~~ on Handling Complaints (England).
- 1.2 Definition of a complaint  
*'A complaint is an expression of dissatisfaction, however made, about the council's action or lack of action or about the standard of a service, whether the action was taken or the service provided by the council itself or a person or body acting on behalf of the council.'*
- 1.3 Parish Councils as corporate bodies are not subject to the jurisdiction of The Local Government Ombudsman, and there are no provisions for another body to which complaints can be referred. Parish Councils should adopt a standard formal procedure for considering complaints for the benefit of good administration and transparency. The Council will do its utmost to settle complaints and satisfy complainants in the interest of the good reputation of the Council.
- 1.4 A complainant can be members of the public, councillors, employees of the council or members of an organisation.
- 1.5 The identity of a complainant will only be made known to those who need to consider a complaint. Care will be taken to maintain confidentiality where circumstances demand, e.g. where matters concern financial or sensitive information or where third parties are concerned.
- 1.6 The Parish Council will bear in mind the provisions of the General Data Protection Regulations 2018 and Freedom of Information Act 2000 in handling complaints.
- 1.7 **Any complainant must be asked at the outset to confirm if they want the complaint to be treated confidentially.**

### **2. Complaints outside this Code of Practice**

- 2.1 Depending on the nature of the complaint, there may be alternative routes to use rather than this complaints procedure.
- 2.2 The following categories fall outside this code of practice:-

Nature of Complaint	Refer to
Alleged financial irregularity.	Local electors have a statutory right to object to a Council's audit of accounts (s.27 (1) of the Local Audit and Accountability Act 2014) <del>(s.16 Audit Commission Act 1998)</del> . Contact the Council's auditor whose name and address can be obtained from the Clerk.
Criminal activity.	The police
Parish Councillor conduct alleged to breach the Code of Conduct adopted by the council.	A complaint relating to a Member's failure to comply with the Code of Conduct must be referred to Horsham District Council's Monitoring Officer
Employee conduct	<p>A complaint about the conduct of its employees must be handled in accordance with its complaints policy. If, following the outcome of the complaint, the Council decided that there may be a need to take disciplinary action, this should be in accordance with the Council's Disciplinary procedure.</p> <p><del>Report initially to the Clerk, but if the complaint is about the Clerk, report to the Chairman of the Council. Complaints regarding employees are dealt with under internal disciplinary procedures.</del></p>
Employee complaint about the workplace	Raise initially with the Line Manager, Clerk or Chairman who will follow the Grievance Policy.

### 3 Aims of The Code of Practice

3.1 Where a complaint relates to the administration or procedures of the Parish Council, this complaints procedure will normally be used to resolve the issue. The process aims to :-

- Be reasonable, accessible and transparent
- Provide a standard procedure for considering complaints
- Ensure that complainants feel satisfied that their grievance has been properly and fully considered.
- Treat all parties fairly.

- Keep the full Council informed.

#### **4 First stage - Informal complaints**

- 4.1 An informal complaint may be given orally or in writing to the Clerk. If a complaint is given to a Councillor, it is their duty to notify the Clerk or Chairman of the Council within seven working days.
- 4.1 The Clerk or Chairman of the Council will acknowledge receipt of the complaint within ten working days and do their best to resolve the complaint so that the complainant feels satisfied that their grievance has been fully considered, taken seriously and acted upon accordingly in a timely fashion.

#### **5 Second stage - Formal complaints**

##### **Before the meeting**

- 5.1 If the complaint is not resolved informally, the Clerk will ask the complainant to make a formal complaint in writing. If the complainant does not wish to put the complaint to the Clerk, they may be advised to put it in writing to the Chairman. The letter must state that a Formal Complaint is being lodged and should include the following information:-
- Name, address, **email** and telephone number of the complainant
  - The complaint about the Council's procedures or administration, **including relevant events, dates, names of Councillors, staff or contractors of the Council etc.**
  - How the issue has affected the complainant.
  - Copies of any relevant documents or other evidence to which the complainant may wish to refer at the meeting.
  - Details of third parties and their involvement.
  - What action the complainant believes is required to resolve the complaint.
- 5.2 On receipt of the written complaint the Clerk or Chairman will inform the complainant that the complaint will be considered by a Complaints Panel. The Complaints Panel will comprise the Chairman or Vice Chairman of the Council and any member of the four Standing Committees with a quorum of three. Their findings will ultimately be reported at the next Council Meeting. The complainant

will be informed that a mutually convenient date for a Complaints Hearing Meeting will be scheduled within 28 days. The Clerk will issue an agenda for the Complaints Hearing Meeting not less than three days before the meeting date. The complainant shall be invited to attend the Complaints Hearing Meeting and informed that they are allowed to bring one representative with them for support or who may speak on their behalf if they so wish.

- 5.3 Any documentation regarding the complaint not already supplied must be sent to the Clerk seven (7) clear working days prior to the meeting, excluding weekends and public holidays. The Council shall similarly provide the complainant with copies of any documentation upon which the Council wishes to rely at the meeting.

### **At the meeting**

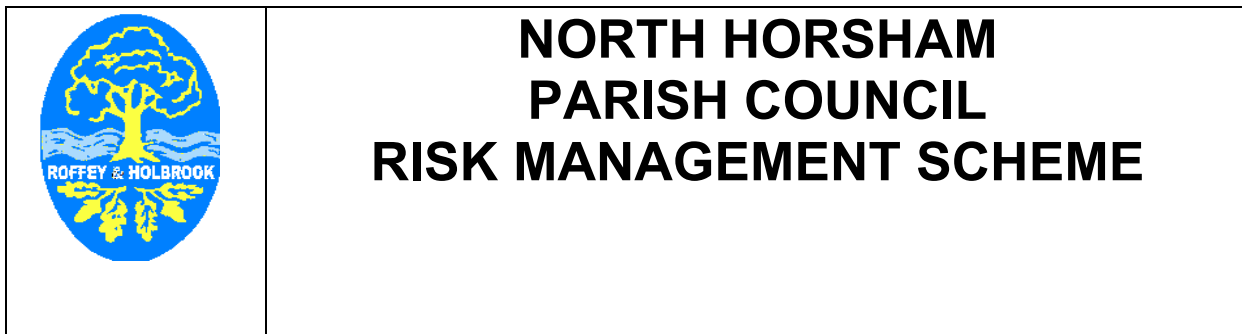
- 5.4 The Complaints Panel will appoint a Chairman for the Complaints Hearing Meeting. The Panel shall consider whether the circumstances of the meeting warrant the exclusion of the public and press.
- 5.5 The Chairman will introduce everyone present and explain the procedure that will be followed. (Outlined in 5.6 and 5.7)
- 5.6 The complainant (or their representative) will be invited to detail the complaint to the Complaints Panel. The Complaint Panel Members will then, if they wish, ask questions of the complainant relating to the complaint. The Parish Clerk, other officer or Councillor, will explain the Council's position relating to the complaint (if necessary). Panel Members will ask any question of the Parish Clerk, Officer or fellow Panel Member. The Parish Clerk or other Officer, Panel Member and complainant will be offered the opportunity to make any final comments (in that order).
- 5.7 The Parish Clerk or other Officer and the complainant to be asked to leave the room while the Panel Members decide whether or not the grounds for the complaint have been made. If a point of clarification is necessary, both parties are to be invited back into the meeting room. The Chairman may adjourn the meeting if wished in order that specialist advice may be sought. The Parish Clerk or other Officer and complainant will be invited to return to hear the recommendation to full Council. If a recommendation cannot be reached at the meeting, the Chairman will advise when the recommendation will be made and communicated to the complainant.

### **After the meeting**

- 5.8 Any recommendation on a complaint will be ratified and announced at the next meeting of the Council in public. Within seven (7) working days of the Council accepting the recommendation of the Complaints Panel, the Clerk will put the decision in writing to the complainant.

## **6. Reviewing and Monitoring the Policy**

- 6.1 The Clerk shall be responsible for reviewing this policy every two years or sooner if appropriate to ensure that it meets legal requirements and reflects best practice. The next review is in July 2025.



<b>Summary of the work of the Organisation</b>	<ol style="list-style-type: none"> <li>1. To undertake work associated with Parish and Town Councils.</li> <li>2. To provide Community venues for hire.</li> <li>3. To provide office accommodation for the Parish Council.</li> <li>4. To provide leisure facilities e.g. Play Areas.</li> <li>5. To provide community facilities e.g. seats, bus shelters, notice boards, land etc.</li> </ol>
<b>Name of Responsible Financial Officer/ Proper Officer</b>	Sarah Norman - Clerk to the Council
<b>Date for adoption</b>	July 2021
<b>Reviewed</b>	July 2023
<b>Next Review Due</b>	July 2024

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# RISK MANAGEMENT SCHEME

## INTRODUCTION

North Horsham Parish Council has a duty to assess and manage risks including the introduction of internal controls and/or external insurance cover where required. Full guidance is given in the Joint Panel on Accountability and Governance Practitioners' Guide March 2023. The Parish Council also has to comply with Fire Safety Regulations, Health and Safety Law and Legionella legislation along with other legal requirements. ~~In March 2020 a global pandemic resulted in additional measures being put in place to mitigate risk but with the removal of restrictions in 2022, these are no longer currently required. However, the Council continues to monitor the situation, ready to reassess any risks and bring in new measures should Government raise concerns about the transmission and severity of the COVID virus within the community.~~

North Horsham Parish Council has Policies in place for Health and Safety, Fire Safety and Legionella Control. These are supported by systems for identifying, assessing and recording risk through Health and Safety Risk Assessments, Fire Risk Assessments and Legionella Risk Assessments. The Parish Council has a Financial and Management Risk Assessment which gives an overarching view of risk associated with finance, security, property, legal, IT and the Council's reputation.

The Authority reviews risks annually as a means of addressing any identified risks and putting in place appropriate measures to mitigate and manage risk. This includes internal controls and/or the appropriate use of insurance cover.

The Risk Management Scheme co-ordinates Health And Safety, Fire Safety, Legionella, Financial and Management risks into one document to provide an overarching view of how risk is being managed.

Risk Assessments are carried out using a standard Management System throughout.

## MANAGEMENT SYSTEM

**PLANNING** - There will be a systematic approach to Risk Assessment, the selection of appropriate risk controls and priorities and performance standards will be established.

**ORGANISATION** - There will be consultation and communication with employees, employee involvement in risk assessment, sharing of information, clear instruction and appropriate training.

**ASSESSING RISK** - Risk will be evaluated and recorded using a standard matrix of likelihood and impact giving an overall risk level (See page 3).

**SCOPE OF THE RISK ASSESSMENT** - The risk assessment will record the hazard, the level of risk using the risk matrix on page 3 of the Risk Management Scheme and existing provisions for the safety and health and well-being of employees, customers, contractors and members of the public when using the Council's facilities and services. The risk

assessment will also provide actions for any necessary improvements to the identified provisions.

**INTERNAL CONTROL** - The risk will be evaluated against standard responses. Where measures are put in place to mitigate risk there will be a clarification of responsibilities and supervision to ensure that people fulfil their responsibilities. (See below)

**ACTION** - Improvements, where identified will be recorded and brought to the attention of the Council.

**MONITORING** - The Risk Management Scheme, policies and risk assessments will be monitored to measure how well hazards are being controlled. Monitoring will include inspections of the workplace and the management system in place; the thorough investigation of incidents and accidents in order to ascertain the underlying causes and effect the remedy.

**REVIEW** - All Risk Assessments within the Risk Management Scheme will be reviewed at least annually to ensure that they are effective and achieving the correct standard of risk control.

## ASSESSING RISK

In order to evaluate risk the potential consequences of an individual risk occurring (impact) is considered along with how likely this is to occur (likelihood). The following matrix is then applied and the overall risk determined.

<b>Likelihood</b>	Highly Likely	Medium	High	High
	Possible	Low	Medium	High
	Unlikely	Low	Low	Medium
		Negligible	Moderate	Severe
		<b>Impact</b>		

## INTERNAL CONTROL

Risk is unavoidable, and the Parish Council has to take action to manage risk in a way which it can justify to a level which is tolerable. The response to risk is called 'internal control' and may involve one or more of the following standard responses:

- **Tolerate the risk** - for risks where the downside is containable with appropriate contingency plans; where possible controls cannot be justified (E.g. because they would be disproportionate) and for unavoidable risks, e.g. terrorism.
- **Treat the risk** - impose controls so that the Parish Council can continue to operate or set up prevention techniques.
- **Transfer the risk** - buying in a service from a specialist external body or taking out insurance.
- **Terminate the activity giving rise to risk** - it may be best to stop an activity if there are intolerable risks or those where no response can bring the risk to a tolerable level.

'Principles of prevention' will also be taken into consideration:-

- (a) Combating the risk at source.
- (b) Avoiding risk where possible.
- (c) Evaluating risks that cannot be avoided.
- (d) Adapting technical process.
- (e) Replacing the dangerous by the non-dangerous or less dangerous.
- (f) Developing a coherent overall prevention policy that covers technology, organisation of work and the influence of factors relating to the working environment.
- (g) Giving collective protective measures priority over individual protective measures.
- (h) Giving appropriate instructions to employers.

## INSURANCE

JPAG Practitioners' Guide (2023) gives guidance on where insurance can be used to help manage risk as follows:-

- Loss or Damage to physical assets owned by the Parish Council.
- To cover risk of damage to a third-party property or individuals as a consequence of the Parish Council providing services or amenities to the public (public liability).
- To cover risk of consequential loss of income or the need to provide essential services following critical damage, loss or non-performance by a third party.
- To cover loss of cash through theft or dishonesty (fidelity guarantee).
- To cover legal liability as a consequence of asset ownership (public liability).

There may be benefit in working with others to help manage risk through buying in professional services, contracting out or leasing or hiring equipment.

## NORTH HORSHAM PARISH COUNCIL SUPPORTING DOCUMENTS

The Risk Management Scheme is supported by the Financial Regulations, Standing Orders, Fire Safety Policy, Health and Safety Statement of General Policy, Legionella Control Policy, Fire Safety Risk Assessments, Health and Safety Risk Assessment and Financial and Management Risk Assessment.

<b>Standing Orders</b> - review July 2023
<b>Financial Regulations</b> - review July 2023
<b>Fire Safety Policy</b> - review July 2023
<b>Health and Safety Statement of General Policy</b> - reviewed July 2023
<b>Legionella Control Policy</b> - review July 2022. <b>Next review July 2024</b>
<b>Fire Safety Risk Assessments</b> - large documents kept electronically. Independent fire risk assessments was undertaken at :- <ul style="list-style-type: none"><li>• Roffey Millennium Hall - April 2021 with the next external review due April 2024 with annual desk reviews undertaken in the interim</li><li>• North Heath Hall - April 2021 with the next external review due April 2024 with annual desk reviews undertaken in the interim</li><li>• Holbrook Tythe Barn - <b>October 2022</b> with the next external review due <b>April 2024</b> with annual desk reviews undertaken in the interim</li></ul>
<b>Health and Safety Risk Assessment</b> - review July 2023 and the Property Committee has delegated powers to review risk assessments
<b>Legionella Risk Assessment</b> - large documents kept electronically. Legionella Risk Assessments were undertaken at all venues by an independent company in <b>February 2023</b> . <b>No operational issues were raised, and no recommendations made.</b> Next review due <b>February 2025</b> .
<b>Financial and Management Risk Assessment</b> - Last reviewed by the Finance & Administration Committee at the meeting held 13 <sup>th</sup> October 2022; next review due by December 2023.

**North Horsham Parish Council Meeting on 6<sup>th</sup> July 2023**

Correspondence List 1 from 18<sup>th</sup> May to 14<sup>th</sup> June 2023

Below is a list of correspondence received at the Parish Council Office which has been circulated via email to all Councillors.

1.	<p><u>West Sussex County Council</u></p> <ul style="list-style-type: none"> <li>• Proposed permanent Traffic Order Horsham CPZ - TRO/HON8046/RC</li> <li>• News Release : West Sussex County Council says abuse of its highways staff will not be tolerated</li> <li>• Mental Health Awareness Week, free weight loss service, action on dementia, and more.</li> <li>• News release : Boost in funding for West Sussex flood prevention schemes</li> <li>• North Horsham-Annual Parish Report-PROW</li> <li>• BSIP phase 2 Engagement: Horsham Area</li> <li>• News Release : West Sussex County Council renews drive for host families for refugees</li> <li>• News Release : Director of Public Health urges parents and carers to get children immunised before starting school</li> <li>• West Sussex Recycles: Recycling Survey, Adur &amp; Worthing App and More...</li> <li>• News Release : Celebrate Carers Week by putting a plan in place</li> <li>• Response to resident complaint regarding road surfacing at Erica Way; copied to Parish Council by Cllr Andrew Baldwin</li> <li>• Road Closure date notification – Chennells Way and Lanark Close, Horsham - Carriageway Patching and Repair – 19/06/2023 – Horsham</li> <li>• News Release : Working together to SCRAP fly-tipping</li> <li>• Highways, Transport and Planning Newsletter</li> <li>• News Release : Celebrate the rich heritage and inspiring beauty of our wonderful county this Sussex Day</li> </ul>
2.	<p><u>Horsham District Council</u></p> <ul style="list-style-type: none"> <li>• Twitter Digest 19.05.23</li> <li>• Twitter Digest 26.05.23</li> <li>• RISE - Changing Places Support</li> <li>• Latest news: New Chairman elected at Council AGM; Local pupils get active for Walk to School Week; Skatepark open day;  Museum summer exhibition</li> <li>• Twitter Digest 02.06.23</li> <li>• Horsham District Climate Action newsletter - June 2023</li> <li>• Twitter Digest 09.06.23</li> <li>• Latest news: 2023 Volunteer Awards winners; Skatepark open day a great success; Friday Lates at Horsham Museum; Marking the Great Big Green Week</li> <li>• Cost Of Living Information event - 21<sup>st</sup> June 2023</li> </ul>
3.	<p><u>National Association of Local Councils (NALC)</u></p> <ul style="list-style-type: none"> <li>• Chief Executive's Bulletin 18.05.23</li> <li>• Events 23.05.23</li> <li>• Newsletter 24.05.23</li> <li>• Chief Executive's Bulletin 25.05.23</li> <li>• Events 30.05.23</li> <li>• Newsletter 31.05.23</li> <li>• Chief Executive's Bulletin 01.06.23</li> <li>• Events 06.06.23</li> <li>• Newsletter 07.06.23</li> <li>• Chief Executive's Bulletin 08.06.23</li> </ul>

	<ul style="list-style-type: none"> <li>• Events 13.06.23</li> <li>• Newsletter 14.06.23</li> </ul>
4.	<p><u>Neighbourhood Alert/Sussex Police/ Neighbourhood Watch/Action Fraud</u></p> <ul style="list-style-type: none"> <li>• NHW - Are you scam savvy? [#111658687]</li> <li>• NHW - Sussex Police and Crime Commissioner Survey #TalkSussex [#112084752]</li> <li>• Sussex Alerts - Horsham News &amp; Appeals [#112280065]</li> <li>• Action Fraud - Have you secured your email account? [#112357623]</li> <li>• Neighbourhood Watch Community Safety Charter [#113944501]</li> <li>• NHW - The devices in our homes are getting smarter all the time. How smart are you about keeping yours protected? [#115190471]</li> <li>• Sussex Alerts - Horsham News &amp; Appeals [#116408707]</li> <li>• NHW - Volunteer Recognition Awards 2023 [#117499066]</li> <li>• Sussex Alerts - Horsham News &amp; Appeals [#118997610]</li> </ul>
5.	<p><u>Office for National Statistics</u></p> <ul style="list-style-type: none"> <li>• Local authority update: Your May 2023 Newsletter Issue 3</li> </ul>
6.	<p><u>Other Correspondence</u></p> <ul style="list-style-type: none"> <li>• Alzheimer's Society - Link for Dementia Information for Councillors and Elected representatives</li> <li>• West Sussex Mind - News update June 2023</li> </ul>
7.	<p><u>Resident letters</u></p> <ul style="list-style-type: none"> <li>• Email (including response sent) regarding dog poo bin provision</li> <li>• Email (including response sent) from resident concerned by Tweet referring to land for sale at North Heath Lane adjacent to HTB</li> <li>• Email to HDC Cllrs (copied to NHPC) regarding planning permissions for Virgin Media cabinets in Horsham</li> </ul>