

HASSOCKS PARISH COUNCIL

You are summoned to a meeting of the **Parish Council** on 14th February 2017
at 7.30 pm in the Council Chamber, Parish Centre, Adastra Park, Hassocks.

Parish Clerk

AGENDA

1. APOLOGIES

- 1.1 To Accept Apologies for Absence.

2. DECLARATIONS OF INTEREST

- 2.1 Disclosure by Councillors of personal interests in matters on the agenda, and whether the Councillor regards their interest as prejudicial under the terms of the Code of Conduct.

3. MINUTES

- 3.1 To accept the minutes of the:

Parish Council meeting held on 10th January 2017 &
Parish Council extraordinary meeting held on 17th January 2017. (previously circulated)

4. PUBLIC PARTICIPATION

*Up to fifteen minutes will be available to allow for the public to make representations, answer questions or give evidence **in respect of any item of business included in the agenda**, in accordance with Standing Orders.*

5. MINUTES

To accept the following Minutes

- 5.1 **Neighbourhood Plan Working Group** – 12th January 2017

RECOMMENDED to Council that the progression of Neighbourhood Plan to the Examination stage be recommended to the Parish Council at their full meeting on 14th February.

- 5.2 **Policy, Resources & Communications Committee** – 17th January 2017

- 5.3 **Planning Committee** – 23rd January 2017 (For noting only)

- 5.4 **Grounds & Environment Committee** – 30th January 2017

6. FINANCE

- 6.1 To approve the Financial Report and authorise the list of payments for the period ending 31st December 2016 set out in **Appendix 1**.

7. REPORTS

- 7.1 Police Report
- 7.2 District Councillors' Report
- 7.3 County Councillor Report
- 7.4 Rail Matters (oral report, Leslie Campbell)
- 7.5 Neighbourhood Plan - (oral report, Bill Hatton)
- 7.6 Mid Sussex District Plan Examination – see **Appendix 2** (to be noted)

8. CHAIRMAN'S REPORT

- 8.1 Nothing to report

9. CLERK'S REPORT

Policy, Resources & Communications Committee (Minute 16/550) at its meeting on 29th November, agreed that the Locum Clerk would commence reviewing the existing Council policies and be charged with submitting revisions or additions as necessary.

9.1 (i) MEMBER/OFFICER PROTOCOL

The first of these policies Protocol on Member/Officer Relations – Dignity at Work policy was considered by Policy, Resource & Communication Committee (17/611) on 17th January. The Committee resolved that the policy be recommended to Council for ratification and adoption.

The policy is set out in (**Appendix 3**) and Council is requested to formally adopt this policy in its current form or otherwise.

9.1 (ii) STANDING ORDERS / FINANCIAL REGULATIONS

A review has recently been undertaken of the current Standing Orders / Financial Regulations to ensure that they remain up to date and 'fit for purpose'.

Certain changes are now proposed which are intended to assist operational procedures and generally make them more understandable and workable. The draft document is set out in (**Appendix 4**)

Due to the size and importance of the submitted document it is proposed that members are provided with the opportunity to comment on the draft document before formal consideration takes place.

To this end and to streamline debate, Members are requested to review the document and submit any comments/questions they may have to the Clerk, which will be documented and answered prior to the meeting where the SO's will be debated.

RECOMMENDATION Members consider the draft Standing Orders and Financial Regulations and submit any comments/points of clarification to the Clerk so that they can be collated and considered at a future meeting.

9.2 INTERIM INTERNAL AUDIT REPORT

The Council has received the interim internal audit report together with an action plan setting out five recommendations which are in the process of being implemented. As part of the audit we invited the auditor to comment on the proposed draft Standing Orders/Financial Regulations. It is pleasing to note that the auditor has indicated that the Council has robust policies and procedures in the making that will be fit for purpose. If members wish to view the full report this can be inspected via the Clerk's office.

RECOMMENDATION The report be noted

9.3 CO-OPTED MEMBER

Members are reminded of the current vacancy on the Council which has been advertised since November 2016.

A local resident has confirmed an interest in being co-opted onto the Council and subject to that resident meeting the requirements to become a Councillor then the Council should RESOLVE to co-opt that person onto the Council

The Clerk will provide further details at the meeting.

9.4 BUS ROUTE

At the Council meeting 8th November 2016 (16/511) members resolved that Cllr Gibbons and the Locum Clerk would write to Compass Travel on behalf of the Council expressing views on proposed route changes. Attached is the response (**Appendix 5**) received from Compass Travel indicating that to enable further routes to operate which are currently not financially viable would require additional funding. (Verbal update to be provided)

RECOMMENDATION the Council is requested to determine this matter and provide a steer to the Clerk.

9.5 OUTDOOR PERFORMANCE SPACE

At the last G & E (17/632.1) meeting, Members resolved to recommend to Council that a £10,000 grant be made available towards the provision of an outdoor performance space at Downlands Community School.

Council has the necessary powers to make the grant available and although the donation would be subject to the project being fully funded Members are nevertheless requested to consider to grant the sum of £10,000 but subject to all other funding for the project being in place

9.6 WEBSITE – verbal update for noting.

10. Urgent Matters at the discretion of the Chairman for noting and/or inclusion on a future agenda.

EXCLUSION OF PUBLIC AND PRESS

In view of the confidential nature of the business about to be transacted Councillors will be referred to the Confidential Agenda. If any members of the public or press are in attendance they will be requested to withdraw from the meeting in the public interest.

11. PENSION SCHEME (Auto enrolment) Appendix 6

The Council will be required to enrol all qualifying staff into a workplace pension scheme. This applies to those who aren't already in one in respect of any of their employments and who, in respect of that employment:

- Earn over £10,000 a year (or pro rata per pay period)
- Are aged 22 or over, and
- Are under State Pension Age.

This will apply to all staff although they will have the opportunity to 'opt out' of the scheme

The Council is required to resolve this matter and select the scheme to offer staff.

FILMING, RECORDING OF COUNCIL MEETINGS AND USE OF SOCIAL MEDIA

During this meeting members of the public may film or record the Committee and officers from the public area only providing it does not disrupt the meeting. The Confidential section of the meeting may not be filmed or recorded. If a member of the public objects to being recorded, the person(s) filming must stop doing so until that member of the public has finished speaking. The use of social media is permitted but members of the public are requested to switch their mobile devices to silent for the duration of the meeting

Please Note

All members of the public are welcome to attend to attend meetings of the Parish Council and its Committees.

Item 4 – a period of 15 minutes will be set aside for the public statements and questions relating to the published non-confidential business of the Meeting.

It may be necessary to consider particular items in confidential session and where this arises, these items will be considered at the end of the agenda

| Hassocks Parish Council 2016/17 | | | | | |
|---|-----------------------------|------|-----------------|--------------------------------|--|
| List of Payments made between 01/12/2016 and 31/12/2016 | | | | | |
| Date Paid | Payee Name | Ref | Amount | Transaction Detail | |
| 01/12/2016 | Quality Office Supplies Sx | 5213 | 10.30 | Office Stationery | |
| 01/12/2016 | Glen Sturges | 5214 | 35.00 | Clayton Noticeboard Lock | |
| 01/12/2016 | Bee Clean (Southern) Ltd | 5215 | 216.00 | Pavilion Cleaning Nov-Dec 4th | |
| 01/12/2016 | The Monday group - West | 5216 | 750.00 | Minute Ref 16/540 | |
| 01/12/2016 | Viking | 5217 | 211.35 | Office Stationery | |
| 01/12/2016 | Mid Sussex District Council | D/D | 726.00 | Business Rates Dec 16 | |
| 05/12/2016 | Barclays Bank | BACS | 42.34 | Bank Charges 13.10-13.11.16 | |
| 06/12/2016 | Foster Playscapes Ltd | 5218 | 42.00 | Play equip Inspect Oct | |
| 06/12/2016 | Petty Cash | 5220 | 78.57 | Petty Cash Top up | |
| 13/12/2016 | Tracy Bates | 5221 | 87.05 | Reimburse - Hospitality | |
| 13/12/2016 | G A Hinde | 5222 | 80.00 | 2 Month Office Window Cleaning | |
| 13/12/2016 | Invalid Cheque | 5223 | | Invalid Cheque | |
| 13/12/2016 | All salaries December 16 | | 8493.71 | All Salaries - December 16 | |
| 16/12/2016 | HMRC | 5229 | 2909.18 | PAYE/Ni December | |
| 12/12/2016 | Barcombe Landscapes Ltd | 5230 | 5193.30 | Grounds Maintenance Contract | |
| 19/12/2016 | Sovereign Alarms | 5234 | 984.09 | Pav. Emergency Light Repairs | |
| 19/12/2016 | Quality Office Supplies Sx | 5235 | 124.81 | Office Stationery | |
| 19/12/2016 | BeSure Security Systems | 5236 | 51.60 | Alarm Maintenance July-Dec 16 | |
| 19/12/2016 | Bill Hatton | 5237 | 68.86 | Mileage Nov-Dec 2016 | |
| 20/12/2016 | Bee Clean (Southern) Ltd | 5238 | 162.00 | Pavilion Cleaning December 16 | |
| 22/12/2016 | Kaycee Roofing Ltd | 5239 | 120.00 | Repair to Pavilion Roof | |
| 22/12/2016 | Close Invoice Finance/TSS | 5240 | 114.66 | Pavilion Legionella Test Dec | |
| 22/12/2016 | Viking | 5241 | 43.16 | Office Stationery | |
| 22/12/2016 | Grimshaw Kinnear Ltd | 5242 | 91.20 | Moss Remover re Tennis Cts | |
| | Total Payments | | 20635.18 | | |

Date: 12/01/2017

Hassocks Parish Council New 2016/17

Time: 14:46

Receipts and Payments Summary - Cashbook 1

Current Bank A/C 2114

| | <u>Receipt Totals</u> | <u>Payment Totals</u> | |
|---------------------------|-----------------------|-----------------------|-----------------------|
| Total Year to Date | 212,539.91 | | |
| Total Year to Date | | 209,331.49 | |
| Total Receipts / Payments | 212,539.91 | 209,331.49 | Closing Trial Balance |
| Opening Balance | 21,300.61 | | |
| Closing Balance | | 24,509.03 | 24,509.03 |
| | <u>233,840.52</u> | <u>233,840.52</u> | |

Date: 12/01/2017

Hassocks Parish Council New 2016/17

Time: 16:18

Receipts and Payments Summary - Cashbook 2

Tracker A/C 3548

| | <u>Receipt Totals</u> | <u>Payment Totals</u> | |
|---------------------------|-----------------------|-----------------------|-----------------------|
| Total Year to Date | 183,167.21 | | |
| Total Year to Date | | 175,000.00 | |
| Total Receipts / Payments | 183,167.21 | 175,000.00 | Closing Trial Balance |
| Opening Balance | 421,293.67 | | |
| Closing Balance | | 429,460.88 | 429,460.88 |
| | <u>604,460.88</u> | <u>604,460.88</u> | |

Hassocks Parish Council 2016/17

Bank Reconciliation Summary Statement as at 12/01/2017

Statement Date 30/12/2016

| <u>Bank Statement Account Name (s)</u> | <u>Page No</u> | <u>Balances</u> |
|---|----------------------------|-----------------|
| Current Bank A/C 2114 | 445 | 25554.20 |
| | <u>Amount</u> | 25554.20 |
| <u>Unpresented Cheques (Minus)</u> | 1045.17 | -1045.17 |
| | | <u>24509.03</u> |
| <u>Receipts not Banked/Cleared (Plus)</u> | 0.00 | 0.00 |
| | | <u>26826.35</u> |
| | Balance per Cash Book is:- | 24509.03 |
| | Difference is :- | 0.00 |

Mid Sussex District Plan Examination – The next stages**To Representors for the Mid Sussex District Plan Examination**

Dear Representor,

Further to my email of 10 January, informing you about the further hearings on 12 and 13 January, the dates for the rest of the Examination have now been confirmed as follows:

By Friday 27 January Updated Statement of Common (and uncommon) Ground to be submitted from the District Council and Developers, to include suggested sub paragraph wording

Inspector's Matters and Questions for the rest of the Plan to be available on the Examination website *

Wednesday 8 and Thursday 9 February Further Housing hearings to take place

Tuesday 14 February Deadline for statements in response to the Inspector's Matters and Questions from the District Council and Representors #
Representors to inform Programme Officer if they wish to participate at the hearings

23 February Inspector to issue Agendas for the hearings

w/c 27 February Hearings for the remainder of the Plan – a timetable showing dates and times for each topic will be confirmed after the 14 February deadline

By 1 March Inspector to issue interim findings on OAN and Unmet Need

* The Matters and Questions will go onto the Examination website www.midsussex.gov.uk/planning-licensing-building-control/planning-policy/local-development-framework/district-plan/district-plan-examination/, once available and can be downloaded from there.

Electronic copies of statements to be emailed to me by **12.00 noon on Tuesday 14 February. Additionally, 3 paper copies of any submissions greater than 6 sides of A4 should also be delivered to the address below by 4.30pm the same day.**

If it is your intention to participate at the hearings and/or submit a statement in response to the Inspector's Matters and Questions, may I ask you to refer back to the Guidance Note which was issued with my email of 13 October 2016 to remind yourself about procedures to be followed. If you are unclear about anything, then please call or send an email.

Kind regards,

Pauline Butcher

Pauline Butcher
PROGRAMME OFFICER

PROTOCOL ON MEMBER/OFFICER RELATIONS – DIGNITY AT WORK POLICY.

1. Principles

- 1.1 The purpose of this Protocol is to guide Members and Officers of the Council in their relations with one another in such a way as to ensure the smooth running of the Council.
- 1.2 Given the variety and complexity of such relations, this Protocol does not seek to be either prescriptive or comprehensive. It simply offers guidance on some of the issues which most commonly arise. It is hoped, however, that the approach which it adopts to these issues will serve as a guide to dealing with other circumstances.
- 1.3 This Protocol is to a large extent a written statement of practice and convention and seeks to promote greater clarity and certainty. If the Protocol is followed it should ensure that Members receive objective and impartial advice and that Officers are protected from accusations of bias and any undue influence from Members.
- 1.4 Members and Officers must at all times observe this protocol and respect the roles and duties of each other.
- 1.5 The Protocol seeks to maintain and enhance the integrity (real and perceived) of local government which demands very high standards of personal conduct.
- 1.6 It is important at all times that mutual respect is shown between Members and Officers in any dealings, that reasonable standards of courtesy are observed, and that neither party should seek to take unfair advantage of their position.
- 1.7 Whilst Members and Officers are indispensable to one another, their responsibilities are distinct. Members are accountable to the electorate and serve only as long as their term of office lasts. Officers are accountable to the Council as a whole aka The Corporate Body. Their job is to give advice to Members (individually and collectively) and to carry out the Council's work under the direction of the Council.
- 1.8 The Council has adopted formal codes of conduct for Members. They are intended to offer guidance to Members on the proper conduct of their role. Such is the importance of maintaining the integrity of the Council that penalties may be imposed for breaches of the code – censure, suspension or disqualification in the case of Members; disciplinary action in the case of Officers.

2. Roles of Members

- 2.1 Members have a number of roles.
- 2.2 Collectively they are the ultimate policymakers. They are elected by the people of the Parish, represent the interests of their community and of individual constituents and act as advocates for their communities.
- 2.3 Members may have particular roles as Members of committees and/or sub-committees of the Council and/or working parties and/or outside representatives. All as directed by Council.
- 2.4 Members on the Council's committees and sub-committees collectively have delegated responsibilities. In such circumstances, they may determine matters within the committee's terms of reference but implementation of decisions is the responsibility of Officers.
- 2.5 Members are not authorised to instruct Officers other than through the formal decision-making process. In particular, the management of staff is a matter for the Clerk and not of Members.
- 2.6 Members are not authorised to initiate or certify financial transactions, or to enter into contracts on behalf of the Council.
- 2.7 Under their Code of Members' Conduct, Members have a duty to promote equality by not discriminating unlawfully against any person, and an obligation to treat others with respect.
- 2.8 Furthermore, Members in their capacity as Councillors or in any other capacity must not bring the Council or their position as Members into disrepute; and they must not use their position improperly to gain an advantage or disadvantage for themselves or any other person.

3. Roles of Officers

- 3.1 Officers are responsible for giving advice to Members to enable them to fulfill their roles.
- 3.2 Under the direction and control of the Council, Officers manage and provide the Council's services within the framework of responsibilities delegated to them, which include the effective management of employees and operational issues.
- 3.3 Officers have a duty to implement decisions of the Council, its committees and sub-committees which are lawful, and which have been properly approved and documented in accordance with the requirements of statute and of the Council's Standing Orders.

4. Relationship between Members and Officers: General

- 4.1 There are two key elements: mutual respect, and a recognition of each other's roles and responsibilities.
- 4.2 It is important that Members and Officers conduct their Council business in a proper and professional manner calculated to inspire public confidence and trust. Personal, family or business connections may compromise or may be regarded as influencing that objective Relationships giving rise to interests must be declared in the usual manner and managed in accordance with the Members' Code of Conduct.
- 4.3 Members and Officers should at all times avoid any appearance of improper conduct.
- 4.4 Officers serve the Council as a whole. The Clerk has a duty to implement the properly authorised decisions of the Council and its committees and sub-committees.
- 4.5 Other Officers work to the instructions of the Clerk, not individual Members. It follows that, whilst such Officers will always seek to assist a Member, they must not be asked to exceed the bounds of authority they have been given by the Clerk. Members should approach the Clerk in the first instance with respect to controversial or corporate issues.
- 4.6 Officers should not have unreasonable requests placed on them through the Council or its Committees. Work priorities are set and managed by the Clerk. Members must not disrupt Officers' work by imposing their own priorities on Officers.
- 4.7 Officers have a contractual and legal duty to be impartial in their working relationships with Members. Members must not do anything which compromises or is likely to compromise the impartiality of Officers.
- 4.8 When reaching decisions, Members have a duty under the Code of Members' Conduct to have regard to any relevant advice of the Clerk. This does not mean that Council are obligated to abide by that advice but to consider that advice in coming to its decision. In the event of any advice from the Clerk not being taken then the Clerk will record this accordingly.
- 4.9 Where an Officer feels that they have not been properly treated with respect and courtesy by a Member, they should raise the matter with the Clerk, especially if they do not feel able to discuss it directly with the Member concerned. In these circumstances the Clerk will take appropriate action either by approaching the individual Member and/or the Chair of the Council or by referring the matter to the Monitoring Officer.
- 4.10 In formal meetings of the Council and other bodies when the Press and/or the public are present, members should be addressed, in the case of the chairs as "Chair", or in the case of other Members by name, e.g. "Councillor John Smith" or any other accepted address. On such occasions officers, should be addressed either by their title, e.g. normally "the Clerk", or by name, e.g. "Mr. John Smith" or any other accepted address.

5. Chairmen and Members of Committees and Officers

- 5.1 Briefing meetings for the Chairmen (and/or Vice Chairmen) of other committees and sub-committees will be arranged on a monthly basis at a time that is mutually convenient for the Chairmen and the Clerk.
- 5.2 Members of a committee or sub committee will take decisions within the remit of the relevant committee or sub-committee and will not otherwise instruct staff to act.
- 5.3 At some committee or sub-committee meetings, a resolution may be passed which authorises the Clerk to take action between meetings in consultation with the Chair. In these circumstances, it is the Officer, not the Chair, who takes the action and is responsible for it.

6. Officers' relationships with any political party or other interest groups.

- 6.1 On occasions Senior Officers may properly be called upon to contribute to deliberations of matters of Council business by a political party or interested groups, subject always to, in the event of political party groups, the prior approval of the Monitoring Officer.
- 6.2 Whenever an invitation from a political party group to speak on a matter is accepted in accordance with paragraph 6.1, an Officer should offer to speak on that matter to the other party groups. There is no obligation on the other party groups to accept such an offer.
- 6.3 In the event of attending party group meetings the following must be observed:
 - a) Officer support must not extend beyond providing factual information and advice in relation to matters of Council business. Officers must not be involved in advising on matters of party business, and therefore they should not be expected to be present at meetings or parts of meetings when matters of party business are to be discussed;
 - b) Political party or interest group meetings are not empowered to make decisions on behalf of the Council and therefore conclusions reached at such meetings do not rank as formal decisions; it is essential that they are not interpreted or acted upon as such simply because an Officer was present;
 - c) Where Officers provide factual information and advice to a political party group meeting in relation to a matter of formal Council business, this cannot act as a substitute for providing all necessary information and advice to the relevant body or member when the matter in question is formally considered;
 - d) Officers may not be invited to attend political party group meetings where all members of the group present are not Members of the Council;
 - e) Officers must respect the confidentiality of any political party group discussions at which they are present in the sense that they should not relay the content of any such discussion to another party group.

- f) In their dealings with political party groups, Officers must treat them in a fair and even-handed manner.
- g) Members must not do anything which compromises or is likely to compromise the Officers' impartiality.

6.4 Officers are not permitted to provide services or to arrange training for political party groups or for one party group.

6.5 Any particular cases of difficulty or uncertainty in this area of Officer advice to political party groups should be raised with the Monitoring Officer who will discuss with the relevant political group leader(s).

7. Dissemination of information

7.1 To enable them to carry out their local representation role effectively Members need to be informed fully about matters affecting all of the parish. The Clerk must ensure that all staff are aware of the requirement to keep all Members informed.

7.2 The requirement to keep all Members informed is particularly important:

- a) when options for or likely decisions are being considered;
- b) in relation to significant or sensitive operational matters;
- c) whenever any form of public consultation exercise is undertaken;

7.3 Whenever a public meeting is organised by the Council to consider a local issue, all Members will be invited to attend.

7.4 If a public meeting is agreed by Council and organised by a Member in relation to a function or business of the Council, the Member concerned should inform the Clerk, but Officers are under no obligation to attend and cannot be required to do so.

8. Members' access to documents and information

8.1 The Council's policy on sharing or giving information to Members is to be as open as possible. Members may request the Clerk to provide them with such information, explanation and advice about that service's functions as they may reasonably need to assist them in discharging their role as Members.

This may range from a request for general information about some aspect of a service's activities to a request for specific information on behalf of a constituent.

Where such information is requested on behalf of a third party, it shall only be requested if it is capable of being in the public domain: i.e. it is not confidential, data protected or subject to exemptions from disclosure under the Local Government Act 1972 Part 5A (access to information) and equivalent legislation, the Freedom of Information Act 2000 or the Environmental Information Regulations 2004. Details of the information available to a third party can be found on the Council's FOI schedule.

- 8.2 Subject to paragraphs 8.3 and 8.4 below (which set out the strict legal position), any document in the possession or control of the Council which contains material relating to business to be transacted at a public meeting shall be made available for inspection by any Member. In addition, any document containing material relating to any business transacted at a private meeting, or a decision made by an individual Member, or a key decision made by an Officer, shall be available for inspection by any Member immediately after the decision has been made.
- 8.3 The rights to inspect documents under paragraph 8.2 above shall not apply to any document (whether a report, background paper or other material) which contains confidential information as defined in s 100A (2) of the Local Government Act 1972 or exempt information defined by reference to s 100A (4) of the Local Government Act 1972, or the disclosure of which would breach an undertaking of confidentiality.
- 8.4 In addition to all of the above, a Member has a common law right to inspect Council documents so far as their access to a document is reasonably necessary to enable the Member properly to perform his or her duty as a Member of the Council. This is commonly known as the "need to know" principle. The exercise of this right depends on a Member being able to demonstrate his or her need to know.
- 8.5 Disputes as to the validity of a Member's request to see a document on a need to know basis will be determined by the Monitoring Officer.
- 8.6 Members and Officers must not disclose information given to them in confidence without the consent of a person authorised to give it or unless required by law to do so.
- 8.7 Members and Officers must not prevent another person from gaining access to information to which that person is entitled by law.
- 8.8 When requested to do so, Officers will keep confidential from other Members any advice requested by a Member.
- 8.9 Any Council information provided to a Member must only be used by the Member for the purpose for which it was provided, i.e. in connection with the proper performance of the Member's duties as a Member of the Council. Therefore, for example, early drafts of Committee reports / briefing papers are not suitable for public disclosure and should not be used other than for the purpose for which they were supplied.

9. Media relations.

Matters concerning media relations are contained in the Communications Strategy which was first adopted by Council in November 2016. In the event of any of the following paragraphs contradicting with that policy then the Communication Policy will take precedent.

- 9.1 Press releases and statements made by Officers must promote or give information on Council policy or services. They must be factual and consistent with Council policy. They may not be used to promote a political party group. Publicity dealing with controversial issues in the run up to an election must be avoided. The full rules are set out in Government guidance.

- 9.2 Officers should endeavor to keep Members informed of press matters relating to the Parish. In particular, Officers should contact the Chair and/or appropriate committee Chair in the Chair of the Council's absence, if they have been contacted by the media on a high profile or strategic issue.
- 9.3 Before responding to enquiries from the media, Officers must ensure they are authorised to do so. If in doubt, Officers must confirm their authorisation with the Clerk.
- 9.4 The media's first point of contact will often be the Clerk. Officers should keep the Clerk informed of issues which are likely to be of media interest, and when they are contacted by the media on high profile or strategic issues.
- 9.5 If a Member contacts or is contacted by the media on an issue, they should:
- a) indicate in what capacity they are speaking (e.g. in a personal capacity, as a Member, as a Chair, on behalf of the Council or on behalf of a political party group),
 - b) be sure of the facts of the matter,
 - c) if necessary, and in any event whenever they wish a press release to be issued, seek assistance from the Clerk but not in relation to a statement which is political party in nature,
 - d) consider the likely consequences for the Council of his or her statement (e.g. commitment to a particular course of action, allegations of jumping to conclusions, image), and
 - e) not speak on behalf of the Council unless authorised to do so.

10 Correspondence

Matters concerning media relations are contained in the Communications Strategy which was first adopted by Council in November 2016. In the event of any of the following paragraphs contradicting with that policy then the Communication Policy will take precedent.

- 10.1 Correspondence between an individual Member and an Officer, particularly when it has been initiated by the Member, should not normally be copied to any other Member. Where it is necessary to copy the correspondence, this should always be made explicit. Members and Officers are required to comply with the Council's e-mail policy and in particular with the best practice it espouses:

They should:

- a) If offended by the content or tone of an incoming message get a second opinion to check out their interpretation and make sure the response is objective.
- b) Comply, not only with the policies stated in the policy but with the rules of common courtesy and the law when using email.

- c) Always use appropriate language, remembering that misunderstandings frequently arise through the use of email which offend others without intending to.
- d) Always respect the privacy of others, remembering that email can be just as intrusive as unsolicited 'phone calls or letters.
- e) Respect the confidentiality of information encountered inadvertently in email or other records.
- f) Use personal and professional courtesy and considerations in email.
- g) Check with the sender if there is any doubt about the authenticity of a message.

They should not;

- h) Send unnecessary emails, remembering someone else will have to read and respond.
- i) Include anything in an email that would not be put in a letter.
- j) Use code or jargon which might be misunderstood or unknown to the receiver.
- k) Use email which breaches codes of common courtesy or decency (such as harassment, copyright violations, unsolicited emails or other material).
- l) Seek out, use, or disclose personal or confidential information unless specifically authorised to do so.
- m) Knowingly restrict or interfere with others' access to and use of email.
- n) Send "Junk e mail" or chain messages.
- o) Use email to give the impression that you represent Hassocks Parish Council (unless authorised to do so).

10.2 Official letters sent out on behalf of the Council should normally be sent out under the name of the Clerk (subject to the matter being within his or her portfolio). Even in relation to matters within the responsibilities of Members, most letters will be in the name of the Clerk because it is the Clerk who provides advice, implement decisions, and deal with day-to-day operations.

10.3 It may be appropriate in certain circumstances (e.g. representations to a Government Minister) for letters to appear under the name of the Chair of the Council.

10.4 Letters which create obligations or give instructions on behalf of the Council should never be sent out under the name of a Member.

It should be noted that any related documents in existence could be required to be provided if a FOI request is received on a particular subject matter.

11. Complaints

11.1 In a situation where a Member identifies that an Officer may have committed a breach of the Council's disciplinary rules and procedures, they shall draw the issue to the attention of the Clerk.

11.2 In respect of an Officer who believes a Member has breached the Code of Members' Conduct, they should:

- a) not offer any opinion or judgment upon that conduct to the Member;

- b) they must advise the Monitoring Officer immediately of the circumstances, facts, their belief and the rationale behind it, including supplying all and any documentation and; -
- c) they should not comment further on the issue to any other Officer or Member without the prior consent of the Monitoring Officer.

11.3 These provisions are to protect both the Member and Officer, avoid Officers from becoming unduly involved in allegations of Member misconduct at any level and ensure that any investigation that may need to be carried out by the Monitoring Officer or other agency, is not in any way fettered or damaged.

12. Interpretation

12.1 Questions of interpretation of this Protocol will be determined by the Monitoring Officer.

13. Approval

13.1 The protocol has been approved by Hassocks Parish Council *date (Minute refers).*
16/xxx

CJH
January 2017

This protocol on Member/Officer relations – dignity at Work Policy was agreed by Council at its meeting in XXX 2017 (Minute 2017/xxx refers)

Signed by the Chair of the Council, Cllr Ian Wier

Signed

Date

Hassocks Parish Council

Standing Orders

January 2017

INTRODUCTION

This document constitutes the Standing Orders adopted by the Hassocks Parish Council for the purpose of propriety in conducting Council business. It incorporates various requirements, such as those to be observed under the Code of Conduct.

Some of the Standing Orders are compulsory as they are laid down in Acts of Parliament. These are printed in **bold type**. These Standing Orders cannot be altered. In this respect if the words "Local Councils" are used, it means Parish and Town Councils in England and Community and Town Councils in Wales.

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Meetings

1. (a) Meetings of the Council shall be held in each year on such dates and as agreed by Council and held at the Parish Centre Hassocks.
- (b) Smoking is not permitted at any meeting of the Council.
- (c) Audio and/or video recording or any other means of enabling persons not present to see or hear proceedings of meetings as it takes place or later report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting is permitted.
- (d) Mobile phones and other electronic communication devices must be switched off, or on vibrate only, during all Council Meetings so as not to disturb proceedings unless agreed otherwise in advance with the Chair of the meeting.

The Statutory Annual Meeting

2. (a) In an election year, the Annual Parish Council Meeting shall be held on or within 14 days following the day on which the Councillors elected take office and
- (b) In a year which is not an election year the Annual Parish Council Meeting shall be held on such day in May as the Council may direct.
3. In addition to the Statutory Annual Parish Council Meeting at least three other statutory meetings shall be held in each year on such dates and times and at such place as the Council may direct.

Chair of the Meeting

4 The person presiding at a meeting may exercise all the powers and duties of the Chair in relation to the conduct of the meeting.

Proper Officer

5 Where a statute, regulation or order confers function or duties on the proper officer of the Council in the following cases, he/she shall be the Clerk or nominated officer: -

To receive declarations of acceptance of office.

To receive and record notices disclosing interests at meetings.

To receive and retain plans and documents.

To sign notices or other documents on behalf of the Council.

To receive copies of bylaws made by another local authority.

To certify copies of bylaws made by the Council.

To sign and issue the summons to attend meetings of the Council.

To keep proper records for all Council meetings.

Quorum of the Council

6 One third or one-third of the total membership, shall constitute a quorum at meetings of the Council. The quorum for Committees shall be a minimum of 3 members.

7 If a quorum is not present or if during a meeting the number of Councillors present (not counting those debarred by reason of a declared interest) falls below the required quorum, the meeting shall be adjourned and business not transacted shall be transacted at the next meeting or on such other day as the Chair may fix.

Voting

8 Members shall vote by show of hands or, if at least two members so request, by signed ballot.

9 If a member so requires, the Clerk shall record the names of the members who voted on any question so as to show whether they voted for or against it. Such a request must be made before moving on to the next business.

10 (1) Subject to (2) and (3) below the Chair may give an original vote on any matter put to the vote, and in any case of an equality of votes may give a casting vote whether or not he/she gave an original vote.

(2) If the person presiding at the annual meeting would have ceased to be a member of the Council but for the statutory provisions which preserve the membership of the Chair and Vice-Chair until the end of their term of office he/she may not give an original vote in an election for Chair.

(3) The person presiding must give a casting vote whenever there is an equality of votes in an election for Chair.

Order of Business

11 At each Annual Parish Council Meeting the first business shall be: -

- a) To elect a Chair of the Council
- b) To receive the Chair's declaration of acceptance of office or, if not then received, to decide when it shall be received.
- c) In the ordinary year of election of the Council to fill any vacancies left unfilled at the election by reason of insufficient nominations.
- d) To decide when any declarations of acceptance of office which have not been received as provided by law shall be received.
- e) To elect a Vice-Chair of the Council.
- f) To appoint committees and sub-committees.
- g) To appoint representatives to outside bodies.

and shall thereafter follow the order set out in the Standing Order 13

12 At every meeting other than the Annual Parish Council Meeting the first business shall be to appoint a Chair if the Chair and Vice-Chair be absent and to receive such declarations of acceptance of office (if any) and undertaking to observe the Council's code of conduct as are required by law to be made or, if not then received, to decide when they shall be received.

13 In every year, not later than the meeting at which the budget for next year are settled, the Council shall review the pay and conditions of service of existing employees. Standing Order 37 must be read in conjunction with this requirement.

14 After the first business has been completed, the order of business, unless the Council otherwise decides on the ground of urgency, shall be as follows: -

- (a) To read and consider the Minutes; provided that if a copy has been circulated to each member not later than the day of issue of the summons to attend the meeting, the Minutes may be taken as read.
- (b) After consideration to approve the signature of the Minutes by the person presiding as a correct record.
- (c) To deal with business expressly required by statute to be done.
- (d) To dispose of business, if any, remaining from the last meeting.
- (e) To receive such communications as the person presiding may wish to lay before the Council.
- (f) To answer questions from Councillors.
- (g) To receive and consider reports and minutes of committees.
- (h) To receive and consider resolutions or recommendations in the order in which they have been notified.
- (i) To authorise the sealing of documents.
- (j) If necessary, to authorise the signing of orders for payment.

Urgent Business

15 A motion to vary the order of business on the ground of urgency:

- a) May be proposed by the Chair or by any member and, if proposed by the Chair, may be put to the vote without being seconded, and
- b) Shall be put to the vote without discussion.

Resolutions Moved On Notice

16 Except as provided by these Standing Orders, no resolution may be moved unless the business to which it relates has been put on the Agenda by the Clerk or

the mover has given notice in writing of its terms and has delivered the notice to the Clerk at least seven clear days before the next meeting of the Council.

17 The Clerk shall date every notice of resolution or recommendation when received by him, shall number each notice in the order in which it was received and shall enter it in a book which shall be open to the inspection of every member of the Council.

18 The Clerk shall insert in the summons for every meeting all notices of motion or recommendation properly given in the order in which they have been received unless the member giving a notice of motion has stated in writing that he/she intends to move at some later meeting or that he/she withdraws it.

19 If a resolution or recommendation specified in the summons is not moved either by the member who gave notice of it or by any other member, it shall, unless postponed by the Council, be treated as withdrawn and shall not be moved without fresh notice.

20 If the subject matter of a resolution comes within the province of a committee of the Council, it shall, upon being moved and seconded, stand referred without discussion to such committee or to such other committee as the Council may determine for report; provided that the Chair, if he/she considers it to be a matter of urgency, may allow it to be dealt with at the meeting at which it was moved.

21 Every resolution or recommendation shall be relevant to some subject over which the Council has power or duties, which affects its area.

Resolutions Moved Without Notice

22 Resolutions dealing with the following matters may be moved without notice: -

- (a) To appoint a Chair of the meeting.
- (b) To correct the Minutes.
- (c) To approve the Minutes.
- (d) To alter the order of business.
- (e) To proceed to the next business.
- (f) To close or adjourn the debate.
- (g) To refer a matter to a committee.
- (h) To appoint a committee or any members thereof.
- (i) To adopt a report.
- (j) To authorise the sealing of documents.
- (k) To amend a motion.
- (l) To give leave to withdraw a resolution or amendment.
- (m) To extend the time limit for speeches.
- (n) To exclude the press and public. (see Order 68 below)
- (o) To silence or eject from the meeting a member named for misconduct. (see order 33 below)
- (p) To give the consent of the Council where such consent is required by these Standing Orders.
- (q) To suspend any Standing Order (see Order 82 below) except those that are mandatory by law.
- (r) To adjourn the meeting.

Questions

23 A member may ask the Chair of the Council or the Clerk any question concerning the business of the Council, provided seven clear days notice of the question has been given to the person to whom it is addressed.

24 No questions not connected with business under discussion shall be asked except during the part of the meeting set aside for questions.

25 Every question shall be put and answered without discussion. Where a reply to a question cannot be conveniently be given orally a written answer can be provided later but must be circulated to all Members.

26 A person to whom a question has been put may decline to answer.

Rules of Debate

27 No discussion of the Minutes shall take place except upon their accuracy. An item for discussion on matters arising from previous minutes will be placed on every agenda. Corrections to the draft Minutes shall be made by resolution. And all agreed Minutes will be signed by the Chair.

28 (a) A resolution or amendment shall not be discussed unless it has been proposed and seconded, and, unless proper notice has already been given, it shall, if required by the Chair, be reduced to writing and handed to him before it is further discussed or put to the meeting.

(b) A member when seconding a resolution or amendment may, if he/she then declares his/her intention to do so, reserve his/her speech until a later period of the debate.

(c) A member shall direct his/her speech to the question under discussion or to a personal explanation or to a question of order.

(d) No speech shall exceed five minutes except by consent of the Council.

(e) An amendment shall be either: -

i) To leave out words.

ii) To insert or add words

iii) To leave out words and insert others.

(f) An amendment shall not have the effect of negating the resolution before the Council.

(g) If an amendment be carried, the resolution, as amended, shall take the place of the original resolution and shall become the resolution upon which any further amendment may be moved.

(h) A further amendment shall not be moved until the Council has disposed of every amendment previously moved.

(i) The mover of a resolution or of an amendment shall have a right of reply.

(j) A member, other than the mover of a resolution, shall not, without leave of the Council, speak more than once on any resolution except to move an amendment or further amendment, or on an amendment, or on a point of order, or in personal explanation, or to move a closure.

(k) A member may speak on a point of order or a personal explanation. A member speaking for these purposes shall be heard forthwith. A personal explanation shall be

confined to some material part of a former speech by him which may have been misunderstood.

(l) A motion or amendment may be withdrawn by the proposer with the consent of the Council, which shall be signified without discussion, and no member may speak upon it after permission has been asked for its withdrawal unless such permission has been refused.

(m) When a resolution is under debate no other resolution shall be moved except the following: -

- i. To amend the resolution.
- ii. To proceed to the next business.
- iii. To adjourn the debate.
- iv. To put the motion to a vote.
- v. To ask a person to be silent or for him to leave the meeting.
- vi. That the resolution be referred to a committee or subcommittee for consideration.
- vii. To exclude the public and press.
- viii. To adjourn the meeting.
- ix. To suspend any Standing Order except those that are mandatory by law.

29 A member shall remain seated when speaking unless requested to stand by the Chair.

30 (a) the ruling of the Chair on a point of order or on the admissibility of a personal explanation shall not be discussed.

(b) Members shall address the Chair. If two or more members wish to speak, the Chair shall decide who to call upon. Members wishing to raise a matter or contribute to any debate should signal those intentions by the raising of a hand. The Vice Chair or other person nominated at the meeting shall acknowledge the gesture and record that Members name. The Chair shall endeavour to invite Members to speak in the order of record.'

(c) Whenever the Chair speaks during a debate all other members shall be silent.

Closure

31 At the end of any speech a member may, without comment, move "that the question be now put", "that the debate be now adjourned" or "that the Council do now adjourn". If such motion is seconded, the Chair shall put the motion but, in the case of a motion "that the question be now put", only if he/she is of the opinion that the question before the Council has been sufficiently debated. If the motion "that the question be now put" is carried, he/she shall call upon the mover to exercise or waive his/her right of reply and shall put the question immediately after that right has been exercised or waived. The adjournment of a debate or of the Council shall not prejudice the mover's right of reply at the resumption.

Disorderly Conduct

32 (a) All members must observe the Code of Conduct which was adopted by the Council on 14th April 2015 (Minute 15/29 refers).

(b) No member shall at a meeting persistently disregard the ruling of the Chair, wilfully obstruct business, or behave irregularly, offensively, improperly or **in such a manner as to bring the Council into disrepute.**

(c) If, in the opinion of the Chair, a member has broken the provisions of paragraph (b) of this Order, the Chair shall express that opinion to the Council and thereafter any member may move that the member named be no longer heard or that the member named do leave the meeting, and the motion, if seconded, shall be put forth with and without discussion. **If a member reasonably believes another member is in breach of the code of conduct, that member is under a duty to report the breach to the Monitoring Officer.**

(d) If either of the motions mentioned in paragraph (c) is disobeyed, the Chair may adjourn the meeting or take such further steps as may reasonably be necessary to enforce them.

Right of Reply

33 The mover of a resolution shall have a right to reply immediately before the resolution is put to the vote. If an amendment is proposed the mover of the amendment shall be entitled to reply immediately before the amendment is put to the vote. A member exercising a right of reply shall not introduce a new matter. After the right of reply has been exercised or waived, a vote shall be taken without further discussion.

Alteration of Resolution

34 A member may, with the consent of his/her seconder, move amendments to his/her own resolution.

Rescission of Previous Resolution

35 (a) A decision (whether affirmative or negative) of the Council shall not be reversed within six months except either by a special resolution, the written notice whereof bears the names of at least two thirds of the members of the Council, or by a resolution moved in pursuance of the report or recommendation of a committee.

(b) When a special resolution or any other resolution moved under the provisions of paragraph (a) of this Order has been disposed of, no similar resolution may be moved within a further six months.

Voting On Appointments

36 Where more than two persons have been nominated for any position to be filled by the Council and of the votes given there is not an absolute majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken, and so on until a majority of votes is given in favour of one person.

Discussions and Resolutions Affecting Employees of the Council

37 If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service, of any person employed by the Council, it shall not be considered until the Council or committee (as the case may be) has decided whether or not the press and public shall be excluded. (See Standing Order No. 71.)

Resolutions on Expenditure

38 Any resolution (which is moved otherwise than in pursuance of a recommendation of the Policy, Resources and Communications Committee or of another committee after recommendation by the Policy, Resources and Communications Committee) and which, if carried, would, in the opinion of the Chair, substantially increase the expenditure upon any service which is under the management of the Council or reduce the revenue at the disposal of any committee, or which would involve capital expenditure, shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council, and any committee affected by it shall consider whether it desires to report thereon (and the Policy, Resources and Communications Committee shall report on the financial aspect of the matters).

Expenditure

39 Any expenditure incurred by the Council shall be in accordance with the Council's Financial Regulations, which shall be reviewed once a year no later than the end of each financial year in March.

Sealing of Documents

40 (a) A document shall not be sealed on behalf of the Council unless its sealing has been authorised by a resolution.

(b) Any two members of the Council named in a resolution moved under the provisions of paragraph (a) of this Order may seal, on behalf of the Council, any document required by law to be issued under seal.

Committees and Sub Committees

41 The Council may at its Annual Meeting appoint standing committees and may at any other time appoint such other committees as are necessary, but subject to any statutory provision in that behalf: -

(a) Shall not appoint any member of a committee so as to hold office later than the next Annual Meeting.

(b) May appoint persons other than members of the Council to assist in any working party on any committee; and

(c) May, subject to the provisions of Standing Order 35 above, at any time dissolve or alter the membership of committee.

42 The Chair and Vice-Chair, ex-officio, shall be voting members of every committee.

43 Every committee shall at its first meeting before proceeding to any other business, elect a Chair and may elect a Vice-Chair who shall hold office until the next Annual Meeting of the Council, and shall settle its programme of meetings for the year.

Special Meeting

44 (a) The Chair of a committee or the Chair of the Council may summon an additional meeting of that committee at any time. An additional meeting shall also be summoned on the requisition in writing of not less than a quarter of the members of the committee. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting.

(b) The Chair of a committee may cancel a meeting if there is no, or insufficient, business providing that 7 days' notice are given to the Clerk, who will then notify all members accordingly.

Sub-Committees

45 Every committee may appoint sub-committees for purposes to be specified by the committee.

46 The Chair and Vice-Chair of the committee shall be members of every sub-committee appointed by it unless they signify that they do not wish to serve.

47 Except where ordered by the Council in the case of a committee, or by the Council or by the appropriate committee in the case of a sub-committee, the quorum of a committee or sub-committee shall be one-half of its members or a minimum of 3.

48 The Standing Orders on rules of debate (except those parts relating to standing and to speaking more than once) and on interests of members in contracts and other matters shall apply to committee and sub-committee meetings.

49. Any member of a committee may resign his/her seat on the committee by giving notice in writing signed by him/her, and sent to the Clerk, who shall then inform the Chair of that committee.

50. Any member who shall be absent from all meetings of the Council or its committees for more than six consecutive calendar months from the date of the last meeting (except in the case of serious illness) shall cease to be a member of the Council or that committee.

51. Any Member can substitute at any meeting for any other Member of the Council that does not already sit on the committee or sub-committee in question without notice.

Programme Committees Responsibilities

52 The Council has delegated its work as follows:

(a) Full Council

- The Policy & Decision Making Body of the Council.

(b) Grounds and Environment Committee

Maintenance, management & improvements of: -

- Sports Pitches & Pavilions & the booking of events and sports functions
- Burial Ground
- Playgrounds
- Play Equipment
- Allotments
- Council Car Parks
- Council Works Garage, Tractor and machinery
- Street Furniture
- Memorial Garden
- Environmental and Community issues.
- Footpaths

(c) Policy, Resources and Communications Committee

- Payment of Accounts
- Financial Audits
- Budget Collation
- Communications
- Personnel & Human Resource Issues

- Budget Planning/Annual Budgets including recommendations on setting of the Precept and other Fees & Charges
- Capital Projects & Spend
- All Licences/Leases & Agreements
- Youth Issues
- Grants

(d) Planning Committee

- All Planning Applications
- Highways Matters & Issues
- Public Transport

Advisory committees and working groups

53 (a) The Council may create advisory committees and working groups, whose name and number of members and its terms of reference and the bodies to be invited shall be specified.

(b) The Clerk shall inform the members of each advisory committee or working group of their terms of reference as laid down by Council.

(c) An advisory committee or working group may make recommendations and give notice thereof to its parent committee or Council as required and specified in its terms of reference.

(d) An advisory committee or working group may consist wholly of persons who are not members of the Council.

Voting in committees

54 Members of committees and sub-committees entitled to vote, shall vote by show of hands, or, if at least two members so request, by signed ballot.

55 Chairmen of committees and sub-committees shall in the case of an equality of votes have a second or casting vote.

Presence of non-members of committees at committee meetings

56 A member who has proposed a resolution, which has been referred to any committee of which he/she is not a member, may explain his/her resolution to the committee but shall not vote.

Accounts and Financial Statement

57 (a) Except as provided in sub-paragraph (b) of this Standing Order or by statute, all accounts for payment and claims upon the Council shall be laid before the Council and duly minuted.

(b) Where it is necessary to make a payment before it has been authorised by the Council, such payment shall be certified as to its correctness and urgency by the appropriate officer. Such payment shall be authorised by the committee, if any, having charge of the business to which it relates, or by the proper officer for payment with the approval of the Chair or Vice-Chair of the Council.

(c) All payments ratified under sub-paragraph (b) of this Standing Order shall be separately included in the next schedule of payments before the Council.

58 The Responsible Financial Officer shall supply to each member as soon as practicable after 31 March in each year a statement of the receipts and payments of the Council for the completed financial year. A Financial Statement prepared on the appropriate accounting basis (receipts and payments, or income and expenditure) for a year to 31 March shall be presented to each member before the end of the following month of May. The Statement of Accounts of the Council (which is subject to external audit) shall be presented to Council for formal approval before the end of September.

Estimates / Precepts

59 (a) The Council shall approve its financial budget for the coming financial year at its meeting before the end of the month of January in each year.

(b) Each committee shall formulate and submit proposals to the Policy, Resources and Communications Committee in respect of revenue services and capital projects for consideration for inclusion in the next annual budget not later than 30th November in each year

(c) Detailed estimates of income and expenditure on revenue services and receipts and payments on the capital account, shall be prepared each year by the Responsible Financial Officer not later than 30th November in each year.

60 The Policy, Resources and Communications Committee shall review the estimates and submit them to Council not later than the end of December in each year.

Interests

61 If a member has a personal interest as defined by the Code of Conduct adopted by the Council on 14th April 2015 (Minute 15/29 refers) then he/she shall declare such interest as soon as it becomes apparent, disclosing the existence and nature of that interest as required.

62 If a member who has declared a personal interest then considers the interest to be prejudicial, he/she must withdraw from the room or chamber during consideration of the item to which the interest relates.

63 The Clerk will compile and hold a register of member's interests in accordance with agreement reached with the Monitoring Officer of the Responsible Authority and/or as required by statute.

64 If a candidate for any appointment under the Council is to his/her knowledge related to any member of or the holder of any office under the Council, he/she and the person to whom he/she is related shall disclose the relationship in writing to the Clerk. A candidate who fails so to do shall be disqualified for such appointment, and, if appointed, may be dismissed without notice. The Clerk shall report to the Council or to the appropriate committee any such disclosure. Where a relationship to a member is disclosed, Standing Orders 61, 62 and 63 shall apply as appropriate.

65 The Clerk shall make known the purpose of Standing Order 64 to every candidate.

Canvassing of and recommendations by Members

66 (a) Canvassing of members of the Council or of any committee, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. The Clerk shall make known the purport of this sub-paragraph of this Standing Order to every candidate.

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

67 Standing Order 66 shall apply to tenders as if the person making the tender were a candidate for an appointment.

Inspection of Documents

68 A member may for the purpose of his/her duty as such (but not otherwise), inspect any document in possession of the Council or a committee, and if copies are available shall, on request, be supplied for the like purpose with a copy.

69 All minutes kept by the Council and by any committee shall be open for the inspection of any member of the Council.

Unauthorised Activities

70 No member of the Council or of any committee or sub-committee shall in the name of or on behalf of the Council: -

- a) Inspect any lands or premises which the Council has a right or duty to inspect; or
- b) Issue orders, instructions or directions unless authorised to do so by the Council or the relevant committee or sub-committee.

Admission of the Public and Press to Meetings

71 The public and press shall be admitted to all meetings of the Council and its committees and sub-committees, which may, however, temporarily exclude the public and press by means of the following resolutions: -

"That in view of the [special] [confidential] nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw"

The Council shall state and record the special reason for exclusion.

72 (a) At all meetings of the Council and its committees and at a convenient time in the transaction of business there shall be an adjournment of the meeting of up to 15 minutes so as to allow any members of the public to address the meeting in relation to the business to be transacted at that meeting.

(b) At all other meetings, the Chair of the meeting may at his/her discretion adjourn the meeting to allow any member of the public to address the meeting in relation to the business to be conducted at that meeting

73 (a) The Clerk shall afford to the press reasonable facilities for the taking of their report of any proceedings at which they are entitled to be present.

(b) Accredited representatives of television companies shall be permitted to film the proceedings at Council meetings except for that part of the meeting where the public are excluded pursuant to a resolution passed in accordance with Section 100A(2) or (4) of the Local Government Act 1972 as amended.

74 If a member of the public interrupts the proceedings at any meeting, the Chair may, after warning, order that he/she be removed from the meeting and may adjourn the meeting for such period as is necessary to restore order.

Confidential Business

76 (a) No member of the Council or of any committee or sub-committee shall disclose to any person not a member of the Council any business declared to be confidential by the Council, the committee or the sub-committee as the case may be.

(b) Any member in breach of the provisions of paragraph (1) of this Standing Order shall be removed from any committee or sub-committee of the Council by the Council.

Liaison with County and District Councillors

77. (a) An Agenda for each meeting shall be sent, together with an invitation to attend, to the County, Borough, Unitary or District Councillor for the appropriate division or ward.

(b) Unless the Council otherwise orders, a copy of each letter or email ordered to be sent to the County or District Council shall be transmitted to the County Councillor for the division or to the District Councillors for the wards as the case may require.

Planning Applications

78 (1) The Clerk shall, as soon as it is received, enter in a book or file kept for the purpose the following particulars of every planning application notified to the Council: -

- a) the Planning Authority's reference number
- b) the place to which it relates
- c) a summary of the nature of the application;

(2) The Clerk shall refer every planning application to the next Planning Committee meeting and shall notify the notifying Planning Authority of the Committee's decision within the prescribed period of consultation. In the event and for whatever reason the prescribed period of consultation cannot be met then the Clerk will contact the relevant Planning Authority and request an extension of the prescribed period.

Financial Matters

79 (1) The Council shall consider and approve Financial Regulations drawn up by the Responsible Financial Officer. The purpose of these Financial Regulations will be to set out the arrangements for governing the conduct of the financial transactions of the Council and to ensure compliance with accounting and legislative requirements.

(2) The regulations shall detail the arrangements for:

- (a) accounting records and systems of internal control;
- (b) assessment and management of risks faced by the Council;
- (c) work of the Internal Auditor and the receipt of regular reports from the Internal Auditor which shall be required at least annually;
- (d) financial reporting requirements of members and local electors and; -
- (e) procurement policies.

The complete set of Financial Regulations are annexed to this document as Appendix A

Contracts

80 (a) Every contract made by the Council or by a committee, or officer acting on its behalf shall comply with any relevant Directives in force in the United Kingdom and, except as hereinafter provided, these Standing Orders. These Standing Orders apply only to contracts for the supply of goods or materials, or the execution of works and, in particular, shall not apply to contracts for services or of employment, nor to any contract for the sale or purchase of any right in or over land or premises nor to any other agreement, licence or wayleaves relating to land or premises.

(b) It shall be a condition of any contract between the Council and any person (not being an officer of the Council) who is required to supervise a contract on their behalf or nominate a sub-contractor or supplier that, in relation to such contract or nomination, he/she shall comply with the requirements of these Standing Orders as if he/she were an

officer of the Council. In these Standing Orders, any reference to an officer of the Council shall be deemed to include a reference to any such person as aforesaid.

(c) Exemption from any of the following provisions of these Standing Orders may be made by direction of the Council or a committee within whose terms of reference the subject matter of the contract falls where the Council or committee is satisfied that the exemption is justified in special circumstances.

Exemptions

(d) Every exemption made by a committee to which the power of making contracts has been delegated shall be reported to the Council and the report shall specify the circumstances by which the exemption shall have been justified.

(e) Express note of any exemption from any of the provisions of these Standing Orders and of the emergency, if any, by which the exemption shall have been justified shall, unless recorded in the report of a committee which is laid before the Council, be made in the Minutes of the Council.

(f) Before any contract for the supply of goods and materials, execution of works, or any provision as to the maintenance or servicing thereof is made, the Clerk shall ensure that the estimated cost of said supply or works has been included in the annual budget of the Council under the appropriate heading.

(g) Any proposed contract for the supply of goods and materials, execution of works or any provision as to the maintenance or servicing thereof which has not been included in the annual budget shall be the subject of a separate report to the appropriate committee or the Council. If approved, normal tender procedures will apply.

Code of Conduct on Complaints

81 The Council shall deal with complaints of maladministration allegedly committed by the Council or by any officer or member in such manner as the Council thinks fit except for those complaints which should be properly directed to the Monitoring Officer for consideration.

Variation, Revocation and Suspension of Standing Orders

82 Any or every part of the Standing Orders except those printed in **bold type** may be suspended by resolution in relation to any specific item of business.

83 A resolution permanently to add, vary or revoke a Standing Order shall when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

Training

84 (a). All Members appointed have a responsibility to the Council to undertake appropriate training courses if required to do so by Council.

(b). All Chairmen shall have a responsibility and be expected to undertake appropriate training courses.

Equalities

85 (a) The Council is committed to providing equality of opportunity in all its activities and to ensure that discrimination in any form does not occur.

The Council will ensure that all policies and procedures meet with both the letter and spirit of the following laws:

- Equal Pay Act 1970 (amended 1983)
- Sex Discrimination Acts 1975 and 1986
- Race Relations Act 1976
- Race Relations Amendment Act 2000
- Disability Discrimination Act 2005
- Human Rights Act 1998
- Employment Directive 2003
- Employment Equality (Age) Regulations 2006

(b) The Council will not treat a person less favourably on the grounds of:

- Sex (gender)
- Race, colour, ethnic or national origin
- Marital status
- Disability
- Religion or belief
- Sexual orientation
- Age

Standing Orders to be given to Members

86 A copy of these current Standing Orders shall be given to each member by the Clerk upon delivery to him of the member's declaration of acceptance of office and written undertaking to observe the Code of Conduct adopted by the Council or at any other time that may be appropriate.

Revocation of Previous Standing Orders

87 The previous Standing Orders previously adopted by the Council are hereby revoked

The current Council's Standing Orders were adopted by Council at its meeting on 14th September 2010 (Minute 10/116 refer) and were signed by the Chair of the Council at that time.

These Standing Orders were reviewed, amended and adopted by the Parish Council at its meeting on xxxxxxxx.

Signed by the Chair of the Council

Date

Standing Order 79 - Financial Regulations (FR)

Contents

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1 Financial Administration

- 1.1 The Clerk as the Responsible Financial Officer, under the direction of the Policy, Resources and Communications Committee, shall regulate and control the finances and accounts of the Council and supervise and co-ordinate financial and accounting methods.
- 1.2 The Clerk shall be responsible for the proper administration of the Council's financial affairs and the production of financial management information. The Clerk will be responsible for ensuring that the Council's internal audit is carried out by an independent, and relevantly qualified person, not associated with the Council, to the agreed Audit Plan and at least once a year and subject to the Council's confirmation of the nomination of Internal Auditor.

2 Financial Planning and Annual Estimates

- 2.1 The Clerk shall each year recommend to the Council a programme of estimates for consideration and the programme is to include adequate time for such discussions between the Policy, Resources and Communications Committee, other programme committees and Council (refer to SO 59 above).
- 2.2 Detailed estimates of income and expenditure on revenue accounts and expenditure of capital accounts, shall be prepared each year by the Clerk, who will examine and complete the estimates and submit them to the relevant committee(s) responsible for the services by the prescribed date (refer to SO 59 above).
- 2.3 The Policy, Resources and Communications Committee shall review the estimates and submit the same to the Council not later than December in each year, together with such summaries, statements and reports as are considered desirable in order to enable Council to determine the precept to be levied for the ensuing year. These

statements should also include a review of pay and conditions of service for existing employees (refer to SO 59 above).

3 Budgetary Control

- 3.1 The agreed revenue and capital budget will drive the Clerk's office's planned work programme and levels of cash flows required for solvency purposes for the next fiscal year. Major variations to agreed budgets will therefore be resisted by Council unless due regard and consideration is given to the resource implications that such variations would likely have on the Clerk's office.
- 3.2 Expenditure on the revenue account may be incurred up to the amounts included in the approved budget, subject to the requirements of Standing Orders.
- 3.3 Expenditure may not be incurred which cannot be met from the amount provided within the total net cost centre budget or when circumstances arise where there is likely to be budget overspend in total in the year, unless a request for a supplementary estimate has been submitted to and agreed by the Policy, Resources and Communications Committee.
- 3.4 Except as provided in Standing Orders, all proposals involving expenditure on the capital account shall be the subject of an annual report to the appropriate committee which shall include the full financial implications of the proposals.
- 3.5 The Policy, Resources and Communications Committee shall carry out a review of the expenditure and income of the Council at the same time as it undertakes its evaluation of the following year's budgetary requirements (refer to SO 59 above).

4 Income

- 4.1 The collection of all sums due to the Council shall be under the supervision of the Clerk, who shall ensure adequate arrangements for prompt and proper accounting for all cash, including its collection, custody, control and deposit are maintained.
- 4.2 The Clerk will have discretion to agree re-imbursements in income to a maximum of £50 per incident in order to appease dissatisfied clients for whatever reasons. All reductions ratified under this clause will be reported to the Policy, Resources and Communications Committee detailing the circumstances and reasons for any decision. Any claims for re-imbursements above £50 will be referred to the Policy, Resources and Communications Committee for consideration and approval.
- 4.3 The Council will agree the scale of fees and charges for each service on, at least, an annual basis following a report of the Clerk (timings to be in accordance with SO 59 above).
- 4.4 Personal cheques shall in no circumstances be cashed out of money held on behalf of the Council.
- 4.5 Every transfer of official money from one member of staff to another shall be signed for by the receiving officer.

5 Banking Arrangements

- 5.1 All arrangements with the Council's Bankers shall be made by the Clerk and approved by the Policy, Resources and Communications Committee. The Clerk shall be authorised to operate such banking accounts as considered proprietary and necessary.
- 5.2 All schedules approving payments of cheques shall be presented to a meeting of the Council for authorisation by resolution and all cheques signed by the Clerk and two members.
- 5.3 Where it is necessary to make a payment before it has been authorised by Council, such payment shall be certified as to its correctness and urgency by the Clerk with the approval of the Chair or Vice-Chair of the Council. Such payment shall be authorised in retrospect by the committee having charge of the business to which it relates, or the Policy, Resources and Communications Committee as the case may be.
- 5.4 All payments ratified under 5.3 shall be highlighted in the next schedule of payments before the Council.

6 Signing of Cheques

- 6.1 Cheques will be signed by three authorised persons. One will be the Clerk and in the Clerk's absence the Deputy clerk, and the other two being two Councillors from an agreed list. The Council's bank will be advised of the designated signatories and specimen signatures held by them.

All cheque stubs shall be initialled by cheque signatories.

- 6.2 A pool of 4 (four) signatories will form the authorised list of signatories for the accounts and are attached to these Financial Regulations.

7 Ordering Procedures

- 7.1 Official Purchase Orders shall be issued for all work, goods or services to be supplied to the Council and such orders should be signed by the Clerk or other duly authorised officer and should specify any cost which has been agreed.
- 7.2 Each order raised shall conform to the directives in Standing Orders

8. Payment Procedures

- 8.1 Apart from petty cash payments, the normal method of payment of money due from the Council shall be by cheque or other electronic means drawn on the Council's Bankers.
- 8.2 All invoices for payment including Direct Debits shall be examined, verified and certified by the Clerk. Before certifying an invoice the Clerk shall satisfy themselves that the work, goods or services to which the invoice relates have been received, carried out, examined and approved. The invoice should then be checked for arithmetical accuracy and coded to the appropriate expenditure head and code. The Clerk shall take all reasonable steps to settle all invoices submitted, and which are in order, within 30 days of their receipt.

8.3 Unless as otherwise agreed by Council, payments for any goods/services supplied to the council will not be paid for in advance of the receipt of said goods and/or services.

8.4 The payment of all salaries, wages and other emoluments shall be made in accordance with the instruction of the Clerk, concerning national pay awards and other information likely to have a bearing on individual members of staff conditions of service.

8.5 The payments of salary and wages information including information of superannuation, income tax, national insurance and the like should be fully maintained and updated in accordance with instruction of the Clerk.

9. Petty Cash Float

9.1 The Clerk may maintain such petty cash float as is deemed necessary for operational purposes up to a maximum of £100 and provide petty cash to officers for the purpose of defraying operational and other expenses or miscellaneous items of an urgent nature. Such petty cash accounts to be maintained on the impress system in the manner and form prescribed by the Clerk and be reported monthly to the Policy, Resources and Communications Committee.

9.2 Vouchers and receipts for payments made from this account shall be kept in accordance with instructions laid down from time to time by the Clerk.

9.3 Income due and/or received must not be paid into the petty cash account but must be separately banked in accordance with the procedures in accordance with these regulations.

10. Legal Documents

10.1

The Clerk shall have the custody of all Title Deeds of properties owned by the Council and shall ensure a record is maintained of all such properties and that all such documents are securely kept and maintained and deposited at a suitable location.

11. Insurances

11.1 The Clerk will maintain adequate insurance cover and negotiate all claims.

11.2 All members of staff with line responsibility are responsible for notifying the Clerk of all new risks which require to be insured and of any alterations affecting existing risks or insurances.

11.3 A comprehensive record of all insurance's effected by the Council and the property and risks covered thereby shall be maintained and reviewed annually.

11.4 All members of staff are responsible for immediately notifying the Clerk in writing, of any loss, theft, liability or damage, or of any event likely to lead to a claim.

12 Investments, Borrowings and Trust Funds

12.1 All investments of money under the control of the Council shall be in the name of the Council and made under arrangements approved by the Policy, Resources and Communications Committee.

12.2 All borrowings shall be effected in the name of the Council and be subject to consideration by the Policy, Resources and Communications Committee and approval by Full Council.

13 Procurement of Goods and Services

13.1 Where the estimated cost of works, goods and materials and related services is as set out below and the requisite provision thereof has been made in the approved budget, the arrangements for any required invitation of tenders or quotation and the subsequent acceptance thereof shall be as shown.

| Estimated Value | Method of Invitation | Acceptance By |
|---------------------|---|---|
| Up to £5,500 | Discretionary | Clerk |
| £5,500 to £16,000 | Minimum of three invitations for quotations | Clerk |
| £16,000 to £32,000 | Minimum of four invitations for quotations | Chair of either Council or appropriate committee or nominee and Clerk |
| £32,000 to £80,500 | Minimum of five invitations for tenders (with discretion to invite tenders by public advertisement up to £80,500) | Chair of either Council or appropriate committee or nominee and Clerk |
| £80,500 to £140,000 | Minimum of five invitation for tenders by public advertisement | Chair of either Council or appropriate committee or nominee and Clerk |
| Above £140,000 | EU procurement rules to apply until Brexit | Chair of either Council or appropriate committee or nominee and Clerk |

In all cases up to £16,000 where the lowest tender received is in excess of 5% above the original estimate, or in cases over £16,000 where it is in excess of the original estimate, it shall be reported to the appropriate committee for acceptance or otherwise.

13.2 Tenders to be invited by public advertisement

Contracts which exceed £80,500 in valuation or amount for the supply of goods or materials or the execution of any work for which provision has been made in annual budget shall not be made unless at least ten days public notice has been given in one or more of the local newspapers circulating in the district. Provided that it shall not be obligatory for the Council or any committee or sub-committee exercising powers delegated by the Council to invite tenders for a contract or materials where effective competition is prevented by Government control or where the Clerk reports in writing to the Council or to the committee or sub-committee exercising such powers that effective competition is prevented by the special nature of the goods or materials required. Nor shall it be necessary to give public notice of the intention to enter into such a contract.

13.3 Exceptions to procedures

Normal purchasing procedures shall not apply to: -

- (i) Purchase by auction;
- (ii) Purchase or repair of patented or proprietary goods or materials sold at fixed price;
- (iii) Purchase of materials normally supplied by specialist contractors;
- (iv) The execution of work, the purchase of goods or materials or the provision of services involving special, scientific or artistic knowledge;
- (v) The execution of work or the purchase of goods or materials which are a matter of urgency after prior reference to the appropriate committee Chair;

- (vi) The purchase of goods or materials which the Clerk may from time to time deem it expedient to make in the open market provided that before making any such purchase the approval of the Chair of the appropriate committee concerned is obtained and finance is available in the appropriate budget;
- (vii) Contracts with professional persons or companies for the execution of work and for advice in which the personal skills of the person or company is of primary importance;
- (viii) Those contracts where a committee may expressly determine that it is in the Council's interest that a tender be negotiated directly with a contractor or supplier of goods or services.

13.4 Requirements for submission of tenders

Where, in pursuance of Standing Order 80, public invitation to tender is required, every notice of such invitation shall state that no tender will be received except in a plain, sealed envelope which shall bear the word 'Tender' followed by the subject to which it relates, but shall not bear any name or mark indication the sender and such envelopes shall remain in the custody of the Clerk until the time appointed for their opening.

13.5 Declarations as to conduct of Tenderer

In connection with the submission of tenders for the execution of works or supply of goods and materials, declaration shall be obtained from each tenderer in the following form and wording:

"we declare that we are not parties to any scheme or arrangement under which;

- (i) we communicate the amount of our tender to any other person or body before the contract is let.
- (ii) any other tenderer for the works, which are the subject of our tender, is reimbursed any part of his/her tendering costs.
- (iii) our tender prices are adjusted by reference directly or indirectly to the prices of any other tenderer for the works.

No provision is made in our tender price for any reimbursement or any adjustment to any submitted costs thereto."

13.6 Procedure for opening tenders

Tenders received before the closing date specified shall be stored securely and at an allotted time opened by the Clerk or an official of the Council designated by the in the presence of such Member or Members of the Council as may have been designated for the purpose by the Council or by the committee. Where tenders have been opened in pursuance of this paragraph they shall be recorded and reported to the next meeting of the appropriate committee.

13.7 Limitations of acceptance of tenders

A tender, other than the lowest tender if payment is to be made by the Council or the highest tender if payment is to be received by the Council, shall not be accepted until the Council shall have considered a written report from the appropriate Officer.

The Council is not obliged to accept the lowest or any tender received.

13.8 Contracts for supplies, services and works

Every contract which exceeds £80,500 in value or amount shall be in writing and in a form prescribed or approved by the Council and signed by the Clerk on behalf of the Council.

Until such time as Brexit, every contract which exceeds the EU limit for contracts shall be advertised and let in accordance with the current EU procurement rules that apply at the time.

13.9

Every contract for which provision has been made in the approved annual estimates and/or approved by the appropriate committee of the Council pursuant to Standing Orders and being in value of an amount less than £80,500 shall be entered into on behalf of the Council by the Clerk or authorised officer by the issuing of an official order only.

13.10 Contents of written contracts and penalties

Every written contract shall specify: -

- (i) the work, materials, matters or things to be furnished had or done;
- (ii) the price to be paid with a statement of discounts or other deductions;
- (iii) the time or times within which the contract is to be performed;
- (iv) whether the contractor is accredited to ISO 9000 and approved by and will carry out work to the standard laid down by an appropriate national organisation such as the Confederation of Registered Gas Installers (CORGI) or National Inspection Council of Electrical Installation Contractors (NICEIC) and that such work will be covered by guarantees issued by these bodies.

14 Corrupt Practices

14.1

There shall be inserted in every written contract a clause empowering the Council to cancel the contract and to recover from the contractor the amount of any loss resulting from such cancellation if the contractor shall have offered or given or agreed to give any person any gift or consideration of any kind as an inducement or reward for doing or forbearing to do or for having done or forborne to do any action in relation to the favour or disfavour to any person in relation to the contract or any other contract with the Council, or if without the knowledge of the contractor or if in relation to any contract with the Council the contractor or any person employed by him/her or acting on his/her behalf shall have committed any offence under the Prevention of Corruption Acts 1889-1916, or shall have given any fee or reward the receipt of which is an offence under section 117(2) of the Local Government Act 1972.

15 Revision of Financial Regulations

15.1

It shall be the duty of the Policy, Resources and Communications Committee to review the Financial Regulations of the Council from time to time and, after consultation with any other committees concerned, to make such recommendations to the Council.

These Financial Regulations (Standing Order 79) were reviewed, amended and adopted by the Parish Council at its meeting on xxxxxxx.

Signed by the Chair of the Council

Date

Authorised signatories for Financial Regulations 6 purposes are:

| Councillors: | Officers: - |
|--|---|
| Cllr xxxxx Cllr xxxxx Cllr xxxxx Cllr xxxxx | Clerk and Responsible Financial Officer Deputy Clerk |



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Mr Colin Hunt
Hassocks Parish Council, Parish Centre
Adastra Park
Keymer Road
Hassocks
BN6 8QH

18th January 2017

Dear Colin

Thank you for your letter of 11th January regarding bus services in Hassocks and Keymer. I am concerned to hear that you wrote to me in November since I would always respond to any letter received and I have not seen one previously from Hassocks Parish Council.

It is unfortunate that the geography of Hassocks and Keymer mean that the direct buses to/from Brighton by-pass the village and necessitate a change of buses at Stonepound Crossroads. Operating into the village would obviously take additional time and this is just not possible with the current 40 timetable and would also not be popular with through passengers. The previous through 33 service did operate to Brighton but unfortunately this extension was withdrawn because it was running at a loss.

It is a sad fact that very few rural buses services are actually viable without some form of council subsidy and this really would be the only option for the service you suggest. You may wish to explore this further with WSCC but I have to say it is very unlikely they could fund an additional bus service in the current financial climate. This is particularly so in view of the fact that the village does already have an hourly bus (route 33) and also a frequent train service.

Obviously the District Council, or even yourselves as a Parish Council, could provide funding for a bus service and in some places we have been able to provide a service with funding from various local councils working together. If you are able to identify some form of funding then I would be pleased to discuss this with you further, but unfortunately without this I'm afraid the sort of service you propose would just not be financially viable.

Yours sincerely,

Chris Chatfield

