

ASTON, COTE, SHIFFORD & CHIMNEY PARISH COUNCIL

CLERK'S BRIEFING NOTES

PARISH COUNCIL MEETING ON 5 August 2021

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Prepared by E Anstee on 30th July 2021

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 10

Correspondence

Ltr – Planning response to WODC for 20-01681-FUL

Ltr – Planning response to WODC for 20-02209-OUT

Ltr – Planning response to WODC for 20-02099-FUL

All other correspondence by email.

Agenda Item 8

Astonbury 2020 Correspondence

[REDACTED]
Aston

20.07.21
[REDACTED]

FAO - all members of the Aston, Cote and Shifford Parish Council

Hello - My name is [REDACTED]. I have lived in Aston for almost forty years and I represent a number of concerned local residents.

We would like to raise an issue for discussion at the forthcoming Parish Council meeting on Thursday August 5th and believe that giving over a week's notice, and putting our concerns in writing, might make its discussion more likely - and productive.

The issue is Astonbury Festival - now postponed - and I will briefly explain why I, and others I know, are concerned. However, first I would like to stress that we are NOT killjoys, nor NIMBY's. We are, though, aware that planning and organisation, at many levels, are key to both minor and major events - and this was to be a major event.

This was to be a 3 day, live music festival. With the festival weekend approaching - about 7 weeks away - I wondered why there was no information/advertising/leaflet drop around the actual village and surroundings, informing the locality about this "Family Friendly Music Festival", which was promoted on the national Eventbrite website and on the village Facebook page, as a "village festival".

I understand that I am not a Facebook follower, but truly it seemed Facebook was the only place where there was any information regarding the event. On the national Eventbrite website were day-by-day listings of multiple performers and bands - real facts and information were unavailable. However, there was an Eventbrite ticket page, encouraging people from all over the nation to purchase weekend tickets for the event. There were to be two stages and multiple performers on each day, with live music from 12 noon to 11pm on Friday and Saturday and 12 noon to 10.30pm on Sunday. However, even at this late stage, no information regarding parking, traffic control throughout the village, or noise levels. The impact on the village, with no coherent strategies in place, could have been unthinkable.

There had been a meeting in the village hall on June 30th, which was only promoted on the local Facebook page. This was attended by about 8 people

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(as a result of not knowing about it?). However, since we were unable to attend, I took the opportunity, offered on the Facebook page informing of the meeting, to contact the organisers with my questions. I enclose a copy of my questions, and the responses eventually sent by [REDACTED] on July 7th. With now only six weeks to go to the event, I was not filled with confidence about either the safety procedures or efficient running of a three day music festival in a small village - parking, toilets, traffic, noise etc?

Together with some friends, we brain-stormed a list of questions. We are NOT festival organisers - however, I suggest we represent reasonable, concerned, local residents, with questions that seemed to cover the barest minimum of what should have been in place (and planned for by the organisers) a month and a half prior to such a large public event.

I took a copy of the questions to [REDACTED] a member of the Festival Committee, who informed me she was "Promotions" and knew nothing about the issues raised, but that there was a meeting on Wednesday (14th July) after which more would be known.

I wrote a covering letter to Mr La Forte, including the list of questions, at about the same time and put it through his letter box; suspecting he was away, I also sent an email and the questions to [REDACTED], in her capacity as Clerk to the Parish Council. She forwarded my letter and questions to Mr La Forte, who then contacted me. In his letter he referred to The Community Trust, who operate and run the village hall and recreation ground, suggesting that they would have ensured that everything was in place that needed to be. From speaking to [REDACTED], Chair of The Community Trust, I discovered that they knew next to nothing about the event, because, despite asking questions over a two year period, they had had no concrete responses. The organisation and responsibility for the festival was not theirs. They had rented the use of the field to the organising committee for £250 for three days, which also included extra days for setting up and dismantling. They had stipulated that licences, insurance and all other organisation were to be carried out by the organisers, and that they wanted to see proof that this had been done. They had received no proof.

The licensing department at WODC knew nothing of the event, when one of us enquired.

Following the meeting of the Festival Committee on Wednesday July 14th, I was informed that the festival was to be cancelled/postponed and I include a letter sent by [REDACTED] to me on that day, which included a statement from the Parish Council, issued on Tuesday July 13th.

I only itemise all of this tedious information to explain the lengths ordinary villagers have gone to to ascertain the facts about a 3 DAY MUSIC FESTIVAL, taking place in our village - one that, had it gone ahead could have had serious effects on an unsuspecting and unaware village.

There was no local advertising - no leaflet drop throughout the village - no posters on the notice boards, nor in the shop. In fact there was NO information for what was promoted as a local event, promoting the local community and no one I spoke to seemed to know anything about it.

There was no planning in place - no field for parking with shuttle bus facilities, no information about camping etc. I could go on, with many more stipulations laid out by the Community Trust in their initial contract, and ignored by the organisers.

Apart from questioning how this situation came about, I wonder why the Parish Council did not ask questions about a major village/parish event and what the result might have been if no questions had been asked and the event had taken place.

My concern in writing all of this is to ensure that nothing like this is ever allowed to 'slip through the cracks' again. The results could have been serious and significant. Without being over-dramatic, it is quite possible to envisage a nightmare scenario of people, cars, anti-social behaviour and more.

We are not, I stress, a group of people averse to fun, noise, and new or novel activities. We are however concerned that an event, so profoundly ineptly 'organised' should have reached a point where only a few local residents questioning its sanity could cause anyone to question it.

Thank you for your patience in reading all of this - and I do hope that you find time to read this and discuss the issues raised at the Parish Council meeting.

[REDACTED] - on behalf of a group of concerned residents.

[REDACTED]

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From: [REDACTED]
Subject: Re: Fwd: Questions
Date: 7 Jul 2021 at 20:59:58
To: [REDACTED]

Hello [REDACTED]

Sincere apologies for not replying to your previous message. Here is our response:

- I understand this festival lasts for a few days. Where will people attending stay?

We are hoping that many of the festival attendees will be local and we really want to promote this as a community event. Some provision for tents is being made available on the festival site. Other camping options are currently being explored. Anyone travelling further afield will be able to use local hotels in Witney.

- What provision is there for car parking?

- How can you/we prevent attendees blocking all roads in and around the village?

We are encouraging people to walk or use public transport wherever possible and are requesting that everyone is considerate of village residents and do not block access/driveways.

Traffic management is subject to the licensing agreement with West Oxfordshire District Council, and we are awaiting their instructions. More information about parking to be updated soon. <https://astonbury-festival.co.uk/info.html>

- What provision is there for policing/security on a site basis - on a village and surroundings basis?

Security on the festival site is being provided by an experienced person (and his team) who lives in the village. It will cover the whole period of the festival.

We do not foresee any security problems in the village, because we are promoting this as a family friendly event. In the unfortunate possibility of

there being any problems, we would ask residents to contact the police.

- How late into the night will music continue?

Music starts at 12 midday and finishes at 11pm on Friday and Saturday and 10.30pm on Sunday.

We shall be checking sound levels throughout the duration of the festival and there will be a 24 hour noise complaint line made available to the public.

Please do check our website as this will be updated on a regular basis leading up to the festival.

If you have any further questions, please don't hesitate to contact us via email info@astonbury-festival.co.uk

On 07/07/2021 12:43 [REDACTED] wrote:

Hello - having had no response to my questions, please forgive me for resending, as I would like to know and was unable to attend the meeting.

[REDACTED]
Sent from my iPad

Begin forwarded message:

From: [REDACTED]
Date: 30 June 2021 at 13:54:31 BST
To: [REDACTED]
Subject: Re: Questions

Clerk's Briefing Notes – 5 Aug 2021

Aston, Cote, Shifford and Chimney Parish Council

[REDACTED]
Aston
[REDACTED]
[REDACTED]

10.07.21

Hello - as a concerned villager and with no solid information regarding the forthcoming and imminent Astonbury Festival forthcoming - I wonder whether you would be kind enough, or able enough, to answer these questions for me?

I have emailed the organisers and have received the responses enclosed in answer to my questions. These do not leave me, nor anyone I know, feeling confident about the organisation of this event. I do hope that, in answering these questions, you can put my mind at rest.

- 1 - Who are the organisers and what are their contact details?
- 2 - Who is the designated health and safety officer?
- 3 - May we see a copy of the risk assessment?
- 4 - May we see a copy of the health and safety policy?
- 5 - May we see a plan of the site for the duration of the Festival?
- 6 - May we see the contact details of police, fire and ambulance liaison officers?
- 7 - How many cars are expected - and what is the parking plan?
- 8 - How many attendees are expected from ticket sales (tiers one a two and three)?
- 9 - How are total attendees being limited?
- 10 - What are the responses from Witney Council and West Oxfordshire Highways Departments, following initial approach by organisers?

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11 - What are the traffic management proposals into, out of and around the village?

12 - Public transport to and from Aston is inadequate. What other arrangements have been made? You cannot walk along most local roads safely because there are no pavements.

13 - What are the washing/toilet arrangements?

14 - What public liability cover is in place?

15 - Is there reassurance that villagers can have access to their community amenity throughout the festival?

16 - Is there a tangible benefit to the village and what are the Community Trust charging the organisers for renting the field for a long weekend?

17 - What was the rationale behind the decision to allow this event to last for 3 days?????

18 - What is the experience of the organisers of this event in successfully organising events elsewhere?

19 - What licences, from any relevant authority (alcohol and others) have been obtained for the event?

Sorry to have to contact you in this way, but there appears to be no serious contact point for information regarding the festival. Given the imminence of the event, I wonder if you could respond to my questions rapidly?

With my deepest concern for the village and its inhabitants

[REDACTED]

From: [REDACTED]
Subject: Re: Astonbury - Your email to me
Date: 15 Jul 2021 at 11:39:38
To: [REDACTED]
Cc: [REDACTED]

Good Morning Mrs Smith

It was decided by the Astonbury Committee last night to postpone, with much regret, the event until next year and move it to a new greenfield site. Your concerns are now therefore nugatory.

You should be aware that informing their decision was the following change in the Parish Council's position on the matter, made on Tuesday, as follows:

The Parish Council are fully supportive to the 'Astonbury Family Friendly Music Festival' being held in the Parish, representing as it does an absolutely wonderful opportunity for a locally-organised, novel, inclusive and enjoyable social and cultural event - rooted in, but also promoting, the local community. Regrettably however, with certain key arrangements yet to be resolved that impact upon the wider community (licensing, parking, camping and the like), the proposed dates of 20-22 Aug now seem untenable. We suggest therefore, that the event be postponed until these matters are resolved and would urge all relevant local community groups to cooperate in making the venture a success.

I have resigned from the Astonbury Committee, albeit I will continue to attend meetings as the Parish Council representative.

Please note that a public announcement will not be made until the weekend, in order to inform festival stakeholders in advance. I therefore request that you treat this news in confidence - forwarded to you as a courtesy, given my promise to update you promptly following your recent enquiries with me.

Best Regards

[REDACTED]

Aston, Cote, Shifford and Chimney Parish Council

To the Clerk to the Parish Council of Aston, Cote, Shifford and Chimney

27. 07. 2021

Dear Elaine

We have a question, which we would like included in the agenda for the forthcoming meeting of the Parish Council on Thursday August 5th. We hope this is possible.

Our question is this

What systems could be put in place to ensure transparency over proposed parish and village events in future?

Due to minimal parish advertising about Astonbury - it appeared on the village facebook, which not everyone uses, and in Voices, minimally - no one was able to question the appropriateness or organisation of such an event on the village field. There was an assumption that it was a well organised and appropriate, with the knowledge and agreement of the bodies acting on behalf of the village and parish, namely the Community Trust and Parish Council.

With proper village/parish involvement and careful organisation, this could have been a successful and safe event. However, given that neither of these were in place, the possible outcomes for the village/parish do not bear thinking about.

Regards

A large black rectangular redaction mark covering the signature of the sender.

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 9a

Traffic Calming



Proposed 30mph extensions/20mph inclusions. The build out by the village hall, Cote Road, to be included because to be able get funding we need to have approval that it can go ahead. There will be no additional costs for the consultation and even if we do not manage to get it funded in the two years from agreement the precedent will have been set if we have to go back for permission again.

On 28th July 2021 an unofficial speed watch activity between 8am and 9am, at the end of Foxwood, recorded 143 vehicular movements of which 23 were exceeding 33mph. This is 16% average of vehicles speeding. Of those exceeding the speed limit 9 were travelling at 36 to 40mph heading towards Cote. Without exception all the drivers reacted and slowed down on seeing the 'florescent jackets'! though some deliberately sped up when they thought they were out of range.

Clerk's Briefing Notes – 5 Aug 2021
Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 9b

HM Queen Elizabeth II Platinum Jubilee 2022

Dear All,

The Queen's Platinum Jubilee in 2022 will be an historic occasion – the first time any British monarch has ever reigned for 70 years. There will be a range of commemorations and I am sure most of you will have seen the information that is starting to flow with regard to the plans for the Platinum Jubilee weekend. Many of you have possibly already started making plans in your community.

One of the main national projects will be a large-scale tree planting campaign all across the UK, to be known as The Queen's Green Canopy. Put simply, people, voluntary groups, schools and local authorities across the UK are being encouraged to "Plant a Tree for the Jubilee" through the QGC initiative. The actual planting programme will need to be in two phases; autumn/winter 2021-2 and then October-December 2022. Every county is being invited to create a network of individual or specimen trees, tree avenues, copses, orchards or woodlands in honour of The Queen's 70 years of service. Please visit the QGC website for further information: www.queensgreencanopy.org. If wished, these trees and woods can be dedicated to QGC by erecting commemorative plaques to identify them and preserve them for the future, and (regardless whether there is plaque or not) each location will be uploaded onto a map of the UK to provide a public record of all the Platinum Jubilee plantings. The campaign hopes to see communities, charities, schools, youth groups, councils and landowners planting healthy native trees that will thrive in their environments and enhance both towns and the wider landscape for generations to come.

Full details of the events for the Jubilee weekend of June 2nd - 5th, 2022 are available at the following address: <https://www.royal.uk/platinum-jubilee-central-weekend>.

While many of these do not directly affect Oxfordshire, there are two events in particular that you need to be aware of:

- The first is the lighting of Platinum Jubilee Beacons on Thursday, 2nd June. This is a nationwide initiative and I attach the extensive instructions and advice we have received with regard to the programme which encompasses not only the lighting of beacons, but town criers reading proclamations, bagpipers, etc. It will be up to local authorities to decide whether they wish to participate and if so, with what elements. Within Oxfordshire, beacons have been previously lit at Henley-on-Thames, Blenheim Palace, Oxford City (at the Castle Mound) and perhaps some others that we were not aware of. If you do have any plans of this sort, we would welcome you keeping the Lieutenancy office informed (lieutenancyoffice@stevenson-oxford.co.uk).
- The second event is the Big Jubilee Lunch on Sunday, 5th June. Communities of all sizes are being encouraged to create street parties, picnics, barbeques, etc. The responsibility for deciding the format and scope of these rests with individual communities. This event will enable people to come together to celebrate and generate connections between different elements of our community. The event is being supported by the *Big Lunch* which has been coordinating these activities regularly since 2009 and is overseen by Eden Project Communities. They offer advice on how to organise such events at <https://www.edenprojectcommunities.com/blog/the-big-jubilee-lunch> and more information on this will be forthcoming in the weeks ahead. Again we would welcome you keeping us informed of any events your community is planning.

If we receive any further information on Platinum Jubilee celebrations we will forward this to you as we receive it.

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 9e







Bin Audit

DOG BINS			
Picture	Location Description	What3Words	Condition/Notes
	In front of village hall, Cote Road, Aston	workforce.reframe .scrubber	Lid on floor/replaced but back on floor next day/old design
	On recreation ground at village hall, Aston.	trackers.sniff.stepping	Lid missing/not well used or sited/would be better in corner of field at W3W location negotiators.deranged.prayers
	End of Bull Street, Aston by footpath to village hall	decay.diplomas.marble	Good condition/Most used bin in parish with people witnessed driving to dump dog poo bags in it.
	End of Southlands, Aston	inches.think.positions	Good
	End of North Street by the Square, Aston	lamp.width.misty	Good
	Back Lane junction with North Street, Aston	rezoning.cobble.playfully	Good





Aston, Cote, Shifford and Chimney Parish Council

DOG BINS			
Picture	Location Description	What3Words	Condition/Notes
	Ham Lane, Aston - 20 metres from the junction with High Street.	headless.reinforce. acted	Reasonable
	Church Lane, Aston on junction with Cote Road	denoting.project.sh uttle	Good
	by the Allotments in Cote	blinking.insisting.de cisive	Poor
	Cote on the left just before Minster House.	squashes.laptops.fl ush	Poor
	At the crossroads to Cote off road from Aston to Chimney	scorch.denote.rave n	Poor and buried in hedge. Needs relocating to be adjacent to sign post.
	Isle of White Bridge on unnamed road from Chimney to Buckland Road alongside the	health.suitably.awa ke	Good - newly installed in 2020 through Ubico Ltd
New Bin Requested from Ubico Ltd	End of Ham Lane, Aston	privately.dispose.c entrally	Still awaiting installation.

Aston, Cote, Shifford and Chimney Parish Council

RUBBISH BINS			
Picture	Location Description	What3Words	Condition/Notes
	In front of village hall, Cote Road, Aston	chromatic.mended.s econd	Damaged where it has been hit by vehicles entering the car park and therefore not well sited
	Village Hall by picnic tables	flamenco.outlined.sc ience	Good
	End of Southlands, Aston	reinvest.condition.in visible	Good
	War Memorial, The Square, Aston	envoy.fluid.drain	Good
	Vicarage Close, High Street, Aston	collides.basically.sto pwatch	Good
	Adjacent to The Limes, High Street, Aston	airstrip.radically.dec oding	Good

Aston, Cote, Shifford and Chimney Parish Council

RUBBISH BINS			
Picture	Location Description	What3Words	Condition/Notes
	High Street/adjacent end of Ham Lane, Aston	lands.reliving.stables	Okay - but not well located and in area where there are three other bins within 20 metres/Remove?
	On Cote Road, Aston, outside school	marked.blatantly.re mind	Well used but in poor state of repair as seams starting to split vertically.
	Top of Woodbridge Close/Saxel Close, Aston at end of footpath from Cote Road.	dried.boot.mole	Good
	End of Foxwood, Cote Road, Aston.	radar.lordship.twig	Poor - needs replacing/bin well used.
	Bus shelter, B4449 Cote opposite Willow Fram.	trackers.heartburn.la bs	Tired but sound

Agenda Item 12a

Governance – Policies for Review

Aston, Cote, Shifford & Chimney Parish Council

Standing Orders

Adopted on 7 June 2018

Reviewed 3 February 2020

Reviewed 5 August 2021

Aston, Cote, Shifford and Chimney Parish Council

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Rules of debate at meetings

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the amended motion becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman.
- j Subject to standing order 1(k) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

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- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. in exercise of a right of reply.
- p During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved understanding order 1(r) above, the contributions or speeches by a councillor shall relate only to the motion under discussion.

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Disorderly conduct at meetings

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) above is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

Meetings generally

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) above shall not exceed 10 minutes unless directed by the chairman of the meeting.

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- g Subject to standing order 3(f) above, a member of the public shall not speak for more than 3 minutes.
- h In accordance with standing order 3(e) above, a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i Where a member of the public has been invited to the meeting to give a presentation for information only to the parish council, the period of time designated for the presentation shall not exceed 10 minutes, of which a maximum of 7 minutes shall be for the presentation and the remainder for councillors to ask questions of clarification.
- j At the discretion of the Chairman, the county councillor or district councillors who represent the parish and are attending the meeting may be invited by the Chairman to share knowledge relevant to any agenda item during the discussion by the parish councillors of that agenda item.
- k A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chairman of the meeting may at any time permit a person to be seated when speaking.
- l A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- m Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- n **Subject to standing order 3(o), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- o **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- p **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- q **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if any).**

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- r **The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- s **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors or councillors with voting rights present and voting.**

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- t **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**
See standing orders 5(i) and (j) below for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the council.
- u **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
- v The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of councillors present and absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.
- w **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter. Any declaration of interest means that the councillor must leave the room whilst the agenda is discussed.**
- x **No business may be transacted at a meeting unless at least one-third of the whole number of members of the council are present and in no case shall the quorum of a meeting be less than three.**
See standing order 4d(viii) below for the quorum of a committee or sub-committee meeting.
- y **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- z A meeting shall not exceed a period of 2.5 hours.

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Committees and sub-committees

- a **Unless the council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council.**
- c **Unless the council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of full council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 10 days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xii. may dissolve a committee.

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Ordinary council meetings

- a In an election year, the annual meeting of the council shall be held on or within 14 days following the day on which the new councillors elected take office.**
- b In a year which is not an election year, the annual meeting of a council shall be held on such day in May as the council may direct.**
- c If no other time is fixed, the annual meeting of the council shall take place at 6pm.**
- d In addition to the annual meeting of the council, at least three other ordinary meetings shall be held in each year on such dates and times as the council directs.**
- e The first business conducted at the annual meeting of the council shall be the election of the Chairman and Vice-Chairman (if any) of the Council.**
- f The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the council.**
- g The Vice-Chairman of the Council, if any, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the council.**
- h In an election year, if the current Chairman of the Council has not been re-elected as a member of the council, he shall preside at the meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equality of votes.**
- i In an election year, if the current Chairman of the Council has been re-elected as a member of the council, he shall preside at the meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and must give a casting vote in the case of an equality of votes.**
- j Following the election of the Chairman of the Council and Vice-Chairman (if any) of the Council at the annual meeting of the council, the business of the annual meeting shall include:**
 - i. In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the council resolves for this to be done at a later date;**

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- ii. Confirmation of the accuracy of the minutes of the last meeting of the council;
- iii. Receipt of the minutes of the last meeting of a committee;
- iv. Consideration of the recommendations made by a committee;
- v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- vi. Review of the terms of reference for committees;
- vii. Appointment of members to existing committees;
- viii. Appointment of any new committees in accordance with standing order 4 above;
- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities;
- xi. Review of representation on or work with external bodies and arrangements for reporting back.

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Extraordinary meetings of the council and committees and sub-committees

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

Previous resolutions

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

Voting on appointments

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

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Motions for a meeting that require written notice to be given to the Proper Officer

- a A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the council's statutory functions, powers and obligations or an issue which specifically affects the council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 5 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b) above, correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least 5 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f Subject to standing order 9(e) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

Motions at a meeting that do not require written notice

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

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- i. to correct an inaccuracy in the draft minutes of a meeting;
- ii. to move to a vote;
- iii. to defer consideration of a motion;
- iv. to refer a motion to a particular committee or sub-committee;
- v. to appoint a person to preside at a meeting;
- vi. to change the order of business on the agenda;
- vii. to proceed to the next business on the agenda;
- viii. to require a written report;
- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory requirements);
- xvi. to adjourn the meeting; or
- xvii. to close a meeting.

Management of information

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

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Draft minutes

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

“The chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e **If the council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

Code of conduct and dispensations

See also standing order 3(w) above.

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the council.
- b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable

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pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.

- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f) above, dispensations requests shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 13(e) above if having regard to all relevant circumstances the following applies:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or**
 - ii. **granting the dispensation is in the interests of persons living in the council's area or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

Code of conduct complaints

- a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the council's code of conduct,

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the Proper Officer shall, subject to standing order 11 above, report this to the council.

- b Where the notification in standing order 14(a) above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the council has agreed what action, if any, to take in accordance with standing order 14(d) below].
- c The council may:
 - i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

Proper Officer

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
 - i. **at least three clear days before a meeting of the council, a committee or a sub-committee**
 - **serve on councillors, by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the council convened by councillors is signed by them);**

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

- ii. subject to standing order 9 above, include on the agenda all motions in the order received unless a councillor has given written notice at least five days before the

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- meeting confirming his withdrawal of it;
- iii. **convene a meeting of full council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
 - iv. **facilitate inspection of the minute book by local government electors;**
 - v. **receive and retain copies of byelaws made by other local authorities;**
 - vi. hold acceptance of office forms from councillors;
 - vii. hold a copy of every councillor's register of interests;
 - viii. assist with responding to requests made under the Freedom of Information Act 2000 and rights exercisable under data protection legislation, in accordance with the council's relevant policies and procedures;
 - ix. liaise, as appropriate, with the Council's Data Protection Officer;
 - x. receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary;
 - xi. manage the organisation, storage of, access to and destruction of information held by the council in paper and electronic form, subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (eg., the Limitation Act 1980);
 - xii. arrange for legal deeds to be executed;
See also standing order 22 below.
 - xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with the council's financial regulations;
 - xiv. record every planning application notified to the council and the council's response to the local planning authority in a book for such purpose;
 - xv. refer a planning application received by the council to the Chairman or in his absence the Vice-Chairman of the Council within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the council;
 - xvi. manage access to information about the council via the publication scheme; and
 - xvii. retain custody of the seal of the council (if any) which shall not be used without a resolution to that effect.
See also standing order 22 below.

Responsible Financial Officer

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

Accounts and accounting statements

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- a “Proper practices” in standing orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners’ Guide.
- b All payments by the council shall be authorised, approved and paid in accordance with the law, proper practices and the council’s financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the council’s receipts and payments for each quarter;
 - ii. the council’s aggregate receipts and payments for the year to date;
 - iii. the balances held at the end of the quarter being reported

and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the council’s receipts and payments for the last quarter and the year to date for information; and
 - ii. to the full council the accounting statements for the year in the form of Section 1 of the annual return, as required by proper practices, for consideration and approval.
- e The year end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the council (receipts and payments, or income and expenditure) for a year to 31 March. A completed draft annual governance and accountability return shall be presented to each councillor before the end of the following month of June. The annual governance and accountability return of the council, which is subject to external audit, including the annual governance statement, shall be presented to council for consideration and formal approval before 30 June.

Financial controls and procurement

- a The council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the council’s accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** due to special

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circumstances are exempt from a tendering process or procurement exercise.

- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity.**
- d Subject to additional requirements in the financial regulations of the council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the council or a committee or sub-committee with delegated responsibility.
- e Neither the council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- g **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in**

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excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.

Handling staff matters

- a A matter personal to a member of staff that is being considered by a meeting of council is subject to standing order 11 above.
- b Subject to the council's policy regarding absences from work, the council's most senior member of staff shall notify the chairman of the council or in his absence, the vice chairman of absence occasioned by illness or other reason and that person shall report such absence to the council at its next meeting.
- c The chairman of council or in his absence, the vice-chairman, shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Proper Officer. The reviews and appraisal shall be reported in writing and is subject to approval by resolution by the council.
- d Subject to the council's policy regarding the handling of grievance matters, the council's most senior employee (or other employees) shall contact the chairman of the council or in his absence, the vice-chairman in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of council.
- e Subject to the council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by an employee relates to the chairman or vice-chairman of the council, this shall be communicated to another member of the council, which shall be reported back and progressed by resolution of the council.
- f Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.
- g The council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected and encrypted.
- h Only persons with line management responsibilities shall have access to staff records referred to in standing orders 19(f) and (g) above if so justified.

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Responsibilities to provide information

See also standing order 21

- a In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b Where the council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, the council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**

Responsibilities under data protection legislation

See also standing order 11.

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

Relations with the press/media

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

Execution and sealing of legal deeds

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

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

The above is applicable to a council without a common seal.

Communicating with District and County or Unitary councillors

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

Restrictions on councillor activities

- a. Unless authorised by a resolution, no councillor shall:
 - i. inspect any land and/or premises which the council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

Standing orders generally

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 9 above.
- c The Proper Officer shall provide a copy of the council's standing orders to a councillor as soon as possible after he has delivered his acceptance of office form.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

Aston, Cote, Shifford and Chimney Parish Council**Agenda Item 15a*****Financial Matters*****Cash Balances**

£

UNITY TRUST CURRENT ACCOUNT

Balance on 30 June 2021

34,007.74

July payments

(3084.06)

Balance on 31 July 2021

£30,923.68

CCLA INVESTMENT ACCOUNT

Balance on 31 May 2021

48,697.44

Transactions in month of June

1.09

Balance on 30 June 2021

48,698.53

TOTAL CASH HOLDING AT 31 July 2021**£79,622.21**

Aston, Cote, Shifford and Chimney Parish Council

Agenda Item 15b

SLCC Membership Renewal -2021/22

**Your membership to the Society of Local Council Clerks is due for renewal on the 1st September 2021
Renew instantly - [click here](#) to renew your membership online**

Firstly, we would like to thank you for your valued support and commitment over the past year. At your society, we aim to put you at the heart of our organisation and continuously strive to provide professional, supportive and innovative services.

Your membership has enabled us to accomplish so much in 2019, some of the highlights include:

- Over 6,000 professional queries answered by our team of experienced advisors
- A constantly evolving online, professional [Forum](#) providing you with unique, best practice sharing and networking with your local council colleagues.
- More relevant and informative advice notes added to your online [advice library](#)
- Six bumper editions of The Clerk magazine available to read online [here](#)
- Over 40 webinars, over 30 training courses (not including qualification courses), 11 Regional Training Seminars, 1 SLCC & OVW Joint Conference and 3 residential conferences.
- A [Professional Development Scheme](#) promoting the professional training and development of clerks, providing two new levels of membership, Principal and Fellow

We also have a busy year ahead with plans for a new membership website, as well as a providing a comprehensive 2021 training and events schedule. [Click here](#) for a full list of your membership benefits.

Clerk's Briefing Notes – 5 Aug 2021
Aston, Cote, Shifford and Chimney Parish Council

Financial Report – For Information

	£	As at 30/07/2021	Performance Against Budget	%	Commentary
2021-22 Budget					
RECEIPTS					
Precept	29319	14660	14660	50%	50% received in April - remainder due in September
WODC Grant CTSG	0	0	0	0%	50% received in April - remainder due in September
OCC grass cutting grant	1049	1049	0	0%	Received in Full against Grass Cutting Verges and WM plus Cllr PG for Lights and defibrillator
Interest	100	3	97	97%	CCLA Investment Account
VAT Refund	0	539	-539	0%	
INVESTMENTS IN	0	0	0	0%	
Sundry	0	0	0	0%	£106 for Traffic Calming in Aston
Total Receipts	30468	16250	14218	47%	
EXPENDITURE					
Clerk's salary	4,073	1986	2087	-49%	
Working from home allowance	216	72	144	-33%	
HMRC	967	592	375	-61%	
Bank charges	72	18	54	-25%	£6 per month due quarterly.
Office equipment	250	0	250	0%	
Office running costs	384	276	108	-72%	Photocopying/Printing/Stamps plus sundries
Website costs	150	0	150	0%	Renewed for 2 years in 2020
Insurance	347	310	37	-89%	This has been paid in full so £37 surplus
Audit	240	0	240	0%	
Election Costs	0	0	0	0%	
Annual Parish Meeting expenses	40	0	40	0%	
Subscriptions	506	294	212	-58%	
Chairman's Allowance	100	0	100	0%	
Grass Cutting - verges & WS	7607	1535	6072	-20%	
Grass Cutting - playing field & WM	1909	1111	798	-58%	
Grants paid under statute	4235	1526	2709	-36%	
Dog & Litter Bin Emptying	400	164	236	-41%	WODC - plus new bin from July 2021
Fete Bins	0	0	0	0%	
Training & Travel	527	50	477	-9%	
Clock Maintenance	229	0	229	0%	New contract with Derby's from March 2020 for 3 years
Bus Shelter Cleaning	747	135	612	-18%	New bus shelter added in Nov 2020
Defibrillator pads/batteries	200	0	0	-100%	
Repairs	500	0	500	0%	
VAT Paid	0	626	-626	0%	
Village maintenance (Lengthsman)	1500	0	1500	0%	
Small Grants	1115	385	730	-35%	
Total Expenditure	26314	9080	17234	-35%	
Projects					
Aston History Project (£5K)	1280	0	1280	0%	Unspent - Carry forward
Traffic Calming Reserve	7210	0	7210	0%	Section 106 funding received £10k
Defib in Cote Phone Box (3.5K)	550	0	550	0%	Refurb of Telephone box.
VE 75 Bench - 8 May 2020	0	0	0	0%	Funded from Village Maintenance Budget
New Dog Bin - Great Brook Road	0	0	0	0%	Funded from repairs budget Proposed - so funding available to support
New Reserve - North Farm	5000	0	5000	0%	any consultations
New Reserve - Office Equipment	500	0	500	0%	Proposed
New Dog Bin - Ham Lane	287	0	287	0%	Agreed
Chimney Defibrillator	7000	0	7000	0%	Working Balance
Total Project Spend	21827	0	21827	0%	
Contingency Budget	5000	0	5000	0%	
			0		
OVERALL EXPENDITURE	37916	9080	28836	-24%	
SURPLUS/(DEFICIT) FOR THE YEAR	-7448	7170	-14618	0%	
Reserves					
Opening at 1 April	72451	0	72451	0%	
Closing at 31 March	44965	0	44965	0%	
Closing reserves analysis:					
Working day to day balance	1363	0	1363	0%	
Contingency reserve	5000	0	5000	0%	
Recreation reserve	34476	0	34476	0%	
Traffic Calming Reserve	4126	-11264	15390	273%	
	44965	-11264	56229	25%	