

**To all members of the Council you are summoned to attend the  
ANNUAL MEETING OF CHOLSEY PARISH COUNCIL  
on Wednesday 21<sup>st</sup> May 2025 at 7.15pm at Cholsey Pavilion**

Members of the public and press are invited to attend all Council meetings.

**A G E N D A**

1. To elect a Chair for the year ahead and to receive their Declaration of Acceptance of Office
2. To elect a Vice Chair for the year ahead and to receive their Declaration of Acceptance of Office
3. To receive apologies for absence
4. Public participation session: to hear questions or comments from members of the public (max. 15 mins)
5. To receive Declarations of Personal or Pecuniary Interest for any agenda items (*note, this does not preclude later declarations*)
6. To approve the Minutes of the meeting held on 16th April 2025 (Appendix A) and receive update on any Minute items
7. To receive any reports from County and/or District Councillors
8. To receive the minutes and recommendations from the last meeting of the Finance Committee, held on 7<sup>th</sup> May 2024 (Appendix B), in particular:
  - a) To agree transfers to Ear-marked and General Reserves
  - b) To agree amendments to the Internal Controls Policy (Appendix C)
9. To receive the minutes from the last meeting of the Staffing Committee, held on 6<sup>th</sup> November 2024 (Appendix D)
10. To approve Terms of References for the following Committees/Working Groups:
  - a) Finance Committee (Appendix E)
  - b) Staffing Committee (Appendix F)
  - c) Transport Committee (Appendix G)
11. To appoint members to serve on the following Committees/Working Groups:
  - a) Finance Committee *Previously: DB, JC, PJ, MS*
  - b) Staffing Committee *Previously: VB, GH, KO*
  - c) Transport Committee *Previously: JC, JF, SS*
  - d) Planning Lead(s) *Previously: PJ, MS*
12. To approve and adopt the following
  - a) Draft revised Standing Orders based on the NALC model, updated 2025 (Appendix H)
  - b) Financial Regulations (Appendix I) – *last reviewed February 2025*
  - c) Code of Conduct (Appendix J) – *last reviewed May 2024*
  - d) Scheme of Delegation (Appendix K) – *last reviewed June 2024*
  - e) Complaints procedure (Appendix L) – *last reviewed May 2024*
  - f) Publication scheme (Appendix M) – *last reviewed December 2024*
  - g) GDPR Data Protection Policy (Appendix N) – *last reviewed May 2024*
  - h) Employment policies and procedures
    - i. To approve delegating this item to the Staffing Committee
13. To confirm Parish Council Representatives to:
  - a) Pavilion Trust *Previously: VB, JF*
  - b) Cholsey 1000 Plus *Previously: VB*
  - c) CCDT *Previously: JC*
  - d) Grundon *Previously: DB*
  - e) Defibrillator checking *Previously: JF*
14. To review arrangements with other local authorities, not-for-profit bodies and businesses
  - a) Grass cutting (J. Drewe) and verge cutting (Tactical Facilities Management)
  - b) Waste services (Shield Group; Grundon)
  - c) HR consultant (GAP HR)
  - d) IT support (ASAP Computer Services)
  - e) Payroll accountants (Power Team accountants)
  - f) Office rental (Cholsey Pavilion Trust)
  - g) Finance and allotment software (Rialtas)
  - h) Internal auditor (Mulberry Local Authority Services)
  - i) Phone and Broadband (Virgin Media)
  - j) HCl gov.uk domain

15. To note that this Council has adopted the General Power of Competence as of 18<sup>th</sup> December 2024
16. To review Council's expenditure in 2024/2025 incurred under S137 of the Local Government Act (Appendix O)
17. To review the Council's asset register (Appendix P)
18. To agree arrangements for the Council's insurance cover
19. To review Council and/or staff memberships to other bodies
  - a) OALC: £1027 inc. VAT
  - b) SLCC (Clerk's membership): £288
  - c) Information Commissioners Office: £52
  - d) Community First Oxfordshire: £70
  - e) Parish Online: £192 inc. VAT
  - f) Institute of Cemetery and Crematorium Management: £100 inc. VAT
  - g) National Allotment Society: £84 inc. VAT
  - h) Oxfordshire Neighbourhood Plans Alliance: £50
20. To agree dates of ordinary meetings of the Full Council up to and including the next annual meeting of the Council: on the third Wednesday of the Month at 7.15pm, except for August 2025 (no meeting)
21. To note Clerk's report (verbal) including:
  - a) Annual Community meeting preparation
  - b) To receive an update on the St Mary's old churchyard closure process
  - c) To receive an update on the Tennis Club lease
  - d) To receive an update on the Community Allotment
22. To receive an update from the Rule 6 team on the White Cross Farm gravel pit inquiry (Cllr Pomlett)

#### 23. Finance

- a) To note the 2024/2025 year-end accounts (Appendix Q)
  - b) To note the reconciled bank balances as at 31st March 2025 (Appendix R)
  - c) To confirm cheque and banking signatories *At present: DB, VB, JC, LN*
  - d) To approve new payments and note payments received (Appendix S)
  - e) To agree whether to transfer £750 from the Burial Ground Ear-marked Reserves to St Mary's Church Parochial Church Council towards the repair of the churchyard tarmac path
24. Audit 2024/2025: to consider the 2024/2025 AGAR submission to the External Auditor
- a) To receive and review the report from the Internal Auditor for 2024/2025
  - b) To agree the Annual Governance Statement for 2024/2025
  - c) To agree the Accounting Statement for 2024/2025
  - d) To consider the draft Statement of Variance
  - e) To agree dates for the Notice of Public Rights

#### 25. To consider planning applications as at 14<sup>th</sup> May 2025

P25/S1176/HH	First floor rear extension and new outbuilding to replace existing, 8 Cross Road
P25/S1143/FUL	Change of use of equestrian paddock land to become a cricket ground, associated buildings, access and parking, Land adj. Elizabeth House, Wallingford Rd
P25/S1313/LB	Reroofing and replacement of gutters, 4 Church Road

#### 26. To note planning decisions as at 14<sup>th</sup> May 2025

P25/S0590/HH	Demolition of garage. Two storey front extension, two storey side extension, second storey rear extension, 76 Station Road, <b>Granted by SODC</b>
P25/S0599/HH	Demolition of garden storage room. Side and rear extensions, ground and first floor. Rear garden outbuilding, 41 West End, <b>Granted by SODC</b>
P25/S0711/S73	Variation of condition 2 (Approved Plans) on planning application P24/S1858/HH to reduce the overall floor area; to allow retention of more of the existing building, 8 Rowland Road, <b>Granted by SODC</b>

#### 27. Items for report or inclusion on next agenda

28. To confirm the date of the next Full Council meeting – Wednesday 18<sup>th</sup> June, 7.30pm, Cholsey Pavilion

## CHOLSEY PARISH COUNCIL

### Minutes of the meeting of Cholsey Parish Council duly convened and held on Wednesday 16<sup>th</sup> April 2025 at 7.15pm at The Pavilion, Cholsey

**Present were** Cllr D. Bamford, Cllr J. Collins, Cllr J. Finch, Cllr P. Jenkins, Cllr J. Hope-Smith, Cllr L. Nixon (Chair), Cllr K. Ofield, Cllr K. Pomlett, and Cllr S. Schäfer

Also present were C. Bird (Clerk); District Cllr A. M. Simpson until 7.25pm

Start time: 7.15pm

End time: 9pm

#### **186. To receive apologies for absence**

Apologies were accepted from Cllr V. Bolt, Cllr G. Herbert and Cllr M. Smith.

Cllr Val Bolt has decided to step down from her role as Parish Councillor. The Parish Council extended its grateful thanks for Cllr Bolt's many years of service to the Council and community.

The Clerk will arrange a notice of casual vacancy.

The Parish Council currently has 11 of 13 Councillor seats filled and therefore two Councillor vacancies.

#### **187. Public participation session: to hear questions or comments from members of the public (max. 15 mins)**

There were none

#### **188. To receive Declarations of Personal or Pecuniary Interest for any agenda items (note, this does not preclude later declarations)**

Cllr Bamford declared an interest in item 11 due to the site's close proximity to his property.

#### **189. To approve the Minutes of the meeting held on 19<sup>th</sup> March 2025 (Appendix A) and receive update on any Minute items**

It was **resolved** to approve the Minutes of the meeting held on 19th March 2025 and they were signed by Cllr Nixon.

The Clerk reported that the National Allotment Society have indicated their support for deregistration of Wallingford Road allotment land.

The Estate Manager is arranging the installation of an additional water tap at the Ilges Lane allotment site.

#### **190. To receive any reports from County and/or District Councillors**

The District Councillors' report was noted.

#### **191. To note Clerk's report (verbal), in particular:**

##### **a) To discuss next steps for Annual Community Meeting, 7<sup>th</sup> June 2025**

A structure and key topics for the meeting were agreed. The Clerk will advertise the meeting via noticeboards and online.

##### **b) To agree whether to amend the Burial Ground Regulations to allow photographs on memorials (Appendix B, Reg. 12.9)**

It was unanimously **resolved** to amend the Burial Ground Regulations to allow photographs on memorials.

The amended Regulation will read:

'Black and white photos of the person/s interred can be printed on ceramic plaques within memorials by an accredited stone mason, subject to permission from the Parish Council. The maximum permitted size for such plaques is 100mm x 100mm.'

#### **192. To note Estate Manager's report (Appendix C), in particular:**

##### **a) To agree whether to submit an application to Wallingford Green Gym to construct a dead hedge on the Recreation Ground**

It was **resolved** to submit an application to Wallingford Green Gym to construct a dead hedge on the Recreation Ground. The Estate Manager will take this forward.

##### **b) To discuss and approve costs of decontaminating allotment plot SR002A**

It was agreed to undertake further analysis to inform next steps. The Clerk and Estate Manager will liaise with Cllr Schäfer on this.

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The plot will not be offered for cultivation until this investigation has been completed.

The Estate Manager will also contact all allotment plot holders to give them notice of a change to the tenancy agreement, to require that only appropriate materials are used for weed suppression.

### **c) To discuss cases of persistent misuse of the Pavilion/Recreation Ground car park**

Steps were agreed to continue to address this.

### **193. To approve Councillor members to serve on a Skate Park Working Group**

It was **resolved** to appoint Cllr Finch to Chair and Cllr Ofield to the Working Group. Cllr Finch has been in touch with interested residents and will invite them to join the Working Group. Cllr Hope Smith can also provide input due to his historical involvement with the skate park project.

### **194. To agree Parish Council representative for the Pavilion Trust going forward *Previously VB, JF***

It was agreed that Cllr Nixon and the Clerk will meet with the Pavilion Trust Chair on a quarterly basis going forward. Pavilion Trust reports will also be circulated to the Parish Councillors by the Clerk.

### **195. To receive update from the Transport Committee (Cllr Collins), in particular:**

#### **a) To agree a response to an Oxfordshire County Council consultation on bus services (email received 3<sup>rd</sup> April 2025)**

It was agreed that Cllr Collins will submit comments on behalf of the Parish Council based on feedback from Councillors and the Transport Committee, with a strong preference for the option that provides a greater frequency of buses.

Cllr Collins noted that the re-lining and parking restriction changes have now been completed by Oxfordshire County Council (OCC).

The station ticket office has reopened. The much-needed improvements to accessibility and building condition are being pursued, finances being the main barrier.

OCC aim to plan and implement a puffin crossing on Reading Road in 2025/2026 which is very positive news.

The Mend The Gap Access Improvements Report was noted, including a recommendation to have a crossing on the A329 at Papist Way/Ferry Lane, and proposal for improving Ferry Lane access for all. The report can be found at [https://mendthegap.uk/wp-content/uploads/sites/5/2025/03/MTG-access-improvements-Final-report-compressed\\_1.pdf](https://mendthegap.uk/wp-content/uploads/sites/5/2025/03/MTG-access-improvements-Final-report-compressed_1.pdf)

Transport Committee member R.Ford will be taking forward a proposal seeking to restore the ancient path between Moulsoford and Cholsey.

The next step for the Recreation Ground path project is to seek planning advice on the potential route(s).

### **196. To discuss planning appeal APP/U3100/W/25/3361505, in particular:**

#### **a) To agree whether to apply for Rule 6 Status**

The planning application by London Rock Supplies Ltd to extract gravel at White Cross Farm next to the Thames at Cholsey/Wallingford was refused in September 2024 by OCC. London Rock have now appealed to the Secretary of State and the outcome will be decided through an Inquiry in July 2025.

The Council continues to object to this application.

Individuals are encouraged to submit comments to the Planning Inspectorate by 23rd April.

Cllr Pomlett, the Environment Coordinator and Clerk had met with local experts to identify key areas of concern.

It was **resolved** (Cllr Bamford abstained due to personal interests) to apply for Rule 6 Status to participate in the Inquiry process on behalf of Cholsey Parish Council (as lead), Crowmarsh Parish Council and Wallingford Town Council. Cllr Pomlett will lead this on behalf of Cholsey Parish Council.

#### **b) To discuss how to inform and involve interested residents in the appeal process**

It was noted that a group of residents has set up a website, petition and crowdfunding to raise awareness of the Inquiry.

### **197. Finance**

#### **a) To agree response to grant request from Cholsey 1000 Plus towards Cholsey's May Day/VE Day Celebrations in May 2025**

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It was **resolved** to make the requested grant of £204.25 to Cholsey 1000 Plus towards Cholsey's May Day/VE Day Celebrations.

**b) To agree response to grant request from Cholsey Horticultural Society towards entertainment at the Cholsey Village Show in August 2025**

It was agreed that Cllr Nixon and Cllr Bamford would meet with the Village Show organisers to discuss further.

**c) To agree response to donation request from Oxfordshire Wildlife Rescue**

It was **resolved** not to make a donation to Oxfordshire Wildlife Rescue at this time. It was discussed that OWR could potentially have a presence at local events to fundraise.

**d) To approve new payments and note payments received (Appendix D)**

The payments were approved and signed by Cllrs Ofield and Hope Smith.

**198. To consider new planning applications and planning amendments at 10<sup>th</sup> April 2025**

P25/S0689/RM	Submission of reserved matters re. outline planning permission P16/S4275/O (P22/S2257/FUL) relating to appearance, landscaping, layout and scale submitted for approval for Phase 3 ( 209 dwellings), Phase 3 Land North of A4130 Wallingford Bypass It was <b>resolved</b> to make the following comment: The outline plan should be in accordance with the overall planning requirements and approval. Residents' have raised concerns and should be addressed to reduce the overall impact of the proposed plans.
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**199. To note South Oxfordshire District Council planning decisions as at 10<sup>th</sup> April 2025**

P25/S0250/LB	Retrospective listed building consent for rear sunroom (granted planning permission under P20/S1221/HH), 1 Ratcliffe Court <b>Granted by SODC</b>
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**200. Items for report or inclusion on next agenda**

Tennis club lease

**201. To confirm the date of next Full Council meeting – Annual meeting of Cholsey Parish Council, Wednesday 21st May 2025, 7.15pm, Pavilion, Station Road, Cholsey**

## CHOLSEY PARISH COUNCIL

### Minutes of the Finance Committee meeting duly convened and held on Wednesday 7<sup>th</sup> May 2025 at 10am at The Pavilion, Station Road, Cholsey.

**Members present:** Cllr. D. Bamford (Chair), Cllr. P. Jenkins, Cllr. M. Smith.

**Officers present:** C. Bird (Clerk), S. Smith (Assistant Clerk/RFO).

Start time: 10.00am

End time: 11.30am

#### **F25. To receive apologies for absence**

Apologies were accepted from Cllr. J. Collins

#### **F26. To receive Declarations of Personal and Pecuniary Interest for any agenda items**

Cllr D. Bamford declared a personal interest in Agenda item 8 (future funding of the CIC Happy Hub) due to their involvement in the CIC.

#### **F27. To hear questions or comments from members of the public concerning topics on the agenda (limited to 10 mins)**

There were none.

#### **F28. To approve and sign the minutes of the Finance Committee meeting held on 13<sup>th</sup> November 2024 (Appendix A)**

It was **resolved** to approve the minutes of the meeting held on 13<sup>th</sup> November 2024 and they were signed by Cllr D. Bamford.

#### **F29. To note 2024/2025 year-end accounts (Appendix B), including CIL spending and current balance.**

The 2024/2025 year-end accounts were reviewed and will be submitted to full Council for approval at the 21st May Annual Council Meeting. The year-end balance is +£31,867 compared with the budgeted +£2171. The surplus will be moved into appropriate reserves.

Key income above budget included increased burial fees income, bank account interest and community allotment grant.

Key expenditure above and below budget was noted.

Spending below budget in 2024/25 included: professional fees (consultancy and solicitors costs), burial ground waste removal (mound removal), burial ground maintenance, allotment hedge maintenance (coppicing), skatepark and outdoor gym maintenance, bridge maintenance, tree and hedge maintenance, defibrillators (we were able to acquire match funding), neighbourhood plan expenses and Pavilion maintenance. Some of these expenses are still anticipated for 2025/26 (e.g. solicitor costs) and the unspent budget will therefore be moved to appropriate earmarked reserves. Other budgeted cost lines were intended to build dedicated earmarked reserves for future maintenance needs, e.g. for the skatepark, outdoor gym, bridges, Pavilion building.

Notable spending above budget included: burial ground water due to a leak, burial ground pest control, office equipment and furniture due to office refurbishment, staff wages due to error on NI and pension calculator provided by the payroll company, account and allotment software cost increase due to changing over to a Cloud-based system.

Approximately £326k remains in available CIL funds. In 2024/2025, CIL funds totalling approximately £57.5k have been spent on:

Table tennis table outdoor matting.

Football goal for CCDT.

Parish Council office flooring.

Water troughs and taps for allotments sites.

Part payment towards the new swings, Skatepark bunds and wall football goal projects (the

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remaining will be spent in 2025/26 on this project).  
One side of the Pavilion car park renovation project. It was noted that the cost of other side will be accounted for in 2025/26.

### **F30. To note bank account balances (Appendix C) and agree any movements to general and ear-marked reserves.**

It was noted that the current account as of 31<sup>st</sup> March 2025 shows a reconciled balance of £22,382.45. It was noted that the difference between this figure and the surplus at the year-end is because we are still expecting a VAT return of approximately £12k.

It was noted that the Reserves Account (made up of General and Earmarked reserves, excluding CIL) as of 31<sup>st</sup> March 2025 shows a reconciled balance of £94,393.18. It was discussed that it is considered appropriate for a Parish Council to hold approximately 3-12 months of its revenue in reserves, so this amount is deemed acceptable.

It was noted that the total CIL balance is spread between three Unity Trust accounts, some for immediate access and the rest to make best use of interest rates.

Based on the 2024/25 surplus of ~£31.8k, the following movements to General and Earmarked Reserves were agreed:

General Reserves: approx. £8.6k

Earmarked Reserves:

Professional fees: £2948

Burial Ground waste removal: £425

Burial Ground maintenance: £1237

Allotment hedge maintenance: £305

Skatepark maintenance: £1000

Outdoor gym maintenance: £500

Bridge maintenance: £250

Tree and hedge maintenance: £8830

Defibrillators: £2279

Neighbourhood plan: £450

Pavilion maintenance: £5000

TOTAL = £23,224

### **F31. To review effectiveness of the Council's Internal Control Policy and procedures ahead of the 2024/2025 AGAR submission.**

It was discussed that Council should feel confident in ticking Box 2 on the Annual Governance Statement for the External Auditor which states "We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness".

The Finance Committee read and reviewed the Council's Internal Controls Policy which details what procedures are in place to prevent fraud and corruption. The RFO shall make the following amendments:

Point 4.1 – All payments are reported to the relevant level of authority for approval.

Point 4.5 – Mileage is reimbursed in accordance with MAP Government guidelines.

### **F32. To confirm appropriate action has been taken on matters raised in reports from the most recent Internal and External audits.**

It was agreed that appropriate action has been taken and completed by the Clerk and RFO on all matters.

### **F33. To note and approve extra General Waste collections of two bins in the Recreation Ground between 1<sup>st</sup> May and 30<sup>th</sup> September 2025.**

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It was noted and **resolved** to increase the number of collections at a cost of £4.00 per bin per week. This will result in an overspend of the Open Spaces waste removal budget line by approximately £176.

### **F34. To discuss future funding of the CIC Happy Hub**

Cllr. D. Bamford explained the funding position of the CIC Happy Hub.

### **F35. To agree items to be reported to meeting of Full Council on 21<sup>st</sup> May 2025**

The Committee will report to Full Council on the 21<sup>st</sup> May on year-end accounts, CIL expenditure and current balance, general reserves/earmarked reserve movements, changes to the Internal Controls Policy, completion of internal and external audit report matters and the funding position of the CIC Happy Hub.

### **F36. To agree next meeting date.**

TBC. July 2025.

DRAFT

# Cholsey Parish Council

## INTERNAL CONTROLS POLICY

### 1. Scope of Responsibility

Cholsey Parish Council (the Council) is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

### 2. The Purpose of Internal Control

The Council's internal control procedures are designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise risks, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them effectively.

### 3. The Internal Control Environment

#### 3.1. The Council

- 3.1.1. The Council has appointed a Chair who is responsible for the smooth running of meetings and for ensuring that all Council decisions are lawful, and in accordance with the Council's Standing Orders and Financial Regulations.
- 3.1.2. The Council reviews its obligations and objectives prior to approving the budget for the following year at its December meeting. The January meeting of the Council approves Precept for the following financial year.
- 3.1.3. The Council has appointed a Finance Committee to monitor financial matters including budgets, risk assessments, financial systems and procedures, and to report to full Council.
- 3.1.4. The Council maintains a Scheme of Delegation.
- 3.1.5. The full Council normally meets monthly and monitors progress against its aims and objectives at each meeting by receiving relevant reports from Officers and Councillor Leads.
- 3.1.6. The Council carries out regular reviews of its internal controls, systems and procedures.

#### 3.2. The Proper Officer/Clerk and the Responsible Financial Officer

- 3.2.1. The Council has appointed a Proper Officer/Clerk to the Council who acts as the Council's advisor and administrator. The Council has also appointed a Responsible Financial Officer (RFO) who is responsible for administering the

Council's finances. The Clerk is responsible for the day-to-day compliance with laws and regulations that the Council is subject to and for managing risks. The Clerk and the RFO ensure that the Council's financial procedures, control systems and policies are adhered to.

- 3.2.2. The duties of the Clerk and the RFO are laid out in job descriptions which are reviewed from time to time by the Staffing Committee.
- 3.2.3. All Council employees report to and work under the direction and authority of the Clerk.

### **3.3. Risk Assessments and Risk Management**

- 3.3.1. The Council carries out regular risk assessments of its activities, assets and estate, and regularly reviews its procedures and controls.

### **3.4. Internal Audit**

- 3.4.1. The Council appoints a qualified independent Internal Auditor for the financial year who will report to the Council on the adequacy of its records, procedures, systems, internal controls and risk management. An interim internal audit is conducted in the autumn to help prepare for the year-end internal audit. The effectiveness of the internal audit is reviewed annually.

### **3.5. External Audit**

- 3.5.1. The Council has been appointed the External Auditor Moore until further notice. Following completion of the External Audit the annual Certificate of Audit is provided, which is presented to the Council.

## **4. Financial and Accounting Procedures**

- 4.1. Payments: All payments are reported to the relevant level of authority for approval. A member of the Committee must authorise all payments. All payments are listed in a Payments report and approved at each meeting of the full Council. The Payments report is included in the meeting minutes.
- 4.2. Internet Banking: Payments are raised by the RFO or Clerk and authorised by one Councillor signatory.
- 4.3. Invoicing: Invoices are raised based on the approved fees and charges in effect at the time. The Parish Council will review these annually before the start of the next financial year. All invoices have payment terms of not more than 30 days. All income received is reported to the next meeting of full Council.
- 4.4. Cash and cheque handling/security: The RFO will receive all income. Cash is not handled. All cheques are kept safely in a locked place and are periodically banked.
- 4.5. Salaries and other staff payments: Salaries and other staff payments are made by no later than the 25th of each month by BACS. Payments are made on the basis of information agreed and reviewed from time to time by the Parish Council. Supplementary payments for additional hours worked by staff must be agreed in advance with the Clerk and Chair as appropriate. Mileage and any other expenses are reimbursed in accordance with MAP Government guidelines and subject to receiving appropriate receipts.

- 4.6. VAT: The accounting software separates VAT amounts for relevant invoices. VAT is reclaimed quarterly by the RFO.
- 4.7. Budgetary Control: Each month the RFO reconciles statements of the Parish Council's cash book with copies of the relevant bank statements. All invoices for payment are printed and filed. Quarterly bank reconciliation reports are signed by two Councillors who are not a signatory or Finance Committee member. The Finance Committee receives a budget report at each quarterly meeting. The Finance Committee meets in November to review the year's accounts to date and a draft budget for the next financial year for presentation to the December full Council meeting. At that meeting, the Council discusses the draft budget, and a final budget is then prepared so that the Precept for the next financial year can be approved at the January full Council meeting.
- 4.8. Procurement: Financial Regulations provide a framework and set procedures for dealing with contracts of certain values. The Clerk is authorised to approve payments up to a value of £500 for the day-to-day operational work of the Council within agreed budgets. The Clerk may approve expenditure on behalf of the Council which is necessary for the purposes of any repair, replacement or other work of an urgent nature, whether or not budgetary provision exists for such expenditure, up to a limit of £500. The Clerk shall report the action to Council or the appropriate Committee at the next available meeting.

## 5. Review

This document was approved for use at the meeting of the Parish Council on 21<sup>st</sup> May 2025, and shall be reviewed annually.

Signed:

Chair, Cholsey Parish Council

Dated:

## CHOLSEY PARISH COUNCIL

### Minutes of the Staffing Committee meeting duly convened and held on Wednesday 6th November 2024 at 9am at The Pavilion, Station Road, Cholsey

**Members present:** Cllr K. Ofield (Chair), Cllr V. Bolt, Cllr G. Herbert

**Officers present:** C. Bird (Clerk)

Start time: 9.15am

End time: 10.30am

**S1. To elect the Chair of the Committee**

It was **resolved** to elect Cllr Katy Ofield as Chair of Staffing Committee.

**S2. To receive apologies for absence**

There were none.

**S3. To hear questions or comments from members of the public concerning topics on the agenda (limited to 10 mins)**

There were none.

**S4. To receive Declarations of Personal and Pecuniary Interest for any agenda items (*note, this does not preclude later declarations*)**

There were none.

**S5. To approve the Minutes of the meeting held on 28<sup>th</sup> February 2024 and receive update on any Minute items**

It was **resolved** to approve the Minutes of the meeting held on 28th February and they were signed by Cllr Ofield.

It was noted that revised job descriptions are now in place for the Clerk, Assistant Clerk/Responsible Finance Manager and Estate Manager. The job description for the Environment Coordinator will next be reviewed.

All employees have now been transitioned to the new staff contract prepared with GAP HR.

**S6. To update on appraisal process 2024/2025**

The Clerk updated the Staffing Committee on appraisals held in March. Half year review meetings are underway.

**S7. To discuss Worker Protection Act 2023 legislation and any actions needed**

The Worker Protection Act 2023 introduces new requirements for parish councils and other employers in the UK, particularly concerning the prevention of workplace harassment, including from third parties.

The Clerk had sought advice from the Council's HR consultant, GAP HR, who confirmed that the Employee Handbook already includes the required policy. They also recommended training from a third-party provider.

It was agreed that the Clerk would look at the existing policy and training options in more detail, including confirming that they sufficiently cover third-party harassment. It was agreed that Employees and Councillors should all take part in training once a suitable course has been found; ideally training would be provided by an organisation with experience of local councils.

**S8. To discuss and agree training needs, including:**

**a. Sexual Harassment Awareness training**

Noted as discussed under the previous item.

# CHOLSEY PARISH COUNCIL

## **b. Training and Development Policy and any actions needed**

It was agreed that the Clerk should explore options for training for all employees in areas of Health and Safety, GDPR/Data Protection and Equality and Diversity.

It was agreed that additional training needs for individual employees should be discussed in upcoming review meetings.

The Staffing Committee would like to maintain the current level of training budget for 2025/2026.

It was agreed to develop a Volunteer Management policy (including training procedures) for Council activities involving volunteers. It was also agreed that a community resource summarising the volunteering opportunities in one place would be valuable. Cllr Bolt suggested that the newly updated Cholsey Village web site might be a good home for this information.

The Clerk will ensure that a log of training completed by employees and Councillors is up to date.

## **c. Personal Development Plans**

It was **resolved** to approve the draft Personal Development Plan prepared by the Clerk as part of CiLCA coursework. Personal Development Plans will next be prepared for other Council employees following their upcoming review meetings.

### **S9. To discuss next actions on Health and Safety**

A General Risk Register for all Council activities was approved at the full Council meeting, 16<sup>th</sup> October 2024.

The Clerk and Estate Manager are reviewing detailed risk assessments for Council estate and activities. As part of this process further employee training needs may be identified.

### **S10. To consider and, if thought fit, to resolve to temporarily exclude the press and public**

**Pursuant to Section 1 of the Public Bodies [Admission to Meetings] Act 1960 the Committee will be asked to exclude the press and public from the meeting on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted**

It was **resolved** to temporarily exclude the press and public.

### **S11. To confirm staff hours and hourly pay rates for 2025/2026 in line with NJC scales**

Hourly pay rates benchmarked to National Joint Council (NJC) scales for all employees were discussed and a proposal will be presented by the Staffing Committee to full Council at its next meeting.

### **S12. Items for report or inclusion on next agenda**

Implications of moving to 'NJC for Local Government Services' contracts

### **S13. To agree items to be reported to meeting of full Council on 20<sup>th</sup> November 2024**

Update on training needs; staff hours and hourly pay rate proposal for 2025/2026

### **S14. To agree next meeting date**

February 2025 – date TBC

# TERMS OF REFERENCE

## Finance Committee, Cholsey Parish Council

### Document History

Version	Date	Details
1	10/05/2023	Approved at Annual Council meeting

### 1. Committee remit

To work with the Responsible Financial Officer (RFO) in the management of the Council's financial resources. To consider and recommend actions on policy and operational matters concerned with the Council's finances.

### 2. Committee structure

2.1 The Finance Committee will be constituted at the Annual Council meeting in May each year.

2.2 The Finance Committee will consist of 4 core members with a quorum of 3. If required Committee membership substitutions can be made with any Councillor of Cholsey Parish Councils to ensure the Committee is quorate at all meetings.

2.3 The Finance Committee will elect its own Chair at its first meeting after the Annual Council meeting. The Committee may also appoint a Vice-Chair.

2.4 The Finance Committee will meet at least once a year prior to the budget being set by Council.

2.5 The RFO shall attend and minute decisions made at meetings of the Committee. Finance Committee meetings are open to the public.

### 3. Specific responsibilities

3.1 All powers shall be exercised in accordance with the Standing Orders and other policies adopted by the Council.

3.2 The Finance Committee has delegated authority from Cholsey Parish Council to:

3.2.1 Approve expenditure on behalf of the Council within the agreed annual budget and Financial Regulations

3.2.2 Consider and make recommendations to the Council on the annual budget and precept request. The setting of the precept and the budget for the forthcoming year can only be given final approval by the Full Council.

3.2.3 Review the Council's accounts on a quarterly basis and report findings to Council as appropriate.

3.2.4 Monitor CIL spending and balances on a quarterly basis and report findings to Council as appropriate.

3.3 The Finance Committee shall regularly (at least annually) review the Council's financial policies and practices including:

- 3.3.1 Considering and recommending to Council Financial Regulations drawn up by the RFO
- 3.3.2 Monitoring and ensuring compliance with the internal and external audit process, and other financial procedures, regulations and statutes
- 3.3.3 Ensuring adequate financial controls are in place to protect the Council's finances and assets – including internal control systems, insurance and maintenance of the asset register
- 3.3.4 Monitoring the Council's financial risk assessments and recommending changes where necessary
- 3.3.5 Regularly reviewing the Council's bank accounts and investments and recommending changes where necessary

3.4 At least 3 members of the Committee should be authorised signatories. Should Councillors leave the Committee, new signatories should be sought and approved.

#### **4. Review**

This Terms of Reference document was approved for use at the meeting of the Parish Council on 10th May 2023 and shall be reviewed at least annually.

**Signed by**

**CLlr Lis Nixon**

**Chair of Cholsey Parish Council**

# TERMS OF REFERENCE

## Staffing Committee, Cholsey Parish Council

### Document History

Version	Date	Details
1	10/05/2023	Approved at Annual Council meeting

### 1. Committee remit

- 1.1 The Staffing Committee is responsible for the recruitment and employment of Cholsey Parish Council's team of staff.
- 1.2 The Staffing Committee will be mindful of:
- a. The legal framework for, and good practice in, employment matters
  - b. The confidential nature of employer-employee matters and that many of the items for consideration will require that the public and press be excluded by resolution of the Staffing Committee
  - c. The contract, benchmarking and terms of conditions for the employment of the Clerk to the Council and of other staff members
  - d. Relevant Council policies and procedures

### 2. Committee structure

- 2.1 The Staffing Committee will be constituted at the Annual Council meeting in May each year.
- 2.2 The Staffing Committee will consist of 3 members with a quorum of 3. The Full Council Chair will not be a member of the Staffing Committee.
- 2.3 The Staffing Committee will elect its own Chair at its first meeting after the Annual Council meeting. The Staffing Committee may also appoint a Vice-Chair.
- 2.4 The Staffing Committee will meet at least once a year prior to the agreement of staff pay increases.
- 2.5 The Staffing Committee Chair will be responsible for calling meetings, and may make alternative arrangements to undertake this task while ensuring that a conflict of interest is not thereby created.
- 2.6 Minutes shall be taken by a Staffing Committee member or the Clerk as appropriate, as decided by the Staffing Committee Chair, while ensuring that a conflict of interest is not thereby created.

### 3. Specific responsibilities

- 3.1 All powers shall be exercised in accordance with the Standing Orders and other policies adopted by the Council.
- 3.2 The Staffing Committee shall regularly (at least annually) review the Council's Staffing and

Health and Safety policies and practices, ensuring that these are up-to-date and in place.

3.3 The Staffing Committee will receive reports from the Clerk and make recommendations to the Council regarding:

- 3.3.1 Staffing and office requirements including budget allocations
- 3.3.2 Staff salaries including annual pay increases
- 3.3.3 Policy issues relating to staff

3.4 The Staffing Committee will receive reports from the Clerk and has delegated authority from Cholsey Parish Council to:

- 3.4.1 be responsible for staff recruitment, working with the Clerk as appropriate
- 3.4.2 confirm individual contracts of employment, job descriptions and all terms and conditions
- 3.4.3 arrange regular objective review of the Clerk's performance and take necessary action thereon; in particular, at least annually arrange a staff appraisal involving the Clerk, Council Chair and Staffing Committee Chair
- 3.4.4 appoint a member of the Staffing Committee to seek advice for the Committee in the event of a dispute between the Council and the Clerk
- 3.4.5 consider matters arising from the application of the Council's Disciplinary and Grievance Procedures and take all necessary action thereon
- 3.4.6 as and when required under the Council's Disciplinary and Grievance Procedures, appoint an Appeals Panel, whose members will not be members of the Staffing Committee, and appoint the Chair of the Appeals Panel who will initiate an Appeals Panel Meeting
- 3.4.7 consider recommendations from the Appeal Panel and take necessary actions thereon

#### **4. Review**

This Terms of Reference document was approved for use at the meeting of the Parish Council on 10th May 2023 and shall be reviewed at least annually, or sooner should legislation dictate.

**Signed by**

**Cllr Lis Nixon**

**Chair of Cholsey Parish Council**

# TERMS OF REFERENCE

## Transport Committee, Cholsey Parish Council

### Document History

Version	Date	Details
1	17 <sup>th</sup> July 2024	Approved at Full Council meeting

### 1. Committee remit

To maintain a Transport Plan for Cholsey on behalf of the Council, consisting of agreed transport projects and actions, and informed by the Council's 5-year Strategic Plan.

To take forward agreed transport-related projects and actions on behalf of the Council, working with Council officers.

### 2. Committee structure

2.1 The Transport Committee will be constituted at the Annual Council meeting in May each year.

2.2 The Transport Committee will consist of up to four Parish Councillor members with a quorum of three. If required, Committee membership substitutions can be made with any Councillor of Cholsey Parish Council to ensure the Committee is quorate at all meetings.

2.3 The Transport Committee may co-opt non-Councillor members whose presence would assist the Committee; non-Councillor members do not have voting rights.

2.4 The Transport Committee may also invite appropriate experts and interested parties to Transport Committee meetings to advise the Committee. Such invited participants do not have voting rights.

2.5 The Transport Committee will elect a Councillor member to act as Chair at its first meeting after the Annual Council meeting. The Committee may also appoint a Councillor member as Vice-Chair.

2.6 The Transport Committee will meet at least three times a year.

2.7 The Clerk or another appropriately qualified officer, as delegated by the Clerk, shall attend and minute decisions made at meetings of the Committee. Transport Committee meetings are open to the public.

### 3. Specific responsibilities

3.1 All powers shall be exercised in accordance with the Standing Orders and other policies adopted by the Council.

3.2 The Committee has no delegated financial powers.

- 3.3 The Transport Committee has delegated authority from Cholsey Parish Council:
- 3.3.1 To co-opt non-Councillor members to the Committee whose presence would assist the Committee.
  - 3.3.2 To identify transport-related matters that need the consideration of the Council.
  - 3.3.3 To consider, prioritise, report back and make recommendations to the Council on transport-related matters.
  - 3.3.4 To maintain a Transport Plan on behalf of the Council. The Council will retain responsibility for approving new versions of the Transport Plan.
  - 3.3.5 To oversee the management of transport projects which have been approved to proceed by the Council, working with agreed officers on: scope, deliverables, costings, consultation, contracts and tenders, permissions, risk assessments, progress reporting, and post-completion review.
  - 3.3.6 To pursue relevant grant applications, if approved by Council, in collaboration with Council officers.
  - 3.3.7 To liaise and engage with transport-related organisations as required.
  - 3.3.8 To engage with residents, including conducting consultations as agreed by the Council.

#### **4. Review**

This Terms of Reference document was approved for use at the meeting of the Parish Council on 17<sup>th</sup> July 2024 and shall be reviewed at least annually.

**Signed by**

**Cllr Lis Nixon**

**Chair of Cholsey Parish Council**

## **STANDING ORDERS CHOLSEY PARISH COUNCIL**

These Standing Orders were adopted by the council at its meeting held on **May 21<sup>st</sup> 2025**. This document has been compiled using the NALC Model Standing Orders for England (2025 update).

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## **INTRODUCTION**

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

### **1. RULES OF DEBATE AT MEETINGS**

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- h A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.

- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- k One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:
  - i. to speak on an amendment moved by another councillor;
  - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation; or
  - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chair of the meeting and their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
  - i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;

- v. to ask a person to be no longer heard or to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting; or
  - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 5 minutes without the consent of the chair of the meeting.

## 2. DISORDERLY CONDUCT AT MEETINGS

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

## 3. MEETINGS GENERALLY

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

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a**

- day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting 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) shall not exceed 15 minutes unless directed by the chair of the meeting.
  - g Subject to standing order 3(f), a member of the public shall not speak for more than 5 minutes.
  - h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
  - i A person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chair of the meeting may at any time permit a person to be seated when speaking.
  - j A person who speaks at a meeting shall direct their comments to the chair of the meeting.
  - k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
  - l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
  - m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
  - n **The press shall be provided with reasonable facilities for the taking of**

- **their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).**
- p **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- r **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not he gave an original vote.**

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

- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.**
- t The minutes of a meeting shall include an accurate record of the following:
  - i. the time and place of the meeting;
  - ii. the names of councillors who are present and the names of councillors who are absent;
  - iii. interests that have been declared by councillors and non-councillors with voting rights;
  - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
  - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
  - vi. if there was a public participation session; and
  - vii. the resolutions made.
- u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of**

- **conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.**
- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

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

- w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- x A meeting shall not exceed a period of 2 hours.

#### 4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
  - i. shall determine their terms of reference;
  - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
  - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
  - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
  - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary

members of the committee confirm to the Proper Officer 4 days before the meeting that they are unable to attend;

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

## 5. **ORDINARY COUNCIL MEETINGS**

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**
- f **The Chair of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chair of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election**

**of the Chair of the Council at the next annual meeting of the Council.**

- h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chair of the Council has been elected. He may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**
- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
  - i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**
  - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
  - iii. Receipt of the minutes of the last meeting of a committee;
  - iv. Consideration of the recommendations made by a committee;
  - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
  - vi. Review of the terms of reference for committees;
  - vii. Appointment of members to existing committees;
  - viii. Appointment of any new committees in accordance with standing order 4;
  - ix. Review and adoption of appropriate standing orders and financial regulations;
  - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
  - xi. Review of representation on or work with external bodies and arrangements for reporting back;
  - xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the

future;

- xiii. Review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

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

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chair of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- d If the chair of a committee or a sub-committee does not call an extraordinary meeting within 7 days of having been requested to do so by two members of the committee or the sub-committee, any two members of the committee or the sub-committee may convene an extraordinary meeting of the committee or a sub-committee.

## 7. PREVIOUS RESOLUTIONS

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

## 8. VOTING ON APPOINTMENTS

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

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

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 7 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the

case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.

- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

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

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
  - i. to correct an inaccuracy in the draft minutes of a meeting;
  - ii. to move to a vote;
  - iii. to defer consideration of a motion;
  - iv. to refer a motion to a particular committee or sub-committee;
  - v. to appoint a person to preside at a meeting;
  - vi. to change the order of business on the agenda;
  - vii. to proceed to the next business on the agenda;
  - viii. to require a written report;
  - ix. to appoint a committee or sub-committee and their members;
  - x. to extend the time limits for speaking;
  - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
  - xii. to not hear further from a councillor or a member of the public;
  - xiii. to exclude a councillor or member of the public for disorderly conduct;
  - xiv. to temporarily suspend the meeting;
  - xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
  - xvi. to adjourn the meeting; or
  - xvii. to close the meeting.

**11. MANAGEMENT OF INFORMATION**

*See also standing order 20.*

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

**12. DRAFT MINUTES**

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

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chair 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 chair 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 this 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.

### 13. **CODE OF CONDUCT AND DISPENSATIONS**

*See also standing order 3(u).*

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which he had the interest.
- c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council’s code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final.
- f A dispensation request shall confirm:
  - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;

- ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required.
- h A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
- i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
  - ii. granting the dispensation is in the interests of persons living in the Council's area; or**
  - iii. it is otherwise appropriate to grant a dispensation.**

#### **14. CODE OF CONDUCT COMPLAINTS**

- a Upon notification by the Principal 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 them. Such action excludes disqualification or suspension from office.**

15. **PROPER OFFICER**

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

*See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;*
  - ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 7 days before the meeting confirming their withdrawal of it;
  - iii. convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;
  - iv. **facilitate inspection of the minute book by local government electors;**
  - v. **receive and retain copies of byelaws made by other local authorities;**
  - vi. hold acceptance of office forms from councillors;
  - vii. hold a copy of every councillor's register of interests;
  - viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
  - ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
  - x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;

- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;  
(see also standing order 23);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the Planning Lead(s) or in his/her/their absence to the Chair 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 there is one) which shall not be used without a resolution to that effect.  
(see also standing order 23).

**16. RESPONSIBLE FINANCIAL OFFICER**

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

**17. ACCOUNTS AND ACCOUNTING STATEMENTS**

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a

statement to summarise:

- i. the Council's receipts and payments (or income and expenditure) for each quarter;
- ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
- iii. the balances held at the end of the quarter being reported and

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

- d. As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
  - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
  - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e. The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

## 18. **FINANCIAL CONTROLS AND PROCUREMENT**

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the 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 £60,000 due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. 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. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - iv. 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;
  - v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- d. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- e. Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

**19. HANDLING STAFF MATTERS**

- a A matter personal to a member of staff that is being considered by a meeting of the Staffing Committee is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of Staffing Committee or, if they are not available, the vice-chair (if there is one) of Staffing Committee of absence occasioned by illness or other reason and that person shall report such absence to the Staffing Committee at its next meeting.
- c The chair of the Staffing Committee or in their absence, the vice-chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Staffing Committee.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chair of the Staffing Committee or in their absence, the vice-chair of the Staffing Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Staffing Committee.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by a member of staff relates to the chair or vice-chair of the Staffing Committee, this shall be communicated to another member of the Staffing Committee, which shall be reported back and progressed by resolution of the Staffing Committee.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

**20. RESPONSIBILITIES TO PROVIDE INFORMATION**

*See also standing order 21.*

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

**requirements of the Local Government (Transparency Requirements)  
(England) Regulations 2015.**

**21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**  
(Below is not an exclusive list).

*See also standing order 11.*

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

**22. RELATIONS WITH THE PRESS/MEDIA**

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

**23. EXECUTION AND SEALING OF LEGAL DEEDS**

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

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

**witness their signatures.]**

*The above is applicable to a Council without a common seal.*

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

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

**25. RESTRICTIONS ON COUNCILLOR ACTIVITIES**

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

**26. STANDING ORDERS GENERALLY**

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

## CHOLSEY PARISH COUNCIL FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the council at its meeting held on February 19<sup>th</sup> 2025.

## 1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
  - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
  - "Approve" refers to an online action, allowing an electronic transaction to take place.
  - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
  - 'Proper practices' means those set out in *The Practitioners' Guide*
  - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
  - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
  - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Assistant Clerk has been appointed as RFO and these regulations apply accordingly. The RFO;
  - acts under the policy direction of the council;
  - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
  - determines on behalf of the council its accounting records and control systems;
  - ensures the accounting control systems are observed;
  - ensures the accounting records are kept up to date;
  - seeks economy, efficiency and effectiveness in the use of council resources; and
  - produces financial management information as required by the council.

1.6. **The council must not delegate any decision regarding:**

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £5,000

**2. Risk management and internal control**

2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The Clerk, with the RFO, shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the Clerk, with the RFO, shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

2.5. **The accounting control systems determined by the RFO must include measures to:**

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6. At least once in each quarter, and at each financial year end, a member other than the Chair or a bank signatory, shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence

of this. This activity, including any exceptions, shall be reported to and noted by the council.

- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

### **3. Accounts and audit**

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
  - **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
  - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
  - is competent and independent of the financial operations of the council;
  - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;

- can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the management or control of the council

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

#### **4. Budget and precept**

4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually in October for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Staffing committee

4.3. No later than December each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year, taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.

4.5. Each committee (if any) shall review its draft budget and submit any proposed amendments to the council not later than the end of October each year.

- 4.6. The draft budget, including any recommendations for the use or accumulation of reserves, shall be considered by the finance committee and a recommendation made to the council.
- 4.7. Having considered the proposed budget, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the Finance Committee.

## 5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the council, unless the Council has deemed another method preferable for the contract. Tenders shall be invited in accordance with Appendix 1.

**5.7. For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices.**

5.8. For contracts greater than £5000 excluding VAT the Clerk or RFO shall seek at least 3 fixed-price quotes;

5.9. where the value is between £2500 and £5000 excluding VAT, the Clerk or RFO shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.

5.10. For smaller purchases, the Clerk and RFO shall seek to achieve value for money.

**5.11. Contracts must not be split to avoid compliance with these rules.**

5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:

- i. specialist services, such as legal professionals acting in disputes;
- ii. repairs to, or parts for, existing machinery or equipment;
- iii. works, goods or services that constitute an extension of an existing contract;
- iv. goods or services that are only available from one supplier or are sold at a fixed price.

5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council. Avoidance of competition is not a valid reason.

5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.

5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- the Clerk, under delegated authority, for any items below £500 excluding VAT.
- the Clerk, in consultation with the Chair of the Council or Chair of the Finance Committee for any items below £2500 excluding VAT.
- a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £5,000 excluding VAT
- the council for all items over £5,000;

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

5.16. No individual member, or informal group of members may issue an official order, unless instructed to do so in advance by a resolution of the council, or make any contract on behalf of the council.

- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council, or a duly delegated committee acting within its Terms of Reference, except in an emergency.
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. An official order or letter shall be issued for all work, goods and services above £500 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21. Any ordering system can be misused and access to them shall be controlled by the RFO.

## **6. Banking and payments**

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with The Cooperative Bank and Unity Trust. The arrangements shall be reviewed annually for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking, debit card or by direct debit, in accordance with a resolution of the council, unless the council resolves to use a different payment method

- 6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council may authorise in advance for the year.
- 6.7. A copy of this schedule will be kept by The RFO and they will keep a record when payments are made to reduce the risk of duplicate payments.
- 6.8. A list of such payments shall be reported to the next appropriate meeting of the council or Finance Committee for information only.
- 6.9. The Clerk shall have delegated authority to authorise payments only in the following circumstances:
  - i. any payments of up to £500 excluding VAT, within an agreed budget.
  - ii. payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
  - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
  - iv. Fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council or finance committee.
- 6.10. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council. The council shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the two Councillors authorising payment. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

## **7. Electronic payments**

- 7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify at least two councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.
- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.

- 7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent by email to at least two authorised signatories.
- 7.5. In the prolonged absence of the Service Administrator The Clerk or an authorised signatory shall set up any payments due before the return of the Service Administrator.
- 7.6. One councillor who is an authorised signatory shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7. Evidence shall be retained showing which members approved the payment online and a printout of the bank statements showing all transactions shall be retained for audit purposes.
- 7.8. A full list of all payments made in a month shall be provided to the next council meeting and appended to the minutes.
- 7.9. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.
- 7.10. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by one authorised bank signatory, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.
- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by the Clerk or RFO a member. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.
- 7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.14. Remembered password facilities should not be used on any computer used for council banking.

## **8. Cheque payments – we do not make payments by Cheque**

## **9. Payment cards**

- 9.1. Any Debit Card issued for use will be specifically restricted to the Clerk and the RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.
- 9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council or the Finance Committee.
- 9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk, RFO and Estate Manager and any balance shall be paid in full each month.
- 9.4. Personal credit or debit cards of members or staff shall not be used, except for expenses of up to £250 including VAT, incurred in accordance with council policy.

## **10. Petty Cash**

- 10.1. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk or RFO (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

## **11. Payment of salaries and allowances**

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council or relevant Committee.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salaries shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by the bank

signatory approving the payments to ensure that the correct payments have been made.

11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.

11.8. Before employing interim staff, the council must consider a full business case.

## **12. Loans and investments**

12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.

12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.

12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

12.4. All investment of money under the control of the council shall be in the name of the council.

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

12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

## **13. Income**

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

13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk or RFO. The RFO shall be responsible for the collection of all amounts due to the council.

13.3. Any sums found to be irrecoverable, and any bad debts, shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.

13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

- 13.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.
- 13.7. Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.

#### **14. Payments under contracts for building or other construction works**

- 14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.
- 14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

#### **15. Stores and equipment**

- 15.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

#### **16. Assets, properties and estates**

- 16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters

such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

16.5. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to council with a full business case.

## **17. Insurance**

17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.

17.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The RFO shall negotiate all claims on the council's insurers in consultation with the Clerk.

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

## **18. Suspension and revision of Financial Regulations**

18.1. The council shall review these Financial Regulations annually and following any change of Clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.

18.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

18.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

## **Appendix 1 - Tender process**

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order 18 and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

# **COUNCILLOR CODE OF CONDUCT**

## **Cholsey Parish Council**

### **1. Adoption of the South Oxfordshire District Council Model Code of Conduct**

The Oxfordshire Secretaries and Monitoring Officers Group have agreed a model Code of Conduct (Appendix 1 to this document) to be applied on a county-wide basis and which is intended to provide consistency across all tiers of local government.

At its annual meeting in 2022, South Oxfordshire District Council adopted the Code with immediate effect. SODC then formally commended the Code to this Council for adoption at the earliest possible opportunity. This will help ensure that all Oxfordshire councillors are covered by the same Code.

Cholsey Parish Council therefore adopts the Code of Conduct as per Appendix 1 to this document.

### **2. Review**

This Code of Conduct document was approved for use at the meeting of the Parish Council on 10th May 2023. It shall be reviewed annually at the Annual meeting of the Council.

**Signed by**

**Chair of Cholsey Parish Council**

Appendix 1 follows.

## **Oxfordshire Councils' Councillor Code of Conduct 2022**

### **1.0 Introduction**

The Council has a duty to promote and maintain high standards of conduct by members and co-opted members of the Council, and formally adopt a code of conduct, in accordance with the *Localism Act 2011*.

### **2.0 Purpose of the Code of Conduct**

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

### **3.0 Definitions**

For the purposes of this Code of Conduct, a "Councillor" means a member or co-opted member of the local authority. A "co-opted member" is defined in the *Localism Act 2011 Section 27(4)* as "a person who is not a member of the authority but who

- 3.1 is a member of any committee or sub-committee of the authority, or;
- 3.2 is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee".

### **4.0 General Principles of Councillor Conduct**

Everyone in public office and all who serve the public or deliver public services, including Councillors and local authority officers, should uphold the Seven Principles of Public Life, also known as the Nolan Principles, (see Appendix A).

Building on these principles of selflessness, objectivity, accountability, openness, honesty and integrity and leadership, the following general principles have been developed specifically for the role of Councillor.

In accordance with the public trust placed in Councillors, on all occasions a Councillor shall:

- act with integrity and honesty
- act lawfully

- treat all persons fairly and with respect; and
- lead by example and act in a way that secures public confidence in the role of Councillor.
- impartially exercise their responsibilities in the interests of the local community
- not improperly seek to confer an advantage, or disadvantage, on any person
- avoid conflicts of interest
- exercise reasonable care and diligence; and
- ensure that public resources are used prudently in accordance with the local authority's requirements and in the public interest.

These general principles have been incorporated into the obligations of the Code of Conduct as set out below.

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

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

This Code of Conduct applies to you when you are acting in your capacity as a Councillor which may include when:

- you misuse your position as a Councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a Councillor;

The Code applies to all forms of communication and interaction, including at face-to-face meetings, at online or telephone meetings, in written communication, in verbal communication, in non-verbal communication and in electronic and social media communication, posts, statements and comments.

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

## **6.0 Standards of Councillor Conduct**

This section sets out the obligations (in bold below), which are the minimum standards of conduct required of a Councillor. Should a Councillor's conduct fall short of these standards, a complaint may be made against them, which may result in action being taken.

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

## **6.1 Respect**

### **A Councillor:**

- 6.1.1 Shall treat everyone, including other Councillors and members of the public with respect.**
- 6.1.2 Shall treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.**

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

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

In return, you have a right to expect respectful behaviour from everyone. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the relevant social media provider and/or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor-officer protocol.

## **6.2 Bullying, Harassment and Discrimination**

### **A Councillor:**

- 6.2.1 Shall not bully any person.**
- 6.2.2 Shall not harass any person.**
- 6.2.3 Shall promote equalities and not discriminate against any person.**

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

The Protection from Harassment Act 1997 defines harassment as; conduct that causes

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

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

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

### **6.3 Impartiality of Officers of the Council**

#### **A Councillor:**

#### **6.3.1 Shall not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.**

Officers work for the local authority as a whole and must be politically neutral, (other than political assistants where applicable). They should not be coerced or persuaded to act in a way that would undermine their neutrality. A Councillor may question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, a Councillor must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

### **6.4 Confidentiality and access to information**

#### **A Councillor:**

#### **6.4.1 Shall not disclose information either given to them in confidence by anyone or acquired by them which they believe, or ought reasonably to be aware, is of a confidential nature, unless**

- i. They have received the consent of a person authorised to give it; or**
- ii. They are required by law to do so; or**
- iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
- iv. the disclosure is reasonable and in the public interest; and also made in good faith and in compliance with the reasonable requirements of the local authority and consultation with the**

**Monitoring Officer has taken place prior to its release.**

- 6.4.2 Shall not improperly use knowledge gained solely as a result of their role as a Councillor for the advancement of themselves, their friends, family members, employer or business interests.**
- 6.4.3 Shall not prevent anyone from getting information that they are entitled to by law.**
- 6.4.4 When making decisions on behalf of, or as part of, the Council shall have due regard to any professional advice provided by the Council's Officers.**

## **6.5 Disrepute**

### **A Councillor:**

- 6.5.1 Shall not bring their role or local authority into disrepute.**

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other Councillors and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge your/its functions.

## **6.6 Use of position**

### **A Councillor:**

- 6.6.1 Shall not use, or attempt to use, their position improperly to the advantage or disadvantage of anyone.**

A Councillor should not take advantage of opportunities, responsibilities and privileges to further their own or others' private interests or to disadvantage anyone unfairly.

## **6.7 Local authority Resources and Facilities**

### **A Councillor:**

- 6.7.1 Shall not misuse council resources.**
- 6.7.2 Shall, when using the resources of the local authority or authorising their use by others, act in accordance with the local authority's requirements; and ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or**

**of the office to which they have been elected or appointed.**

A Councillor may be provided with resources and facilities by the local authority to assist them in carrying out their duties as a Councillor. Examples may include office support, stationery, equipment such as phones, computers and transport and access and use of local authority buildings and rooms.

## **6.8 Compliance with the Code of Conduct**

### **A Councillor:**

- 6.8.1 Shall undertake Code of Conduct training as required by the local authority.**
- 6.8.2 Shall cooperate with any Code of Conduct assessment, investigation, hearing and/or determination.**
- 6.8.3 Shall not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.**
- 6.8.4 Shall comply with any sanction imposed on them following a finding that they have breached the Code of Conduct.**

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

## **7.0 Registering and Declaring Interests**

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

## **7.1 Disclosable Pecuniary Interests**

A Councillor must, within 28 days of taking office as a member or co-opted member, notify the Council's Monitoring Officer of any disclosable pecuniary interest as defined by regulations made by the Secretary of State (see Appendix B), where the pecuniary interest is yours, your spouse's or civil partner's, or is the pecuniary interest of somebody with whom you are living with as a husband or wife, or as if you were civil partners. Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority.

You must disclose the interest at any meeting of the Council at which you are present, where you have a disclosable interest in any matter being considered and where the matter is not a 'sensitive interest'. If it is a 'sensitive interest', you must disclose the fact that you have an interest but do not have to disclose the nature of it. (A sensitive interest is an interest which, in the opinion of the Monitoring Officer, if disclosed, could lead to the Councillor, or a person connected with them, being subjected to violence or intimidation.) You are personally responsible for deciding whether or not you should disclose an interest in a meeting.

Following any disclosure of an interest not on the Council's register, or the subject of pending notification, you must notify the Monitoring Officer of the interest within 28 days beginning with the date of disclosure.

Unless dispensation has been granted, by the Monitoring Officer, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a disclosable pecuniary interest. You must withdraw from the room or chamber when the meeting discusses and votes on the matter.

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

You must ensure that your register of interests is kept up to date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in Appendix B is a criminal offence under the Localism Act 2011.

## 7.2 Other Registerable Interests

You must also register your other registerable interests with the Monitoring Officer within 28 days of taking office and ensure these are kept up to date by notifying any changes within 28 days.

Where a matter arises at a meeting which **directly relates** to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in Appendix C), you must disclose the interest.

Wellbeing can be described as a condition of contentedness, healthiness and happiness; anything that could be said to affect a person's quality of life, either positively or negatively, is likely to affect their wellbeing.

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

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

## 7.3 Non-Registerable Interests

Where a matter arises at a meeting which **directly relates** to your financial interest or wellbeing and does not fall under disclosable pecuniary interests at 7.1 above, or the financial interest or wellbeing of a relative or close associate, you must disclose the interest.

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

Where a matter arises at a meeting which **affects** your own financial interest or wellbeing, a financial interest or wellbeing of a relative or close associate or a financial interest or wellbeing of a body included under Other Registerable Interests as set out at 7.2 above and appendix C you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied:

Where a matter affects the financial interest or well-being:

- a. to a greater extent than it affects the financial interests of the majority of inhabitants

of the ward affected by the decision and;

- b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

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

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

## **8.0 Gifts and Hospitality**

### **A Councillor:**

- 8.1 Shall not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.**
- 8.2 Shall register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**
- 8.3 Shall register with the Monitoring Officer any significant gift or hospitality that they have been offered but have refused to accept.**

The presumption should always be not to accept significant gifts or hospitality but there may be times when such a refusal may be difficult if it is seen as rudeness in which case, you could accept it but must ensure it is publicly registered.

You do not need to register gifts and hospitality which are not related to your role as a Councillor.

It is appropriate to accept normal expenses and hospitality associated with your duties as a Councillor.

## **Appendices**

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

The principles are:

#### **Selflessness**

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

#### **Integrity**

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

#### **Objectivity**

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

#### **Accountability**

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

#### **Openness**

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

#### **Honesty**

Holders of public office should be truthful.

#### **Leadership**

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

## Appendix B: Disclosable Pecuniary Interests

“**Disclosable Pecuniary Interest**” means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in the table below.

"**Partner**" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

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

Subject	Description
<b>Employment, office, trade, profession or vocation</b>	Any employment, office, trade, profession or vocation carried on for profit or gain.
<b>Sponsorship</b>	<p>Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.</p>

<p><b>Contracts</b></p>	<p>Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council —</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
<p><b>Land and Property</b></p>	<p>Any beneficial interest in land which is within the area of the council.</p> <p>‘Land’ excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.</p>
<p><b>Licenses</b></p>	<p>Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer</p>
<p><b>Corporate tenancies</b></p>	<p>Any tenancy where (to the councillor’s knowledge)—</p> <p>(a) the landlord is the council; and</p> <p>(b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.</p>

<p><b>Securities</b></p>	<p>Any beneficial interest in securities* of a body where—</p> <p>(a) that body (to the councillor’s knowledge) has a place of business or land in the area of the council; and</p> <p>(b) either—</p> <p>(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were</p>
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\* ‘Director’ includes a member of the committee of management of an industrial and provident society.

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

## Appendix C: Disclosure of Other Registrable Interests

You must register as an Other Registrable Interest:

- a) any unpaid directorships
- b) any Body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
- c) any Body
  - (i) exercising functions of a public nature
  - (ii) directed to charitable purposes or
  - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

of which you are a member or in a position of general control or management

# Cholsey Parish Council

## SCHEME OF DELEGATION

This Scheme of Delegation was adopted by the Council, 26<sup>th</sup> June 2024

### 1. Introduction

- 1.1 This Scheme of Delegation sets out the way that Cholsey Parish Council ('the Council') has delegated powers and responsibilities. It supports the Council to function efficiently and effectively; without a Scheme of Delegation, every decision would need to be made at a full council meeting. The Scheme of Delegation gives decision-making powers to Committees and Officers to enable the Council to react to circumstances and operate effectively. The Clerk is given powers over the day-to-day administration of the Council; Committees decide matters within their Terms of Reference; and matters of major policy are decided by full Council. The power to delegate functions is set out in the Local Government Act 1972, s101.
- 1.2 All decisions taken under delegated authority will be in accordance with the Council's Standing Orders and Financial Regulations and this Scheme of Delegation, and where applicable, any other regulations and legislation.
- 1.3 Powers cannot be legally delegated to individual councillors or working groups.
- 1.4 No individual councillor may issue an instruction to an officer but may highlight any issue that they believe requires the attention of the Council. Any issue regarding staff performance may only be raised with the Clerk or through the Staffing Committee.
- 1.5 Working groups are ordinarily established to investigate or review a particular matter then report back to the relevant committee or council with its findings which may include recommendations.

### 2. Matters reserved for full Council

- 2.1 For avoidance of doubt, the following matters are dealt with by full Council only, notwithstanding that the appropriate committee(s) may make recommendations for the Council's consideration:
- Approval of the annual budget and setting the precept
  - Approval of all expenditure not otherwise delegated to a committee or officers
  - Approval of the Annual Governance and Accountability Return (AGAR) and internal auditor reports
  - Authorisation of borrowing
  - Adopting or amending all policies including Standing Orders, Financial Regulations and the Scheme of Delegation
  - Making of orders under any statutory powers
  - Making, amending or revoking by-laws
  - Establishing committees and determining their terms of reference and membership
  - Appointment of council representatives to outside bodies
  - Creating, approving or reviewing a Neighbourhood Plan
  - Declaring eligibility for the General Power of Competence
  - All other matters which must, by law, be reserved to the council
  - Appointment and dismissal of the Clerk

### **3. Delegation to committees generally**

- 3.1 Committees are delegated the authority to make decisions in respect of matters consistent with the Terms of Reference for each Committee. All decisions must be exercised in accordance with the law, the council's Standing Orders and Financial Regulations and any approved policy framework and budget.
- 3.2 Committees may decide not to exercise delegated responsibilities and may instead make a recommendation to the council.
- 3.3 A committee may not comprise fewer than three Councillor members.
- 3.4 Any committee established for the controlling of the Council's finances must be solely comprised of Councillor members
- 3.5 The council may at any time, following resolution, revoke any delegated authority.

### **4. Delegation to specific committees**

#### **Finance Committee**

4.1 In accordance with the Committee Terms of Reference, the following matters are delegated to the Finance Committee:

- Approving expenditure on behalf of the Council within the agreed annual budget and Financial Regulations
- Reviewing the Council's accounts, including CIL spending and balances, on a quarterly basis and reporting findings to Council as appropriate
- Making recommendations to the Council on the annual budget and precept request
- Considering and recommending to Council Financial Regulations drawn up by the RFO
- Monitoring and ensuring compliance with the internal and external audit process, and other financial procedures, regulations and statutes
- Ensuring adequate financial controls are in place to protect the Council's finances and assets – including internal control systems, insurance and maintenance of the asset register
- Monitoring the Council's financial risk assessments and recommending changes where necessary
- Regularly reviewing the Council's bank accounts and investments and recommending changes where necessary

#### **Staffing Committee**

4.2 In accordance with the Committee Terms of Reference, the following matters are delegated to the Staffing Committee:

- Staff recruitment, working with the Clerk as appropriate, and making recommendations to the Council with respect to the Clerk's recruitment
- Confirming individual contracts of employment, job descriptions, and all terms and conditions
- Arranging regular objective review of the Clerk's performance and taking necessary action thereon; in particular, at least annually arrange a staff appraisal involving the Clerk, Council Chair and Staffing Committee Chair
- Appointing a member of the Staffing Committee to seek advice for the

- Committee in the event of a dispute between the Council and the Clerk
- Considering matters arising from the application of the Council’s Disciplinary and Grievance Procedures and taking all necessary action thereon
- As and when required under the Council’s Disciplinary and Grievance Procedures, appointing an Appeals Panel, whose members will not be members of the Staffing Committee, and appointing the Chair of the Appeals Panel who will initiate an Appeals Panel Meeting
- Considering recommendations from the Appeal Panel and take necessary actions thereon
- Regularly (at least annually) reviewing the Council’s Employee and Health and Safety policies and practices, ensuring that these are up-to-date and in place, in conjunction with the Clerk
- Receiving reports from the Clerk and making recommendations to Council regarding:
  - Staffing and office requirements including budget allocations;
  - Staff salaries including annual pay increases;
  - Policy issues relating to staff

## **5. Delegation to the Parish Council Clerk as Proper Officer**

5.1 To allow the council to operate efficiently and effectively, many matters are delegated to the Clerk including day-to-day management of the council’s facilities and administration.

5.2 The Clerk may decide not to exercise delegated responsibilities and may instead make a recommendation to a Committee or the Council. Similarly, for matters where the Clerk has no delegated power, these matters will be referred to a Committee or the council for a decision.

5.3 The council may at any time, following resolution, revoke any delegated authority.

5.4 The Assistant Clerk shall deputise for the Clerk in the Clerk’s absence, or at the Clerk’s direct request.

5.5 As Proper Officer of the council, the Clerk has delegated authority to:

- Act on behalf of the Council on any issue of such urgency that it cannot wait until the next normal Council meeting. If circumstances permit, the Clerk would normally be expected to consult the Chair or Vice Chair if the Chair is unavailable and take their view into account
- Deal with matters specifically delegated by council or committee
- Respond to any correspondence requiring information or relating to previous decisions of the Council
- Issue all statutory notifications
- Receive Declarations of Acceptance of Office from councillors
- Receive and retain a copy of Councillor’s Register of Interest forms
- Receive and retain Council documents and plans
- Dispose of Council documents according to legal restrictions and the Council’s Document Retention policy
- Handle requests for information under the Freedom of Information Act 2000
- Sign notices or other documents on behalf of the Council
- Receive copies of by-laws made by principal authority
- Certify copies of by-laws made by the Council
- Sign summons to attend meetings

- Call any additional meetings of the Council or a Committee as necessary, having consulted with the Chair of the Council or Committee
- Advise on compliance with Standing Orders
- Manage all Council staff
- Manage the provision of Council services, buildings, land and resources (indirectly where reporting Officers have delegated responsibility) including the temporary closure of any facilities as may be required
- Manage maintenance contracts, in conjunction with the Estate Manager
- Deal with dispensation requests from Members under the Code of Conduct
- Take decisions relating to the training of councillors and staff
- Prepare contracts for and appoint all employees in accordance with the Council's staffing structure and policies
- Authorise minor non-fiscal adjustments to contracts of employment and job descriptions to meet the needs of the Council
- Appoint casual/temporary members of staff as needed to meet the business needs of the Council and within existing budgets
- Authorise additional hours of work for existing staff on a temporary basis to support the business needs of the Council, in consultation with the Chair
- Deal with disciplinary matters and hearings in accordance with the Council's Disciplinary Policy, in conjunction with the Staffing Committee
- Act as Data Compliance Manager ensuring Council's GDPR requirements are followed
- Ensure that statutory and other Health and Safety provisions governing Council are observed
- Be responsible for the overall management of all budgets in accordance with Council policies
- Authorise expenditure within the thresholds set out in the Council's Financial Regulations
- Develop projects for consideration by Council
- Apply for grants and other funding on the Council's behalf
- Prepare and submit planning application consultation responses where the Council's agreed stance is known
- Issue press releases on any Council activity exercised in accordance with Council policy
- Coordinate the Council's website, social media, press relations and newsletter articles (e.g. for The Forty Magazine), in consultation with the appropriate councillors as required
- Ensure the Council adheres to the Local Government Transparency Code
- Appoint consultants as and when required

## **6 Delegation of Planning powers**

6.1 Comments to be submitted by Council on planning applications will normally be considered at the monthly Full Council meetings.

6.2 Any planning applications which are not able to be considered in the normal way shall be received by the Clerk who will provide details to Councillors. The appointed Council Planning Leads will provide their advice to Councillors, and if no unresolved questions or concerns arise from Councillors in a given timeframe, the Clerk shall be delegated to inform the Planning Department of the decision advised by the Council's Planning Leads. Where unresolved concerns arise from Councillors, the Clerk will call a meeting which may require an additional full Council meeting to decide the Council's comments on the application.

## **7 Delegation to the Responsible Financial Officer (RFO)**

7.1 As Responsible Financial Officer of the council, the RFO has delegated authority to:

- Ensure compliance with Financial Regulations
- Ensure compliance with all financial procedures
- Determine accounting policies, records and control systems
- Oversee the financial management of the Council including financial risk management
- Report to the Finance Committee on the financial performance of the Council
- Oversee the management of the budget process
- Prepare a budget and precept request proposal for presentation to the Council
- Undertake the annual closure of Council accounts and completion of the Annual Governance and Accountability Return (AGAR)
- Report to internal and external auditor matters under Local Government Finance Act 1988, s114
- Arrange and manage the Council's insurance cover
- Arrange opening of new bank accounts on behalf of the Council
- Manage Council salaries in accordance with contracts of employment

## **8 Delegation to the Chair**

8.1 No matter may be delegated to the Chair except for the following:

- Convening an extraordinary meeting of the Full Council
- Receiving the resignation of any member
- When attending a Full Council meeting, the powers granted to a chair of a meeting

8.2 The Chair and Vice Chair shall act informally as line managers for the Clerk

8.3 When a Councillor acts in the role of the chair of a meeting, they shall have the power to:

- Convene an extraordinary meeting of the relevant Council or committee.
- Direct the order of speaking.
- Direct any response to a question posed during public participation.
- Permit an individual to be seated whilst speaking.
- Suspend or close a meeting, where a resolution has been made to that effect, or where the meeting is subject to disorderly conduct, in accordance with the Council's Standing Orders
- In the case of an equality of votes on any matter, exercise a casting vote.
- Determine the rules of debate, in accordance with the Council's Standing Orders.
- Determine a point of order.
- Put a motion to the vote.
- Sign the minutes of a previous meeting, once confirmed by a resolution as an accurate record.
- Move that a person be silenced or excluded from the meeting for disorderly conduct.

**Statement prepared for adoption by Cholsey Parish Council at its meeting on 26th June 2024**

**Signed by      Chair Cholsey Parish Council**  
**Clerk/Proper Officer**  
**RFO**

## **Cholsey Parish Council Complaints Procedure**

1. Cholsey Parish Council is committed to providing a quality service for the benefit of the people who live or work in its area or are visitors to the locality. If you are dissatisfied with the standard of service you have received from this council, or are unhappy about an action or lack of action by this council, this Complaints Procedure sets out how you may complain to the council and how we shall try to resolve your complaint.
2. This Complaints Procedure applies to complaints about council administration and procedures and may include complaints about how council employees have dealt with your concerns.
3. This Complaints Procedure does not apply to:
  - 3.1. complaints by one council employee against another council employee, or between a council employee and the council as employer. These matters are dealt with under the council's disciplinary and grievance procedures.
  - 3.2. complaints against councillors. Complaints against councillors are covered by the Code of Conduct for Members adopted by the Council on 10th May 2023 and, if a complaint against a councillor is received by the council, it will be referred to the Standards Committee of South Oxfordshire District Council. Further information on the process of dealing with complaints against councillors may be obtained from the Monitoring Officer of South Oxfordshire District Council.
4. The appropriate time for influencing Council decision-making is by raising your concerns before the Council debates and votes on a matter. You may do this by writing to the Council in advance of the meeting at which the item is to be discussed. There may also be the opportunity to raise your concerns in the public participation section of Council meetings. If you are unhappy with a Council decision, you may raise your concerns with the Council, but Standing Orders prevent the Council from re-opening issues for six months from the date of the decision, unless there are exceptional grounds to consider this necessary and the special process set out in the Standing Orders is followed.
5. You may make your complaint about the council's procedures or administration to the Clerk. You may do this in person, by phone, or by writing to or emailing the Clerk. The addresses and numbers are set out below.
6. Wherever possible, the Clerk will try to resolve your complaint immediately. If this is not possible, the Clerk will normally try to acknowledge your complaint within five working days.
7. If you do not wish to report your complaint to the Clerk, you may make your complaint directly to the Chair of the Council who will report your complaint to the Council .
8. The Clerk or the the Chair of the Council (as appropriate) will investigate each complaint, obtaining further information as necessary from you and/or from staff or members of the Council.
9. The Clerk or the Chair of the Council will notify you within 20 working days of the outcome of your complaint and of what action (if any) the Council proposes to take as a result of your complaint. (In exceptional cases the twenty working days timescale may have to be extended. If it is, you will be kept informed.)

10. If you are dissatisfied with the response to your complaint, you may ask for your complaint to be referred to the full Council for review and (usually within eight weeks) you will be notified in writing of the outcome of the review of your original complaint.

## **Contacts**

The Clerk of Cholsey Parish Council

Address: The Parish Office  
The Pavilion  
Station Road  
Cholsey  
OX10 9PT

Telephone: 01491 652255

Email: [clerk@cholseyparishcouncil.gov.uk](mailto:clerk@cholseyparishcouncil.gov.uk)

The Chair of Cholsey Parish Council

Address: The Parish Office  
The Pavilion  
Station Road  
Cholsey  
OX10 9PT

Telephone: 01491 652255

Email: [lis.nixon@cholseyparishcouncil.gov.uk](mailto:lis.nixon@cholseyparishcouncil.gov.uk)

# Cholsey Parish Council Publication Scheme

Cholsey Parish Council has adopted the Information Commissioner's Model Publication Scheme under the Freedom of Information Act 2000. The model publication scheme is reproduced at the end of the below table which sets out the information made publicly available by Cholsey Parish Council. This document was last revised in December 2024.

Some of the information will be available only in hard copy and the Parish Council is entitled to make a charge for its provision. It has been decided, however, that subject to certain limitations, reasonable quantities of hard copies of information will be provided free of charge. Please see the model publication scheme for further information.

For queries regarding this document, contact the Clerk at [clerk@cholseyparishcouncil.gov.uk](mailto:clerk@cholseyparishcouncil.gov.uk) or call 01491 652255

## Information available from Cholsey Parish Council under the model publication scheme

Information	How to obtain	Charge
<b>Class 1: Who we are and what we do:</b>		
Who's on the Council	Web site Hard copy	Free See scheme
Contact details for Parish Clerk and Council Members	Web site Hard copy	Free See scheme
Location and accessibility of Council office	Web site Hard copy	Free See scheme
Staffing structure	Web site Hard copy	Free See scheme
Forthcoming meeting dates	Web site Hard copy	Free See scheme
<b>Class 2 – What we spend and how we spend it:</b>		
<b>For the current and previous Financial Year as a minimum:</b>		
Annual Return form and Auditor's Report	Website Hard copy	Free See scheme

Finalised Budget	Website and SODC website Hard copy	Free See scheme
Precept	Website and SODC website Hard copy	Free See scheme
Financial Standing Orders and Regulations	Website Hard copy	Free See scheme
Procurement information and expenditure exceeding £500	Website Hard copy	Free See scheme
Members allowances and expenses	View at office	Free
<b>Class 3: What are our priorities and how we are doing</b>		
Neighbourhood Plan	Website Hard copy	Free See scheme
Strategic Plan and Action Plan	Website Hard copy	Free See scheme
Chair's report to the Annual meeting (if applicable)	Web site Hard copy	Free See scheme
<b>Class 4: How we make decisions</b>		
Agendas of meetings	Parish Council notice board (Pavilion and The Forty) Web site Hard copy	Free See scheme
Minutes of meetings	Web site Hard copy	Free See scheme
Documents supporting agenda items	Web site Hard copy	Free See scheme
Responses to consultation papers	Hard copy/inspection	Free See scheme
Responses to planning applications	Via SODC website; Parish Council Minutes	Free
List of grants given	Web site Hard copy	Free See scheme

<b>Class 5: Our policies and procedures</b>		
Procedural Standing Orders	Website Hard copy	Free See scheme
Committee Terms of reference	Website Hard copy	Free See scheme
Code of Conduct	Website Hard copy	Free See scheme
Complaints procedure	Website Hard copy	Free See scheme
Equality policy	Website Hard copy	Free See scheme
Delegated authority in respect of the Clerk and Committees (Scheme of Delegation)	Website Hard copy	Free See scheme
GDPR Data protection policies	Website Hard copy	Free See scheme
<b>Class 6: Lists and registers</b>		
Assets register	By inspection	Free
Members Declaration of Acceptance of Office	By inspection	Free
Register of Members' interests	Website and SODC website	Free
Register of Gifts and Hospitality	By inspection	Free
Burial Ground Registers	By inspection	Free
<b>Class 7: Services we offer</b>		
Allotments: Sites, rents, availability	Website/Enquiry at office	Free
Burial Grounds: Charges, Regulations	Website/Enquiry at office	Free
Recreation Grounds: Recreation Ground, Jubilee Field, Whitehead Meadow	Web site/Enquiry at office	Free
Bus shelters, benches, bins, memorials (details in Asset Register)	Enquiry at office	Free

# The Information Commissioner's Model Publication Scheme

## Introduction

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned Scheme, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications Scheme.
- To specify the information which is held by the authority and falls within the classifications Scheme.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

## Classes of information

### Who we are and what we do

Organisational information, locations and contacts, constitutional and legal governance.

### What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

### What our priorities are and how we are doing

Strategy and performance information, plans, assessments, inspections and reviews.

### How we make decisions

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

## **Our policies and procedures**

Current written protocols for delivering our functions and responsibilities.

## **Lists and registers**

Information held in registers required by law and other lists and registers relating to the functions of the authority.

## **The services we offer**

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage or is difficult to access for similar reasons.

## **The method by which information published under this scheme will be made available**

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

## **Charges which may be made for information published under this scheme**

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

### **Written requests**

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

# Cholsey Parish Council Information Requests Policy

## 1. Introduction

Cholsey Parish Council's Publication Scheme outlines the information that is routinely made available by the Council online and in hard copy. This includes policies and procedures, agendas and minutes, financial information and strategic plans.

In addition, information held by Cholsey Parish Council that is not routinely published under its Publication Scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information ("FOI") Act 2000 ("the Act").

The Council is committed to ensuring transparency, accountability, and compliance with the Act, while safeguarding the Council's resources from misuse. This policy outlines the procedures for handling requests for information and details how the Council will manage vexatious or repeated requests.

## 2. Legislation

This policy is governed by the Freedom of Information Act 2000, the Environmental Information Regulations 2004, the Data Protection Act 2018, and the General Data Protection Regulation (GDPR). The policy ensures compliance with legal requirements while promoting good governance.

## 3. Scope

This policy applies to all FOI requests received by the Parish Council and includes information held in any format. It covers both the release of information and the handling of requests that may be considered vexatious, repetitive, or unreasonable.

## 4. Right to information

Under the Act, any individual has the right to request information held by the Parish Council, subject to certain exemptions. The Council will provide assistance to applicants making requests for information and will respond within the statutory time limit of 20 working days, in accordance with Section 10 of the Act.

## 5. How to make a request

- FOI requests must be made in writing (by letter, email, or any written format).
- Requests must include the name of the applicant, an address for correspondence, and a clear description of the information sought.
- Requests should be sent to the Parish Clerk at [clerk@cholseyparishcouncil.gov.uk](mailto:clerk@cholseyparishcouncil.gov.uk) or Cholsey Parish Council, The Pavilion, Station Road, Cholsey OX10 9PT

## **6. Responding to requests**

Upon receiving a request, the Parish Council will:

1. Acknowledge receipt of the request within 5 working days.
2. Clarify the request if necessary.
3. Determine whether the Council holds the requested information.
4. Provide the information, or issue a refusal notice, within 20 working days.

Where information is exempt from disclosure under the Act, the Council will explain the reasons for refusing the request, specifying the exemption(s) relied upon.

## **7. Fees**

The Council may charge a fee for responding to FOI requests, in accordance with the Freedom of Information (Fees and Appropriate Limit) Regulations 2004. If a fee applies, the applicant will be informed in writing and the response timeline will be suspended until payment is received.

## **8. Refusal of requests**

Requests may be refused if:

- The information is exempt under one or more exemptions provided in the Act (e.g., national security, commercial sensitivity, personal data).
- The request exceeds the cost limit set by the Act (currently £450 for local authorities).
- The request is considered vexatious or repetitive (as detailed in Section 12 and Section 14 of the Act).

The refusal notice will explain the grounds for refusal, including details of any applicable exemptions, and will inform the requester of their right to appeal.

## **Dealing with Vexatious and repeated requests**

### **9. Vexatious requests**

A request can be considered vexatious under Section 14(1) of the Act if it is deemed to cause a disproportionate or unjustified level of disruption, irritation, or distress. The Parish Council may refuse a request as vexatious if one or more of the following criteria are met:

- The request lacks serious purpose or value.
- The request is designed to harass, intimidate, or cause undue inconvenience to the Council or its staff.
- The request repeats issues already addressed, without presenting new evidence or circumstances.
- The request imposes a significant burden on the Council's resources, due to its frequency, scope, or complexity.

In determining whether a request is vexatious, the Council will take into account:

- The context and history of the request.
- The likely impact on Council staff and resources.
- The need to balance public access to information against the misuse of the FOI process.

## **10. Repeated requests**

Under Section 14(2) of the Act, the Parish Council is not obliged to comply with repeated requests from the same individual or group if:

- The request is identical or substantially similar to a previous request.
- A reasonable amount of time has not passed since the previous request (typically 12 months).

If a request is refused on the basis of it being repeated, a refusal notice will be issued, explaining the reasons.

## **11. Refusal procedure for vexatious and repeated requests**

When refusing a request as vexatious or repeated, the Council will:

1. Issue a refusal notice within 20 working days of receipt of the request.
2. Clearly state that the request has been refused under Section 14(1) or Section 14(2) of the Act.
3. Provide the requester with information on their right to appeal the decision and the process for doing so.

## **12. Appeals and Complaints**

Applicants who are dissatisfied with the Council's handling of their FOI request, including any refusal to disclose information, may request an internal review. Complaints should be made in writing to the Parish Clerk within 40 working days of the response.

The internal review will be conducted by an independent member of the Council, who was not involved in the original decision. A response will be issued within 20 working days of the complaint being received.

If the applicant remains dissatisfied after the internal review, they may refer the matter to the Information Commissioner's Office (ICO).

## **13. Data Protection and Privacy**

The Council will ensure that all personal data provided by applicants in the course of an FOI request is handled in accordance with the Data Protection Act 2018 and GDPR. Personal information will only be used for the purposes of processing the FOI request.

## **14. Record retention and management**

The Parish Council is committed to maintaining accurate and thorough records of all Freedom of Information requests and the responses provided. These records are necessary for transparency, legal compliance, and potential review or appeal processes.

### **a. Retention of FOI requests and responses**

All written FOI requests (including email and postal correspondence) will be logged and securely stored by the Parish Clerk. The record will include:

- The name of the requester.
- The date of the request.

- The nature of the request.
- The date of the Council's response.
- Any associated documentation, including correspondence, refusal notices, and exemptions applied.

FOI requests and the corresponding responses will be retained for a period of 5 years from the date of closure of the request. After this period, the records will be securely disposed of, unless required for ongoing legal or audit purposes.

#### **b. Record of vexatious or repeated requests**

Where a request has been deemed vexatious or repeated, the following additional records will be kept:

- The justification for classifying the request as vexatious or repeated.
- Any internal reviews or appeals filed by the requester.
- The outcomes of those reviews or appeals.

These records will also be retained for 5 years from the date of closure of the request.

#### **c. Internal review and appeals records**

If a requester asks for an internal review or submits a complaint regarding how the Parish Council handled their FOI request, records of the internal review, the decisions made, and all related correspondence will be kept for 5 years following the conclusion of the review process.

#### **d. Data security and privacy**

The Parish Council will take appropriate measures to ensure that all records related to FOI requests are securely stored and protected from unauthorized access. Personal data provided by the requester will be managed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR).

### **15. Review of Policy**

This policy will be reviewed annually as part of the Publication Scheme or as required by legislative changes.

Adopted by Cholsey Parish Council on: 18<sup>th</sup> December 2024

Next Review Due: yearly at the Annual Meeting of Cholsey Parish Council

## CHOLSEY PARISH COUNCIL

## GDPR DATA PROTECTION POLICY APRIL 2024

***Definitions***

In this policy, the following words and phrases have the following meanings:

**“Consent”** means any freely given, specific, informed and unambiguous indication of the data subject’s wishes by which they, by a statement or by a clear affirmative action, signify their agreement to the processing of personal data relating to them.

**“Criminal records personal data”** means personal data relating to criminal convictions and offences and personal data relating to criminal allegations and proceedings.

**“Data protection legislation”** means the EU General Data Protection Regulation (GDPR), the Data Protection Act 2018 and any other applicable primary or secondary legislation as may be in force in the UK from time to time.

**“Data subject”** means a living identified or identifiable individual about whom the Council holds personal data.

**“Member of staff”** is any director, employee, worker, agency worker, apprentice, intern, volunteer, contractor and consultant employed or engaged by the Council.

**“Personal data”** is any information relating to a data subject who can be identified (directly or indirectly) either from those data alone or by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that data subject. It excludes anonymised data, i.e. where all identifying particulars have been removed.

**“Processing”** is any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collecting, recording, organising, structuring, storing, adapting, altering, retrieving, using, disclosing, disseminating, restricting, erasing or destroying. It also includes transmitting or transferring personal data to third parties.

**“Special categories of personal data”** means personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs or trade union membership, genetic data, biometric data, data concerning the physical or mental health of a data subject or data concerning a data subject’s sex life or sexual orientation.

**“Data compliance manager”** The Council’s data compliance manager has responsibility for data protection compliance within the organisation. The Council’s data compliance manager is: The Clerk, Cholsey Parish Council, The Pavilion, Station Road, Cholsey, OX10 9PT; 01491 652255; clerk@cholseyparishcouncil.gov.uk

***Introduction***

This policy sets out how the Council processes the personal data of data subjects, including the

personal data of job applicants and the personal data of our current and former Councillors, employees, workers, agency workers, apprentices, interns, volunteers, contractors, consultants, clients, suppliers and other third parties.

It applies to all personal data that we process, regardless of the media on which those personal data are stored, e.g. electronically, on paper or on other materials. The Council is committed to being clear and transparent about how we collect and use personal data and to complying with our data protection obligations. Protecting the confidentiality, security and integrity of the personal data that we process is also of paramount importance to our organisation's operations. The Council will process personal data relating to you in accordance with this policy, the data protection legislation and the latest privacy notice which has been issued to you.

This policy applies to all members of staff. It is non-contractual and does not form part of any employment contract, casual worker agreement, consultancy agreement or any other contract for services.

As a member of staff, you are yourself a data subject and you may also process personal data on the Council's behalf about other data subjects. This policy should therefore be read and interpreted accordingly. You must always comply with it when processing personal data on the Council's behalf in the proper performance of your job duties and responsibilities. The data protection legislation contains important principles affecting personal data relating to data subjects. The purpose of this policy is to set out what we expect from you and to ensure that you understand and comply with the rules governing the processing of personal data to which you may have access in the course of your work, so as to ensure that neither the Council nor you breach the data protection legislation.

The Council takes compliance with this policy very seriously. Any breach of this policy or any breach of the data protection legislation will be regarded as misconduct and will be dealt with under the Council's disciplinary procedure. A significant or deliberate breach of this policy, such as accessing a data subject's personal data without authority or unlawfully obtaining or disclosing a data subject's personal data (or procuring their disclosure to a third party) without the Council's consent, constitutes a gross misconduct offence and could lead to your summary dismissal. If you are not an employee, you may have your contract with the Council terminated with immediate effect.

The Council's data compliance manager has responsibility for data protection compliance within the business. You should contact them if you have any questions about the operation of this policy or you need further information about the data protection legislation, or if you have any concerns that this policy is not being or has not been followed.

You must also contact them to seek further advice in the following circumstances:

- if you are in any doubt about what you can or cannot disclose and to whom
- if you are unsure about the lawful basis you are relying on to process personal data
- if you need to rely on consent to process personal data
- if you need to obtain or issue privacy notice
- if you are not clear about the retention period for the personal data being processed
- if you are unsure about what appropriate security measures you need to implement to protect personal data
- if you need assistance in dealing with any rights invoked by a data subject
- if you suspect there has been a personal data breach
- where you propose to use personal data for purposes other than that for which they were

collected

- if you need assistance with, or approval of, contracts in relation to sharing personal data with third-party service providers
- if you believe personal data are not being kept or deleted securely or are being accessed without the proper authorisation
- if you suspect there has been any other breach of this policy or any breach of the data protection principles

If you wish to make an internal complaint that this policy is not being or has not been followed, you can also raise this as a formal grievance under the Council's grievance procedure.

### ***The data protection principles***

Under the data protection legislation, there are six data protection principles that the Council and all members of staff must comply with at all times in their personal data processing activities. In brief, the principles say that personal data must be:

1. Processed lawfully, fairly and in a transparent manner in relation to the data subject (lawfulness, fairness and transparency).
2. Collected only for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes (purpose limitation).
3. Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed (data minimisation).
4. Accurate and, where necessary, kept up to date; every reasonable step must also be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay (accuracy).
5. Not kept in a form which permits identification of data subjects for longer than is necessary for the purposes for which the personal data are processed (storage limitation).
6. Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures (integrity and confidentiality).

The Council is responsible for, and must be able to demonstrate compliance with, these data protection principles. This is called the principle of accountability.

### ***Lawfulness, fairness and transparency***

Personal data must be processed lawfully, fairly and in a transparent manner in relation to the data subject.

This principle means that both the Council and members of staff may only collect, process and share personal data lawfully and fairly and for specific purposes.

#### **Lawfulness and fairness**

The data protection legislation provides that processing is only lawful in certain circumstances. These include where:

- the data subject has given consent to the processing of their personal data for one or more specific purposes
- the processing is necessary for the performance of a contract with the data subject, e.g. an employment contract, or in order to take steps at the request of the data subject prior to entering into a contract
- the processing is necessary for compliance with our legal obligations
- the processing is necessary to protect the data subject's vital interests (or someone else's vital interests)
- the processing is necessary to pursue our legitimate interests (or those of a third party), where the data subject's interests or fundamental rights and freedoms do not override our interests; the purposes for which we process personal data for legitimate interests must also be set out in an appropriate privacy notice

The Council and members of staff must only process personal data on the basis of one or more of these lawful bases for processing. Before a processing activity starts for the first time, and then regularly while it continues, we will review the purpose of the processing activity, select the most appropriate lawful basis (or bases) for that processing and satisfy ourselves that the processing is necessary for the purpose of that lawful basis (or bases). When determining whether the Council's legitimate interests are the most appropriate basis for lawful processing, we will conduct a legitimate interests assessment, keep a record of it and keep it under review.

Where the Council relies on consent as the lawful basis for processing, this requires the data subject to have given a positive statement, active opt-in or clear affirmative action; pre-ticked boxes, inactivity or silence do not constitute consent. If consent is given in a document that also deals with other matters, the request for consent must be clearly distinguishable and kept separate from those other matters. In addition, consent must specifically cover the purposes of the processing and the types of processing activity, so you must ensure that you obtain separate consents for different types of processing, where appropriate. Data subjects also have the right to withdraw their consent to processing at any time, they must be advised of this right and it must be as easy for them to withdraw their consent as it was to give it.

The data protection legislation also provides that the processing of special categories of personal data and criminal records personal data is only lawful in more limited circumstances where a special condition for processing also applies (this is an additional requirement; the processing must still meet one or more of the conditions for processing set out above). These include where:

- the data subject has given their explicit consent to the processing of their personal data for one or more specified purposes; explicit consent requires a very clear and positive statement and it cannot be implied from the data subject's actions
- the processing is necessary for the purposes of carrying out obligations or exercising specific rights of either the Council or the data subject under employment law or social security law
- in the case of special categories of personal data, the processing relates to personal data which are manifestly made public by the data subject
- the processing is necessary for the establishment, exercise or defence of legal claims

The Council may from time to time need to process special categories of personal data and criminal records personal data. The Council and members of staff must only process special categories of personal data and criminal records personal data where there is also one or more of these special lawful bases for processing. Before processing any special categories of personal data and criminal records personal data, you must notify our data compliance manager so that they may assess whether the processing complies with one or more of these special conditions.

A clear record must be kept of all consents, including explicit consents, which covers what the data subject has consented to, what they were told at the time and how and when consent was given. This enables the Council to demonstrate compliance with the data protection requirements for consent.

## **Transparency**

Under the data protection legislation, the transparency principle requires the Council to provide specific information to data subjects through appropriate privacy notices. These must be concise, transparent, intelligible, easily accessible and use clear and plain language. Privacy notices may comprise general privacy statements applicable to a specific group of data subjects, e.g. employees, or they may be stand-alone privacy statements covering processing related to a specific purpose. Whenever we collect personal data directly from data subjects, including for employment purposes, we must provide the data subject with all the information required to be included in a privacy notice. This includes:

- the identity and contact details of the Council (as data controller) and any representative
- the purposes for which the personal data will be processed
- the lawful basis or bases for processing
- where we are relying on our legitimate interests (or those of a third party) as the lawful basis for processing, what those legitimate interests are
- the categories of personal data, unless they were obtained directly from the data subject
- the third-party sources that the personal data originate from, unless they were obtained directly from the data subject
- the recipients, or categories of recipients, with whom the personal data may be shared
- details of transfers to non-EEA countries and the suitable safeguards applied
- the retention period for the personal data or, if that is not possible, the criteria to be used to determine the retention period
- the existence of the data subject's rights, i.e. subject access, rectification, erasure, restriction of processing, objection and data portability
- the right to withdraw consent to processing at any time, where consent is being relied on as the lawful basis for processing
- the right to lodge a complaint with the Information Commissioner's Office
- whether the provision of personal data is part of a statutory or contractual requirement or obligation, or a requirement necessary to enter into a contract, and the possible consequences of failing to provide the personal data
- the existence of any automated decision-making, including profiling, and meaningful information about how decisions are made, the significance and consequences.

We must issue a privacy notice, which can be by electronic means, when we first collect a data subject's personal data from them. If the personal data have been obtained from third parties, we must provide the privacy notice information within a reasonable period of having obtained the personal data, but at the latest within one month. However, if the personal data are to be used to communicate with the data subject, the privacy notice information is to be provided, at the latest, when the first communication takes place, or if disclosure of the personal data to another recipient is envisaged, it is to be provided, at the latest, when the data are first disclosed. You must comply with these rules on privacy notices when processing personal data on the Council's behalf in the proper performance of your job duties and responsibilities.

The Council will issue privacy notices to you from time to time.

Privacy notices can also be obtained from the Council's data compliance manager.

### ***Purpose limitation***

Personal data must be collected only for specified, explicit and legitimate purposes and they must not be further processed in any manner that is incompatible with those purposes.

Personal data cannot be used for new, different or incompatible purposes from those disclosed to the data subject when they were first obtained, for example in an appropriate privacy notice, unless the data subject has been informed of the new purposes and the terms of this policy are otherwise complied with, e.g. there is a lawful basis for processing. This also includes special categories of personal data and criminal records personal data.

### ***Data minimisation***

Personal data must be adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.

We will only collect personal data to the extent that they are required for the specific purposes notified to the data subject. You must only process personal data where your job duties and responsibilities require it and you must not process personal data for any reason which is unrelated to your job duties and responsibilities. In addition, you must ensure that any personal data you collect are adequate and relevant for the intended purposes and are not excessive. This includes special categories of personal data and criminal records personal data.

When personal data are no longer needed for specified purposes, you must ensure that they are destroyed, erased or anonymised in accordance with the Council's rules on data retention and destruction set out below.

### ***Accuracy***

Personal data must be accurate and, where necessary, kept up to date. In addition, every reasonable step must be taken to ensure that personal data that are inaccurate are erased or rectified without delay.

It is important that the personal data we hold about you as a data subject is accurate and up to date. Please keep us informed if your personal data changes, e.g. you change your home address, so that our records can be updated. The Council cannot be held responsible for any errors in your personal data in this regard unless you have notified the Council of the relevant change. We will promptly update your personal data if you advise us that they have changed or are inaccurate.

You must also ensure that the personal data we hold about other data subjects is accurate and up to date where this is part of your job duties or responsibilities. This includes special categories of personal data and criminal records personal data. You must check the accuracy of any personal data at the point of their collection and at regular intervals thereafter. You must take all reasonable steps to destroy, erase or update outdated personal data and to correct inaccurate personal data.

### ***Storage limitation***

Personal data must not be kept in a form which permits identification of data subjects for longer than is necessary for the purposes for which the personal data are processed.

The Council will only retain personal data for as long as is necessary to fulfil the legitimate business purposes for which they were originally collected and processed, including for the purposes of satisfying any legal, tax, health and safety, reporting or accounting requirements. This includes

special categories of personal data and criminal records personal data. You must comply with the Council's rules on data retention and destruction set out below.

### **Retention: job applicants**

If a job applicant's application for employment or engagement is unsuccessful, the Council will generally hold their personal data, including special categories of personal data and criminal records personal data, for six months after the end of the relevant recruitment exercise but this is subject to: (a) any minimum statutory or other legal, tax, health and safety, reporting or accounting requirements for particular data or records, and (b) the retention of some types of personal data for up to six years to protect against legal risk, e.g. if they could be relevant to a possible legal claim in a tribunal, County Court or High Court.

If the job applicant has consented to the Council keeping their personal data on file for in case there are future suitable employment opportunities with us, we will hold their personal data for a further six months after the end of the relevant recruitment exercise, or until they withdraw their consent if earlier.

### **Retention: members of staff**

The Council will generally hold personal data, including special categories of personal data and criminal records personal data, for the duration of a member of staff's employment or engagement. The exceptions are:

- any personal data supplied as part of the recruitment process will not be retained if they have no bearing on the ongoing working relationship
- criminal records personal data collected in the course of the recruitment process will be deleted once they have been verified through a DBS criminal record check, unless, in exceptional circumstances, the information has been assessed by the Council as relevant to the ongoing working relationship
- it will only be recorded whether a DBS criminal record check has yielded a satisfactory or unsatisfactory result, unless, in exceptional circumstances, the information in the criminal record check has been assessed by the Council as relevant to the ongoing working relationship
- if it has been assessed as relevant to the ongoing working relationship, a DBS criminal record check will nevertheless be deleted after once the conviction is "spent" (unless information about spent convictions may be retained because the role is an excluded occupation or profession)
- disciplinary, grievance and capability records will only be retained until the expiry of any warning given (but a summary disciplinary, grievance or performance management record will still be maintained for the duration of employment).

Once a member of staff has left employment or their engagement has been terminated, we will generally hold their personal data, including special categories of personal data and criminal records personal data, for one year after the termination of their employment or engagement, but this is subject to: (a) any minimum statutory or other legal, tax, health and safety, reporting or accounting requirements for particular data or records, and (b) the retention of some types of personal data for up to six years to protect against legal risk, e.g. if they could be relevant to a possible legal claim in a tribunal, County Court or High Court. We will hold payroll, wage and tax records (including salary, bonuses, overtime, expenses, benefits and pension information, National Insurance number, PAYE records, tax code and tax status information) for up to six years after the termination of their employment or engagement.

Overall, this means that we will "thin" the file of personal data that we hold on members of staff

one year after the termination of their employment or engagement, so that we only continue to retain for a longer period what is strictly necessary.

### **Retention: other third parties, including clients, customers and suppliers**

The Council will generally hold personal data, including special categories of personal data and criminal records personal data, belonging to clients, customers and suppliers for the duration of our business relationship with them.

Once our organisation's relationship with a client or supplier has been terminated, we will generally hold their personal data, including special categories of personal data and criminal records personal data, for one year after the termination of the business relationship, but this is subject to: (a) any minimum statutory or other legal, tax, health and safety, reporting or accounting requirements for particular data or records, and (b) the retention of some types of personal data for up to six years to protect against legal risk, e.g. if they could be relevant to a possible legal claim in a County Court or High Court.

Overall, this means that we will "thin" the file of personal data that we hold on clients and suppliers one year after the termination of the relationship, so that we only continue to retain for a longer period what is strictly necessary.

### **Destruction and erasure**

All personal data, including special categories of personal data and criminal records personal data, must be reviewed before destruction or erasure to determine whether there are special factors that mean destruction or erasure should be delayed. Otherwise, they must be destroyed or erased at the end of the retention periods outlined above. If you are responsible for maintaining personal data and are not clear what retention period should apply to a particular record, please contact our data compliance manager for guidance.

Personal data which are no longer to be retained will be permanently erased from our IT systems or securely and effectively destroyed, e.g. by cross-shredding of hard copy documents, burning them or placing them in confidential waste bins or by physical destruction of storage media, and we will also require third parties to destroy or erase such personal data where applicable. You must take all reasonable steps to destroy or erase personal data that we no longer require.

In some circumstances we may anonymise personal data so that they no longer permit a data subject's identification. In this case, we may retain such personal data for a longer period.

### ***Integrity and confidentiality***

Personal data must be processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

The Council takes the security of personal data seriously and we have implemented and maintain safeguards which are appropriate to the size and scope of our business, the amount of personal data that we hold and any identified risks. This includes encryption and pseudonymisation of personal data where appropriate. We have also taken steps to ensure the ongoing confidentiality, integrity, availability and resilience of our processing systems and services and to ensure that, in the event of a physical or technical incident, availability and access to personal data can be restored in a timely manner. We regularly test and evaluate the effectiveness of our technical and organisational safeguards to ensure the security of our processing activities.

In turn, you are responsible for protecting the personal data that we hold, and you must implement reasonable and appropriate security measures against unauthorised or unlawful processing of personal data and against their accidental loss, destruction or damage. You must be particularly careful in protecting special categories of personal data and criminal records personal data. You must follow all procedures, and comply with all technologies and safeguards, that we put in place to maintain the security of personal data from the point of collection to the point of destruction.

Where the Council uses third-party service providers to process personal data on our behalf, additional security arrangements need to be implemented in contracts with those third parties to safeguard the security of personal data. You can only share personal data with third-party service providers if you have been authorised to do so and provided that certain safeguards and contractual arrangements have been put in place, including that:

- the third party has a business need to know the personal data for the purposes of providing the contracted services
- sharing the personal data complies with the privacy notice that has been provided to the data subject (and, if required, the data subject's consent has been obtained)
- the third party has agreed to comply with our data security procedures and has put adequate measures in place to ensure the security of processing
- the third party only acts on our documented written instructions
- a written contract is in place between the Council and the third party that contains specific approved terms
- the third party will assist the Council in allowing data subjects to exercise their rights in relation to data protection and in meeting our obligations in relation to the security of processing, the notification of data breaches and data protection impact assessments
- the third party will delete or return all personal data to the Council at the end of the contract
- the third party will submit to audits.

Before any new agreement involving the processing of personal data by a third-party service provider is entered into, or an existing contract is amended, you must seek the approval of its terms from our data compliance manager.

You may only share personal data with other members of staff if they have a business need to know in order to properly perform their job duties and responsibilities.

Hard copy personnel files, which hold personal data gathered during the working relationship, are confidential and must be stored in locked filing cabinets. Only authorised members of staff, who have a business need to know in order to properly perform their job duties and responsibilities, have access to these files. Files will not be removed from their normal place of storage without good reason. Personal data stored on removable storage media must be kept in locked filing cabinets or locked drawers and cupboards when not in use by authorised members of staff. Personal data held in electronic format will be stored confidentially by means of password protection, encryption or pseudonymisation, and again only authorised members of staff have access to those data.

The Council has network backup procedures in place to ensure that personal data held in electronic format cannot be accidentally lost, destroyed or damaged. Personal data must not be stored on local computer drives or on personal devices.

The data protection legislation requires the Council to notify any personal data breach to the Information Commissioner's Office within 72 hours after becoming aware of the breach and, where there is a high risk to the rights and freedoms of data subjects, to the data subject themselves. A

personal data breach is any breach of security which leads to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or otherwise processed and includes any act or omission that compromises the confidentiality, integrity or availability of personal data or the safeguards that we, or our third-party service providers, have put in place to protect them. The Council has procedures in place to deal with any suspected personal data breach and you are required to comply with these. If you know or suspect that a personal data breach has occurred, you must immediately contact our data compliance manager, retain any evidence you have in relation to the breach and follow the Council's data breach policy and response plan.

### ***Accountability***

The Council is responsible for, and must be able to demonstrate compliance with, the data protection principles. This means that we must implement appropriate and effective technical and organisational measures to ensure compliance and we also require you to fully assist and co-operate with us in this regard. In particular, we have:

- appointed a data compliance manager to be responsible for data protection compliance and privacy matters within the business
- kept written records of personal data processing activities
- implemented a privacy by design approach when processing personal data and we will conduct and complete data protection impact assessments (DPIAs) where a type of data processing, e.g. the launch of a new product or the adoption of a new program, process or IT system, in particular using a new technology, is likely to result in a high risk to the rights and freedoms of data subjects
- integrated data protection requirements into our internal documents, including this data protection policy, other related policies and privacy notices
- introduced a regular training programme for all members of staff on the data protection legislation and on their data protection duties and responsibilities and we also maintain a training record to monitor its delivery and completion – you must undergo all mandatory data protection training
- introduced regular reviews of our privacy measures and our policies, procedures and contracts and regular testing of our systems and processes to monitor and assess our ongoing compliance with the data protection legislation and the terms of this policy in areas such as security, retention and data sharing.

We also keep records of our personal data processing activities and you are required to assist us in ensuring these records are full, accurate and kept up to date.

### **Privacy by design and data protection impact assessments**

We are required to implement privacy by design measures when processing personal data by implementing appropriate technical and organisational measures in an effective manner to ensure compliance with the data protection legislation. You must assess what privacy by design measures can be implemented on all processes or systems that process personal data where this is part of your job duties or responsibilities because those processes or systems are under your control.

Where a type of data processing, e.g. the launch of a new product or the adoption of a new program, process or IT system which is under your control, is likely to result in a high risk to the rights and freedoms of data subjects, you must assist us in conducting and completing a DPIA. This includes (but is not limited to):

- systematic and extensive automated processing and automated decision-making activities, including profiling, and on which decisions are based that have legal effects, or similar significant effects, on data subjects
- large-scale processing of special categories of personal data or criminal records personal data
- large-scale systematic monitoring of publicly accessible areas, e.g. using CCTV.

Before any form of new technology, program, process or system is introduced, you must contact our data compliance manager in order that a DPIA can be carried out.

A DPIA will comprise a review of the new technology, program, process or system and it must contain a description of the processing operations and the purposes, an assessment of the necessity and proportionality of the processing in relation to those purposes, an assessment of the risks to individuals and the measures in place to address or mitigate those risks and demonstrate compliance.

### **Automated processing and automated decision-making**

Automated processing is any form of automated processing of personal data consisting of the use of personal data to evaluate certain personal aspects relating to an individual, and automated decision-making occurs when an electronic system uses an individual's personal data to make a decision without human intervention.

The Council does not carry out any automated processing and does not take any decisions based solely on automated decision-making, including profiling.

### **Direct marketing**

The Council is subject to certain rules if marketing to clients. If you are involved in direct marketing to clients, you must comply with the Council's guidelines on this. In particular, a data subject's prior consent is required for electronic direct marketing. There is a limited exception for existing clients which allows us to send marketing texts and e-mails if we have obtained their contact details in the course of a sale to that person, we are marketing similar services to them and we gave that person an opportunity to opt out of marketing when first collecting their details and in every subsequent message.

If a data subject objects to direct marketing, it is essential that this is actioned in a timely manner and their details should be suppressed as soon as possible. You can retain just enough information to ensure that marketing preferences are respected in the future.

### ***Transferring personal data outside the European Economic Area***

The data protection legislation restricts transfers of personal data to countries outside the European Economic Area (EEA) in order to ensure that the level of data protection afforded to data subjects is maintained.

The Council does not transfer personal data to countries outside the EEA and you must ensure that you comply with this rule.

### ***Data subject rights to access personal data***

Under the data protection legislation, data subjects have the right, on request, to obtain a copy of the personal data that the Council holds about them by making a written data subject access request (DSAR). This allows the data subject to check that we are lawfully processing their personal data.

The data subject has the right to obtain:

- confirmation as to whether or not their personal data are being processed
- access to copies of their specified personal data
- other additional information.

The other additional information (which should be provided in a concise, transparent, intelligible and easily accessible form, using clear and plain language) comprises:

- the purposes of the processing and the categories of personal data concerned
- the recipients, or categories of recipients, to whom the personal data have been or will be disclosed, in particular recipients in non-EEA countries
- where the personal data are transferred to a non-EEA country, what appropriate safeguards are in place relating to the transfer
- the envisaged period for which the personal data will be stored, or, if not possible, the criteria used to determine that period
- the existence of the data subject's rights to request rectification or erasure of their personal data or restriction of processing of their personal data or to object to such processing
- their right to lodge a complaint with the Information Commissioner's Office if they think the Council has failed to comply with their data protection rights
- where the personal data are not collected from them, any available information as to their source
- the existence of automated decision-making, including profiling, and meaningful information about the logic involved, as well as the envisaged consequences of such processing for them.

When a data subject makes a DSAR, we will log the date on which the request was received and confirm their identity. Where we have reasonable doubts concerning the data subject's identity, we will request them to provide such additional information necessary to confirm their identity before complying with their DSAR. We will then search databases, systems and other places where the personal data which are the subject of the DSAR may be held. Where we process a large quantity of personal data about a data subject, we may ask them to first specify the information that their DSAR relates to.

If the data subject makes their DSAR electronically, the Council must provide a copy of the personal data in a commonly used electronic format, unless they specifically request otherwise. If the data subject wants additional copies of the personal data, the Council will charge a reasonable fee, which is based on our administrative costs of providing the additional copies.

The Council will normally respond to a DSAR and provide copies of the personal data within one month of the date of receipt of the request. However, we may extend this time limit for responding by a further two months if the request is complex or there are a number of requests made by the data subject. If we intend to extend the time limit, we will contact the data subject within one month of the DSAR's receipt to inform them of the extension and to explain why it is necessary.

Before providing the personal data to the data subject making the DSAR, we will review the personal data requested to see if they contain the personal data of other data subjects. If they do, we may redact the personal data of those other data subjects prior to providing the data subject with their personal data, unless those other data subjects have consented to the disclosure of their personal data. We will also check whether there are any statutory exemptions from disclosure that apply to the personal data that are the subject of the DSAR. If a statutory exemption applies to any of the personal data, those personal data may not be disclosed.

Whilst we will normally provide a copy of the personal data in response to a DSAR free of charge,

we reserve the right to charge a reasonable fee, based on our administrative costs of providing the personal data, when a DSAR is manifestly unfounded or excessive, particularly if it repeats a DSAR to which we have already responded. Alternatively, where a DSAR is manifestly unfounded or excessive, we reserve the right to refuse to respond altogether. Where we refuse to act on a request in this way, we will set out our written reasons why to the data subject within one month of receipt of their DSAR. We will also inform them of their right to complain to the Information Commissioner's Office or to seek a judicial remedy in the courts.

If you wish to exercise your data subject access rights, please complete our data subject access request form, or put the request in an e-mail, and send it to our data compliance manager. We will inform you if we need to further verify your identity.

If you receive a DSAR from another data subject, you must immediately forward it to our data compliance manager and they will deal with responding to it.

### ***Other data subject rights in relation to their personal data***

Data subjects have a number of other rights in relation to their personal data. When we process data subjects' personal data, we will respect those rights. It is the Council's policy to ensure that requests by data subjects to exercise their rights in respect of their personal data are handled in accordance with the data protection legislation.

Subject to certain conditions, and in certain circumstances, data subjects have the right to:

- be informed – this is normally satisfied by issuing them with an appropriate privacy notice
- request rectification of their personal data - this enables them to have any inaccurate or incomplete personal data we hold about them corrected or completed, including by their providing a supplementary statement
- request the erasure of their personal data - this enables them to ask us to delete or remove their personal data where there's no compelling reason for their continued processing, e.g. it's no longer necessary in relation to the purpose for which they were originally collected or if there are no overriding legitimate grounds for the processing
- restrict the processing of their personal data - this enables them to ask us to suspend the processing of their personal data, e.g. if they contest the accuracy and so want us to verify the accuracy or the processing is unlawful but they don't want the personal data to be erased
- object to the processing of their personal data - this enables them to ask us to stop processing their personal data where we are relying on the legitimate interests of the business as our lawful basis for processing and there is something relating to their particular situation which makes them decide to object to processing on this ground
- data portability - this gives them the right to request the transfer of their personal data to another party so that they can reuse them across different services for their own purposes
- not be subject to automated decision-making, including profiling - this gives them the right not to be subject to a decision based solely on the automated processing of their personal data, if such decision produces legal effects concerning them or similarly significantly affects them
- prevent direct marketing - this enables them to prevent our use of their personal data for direct marketing purposes
- be notified of a data breach which is likely to result in a high risk to their rights and freedoms.

If, as a data subject, you wish to exercise any of these rights, please contact data compliance manager.

If a data subject invokes any of these rights, you must take steps to verify their identity, log the

date on which the request was received and seek advice from our data compliance manager if you need assistance in dealing with the matter. The following response procedures apply as applicable:

- response to requests to rectify personal data - unless there is an applicable exemption, we will rectify the personal data without undue delay and we will also communicate the rectification of the personal data to each recipient to whom the personal data have been disclosed, e.g. our third-party service providers, unless this is impossible or involves disproportionate effort
- response to requests for the erasure of personal data - we will erase the personal data without undue delay provided one of the grounds set out in the data protection legislation applies and there is no applicable exemption (and, where the personal data are to be erased, a similar timetable and procedure to that applying to responding to DSARs will be followed). We will also communicate the erasure of the personal data to each recipient to whom the personal data have been disclosed, unless this is impossible or involves disproportionate effort. Where we have made the personal data public, we will take reasonable steps to inform those who are processing the personal data that the data subject has requested the erasure by them of any links to, or copies or replications of, those personal data
- response to requests to restrict the processing of personal data - where processing has been restricted in accordance with the grounds set out in the data protection legislation, we will only process the personal data (excluding storing them) with the data subject's consent, for the establishment, exercise or defence of legal claims, for the protection of the rights of another person, or for reasons of important public interest. Prior to lifting the restriction, we will inform the data subject that it is to be lifted. We will also communicate the restriction of processing of the personal data to each recipient to whom the personal data have been disclosed, unless this is impossible or involves disproportionate effort
- response to objections to the processing of personal data - where such an objection is made in accordance with the data protection legislation and there is no applicable exemption, we will no longer process the data subject's personal data unless we can show compelling legitimate grounds for the processing which overrides the data subject's interests, rights and freedoms or we are processing the personal data for the establishment, exercise or defence of legal claims. If a data subject objects to the processing of their personal data for direct marketing purposes, we will stop processing the personal data for such purposes
- response to requests for data portability - unless there is an applicable exemption, we will provide the personal data without undue delay if the lawful basis for the processing of the personal data is consent or pursuant to a contract and our processing of those data is carried out by automated means (and a similar timetable and procedure to that applying to responding to DSARs will be followed)

In the limited circumstances where the data subject has provided their consent to the processing of their personal data for a specific purpose, they have the right to withdraw their consent for that specific processing at any time. This will not, however, affect the lawfulness of processing based on consent before its withdrawal.

If, as a data subject, you wish to withdraw your consent to the processing of your personal data for a specific purpose, please contact our data compliance manager. Once we have received notification that you have withdrawn your consent, we will no longer process your personal data for the purpose you originally agreed to, unless we have another lawful basis for processing.

If a data subject invokes their right to withdraw their consent, seek advice from our data compliance manager if you need assistance in dealing with the matter.

Data subjects also have the right to make a complaint to the Information Commissioner's Office at any time.

## *Your obligations in relation to personal data*

You must comply with this policy and the data protection principles at all times in your personal data processing activities where you are acting on behalf of the Council in the proper performance of your job duties and responsibilities. We rely on you to help us meet our data protection obligations to data subjects.

Under the data protection legislation, you should also be aware that you are personally accountable for your actions and you can be held criminally liable. It is a criminal offence for you knowingly or recklessly to obtain or disclose personal data (or to procure their disclosure to a third party) without the consent of the Council. This would include, for example, taking clients' contact details or other personal data without the Council's consent on the termination of your employment, accessing another employee's personal data without authority or otherwise misusing or stealing personal data held by the Council. It is also a criminal offence to knowingly or recklessly re-identify personal data that has been anonymised without the consent of the Council, where we de-identified the personal data, and it is a criminal offence to alter, block, erase, destroy or conceal personal data with the intention of preventing their disclosure to a data subject following a data subject access request. Where unlawful activity is suspected, the Council will report the matter to the Information Commissioner's Office for investigation into the alleged breach of the data protection legislation and this may result in criminal proceedings being instigated against you. The Council may also need to report the alleged breach to a regulatory body. This conduct would also amount to a gross misconduct offence under the Council's disciplinary procedure and could lead to your summary dismissal.

You must also comply with the following guidelines at all times:

- only access personal data that you have authority to access and only for authorised purposes, e.g. if you need them for the work you do for the Council, and then only use the data for the specified lawful purpose for which they were obtained
- only allow other members of staff to access personal data if they have the appropriate authorisation and never share personal data informally
- do not disclose personal data to anyone except the data subject. In particular, they should not be given to someone from the same family, passed to any other unauthorised third party, placed on the Council's website or posted on the Internet in any form, unless the data subject has given their explicit consent to this
- be aware that those seeking personal data sometimes use deception to gain access to them, so always verify the identity of the data subject and the legitimacy of the request
- where the Council provides you with code words or passwords to be used before releasing personal data, you must strictly follow the Council's requirements in this regard
- only transmit personal data between locations by e-mail if a secure network is in place, e.g. encryption is used for e-mail
- if you receive a request for personal data about another member of staff or data subject, you should forward this to the Council's data compliance manager
- ensure any personal data you hold are kept securely, either in a locked non-portable filing cabinet or drawer if in hard copy, or password protected or encrypted if in electronic format, and comply with Council rules on computer access and secure file storage
- do not access another member of staff's personal data, e.g. their personnel records, without authority as this will be treated as gross misconduct and it is a criminal offence
- do not obtain or disclose personal data (or procure their disclosure to a third party) without authority or without the Council's consent as this will be treated as gross misconduct and it is a criminal offence
- do not write down (in electronic or hard copy form) opinions or facts concerning a data subject

which it would be inappropriate to share with that data subject

- do not remove personal data, or devices containing personal data, from the workplace with the intention of processing them elsewhere unless this is necessary to enable you to properly carry out your job duties and responsibilities, you have adopted appropriate security measures (such as password protection, encryption or pseudonymisation) to secure the data and the device and it has been authorised by your line manager
- ensure that, when working on personal data as part of your job duties and responsibilities when away from your workplace and with the authorisation of your line manager, you continue to observe the terms of this policy and the data protection legislation, in particular in matters of data security
- do not store personal data on local computer drives, your own personal computer or on other personal devices
- do not make unnecessary copies of personal data and keep and dispose of any copies securely, e.g. by cross-shredding hard copies
- ensure that you attend all mandatory data protection training
- refer any questions that you may have about the data protection legislation or compliance with this policy to our data compliance manager
- remember that compliance with the data protection legislation and the terms of this policy is your personal responsibility.

### ***Changes to this policy***

The Council will review this policy at regular intervals and we reserve the right to update or amend it at any time and from time to time. We will circulate any modified policy to members of staff and, where appropriate, we may notify you of changes by e-mail.

It is intended that this policy is fully compliant with the data protection legislation. However, if any conflict arises between the data protection legislation and this policy, the Council will comply with the data protection legislation.

This policy may also be made available to the Information Commissioner's Office on request.

## Cholsey Parish Council

<b>Report subject</b>	Council's expenditure under S137 of LGA 1972, 2024/2025
<b>Meeting</b>	Full Council
<b>Meeting date</b>	21st May 2025
<b>Report author</b>	Sophie Smith (RFO) and Claire Bird (Clerk)
<b>Report contact details</b>	assistantclerk@cholseyparishcouncil.gov.uk clerk@cholseyparishcouncil.gov.uk

The below table shows the grants made by Cholsey Parish Council in the 2024/2025 financial year under S137 of the Local Government Act 1972.

Note that Cholsey Parish Council then adopted the General Power of Competence in December 2024.

<u>Company</u>	<u>Transaction description</u>	<u>Net amount</u>	<u>Notes/Power</u>
Cholsey Village CIC	Wages grant	£20,000.00	S137
Cholsey Fun in the Park	Family event donation	£1,500.00	S137
Home Start	Donation	£250.00	S137
Cholsey Hort Soc	Village flower show donation	£400.00	S137
Cholsey 1000 Plus	Village PA system contribution	£500.00	S137
Cholsey Environment Champions	Group donation	£2,000.00	S137
Cholsey CDT	Fireworks Night donation	£150.00	S137
Cholsey Library	Wages grant	£3,400.00	General Power of Competence
Citizens Advice Bureau	Donation	£900.00	General Power of Competence
Royal British Legion	Donation	£50.00	General Power of Competence

<b>ASSET</b>	<b>Cost £</b>	<b>Notes</b>	<b>Purchase date</b>	<b>Location</b>
<b>The Pavilion Station Road - Building</b>	<b>£1,302,796.00</b>			Pavilion
<b>The Pavilion Station Road - Furniture and Fittings</b>	<b>£23,000.00</b>			Pavilion
<b>Skatepark</b>	<b>£131,825.00</b>	Play equipment	2020	Recreation Ground
<b>Multi use Games Area and Youth Shelter</b>	<b>£55,195.00</b>	Play equipment		Recreation Ground
<b>Play Ground equipment</b>	<b>£124,000.00</b>	Play equipment		Recreation Ground
<b>Recreation Ground</b>	<b>£1.00</b>			Recreation Ground
<b>Jubilee Field</b>	<b>£1.00</b>			Recreation Ground
<b>Whitehead Meadow</b>	<b>£1.00</b>			Recreation Ground
<b>Station Rd Allotments</b>	<b>£1.00</b>			Station Rd Allotments
<b>Ilges Lane allotments</b>	<b>£1.00</b>			Ilges Lane allotments
<b>Wallingford Rd allotments</b>	<b>£1.00</b>			Wallingford Rd allotments
<b>Cholsey Cemetery S2,3 &amp; 4</b>	<b>£1.00</b>			Church Road
<b>Burial Ground extension, S5</b>	<b>£8,350.00</b>			Church Road
<b>The Forty</b>	<b>£1.00</b>			The Forty
<b>Red phone box</b>	<b>£1.00</b>			The Forty
<b>Wooden planters x9</b>	<b>£1,350.00</b>	Outside equipment	2023	The Forty

<b>Apple press</b>	<b>£100.00</b>	Purchased for CHEC in Nov 2022	Nov-22	Ginnie Herbert (councillor)
<b>St George's Allotments/Community Orchard</b>	<b>£95.00</b>			St George's Close
<b>Outdoor gym</b>	<b>£9,900.00</b>	Outdoor gym equipment		
<b>Commemorative shelter, The Forty</b>	<b>£15,312.00</b>	Street furniture		The Forty
<b>Commemorative memorial, The Forty (York Stone)</b>				
<b>St George's Close - benches</b>	<b>£913.77</b>	Street furniture		St George's Close
<b>Memorial bench (Dean Smith)</b>	<b>£511.27</b>	Street furniture	Jul-23	Jubilee Field
<b>Pedestrian Gate Ilges Lane Allotments</b>	<b>£220.00</b>	Gates & Fences		Ilges Lane allotments
<b>Pedestrian Gate Station Road Allotments</b>				
<b>Oak posts and chain link fencing, The Forty</b>	<b>£1,206.00</b>	Gates & Fences		The Forty
<b>5 Benches, Recreation Grounds</b>	<b>£2,601.00</b>	Street furniture		Recreation Ground
<b>Jubilee bench</b>	<b>£575.81</b>	Street furniture.	Mar-23	The Forty
<b>Metal fencing and gates to Recreation Grounds</b>	<b>£2,601.00</b>	Gates & fences		Recreation Ground
<b>Agatha Christie Boards</b>	<b>£2,780.00</b>	Street furniture		Churchyard
<b>Bull's Hole Bridge</b>	<b>£1,200.00</b>	Street furniture		Bull's Hole
<b>Millenium Woods Bridge</b>	<b>£1,580.00</b>	Street furniture. Replaced Dec 2023	Dec-23	Millenium Woods
<b>4 x Bus Shelters</b>	<b>£9,794.00</b>	Street furniture		
<b>Dog bins</b>		Street furniture		
<b>General waste bins x3 in Recreation Ground</b>		Street furniture		

<b>Green maintenance container</b>	<b>£1,902.60</b>	Street furniture. Bought in July 2021	Jul-21	Pavilion grounds
<b>1 x defibrillator &amp; lockable cabinet</b>	<b>£1,225.00</b>	Defibs. Bought in Feb 2025	Feb-25	Papist Way phonebox
<b>2 x defibrillators &amp; lockable cabinets</b>	<b>£2,500.00</b>	Defibs	Nov-23	CM Cricket Pavilion & Cholsey Tesco
<b>Emergency equipment</b>	<b>£1,479.00</b>	Outside equipment		Gardener's store
<b><u>Computer Equipment</u></b>				PC office
<b>Monitors x4</b>		£255.68 for all 4	Sep-24	PC office
<b>Wireless mice &amp; keyboards x3</b>		£49.98 for all 3, bought as sets	Sep-24	PC office
<b>Laptops x5</b>		£1214.11 Inc. two laptops (£416.64 ex VAT) bought in January 2023		PC office
<b>USB hubs x4</b>		£84.00 for all 4	Sep-24	PC office
<b>Monitor arms &amp; power modules x4</b>	<b>£3,079.87</b>	£1,181	Sep-24	PC office
<b>Printers - HP PRO M402</b>		£210.00		PC office
<b>Laminator</b>		£20.99		PC office
<b>Shredder</b>		£28.66		PC office
<b>Wireless mouse x1</b>		£7.90		PC office
<b>Wireless keyboard x1</b>		£27.55		PC office
<b><u>Office Furniture</u></b>				PC office
<b>Fire proof filing cabinet</b>				PC office
<b>Filing cabinets x 1</b>	<b>£6,181.50</b>			PC office
<b>Office chairs x 1 (small)</b>				PC office

Telephone Panasonic KX-TG7301. 3 way				PC office	
Tall cupboard x1			Sep-24	PC office	
Low stationary cupboard x1		£1098 joint cost for both	Sep-24	PC office	
Kallax shelving		£45.00 for 4 cube & 2 cube	Nov-24	PC office	
Office chairs x3 (large)		£619.50 for 3.	Sep-24	PC office	
Desks 160cm side x2			Sep-24	PC office	
Desks adjustable height x2		£1843.00 for all 4 desks	Sep-24	PC office	
Underdesk pedestals x4		£765.00 for 4	Sep-24	PC office	
<u>Outdoor equipment</u>					
Power Hedge Trimmer	£1,928.82	£619.00 ex VAT. Purchased from gardenmachinerydirect.com on 06/09/2023	Sep-23	Gardener's storage container	
Hedgecutter				Gardener's storage cupboard	
Power Strimmer		£249.00 ex VAT. Purchased from gardenmachinerydirect.com on 06/09/2023	Sep-23	Gardener's storage cupboard	
Safety Ladder				Gardener's storage container	
Garden & Handyman tools				Gardener's storage container	
Petrol lawnmower - Screwfix				Gardener's storage cupboard	
Chainsaw		£316.66 ex VAT			Gardener's storage container
Chainsaw		£154.16 ex VAT. Purchased from Screwfix on 19/04/2023	Apr-23		Gardener's storage container
Chainsaw		£430 ex VAT purchased from Lawncare on 27/03/2025	Feb-25		Gardener's storage container
<b>Total £s</b>		<b>£1,714,211.64</b>			

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2025

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>100 General Administration</u>						
1076 Precept	198,019	198,019	0			
1090 Interest Received	5,531	0	(5,531)			
General Administration :- Income	<b>203,550</b>	<b>198,019</b>	<b>(5,531)</b>			<b>0</b>
4000 Insurance	3,190	3,180	(10)		(10)	
4005 Audit Fees	1,186	1,350	164		164	
4015 Chairperson's Allowance	173	200	27		27	
4016 Annual Community Meeting exp	247	200	(47)		(47)	
4019 Bank charges	41	0	(41)		(41)	
4020 Annual Subscriptions	1,415	1,250	(165)		(165)	
4025 Website	138	138	1		1	
4050 Meeting Hall Rental	15	100	85		85	
4055 Professional Fees	52	1,000	948		948	
4060 Training	745	1,500	755		755	
General Administration :- Indirect Expenditure	<b>7,202</b>	<b>8,918</b>	<b>1,716</b>	<b>0</b>	<b>1,716</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>196,347</b>	<b>189,101</b>	<b>(7,246)</b>			
<u>110 Accommodation</u>						
4100 Office Rental	2,850	3,000	150		150	
Accommodation :- Indirect Expenditure	<b>2,850</b>	<b>3,000</b>	<b>150</b>	<b>0</b>	<b>150</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(2,850)</b>	<b>(3,000)</b>	<b>(150)</b>			
<u>120 The Burial Ground</u>						
1200 Burial/Memorial Fees	7,125	4,000	(3,125)			
1210 Grass Cutting Income	1,907	2,000	93			
The Burial Ground :- Income	<b>9,032</b>	<b>6,000</b>	<b>(3,032)</b>			<b>0</b>
4210 Waste Removal	750	1,175	425		425	
4240 Mortgage (PWL B) - Wall Repairs	1,001	1,001	(0)		(0)	
4500 Water	917	400	(517)		(517)	
4505 Maintenance	263	1,500	1,238		1,238	
4600 Grass Cutting	7,150	7,700	550		550	
4635 Pest Control	1,450	840	(610)		(610)	
The Burial Ground :- Indirect Expenditure	<b>11,530</b>	<b>12,616</b>	<b>1,086</b>	<b>0</b>	<b>1,086</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(2,498)</b>	<b>(6,616)</b>	<b>(4,118)</b>			

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2025

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<b>130 Staff</b>						
4040 Sundry Expenses	0	100	100		100	
4329 Staff wages	64,100	62,500	(1,600)		(1,600)	
4335 Employer NIC	2,854	1,500	(1,354)		(1,354)	
4336 Pension contributions	1,744	1,480	(264)		(264)	
4345 Mileage & Travel Expenses	82	50	(32)		(32)	
4350 Protective Clothing	162	75	(87)		(87)	
Staff :- Indirect Expenditure	<b>68,942</b>	<b>65,705</b>	<b>(3,237)</b>	<b>0</b>	<b>(3,237)</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(68,942)</b>	<b>(65,705)</b>	<b>3,237</b>			
<b>140 Office</b>						
1930 Phone & broadband inc	359	360	1			
Office :- Income	<b>359</b>	<b>360</b>	<b>1</b>			<b>0</b>
4040 Sundry Expenses	493	100	(393)		(393)	
4400 Printing	369	500	131		131	
4405 Office Supplies/Stationery	252	250	(2)		(2)	
4410 Postage	15	10	(5)		(5)	
4415 Telephone/Broadband	866	500	(366)		(366)	
4420 Office Equipment	8,647	5,000	(3,647)		(3,647)	1,220
4425 Photocopier Contract	220	280	60		60	
4427 Payroll	667	600	(67)		(67)	
4428 HR support	951	950	(1)		(1)	
4430 Accounts Software	325	277	(48)		(48)	
4435 IT Support	2,415	2,250	(165)		(165)	
4810 Miscellaneous Purchases	110	0	(110)		(110)	
Office :- Indirect Expenditure	<b>15,328</b>	<b>10,717</b>	<b>(4,611)</b>	<b>0</b>	<b>(4,611)</b>	<b>1,220</b>
<b>Net Income over Expenditure</b>	<b>(14,969)</b>	<b>(10,357)</b>	<b>4,612</b>			
6000 plus Transfer from EMR	1,220	0	(1,220)			
<b>Movement to/(from) Gen Reserve</b>	<b>(13,749)</b>	<b>(10,357)</b>	<b>3,392</b>			
<b>150 Allotments</b>						
1500 Allotment Rents	2,929	3,130	201			
1900 Miscellaneous Income	2,000	0	(2,000)			2,000
Allotments :- Income	<b>4,929</b>	<b>3,130</b>	<b>(1,799)</b>			<b>2,000</b>
4440 Allotment Software	362	249	(113)		(113)	
4500 Water	1,075	750	(325)		(325)	
4505 Maintenance	2,631	2,250	(381)		(381)	2,169

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2025

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4657 Hedge maintenance	1,595	1,900	305		305	
Allotments :- Indirect Expenditure	<b>5,663</b>	<b>5,149</b>	<b>(514)</b>	<b>0</b>	<b>(514)</b>	<b>2,169</b>
<b>Net Income over Expenditure</b>	<b>(734)</b>	<b>(2,019)</b>	<b>(1,285)</b>			
6000 plus Transfer from EMR	2,169	0	(2,169)			
6001 less Transfer to EMR	2,000	0	(2,000)			
<b>Movement to/(from) Gen Reserve</b>	<b>(565)</b>	<b>(2,019)</b>	<b>(1,454)</b>			
<u>160 Open Spaces</u>						
1705 Verge cut inc (Cholsey)	1,759	1,759	0			
1706 Verge cut inc (Ips & M'ford)	710	920	210			
1900 Miscellaneous Income	1,630	645	(985)			1,360
Open Spaces :- Income	<b>4,099</b>	<b>3,324</b>	<b>(775)</b>			<b>1,360</b>
4040 Sundry Expenses	10	25	15		15	
4055 Professional Fees	0	2,000	2,000		2,000	
4210 Waste Removal	901	835	(66)		(66)	
4505 Maintenance	109	500	391		391	
4600 Grass Cutting	5,035	5,250	215		215	
4601 Maintenance equipment	708	650	(58)		(58)	
4602 Verge cut exp (Cholsey)	745	790	45		45	
4603 Verge cut exp (Ips & M'ford)	710	920	210		210	
4606 Maintenance equip servicing	217	200	(17)		(17)	
4620 Fuel	53	50	(3)		(3)	
4625 Play Equipment Repairs	9,172	5,000	(4,172)		(4,172)	4,278
4627 Skate Park	0	1,000	1,000		1,000	
4628 Outdoor gym	0	500	500		500	
4635 Pest Control	840	1,100	260		260	
4640 Safety Inspections	285	200	(85)		(85)	
4645 Dog Waste Disposal	1,809	1,820	11		11	
4651 Bridge maintenance	0	250	250		250	
4655 Tree & Hedge Maintenance	3,170	12,000	8,830		8,830	
4656 Tree surveys	1,720	2,000	280		280	
4660 Sundry Works	430	500	70		70	
4810 Miscellaneous Purchases	1,337	0	(1,337)		(1,337)	1,287
Open Spaces :- Indirect Expenditure	<b>27,251</b>	<b>35,590</b>	<b>8,339</b>	<b>0</b>	<b>8,339</b>	<b>5,565</b>
<b>Net Income over Expenditure</b>	<b>(23,152)</b>	<b>(32,266)</b>	<b>(9,114)</b>			
6000 plus Transfer from EMR	5,565	0	(5,565)			
6001 less Transfer to EMR	1,360	0	(1,360)			
<b>Movement to/(from) Gen Reserve</b>	<b>(18,947)</b>	<b>(32,266)</b>	<b>(13,319)</b>			

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2025

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>165 Mend the Gap</u>						
1898 Mend the Gap inc	9,700	9,700	0			
Mend the Gap :- Income	<u>9,700</u>	<u>9,700</u>	<u>0</u>			<u>0</u>
4742 MTG - Artist fees	5,000	5,000	0		0	
4743 MTG - Art display material	1,139	1,139	0		0	
4746 MTG - Coordinator time	1,750	1,750	0		0	
Mend the Gap :- Indirect Expenditure	<u>7,889</u>	<u>7,889</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>1,811</u>	<u>1,811</u>	<u>(0)</u>			
<u>170 Sundries</u>						
1085 CIL	33,756	0	(33,756)			33,756
1700 Bluebirds Pavilion Lease	75	75	0			
1710 Tennis Club Lease	150	150	0			
Sundries :- Income	<u>33,981</u>	<u>225</u>	<u>(33,756)</u>			<u>33,756</u>
4700 Grants and donations	28,269	28,900	631		631	
4705 Citizens Advice Bureau	900	900	0		0	
4731 Defibrillators	1,371	3,650	2,279		2,279	
Sundries :- Indirect Expenditure	<u>30,540</u>	<u>33,450</u>	<u>2,910</u>	<u>0</u>	<u>2,910</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>3,441</u>	<u>(33,225)</u>	<u>(36,666)</u>			
6001 less Transfer to EMR	33,756	0	(33,756)			
<b>Movement to/(from) Gen Reserve</b>	<u>(30,315)</u>	<u>(33,225)</u>	<u>(2,910)</u>			
<u>176 Neighbourhood Plan</u>						
4051 Neighbourhood Plan - exp	50	500	450		450	
Neighbourhood Plan :- Indirect Expenditure	<u>50</u>	<u>500</u>	<u>450</u>	<u>0</u>	<u>450</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(50)</u>	<u>(500)</u>	<u>(450)</u>			
<u>180 Pavilion</u>						
4505 Maintenance	0	5,000	5,000		5,000	
4506 Car park	50,342	2,300	(48,042)		(48,042)	49,720
4800 Mortgage (PWLB)	27,753	27,753	0		0	
Pavilion :- Indirect Expenditure	<u>78,095</u>	<u>35,053</u>	<u>(43,042)</u>	<u>0</u>	<u>(43,042)</u>	<u>49,720</u>
<b>Net Expenditure</b>	<u>(78,095)</u>	<u>(35,053)</u>	<u>43,042</u>			
6000 plus Transfer from EMR	49,720	0	(49,720)			
<b>Movement to/(from) Gen Reserve</b>	<u>(28,375)</u>	<u>(35,053)</u>	<u>(6,678)</u>			

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2025

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
Grand Totals:- Income	265,649	220,758	(44,891)			
Expenditure	255,340	218,587	(36,753)	0	(36,753)	
<b>Net Income over Expenditure</b>	<u>10,309</u>	<u>2,171</u>	<u>(8,138)</u>			
plus Transfer from EMR	58,674	0	(58,674)			
less Transfer to EMR	37,116	0	(37,116)			
<b>Movement to/(from) Gen Reserve</b>	<u>31,867</u>	<u>2,171</u>	<u>(29,696)</u>			

Date: 30/04/2025

Cholsey Parish Council

Page 1

Time: 11:39

**Bank Reconciliation Statement as at 31/03/2025  
for Cashbook 1 - Current Bank Account**

User: 7278.S.SMITH

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account No 60108094 00	31/03/2025	642	22,382.45
			<hr/> 22,382.45
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			22,382.45
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			22,382.45
		<b>Balance per Cash Book is :-</b>	<b>22,382.45</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....

**Bank Reconciliation Statement as at 31/03/2025  
for Cashbook 2 - Projects Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Projects Account 60108094 50	31/03/2025		0.00
			0.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			0.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			0.00
		<b>Balance per Cash Book is :-</b>	<b>0.00</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....

**Bank Reconciliation Statement as at 31/03/2025  
for Cashbook 4 - Reserves Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Reserves Acc No 65565027 00	31/03/2025		94,393.18
			94,393.18
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			94,393.18
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			94,393.18
		<b>Balance per Cash Book is :-</b>	<b>94,393.18</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....

**Bank Reconciliation Statement as at 31/03/2025  
for Cashbook 6 - Unity Current Acc**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity current Acc	31/03/2025	1	59,207.85
			<u>59,207.85</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			59,207.85
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			59,207.85
		<b>Balance per Cash Book is :-</b>	<b>59,207.85</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....

**Bank Reconciliation Statement as at 31/03/2025  
for Cashbook 9 - Unity Instant Access**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Instant Access	31/03/2025	1	15,010.17
			<hr/> 15,010.17
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			15,010.17
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			15,010.17
		<b>Balance per Cash Book is :-</b>	<b>15,010.17</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....

**Bank Reconciliation Statement as at 31/03/2025  
for Cashbook 7 - Unity 12 month term**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity 12 month term	31/03/2025	2	256,217.22
			<hr/> 256,217.22
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			256,217.22
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			256,217.22
		<b>Balance per Cash Book is :-</b>	<b>256,217.22</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....

Date of meeting....21/05/2025.....

Signatures of authorising  
councillors:

Payments made between meetings			
Amazon	Maintenance equipment and stationery	£17.30	Inc VAT. Authorised by Clerk on 10/04/2025
Amazon	Laminating sheets	£8.95	Inc VAT. Authorised by Clerk on 11/04/2025
Amazon	Signage	£14.99	Inc VAT. Authorised by Clerk on 10/04/2025
Amazon	Trim for allotment noticeboards	£23.98	Inc VAT. Authorised by Clerk on 22/04/2025
Castle Water	Burial Ground water	£9.57	Inc VAT. Approved by Finance Committee via email on 23/04/2025
Oxfordshire Neighbourhood Plan Assoc.	Annual membership fee	£50.00	Inc VAT. Approved by Finance Committee via email on 23/04/2025
Colliers	Fence posts for allotment noticeboards	£95.40	Inc VAT. Approved by Finance Committee via email on 23/04/2025
Cholsey 1000 Plus	Grant for VE Day event	£204.25	Inc VAT. Approved by Finance Committee via email on 23/04/2025
Youngs	Treework carried out in 2024/25	£1,284.00	Inc VAT. Approved by Finance Committee via email on 23/04/2025
Castle Water	Allotment water	£8.42	Inc VAT. Approved by Finance Committee via email on 23/04/2025
Swift	Quarterly printer rental and printing charges.	£139.69	Inc VAT. Approved by Finance Committee via email on 23/04/2025
Screwfix	Maintenance items	£78.02	Inc VAT. Approved by Finance Committee via email on 23/04/2025
Winterbrook Nurseries	From Chairperson's allowance	£20.00	Approved by Clerk on 01/05/2025
ALS	Mend the Gap equipment	£217.00	Approved by Clerk on 01/05/2025
NHBS	Mend the Gap equipment	£493.51	Approved by Clerk on 01/05/2025
Watdon	Mend the Gap equipment	£10.68	Approved by Clerk on 01/05/2025
Castle Water	Burial Ground water	£8.14	Inc VAT. Approved by Finance Committee via email on 06/05/2025
Power Team	Monthly payroll	£59.40	Inc VAT. Approved by Finance Committee via email on 06/05/2025
Hawthorn	Monthly pest control	£168.00	Inc VAT. Approved by Finance Committee via email on 06/05/2025
ASAP	Monthly IT support and email provision	£227.52	Inc VAT. Approved by Finance Committee via email on 06/05/2025
Shield	Monthly general and dog waste collections	£265.19	Inc VAT. Approved by Finance Committee via email on 06/05/2025
The Happy Hub	Room hire	£15.00	Inc VAT. Approved by Finance Committee via email on 06/05/2025
Amazon	Printer paper	£19.78	Inc VAT. Authorised by Clerk on 13/05/2025
Expenses	Community Allotment event	£20.00	Approved by Clerk on 14/05/2025
Expenses	Community Allotment event	£11.32	Approved by Clerk on 14/05/2025
Expenses	Fuel for maintenance equipment	£15.13	Approved by Clerk on 14/05/2025
J.Drewe	April grass cutting	£1,374.00	Inc VAT. Approved by Finance Committee via email on 15/05/2025

Chinnor Turf & Paving	Turf and topsoil for playground project	£852.84	Inc VAT. Approved by Finance Committee via email on 15/05/2025
		<b>£5,712.08</b>	
<b>Automatic payments</b>			
Grundon	Burial Ground waste removal	£97.94	
Virgin Media	Monthly telephone & broadband	£55.16	
HMRC	Jan - Mar 2025 NI and PAYE	£2,656.23	
Staff wages	Apr-25	£4,805.65	
Nest	Staff pensions	£156.67	
Gap HR	Monthly HR support	£56.40	
	<b>TOTAL</b>	<b>£7,828.05</b>	
<b>Payments for agreement</b>			
	<b>TOTAL</b>	<b>£0.00</b>	
<b>Income received</b>			
HMRC	Jan - Mar 2025 VAT return	£12,260.34	
SODC	Grant for rural verge cutting	£1,525.75	
Vendor	Vendor hire	£40.00	
SODC	First half of precept	£105,986.50	
Burial fees	Mid Apr - Mid May	£2,824.75	
	<b>TOTAL</b>	<b>£122,637.34</b>	
<b>Income expected</b>			
	<b>TOTAL</b>	<b>£0.00</b>	