

Western Valley

Parish Council

STANDING ORDERS

Appendix A

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Introduction

Generally, these standing orders do not duplicate the content of legislation. Where direct references are used, they are referenced. This document has been compiled using the NALC *Model Standing Orders 2018 for England (revised April 2022)*. Items that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning.

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- c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.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 his/her/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/she/they 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/she/they considers has been breached or specify the other irregularity in the proceedings of the meeting he/she/they is concerned by.
- q A point of order shall be decided by the chair of the meeting and his/her/their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - vi. to amend the motion;
 - vii. to proceed to the next business;
 - viii. to adjourn the debate;
 - ix. to put the motion to a vote;
 - x. to ask a person to be no longer heard or to leave the meeting;
 - xi. to refer a motion to a committee or sub-committee for consideration;
 - xii. to exclude the public and press;
 - xiii. to adjourn the meeting; or
 - xiv. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.

- s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his/her/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 3 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.**
- 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 10 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 3 minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
- i A person shall raise his/her/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 his/her/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**

his/her/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 his/her/their casting vote whether or not he/she/they gave an original vote.

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

- s Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his/her/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 his/her/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/she/they has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his/her/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/she/they 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/she/they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- i In an election year, if the current Chair of the Council has been re-elected as a member of the Council, he/she/they shall preside at the annual meeting until a new Chair of the Council has been elected. he/she/they may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**
- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include;:**
 - i. In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of his/her/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.
- k Additional council meetings shall be held in each year on such dates and times and at such place as the council may direct.
- l To delegate the power to cancel meetings to the clerk in consultation with the chair of the relevant meeting.
- m To delegate the power to the clerk in consultation with the chair of the relevant meeting to prepare agenda and summons for additional ordinary meetings.

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 2 members of the

committee [or the sub-committee], any 2 members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].

7. Previous Resolutions

- a Except where significant relevant new facts or an error come to light, a resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 4 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 of 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 6 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 6 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/she/they 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 correct record but his/her/their 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.**

- a. The draft minutes for this Council shall be published not more than one calendar month after the meeting.

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

13.Code of Conduct and Dispensations

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b **Unless he/she/they has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she/they has a disclosable pecuniary interest. He/she/they may return to the meeting after it has considered the matter in which he/she/they had the interest.**
- c Unless he/she/they has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she/they has another interest if so required by the Council’s code of conduct. He/she/they may return to the meeting after it has considered the matter in which he/she/they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.**

- e A decision as to whether to grant a dispensation shall be made by the Monitoring Officer OR 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 by the Monitoring Officer prior to the meeting or, 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 District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The Council may:

- i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

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 5 days before the meeting confirming his/her/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 his/her/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 Chair or in his/her/their absence Vice-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. Responsibility of the 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 Accountability 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 income and expenditure for each quarter;
 - ii. the Council's aggregate income and expenditure for the year to date;
 - iii. the balances held at the end of the quarter being reported andwhich includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. Financial Controls and Procurement

- a The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and

- v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper, the council website and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

19. Handling Staff Matters

NOTE: Until this Council appoints a Staffing Committee, for the items below substitute occurrences of "Staffing Committee" with "Council"

- a A matter personal to a member of staff that is being considered by a meeting of the Staffing Committee is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of the Staffing Committee or, if he/she/they is not available, the Chair of the Council 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 his/her/their absence, the vice-chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by 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 his/her/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 The Clerk 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 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 Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

21. Responsibilities Under Data Protection Legislation

Below is not an exclusive list. See also standing order 11.

- a The Council may appoint a Data Protection Officer.**
- b The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his/her/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. Interactions 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.**

24. Communicating with District and County or Unitary Councillors

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

County Council shall be sent to the ward councillor(s) representing the area of the Council.

25. Restrictions on Councillor Activities

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

26. Standing Orders Generally

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least two 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.

27. Urgent Business

- a To delegate the power to deal with urgent matters which could not go before the council, a committee or a sub-committee to the Clerk in consultation with the council or Committee chair or vice chair, and where possible a quorum of other councillors.

28. Review

These Standing Order were approved for use at the meeting of the Parish Council on 11th July 2023, it shall be reviewed every other year at the Annual Council meeting as in 5 j ix above.

Signed:

Dated: 11th July 2023

Cllr S Peacock, Chair of the Council



Monday 10th July 2023

Monthly Parish Update

Vale of White Horse District Councillors

Cllr Hayleigh Gascoigne and Cllr Debra Dewhurst

Hello from Hayleigh and Debra

It's definitely feeling like summer now; warm sunny days and light evenings, plus lots of events happening locally. Hayleigh had a great time watching the live music at Bands on the Boundary in Boundary Park, Didcot - what a great atmosphere! Debra enjoyed attending the Beacon Open Day in Wantage, showcasing all the Beacon has to offer, and an evening of Ladies Wine and Tapas in Upton Village Hall. This month we've had briefings on the new Oxford railway station, the Valley Park housing development, Harwell Campus development, Foul water and surface water drainage (ask us anything!) and as part of her cabinet role, Debra has had a tour of the leisure centres of the Vale.

If you have any concerns, questions or suggestions for us as councillors, please do email us. As a reminder, council meetings are held in public and if you wish to address council or committee, you can contact Democratic Services ahead of time. If you need more guidance on this, please let us know!

We use these monthly updates to keep you updated on our activities and general council news. We also post on our councillor Facebook Pages:

www.facebook.com/CllrHayleigh & www.facebook.com/Debra4BlewburyAndHarwell

Please get in touch with any issues or concerns, either via email:

hayleigh.gascoigne@whitehorsedc.gov.uk and debra.dewhurst@whitehorsedc.gov.uk.

Community Support

Support for Ukraine

The council's [support for Ukraine](#) webpage continues to provide information and guidance for Ukrainian nationals and their hosts. South Oxfordshire and Vale of White Horse District Councils, as part of the Oxfordshire system which includes local authority, health and voluntary sector partners working closely together, are supporting people seeking refuge across several schemes. These are Homes for Ukraine, Afghan Relocations and Assistance Policy scheme, Afghan Citizens Resettlement scheme, UK Resettlement Schemes, the Hong Kong British National (Overseas) visa scheme and unaccompanied asylum-seeking children.

Private landlords needed to host guests in Oxfordshire

Are you a private landlord in Oxfordshire with a vacant property? As guests start to rebuild their future and look for more independence, we are looking for landlords who can support their next step. If you would like to informally discuss what is involved, please email the central housing team:

Oxfordshirehousingcapacity@southandvale.gov.uk

Community Hub

The Hub can offer support and direct people to help on a range of things including Cost of Living, food support, etc. If you are struggling financially or just finding life difficult, the community hub can help. Whether it's practical support or just advice, please get in touch:

- Call: 01235 422600
- Email: communitysupport@southandvale.gov.uk

The office hours are 8.30am - 5pm Monday to Thursday, 8.30am-4.30pm on Fridays (and closed on bank holidays)

Local News

Healthcare

Buckingham, Oxfordshire and Berkshire Integrated Care Board (or ICB BOB) is responsible for delivery of healthcare at the local level. If you wish to know more about this body, please visit their website - <https://bobicb.nhs.uk>

Healthwatch Oxfordshire

Health and care services are working to become more integrated in the care they provide for patients. This means care from health professionals and across different services will be more 'joined up' around people's needs. Healthwatch Oxfordshire would like to hear from you about your experience of 'joined up' care. Please share your thoughts by completing this short, anonymous [survey](#).

Valley Park Update

This section of our report provides an overview of the current live planning applications for Valley Park. There are often several live applications relating to the development, however those labelled 'RM' i.e. 'Reserved Matters' are typically the most noteworthy as they request planning permission for specific parcels of housing on the development. Residents can provide comments on these applications. Applications labelled as 'DIS' i.e. 'Discharge' relate to specific conditions from the outline planning permission and are not usually open for public consultation. The current live planning applications for Valley Park are listed below along with an update on the status of each provided by the Vale planning officers:

Applications Under Consideration

P22/V2624/DIS – Surface and foul water drainage

This application has not progressed since the last update i.e. we have requested cross sections for the proposed swales and attenuation basins and asked the applicant to address the Vale drainage engineer comments together with demonstrating that the drainage scheme can be accommodated with other proposed infrastructure e.g. footways and cycle ways and meet the Strategic Design Code expectations.

P22/V2798/DIS – Framework Plan

This application has not progressed since the last update. This application does not address all matters required by the Framework Plan condition of the outline permission. For example, there are no details of materials proposed, visitor parking or strategic drainage details. The Framework plan basically shows layouts for the first phases of Persimmon's and Taylor Wimpey's developments which officers are not wholly satisfied with. The applicants have been asked to address officer comments and revised details are still awaited.

P22/V2744/RM – 246 dwellings

Revised plans were received recently. The new plans are uploaded to the council's web pages and consultation is open. Comments can be added until 27th July. Use the reference number to locate the application on the Vale Website to comment.

P22/V0604/RM – infrastructure for Persimmon and Taylor Wimpey first phases

Revised plans were received in late April 2023. The details have now been reviewed and feedback given to the applicants. Further amendments will be required to make the scheme acceptable.

P23/V0432/FUL – temporary construction access from the A4130

This application remains under consideration. OCC object as physical restrictions will be needed to prevent right hand turn movements into and out of the access, they query how visibility splays from the access along the A4130 will be maintained unobstructed, and the need for a pedestrian/cyclist refuge within the access. Harwell Parish Council objects. Their and OCC comments have been put to the applicants and their response is still awaited

P23/V0659/DIS – approval of details reserved by of condition 33 - Travel Plan

OCC as highway authority has responded to our consultation and are seeking amendments to the travel plan which have been put to the applicants for consideration.

P23/V0667/RM – 179 dwellings – Persimmon Phase 1**Blewbury Conservation Area**

The Blewbury Conservation Area is under review, and we need your help to best understand, protect and enhance it! Tell us what you love about Blewbury and provide feedback on the proposed boundary changes to include important open spaces and confirm the boundary with property lines. Find out more and have your say **before 2 August**, hard copies of the consultation documents are also available at Blewbury Post Office and Didcot Library.

HarCars – an EV car sharing scheme in Harwell

Imagine this: a central location in Harwell where you can find a shared electric car that you can book for the time you need.

Using a shared EV could:

- save up to 50% compared to the cost of owning and running a car
- save 60-80% carbon emissions compared to driving a petrol car
- give you independence if you don't own a car
- provide access to an additional car

Sustainable Harwell is researching how a car club may work in the village and needs your help. Please complete a short survey at [HarCars.uk](https://www.harcars.uk)

Climate & Environment News**Have your say on air quality**

Vale of White Horse and South Oxfordshire district councils have put together a new plan of action for the next four years to improve air quality in the districts and now they are asking residents to have their say on the proposals. The survey is [available here](https://survey.southandvale.gov.uk/s/AirQualityActionPlan/) and runs until 27 July, or type into your browser survey.southandvale.gov.uk/s/AirQualityActionPlan/

Council News

[Didcot Garden Party has something for everyone to enjoy this summer](#)

Didcot Garden Party is back this summer, bigger and better than before with a great selection of free activities for everyone to enjoy. From creative and arts activities, to sport, yoga and live music there is something to suit all ages and interests. The party starts on Saturday 22 July (with a launch event 11am-3pm) and will run through to the end of August.

The free activities will take place across the garden town area, day and night, weekends, and weekdays, with key events happening at Cornerstone Arts Centre and in the town and surrounding village's parks and community halls. The focus for this year's party will be health, wellbeing and the environment.

[Summer season set to start at Abbey Meadow](#)

Families in the Vale are getting ready for a summer holiday of splashing, swimming and fun at Abbey Meadow outdoor pool in Abingdon, which is currently being prepared to open for its summer season. The pool will open ahead of the school summer holidays on Saturday 22 July and will be open every day alongside the splash pad in the park until the start of September.

[Abingdon and Wantage get high-definition CCTV upgrade](#)

Twenty-six new high-definition CCTV cameras have been installed in the Vale, with 20 rolled out across Abingdon and six in Wantage town centre. The digital cameras directly replace the outdated analogue CCTV system to provide CCTV operators with much better picture clarity to help support public safety and assist emergency services.

[Latest images unveiled for new council HQ](#)

A new building that will kickstart the revitalisation of Didcot Gateway is now one step closer, with updated images of the proposed council headquarters released today and a formal planning application expected soon. The building will be the first step to bring new life into this historically neglected site, providing more confidence for future business investment and making Didcot an even more attractive place to live, work and learn. South Oxfordshire District Council proposes to submit a planning application for the site shortly and will be encouraging the public, local businesses and community groups to have their say on the proposals through the formal Planning Application consultation process.

HENDREDS AND HARWELL ROUND UP

***** **OCC NEWS*******

Holding utilities companies to account: OCC is seeking permission from the government to adopt a 'lane rental scheme'. The scheme aims to reduce disruptive roadworks by utilities, incentivising them to keep to schedule and work off-peak. Fees of up to £2,500/day can be collected and reinvested in the road network. The surplus could be upwards of £2 million a year from 2024-2025.

Pothole trial: A trial took place in Steventon and East Hanney testing seven different methods of repairing minor defects in the road surface. Some of the methods are already in use in Oxfordshire, while others are new types of repairs. The trial will inform how defects are repaired in the future. I Volunteered the road, after speaking to officers when I was seeking assurances we are looking at Highways innovations and materials. I have to say the Hot Mastik definitely was a winner, and having been back since to have a look, it's a good finish!

Fees for DIY waste: The government has announced charges for DIY waste collected at household waste and recycling centres (HWRC) should be abolished. OCC is awaiting instruction from the government on when this change should be made. The charges currently help to subsidise the cost of running waste collection centres by £0.5m a year. Government is providing no additional funding to cover the shortfall created, meaning funding will need to be found through savings or increased council tax.

Nature recovery: Oxfordshire County Council has been designated as the lead authority for nature recovery in the county. The responsibility comes with additional funding from a £14 million pot to be divided between 48 councils. Local nature recovery plans were made a legal requirement by the Environment Act 2021

SEND Ofstead inspection: Ofstead and the Care Quality Commission are carrying out an inspection of services for children and young people with special educational needs and disabilities (SEND). Parents and other interested groups are being encouraged to respond to a survey (closes 9am 11 July)

***** **Sally's Council News*******

People Scrutiny: I have been elected as the Deputy Chair of People Scrutiny Committee and the Chair of the SEND Task and Finish Group which I proposed back in March. I have deep concerns around SEND and Education and plenty of casework to back up these concerns. We have a new interim department director and I am hoping we can discover issues and look at options and come up with plenty co-creation opportunities for our children's futures.

Public Transport Champion – I complain a lot about service provision in the division and beyond, and have been appointed by the leader to this position this week, more info soon, once I have had a briefing.

Monday 10th July, I welcomed the new CEO Martin Reeves to the Division, it was great to spend time with him and we did the following visits

HEG Larder – Snells Hall, East Hendred – Martin met with volunteers, we talked about concerns for this coming winter and how OCC funding doesn't help organizations like us. We discussed this coming winters challenges and the spaces in Chilton, Harwell, Steventon and Hendreds.

Reservoir proposals – Martin met with members of Gard and the chair of Steventon PC, he has contacts in Ofwat and will follow up with a meeting between CEO and GARD on blockers and next steps.

Hendreds A417 West Crossing – met with children, users and parents who are aiding children across the road, Martin was staggered by the traffic volumes and will pick up the issue with officers.

Other visits, Oxfordshire Arts and Muster Camping about Featherbed Lane concerns, Hendred Vineyard about sustainability and food / drink tourism. Martin also met with residents about SEND issues. We also drove the Hanney Road to see the size of the SESRO landscape, Lockinge and Ardington, as well as A4130 GWP / Valley Park / HIF1. I hope to get him back again for the other half of the Division.

***** **OCC NEWS*******

Town and Parish Council Charter: [more info coming soon....](#)

*******NEWS IN BRIEF*******

£2 bus cap: The government's cap on bus fares has been extended to October

Recycling centres open until 8pm: HWRCs will be open until 8pm on Thursdays

Platform to promote care jobs: A website has been created to encourage people to enter care jobs

*******GRANTS AND COST OF LIVING*******

Councillor priority fund: Open for applications

Hardship fund: OCC's hardship fund (Resident Support Scheme) was launched in June. Phone: 01865 804171

Home Upgrade Grants: OCC & its partner AgilityEco is reaching out directly to households who will qualify to benefit from Home Upgrade Grants (to improve energy efficiency for 'off-grid' homes)

*******GRANTS AND COST OF LIVING*******

Councillor priority fund: Open for applications please discuss with me first the ideas.

*****PARISH ROUNDUP*****

One Network – check for permits and closures....

www.one.network

Harwell Parish

High Street design is open for public consultation. Find all the details on Let's Talk Oxfordshire

Western Valley PC

Now formed with a Clerk, the first meeting is 11th July 2023. OCC hasn't yet adopted GWP due to ongoing issues with Taylor Wimpey / ever extensive snagging list.

Steventon Parish

Pot Hole Innovation Day was carried out, covered by BBC news and various news outlets.

Chilton Parish

Hagbourne Hill Short Term fix completed, am pending a report of what they DID do, as the drains haven't been finished yet. No news on Chilton Fields adoption.

Upton Parish

Supporting some flood concerns, Highways now inspected and engaged with PC / resident. Attended Upton Hall fundraising evening, was brilliant (well don't to the organisers!)

East Hendred

Several emails of concern that the swings have been 'cut down' in the Sports Field Mill Lane Park. Have asked residents to raise with PC / DC ward councillor. Pushed back on Church Street Closure with OCC as unsuitable – have suggested one way with redirect options. Raised further concerns about Featherbed Lane, discussing Truck Fest and safety.

West Hendred

30mph consultation is open on Lets Talk Oxfordshire. Please do partake. I understand the 20mph village limit is back on the agenda for a PC in July. Pending feedback from TVP on Speedwatch set up.

Ardington and Lockinge

Pushing again on Bus Service now with my Champion Hat on.....

Have YOUR Say

Reminder that the OCC [website](#) has a lot of resources...

Consultations are all [here](#)

More info on the OUFC issues [here](#)

Healthwatch latest [here](#)

Cllr Sally Povolotsky

Sally.Povolotsky@Oxfordshire.Gov.UK

Whats app is best – 07939 912 997

Facebook – sally4hundredsandharwell

IG and TT – Sally4Change

Personal Note

My partners surgery went well, and he is recuperating at home and healing nicely. I am taking some leave in July and August to spend time with my family who are so often neglected. I did already mention I would be sparse on PC meetings this July. I have had lots of nice invites to events, and I do try and get to as many as I possibly can, and great to see so many community initiatives. I am focusing on Summer Holiday support, with Steventon and East Hendred doing packed lunches for kids, and also looking at Winter issues and warm spaces / energy concerns. Thank you all for your understanding.

Sally

Date: 7th July 2023
My ref: HIF1July23

Councillor Sally Povolotsky

Hendreds & Harwell Division

c/o County Hall
New Road
Oxford
OX1 1ND

Tel: 07939 912997

Email: sally.povolotsky@oxfordshire.gov.uk

Dear Duncan

I am writing to you officially and on behalf of my division with great concern around the status and progress (or lack of) HIF1, whilst I understand there is a planning meeting in a few weeks, we have been here 3 or maybe its 4 times now?

I would like to request an urgent Alliance member briefing, so I can share with my parishes the information on the situation and changes to the scheme since the previous administration.

I would like to understand the following.

1. Reason and justification for delays
2. Timeline and progress / next steps
3. Revised plans - what from the HIF1 CAG recommendations has been incorporated
4. Appleford designs - considering parish and public comments about the design
5. Latest communication with the parish council groups / concerns / outcomes
6. Current risks - especially concerning delays and funding.

Given the timescale and the lack of any communications can we request this briefing in the next 5 working days,

I look forward to your response

Best regards,



Cllr Sally Povolotsky FRSA

Title	Matters Pertaining to Appointment of Staff
Authors	Clerk to the Council
Meeting	Western Valley Parish Council Meeting – 11 th July 2023

7.1. To approve us of model SLCC Staff Contract, with amendments as detailed.

See contract (Appendix E1)

7.2. To approve expenses policy.

See policy (Appendix E2)

7.3. To approve Clerk and RFO role to be 8 hours per week, SCP 24 with up to 8 hours over time per week.

7.4. To approve appointing L White and Proper Officer (Clerk) and Responsible Financial Officer

7.5. To approve paying for SLCC annual membership for the Clerk, maximum budget £150

The Society of Council Clerks [SLCC] is the professional body for Clerks, it is not a Union, and it is standard practice for the Council to pay these fees for the Clerk. Should a Clerk change employment during the year, the membership can be moved to the new Clerk.

One of the biggest benefits to this Council this year, is a significant saving on the publications to be proposed to be purchased in this Council meeting, amounting to approximately half the cost of SLCC membership.

See other benefits below and a quote from the SLCC:

The Society of Local Council Clerks (SLCC) is the professional body for local council clerks and senior council employees. Its membership is steadily growing and now represents clerks to over 5,000 councils in England and Wales.

Many councils realise the benefits of having a clerk who is properly trained, fully briefed on the issues of the day and can get fast accurate advice to problems that they may face. In fact, over 90% of members' councils willingly pay for their clerks' subscriptions to the SLCC as encouraged by the Local Government Act

Full membership - receive all the services the SLCC has to offer, to qualify you must be a clerk or other senior employee in a paid clerking position

REASONS TO JOIN

1. Contact our team of experienced advisors by telephone or email for answers to your professional queries
2. Read our bi-weekly news bulletin containing the latest sector news and information
3. Join the online, professional Forum which provides unique, networking opportunities with local council colleagues
4. Access over 600 best practice advice documents on a range of topics in the members' area of our website
5. Review our bi-monthly magazine called 'The Clerk' packed with advice, information and case studies from fellow members
6. Discover the latest legislation and regulation at our conferences and events at a discounted rate
7. Save on a range of council products and services, including office stationery and books
8. Advertise your councils' job on the SLCC website and take advantage of member discount
9. Maintain good practice by studying for a sector qualification or attending a continuous professional development course at a discounted rate
10. Network with fellow clerks and discuss current issues at regular county based branch meetings
11. Access the free confidential 24hr counselling service for any personal issues

7.6. To approve LGPS Pension registration for the Clerk, subject to satisfactory completion of probationary period.

The Council is obligated to enrol eligible employees in a pension scheme. There are a number of pension schemes where are available including NEST, Legal and General Workplace Scheme and the LGPS. The LGPS is detailed in the model employment contracts from both the SLCC and NALC.

LGPS is more expensive, employee contributions are a fixed percentage based on expected salary, likely 5% at the current rate. Employer contributions are calculated by the Oxfordshire LGPS on application, but likely to be in the region of 21%. This is to cover the long term administration of the scheme after employees have left.

Being enrolled in the LGPS make the parish council an employer of choice and offer the same benefits as other employees receive across England and Wales, including:

A secure pension

Your pension is worked out every year and added to your pension account. Each year, 1/49th of your pensionable pay is put into your pension account. At the end of the year the total amount of pension in your account is adjusted in line with changes in the cost of living.

Tax relief

As a member of the LGPS, you receive tax relief on the contributions that you pay. You also have the option to exchange part of your pension for tax-free cash when you take it.

Flexibility to pay more or less contributions

You can boost your pension by paying more contributions, which you would get tax relief on. You can also pay half your normal contributions in return for half your normal pension. This is known as the 50/50 section of the Scheme. It is designed to help members stay in the LGPS when times are financially tough.

Peace of mind

Your family enjoys financial security, with immediate life cover and a pension for your spouse, civil partner or eligible cohabiting partner and eligible children in the event of your death in service. If you become seriously ill and you've met the two year vesting period, you could receive your pension straight away.

Freedom to choose when to take your pension

Your pension is usually payable from your Normal Pension Age which is linked to your State Pension age. You can choose to retire and take your pension at any time between age 55 and 75. If you choose to take your pension before your Normal Pension Age it will normally be reduced, as it's being paid earlier. If you take it later than your Normal Pension Age it will be increased because it's being paid later.

Redundancy and efficiency retirement

If you are made redundant or retired in the interests of business efficiency when you are over age 55, you will receive immediate payment of the pension you have built up – providing you have met the two year vesting period. Any additional pension you have bought would be reduced if you are under your Normal Pension Age when you retire.

The Clerk is leaving a Council where they were enrolled in the LGPS, and asks that this Council also approves enrolment, as a minimum when the employee reaches the trigger for auto enrolment £833 per month, but also asks the Council to consider allowing enrolment regardless of level of earnings once their probationary period has been passed.

7.7. To approve registering as an Employer with HMRC for the purposes of managing PAYE

7.8. To approve purchase of Laptop

Propose, Dell Scratched and Dent Outlet purchase, maximum £650, minimum 15" screen; 16GB RAM; Intel i5; 512GB HDD.

7.9. To approve purchase of Smart Phone

Propose, OPPO Reno8 Lite or similar – maximum £250.

7.10. To approve purchase of annual subscription to Microsoft Office 365

Microsoft 365 Business Standard £10.30 per month.

7.11. To approve purchase of printer/scanner/copier or approve remuneration rate for the Clerk to use their own.

Propose Epson EcoTank, with A3 Printing capabilities.

Either

A4 Scan / Copy / Print and A3 Print

Epson EcoTank ET-15000 A3 Print/Scan/Copy Wi-Fi Ink Tank Printer, With Up To 2 Years Worth Of Ink Included, Black currently £550 new.

A3 Scan / Copy / Print

"Epson EcoTank ET-16600 A3+ Print/Scan/Copy/Fax Wi-Fi Ink Tank Printer, With Up To 2 Years Worth Of Ink Included", currently £740 "Used Like New – damaged box" on amazon, or £1079 New (can claim VAT back on both)

7.12. To approve delegating the Clerk purchase of files, paper, folders and other stationary items including stamps as needed within the agreed budget for the year.

Delegating purchase of stationery items etc will allow purchasing as needed on these low value items without needing to come to the Council for formal approval each time. Initially will likely be a number of A4 files, dividers, printing paper, large briefcase sized really useful boxes with drop files for storage of accounts etc.

Western Valley Parish Council

CONTRACT OF EMPLOYMENT (the “Contract”)

Contract dated: [DD MMM YYYY]

This contract sets out details of the main terms of your employment with **Western Valley Parish Council (the “Council”)**, and incorporates the Section 1 Written Statement of Employment Particulars which you are required to be given under the Employment Rights Act 1996.

Employee Details

Name: [NAME]

Home address: [FULL ADDRESS]

Date of Birth: [DD MMM YYYY]

Start dates

The start date of your employment in your current role is: [DD MMM YYYY]

Your continuous employment start date is: [DD MMM YYYY].

For the purposes of entitlements to annual leave, sick pay arrangements, and maternity arrangements, continuous service includes continuous previous service with any public authority to which the Redundancy Payments (Continuity of Employment in Local Government etc.) (Modification) Order 1999 applies.

Probationary Period

Your employment is subject to a probationary period of six months.

Your probationary period can be extended. An extension may be implemented where your performance or conduct during probation has not been entirely satisfactory, but it is thought that an extension to the probation period may lead to improvement, or where you have been absent from work for any reason for a significant period during probation.

Your employment may be terminated at any time during probation, by either party giving the notice specified in this Contract.

Job Title

Your job title is: **Clerk & Responsible Financial Officer**

The Council may amend your duties from time to time and, in addition to your normal duties, you may be required to undertake additional or other duties as necessary to meet the needs of the business. You will not

be assigned to duties which you cannot reasonably perform, or which are outside the range of your skills and experience.

Pay

Your rate of pay is £[VALUE] per annum (pro-rata based on hours worked), being the current Pay SCP[XX] within the substantive benchmark range in scale [Scale Range] as set out by the National Joint Council for Local Government Services (NJC) as updated and reported by the NALC each year.

You are paid monthly, in arrears, by credit transfer, on or around the last day of the month.

Payment will be made according to the hours submitted by you in your timesheet by the 25th of the month, as approved by your line manager.

The Council has the right to deduct from your pay any sums that you owe the Council at any time. Please refer to the Employee Handbook for more information.

Pay Scale

Subject to satisfactory performance, and adequate council budget, you will progress automatically through the range [Scale Range] in the pay scale [SCP RANGE] by annual increments until you reach the maximum pay in the range. Your first increment will be payable on 1st April 2024 and thereafter on the 1 April each year until you reach the maximum of the scale. The Council may withhold an increment if it is considered that performance fell below the level expected, following an annual appraisal, if the Council has insufficient budget or it may award an additional increment for exemplary performance if it chooses to do so.

Qualifications

One salary point will be added to your salary, up to a maximum of four points, for success in obtaining or already holding any of the following relevant qualifications:

- The Certificate in Local Council Administration (CiLCA)
- An SLCC (The Society of Local Council Clerks) recognised Community Governance qualification.

Hours of Work

Your normal working week will comprise **8 hours** excluding breaks.

Your normal working days/times are: **To complete your hours within the normal operating hours of the council, flexibly, whilst meeting the needs of the role.**

If required to work on a Saturday or Sunday as part of normal working week

You are entitled to payment at a rate of time and a half for hours worked on a Saturday or Sunday.

Night work

You are entitled to payment at your standard rate for all hours worked between 20:00 and 06:00.

The rest of your weekly hours will vary according to the needs of the business which operates Monday to Friday from 08:00 to 18:00.

A timesheet of actual hours worked will be maintained for monitoring and payment purposes and will be provided to the Clerk when requested.

The Council reserves the right to lay you off, put you on furlough or put you on short time working where the needs of the Council's business make this necessary, for example because there is a temporary cessation of or reduction in work or a temporary closure of the workplace. Further details are set out in the Employee Handbook.

The Council does not encourage any employee to work more than 48 hours in any seven-day period.

Breaks

If you work continuously for more than 6 hours, you are entitled to a 30-minutes unpaid break.

Additional Hours

The Council may require you to work additional hours in excess of your normal hours of work as reasonably necessary to fulfil your duties and/or meet the needs of the business. Where you are entitled to payment for such hours these must be authorised in advance by your manager. Where you are entitled to time off in lieu for such hours these may be taken as agreed by your manager.

Part-time workers

You are entitled to payment for additional hours worked at your normal hourly rate, enhanced overtime rates are only paid once you complete 37 hours in a week.

You are entitled to payment at your normal hourly rate for additional hours worked.

Holidays

Annual

The holiday year runs from 1 April to 31 March.

The full-time annual holiday entitlement in any holiday year is **23** days (pro rata if you work part-time, or if your employment commences or terminates part way through a holiday year).

You are entitled to receive two additional days holiday on completion of your fifth year of service (pro rata of you work part time).

Some of these holidays must be taken at Christmas to cover the Christmas shutdown.

On termination of employment, you will be paid in lieu for holiday accrued but not taken in that holiday year. If you have taken more holiday than you have accrued, the Council will deduct from your final pay a sum equivalent to the excess holiday taken.

Public Holidays

Full-time employees are entitled to eight public holidays each year and will be advised of the relevant dates as early as possible (pro rata if you work part-time, or if your employment commences or terminates part way through a holiday year). You are also entitled to pro-rata application of any additional public holidays as announced by Government, i.e. for coronation or death of the monarch.

In addition, you will be entitled to 2 day's statutory holiday (pro rata if you work part time) to be taken during the Christmas shutdown.

Place of Work

Your usual place of work is your home and other venues as required for public meetings or site meetings regarding any of the Council's properties.

You shall notify your insurers that your home is your main place of work. You shall provide the Council with evidence that you have the correct insurance cover. The Council shall pay for any additional insurance premiums arising from the arrangements for working from home.

The Council reserves the right to require you to work within 25 miles of your place of work either on a temporary or permanent basis depending on future business needs. If this becomes necessary on a permanent basis, the Council will give you four weeks' notice.

Requirement to Travel

You may be required by the Council to travel anywhere within the United Kingdom from time to time as may be necessary for the proper performance of your duties. This may include, but is not limited to, attending a training course, making visits to actual or prospective clients, contractors or suppliers of the Council, or to travel to other locations as specified by the Council.

You may be required to travel by any suitable means of transport as the Council may determine to be appropriate. Please refer to the Council's Expenses Policy for details of the travelling expenses that the Council will reimburse.

Ability to Drive

Your employment with the Council will be conditional upon you having the appropriate entitlement to drive. You will be required to comply with the Council's driving licence check process as and when requested to enable the Council to check the details of your driver record with the DVLA. You must inform the Council immediately if you have a medical condition and/or are taking medication that may affect your ability to drive or if you are no longer entitled to drive for any reason.

Training

It is a condition of your employment that you undertake training specific to your job role.

The Council will bear the cost of this training.

You may be asked to sign a separate Training Cost Repayment Agreement to repay costs if your employment ends within a set timeframe.

Paid Leave

Sick Pay

If you are absent because of sickness, you will normally be eligible to receive Statutory Sick Pay (SSP).

Absence in respect of normal sickness is entirely separate from absence through industrial disease, accident or assault arising out of or in the course of employment with a local authority. Periods of absence in respect of one shall not be set off against the other for the purpose of calculating entitlements under the scheme.

The scheme is intended to supplement Statutory Sick Pay and Incapacity Benefit, Employment and Support Allowance or equivalent social security benefit so as to maintain normal pay during defined periods of absence on account of sickness, disease, accident or assault.

The Council also operates an enhanced sick pay scheme which provides basic rate of pay during sickness absence as follows in any 12-month rolling period (pro rata if you work part time):

<u>Period of continuous employment</u>	<u>Sick Pay Entitlement</u>
0 to under 4 months	One month full basic rate of pay
Over 4 months to 1 year	One month full basic rate of pay followed by 2 months' half basic rate of pay
Over 1 year to 2 years	2 months' full basic rate of pay followed by 2 months' half basic rate of pay
Over 2 years to 3 years	4 months' full basic rate of pay followed by 4 months' half basic rate of pay
Over 3 years to 5 years	5 months' full basic rate of pay followed by 5 months' half basic rate of pay
After 5 years' service	6 months' full basic rate of pay followed by 6 months half basic rate of pay

In the case of full pay periods sick pay will be an amount which when added to Statutory Sick Pay and Incapacity Benefit, Employment and Support Allowance or equivalent social security benefit receivable will secure the equivalent of normal pay.

In the case of half pay periods sick pay will be an amount equal to half normal earnings plus an amount equivalent to Statutory Sick Pay and Incapacity Benefit, Employment and Support Allowance or equivalent social security benefit receivable, so long as the total sum does not exceed normal pay.

If you are absent due to sickness during the course of disciplinary proceedings or during investigations into alleged breaches of rules, procedures or contractual obligations, you will not be eligible for payment from the Council other than SSP.

For further information regarding the rules relating to the notification of, and payment in respect of, absence because of sickness or injury please refer to the Employee Handbook.

If you are prevented from attending work because of contact with infectious disease, you shall be entitled to receive normal pay. The period of absence on this account shall not be reckoned against your entitlements under this scheme.

Other Statutory Paid Leave

You are entitled to receive the following statutory paid leave, if you are eligible, under the relevant legislation: Maternity Leave, Adoption Leave, Paternity Leave, Shared Parental Leave and Parental Bereavement Leave.

Please refer to the Employee Handbook for more information.

Other Paid Leave

Jury Service

You are entitled to paid time off work to fulfil your obligations with regard to jury service.

You will ensure that an expenses claim is submitted to the court in accordance with the available allowances for travelling, subsistence, and your financial loss. You will claim the allowance and repay the allowance to the Council.

Maternity Support Leave

Maternity support leave of 5 days with pay shall be granted to the child's father or the partner or nominated carer of an expectant mother at or around the time of birth. A nominated carer is the person nominated by the mother to assist in the care of the child and to provide support to the mother at or around the time of the birth.

Cancer Screening

Necessary paid time off will be granted for the purpose of cancer screening.

Benefits

Eye Test

If you are a Display Screen Equipment User, the Council may pay for you to have an eye test upon request. You can reclaim the costs of your eye test on expenses – a detailed receipt will be necessary. If glasses are required solely for display screen equipment use, the Council may contribute towards the cost.

Pension

The Council provides a pension in line with auto-enrolment legislation. This will be deferred until you have completed your probationary period.

The Council is a member of a Local Government Scheme, as such time as your monthly wages reaches the threshold you will be automatically enrolled. This assessment will be made for each pay period.

You will be subject to the rules of the scheme that are in force from time to time. The Council reserves the right to terminate its arrangement with the current provider and to take out a new scheme with another pension scheme provider at any time.

Death in Service or Permanent Disablement Arising from Assault

The Council will provide you with cover under this scheme as defined in The National Agreement on Pay and Conditions of Service of the National Joint Council ("the NJC") for Local Government Services dated 9 May 2018 ("the Green Book") subject always to the terms of the relevant insurance policy and the rules of the scheme from time to time in force.

The Council reserves the right, at any time, to terminate this cover and take out cover with another life assurance provider. Any new provider's scheme may not give equivalent or comparable cover as the current cover. The Council also reserves the right to withdraw the cover at any time. In this case, you will be given one month's notice of the withdrawal of cover to enable you to make your own arrangements for equivalent life assurance cover at your own expense. Finally, the Council reserves the right to alter the benefits available to you under, or the terms and conditions of, the scheme at any time and no compensation will be paid to you.

This is an insured benefit. This means the benefits to which your beneficiaries may be entitled in the event of your death or permanent disablement are strictly governed by the terms of the provider's insurance policy in force at the relevant time. The Council will not under any circumstances make any payments to your beneficiaries where the provider refuses payment under the terms of the insurance policy. The Council will also not be liable in the event of any failure by or refusal from the provider to provide cover or any application of any conditions or limitations to the benefits by the provider.

Council uniform/workwear/equipment

You will be provided with items of uniform/workwear/equipment as applicable to your role. The Council will replace items damaged due to normal wear and tear. You, however, will be responsible for the cost of replacement should this be necessary as a result of your own negligence.

You must return all Council property/equipment on or before your termination date. If you fail to return items issued to you, or should such items be returned in an unsatisfactory condition, the Council will be entitled to withhold the whole or any part of any payments due to you. The Council also reserves the right to issue civil proceedings against you for breach of Contract.

Other Work

During your employment, you must not engage in any other work or activity including, but not limited to, self-employed activities or involvement in a family business, outside working hours, whether paid or unpaid, without the prior written permission of your manager.

Permission will be given unless the other work or activity has, or could be anticipated to have, an adverse effect on the Council, its business, its customers, your ability to carry out your work, or if it would create a conflict of interests (i.e. direct or indirect competition) in relation to your responsibilities to the Council.

Collective Agreements

The National Agreement on Pay and Conditions of Service of the National Joint Council ("the NJC") for Local Government Services ("the Green Book") applies to your employment save as amended by this contract.

Changes to Terms of Employment

The Council reserves the right to make any reasonable changes to the terms and conditions of your employment from time to time.

You will be notified of minor changes by way of a general notice to all employees affected by the change, and any such changes take effect from the date of the notice.

You will be given not less than one month's written notice of any significant changes. This may be given by way of an individual notice or general notice to all employees. Such changes will be deemed to have been accepted unless you notify the Council in writing of any objection before the expiry of the notice period.

Legal Entitlement to work in the UK

In order to work for the Council, you must have the legal entitlement to work in the UK and you will have been required to provide original documents showing evidence of your entitlement to work in the UK (on an ongoing or temporary basis) before you started work for the Council. Your employment is conditional on your having the legal entitlement to undertake this employment.

In the event that you only have time-limited permission to work in the UK, you will be required to provide evidence of your renewed entitlement to work in the UK at the expiry date of the relevant current permission to work.

If you cease, for whatever reason, to have the legal entitlement to work in the UK during the course of your employment, you must inform the Council immediately and provide full details of your situation.

If it becomes evident to the Council, during the course of your employment, that you are not entitled to work in the UK, it reserves the right to dismiss you from its employment. This may happen either, where following an investigation, it is established that you are not eligible to work in the UK or it holds a genuine and reasonable belief that you are working illegally.

Termination of Employment

Notice

From the start of your employment until the successful completion of your probationary period you are required to give **one month's written notice** to terminate your employment.

During your first month's service the notice period you will receive is instantaneous. From one month until the end of your probationary period you are entitled to receive **one week's written notice** to terminate your employment.

On successful completion of your probationary period, you are required to give and are entitled to receive **three months' written notice**.

If you leave without giving the proper notice, or you leave during your notice period without permission, in addition to not being paid for any unworked period of notice, the Council will also be entitled as a result of your agreement to the terms of this Contract to deduct a sum equivalent to any additional costs incurred or actual loss suffered as a result of you leaving without giving the full notice. This deduction may be made from any final payment or other payments or expenses which may be due to you. The amount to be deducted is a genuine attempt by the Council to assess its loss as a result of your leaving without giving due notice. It is not intended to act as a penalty upon termination of your employment.

Payment in Lieu of Notice

The Council reserves the right to make payment in lieu of notice of the appropriate period of notice. Any such payment will consist solely of basic pay (as at the date of termination) and shall be subject to such deductions of income tax and National Insurance contributions as the Council is required or authorised to make.

For the avoidance of doubt, the payment in lieu of notice shall not include any element relating to:

- (a) any bonus or commission payments that might otherwise have been due during the period for which the payment in lieu is made
- (b) any payment in respect of benefits which you would have been entitled to receive during the period for which the payment in lieu is made; and
- (c) any payment in respect of any annual leave entitlement that would have accrued during the period for which the payment in lieu is made.

The Council may pay any sums due under this clause in equal monthly instalments until the end of the period for which the payment in lieu is made.

You have no right to receive a payment in lieu of notice unless the Council exercises its discretion under this clause.

Gross Misconduct

In addition, the payment in lieu of notice will not be payable, or can be recovered in full by the Council, if, following the termination of your employment, the Council subsequently discovers that you committed an act of gross misconduct during your employment; and that act of gross misconduct would have entitled the Council to terminate your Contract without notice or payment in lieu of notice.

Garden Leave

The Council may require you to take 'garden leave' for all or part of the period of notice.

This period of garden leave includes, but is not limited to, any notice period or part notice period. You may be required to cease some or all of your duties, or carry out other duties, or no duties at all instead of your current duties. You may be required not to enter or attend the Council's premises. You may also be required not to contact or communicate, directly or indirectly, with any employee, client, customer, supplier, director, agent or consultant of the Council in relation to the business of the Council. During a period of garden leave you will remain bound by your Contract. This means you will not be able to work for any other employer without written permission from the Council.

The Council reserves the right to put you on garden leave when you are being considered for redundancy.

During any period of garden leave you shall continue to receive your basic pay and all benefits, unless you are in breach of this Contract in which case payments will cease. You must remain contactable and available for work at all times during normal working hours. However, if you have a Council vehicle, you will be required to return it during the period of garden leave, and you will not be entitled to any compensation in respect of this.

You will be deemed to have taken any accrued but unused Annual Holiday/Public Holiday entitlement during the garden leave period.

Disciplinary & Dismissal Rules and Procedure

The Disciplinary & Dismissal rules applicable to you are set out in the Employee Handbook. You are strongly advised to read them. These rules do not form part of your contract and may vary from time to time.

You should note that, if you choose to resign after being notified that you are subject to disciplinary proceedings, those proceedings may continue in any event and, if they do, you will be required to attend any hearing etc.

Appeal Procedure

If you are dissatisfied with any disciplinary decision taken in respect of you, you may appeal. Further details of the Appeal Procedure are set out in the Employee Handbook. These rules do not form part of your Contract and may vary from time to time.

Grievance Procedure

If you have a grievance relating to your employment, you should in the first instance raise this with your line manager. If the grievance is not resolved to your satisfaction you should refer to the Grievance Procedure set out in the Employee Handbook. These rules do not form part of your Contract and may vary from time to time.

Confidentiality

- (a) You should be aware that in the course of your employment you may have access to and be entrusted with information in respect of the business and financing of the business and its dealings, transactions and affairs all of which information is or may be confidential. You must not (except in the proper course of your duties) during or after the period of your employment divulge to any person whatever or otherwise make use of (and shall use your best endeavours to prevent the publication or disclosure of) any trade secret or any confidential information concerning this business or finances of the business or any of its suppliers, agents, distributors or customers.

(b) You will not without the prior written consent of the Council, during or after the period of your employment, permit any confidential information:

- to be disclosed, divulged or communicated, whether directly or indirectly, to any third party (including to any other employee, or officer of the Council), except to those authorised by the Council to know or as required by law,
- to be copied or reproduced in any form or to be commercially exploited in any way,
- to be used for your own purposes or for any purposes other than those of the Council or to be used or published by any other person,
- to be transferred to your own personal email account regardless of your proposed reasons for doing so,
- to pass outside your control.

You agree that you will not use any such confidential, proprietary information for your own benefit, nor disclose any such information other than that which is in the public domain (provided that you were not responsible, directly or indirectly, for such secrets or information entering the public domain).

Statements to the media should only be given by the Clerk or the Communications Committee.

(c) All notes and memoranda of any trade secrets or confidential information concerning the Council or any of its suppliers, agents, distributors or clients which shall be acquired received or made by you during the course of your employment shall be the property of the Council and shall be surrendered by you to someone duly authorised in that behalf at the termination of your employment or at the request of management at any time during the course of your employment.

Confidential information includes (but is not limited to):

1. Lists and databases of clients
2. Lists and databases of clients whom the Council has taken material steps to win business from
3. Confidential details of the Council's products and services
4. Commercial or technical information, or any other knowledge capital
5. Financial information and plans
6. Lists and databases of suppliers
7. Terms of business with clients or suppliers
8. Sales and marketing strategies
9. Lists and databases of employees, Councillors and contractors
10. Details of responses by the Council to any request for proposal or tender for work (whether competitive or not) and of any contract negotiations
11. Any document marked "confidential" (or similar expression), or any information or document you have been told is confidential or which you might reasonably expect the Council, or a client or supplier would regard as confidential

- (d) This agreement will remain valid and in effect after the termination, whether voluntary or involuntary, of your employment with the Council or any relevant self-employment or sub-contract agreement.
- (e) The wrongful disclosure or transfer of confidential information or other breach of confidentiality is a disciplinary offence, which may amount to potential gross misconduct and your summary dismissal.

Restrictive Covenants

You agree that you will not during or for a period of 3 months after ceasing to be employed by the Council, without the prior written consent of the Council on your own behalf or on behalf of any person, firm or company directly or indirectly:

- (a) **Non-solicitation** – seek orders from or approach, canvas, solicit or otherwise endeavour to entice away from the Council the custom of any person, firm or company who has at any time during the 3 months immediately preceding the termination of your employment been a customer, client or supplier of the Council;
- (b) **Non-poaching** – endeavour to entice away from the Council any person who has at any time during the 3 months immediately preceding the termination of your employment been employed or engaged by the Council or otherwise encourage any such employee to breach their Contract
- (c) **Non-dealing** – provide goods, services or accept the custom of any person or company who has at any time during the 3 months immediately preceding the termination of your employment been a customer, client or supplier of the Council
- (d) **Non-competition** – be engaged, concerned or interested as an employee or in any other capacity in any activity or business where you would be acting in direct competition with the Council

After the termination of your employment, you will not, without the consent of the Council represent yourself as still connected in any way with the Council save as a former employee.

Intellectual Property

- (a) In this clause, “Intellectual Property Rights” means patents, copyright, database rights, registered and unregistered design rights, trademarks, inventions, discoveries, plant variety rights and any other intellectual property or similar proprietary rights throughout the world, applications for registration of any of the same, confidential information and know how, whether registered or unregistered.
- (b) You may make or create Intellectual Property Rights in the course of your duties under this Contract and you have a special obligation to further the interests of the Council’s business in this respect.
- (c) You must promptly disclose to the Council in writing all Intellectual Property Rights originated, conceived, created, written, discovered or made by you alone or jointly with others which may be of benefit to the Council or which relate directly or indirectly to the business of the Council (except only those Intellectual Property Rights originated, conceived, created, written, discovered or made by you wholly outside your normal working hours and which are completely unconnected with your normal job duties or with job duties specifically assigned to you by the Council).
- (d) To the extent permitted by law, you accept that such Intellectual Property Rights as are required to be disclosed by you shall be owned absolutely by the Council and will so vest in the Council and the

Council shall be entitled to make such additions, deletions, alterations or adaptations to or from any such Intellectual Property Rights as the Council shall in its absolute discretion determine. You will not disclose or exploit any such Intellectual Property Rights unless authorised by the Council or in the proper performance of your job duties and you agree to hold any such Intellectual Property Rights in trust for the Council.

- (e) The Council automatically owns absolutely such Intellectual Property Rights as are required to be disclosed by you, but to the extent that it does not, you agree, at the Council's request and expense and to the extent permitted by law, to enter into all such documents and do all such things and give all such information and assistance necessary or as the Council may require to ensure (whether by assignment of all your existing and future rights, title and interests or otherwise) the Council's legal and beneficial ownership of the Intellectual Property Rights and/or to obtain patent or similar protection for the Intellectual Property Rights in such parts of the world as the Council may specify.
- (f) You agree to waive all your moral rights in respect of all Intellectual Property Rights which belong to the Council by virtue of this clause, to the extent that such waiver is permitted by law. You will not seek to register your own ownership of any such Intellectual Property Rights, and neither will you be entitled to receive any additional payment in respect of any such Intellectual Property Rights.
- (g) You hereby irrevocably appoint the Council as your agent to take any action in your name and execute any document on your behalf for the purpose of giving to the Council the full benefit of the provisions of this clause. If there is any doubt as to whether such a document or action has been executed or carried out within the authority conferred by this clause, a certificate in writing signed by the Council will be conclusive evidence that such is the case.
- (h) You will promptly notify the Council in writing if you become aware of any infringement or suspected infringement of any of its Intellectual Property Rights and you agree to give your full assistance to the Council to enable it to enforce its Intellectual Property Rights against any third parties.
- (i) These provisions on Intellectual Property Rights remain in force notwithstanding the termination of your employment.

Data Protection and Privacy

You confirm that you have read and understood the Council's Data Protection Policy and Privacy Notice, copies of which are contained in the GDPR information pack.

You must comply with the terms of the Council's Data Protection Policy, and the provisions of the General Data Protection Regulation and the Data Protection Act 2018, at all times when handling or processing personal data on the Council's behalf in the proper performance of your job duties and responsibilities during your employment.

This includes personal data relating to any current or former director, employee, worker, agency worker, apprentice, intern, volunteer, contractor, consultant, client, customer or supplier of the Council, or personal data relating to any other third party.

The Council will process personal data (including special categories of personal data and criminal records personal data) relating to you in accordance with our Data Protection Policy and Privacy Notice which have been issued to you. The Council will only process your personal data where there is a lawful basis for processing.

You must inform your line manager immediately of any change in your personal data.

Third Party Rights

No one other than a party to this Contract shall have any right to enforce any of its terms.

Whole Agreement Clause

This contract supersedes and extinguishes any previous oral or written agreement, discussion, negotiation, promise, correspondence, assurance, representation or understanding between you and the Council (and those acting on its behalf) in relation to the matters contained within it.

Jurisdiction

This Contract is governed by, and shall be construed in accordance with, the laws of England and Wales and the parties agree to the exclusive jurisdiction of the Courts of England and Wales.

Acceptance

I have read and accept the terms and conditions of employment as set out above. I accept the employment on the terms stated above, this Contract being in substitution for all previous contracts (whether oral or written) and understandings, if any, with the Council.

Signed by the employee

Name

[Employee Name]

Date

Signed on behalf of the Council

Name

[Chairman Name], Chairman

Date

1. Introduction

Western Valley Parish Council will make reimbursement for all or some of the expenses the Clerk and other staff, and the Chairman or Councillors may meet on its behalf when incurred in performing the duties required by the Council.

All expense claims must be submitted using the Travel and Expenses Claim form (Appendix 1 to this Policy) and accompanied by receipts.

2. Staff, including Clerk

Staff of the Council will be able to claim the following expenses:

- Travelling and associated travel expenses on journeys on council business to include mileage at current National Joint Council for Local Government Services: England, Wales and Northern Ireland (NJC) rates and parking.
 - Where it is expected that these expenses will average a total of £20 per month, only by arrangement with the Clerk, rather than claiming per journey staff can opt for a fixed amount of £20 per month for mileage. A record of journeys taken shall be kept for auditing & monitoring purposes to ensure the Council is not out of pocket. The Clerk may revoke permission for this arrangement giving 1 month notice.
- Subsistence which may include overnight accommodation and meals incurred in the performance of Council business (“other expenses”) provided that the other expenses have been receipted and approved by the Council.
- Small purchases such as postage or supplies in accordance with Financial Regulations.
- The fixed tax free rate for homeworking as agreed by HMRC.

3. Councillors, including Chairman

Parish Councillors are unpaid and only elected councillors may receive an annual allowance if agreed by Council. When this policy was approved there was no allowance budgeted for any Councillor, including the Chairman.

- Councillors (including the Chairman) may be reimbursed for expenses for travel and subsistence on Council business outside the parish:
 - Travelling and associated travel expenses on journeys on council business to include mileage at current NJC rates and parking.
 - For the purpose of making mileage claims, councillors are permitted to claim for “allowable journeys” only – made with the prior approval of the Council.
 - All claims are to be made promptly to the Clerk (within 2 months of expenditure) and where relevant MUST be accompanied by a receipt.
- Councillors may be reimbursed for purchases made on behalf of the Parish Council – made with the prior approval of the Council or Responsible Financial Officer.

4. Review

This document was approved for use at the meeting of the Parish Council on 11th July 2023, it shall be reviewed periodically, at least once per council term or if legislation dictates.

Signed:

Dated: 11th July 2023

Cllr S Peacock, Chair of the Council

[Appendix 1, Claim Form, follows)

Western Valley

Parish Council

Appendix E2

EXPENSES CLAIM FORM

Name of Claimant			
Date of Claim			
Milage Claims			
To	From	Date	Miles Claimed
Total Milage Claimed (number of miles)			
Other Expenses (attach all receipts numbered sequentially to this claim form)			
Receipt Number	Details	Date	Amount Claimed
Total Expenses Claimed (in GBP)			£

Western Valley

Parish Council

Appendix E2

DECLARATION BY CLAIMANT

I declare the following expenses have been incurred in executing my duties for the Council, and are being claimed in accordance with the Expenses Policy.

Signature: _____

Date: _____

VERIFICATION BY THE CLERK / RFO

I have verified the expenses and present them to the Finance Committee to be formally approved for reimbursement.

Signature: _____

Date: _____

APPROVED FOR PAYMENT BY COUNCIL

These expenses were approved for payment at the Parish Council meeting on (date)

_____.

Confirmation Signatures of 2 Councillors

Signature: _____

Date: _____

Name: _____

Signature: _____

Date: _____

Name: _____

Title	Finance 2023-2024
Authors	Responsible Financial Officer
Meeting	Western Valley Parish Council Meeting – 11 th July 2023

8.1. To approve Financial Regulations

See Appendix F1

8.2. To approve Financial Risk Assessment & Management

See Appendix F2

8.3. To approve opening a bank account

Options are limited on Banks which will open the accounts a Parish Council needs, and branch closures make it more difficult again.

Barclays are notoriously difficult to change details on, and NatWest is not advised due to complications if people already have accounts, and being able to access their personal and private accounts from the same page, and allowing large transfers without signatory authorisation

Recommendation to open Unity Trust Bank Account and Savings Account, in order that Earmarked Reserves can be kept separately to the general fund.

Recommend to review investment policy if held funds rise above £85k and consider opening a Lloyds account or co-operative.

8.4. To approve bank signatories

Recommend Clerk & RFO has online access to set up payments and call the bank with queries etc and a signatory for emergency payments via cheque only.

Unity Trust is much easier to set up signatories when the account is first opened, recommend all councillors are added to the account as signatories, cheques and online payments to be authorised by two signatories.

8.5. To approve making payments by online bank transfer, subject to 2 signature authorisation. Payments to be made by cheque until this is set-up

It is much more efficient for the council to pay as far as possible all payments by bank transfer, cheques to be used as a last resort.

8.6. To approve receiving CIL payments for the 2023-2024 financial year

It is a requirement to approve to receive CIL payments every year, this will occur on the agenda at least one per year. If not approved the district council will keep the funds.

8.7. To approve receiving held funds from Harwell Parish Council, to be held in reserves.

8.8. To approve budget for FY 2023-2024

See Appendix F3

8.9. To approve payments to be made as soon as possible once precept has been received

OALC Membership	Invoice 4306	£380.62	inc. £63.44 VAT
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OALC Chairmanship Course	Invoice 4291	£132.00	inc. £22.00 VAT
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FINANCIAL REGULATIONS

1. General

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders and any individual financial regulations relating to contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.

1.9. The RFO;

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

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

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

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

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

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

1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (council tax requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors, shall be a matter for the full council only.

1.14. In addition, the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of £5000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

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

2. Accounting and audit (internal and external)

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

2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman [or a cheque signatory] shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council.

2.3. The RFO shall complete the annual statement of accounts, annual report, and any

related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.

- 2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be 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 for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6. The internal auditor shall:
 - be competent and independent of the financial operations of the council;
 - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - has no involvement in the financial decision making, management or control of the council
- 2.7. Internal or external auditors may not under any circumstances:
 - perform any operational duties for the council;
 - initiate or approve accounting transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. Annual estimates (budget) and forward planning

- 3.1. Not later than October each committee chair will consult with their committee to identify their anticipated income and expenditure for the following financial year. This will be provided to the RFO/Finance Committee for the basis of producing the following year's draft budget.
- 3.2. The RFO must each year, by no later than October, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the council.
- 3.3. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments, should there be one, including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. Budgetary control and authority to spend

- 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
 - the council or finance committee for all items over £5,000;
 - any other duly delegated committee of the council for items over £500; or
 - the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £500.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

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

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

- 4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.4. The salary budgets are to be reviewed at least annually in the month following release of revised pay scales for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.
- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.
- 4.8. The RFO shall regularly provide the Council with a statement of receipts and payments to date under each heading of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of £100 or 15% of the budget.

5. Banking arrangements and authorisation of payments

- 5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to the Council. The Council shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the Council. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order by the date they become due.
- 5.5. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
 - a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of the finance committee or 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 the Council.
 - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of the Council; or
 - c) 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.
- 5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of the council.
- 5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members of the council on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall, before payment, be subject to ratification by resolution of the Council.
- 5.9. Members are subject to the Code of Conduct that has been adopted by the council and

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

- 5.10. The Council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

6. Instructions for the making of payments

- 6.1. The Council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be affected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council.
- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two members of the finance committee in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.
- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil or record in the accounting software.
- 6.6. Cheques or orders for payment may be presented for signature other than at a council or committee meeting but any signatures obtained away from such meetings shall be reported to the Council at the next convenient meeting.
- 6.7. If thought appropriate by the Council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to the finance committee as made. The approval of the use of a variable direct debit shall be renewed by resolution of the Council at least every two years.
- 6.8. If thought appropriate by the Council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to the finance committee as made. The approval of the use of a banker's standing order shall be renewed by resolution of the Council at least every two years.

- 6.9. If thought appropriate by the Council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or other wise evidenced, by two authorised bank signatories, are retained and any payments are reported to the Council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the Council at least every two years.
- 6.10. If thought appropriate by the Council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the Council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the Council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.
- 6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.14. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.
- 6.15. Where internet banking arrangements are made with any bank, the Clerk shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.17. Changes to account details for suppliers, which are used for internet banking may only

be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by both the Clerk and a member of the finance committee. A programme of regular checks of standing data with suppliers will be followed.

- 6.18. Any Debit Card issued for use will be specifically restricted to the Clerk and will also be restricted to a single transaction maximum value of £500 unless authorised by Council in writing before any order is placed.
- 6.19. 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.
- 6.20. Any corporate credit card or trade card account opened by the Council will be specifically restricted to use by the Clerk and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.
- 6.21. 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 (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

7. Payment of salaries

- 7.1. As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available Council Meeting, as set out in these regulations above.
- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Council.
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in the accounting software used by the council but this confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
 - a) by any councillor who can demonstrate a need to know such as those on the finance committee for authorisation purposes;

- b) by the internal auditor;
- c) by the external auditor; or
- d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. An effective system of personal performance management should be maintained for the senior officers.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the Council. Termination payments shall only be authorised by council.
- 7.8. Before employing interim staff, the council must consider a full business case.

8. Loans and investments

- 8.1. All borrowings shall be affected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full Council.
- 8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full Council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.
- 8.3. The Council will arrange with the Council's banks and investment providers for the sending of a copy of each statement of account to the Chairman of the Council at the same time as one is issued to the Clerk or RFO.
- 8.4. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.
- 8.5. The Council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the Council at least annually.
- 8.6. All investments of money under the control of the Council shall be in the name of the Council.
- 8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

- 8.8. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. Income

- 9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council.
- 9.3. The Council will review all fees and charges at least annually, following a report of the Clerk.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year.
- 9.5. All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the council.
- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to 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 such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

10. Orders for work, goods and services

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order books shall be controlled by the RFO.
- 10.3. All members and officers are responsible for obtaining value for money at all times. An

officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 below.

- 10.4. A member may not issue an official order or make any contract on behalf of the Council.
- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. Contracts

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

- a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
- i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by legal professionals acting in disputes;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
 - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman of Council); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b) Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations².

- c) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)³.
- d) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- e) Such 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. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- f) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- g) Any invitation to tender issued under this regulation shall be subject to Standing Orders [section 18] and shall refer to the terms of the Bribery Act 2010.
- h) When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below [£3,000] and above [£100] the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

² The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

³ Thresholds currently applicable are:

- a) For public supply and public service contracts 209,000 Euros (£181,302)
- b) For public works contracts 5,225,000 Euros (£4,551,413)

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

12. Payments under contracts for building or other construction works

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.
- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

13. Assets, properties and estates

- 13.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council. The RFO shall ensure a record is maintained of all properties held by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 13.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.
- 13.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

- 13.4. No real property (interests in land) shall be purchased or acquired without the authority of the full Council. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 13.5. Subject only to the limit set in Regulation 13.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full Council. In each case a report in writing shall be provided to Council with a full business case.
- 13.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

14. Insurance

- 14.1. Following the annual risk assessment (per Regulation 16), the RFO shall effect all insurances and negotiate all claims on the council's insurers.
- 14.2. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 14.3. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.
- 14.4. 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 by the council, or duly delegated committee.

15. Charities

- 15.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

16. Risk Management

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

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

17. Suspension and revision of Financial Regulations

- 17.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.
- 17.2. The Council may, by resolution of the Council duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of Council.

18. Notes

These Regulations were based on the NALC Model Financial Regulations 2019 template. The template was produced by the National Association of Local Councils (NALC) in July 2019 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.]

These Regulations still contain EU specific legislation requirements. This Council awaits the much anticipated updated Model Financial regulations from NALC, at which point this document will be updated and re-approved as suitable for use.

19. Approval

These regulations were approved at the council meeting on 11th July 2023 as applicable for the FY 2023-24. They will be reviewed annually, or when legislation dictates.

Signed

Dated: 11th July 2023

Cllr S Peacock, Chair of the Council

Western Valley

Parish Council

Appendix F2

FINANCIAL RISK ASSESSMENT AND MANAGEMENT REGISTER

For the period 1st April 2023 – 31st March 2024

1 Income

Topic	Risk Identified	Risk Level LxI = Score	Management of Risk	Staff action	Internal Audit Checks (Every)
Precept	Not submitted	L2 x i8=16	Full PC Minute – RFO follow up	Diary	12 months
	Not paid by DC	L2 x i8=16	Check & Report To PC.	Diary	12 months
	Adequacy of precept	L8 x i8=64	Quarterly review of budget to actual	Diary	12 months
Grants – All	Claims procedure	L4 x i8=32	Clerk/RFO check quarterly	Diary	12 months
	Receipt of grant when due	L4 x i8=32	Check & Report to PC.	Diary	12 months
Investment Income	Receipt when due	L2 x i4=8	Check & Report to PC	Diary	12 months
	Investment Policy	L2 x i4=8	Review policy annually	Diary	12 months
	Surplus funds	L2 x i4=8	Review policy annually	Diary	12 months
Invoices: Not Currently Relevant	Invoices not paid to terms	L6 x i8=48	Review relevant policies annually. Do not issue permits until invoices are paid in full.	Check bank regularly for receipts, chase outstanding invoices	Quarterly
VAT	Quarterly Return not submitted on time. VAT incorrectly charged or reclaimed, Council does not receive recovered VAT	L2 x i4=8	Breakdown of VAT is recorded in Scribe. Returns submitted directly from [Finance Software] via MTD. All receipts and payments are reviewed and approved at each monthly meeting of the Council	Month end bank reconciliation	Quarterly

2 Expenditure

Topic	Risk Identified	Risk Level LxI = Score	Management of Risk	Staff action	Internal Audit Checks (Every)
Salaries	Wrong salary paid	L4 x i8=32	Check to minute	Member verify	12 months
	Wrong hours paid	L4 x i8=32	Check to timesheet/contract	Member verify	12 months
	Wrong rate of pay	L4 x i8=32	Check to contract	Member verify	12 months
	False employee	L2 x i4=8L	Check to PAYE Records & lists	Member verify	12 months
	Wrong deductions – NI	L4 x i8=32	Check to PAYE Calcs	Member verify	12 months
	Wrong deductions – Income tax	L4 x i8=32	Check to PAYE Calcs	Member verify	12 months
Direct Costs and overhead expenses	Goods not supplied to TC	L4 x i8=32	Order system	Approval check	12 months
	Invoice incorrectly calculated	L4 x i4=16	Check arithmetic	Approval check	12 months
	payment is excessive	L4x i8=32	Signatory initials approval	Member verify	6 months
	payment to wrong party	L2x i6=12	Signatory initials approval	Member verify	6 months
Cllrs Expenses or Allowances	Cllr overpaid	L2 x i2=4	Claim form & minute	RFO verify	6 months
	Income tax deduction	L2 x i4=8	Check to PAYE Records & lists	RFO verify	6 months
Fiscal Support	Power to pay	L4 x i8=32	Minute power	Member verify	12 months
	Agreement of Council to pay	L4 x i6=24	Minute	Member verify	12 months
	Conditions agreed	L2 x i6=12	Use reasonable condition	RFO check	12 months
	Cheque & voucher	L2 x i6=12	Signatory initials approval	Member verify	12 months
	Follow up verification	L4 x i8=32	RFO check and consider budget	RFO verify	12 months
Election Costs	Invoice at agreed rate	L2 x i4=8	RFO check and consider budget	RFO verify	Whenever
Insurance	Inadequate cover, lapsing of policy, invalid policy, increase in premiums	L4 x i8=32	Check policy schedule, monitor premiums and get quotes from other providers. Diarize renewal dates, RFO check and consider budget	Diary & RFO verify	Renewal or when any changes occur

3 Other

Topic	Risk Identified	Risk Level LxI = Score	Management of Risk	Staff action	Internal Audit Checks (Every)
Bank Error / Fraud.	Loss of Council money, Loss of reputation	L2 x10=20	Fidelity Insurance Finance Committee see the original bank statements monthly,(not just downloads) all receipts and payments are signed off by two members after checking the invoice copy / timesheet/ work sheet	Member verify	Monthly
Asset mismanagement	Loss of community assets. Value incorrect for disposal of community assets	L4 x10=40	Assets checked monthly, repairs carried out promptly subject to budget being approved by full Council. Any assets identified for disposal are subject to professional valuations from appropriate specialists and then put before the full Council for consideration followed by public consultation.	Delegation to Clerk to get the valuations. Full Council Verification	Whenever change occurs

Likelihood	10	20	40	60	80	100
	8	16	32	48	64	80
	6	12	24	36	48	60
	4	8	16	24	32	40
	2	4	8	12	16	20
		2	4	6	8	10
		Impact				

RISK
High
Medium
Low

4 Review of the policy.

This policy was approved for use by the Parish Council at its meeting on 11th July 2023 and will be reviewed annually.

Signed:

Cllr S Peacock, Chair of the Council

Dated 11th July 2023

PROPOSED FY 2023-2024					
	Receipts		Payments		
	Budget	Actual	Budget	Actual	
INCOME / RECEIPTS					
Precept	50088.00				
Grants (Transfer of funds from Harwell PC)	20000.00				
CIL	0.00				
Allotment Fees	0.00				
Grass Cutting Contribution	0.00				
	£ 70,088.00	£ -	£ -	£ -	
EXPENDITURE / PAYMENTS					
ADMINISTRATION					
Audit Costs			1000.00		
Bank Charges			60.00		
Chairman's Allowance			350.00		
Elections			600.00		
Expenses - WFH			312.00		
Expenses - Postage Copies & Printing			500.00		
Hall Hire			500.00		
Insurance			1200.00		
IT Support & Software			1000.00		
Office Equipment			3000.00		
Staff Costs (All Staff & HMRC)			8000.00		
Subscriptions (OALC, SLCC)			500.00		
Training			4000.00		
Website			1000.00		
	£ -	£ -	£ 22,022.00	£ -	
ALLOTMENTS					
Set-up			5000.00		
Water - Allotments			500.00		
	£ -	£ -	£ 5,500.00	£ -	
OTHER PROJECTS & GRANTS					
Grants (Including S137)			1000.00		
In year projects, undefined			5000.00		
	£ -	£ -	£ 6,000.00	£ -	
	£ 70,088.00	£ -	£ 33,522.00	£ -	

Surplus (Ignore CIL) **£ 36,566.00** <-TRANSFER TO EMR

Earmarked Reserves

	Start of Year	Transfer	Planned Spend	Receipts	End of Year
Operating Reserve	£ -	£ 12,500.00			£ 12,500.00
S106 (? - Awaiting confirmation not CIL)		£ 20,000.00			
Community Infrastructure Levy	£ -				£ -
New Allotments Project	£ -	£ 4,066.00			£ 4,066.00
	£ -	£ 36,566.00		£ -	£ 16,566.00

Title	Media & Communications
Authors	Clerk to the Council
Meeting	Western Valley Parish Council Meeting – 11 th July 2023

9.1. To approve Media and Communications Policy

See Appendix G1

9.2. To approve WVPC Facebook Page, Clerk to administer, outward communication only, commenting switched off.

The Clerk has managed pages such as this at multiple parishes. Commenting should be off (by using the profanity filter, and 1000 most common words in the exclusion list) as the Parish Council would be liable for the content of all posts made by the public which would take significant resource to manage.

Ultimately the website will be the primary method of digital communication.

9.3. To approve creation of a Mailchimp mailing list, to be used for notifications of meetings and other important communications to our subscribers.

Mailchimp can be used to send out (if approved) the monthly Parish Update, notifications of meetings and other urgent communications from District or County. To encourage people to stay registered, this method of communication should not be used for day to day comms as people are likely to unsubscribe if they receive too much/too many emails.

9.4. To approve creation of WVPC website, as required by statute, including:

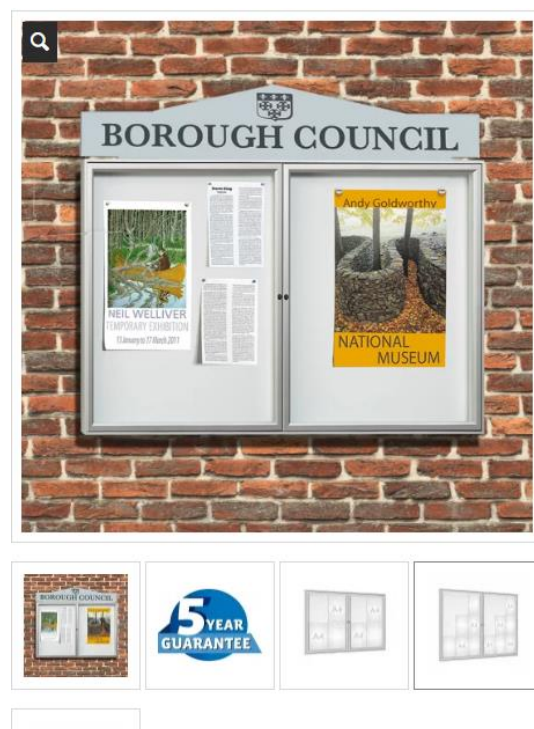
- Application for WesternValleyParishCouncil.gov.uk or similar
- Appointing the Clerk (Mrs L White) as the Domain Administrator

9.5. To approve approaching the District Centre to have an external noticeboard, and consider other suitable locations in the parish for additional noticeboards for official WVPC communications.

Whilst the noticeboard inside the District Centre is useful now, we should have at least 1 notice board in the parish which is controlled by the parish (others cannot remove statutory notices), and is accessible without entering a building. Ideally as the parish grows there should be multiple noticeboards.

Due to the volume of notices at some times of year, and likelihood of multiple Committees going forward due to the projected size of the Parish. Recommend at least 1 large, 18 sheet noticeboard, with additional keys.

Recommend something such as:



Tradition 30 Dual Door External Wall Mounted Notice Board

- ☒ 30mm deep satin silver
- ☒ Zinc electroplated steel backboard for use with magnets
- ☒ Dual door with 4mm plexishock glazing
- ☒ Key lock with 2 key supplied
- ☒ Header plate with text & logo
- ☒ 5 year Guarantee

1050 x 1400mm wide (18 x A4) ▾

Dome ▾

Western Valley Parish Council

Pack of 12 x 20mm magnets and 2 additional keys ▾

£913.08 ex. VAT

Qty

[Add to Basket](#)

COMMUNICATION & MEDIA POLICY

1. Introduction

Each Parish Councillor has a duty to represent without bias the interests of the whole community.

They will always try and do their best and are available to help parishioners with regard to matters relating to the Civil Parish of Western Valley.

Parish Councillors may be contacted via the Clerk or using their Parish Council email addresses.

If it is felt by the villager that the matter is important, then a letter or email to the Parish Clerk will ensure that it is dealt with in a timely and professional manner (also see the Correspondence section below).

It is the Parish Council's intention to meet the timescales detailed below but there could be occasions when this is not possible. When this happens the Parish Council will review their procedures and where necessary make changes to the policy or procedures.

2. Aims

To establish clear, easy to use channels of communication between the Parish Council and Parishioners, and the media, and vice versa.

To provide information on important matters in a timely manner to facilitate and encourage informed comment from interested individuals and groups.

3. Parish Council Meetings

The Parish Council normally meets 10 times per year, starting in May meeting every month except August and January. Additional meetings may be scheduled as necessary.

The Parish Council will normally meet in a room at the The District Centre, in the Civil Parish of Western Valley from 7.30pm.

Public participation will generally start at 7:30pm to enable discussion on agenda items, 10 minutes is reserved for this, with the meeting starting immediately after.

Members of the public wishing to address the Council during the formal meeting or wishing to record the meeting must make the Chairman aware of their wish before the meeting starts.

The media are encouraged to attend Council meetings and seating and workspace will be made available. The Press may record meetings in accordance with the Openness of Local

Government Regulations 2014. This is set out in more detail in Standing Orders (section 3. L, m and n), and the Recording of Meetings Policy.

The Council's Committees are also open to the public. See the parish website for details of Committees, meeting locations and meeting times.

4. Notice Boards

The following items will be displayed on the Parish Council noticeboard(s):

- Contact details for the Clerk
- The Parish Council's meeting agenda - which will be posted at least 3 clear days in advance of each meeting.
- Agenda of other committee meetings of the Parish Council - which will be posted at least 3 clear days in advance of each meeting.
- Statutorily required notices such as Electors Rights, Notices of/for Elections etc.

Where possible, any other parish council notice boards around the village will also be kept up to date, however the board at the District Centre the official noticeboard to meet statutory requirements.

5. Correspondence

All correspondence relating to the Parish should be addressed to the Parish Clerk in the first instance either via email at westernvalleyclerk@Gmail.com or via post to Western Valley Parish Council, [Full Address to be agreed]. This will ensure that the matter is recorded and passed to the relevant person or organisation as soon as practically possible. However, all Parish Councillors will have their own Council email addresses which have the format [firstinitial.lastname@\[DomainName\]](mailto:firstinitial.lastname@[DomainName]) once the website is live.

The Clerk is responsible for dealing with email received and passing on anything relevant to Councillors or external agencies for information and/or action. All communications on behalf of the Council will usually come from the Clerk, and, if otherwise, will always be copied to the Clerk. All new email requiring data to be passed on may be followed up with a data consent request before action is taken with that correspondence. Individual Councillors are at liberty to communicate directly with villagers in relation to their own personal views, if appropriate, with a copy to the Clerk.

It is important to note that any emails sent to Parish Council email addresses will be subject to The Freedom of Information Act requirements.

These procedures will ensure that a complete and proper record of all correspondence is kept.

It is imperative that all correspondents never forward personal information on to other people or groups outside the Council, this includes names, addresses, email, IP addresses and cookie identifiers.

All correspondence to the Parish Clerk will be acknowledged within one week of receipt if possible. If email is used, then an acknowledgment will be sent via email.

Councillors will be notified of correspondence, but the addressee will not be named on minutes of meetings. Anonymous correspondence in any form will be recorded as received but not responded to.

Email should be thought of in the same way as a letter. A subject line, the sender's name and the content should be in the main body of the email, not as an attachment. Attachments will not be opened unless the Clerk has prior knowledge of the subject. The Council regrets that, for reasons of computer security and virus protection, anonymous emails, and those with no subject in the title will not be opened or actioned.

A parishioner may raise any issue directly with the Parish Clerk or any Councillor. If a satisfactory answer cannot be given immediately in line with the known policies of the council, the issue may be placed on the agenda for the attention of the full Council.

The Clerk will acknowledge all Freedom of Information requests within seven working days and will reply fully within 20 working days of receipt of the request. If this is not possible, a further holding letter/email will be sent with an expected completion date.

6. Website

The Parish Clerk will arrange for the agenda and associated papers to be posted on the Parish Council website (INSERT DOMAIN NAME) at least three clear days before the meeting and for the draft Minutes to be posted as soon as possible, and no later than one month, after the meeting. The final Minutes will be posted as soon as possible after being confirmed by Council or the relevant committee.

In order to comply with the Transparency Code for Smaller Authorities, the Clerk will arrange for the annual publication of the following documents no later than 1 July each year:

- a) all items of expenditure above £100
- b) end of year accounts
- c) annual governance statement
- d) internal audit report
- e) list of councillor or member responsibilities
- f) the details of public land and building assets
- g) Minutes, agendas, and meeting papers of formal meetings.

The Parish Clerk is the Webmaster and Domain Administrator for the Parish Council website. The Parish Clerk will ensure that the Parish Council email address is publicised.

7. Social Media

The use of social media by the Clerk Team, including Facebook, Twitter and Instagram, does not replace existing forms of communication but is used to enhance interaction with a wider range of the population.

8. Annual Parish Meeting

The Annual Parish Meeting is convened by the Chairman of the Parish Council and is generally held in April each year to provide parishioners with a summary of the activities of the Parish Council over the previous year and the opportunity to debate local issues and celebrate local events and activities.

9. Related Policies and Procedures

Councillor Code of Conduct

Complaints Policy

Retention Policy

Policy on Requests for Information

Recording of Meetings Policy

10. Contact With the Media

The Clerk and Members should always have due regard for the long-term reputation of the Council in all their dealings with the media. Data Protection is of the highest priority. There are a number of personal privacy issues for the Clerk and Members that must be handled carefully and sensitively. These include the release of personal information, such as home address and telephone number (although Member contact details may be in the public domain); disciplinary procedures and long-term sickness absences that are affecting service provision. In all these and similar situations, advice must be taken from the Clerk before any response is made to the media.

Confidential documents, reports, papers and private correspondence should not be leaked to the media. If such leaks do occur, an investigation will take place to establish who was responsible and appropriate action taken. When the media wish to discuss an issue that is, or is likely to be, subject to legal proceedings then advice should be taken from the Council's Solicitor before any response is made.

Western Valley

Parish Council

Appendix G1

All formal requests for comment regarding policies on any matter should be directed to the Clerk in the first instance. If unavailable, the Chairman should be contacted. When responding to approaches from the media, the Clerk or Chairman are authorised to interact with the media.

All written responses to the Press should be drafted by the Clerk with the assistance of the Chairman, or other appointed Councillor for accuracy and lawfulness.

If a member is contacted directly by the Press, Councillors are at liberty to communicate with the Press in their own right but must ensure that they always make it clear that they speak as individuals and not on behalf of the Parish Council. As stated above only the Clerk, can speak formally on behalf of the Council.

Members should not initiate contact with the media on Council related matters unless approved by the Council.

There are occasions when it is appropriate for the Council to submit a letter, for example, to explain important policies or to correct factual errors in letters submitted by other correspondents. Such letters should be kept brief and balanced in tone and correspondence should not be drawn out over several weeks. All correspondence must come from the Clerk.

11. Press Releases

The purpose of a press release is to make the media aware of a potential story, to provide important public information or to explain the Council's position on a particular issue. It is the responsibility of the Clerk and Members to look for opportunities where the issuing of a press release may be beneficial. The Clerk or any Member may draft a press release, however it must be issued by the Clerk or approved by the full Council for issue. This is to ensure that the principles outlined above are adhered to, that there is consistency of style across the Council and that the use of the press release can be monitored.

12. Review

This document was approved for use at the meeting of the Parish Council on 11th July 2023 it shall be reviewed periodically, at least once per council term or if legislation dictates.

Signed:

Dated: 11th July 2023

Cllr S Peacock, Chair of the Council

Title	Other administrative items not already covered.
Authors	Clerk to the Council
Meeting	Western Valley Parish Council Meeting – 11 th July 2023

10.1. To approve ICO registration, to be paid by direct debit to reduce annual cost

ICO registration is very important, as we process elector / parishioner data. Membership is £40 per year, or £35 if paid by direct Debit.

10.2. To approve purchase of at least 1-off copy of Arnold-Baker on Local Council Administration 13th Edition

“The Yellow Book” or “CAB” as it is more commonly known, is a vital tool / resource for all Clerks, all Councils should have at least 1 copy. Normally when a new edition is issued, the Clerk receives the latest Edition with the previous edition passing to the Chairman.

As this council has no “previous edition” recommend buying 2 copies, one for the sitting chairman to use, and to be passed on at the end of their term to the next chairman.

Current Edition is 13th, £137 per copy. Postage is £4 for 1 or £7 for 2.

The Clerk does not hold a personal copy of Edition 13, and therefore asked that at least 1 copy is purchased for the Clerk’s use, if the Council is not inclined to purchase 2 copies.

10.3. To approve purchase of 1-off SLCC Clerk’s Manual

“One of the most respected reference works in the local council sector

The law in this country is ever-changing and the 2023 edition of The Clerks’ Manual has been brought firmly into the digital era, without losing the wealth of knowledge which it has always included. The Manual covers English and Welsh law and has over 80 different categories from Accounting and Audit through to Websites, Newsletters and Council Publicity.”

£47.50, postage not indicated.

10.4. To approve purchase of at least 3-off copies of “The Good Councillor Guide” to share between the Councillors.

Free pdf is available, but many councillors prefer being able to “thumb through it” recommendation my a trusted and Experienced Clerk & Auditor is 3 copies across the Council to share.

Printed copies are available from OALC £4 per copy + £1.20 p&p

10.5. To approve purchase of PO Box facility, directed to the Clerk's home address, to be used as the Council's official address for all paper communications.

Address Options

1. Use Clerk's Home Address
 - a. Pros: Free; Speedy Delivery to Clerk for processing
 - b. Cons: GDPR issues; need to update all addresses on the appointment of a new clerk, can affect Clerk's Home Insurance.
2. Postbox at the District Centre
 - a. Pros: Only Costs purchase of box; no ongoing costs; electors can walk to drop things off; does not use Clerk's home address (see Clerk's address Cons)
 - b. Cons: from experience - boxes are often vandalised / post goes missing. Clerk time and milage to collect post, possibly only collected once per week.
3. Using Post Office PO Box
 - a. Pros: More secure, quick delivery to Clerk's home, only update the PO Box details when there is a new Clerk, does not use Clerk's home address (see Clerk's address Cons)
 - b. Cons: Electors must pay to post to the PC, ongoing, yearly cost.

Recommend use of PO Box, a Councillor address should not be used for similar reasons to using the Clerk's home address.

Cost: £396 per year. (Equivalent of 12 round trips for the Clerk to collect from the District Centre)

10.6. To consider list of upcoming training courses and approve budget and attendance by Councillors or Clerk. as an Employer with HMRC for the purposes of managing PAYE

ROLES AND RESPONSIBILITIES 18TH JULY 2023 – DAY TIME £80

This course, aimed at newly elected councillors and also suitable for new clerks will run over a morning with a networking coffee break part way through.

Session One Terminology; Collective responsibility; Chairing a meeting; Relationships; The Agenda

Session Two Code of Conduct; Disorderly conduct; Managing difficult situations; Practical tips

PRECEPT AND BUDGET SETTING – 07th September 2023 - ZOOM 10am-11:30 £30

This session is aimed at officers and councillors of parish & town councils, who are involved in preparing, approving and monitoring budgets. Run by Steve Parkinson, OALC Finance, Audit and VAT consultant

FINANCE FOR COUNCILLORS – 07th September 2023 - ZOOM 13:00 – 14:30 £30

This session is for councillors only and is designed to give them a greater understanding of their duties with regard to the council's finances.

MANAGING EMPLOYEE PERFORMANCE – 18th September 2023 - ZOOM 10:00 – 11:30 £30

How to overcome common Employee performance problems such as poor standard of work, attendance and absenteeism and misconduct.

Includes informal counselling approaches, as well as how to conduct Formal Disciplinary action in accordance with current legal obligations..

ROLES AND RESPONSIBILITIES (ONLINE) – 03rd October 2023 09:00 – 13:00 £80.

(see other occurrence above for content)

COUNCILLOR FUNDAMENTALS – 20th November 2023 – ZOOM 18:30 – 21:00 - £50.

COMPLAINTS POLICY

1. Introduction

This policy sets out procedures for dealing with any complaints that a person other than a member of the council may have about Western Valley Parish Council's administration and procedures. It applies to Parish Council's employees. Complaints against councillors are covered by the Code of Conduct adopted by the Council. Formal complaints of conduct by councillors should be made to and investigated by Vale of White Horse District Council.

2. Complaints on Policy Decisions

Complaints against policy decisions made by the council or any of its committees shall be referred back to council in accordance with Item 7 of the council's standing orders, which provides as follows:

- a Except where significant relevant new facts or an error come to light, a resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 4 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.

3. Oral Complaints

If a complaint about procedures or administration as practised by the council's employees is notified orally to a councillor or the clerk to the council, they should seek to satisfy the complaint fully. If that fails, the complainant should be asked to put the complaint in writing to the clerk to the council and be assured that it will be dealt with promptly after receipt.

If the complainant prefers not to put the complaint to the clerk of the council they should be advised to put it to the chair of the council.

4. Complaints Procedure

- a) On receipt of a written complaint the chair of the council or the clerk to the council (except where the complaint is about their own actions), shall try to settle the complaint directly with the complainant. This shall not be done without first notifying the person complained against and giving them an opportunity to comment. Efforts should be made to attempt to settle the complaint at this stage.
- b) Where the clerk to the council receives a written complaint about the clerk to the council's own actions, they shall refer the complaint to the chair of council. The clerk to the council shall be notified and given an opportunity to comment.
- c) The clerk to the council or chair of council shall bring any written complaint that has not been settled to the next meeting of the council. The clerk to the council shall notify the complainant of the date on which the complaint will be considered and the complainant shall be offered an opportunity to explain the complaint orally. (Unless such a matter be related to grievance, disciplinary or standard board proceedings that are taking, or likely to take place when such a hearing may prejudice those hearings when the complaint will have to be heard under confidential business to exclude any member of the public or the press, or deferred on appropriate advice received).
- d) The council shall consider whether the circumstances attending any complaint warrant the matter being discussed in the absence of the press and public but any decision on a complaint shall be announced at the council meeting in public.
- e) As soon as practicable after the decision has been made it and the nature of any action to be taken shall be communicated in writing to the complainant.
- f) A council shall defer dealing with any written complaint only if it is of the opinion that issues of law and practice arise on which advice is necessary. The complaint shall be dealt with at the next meeting after the advice has been received

5. Review

The Complaints Policy was approved for use at the meeting of the Parish Council on 11th July 2023, it shall be reviewed yearly, at the Annual Meeting of the Council.

Signed:

Dated: 11th July 2023

Cllr S Peacock, Chair of the Council

REQUESTS FOR INFORMATION POLICY

1. Introduction

Western Valley Parish Council is subject to the Data Protection Act 2018, the Freedom of Information Act 2000 and the Environmental Information Regulations 2004. It complies with the requirements of all this legislation.

From 25 May 2018 the General Data Protection Regulation 2016 took effect (GDPR).

Many requests for information can be dealt with in the ordinary course of business and do not need to be processed under any of the above legislation. If the information can be provided immediately, or can be made available routinely, then we will do this. Please check our website, or noticeboards, first to see if the information is available before making any request. It is also worth looking at the Information Commissioner's website at www.ico.org.uk which has guidance for the public on making requests.

2. The contact details for making a request

Clerk to the Council,
Western Valley Parish Council,
[Insert Mailing Address]

or email: WesternValleyClerk@gamil.com [To be updated when Parish Council website is live]

3. Data Protection Act 2018

We will acknowledge receipt of a request for personal information as soon as possible. As long as the information is not subject to exemptions (or contains personal data relating to third parties) we will provide a written response within one month.

Under the terms of the Data Protection Act, we will provide you with a statement, or copies of data, as long as:

- it is "personal data" as defined by *Durant v Financial Services Authority* (2003) that is, truly personal, not merely incidental mention of a person, and within a structured, relevant filing system;
- it is not exempt from disclosure;
- we have been able to verify your identity; and
- you have not repeatedly requested the information in a short space of time.

4. Frequently Asked Questions

What is the purpose of the right of access under GDPR?

The GDPR clarifies that the reason for allowing individuals to access their personal data is so that they are aware of (and can verify the lawfulness of) the processing. It also allows them to check the accuracy of the data held and to challenge why it is necessary for the data to be held.

Is there a fee for dealing with a subject access request under GDPR?

No. A copy of the information will be provided free of charge. However, a 'reasonable fee' can be charged when a request is manifestly unfounded or excessive, particularly if it is repetitive.

A reasonable fee can also be charged to comply with requests for further copies of the same information. This does not mean that there can be charges for all subsequent access requests.

The fee will be based on the administrative cost of providing the information.

What is the timescale for responding to a request?

Under the GDPR the information should be provided without delay and at the latest within one month of receipt of the request.

The period of compliance can be extended by a further two months where requests are 'complex or numerous'. If this is the case, the individual will be informed within one month of the receipt of the request with an explanation as to why the extension is necessary.

What if the request is manifestly unfounded or excessive?

Where requests are manifestly unfounded or excessive, in particular because they are repetitive, we can:

- charge a reasonable fee taking into account the administrative costs of providing the information; or
- refuse to respond.

Where we refuse to respond to a request, we will explain why to the individual, informing them of their right to complain to the supervisory authority and to a judicial remedy without undue delay and at the latest within one month.

How will the information be provided?

We will verify the identity of the person making the request using 'reasonable means'.

If the request is made electronically, we will endeavour to provide the information in a commonly used electronic format.

The GDPR introduces a new best practice recommendation that, where possible, organisations should be able to provide remote access to a secure self-service system which provide the individual with direct access to his or her information. This is not appropriate for all organisations and we do not yet have this type of facility. The right to obtain a copy of information, or to access personal data through a remotely accessed secure system, must not adversely affect the rights and freedoms of others.

What about requests for large amounts of personal data?

The GDPR permits us to ask the individual to specify the information the request relates to.

The GDPR does not introduce an exemption for requests that relate to large amounts of data, but we can consider whether this makes the request manifestly unfounded or excessive.

5. Freedom of Information Act 2000 (“FOI”)

Timescales and ways of making requests

We will respond to an FOI request in 20 working days counting the first working day after the request is received as the first working day. An FOI request can be made by anyone, from anywhere, for any purpose. It must be in writing and there must be a return address to send the information to. We will confirm or deny whether we hold the information within the 20 days. If we do not hold the information we will explain why not. We will let you know if we need longer than 20 days to apply the public interest test and we will tell you at that point what exemptions we are looking at and how long we think we need. If we do need more time to apply the public interest test this will be up to a maximum of a further 20 working days so the total time will be a maximum of 40 working days.

Refusal

We may refuse a request if we consider that:

- it is vexatious (designed to cause disruption or annoyance rather than having a serious purpose, see below)
- to comply would exceed the statutory cost limit (£450 with staff time charged at £25 an hour which is the statutory rate). If we believe it will exceed the cost limit we will issue a refusal notice and invite the applicant, if possible, to revise the request to make it less expensive.
- it falls within an exemption under the legislation (see below)

Charging

We can charge for photocopying and disbursements and can request these fees in advance by issuing a fees notice within twenty working days of receipt of the request. When the fees notice is issued the time limit for responding stops. If we do not receive the fee within three months we are not obliged to comply with the request.

Clarification

We can seek clarification about what is being requested. The time limit for responding stops whilst we wait for a response to our request for clarification.

Exemptions

The most common exemptions are:

- Section 21 – information reasonably accessible to the applicant by other means. There is a duty to confirm or deny whether we hold it and to tell the requestor where they can find it. This is an absolute exemption which means the public interest test does not need to be applied, (see below).
- Section 22 – information intended for future publication. This means it is in draft, still being worked on but when completed, or approved, it will be published. The public interest test must be applied here.
- Section 31 – prejudicial to law enforcement (preventing crime, collecting tax)
- Section 36 – prejudicial to the effective conduct of public affairs
- Section 40 – personal data
- Section 42 – legal professional privilege
- Section 43 - commercial sensitivity

All except section 21 are qualified exemptions requiring the application of the public interest test. This means weighing up whether the public interest is best served by disclosing the information, or not disclosing it.

6. Environmental Information Regulations 2004 (“EIR”)

Environmental information broadly relates to:

- Air, atmosphere, water, soil, land, landscape, plants, animals, biological diversity and genetically modified organisms
- Emissions, discharges, noise, energy, radiation, waste, recycling, and pollution
- Measures and activities such as policies, plans and agreements
- Reports, cost benefit analysis and economic analysis
- The state of human health and safety, contamination of the food chain
- Cultural sites and built structures (the effect of the environment on the human world)
- Planning and development, building control, construction and renovation, floods and flooding issues, land use, traffic, parking, location of mobile phone masts and demolition of buildings

It covers documents, photos or maps. There is no distinction between formal approved documents, and anything else. The duty is to make the information **available**. This is not the same as the duty to disclose under FOI.

There are 20 working days to respond to the request. Unlike FOI there is no extension to the time limit for consideration of the public interest test. A further 20 days is permitted though if the request is complex, or there is a large amount of information involved. There is no right to charge for inspection. Cost recovery is permitted with reasonable charges published in advance.

Exceptions

There are exceptions to the requirement to disclose, these exceptions are subject to the public interest test like FOI. The exceptions are:

- personal data
- information not held when the request was made
- the request is manifestly unreasonable (similar to “vexatious” under FOI but with “manifestly unreasonable” used instead. The courts have treated both in the same way)
- the request is too general
- information is in draft or is unfinished
- information is an internal communication
- disclosure would adversely affect the course of justice or commercial confidentiality.

There is a lot of guidance, and case law, on the use of both FOI exemptions and EIR exceptions which can be found on the Information Commissioner’s website at www.ico.org.uk.

7. Publication Schemes

This is a scheme available via the website, setting out the classes of information that will be made routinely available and any charges. This includes policies and procedures, minutes of meetings, annual reports and financial information. This information is easily and quickly available.

8. Internal Review

If you are unhappy with the way your request has been dealt with you may request an internal review. This will be carried out within 20 working days of the request for a review being received. If you remain unhappy with the result of the review you can ask the Information Commissioner to look at your concerns. We will provide you with details of the internal review process when you request it. The process will vary depending on the type of request and who is available to review the process within the timescales.

9. Vexatious Requests

Whilst Western Valley Parish Council wishes to be open and transparent and to provide as much information as possible about the work it does there are occasions when it might be necessary to decide that a request is “vexatious” within the meaning of the legislation. There have been a number of legal cases which have helped to clarify what is meant, legally, by “vexatious” and which have stated that parish councils have limited resources and that their obligations under the legislation must be proportionate to those resources.

Public authorities do not have to comply with vexatious requests. There is no requirement to carry out a public interest test or to confirm or deny whether the requested information is held.

The key question is whether the request is likely to cause **a disproportionate or unjustified level of disruption, irritation or distress**. There is no exhaustive list of circumstances. Every case is unique and judged within the context and history of that specific situation.

“Vexatious” Indicators

- Abusive or aggressive language
- Burden on the authority
- Personal grudges
- Unreasonable persistence
- Unfounded accusations
- Intransigence
- Frequent/overlapping requests
- Deliberate intention to cause annoyance
- Scattergun approach
- No obvious intent to obtain information
- Futile requests

Process we will follow to determine if a request is vexatious

The parish clerk deals with all requests for information on behalf of the Parish Council. If a request is considered to be potentially vexatious the clerk will prepare a summary setting out the context and history to the request. This summary will be reviewed by the Parish Council.

The review

The following will be considered:

- The purpose and value of the request
- Whether the purpose and value justifies the impact on the public authority
- The context and history so, for example, if there has been a long and frequent series of requests the most recent request, though not obviously vexatious in itself, will contribute to the aggregated burden.
- Have there been numerous follow-up enquiries no matter what is supplied? This will be balanced against how clear our responses have been, has contradictory or inconsistent information been supplied or is a legitimate grievance being pursued?
- Whether there are alternatives to the vexatious route. If it is too expensive then section 12 (costs in excess of £450) will be used. The Information Commissioner permits the total costs for all requests from one person (or several acting in concert) to be aggregated during a period of sixty days so long as they are requests for similar information.
- Is this a round robin, a “fishing” expedition or part of an orchestrated campaign? None of these make it vexatious but are factors.

Final Warning

If, having considered all of the above, the Parish Council thinks there is a case for treating the request as vexatious then consideration will be given to a “final warning”. This is a letter, or email, to the person making the request explaining the impact the request(s) are having and asking that their behaviour be moderated. This “final” warning will not be appropriate in all cases but, if it is possible that the person making the request has not appreciated the impact of what they are doing, then it may assist.

Advice and Assistance

In addition the Parish Council may want to ask the person making the request whether advice and assistance would help in clarifying what exactly they wish the organisation to provide. Again this may not be appropriate in every circumstance but will be considered.

Report to the Parish Council

The history of the matter will go forward as part of a report to the Parish Council setting out the evidence and reasoning behind the recommendation to propose that the request be treated as vexatious.

The decision to declare a request vexatious will be taken by the Parish Council. This decision should be taken within 20 working days of receipt of the request. This time limit should be achievable in normal circumstances, however, if there is no meeting scheduled within that timescale then the decision will be formally delegated by the adoption of this policy to the chairman of the Council [in consultation with the vice chairman]. In a small parish it is not

possible for there to be an internal review process once the Parish Council has reached the decision that the request is vexatious.

Under section 14(1) of the Freedom of Information Act the refusal notice will set out our internal review procedure (if one is available) and the right of appeal to the Information Commissioner's Office. However, under section 17(6) if the authority has issued a previous refusal notice for a vexatious request (and it would be unreasonable to provide another one) it is not necessary to do so. This will be done where the complainant has already been warned that further requests on the same, or similar topics, will not receive any response.

Please note that if a request is found to be vexatious and further requests are received on the same topic no response will be provided.

10. Review

The Requests for Information Policy was approved for use at the meeting of the Parish Council on 11th July 2023, it shall be reviewed yearly, at the Annual Meeting of the Council.

Signed:

Dated: 11th May 2023

Cllr S Peacock, Chair of the Council

Western Valley Parish Council

Appendix K

PUBLICATION SCHEME

1. Introduction

The following schedule details the information available from Western Valley Parish Council.

Note also that hardcopy documents may be viewed at no cost by prior arrangement with The Clerk.

This document should be read in conjunction with the council's policy on requests for information.

2. Schedule

Information to be published	How the information can be obtained	Cost
Class1 – Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	Hard copy and/or website	
Who's who on the Council and its Committees	Website Hardcopy	Free See Scheme
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address)	Website Hardcopy	Free See Scheme
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)	(hard copy and/or website)	
Current and previous financial year as a minimum	Website Hardcopy	Free See Scheme
Annual return form and report by auditor	Website Hardcopy	Free See Scheme
Finalised budget	Website Hardcopy	Free See Scheme
Precept	Website and VoWHDC Hardcopy	Free See Scheme
Financial Standing Orders and Regulations	Website Hardcopy	Free See Scheme
Grants given and received	Part of budget	
List of current contracts awarded and value of contract	Website Hardcopy	Free See Scheme

Western Valley

Parish Council

Appendix K

Members' allowances and expenses	Part of income & expenditure	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Annual Report to Parish Meeting (current and previous year as a minimum)	Website Hardcopy	Free See Scheme
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Part of Minutes of Meetings	Free
Agendas of meetings (as above)	Website Hardcopy Copies are posted on Parish Notice Boards at least three clear days in advance of meetings	Free See Scheme Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hardcopy	Free See Scheme
Reports presented to council meetings – nb this will exclude information that is properly regarded as private to the meeting.	Website See Minutes page of web site Hardcopy	Free See Scheme
Responses to consultation papers	Hardcopy	See Scheme
Responses to planning applications	Via VoWHDC Web site	As per VoWHDC
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Code of Conduct Policy statements	Website Hardcopy	Free See Scheme
Policies and procedures for the provision of services and about the employment of staff: Policies and procedures for handling requests for information	Website Hardcopy	Free See Scheme

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Parish Council

Appendix K

Complaints procedures (including those covering requests for information and operating the publication scheme)		
Information security policy	Website Hardcopy	Free See Scheme
Records management policies (records retention, destruction and archive)	Website Hardcopy	Free See Scheme
Data protection policies	Website Hardcopy	Free See Scheme
Schedule of charges (for the publication of information)	See Scheme	
Class 6 – Lists and Registers	(hard copy or website; some information may only be available by inspection)	
Currently maintained lists and registers only		
Assets Register	Hardcopy	See Scheme
Register of members' interests	VoWHDC website Hardcopy only	Free See Scheme
Register of gifts and hospitality	Hardcopy only	See Scheme
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	
Current information only		
Currently None		
Additional Information	(hard copy or website; some information may only be available by inspection)	
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Risk Register	Website Hardcopy	Free See Scheme

Western Valley Parish Council

Appendix K

3. Contact Details

The Clerk to the Council

Western Valley Parish Council

[INSERT ADDRESS]

WesternValleyClerk@gmail.com

[INSERT WEBSITE ADDRESS]

4. Review

This document was approved for use at the meeting of the Parish Council on 11th July 2023
it shall be reviewed periodically, at least once per council term or if legislation dictates.

Signed:

Dated: 11th July 2023

Cllr S Peacock, Chair of the Council

Western Valley

Parish Council

PRIVACY NOTICE

Appendix L

This sets out the type of information we collect (or are supplied with). It tells you how the information is held, who we share it with and how it is used. There are contact details for queries about your personal information. All personal data collected (or supplied) will be treated in accordance with current data protection laws in the UK.

What information do we collect and what information are we supplied with?

When you contact us, we create a record in your name. To that record we add information that you give us. We keep records when you contact us. We collect and use information about councillors and employees. We are supplied with a copy of the register of electors by the district council. We do not sell personal information to other organisations.

The data controller for your personal data is Western Valley Parish Council

How do we use your information?

We use your personal information in the following ways:

- To process enquiries and applications (for example, about allotments or burial plots).
- To provide services to residents including sending you information about current and future services. This might include lists for example of current allotment holders and waiting lists for allotments. It includes mailing lists for newsletters, agendas or minutes.
- To provide certain online facilities and/or services as referred to in the terms and conditions when you sign up for those facilities or services.
- To allow other organisations to provide services to residents.
- To carry out market research to help us plan and improve our services. We may contact you ourselves or ask outside research agencies to do so on our behalf. This might be done as part of preparing a Community Plan (or Neighbourhood Plan) if we carry out a survey to find out what the community thinks.
- To produce aggregated statistical information, including data for monitoring equality of opportunity.
- To collect or process payments

Who might we share the information with?

We might share information with the district/county council or emergency services where we consider this would be necessary or helpful. We would seek your explicit consent to this other than where such sharing was considered necessary in an emergency or for health and safety reasons.

If you write to us your letter or email will be in the public domain unless you make it clear you do not wish it to be and we are able to justify confidentiality under the relevant legislation (this is very unlikely to be the case in planning matters).

Western Valley

Parish Council

Appendix L

Your contact details may be passed to survey contractors to carry out surveys. This could be as part of a Community or Neighbourhood Planning process. These contractors will use your details only for that purpose and will then delete them.

If you are in debt to us, we may give other people information for the purposes of recovering the debt

Your information may be used to detect and prevent fraud in respect of public funding and we may release information to the police and other law enforcement agencies for crime prevention and detection purposes if required to do so

Transfer of data outside the EEA

The parish/town council will only transfer your personal information outside the European Economic Area where necessary safeguards have been secured by contract.

How long do we keep data?

We will publish a retention policy detailing the length of time data will be retained.

We will publish on our website any changes we make to our data protection/information management policies and notify you by other communication channels where appropriate.

Where you exercise your right to removal of your personal data, we will continue to maintain a core set of personal data to ensure we do not contact you inadvertently in future. We may also need to retain some financial records about you for statutory purposes (e.g. anti-fraud and accounting matters). The 'right to be forgotten' is a qualified right and the public interest test will always be applied when a request for deletion of personal data is made.

How can I access the information you hold about me?

You are entitled to know what personal information the council holds about you and how that information is processed. You are entitled to ask for your personal data to be corrected where you believe it is inaccurate. You are entitled to withdraw your consent to the processing of your personal data by the council.

However, if the processing is necessary to provide you with the service (or information) you have requested then withdrawal may mean you will not receive that service or information. We will make it clear if this is the case and discuss your concerns directly with you before we stop processing your data.

Please make any requests or complaints to:

The Data Protection Officer:

Western Valley Parish Council, [INSERT ADDRESS]

Email: WesternValleyClerk@gmail.com

Western Valley Parish Council

Appendix L

If you are dissatisfied with the handling of your request or complaint, you have a right to appeal to the Information Commissioner. There is no charge for making an appeal. Contact details are:

The Information Commissioner's Office

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Telephone: 01625 545745 or 0303 123 1113 (local rate) or email: casework@ico.gov.uk

Review

This document was approved for use at the meeting of the Parish Council on 11th July 2023 it shall be reviewed periodically, at least once per council term or if legislation dictates.

Signed:

Dated: 11th July 2023

Cllr S Peacock, Chair of the Council

Western Valley

Parish Council

RISK MANAGEMENT SCHEME

Appendix M

1. Introduction

This document sets out the risks identified for Western Valley Parish Council, including mitigations and scores relating the severity of impact and likelihood of the risk occurring. NOTE – all of the below subject to the Council approving to purchase Council Insurance.

2. Risk Identification

Risk Identification	Impact	Mitigation	Likelihood	Impact	Likelihood x Impact =Score
Loss or damage of physical council assets	Loss of village amenity	Identify mechanisms by which loss could occur: • Fire • Theft • Damage / Vandalism Council Assets are fully insured with bespoke insurance suitable for Parish Councils and all insurances (list) are re-assessed annually on receipt of insurance policy renewal Assets as Per Approved Asset Register.	5	2	10
Council sued for either public liability or employer liability issue	Reputational Risk Personal Liability	Adequately covered by £10M public and £10M employer's liability. Excess is held in reserve.	1	6	6
Loss due to fraud, theft or dishonesty of employee	Legal action Loss of assets Potential insolvency	£500,000 fidelity guarantee. No petty cash Kept Cash receipts policy in place.	1	8	8

Western Valley

Parish Council

Appendix M

Risk Identification	Impact	Mitigation	Likelihood	Impact	Likelihood x Impact =Score
Risk of consequential loss of income or the need to provide essential services following critical damage by a third party.	Insufficient funds to meet requirements. Current funding sources: • Precept • Grants • CIL • Bank Interest	Any agency agreements held with Oxfordshire County Council and Vale of White Horse District Council would be dealt with on an annual basis; also performance against any contracts to be regularly checked and contracts re-tendered every three years if active. Banking arrangement are strictly managed. No borrowing or lending applies at this time. Budget signed off annually	1	5	10
Grants to be paid back to grant body	Potential for insolvency	Recognise specific grant procedures when applied for. Ensure all procedures are followed. 50% of precept to be kept in reserve – council currently building up to this reserve level.	2	8	16
Data Protection Breach	Potential legal action Loss of reputation	The Clerk is the Data Processing Officer. The Parish Council would appoint a Data Protection Officer (GDPR- info Ltd) to handle any breach of personal data, in conjunction with the Information Commissioners Office (ICO). The Parish Council have published a Privacy Policy, and are compliant with the GDPR legislation of May 2018. Risk of Data Breach is considered low.	2	5	10
FOI requests including Vexatious	Potential legal action Burden on staff on complying with requests	Training provided for councillors and clerk to ensure best practice. The Council has: Policy on Requests for Information, Privacy Policy,(Data)	5	5	25

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Parish Council

Appendix M

Risk Identification	Impact	Mitigation	Likelihood	Impact	Likelihood x Impact =Score
		Retention Policy , Complaints Policy, Vexatious Complaints Policy and a publication scheme			
Failure of council to meet statutory duties.	Vote of no confidence	Training provided for councillors and clerk. Access to the "Yellow book" Charles Arnold Baker on Local Council Administration, membership of training and advisory bodies. Standing orders to be communicated to all new councillors and reviewed in line with policy. Council minutes and documents audited.	2	3	6
Minutes are recorded incorrectly	Incorrect actions taken.	All decisions recorded within the minutes by the Clerk and approved by councillors by the following meeting who have an opportunity to comment prior to sign off. Minutes and agendas are produced in the prescribed method and adhere to legal requirements	1	2	2
Minutes - Noncompliance with statutory requirements	Not meeting the council's statutory requirements	Minutes are approved and signed at the next meeting unless there is a resolution made to defer approval until the following meeting. Minutes and agenda are displayed according to legal requirements. Business conducted at Council meetings should be managed by the Chairman according to Standing Orders	1	4	4
Councillor or Staff bringing the council in to disrepute	Loss of reputation.	Councillors receive and receive training on the Code of Conduct. A professional approach is undertaken on all Parish Council matters.	1	10	10

Western Valley

Parish Council

Appendix M

Risk Identification	Impact	Mitigation	Likelihood	Impact	Likelihood x Impact =Score
Breach of confidentiality	Prosecution under Data Protection Act / GDPR	Review of personal data held carried out periodically. Training where necessary. The council complies with current Freedom of Information legislation and the Data Protection Act by following the guide lines issued	2	7	14
Financial management error	Potential for prosecution for fraud	See Financial Risk Assessment	1	10	10
Fly tipping	Public nuisance and cost of remediation	None. When identified, appropriate organisations notified immediately via FixMyStreet	5	4	20
Breach of duty with respect to disabled individuals	Prosecution under the Disabled Discrimination Act	The council has an Equal Opportunities Policy	1	8	8
Risk of budget overrun	Council becomes insolvent	See Financial Risk Assessment.	1	10	10
Website is hacked / misused	Poor public perception Potential for libel	Website routinely monitored / maintained and backed-up	4	7	28
Damaged to third parties from pot-holes on the access roads owned by the council	Potential legal action	The PC to hold public liability insurance. Inspections to be held annually and status reported to PC. Pot holes to be filled on an adhoc basis	8	3	24
Injury from slips and falls on PC owned land	Potential legal action	None Owned	1	1	1
Injury / damage from falling trees / limbs	Potential legal action	No Trees Owned	1	1	1
Flooding / damage from flooding and associated	Potential legal action Damage to resident's property	Notify OCC as and when required	3	7	21

Western Valley

Parish Council

Appendix M

Risk Identification	Impact	Mitigation	Likelihood	Impact	Likelihood x Impact =Score
health hazard caused by blocked drains					
Injury / infection from dog waste.	Potential legal action Poor public perception of council	Dog waste bins installed at strategic locations. Notices to remind dog owners to clear up mess and dispose of responsibly.	2	2	4
Injury from defective public seating or playground equipment	Potential legal action	None Owned.	1	1	1
Business Continuity: Loss of council records / documents	Council would be unable to function fully. This would require significant effort to restore position.	IT systems backed up weekly (minimum). Records kept in secure cloud and backed up regularly. Anti-virus software kept up to date. Chairman holds sealed envelope with key passwords to enable access to system in the event the clerk is incapacitated. Master copies of all Full Council minutes are stored in a locked safe or cabinets. Additionally, all minutes are stored on the website server, which is held remote from the council office. Electronic copies are backed up regularly. Members' declarations of interest etc. are filed and updated when necessary and Adoption of codes etc. are dealt with as a matter of course.	2	9	18
Employment tribunal claim raised	Financial impact, loss of reputation.	Employees must sign a legally binding employment contract as based on the provided SLCC template, accompanied by the Employee	1	8	8

Western Valley Parish Council

Appendix M

Risk Identification	Impact	Mitigation	Likelihood	Impact	Likelihood x Impact =Score
		Handbook. When required, HR advice sought from appropriate external organisation.			
Councillors rule on matters they have an interest in.	Incorrect procedure followed. Potential for decisions to be questioned. Loss of reputation	A register of interests is held by VoWHDC, as provided by individual councillors and signed. All councillors are reminded of the requirement to declare interests and ask for any dispensations at the start of every meeting.	1	5	5
Damage or injury caused by electronic malfunction	Death / Fire / loss of property	PAT testing of PC assets carried out	1	10	10

3. Other Risks

Any other risks identified will be added to this document and graded for impact and likelihood at the earliest opportunity.

Risks relating to financial matters are managed by

- Financial Regulations
- Financial Risk Assessment
- Reserves Policy
- Statement of Internal Controls

4. Likelihood and Impact Scoring Scale

Likelihood	10	20	40	60	80	100
	8	16	32	48	64	80
	6	12	24	36	48	60
	4	8	16	24	32	40
	2	4	8	12	16	20
		2	4	6	8	10
		Impact				

RISK
High
Medium
Low

5. Review

This document was approved for use at the meeting of the Parish Council on 11th July 2023, it shall be reviewed periodically, at least once per council term or if legislation dictates.

Signed:

Dated: 11th July 2023

Cllr S Peacock, Chair of the Council

Title	Complaint Regarding Anti-Social Parking / Civil Parking Enforcement (CPE)
Authors	Member of Public
Meeting	Western Valley Parish Council Meeting – 11 th July 2023

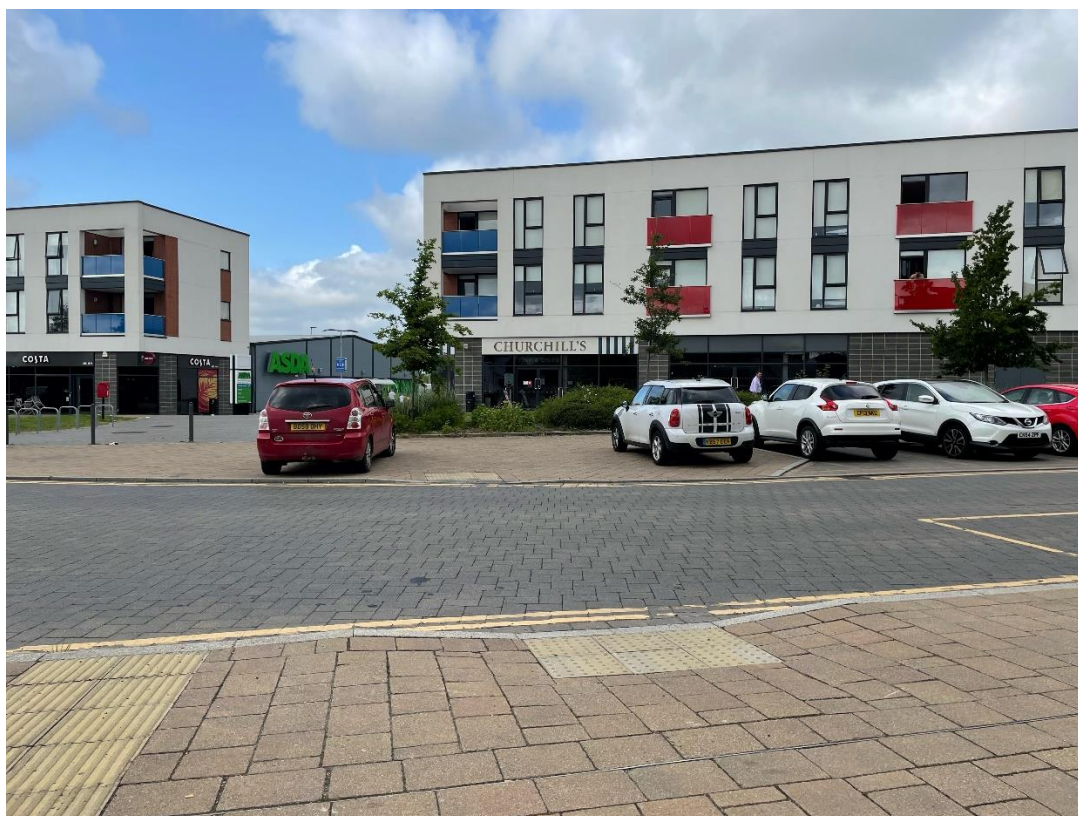
13.1. A request to take action on Civil Parking Enforcement.

“Cars parking on pavements in and around GWP shops (Harwell / Didcot) causing obstruction and nuisance to all users of the estate”

I enclose some pictures that have been taken across the last week that evidence how, over the course of the last week, cars are being parked / dumped across public pavements / spaces, that are causing obstruction to pedestrians and a nuisance to all users (including car users).

Please can this be discussed at the meeting and a motion out forward for some form of bollards / deterrent put in place to prevent this. You will appreciate that ticketing is useless (as the officer does not come to GWP) and the police are not interested. However this is a real issue that needs debate and some action taken.

Thank you in advance for your efforts in facilitating this.



Title	Request from GWR to Consult on Closing the Didcot ticket Office
Authors	GWR
Meeting	Western Valley Parish Council Meeting – 11 th July 2023

13.2. To approve response to GWR Consultation on closing Ticket Offices.

FROM THE GWR WEBSITE:

We are consulting on proposals to move ticket office staff into other areas of the station where they can help more customers, as transactions from ticket offices drop below 15%.

The consultations are happening as part of an industry-wide set of proposals that would mean ticket office staff would work on station platforms and concourses where they can be closer to customers. Subject to consultation, ticket offices could be phased out over a number of years.

Ticket office staff would be freed up to work in other areas of the station where they are closer to customers and better placed to help, in line with models already in place at some Great Western Railway stations such as Newbury or Reading Green Park.

Our Passenger Assist programme – which helps disabled and mobility-impaired customers navigate stations and board trains – will not be affected by the changes. The proposals are designed to increase staff trained and available to help customers at stations across the network, including those with additional accessibility needs.

What will happen to ticket offices?

Subject to consultation, ticket office staff would transition to multi-skilled roles – similar to those already in place at GWR since 2007. This would allow staff to help more customers with a wider range of issues, including helping them to buy tickets, wherever they are on the station.

This will, however, mean changes to how our station teams are organised, and some ticket offices will close as the new roles are introduced.

GWR is consulting with the public on an individual station-by-station basis. This includes publication of Equality Impact Assessments for each proposal and is independently run by industry watchdogs Transport Focus and London TravelWatch.

Why is this happening?

Digital tickets have made it easier and faster for customers to buy and manage tickets online, which means fewer people than ever are using ticket offices.

The approach would help bring station retailing up-to-date from 1996, when the rules on how to sell tickets were set and before the invention of the smartphone. Back then, 82% of all tickets were sold at ticket offices nationally, compared to less than 15% on average today. Bringing staff out from offices would allow the railway to respond to the generational shift in customer behaviour, in common with many other industries

and organisations that have long since done so such as Transport for London, most airlines and many banks and supermarkets.

How can I comment?

If you would like to comment on these proposals contact Transport Focus, the independent transport user watchdog, or – for stations in London – London TravelWatch, by Wednesday 26 July 2023 using the details below:

Transport Focus

For more information: <https://www.transportfocus.org.uk/ticketoffices>

Email: TicketOffice.GWR@transportfocus.org.uk

Freepost: RTEH-XAGE-BYKZ, Transport Focus, PO Box 5594, Southend-on-Sea, SS1 9PZ

More information about local ticket offices

To find out how this may affect your local ticket office, download:

Changes to Ticket Retailing at GWR Stations(PDF, 515 KB) – Extract for Didcot Attached on following Page.

Didcot Parkway

Current Ticket Office times		Proposed Staffing Times	
Sunday:	08:00 - 19:40	Sunday:	08:00 - 19:40
Mon-Fri:	06:00 - 19:40	Mon-Fri:	06:30 - 19:30
Saturday:	06:30 - 19:40	Saturday:	07:00 - 19:40

Customer access to station facilities such as waiting rooms and toilets is unaffected by these changes

All tickets sold and collected - Financial Year 2022/23

Ticket sold at Ticket Office:	288,011	25.8%
Bookings collected at Ticket Office:	34,458	-
Ticket sold at the TVM(s):	80,160	7.2%
Bookings collected at the TVM(s):	99,552	-
Journeys from this station booked online:	749,442	67.1%
Cash payments received:	40,946	14.2% of total transactions
Warrant / voucher payments:	352	

Less common tickets sold - Financial Year 2022/23

Product	Issues	Alternative customer options		
Season Tickets	14,486	Online	Telesales	-
Rovers/Rangers	11	Online	On-Train	Telesales
Excess Fares*	328	Online	On-Train	-
Car Parking	0	App	-	-
Disabled discounts (D34/D50)	96	On-Train	-	-
Railcards sold	2,115	GWR App	Online	-
Refunds processed:	366	Call Centre	-	-

Retailing facilities at this station

Current ticket office windows:	4
Number of TVMs:	3
TVM payments accepted:	Card only

Proposed changes - Oct 2023-Jun 2024

Colleagues move closer to customers in other locations at the station to support and assist with ticket purchases. Ticket Office windows close.

Proposed changes - Jun-Sep 2024

-

Proposed changes - Sep-Dec 2024

-

Notes:

*- Date changes to Advance Purchase tickets will not be possible after windows are closed