



PULBOROUGH PARISH COUNCIL

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**MINUTES OF THE ANNUAL MEETING OF PULBOROUGH PARISH COUNCIL
HELD ON THURSDAY 17TH MAY 2018
AT PULBOROUGH VILLAGE HALL**

Present: Cllrs Qusted, Bignell, Clarke, Court, C Esdaile, J Esdaile, Hare (to Min. 19), Henly, Kay, Kipp, Lawson, Tilbrook and J Wallace (to Min. 23)

In Attendance: Heather Knight (Clerk)

The meeting opened at 7.30pm

1. ELECTION OF CHAIRMAN

As outgoing Chairman, Cllr R Qusted chaired this first item. One nomination had been received for the position of Council Chairman 2018-19, for Cllr R Qusted, which was proposed and seconded.

RESOLVED: that Cllr Ray Qusted be elected Chairman of the Council for the ensuing municipal year. Cllr Qusted then signed the Declaration of Acceptance of Office.

Cllr Qusted continued as Chairman of the meeting.

2. ELECTION OF VICE-CHAIRMAN

One nomination had been received for the position of Vice Chairman 2018-19, for Cllr P Clarke, which was proposed and seconded.

RESOLVED: that Cllr Paul Clarke be elected Vice-Chairman of the Council for the ensuing municipal year.

3. APOLOGIES FOR ABSENCE

Apologies for absence were received and reasons approved from Cllr Caplin (due to a prior personal commitment) and Cllr Reddin (due to work commitments and he had also resigned from the Council).

4. DECLARATIONS OF INTEREST

There were no declarations of interest made and no requests for dispensation had been made.

5. REGISTER OF MEMBERS' INTERESTS

Members were each issued with a Register of Interests update form to complete to ensure up to date records were held. Members were asked to return completed forms to the office as soon as possible, and within 28 days, following which forms would be published on the Council's website as soon as possible for public information, as required under s29 of the Localism Act 2011.

6. DECLARATION OF ACCEPTANCE OF OFFICE

The Clerk confirmed that Cllr T Caplin had signed his Declaration of Acceptance of Office following co-option to the Council, which was noted.

7. APPOINTMENT OF COMMITTEES, SUB-COMMITTEES AND WORKING GROUPS

Following a proposal, it was **RESOLVED** to vote for committee and working group membership en bloc rather than individually, with no changes to the previous membership (other than removal of Cllr Reddin from the Finance & Policy Committee), as no Member had advised of a wish to withdraw from committees they had sat on. The Clerk advised that Cllr Caplin had requested to be appointed to the Recreation & Open Spaces Committee.

It was therefore **RESOLVED** to appoint the same Members to committees and working groups as previously, with the addition of Cllr T Caplin to the Recreation & Open Spaces Committee and one vacancy (by removal of Cllr Reddin) on the Finance & Policy Committee. The Clerk advised Council of nominations for Chairmen and Vice Chairmen of Committees received, which were duly proposed and seconded. It was **RESOLVED** to appoint en bloc the same Chairmen/Vice Chairmen of Committees as previously. The complete list of standing committees is attached as Appendix 1.

Membership of the Council's Working Groups was **RESOLVED** to remain as previously, viz:-

Sports Pavilion Development Working Group: Members confirmed as Cllrs Qusted (Chairman), Clarke, C Esdaile and Hare.

Neighbourhood Plan Steering Group: Councillors confirmed as Cllrs Qusted and Tilbrook (Vice Chairman), and non-council members as Mr R Keatley (Chairman), Mr D Hurst, Mr M Ellis, Mr P Jones and Mr L Ampstead.

8. REVIEW OF TERMS OF REFERENCE FOR COMMITTEES, SUB-COMMITTEES OR WORKING GROUPS

Members reviewed the previously circulated Terms of Reference for current Committees and Working Groups. A Member suggested a change to the title of the Annual Parish Meeting. Following discussion, it was **RESOLVED** to adopt the Terms of Reference without amendment, except that the Annual Parish Meeting would be re-named to 'The Annual Meeting of the Parish'. The revised Terms of Reference are attached as Appendix 2.

9. REVIEW OF STANDING ORDERS

The Clerk advised that new Standing Orders were recommended based on the updated NALC Model Standing Orders 2018, which replaced the 2013 model SOs. Some sections needed amendment specifically in relation to new General Data Protection Regulations, and others had options for the Council to choose from. The Clerk reported on the various sections requiring consideration and following review by Members it was **RESOLVED** to adopt the new NALC Model Standing Orders for Pulborough Parish Council, with amendment where appropriate. A copy of the adopted Standing Orders for the Council are attached as Appendix 3.

10. REVIEW OF CODE OF MEMBERS' CONDUCT

The Council's Code of Conduct was last reviewed in 2016, following amendment in 2013. In line with good practice, Members were asked to review these. It was **RESOLVED** to adopt the Code of Members' Conduct for

Pulborough Parish Council without amendment (attached as Appendix 4).

11. APPOINTMENT OF PARISH COUNCIL REPRESENTATIVES TO OUTSIDE BODIES

Members considered representation and appointments to other organisations. It was **RESOLVED** to make appointments as per the list attached as Appendix 5. It was **AGREED** to remove the Community Mini Bus, Local Action Team, Community Liaison Group (UKOG) and the Good Neighbour Scheme from the list as these were either no longer required or obsolete. The Clerk was asked to liaise with two non-councillors and the Village Hall Management to confirm their position as Council representatives on the Village Hall Board of Trustees and whether Cllr Wallace could be added.

12. REVIEW AND APPOINTMENT OF BANK ACCOUNT SIGNATORIES

Members noted that the existing signatories were Cllrs: Clarke, Henly, Kipp, Quedstedt, Tilbrook and Wallace. Members **AGREED** that there were a sufficient number of bank account signatories and no additional appointments were necessary. It was **RESOLVED** to reappoint the existing bank account signatories.

13. APPROVAL OF THE CALENDAR OF MEETINGS FOR 2019

Following consideration, it was **RESOLVED** to approve the schedule of meetings for 2019, attached as Appendix 6.

14. APPROVAL OF THE MINUTES OF THE FULL COUNCIL MEETING HELD ON 19TH APRIL 2018

It was **RESOLVED** to approve the Minutes of the Meeting held on 19th April 2018 as a true and accurate record of the proceedings, and the Chairman duly signed them. There was no Clerk's report.

15. MINUTES AND RECOMMENDATIONS OF COMMITTEES (OTHER THAN SEPARATE AGENDA ITEMS)

Members received and considered the Minutes and recommendations of Committees.

15.1 PLANNING & SERVICES COMMITTEE

Members received the Minutes of the Meetings held on 19th April and 3rd May 2018. There was no Clerk's report.

15.2 FINANCE & POLICY COMMITTEE

Members received the Minutes of the Meeting held on 26th April 2018.

Clerk's Report

Min. 113, Annual Return and Annual Governance Statement 2017/18: The Clerk advised that the points and recommendations would be referred to the June Council meeting. This was due to the timing of the Council's final internal audit on 8th June 2018, which forms part of the Annual Return process that Council must consider.

Under Min. 116 S106/CIL, Sports Pavilion project: The Clerk reported that the meeting with the Sports Pavilion project Working Group, Council's representatives to the Sports & Social Club, and representatives of the Sports & Social Club was arranged for Tuesday 29th May 2018.

15.3 RECREATION & OPEN SPACES COMMITTEE

Members received the Minutes of the Meetings held on 12th April 2018.

Clerk's Report

Min. 95.4, Sutcliffe Games Wall: The Clerk confirmed that the new grass seed had been delivered but less dry conditions were awaited before sowing.

16. ADJOURNMENT FOR PUBLIC SPEAKING

No members of public were in attendance.

17. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

District Cllr Clarke briefly updated Council on current HDC matters of note: The Gypsy, Traveller & Travelling Showpeople paper has been suspended due to one of the sites being withdrawn; HDC's new CEO was now in place; With regard to the Willowmead development, all parties have now signed the Agreement except for Network Rail due to continued issues relating to the car park.

18. NEIGHBOURHOOD WARDEN STEERING GROUP REPORT

Cllr Henly and the Clerk reported on the Steering Group meeting of 15th May 2018. Councillors had received a copy of the Neighbourhood Wardens' presentation overview given at the Annual Village Meeting the previous week, together with their report on objectives for 2018. A key focus was continuing to work in support of vulnerable residents and they are currently working around providing dementia provisions within the parish with the Dementia Action Alliance.

Cllr Hare gave his apologies and left the meeting.

19. NEIGHBOURHOOD PLAN STEERING GROUP REPORT

Cllr Qusted and Tilbrook gave a progress update: The Steering Group had had a useful meeting with HDC Neighbourhood Plan Officers on 1st May 2018, when the group was encouraged to move ahead as soon as possible and options for HDC support were discussed. Final site assessment summaries were imminently being collated for review by both HDC and AECOM to ensure methodology robustness and that HDC and PPC were in sync. Reg 14 public consultation would probably now be delayed until after the summer holiday period but once that was achieved, the group was hopeful that final referendum would take place in early 2019.

20. SPORTS PAVILION DEVELOPMENT PROJECT REPORT

A brief verbal update was given: Further to discussions with HDC about possible support and funding for the project, it was probably unlikely that HDC could assist with the level of funding needed. However, Cllr Clarke had been advised that a new officer, experienced in funding applications, would be assigned to support PPC, and she will attend the forthcoming Steering Group meeting with the Sports & Social Club, possibly accompanied by a senior officer too. This meeting had been arranged with the aim of establishing clear content for putting the business plan together. Cllr Qusted had met with Cllr Clarke and will write to HDC prior to the meeting setting out what PPC is seeking by way of assistance. Cllr Qusted advised that he will circulate a draft of the letter to the Sports Pavilion Working Group beforehand. Unfortunately, he was not able to attend the meeting on 29th May 2018, and neither could Cllr Court, however Cllrs Clarke, Hare, C Esdaile and Henly would be attending.

21. REVIEW OF INTERNAL CONTROL POLICY

Members considered the previously circulated Internal Control Policy and the recommendation from the Finance & Policy Committee that effective systems of internal control are in place (Min. 113, 26.4.18 refers). It was **RESOLVED** to adopt the Internal Control Policy without amendment, including the Quarterly Review for the year ended 31st March 2018.

22. **TO RATIFY THE ANNUAL REPORT, INCLUDING CHAIRMAN AND COMMITTEE REPORTS, RECEIVED AT THE ANNUAL PARISH MEETING**
Members received the Annual Report as distributed at the Annual Parish Meeting and with the current Community Bulletin and **RESOLVED** to **RATIFY**

the Annual Report for the year ending 31st March 2018.

23. **GENERAL DATA PROTECTION REGULATIONS (GDPR) - UPDATED INFORMATION AND ADVICE**

Members considered the previously circulated email from SALC/NALC with updated information. The Clerk reported that when Council appointed a Data Protection Officer at the last meeting (Min. 200 refers), the Clerk had been acting on the information and advice available at that time, which was that parish councils must appoint a DPO. However, the Government had just announced that parish councils were exempt from this aspect of GDPR, as a result of pressure from council representative groups such as NALC. SALC, NALC and the Clerk's advice was that it was still considered more than good practice to still appoint an external DPO as a vital safeguard for the council to access independent, skilled advice to ensure it is able to act lawfully. Members **AGREED** that the decision to appoint ProcessMatters2 as the Council's Data Protection Officer remained unchanged.

Some Members had raised concerns about processing and publication of their personal data. The merits and potential contradiction of transparency and residents' access to Members, balanced against legal obligation and privacy rights was discussed. The Clerk advised that this matter was still evolving, but it is currently still a legal requirement to publish within 28 days Members' Registers of Interests, which include personal details. She agreed to check latest advice and report back. In the meantime, she advised that it would be appropriate for Members to have a minimum of one form of publicly available contact published: Any Members wishing to review their personal data should liaise with her on an individual basis.

Cllr Wallace gave his apologies and left the meeting.

24. **VILLAGE MARKET**

The following rota to cover the stand with Mr L Ellis at the market on 26th May 2018 was **AGREED**: Cllr Kipp 9am-10am; Cllr Henly 10am onwards.

It was noted that Mr Ellis would no longer be available to help setting up, manning or dismantling the Council surgery stall after the July market and Members were asked to consider future arrangements and how they wished to proceed. It was agreed that the surgery stall was a useful point of contact for residents with the Council and Neighbourhood Wardens, especially those new to the village. It was **AGREED** to continue with the Council stand from September onwards (there being no market in August) and agree a rota for attendance at each prior Council meeting, as per current practice. ***[NB: Members will need to collect the Committee Room key from the office on the prior Friday morning, for return on the following Monday].***

25. **CORRESPONDENCE**

The Council received items of correspondence (attached as Appendix 7).

A Member proposed that the organisers of the Velo South event be asked to address Members regarding ongoing concerns about the impact of the event on Pulborough services and residents. It was **AGREED** that the Clerk write inviting CSM Active to the June Council meeting.

26. PAYMENTS

It was **RESOLVED**: that the following payments by cheque/direct debit be approve

	£
Pulborough URC	5.70
Mrs H Knight	20.00
Viking	122.00
Mr F Bushby	35.10
Kent County Council	98.89
Business Stream	20.62
Arun Mowers	883.18
Butler Fuels	533.64
Pulborough Social Centre	138.25
Kent County Council	166.15
Daisy Communication	5.70

The meeting closed at 9.03pm

.....Chairman

.....Date

APPENDIX 1

COMMITTEE ALLOCATIONS 2018/2019

(FC = Yellow paper)

FINANCE & POLICY COMMITTEE (5 Members) (Orange paper)

Chairman	Cllr Clarke*
Vice Chairman	Cllr Kipp
Members	Cllr. Henly* Cllr Qusted* Cllr Tilbrook* 1 x vacancy

*Cllr Clarke, Qusted, Tilbrook & Cllr Henly are ex-officio members as Vice Chairman of the Council, Chairman of the Council, Chairman of Planning & Services Committee and Chairman of Recreation & Open Spaces Committee respectively.

PLANNING & SERVICES COMMITTEE (9 Members) (Lilac paper)

Chairman	Cllr Tilbrook
Vice-Chairman	Cllr J Wallace
Members	Cllr C Esdaile Cllr J Esdaile Cllr Henly Cllr Kay Cllr Kipp Cllr Lawson Cllr Qusted*

Please note that whilst Cllr Clarke should hold an ex-officio seat due to his appointment as Vice Chairman of the Council, Cllr Clarke has requested to forego this position to avoid any conflict of interest with his role as a District Councillor

*Cllr Qusted is an ex-officio members as Chairman of the Council.

RECREATION & OPEN SPACES COMMITTEE (8 Members) (Green paper)

Chairman	Cllr Henly
Vice Chairman	Cllr Hare
Members	Cllr Bignell Cllr Caplin Cllr Clarke* Cllr Court Cllr Lawson Cllr Qusted*

*Cllr Clarke and Cllr Queded are ex-officio members as Vice Chairman and Chairman of the Council respectively.

APPENDIX 2

COMMITTEE TERMS OF REFERENCE

FINANCE & POLICY COMMITTEE

CONSTITUTION

Not less than 4 members and not more than 10 members of the Council. Chairman of each Standing Committee together with the Chairman and Vice-Chairman of the Council are ex-officio. A quorum consists of 3 or more.

TERMS OF REFERENCE

1. To exercise general supervision and control over the finances and assets of the Council and to arrange for the proper auditing of all accounts of the Council as detailed in the Financial Regulations.
2. To arrange for the periodical review of the following:
 - a) The Council's Financial Regulations.
 - b) The Council's Risk Assessments.
 - c) The Council's Business Plan
3. To arrange for the investment of any Council funds, subject to the requirements of law.
4. To arrange where appropriate for the insurance against damage or loss of the Council's property of whatever nature and to be responsible for effecting and maintaining all such other policies of insurance which is desirable or necessary to maintain in respect of liabilities which may be incurred by the Council, its members or officers.
5. To be responsible for the appointment of Council staff, and for the Terms and Conditions of their employment.
6. To be responsible for the provision of the Council's offices, office equipment and furniture. To be responsible for maintaining the Council's Asset Register.
7. To exercise general supervision of wages and salaries paid to Council employees and to recommend to Council thereon.
8. To keep under review Standing Orders in the Council and constitutions/terms of reference for each Standing Committee, considering proposals from other Committees and to recommend to Council thereon.
9. To consider in every year the annual estimates of income and expenditure on revenue and capital account and to recommend to the Council the precept necessary to meet the expenditure of the Council.
10. To keep under review the staffing and services of the Council and to recommend to Council thereon.
11. To invite quotations for expenditure in excess of £1,500 for goods or services within the Committee's budget and to recommend to Council thereon.

12. At the discretion of the Chairman, and with the agreement of the Committee, £1,500 may be spent without referral to Council provided the expenditure is within the budget.
13. To advise Council on new or revised Council policies.
14. To administer the Council's Grant Scheme in accordance with policy, consider grants within approved budget and make recommendations to Council.
15. To be responsible for corporate landlord management.
16. To be responsible for leasing and licensing of the Council's land and buildings.

PLANNING & SERVICES COMMITTEE

CONSTITUTION

Not less than 4 members and not more than 10 members of the Council. Chairman and Vice-Chairman of the Council are members of this committee (ex-officio). A quorum consists of 3 or more.

TERMS OF REFERENCE

1. To consider all planning applications relating to the Parish and to comment thereon to the District Council.
2. To authorise where appropriate the lodging or support for appeals arising out of decisions in respect to planning applications within the Parish.
3. To arrange for the periodical review of risk assessments relevant to this committee.
4. To exercise general control of that street lighting owned by the Parish Council and to make recommendations on any extension/reduction thereof.
5. To keep under review and report to the appropriate authority any failures or proposals in respect of street lighting.
6. To keep under review the general supervision of the clearing of highways, footways etc. within the Parish.
7. To consider any matter relating to protection of highways, footways (with specific consideration given to quarterly reviews of the footways on Church Hill and Sopers Hill), footpaths or bridleways within the Parish and to report any problems or recommendations to the appropriate authority.
8. To consider any matter relating to public transport facilities within the Parish and to report any problems or recommendations to the appropriate authority.
9. To review the provision of and to be responsible for the regular maintenance and occasional replacement or other work on the following items of Council property: the millennium clock, notice boards, Christmas lights, hanging baskets, village signs, seats (except those in children's' play grounds and on the main recreation ground), litter bins, dog waste bins, grit bins and the memorial garden.
10. To invite quotations for expenditure in excess of £1,000 for goods and services within the Committee's budget and to recommend to Council thereon.
11. At the discretion of the Chairman, and with the agreement of the Committee, £1,000 may be spent without referral to Council provided the expenditure is within the budget

RECREATION & OPEN SPACES COMMITTEE

CONSTITUTION

Not less than 4 members and not more than 10 members of the Council. Chairman and Vice-Chairman of the Council are members of this committee (ex-officio). A quorum consists of 3 or more.

TERMS OF REFERENCE

1. To be responsible for the proper regulation and management of the Council's parks, recreation grounds, woodlands, open spaces set aside for purposes of leisure, recreation, bio-diversity and picnic grounds and amenities areas.
2. To be responsible for regular review and updating of risk assessments for items or activities relevant to this committee.
3. To be responsible for regular inspections relating to the health and safety of all trees owned by the Council and for any works recommended in an inspection report.
4. To be responsible for the provision and maintenance of children's' playgrounds and equipment and for their regular inspection.
5. To review the provision of and to be responsible for the regular maintenance and occasional replacement of the Council's seats in children's' playgrounds and on the main recreation ground, and for the Council's life buoys by the river.
6. To exercise the Council's responsibilities relating to the provision and promotion of leisure and recreational facilities within the Parish.
7. To exercise the powers and duties of the Council relating to allotments.
8. To achieve the most beneficial use of the Council's recreation facilities by the proper allocation of sports facilities.
9. To invite quotations for expenditure in excess of £1,000 for goods or services within the Committee's budget and to recommend to Council thereon.
10. At the discretion of the Chairman, and with the agreement of the Committee, £1,000 may be spent without referral to Council provided the expenditure is within budget
11. To formulate and review plans for a three year rolling programme for maintenance and replacement of assets.

RECREATION ADVISORY COMMITTEE (RECAD)

CONSTITUTION

An Advisory Committee consisting of representatives of various sports organisations, allotments, other community groups and the groundsman shall attend, together with not less than 3 members of the Council. The Advisory Committee may make recommendations to the Recreation & Open Spaces Committee & Council.

TERMS OF REFERENCE

1. Reports from representatives of the various sports organisations, allotments, other community groups and the groundsman will be submitted at the meeting.
2. Reporting of any issues arising for consideration by the Recreation & Open Spaces Committee.
3. To arrange the circulation of the minutes of the meetings of the Committee Recreation Advisory Committee to all club representatives, subject to the exclusion of confidential matters.

TERMS OF REFERENCE FOR ANNUAL MEETING OF THE PARISH

*Notice of meeting **must** be given by affixing notices in some conspicuous place in the parish and in any other manner thought desirable, e.g. press advertisement.*

1. Proceedings shall begin at 7p.m.
2. The Chairman of the Council shall preside.
3. If the Chairman is absent the Vice-Chairman shall preside.
4. If the Chairman and Vice-Chairman are absent the meeting shall appoint a chairman before it proceeds to any other business.
5. The Clerk shall record the proceedings of parish meetings.
6. If the Clerk is absent the person presiding at the meeting may record the proceedings or may appoint another to do so.
7. The order of business at the Annual Assembly shall be as follows:
 - (1) To receive the Annual Report of the Parish Council.
 - (2) To receive a statement of the Parish Council's accounts for the year ended the previous 31st March.
 - (3) To receive the Council's observations on its finances for the current year.
 - (4) To receive Committee reports
 - (5) To receive the observations of the County Councillor and of the District Councillors for the division or ward in which the parish is situated.
 - (6) To consider resolutions of which written notice has been given.
 - (7) To deal with any other business.

Sports Pavilion Development Working Group Terms of Reference

The Sports Pavilion Development Working Group (SPDWG) is a Working Group of full Council and will comprise of a minimum of four Parish Councillors. Meetings will be arranged as and when required and will be dependent on matters to be considered. An agenda for meetings and a record of the meeting will be prepared by the Clerk and distributed to Working Group members.

The Working Group will report directly to the full Council and will keep the Council apprised of developments. The Clerk may take instruction from the Working Group to progress the development of the Sports Pavilion.

RECOMMENDATIONS

The Working Group will present its findings and recommendations to the full Parish Council for ratification prior to any formal decision being made or response being submitted, unless the Council at a previous meeting has delegated authority to the Working Group to respond or act on its behalf.

Depending on the response time required, recommendations will be put forward to the next full Council meeting or alternatively if a quicker response is required then this will be shared by email for comment and the final response approved by the Chairman and Vice Chairman of the Council.

MAIN FUNCTION

- To consider the design and development of the Sports Pavilion
- To ensure that the development meets the Council's objectives, integrates with other community buildings and facilities in the parish, satisfies demand, sustainability and affordability
- To co-ordinate, in liaison with the appointed Construction Project Manager and Clerk, the delivery of building work, including recommendations for appointment of architects and contractors
- In liaison with the Construction Project Manager, to meet with local authorities and service providers as required. Site meetings may be arranged by the Clerk as required
- To seek high standards and work with statutory authorities and community in relation to the development. To make recommendations for additional funding, if required
- To consider and respond to consultations relating to planning (referral for final approval by full Council as deemed appropriate)

EXPENDITURE

- To put forward a budget proposal for related expenditure
- As per the Council's Financial Regulations, the Clerk, in conjunction with the Chairman of Council, may spend up to £500. Any expenditure over this amount must be approved by the full Council

APPENDIX 3

PULBOROUGH PARISH COUNCIL

STANDING ORDERS

**ADOPTED:
17th May 2018**

**TO BE
REVIEWED:
May 2019**

PULBOROUGH PARISH COUNCIL
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INTRODUCTION

These model standing orders are based on the 2018 updated National Association of Local Council (NALC) model standing orders contained in “Local Councils Explained” by Meera Tharmarajah (© 2013 NALC). This publication contains new model standing orders which reference new legislation introduced after 2013 when the last model standing orders were published.

1. RULES OF DEBATE AT MEETINGS

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

- ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chairman of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion,

if seconded, shall be put to the vote without discussion.

- c If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

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

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion:-** "That in view of the [special][confidential] nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw."
- e Subject to standing order 3(d) above, an item for public speaking will be included on all agendas to be held on the commencement of the ordinary meetings of the Council and Committee meetings; Members of the public who wish to speak on an item of the agenda must give notice to the Parish Clerk no later than 12 noon the day prior to the meeting being held.
- f 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.
- g The total period of time designated for public participation at a meeting in accordance with standing order 3(f) shall not exceed 10 minutes unless directed by the chairman of the meeting.
- h Subject to standing order 3(g), a member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 5 minutes or 10 minutes if he/she is speaking on behalf of others, such as a residents group. At ordinary meetings of the Council only, and if time allows as per SO 3(g), the Chairman may invite members of the public, having given notice to the Clerk as per SO 3(e), to raise any issue not on the agenda.

Any questions raised at this point may not be the subject of any debate or discussion.

- i In accordance with standing order 3(f), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- j A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chairman of the meeting may at any time permit a person to be seated when speaking
- k A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- l Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- m **Subject to standing order 3(n), 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.**
- n **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- o **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.**
- p **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one).**
- q **The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- r **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.**
- s **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting**

- **vote whether or not he gave an original vote.**
- *See standing orders 5(h) and (i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.*
- t **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
- u 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.
- v **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**
- w **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.*
- x **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.
- y 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 7 days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xii. may dissolve a committee or a sub-committee.

5. ORDINARY COUNCIL MEETINGS

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

- iii. Receipt of the minutes of the last meeting of a committee;
- iv. Consideration of the recommendations made by a committee;
- v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- vi. Review of the terms of reference for committees;
- vii. Appointment of members to existing committees;
- viii. Appointment of any new committees in accordance with standing order 4;
- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

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

- a **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**

- b **If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chairman of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chairman of a committee [or a sub-committee] does not call an extraordinary meeting within 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 A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 5 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

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

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

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

the Proper Officer at least 7 clear days before the meeting.

- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

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

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

11. MANAGEMENT OF INFORMATION

See also standing order 20.

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

12. DRAFT MINUTES

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

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

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

- e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
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- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(v).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required] and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required.

- h A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
- i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. it is otherwise appropriate to grant a dispensation.**

14. CODE OF CONDUCT COMPLAINTS

- a** Upon notification by the 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 Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c** The Council may:
 - i.** provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii.** seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d** **Upon notification by the District 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 2 days before the meeting confirming his withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer;
- 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 Chairman or in his absence Vice-Chairman (if there is one) of the Planning & Services Committee 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 committee;

- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(see also standing order 23).

16. RESPONSIBLE FINANCIAL OFFICER

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

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council's receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported and
which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 1 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 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 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity.**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.

- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- g. **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

19. HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of Council or the Finance & Policy 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 Chairman or, if he is not available, the Vice-Chairman of absence occasioned by illness or other reason and that person shall report such absence to the Finance & Policy Committee at its next meeting.
- c The Chairman or in his absence, the Vice-Chairman shall upon a resolution conduct a review of the performance and annual appraisal of the Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Council.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the Chairman of Council or in his absence, the Vice-Chairman in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Council.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Clerk relates to the Chairman or Vice-chairman of the Council, this shall be communicated to another member of the Council which shall be reported back and progressed by resolution of Council.
- 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 *[If gross annual income or expenditure (whichever is higher) does not exceed £25,000]* **The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**

OR

[If gross annual income or expenditure (whichever is the higher) exceeds £200,000] **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

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

22. RELATIONS WITH THE PRESS/MEDIA

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

23. EXECUTION AND SEALING OF LEGAL DEEDS

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

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

24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

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

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

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

26. STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 2/3rds of councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

APPENDIX 4

PULBROUGH PARISH COUNCIL
CODE OF MEMBERS' CONDUCT

Part 1

General provisions

Introduction and interpretation

This Code of Members' Conduct ('Code') is made under section 27(2) of the Localism Act 2011 and was adopted by Pulborough Parish Council on 19th July 2012.

- 1(1) This Code applies to you as a member of Pulborough Parish Council
- 1(2) You should read this Code together with the general principles of public life referred to in section 28(1) of the Localism Act 2011 and set out in Part 5 of this Code.
- 1(3) It is your personal responsibility to comply with the provisions of this Code.
- 1(4) In this Code—
'meeting' means any meeting of—
(a) the authority;
(b) any of the authority's committees, sub-committees, joint committees or joint sub-committees;
(c) members formal or informal meetings with other members and/or with officers relating to the business of the authority.
'member' includes a co-opted member and an appointed member;
'register of member's interests' means the authority's register of member's pecuniary and other interests established and maintained by the authority's monitoring officer under section 29 of the Localism Act 2011.
'the authority' or 'your authority' means Pulborough Parish Council.
- 1(5) References to the authority's chief finance officer shall be read as references to the person appointed by the parish council under the Local Government Act 1972 section 151 who has responsibility for the administration of its financial affairs.

- 1(6) References to the authority's monitoring officer and the authority's standards committee shall be read, respectively, as references to the monitoring officer and the standards committee of Horsham District council which has functions in relation to the parish council for which it is responsible under sections 28(9) and 29(4) of the Localism Act 2011.

Scope

- 2(1) Subject to sub-paragraphs (2) and (3), you must comply with this Code whenever you—
- (a) conduct the business of your authority (which, in this Code, includes the business of the office to which you are elected or appointed); or
 - (b) act, claim to act or give the impression you are acting as a representative of your authority,
- and references to your official capacity are construed accordingly.
- 2(2) This Code does not have effect in relation to your conduct other than where it is in your official capacity.
- 2(3) Where you act as a representative of your authority—
- (a) on another relevant authority, you must, when acting for that other authority, comply with that other authority's code of conduct; or
 - (b) on any other body, you must, when acting for that other body, comply with your authority's code of conduct, except and in so far as it conflicts with any other lawful obligations to which that other body may be subject.
- 2(4) It is a criminal offence, without reasonable excuse, (a) to fail to notify the authority's monitoring officer of a disclosable pecuniary interest (as defined in paragraph 13(1) of this Code, (b) to fail to disclose such an interest at a meeting (where it is not registered or notified), (c) to fail to notify the monitoring officer of such an interest that is not on the register that you have disclosed at a meeting , (d) to take part in discussions or votes at meetings with such an interest , or (e) to take a decision where you have a disclosable pecuniary interest. It is also an offence to knowingly or recklessly provide false or misleading information to the authority's monitoring officer.
- 2(5) Any written allegation received by the authority's monitoring officer that you have failed to comply with this Code will be dealt with by the authority's monitoring officer or standards committee under the arrangements which it has adopted for such

purposes. If it is found that you have failed to comply with the Code the authority has the right to have regard to this failure in deciding (a) whether to take action and (b) what action to take in relation to you.

General obligations

3(1) You must treat others with respect.

3(2) You must not—

- (a) do anything which may cause your authority to breach any of the equality enactments (as defined in the Equality Act 2010);
- (b) bully any person;
- (c) intimidate or attempt to intimidate any person who is or is likely to be—

- (i) a complainant,
- (ii) a witness, or
- (iii) involved in the administration of any investigation or proceedings,

in relation to an allegation that a member (including yourself) has failed to comply with his or her authority's code of conduct; or

- (d) do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, your authority.

4 You must not—

- (a) disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where—

- (i) you have the consent of a person authorised to give it;
- (ii) you are required by law to do so;
- (iii) the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or

(iv) the disclosure is—

(aa) reasonable and in the public interest; and

(bb) made in good faith and in compliance with the reasonable requirements of the authority*; or

- (b) prevent another person from gaining access to information to which that person is entitled by law.
- 5 You must not conduct yourself in a manner which could reasonably be regarded as bringing your office or authority into disrepute.
- 6 You—
- (a) must not use or attempt to use your position as a member improperly to confer on or secure for yourself or any other person, an advantage or disadvantage; and
 - (b) must, when using or authorising the use by others of the resources of your authority—
 - (i) act in accordance with your authority's reasonable requirements;
 - (ii) ensure that such resources are not used improperly for political purposes (including party political purposes); and
 - (c) must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.
- 7(1) When reaching decisions on any matter you must have regard to any relevant advice provided to you by—
- (a) the authority's chief finance officer; or
 - (b) the authority's monitoring officer,
- where that officer is acting pursuant to his or her statutory duties.
- 7(2) You must give reasons for all decisions in accordance with any statutory requirements and any reasonable additional requirements imposed by your authority.

Part 2

Personal and Prejudicial Interests

Personal interests

- 8(1) You have a personal interest in any business of your authority where either—
- (a) it relates to or is likely to affect—
 - (i) any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by your authority;
 - (ii) any body—

- (aa) exercising functions of a public nature;
- (bb) directed to charitable purposes; or
- (cc) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union),

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

- (iii) the interests of any person from whom you have received a gift or hospitality with an estimated value of at least £50;

OR

- (b) a decision in relation to that business might reasonably be regarded as affecting your well-being or financial position or the well-being or financial position of a relevant person to a greater extent than the majority of—
 - (i) (in the case of authorities with electoral divisions or wards) other council tax payers, ratepayers or inhabitants of the electoral division or ward, as the case may be, affected by the decision; or
 - (ii) (in all other cases) other council tax payers, ratepayers or inhabitants of your authority's area.

8(2) In sub-paragraph (1)(b), a relevant person is—

- (a) a member of your family or any person with whom you have a close association; or
- (b) any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors;
- (c) any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or
- (d) any body of a type described in sub-paragraph (1)(a)(i) or (ii).

Disclosure of Personal interests

9(1) Subject to sub-paragraphs (2) to (5), where you have a personal interest described in paragraph 8 above in any business of your authority and you attend a meeting of your authority at which the business is considered, you must disclose to that meeting the existence and nature of that interest at the

commencement of that consideration, or when the interest becomes apparent.

- 9(2) Where you have a personal interest in any business of your authority which relates to or is likely to affect a person described in paragraph 8(1)(a)(i) or 8(1)(a)(ii)(aa), you need only disclose to the meeting the existence and nature of that interest when you address the meeting on that business.
- 9(3) Where you have a personal interest in any business of the authority of the type mentioned in paragraph 8(1)(a)(iii), you need not disclose the nature or existence of that interest to the meeting if the interest was registered more than three years before the date of the meeting.
- 9(4) Sub-paragraph (1) only applies where you are aware or ought reasonably to be aware of the existence of the personal interest.
- 9(5) Where you have a personal interest but, by virtue of paragraph 16, sensitive information relating to it is not registered in your authority's register of members' interests, you must indicate to the meeting that you have a personal interest, but need not disclose the sensitive information to the meeting.
- 9(6) This sub-paragraph does not apply to your authority.
- 9(7) This sub-paragraph does not apply to your authority.

Prejudicial interest generally

- 10(1) Subject to sub-paragraph (2), where you have a personal interest in any business of your authority you also have a prejudicial interest in that business where the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest.
- 10(2) You do not have a prejudicial interest in any business of the authority where that business—
 - (a) does not affect your financial position or the financial position of a person or body described in paragraph 8;
 - (b) does not relate to the determining of any approval, consent, licence, permission or registration in relation to you or any person or body described in paragraph 8; or
 - (c) relates to the functions of your authority in respect of—
 - (i) this sub-paragraph does not apply to your authority;
 - (ii) this sub-paragraph does not apply to your authority;

(iii) statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992, where you are in receipt of, or are entitled to the receipt of, such pay;

(iv) an allowance, payment or indemnity given to members;

(v) any ceremonial honour given to members; and

(vi) setting council tax or a precept under the Local Government Finance Act 1992.

10(3) The determining of any approval, consent, licence, permission or registration as referred to in paragraph 10(2)(b) shall include the amendment, modification or variation of any such approval, consent, licence, permission or registration of any condition, limitation or term to which it is subject or the revoking of any approval, consent, licence, permission or registration.

11 Paragraph 11 does not apply to your authority.

Effect of prejudicial interests on participation

12(1) Subject to sub-paragraph (2), where you have a prejudicial interest in any business of your authority—

(a) you must withdraw from the room or chamber where a meeting considering the business is being held—

(i) in a case where sub-paragraph (2) applies, immediately after making representations, answering questions or giving evidence;

(ii) in any other case, whenever it becomes apparent that the business is being considered at that meeting;

unless you have obtained a dispensation from your authority ;

(b) this sub-paragraph does not apply to your authority;

(c) you must not seek improperly to influence a decision about that business.

12(2) Where you have a prejudicial interest in any business of your authority, which is not a Disclosable Pecuniary Interest as described in Paragraph 13 of this Code and defined in section 30 of the Localism Act 2011, you may attend a meeting but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise.

Part 3

Disclosable Pecuniary Interests

Disclosable Pecuniary Interests

- 13(1) Subject to sub-paragraphs (2) and (3) you have a Disclosable Pecuniary Interest in any business of your authority (as defined by section 30 of the Localism Act 2011) in relation to you or your partner where it relates to or is likely to affect any of the matters within the descriptions set out in The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 SI 2012/1464.
- 13(2) In sub-paragraph (1) your partner means:
- (a) your spouse or civil partner;
 - (b) a person with whom you are living as husband and wife; or
 - (c) a person with whom you are living as if you were civil partners.
- 13(3) In sub-paragraph (2) any interest which your partner may have is only treated as your interest if you are aware that your partner has the interest.
- 13(4) A list of the descriptions of Disclosable Pecuniary Interests referred to in The Relevant Authorities (Disclosable Pecuniary Interests) Regulations is set out in Part 6 of this Code.
- 13(5) There are criminal offences in relation to action you may take or fail to take concerning Disclosable Pecuniary Interests which are outlined in paragraph 2(4) of this Code and more particularly defined in section 34 of the Localism Act 2011.

Disclosure of Disclosable Pecuniary Interests

- 14(1) Subject to sub-paragraph (2) where you have a Disclosable Pecuniary Interest in any business of your authority and you attend a meeting of your authority at which the business is considered you must disclose to that meeting the existence and nature of that interest at the commencement of that consideration or when the interest becomes apparent.
- 14(2) Where you have a Disclosable Pecuniary Interest in any business of your authority you need only disclose to the meeting the existence and nature of the interest if the interest is not already registered on your register of member's interests
- 14(3) If the Disclosable Pecuniary Interest is not already on your register of member's interests or the subject of a pending notification to the monitoring officer and is disclosed to the meeting you must notify the monitoring officer of the interest within 28 days of disclosure to the meeting.

Effect of Disclosable Pecuniary Interests on participation

- 15(1) Where you have a Disclosable Pecuniary Interest in any business of your authority:
- (a) you must not participate or participate further in any discussions of the matter at a meeting; or
 - (b) participate in any vote or further vote taken on the matter at the meeting; and
 - (c) must withdraw from the room or chamber where the meeting considering the matter is being held
- unless you have received a dispensation from the authority.
- 15(2) You may participate in any business of your authority that relates to the functions of your authority in respect of:
- a) housing, where you are a tenant of your authority provided that those functions do not relate particularly to your tenancy or lease;
 - b) school meals or school transport and travelling expenses, where you are a parent or guardian of a child in full time education or are a parent governor of a school, unless it relates particularly to the school which the child attends;
 - c) statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992, where you are in receipt of, or are entitled to the receipt of, such pay;
 - d) an allowance, payment or indemnity given to members;
 - e) any ceremonial honour given to members; and
 - f) setting council tax or a precept under the Local Government Finance Act 1992.”

Part 4

Registration of Members' Interests

Registration of members' interests

- 16(1) Subject to paragraph 17, you must, within 28 days of—
- (a) this Code being adopted by or applied to your authority; or
 - (b) your election or appointment to office (where that is later),
- register in your authority's register of members' interests (maintained under section 29 of the Localism Act 2011) details of (i) your personal interests

where they fall within a category mentioned in paragraph 8(1)(a) and (ii) your disclosable pecuniary interests where they fall within a category mentioned in paragraph 13, by providing written notification to your authority's monitoring officer.

- 16(2) Subject to paragraph 17, you must, within 28 days of becoming aware of any new personal interest or Disclosable Pecuniary Interest or change to any personal interest or Disclosable Pecuniary Interest registered under paragraph (1), register details of that new personal interest or Disclosable Pecuniary Interest or change by providing written notification to your authority's monitoring officer.
- 16(3) You must within 28 days (beginning with the date of the disclosure at the meeting) provide written notification to your authority's monitoring officer of any Disclosable Pecuniary Interests disclosed at a meeting which is not already on the register or the subject of a pending notification.
- 16(4) Any interests notified to the authority's monitoring officer will be included on the register of member's interests.
- 16(5) A copy of the register of member's interests will be available for public inspection and will be published on the authority's website.

Sensitive information

- 17(1) Where you consider that the information relating to any of your interests is sensitive information, and your authority's monitoring officer agrees, you need not include that information when registering that interest, or, as the case may be, a change to that interest under paragraph 16.
- 17(2) You must, within 28 days of becoming aware of any change of circumstances which means that information excluded under paragraph (1) is no longer sensitive information, notify your authority's monitoring officer asking that the information be included in your authority's register of members' interests.
- 17(3) In this Code, 'sensitive information' means information whose availability for inspection by the public could lead to you or a person connected with you being subject to violence or intimidation.
- 17(4) The published register may state you have a personal or disclosable pecuniary interest details of which have been withheld under section 32(2) of the Localism Act 2011.

Part 5

THE GENERAL PRINCIPLES OF PUBLIC LIFE

The general principles governing your conduct under section 28(1) of the Localism Act 2011 are set out below:

Selflessness

- 1 Members should serve only the public interest and should never improperly confer an advantage or disadvantage on any person.

Integrity

- 2 Members should not place themselves in situations where their integrity may be questioned, should not behave improperly and should on all occasions avoid the appearance of such behaviour.

Objectivity

- 3 Members should make decisions on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits.

Accountability

- 4 Members should be accountable to the public for their actions and the manner in which they carry out their responsibilities, and should co-operate fully and honestly with any scrutiny appropriate to their particular office.

Openness

- 5 Members should be as open as possible about their actions and those of their authority, and should be prepared to give reasons for those actions.

Honesty

- 6 Members should not place themselves in situations where their honesty may be questioned, should not behave dishonestly and should on all occasions avoid the appearance of such behaviour.

Leadership

- 7 Members should promote and support these principles by leadership, and by example, and should act in a way that secures or preserves public confidence.

Part 6

The categories of Disclosable Pecuniary Interests under The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

A 'disclosable pecuniary interest' is an interest of yourself or your partner (which means spouse or civil partner, a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners) within the following descriptions:

Interest	description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	<p>Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.</p>
Contracts	<p>Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority—</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
Land	Any beneficial interest in land which is within the area of the relevant authority.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	<p>Any tenancy where (to M's knowledge)—</p> <p>(a) the landlord is the relevant authority; and</p> <p>(b) the tenant is a body in which the relevant person has a beneficial interest.</p>
Securities	<p>Any beneficial interest in securities of a body where—</p> <p>(a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority; and</p> <p>(b) either—</p> <p>(i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of</p>

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more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

These descriptions on interests are subject to the following definitions:

“the Act” means the Localism Act 2011;

“body” in which the relevant person has a beneficial interest” means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest;

“director” includes a member of the committee of management of an industrial and provident society;

“land” excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income;

“M” means a member of a relevant authority;

“member” includes a co-opted member;

“relevant authority” means the authority of which M is a member;

“relevant period” means the period of 12 months ending with the day on which M gives a notification for the purposes of section 30(1) or section 31(7), as the case may be, of the Act;

“relevant person” means M or any other person referred to in section 30(3)(b) of the Act;

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

EXPLANATORY NOTE

(This note is not part of the Code)

The code of members’ conduct sets out the conduct that is expected of members and co-opted members of the authority.

Paragraph 1 of the Code provides that the Code applies to any member of the authority and that it is the personal responsibility of each member to comply with the Code.

Paragraph 2 of the Code provides that the Code applies whenever a member is acting in his or her official capacity. Additionally, where a member is acting as a representative of his or her authority, he or she must continue to observe the authority’s code, unless he or she is subject to another relevant authority’s code, or unless (in relation to any other body) it conflicts with any other legal obligations. There are also criminal offences in relation to the disclosure of pecuniary interests which are outlined in paragraph 2.

Paragraph 3 of the Code provides that members must treat others with respect and not do anything which may cause their authority to breach equality legislation, or which compromises the impartiality of those who work for the authority or bully anyone or intimidate persons involved in code of conduct cases.

Paragraph 4 of the Code provides that members must not without consent disclose confidential information they have acquired and must not prevent others from gaining access to information to which they are entitled.

Paragraph 5 of the Code provides that a member must not conduct himself or herself in a manner which could bring his or her authority into disrepute.

Paragraph 6 of the Code provides that a member must not use his or her position improperly to gain an advantage or confer a disadvantage and that when using or authorising the use of the authority's resources, he or she must act in accordance with the authority's reasonable requirements, must not permit those resources to be used for political purposes and must have regard to the Local Authority Code of Publicity.

Paragraph 7 of the Code provides that a member must have regard to advice given by the chief finance officer and monitoring officer and must give reasons for decisions made.

Paragraph 8 of the Code provides a list of matters which constitute a personal interest.

Paragraph 9 of the Code provides that generally a member with a personal interest in any business of his or her authority must disclose that interest at any meeting at which the business is considered.

Paragraph 10 of the Code provides that generally a member with a personal interest also has a prejudicial interest if the interest could be regarded by a member of the public as so significant that it is likely to prejudice his or her judgement of the public interest. The paragraph provides that in specified circumstances a member may regard himself as not having a prejudicial interest.

Paragraph 11 does not apply to your authority.

Paragraph 12 of the Code provides that a member with a prejudicial interest must, unless, for example, he or she is making representations and members of the public are also allowed to make representations on that matter, or he or she has obtained a dispensation, withdraw from any meetings at which the business is being considered, and must not improperly influence decisions in relation to the business.

Paragraph 13 of the Code provides details of matters which constitute a disclosable pecuniary interest. Further definition is provided in Part 6 of this Code.

Paragraph 14 of the Code provides that generally a member with a disclosable pecuniary interest in any business of his or her authority must disclose that interest at

any meeting at which the business is considered. Exceptions apply where the interest is already registered.

Paragraph 15 of the Code provides that a member with a disclosable pecuniary interest must not participate in any discussion or participate in any vote on the matter and must withdraw from the meeting considering the matter.

Paragraph 16 of the Code provides that a member must notify the monitoring officer of his or her personal interests and disclosable pecuniary interests and any change to those interests must also be notified. Separate notification is required to the monitoring officer where a disclosable pecuniary interest is disclosed at a meeting which is not already on the register or subject to a pending notification.

Paragraph 17 of the Code provides that a member may notify the monitoring officer of any sensitive information the availability of which to the public could lead to the member or a person connected with the member being subject to violence or intimidation.

* means the member should consult the Clerk before taking a decision on whether or not to disclose confidential information.

APPENDIX 5**PARISH COUNCIL REPRESENTATIVES 2018/2019**

Community Care Association	Mr J Dixon
Horsham Association of Local Councils	Cllr Kipp Cllr Queded
Nutbourne Recreation Ground Trustees	Parish Office
Pulborough Community Partnership	Cllr Queded Cllr Tilbrook Cllr Kipp Cllr J Wallace Cllr Court
Sports & Social Club	Cllr Henly Cllr Court
Sussex Association of Local Councils (SALC)	Cllr Tilbrook Cllr Queded
West Sussex Association of Local Councils	Cllr Queded 1 x vacancy
Parish Council Appointed Village Hall Trustees	Cllr Queded Mr L Ellis Mr D Jolliffe Cllr Henly Cllr Wallace
Traders Group	Cllr Kipp
Parent/Teacher Association (PTA)	Cllr Kay
Youth Club	Cllr Henly/ Clerk
Fairtrade Group	Cllr Tilbrook
Pulborough Society	Cllr Kay
Village Market	2 Councillors to attend + N/hood Wardens (if able)
APCAG	Cllr Hare
Neighbourhood Warden Steering Group	Cllr Henly Cllr J Esdaile Clerk
Stane St Public Art Panel	Mrs A Clarke Cllr J Esdaile

APPENDIX 6

PULBOROUGH PARISH COUNCIL MEETINGS 2019

All meetings are open to the public and start at 7.30pm unless otherwise notified.

All Committee meetings are held at the Sports Pavilion; Full Council Meetings are at the Village Hall.

JANUARY 2019

- 3 Planning & Services Committee
- 10 Recreation & Open Spaces Committee
- 17 Planning & Services Committee followed by Full Council
- 24 Finance & Policy Committee

JULY 2019

- 4 Planning & Services Committee
- 11 **Recreation & Open Spaces Committee**
- 18 Planning & Services Committee followed by Full Council
- 25 Finance & Policy Committee

FEBRUARY 2019

- 7 Planning & Services Committee
- 14 Recreation & Open Spaces Committee
- 21 Planning & Services Committee followed by Full Council
- 28 Finance & Policy Committee

AUGUST 2019

- 8 Planning & Services Committee

MARCH 2019

- 7 Planning & Services Committee
- 14 Recreation & Open Spaces Committee
- 21 Planning & Services Committee followed by Full Council
- 28 Finance & Policy Committee

SEPTEMBER 2019

- 5 Planning & Services Committee
- 12 Recreation & Open Spaces Committee
- 19 Planning & Services Committee followed by Full Council
- 26 Finance & Policy Committee

APRIL 2018

- 4 Planning & Services Committee
- 11 Recreation & Open Spaces Committee
- 18 Planning & Services Committee followed by Full Council
- 25 Finance & Policy Committee

OCTOBER 2019

- 3 Planning & Services Committee
- 10 Recreation & Open Spaces Committee
- 17 Planning & Services Committee followed by Full Council
- 24 Finance & Policy Committee

MAY 2019

- 2 Planning & Services Committee
- 9 Annual Parish Meeting
- 16 Planning & Services Committee followed by Annual Meeting of the Council
- 23 Recreation & Open Spaces Committee

NOVEMBER 2019

- 7 Planning & Services Committee
- 14 Finance & Policy Committee
- 21 Recreation & Open Spaces Committee
- 28 Planning & Services Committee followed by Full Council

JUNE 2019

- 6 Planning & Services Committee
- 13 Recreation & Open Spaces Committee
- 20 Planning & Services Committee followed by Full Council
- 27 Finance & Policy Committee

DECEMBER 2019

- 5 Planning & Services Committee

NB Some meetings of the Finance & Policy Committee will not be required

APPENDIX 7

CORRESPONDENCE

If correspondence is not attached (marked as Copied to Council) it is available to view at the Parish Office (or can be forwarded via email)

WSCC

- County News Horsham District, April 2018 (Copied to Council).
- Safer West Sussex Partnership Survey 2018. (Previously sent to all Cllrs).

HDC

Invitation to Parish Council training on 06.06.18 at HDC. (Previously sent to all Cllrs).

Sussex Police & Crime Commissioner

Newsletter - 13.04.18 regarding two announcements of 'The Serious Violence Strategy' & extra funding for police officers to fight illegal online activity at a community level.

In the Know Alerts

- Weekly Bulletins - 13.04.18 & 27.04.18.
- Fraudulent Cryptocurrency Investments & Fake Endorsements.
- Invitation to complete the 2018 National Rural Crime Survey.

SSALC

- Chief Executive's Bulletins April 2018 x 2, including relevant NALC information. (Copied to Council).
- Action for Deafness article. (Copied to Council).

Velo South

Information from the Velo South Route Team organisers. (Copied to Council).

PAGNE

Update including information on the Noise Group Metric discussion paper.

SDNPA

Invitation to book a place on the Autumn Parish Workshops.

Horsham District Older Peoples Forum

A reminder of the next forum public meeting on 30.05.18 - 10.30am - 1.00pm at the Billingshurst Community Centre.

Horsham Matters

Notification of appointment of a new General Manager.

LAT

Confidential Minutes of meetings - 18.04.18.

HALC

Minutes of the annual meeting on 18.04.18, which includes a discussion regarding the Velo South cycle ride. (Copied to Council).

Residents/Public

- Notification of a Dementia Awareness session. (Copied to Council).
- News Witness Appeals regarding bogus callers.
- Request for information about applying for S106 funds from St. Mary's school. (Copied to Council).

Newsletters/Publications

- The Pulborough Society April 18 newsletter.
- Gatwick Obviously Not.org e-newsletter no. 89.
- Clerks & Councils Direct - May 18.