

WOODBURY PARISH COUNCIL

9th January 2018

Dear Councillor

You are required to attend a meeting of Woodbury Parish Council to be held at 7.30pm , on **Monday 15th January 2018** in the Church Rooms, Woodbury. The business to be transacted at the Meeting is set out below. Members of the public are welcome to attend this meeting.



A J Le Riche,
Joint Clerk

AGENDA

	Public session
1	MINUTES: To receive and confirm as a correct record, the Minutes of the meeting held on 11 th December 2017
2	APOLOGIES FOR ABSENCE: To receive any apologies for absence.
3	DECLARATIONS OF INTEREST: To receive any declarations of interest in any part of these proceedings, including the District Councillors declaration.
4	CASUAL VACANCIES: to consider any expressions of interest.
5	ACCOUNTS & FINANCES: a. Payments: To consider the schedule of payments attached b. DRAFT BUDGET 2018/19 AND THE PRECEPT. - To consider the draft budget for 2018/19 and to set the Precept for the year. – TO FOLLOW
6	CHAIRMAN'S REPORT: To receive a report by the Chairman.
7	PLANNING: Applications for consideration at this meeting EXTON 17/2614/FUL Construction of replacement dwelling at Greenslades, River Front Exton WOODBURY 17/2914/FUL , Single storey extension to front of property at 22 Brent Close Woodbury 17/3022/MOUT Outline application seeking approval of access for construction of up to 3251 sqm (35,000 sq ft) of B2 (general industrial) floor space with access, parking and associated infrastructure (details of appearance, landscaping, scale and layout reserved for future consideration) at Blackhill Quarry, Woodbury WOODBURY SALTERTON 17/2650/AGR Agricultural storage building on Land Off Honey Lane, Greendale Business Park, Woodbury Salterton – Amended documents 17/2877/FUL & 17/2878/LBC Demolition of building and erection of store and office at Higher Greendale Farmhouse, Woodbury Salterton 17/2898/FUL Proposed compound for vehicle parking (B8 Use), temporary

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	<p>building for welfare facilities for drivers and installation of pallisade fencing at Compound 61A Greendale Business Park, Woodbury Salterton</p> <p>17/2925/FUL Construction of front and rear facing dormer windows, porch to front elevation, installation of external cladding and change of roofing material from tile to slate at Deepdale, Toby Lane, Woodbury Salterton.</p>
8	TO RECEIVE THE POLICE REPORT
9	TO RECEIVE REPORTS FROM COUNTY COUNCILLORS
10	TO RECEIVE REPORTS FROM DISTRICT COUNCILLORS
11	NEIGHBOURHOOD PLAN - To receive a verbal update from Cllr John Pyne
12	ED VILLAGES PLAN To consider a response to the latest consultation.
13	PARISHES TOGETHER FUND A joint application was made for funding for three defibrillators for the Parish. This has been successful. The total cost for this Parish is £4,855 and the Parishes Together funding will meet £2,899.50 of this. The Parish Council is requested to approve this and agree to meet the balance of the cost of £1,955.50.
14	SCOUT HUT The Scouts wish to replace the Scout Hut with a steel container as a means of reducing the amount of vandalism that has been suffered. Details are attached.
15	COMMUNITY ASSET NOMINATION EDDC have received a nomination for the Diggers Rest, Woodbury Salterton. The Council is requested to consider this.
16	WOODBURY COMMUNITY SPEEDWATCH. To consider supporting this by providing Hi-Viz vests for volunteers at a cost of up to £50.00
17	ANNUAL REVIEWS The SSP Committee recommend adopting the following: Standing Orders, Internal Controls and Clerk's package - attached.
18	ROYAL GARDEN PARTY Her Majesty will be hosting a Royal Garden Party on 5 th June 2018. The Parish Council is invited to nominate a member and guest to attend.
19	Wood Fired Pizza Trailer To consider a request to park a wood fired pizza oven on the car park or land opposite the Church.
20	COUNCILLORS' QUESTIONS: To allow topics & questions. <i>Please note, no decisions may be made under this item, but matters may be discussed which involve no more than an exchange of information.</i>

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MINUTES OF A MEETING HELD at 7.30pm on 11th December 2017 IN THE CHURCH ROOMS, WOODBURY

Present: Cllrs, D Atkins, R Bartlett, Mrs C Bennett P Bricknell, , J Burgess Mrs M Edwards, B Jones, G Jung, Mrs C McGauley (Chairman), G Murrin & J Pyne

Apologies: Cllr, Cty Cllrs Scott & Trail, District Cllrs Ingham & Longhurst & Mr T Bennett (Tree Warden)

Public session

The applicant spoke about plan no 17/2705 which was intended to cope with his growing family.

17/134 MINUTES

RESOLVED: 1 that subject to an addition to Min 17/130 to say "Cllr Bartlett said that he was happy to assist but should not take the lead as he would not be in office by November 2018" the minutes of the meeting held on 13th November 2017 be confirmed as a correct record and signed by the Chairman.

2 that the minutes of the meeting held on 27th November 2017 be confirmed as a correct record and signed by the Chairman.

17/135 DECLARATIONS OF INTEREST:

There were no declarations at this point in the meeting.

It was formally noted that the participation of Cllr Jung who is also a Member of EDDC in both the debates and subsequent votes was on the basis that the views expressed were his preliminary views taking account of the information that was available to the Parish Council. He reserved his final views on the applications until he was in full possession of all the relevant arguments, both for and against them.

17/136 CASUAL VACANCIES

No interest had been received.

17/137 PAYMENTS:

RESOLVED: that the following payments be approved:

01/11/17	DD	EDDC rates for car park	£109.00	£0.00
01/11/17	DD	EDDC rates for toilets	£115.00	£0.00
07/11/17	SO	C Lear Office Rent	£400.00	£0.00
08/11/17	DD	E ON Office electricity	£52.61	£2.51
27/11/17	DD	Telesis - Office phone & broadband	£30.66	£5.11
28/11/17	DD	E ON - Office electricity	£59.43	£2.83
06/12/17	2079	Cllr Murrin re repairs to Exton Play Area	£100.00	£0.00
06/12/17	2080	Cllr Bricknell new shed base	£64.44	£10.74
06/12/17	2081	Bagwells - works to toilets & car park	£206.10	£34.35
06/12/17	2082	Miller Signs - bench plaque	£96.00	£16.00
06/12/17	2083	The Poppy Appeal - Wreathes	£25.00	£0.00
06/12/17	2084	Mr A J Le Riche	£917.52	£24.89
06/12/17	2085	Mrs L Kendall	£148.39	£0.00
06/12/17	2086	HMRC National Insurance & TAX	£272.66	£0.00
06/12/17	2087	Churchlands Trust - grant	£112.00	0

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06/12/17	2088	Havills - Grant to Exton Village hall	£474.99	£79.17	£395.82
06/12/17	2089	Woodbury Local History Society - grant	£250.00	0	
06/12/17	2090	WS Village Hall - grant	£834.00	0	
06/12/17	2091	Exmouth Ring and Ride - grant	£415.53	0	
06/12/17	2092	Gulliford Joint Committee - contribution	£200.00	0	
06/12/17	2093	East Devon CAB - grant	£200.00	0	
06/12/17	2094	M Lynch contract works	£1,602.00	£267.00	
15/12/17	DD	SWW - WS Allotments	£54.23	£0.00	£54.23
	DD	SWW - Village Green, Exton	£11.16	£0.00	£11.16
	DD	SWW - Parish Office	£20.40	£1.76	£18.64
	DD	SWW - Flower St. toilets	£354.96	£24.05	£330.91
			7,126.08	£468.41	£1,727.99
RECEIPTS					
9/11/17	bacs	Interest	£0.062	0	

17/138 FINANCIAL SUMMARY

The Council received and noted the following financial summary

Opening Balance	25,328.99
Receipts	119,578.67
Total funds	144,907.66
less, Payments	77,226.70
Net funds	67,680.96
add, Unpresented cheques	£131.00
Less, receipts not on statement	0.00
Balance at bank	67,811.96
Met by:	
30 day account	14,660.17
Treasurers account	<u>53,151.79</u>
Total	67,811.96

17/139 BUDGET MONITORING REPORT

The Council received and noted a budget monitoring report for November 2017.

17/140 CHAIRMAN'S REPORT

The Chairman had met Cty Cllr Scott to look at parking at school drop-off time. It was clear that the School Travel Plan was not being followed. Cllr Scott had suggested that a group of interested parties could meet to discuss options.

Cllr Jung suggested that a similar process could be set up at Woodbury Salterton.

17/141 PLANNING APPLICATIONS EXTON

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17/2788/FUL Construction of single storey side extension at Westhaven, River Front, Exton - SUPPORT

17/2803/FUL Raising of ridge height, construction of front facing dormer windows, first floor front extension and installation of side facing window at second floor level at 2 Parkfield Cottages, Pink House Corner - SUPPORT

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17/2366/LBC Re-instatement following fire damage including: reconstruction of roof following the Dorset model including rethatching in water reed, re-slating rear two storey extension, repair/replacement of windows and replacement of staircase at Woodmanton Cottage, Woodmanton, Woodbury. - SUPPORT

17/2705/FUL Construction of two storey side extension including front and rear dormer windows at Swallow Field, Stokes Mead, Woodbury – SUPPORT with 1 abstention and 1 against.

17/142 POLICE REPORT

There was no Police report.

17/143 REPORTS FROM COUNTY COUNCILLORS

Cllr Scott and Cllr Atkins had met to discuss hedges and verges. Cllr Scott would supply more information about this.

17/144 DISTRICT COUNCILLORS' REPORTS

Cllr Jung was pleased with the Inspector's reports about Greendale. Inclusion of the area at Town Lane was not supported by the Inspector.

17/145 SSP COMMITTEE MINUTES

The Council received and adopted the minutes of the SSP Committee meeting held on 20th November 2017.

The Clerk had reported that the Draft budget, Risk management Schedule, Internal Controls and Clerk's package review will be reported to the next Council meeting.

17/146 ALLOTMENTS COMMITTEE

The Council received and adopted the minutes of the Allotments Committee held on 27th November 2017.

17/147 NEIGHBOURHOOD PLAN

Cllr Pyne had attended a meeting at EDDC when Officers had given an overview of changes to the NP process. More money would be available from Government for funding for new and revised Neighbourhood Plans.

17/148 TRAFFIC SPEED ON TOWN LANE

The Council considered a request for community speedwatch signs on Town Lane and for the Vehicle Activated Signs to go on The Broadway / B3179 near to its junction with Town Lane.

The Police were going to take this forward but there was no staff or equipment available.

Cllr Pyne would be talking to the School PTA about this.

The Chairman asked for progress to be made.

17/149 20MPH SPEED LIMITS

Cllr Jung reported that a Government White Paper was expected in the New Year.

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17/150 SCOUT HUT, WOODBURY COMMUNITY PLAYING FIELD

The Council considered a request by the Scouts, via WCPFA, for the erection of a steel container to replace the existing Scout Hut.

RESOLVED: that the proposal be accepted, in principle but that the Scouts be requested to supply more details about the proposed container, the derelict shed on site and the need for planning permission.

17/151 CRANBROOK DEVELOPMENT PLAN

EDDC were holding a consultation on this Plan.

The Council made no particular comment

17/152 INVITATION TO JOIN CPRE

The Parish Council received an invitation to join the Campaign to Protect Rural England but decided to take no action.

17/153 THE LAST STRAW CAMPAIGN

The Parish Council had been invited to support the Last Straw campaign aimed at stopping the use of plastic straws in view of the damage being caused to the environment locally and world-wide. Woodbury Salterton Primary School had joined the campaign.

RESOLVED: that the campaign be supported and promoted in the Woodbury News,

17/154 COUNCILLORS' QUESTIONS

Cllr Bricknell reported that one of the 5-a-side goals would be moved to Woodbury Salterton and the other would be disposed of to the highest bidder. The Clerk had circulated other Parish Councils across the District. This was supported.

Cllr Mrs Bennett reported that there was some unseemly graffiti on the wall at Fulford Way. She would report this to EDDC StreetScene.

Cllr Bartlett reported that the Airport had decided to take control of arrival and departure flight paths to avoid areas such as Woodbury.

The meeting closed at 9.25pm when seasonal refreshments were available.

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Finance -
payments

			Gross	VAT	Net
27/12/2017	DD	Telesis - office phone & broadband	£30.56	£5.09	£25.47
01/01/18	DD	EDDC rates for car park	£109.00	£0.00	£109.00
01/01/18	DD	EDDC rates for toilets	£115.00	£0.00	£115.00
04/01/18	SO	C Lear Office Rent	£400.00	£0.00	£400.00
10/01/18	DD	Eon - Office electricity	£135.11	£6.43	£128.68
10/01/18	2095	D G Atkins - hedge cutting	£108.00	£18.00	£90.00
10/01/18	2096	Church Rooms Trus - room hire	£96.00	£0.00	£96.00
10/01/18	2097	E Derrick - allotment rent refund	£10.00	£0.00	£10.00
10/01/18	2098	NP & Harpford PC - Defibrillator top up costs	£1,955.00	£0.00	£1,955.00
10/01/18	2099	EDF - electricitiy The Green, Woodbury	£18.40	£0.88	£17.52
10/01/18	2099	EDF - electricitiy Play Area, Exton	£36.41	£1.73	£34.68
10/01/18	2100	Dartmoor Tree Surgeons - works at W allotments	£204.00	£34.00	£170.00
10/01/18	2101	M Lynch - Works at The Community orchard	£198.00	£33.00	£165.00
10/01/18	2102	Alexander Rose Ltd - Bench for Woodbury Green	£400.80	£66.80	£334.00
10/01/18	2103	T I Glanville - instal new bench	£217.48	£0.00	£217.48
10/01/18	2104	Y D Scanning - grant to History Society	£258.00	£43.00	£215.00
10/01/18	2105	Bagwells - works to Toilets	£204.90	£34.15	£170.75
10/01/18	2106	CDE - W Allotment rent	£375.00	£0.00	£375.00
10/01/18	2106	CDE - Town Lane 1 rent	£395.00	£0.00	£395.00
10/01/18	2106	CDE - Town Lane 2 rent	£55.00	£0.00	£55.00
10/01/18	2107	Acoustiblock UK Ltd - grant to WCPFA	£2,508.26	£418.04	£2,090.22
10/01/18	2108	A J L E Riche salary December	£548.82	0	£548.82
10/01/18	2109	HMRC – Tax / NI December 2017	£136.09	0	£136.09
			£8,514.83	£661.12	£7,853.71

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1st Draft budget 2018 - 19

2018 - 19

	2017 - 18	Group total	to 31/12/17	at 31/3/18	2018 - 19
1.00 CHAIRMAN'S ALLOWANCE	150.00	150.00	80.00	142.00	150.00
2.00 GENERAL ADMINISTRATION					
General Insurance	884.00		882.00	882.00	900.00
Stationery	200.00		58.00	200.00	200.00
Audit & Payroll	550.00		710.00	710.00	600.00
Electricity*	250.00		139.00	160.00	180.00
Training/Conferences	500.00		25.00	25.00	500.00
Election fees	0.00		0.00	0.00	0.00
Postage	50.00		33.60	50.00	50.00
AGMs etc	0.00		12.50	12.50	25.00
Water - Exton	50.00		36.00	50.00	50.00
Website	250.00		165.00	165.00	250.00
Poppy wreathes	60.00		35.00	35.00	35.00
Miscellaneous inc hospitality	100.00		50.00	100.00	100.00
Legal fees	0.00		0.00	200.00	0.00
Room Hire * from general rents etc	200.00		325.00	400.00	400.00
Mileage * (from salaries)	150.00		117.59	150.00	150.00
	3,244.00	3,244.00	2,588.69	3,139.50	3,440.00
2A OFFICE					
Rent	4,920.00		4,000.00	4,920.00	5,280.00
Rates	0.00		0.00	0.00	0.00
Electricity	700.00		614.00	800.00	850.00
Landline/Broadband	400.00		265.00	375.00	400.00
Water rates	100.00		65.00	100.00	100.00
Photocopier/printer charges	250.00		0.00	250.00	250.00
Sundry office supplies	50.00		0.00	50.00	50.00
	6,420.00	6,420.00	4,944.00	6,495.00	6,930.00
3.00 SALARIES & ALLOWANCES					
Clerk's salary	13,100.00		8,855.11	12,000.00	14,000.00
Employer's NI	10.00		10.00	50.00	10.00
Pension (Clerk @5%)	50.00		0.00	0.00	250.00
Pension deficit payment - Peninsula *	11,600.00		15,090.00	15,090.00	15,090.00
	24,760.00	24,760.00	23,955.11	27,140.00	29,350.00
4.00 NEIGHBOURHOOD PLAN					
Room rental	100.00			100.00	100.00
Fees / other costs	500.00			900.00	900.00
	600.00	600.00	0.00	1,000.00	1,000.00
5.00 PLAY AREAS					
Play area inspections	300.00		375.00	375.00	375.00
Maintenance & repair of equipment	3,000.00		193.24	1,000.00	3,000.00
	3,300.00	3,300.00	568.24	1,375.00	3,375.00
6.00 ENVIRONMENTAL COSTS					
Grass Cutting - amenity areas	7,000.00		6,258.39	8,000.00	8,500.00
Tree & hedges	2,830.00		90.00	100.00	2,000.00
Christmas lights	400.00		0.00	400.00	400.00
Purchase of new litter/dog bins	0.00		0.00	0.00	0.00
Emptying of dog bins by EDDC	560.00		560.00	560.00	600.00

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Handyman costs	2,500.00		0.00	0.00	0.00
Tubs on Arch			118.19	118.19	120.00
	13,290.00	13,290.00	6,990.58	9,178.19	11,620.00
7.00	<u>TOILETS & CAR PARK</u>				
Rates (Car Park)	1,100.00		979.56	1,100.00	1,250.00
Rates (Toilets)	1,200.00		1,038.35	1,160.00	1,300.00
Electricity	150.00		121.00	150.00	150.00
Water	300.00		485.78	600.00	500.00
Cleaning & consumables	6,000.00		5,713.86	5,800.00	6,000.00
Servicing wall units & sanitaryware	150.00		333.14	333.14	250.00
Essential repairs & general maint.	1,000.00		892.78	1,000.00	1,000.00
Electric testing	150.00		0.00	150.00	150.00
Car park resurfacing fund	500.00		0.00	1,000.00	1,000.00
	1,650.00	1,650.00	892.87	11,293.14	11,600.00
9.00	<u>GENERAL RENTS, RATES & SUBS</u>				
Cricket Field incl Comm Orchard	790.00		955.00	1,010.00	1,010.00
DALC	560.00		560.00	560.00	600.00
SLCC	0.00		0.00	65.00	125.00
ALRUG	5.00		0.00	5.00	5.00
Exe Estuary Partnership	100.00		100.00	100.00	100.00
SW Councils membership (HR)	395.00		395.00	395.00	400.00
Hire of halls * moved to admin					
	1,850.00		2,010.00	2,135.00	2,240.00
less income	-1,290.00		-1,020.00	-1,290.00	-1,290.00
	560.00	560.00	990.00	845.00	950.00
10.00	<u>ALLOTMENTS</u>				
a	<u>Woodbury</u>				
Site Rental	375.00				
Water rates	150.00			150.00	
Maintenance/contingencies	300.00			300.00	
Deposit return	0.00			0.00	
	825.00		647.21		
Less Rents * any surplus c/f	-825.00				
	0.00	0.00	0.00	0.00	0.00
b	<u>Woodbury Salterton</u>				
Water rates	150.00			150.00	
Maintenance/contingencies	300.00			300.00	
New communal shed & base	0.00			0.00	
	450.00		99.13		
Less less rents	-450.00				
any surplus c/f	0.00	0.00	0.00	0.00	0.00
11.00	<u>GENERAL GRANTS TO OUTSIDE BODIES</u>				
Ring & Ride	400.00		415.53	400.00	425.00
CAB	200.00		200.00	200.00	200.00
TOTAL	600.00	600.00	615.53	600.00	625.00
13.00	<u>P3 SCHEME</u>				
Works	1,000.00		952.04		
Less: DCC grant	-1,000.00			-1,000.00	
	0.00	0.00	952.04	0.00	0.00
14.00	<u>Contingencies</u>				
	700.00	700.00	2,636.62		700.00
	<u>PC INTERNAL GRANTS/SCHEMES</u>				
15.00	<u>Gulliford Joint Committee</u>				
	200.00		200.00	200.00	200.00

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17.00	Community Grant Scheme	2,000.00		1,827.82	2,000.00	2,000.00
18.00	Coombe Solar Farm fund *	7,278.00		4,236.72	7,278.00	7,278.00
		9,478.00			9,478.00	9,478.00
	less income	-7,278.00			-7278	-7,278.00
		2,200.00	2,200.00	6,264.54	2,200.00	2,200.00
	Flood Resilience	4,750.00	4,750.00	3,839.95	4,750.00	0.00
	Exton Play Area	13,345.00	13,345.00	18,120.00	18,120.00	0.00
	Car park Resurfacing fund					1,000.00
	Cont for The Arch			0.00		5,000.00
	Cont for Gulliford cemetery					10,000.00
	Total net spend		75,569.00	74,184.51	86,277.83	87,240.00

SUMMARY:

	2017-18	2018-19
Opening balance	25,328.00	49,284.17
Precept	77,960.00	77,960.00
Other income exc allot & CFSF	32,274.00	1,050.00
Total available funds	135,562.00	128,294.17
less antic spend	86,277.83	87,240.00
Anticipated Balance at 31/3	49,284.17	41,054.17

Earmarked Reserves at 31/3

Car park resurfacing	1,000.00	2000
W Allotments fund	1,035.00	1035
WS Allotments fund.	1,692.00	1692
SF Grant to Woodbury Village hall	2,500.00	2500
Total	6,227.00	7,227.00
Unreserved balances	34,827.17	33,827.17

Precept calculation		
Precept	77,960.00	77,960.00
Tax base	1,395.00	1,413.00
Band D property pays	55.89	55.17

Option to keep payments the same

Precept		78,972.57
Tax base		1,413.00
Band D property pays		55.89

This will maintain balances at the same level as this year

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Hi Tony

My name is Donna Gover, I am Cub Scout Leader for Woodbury.

I contacted Emma Finnegan regarding permission to change the garage that is currently located next to our hut in the playing field.

I am writing to you today to enlighten you as to why we are looking to replace the garage with a steel container.

Unfortunately in the past we have had to replace the roof due to vandalism causing it to leak; but more recently (within the last 12 months) we have been targeted again and subsequently a substantial amount of damage has been caused beyond repair. This includes the garage side structure now having a large unreparable hole which has left the building unsecure and unfortunately letting a substantial amount of rain in causing damage to tables that we using to block the hole.

The front of the garage structure is also compromised; the front right pillar has been removed leaving the door hanging off and the side wall dangerously open to fall toward the hut, potentially causing injury or worse.

The roof as stated earlier has been damaged again letting water in and causing damage to what remains in the garage.

A steel container will eradicate future vandalism to this extent and as we are looking to replace for the same size will not encroach on the field.

We are looking to do this sooner rather than later for 2 reasons. The damage caused is causing irrevsable damage to equipment and as mentioned could cause injury or worse and as WCPF comittee have gained funds to complete the muga and work has started this would coincide well with timings of the works happening.

I look forward to your response and hope I have answered any questions you may have had. If you need any further information please feel free to contact me.

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Standing Orders

(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 becomes the substantive motion upon which further amendment(s) may be moved.

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- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman.
- j Subject to standing order 1(k) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the 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. in exercise of a right of reply.
- p During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;

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- iv. to put the motion to a vote;
- v. to ask a person to be no longer heard or to leave the meeting;
- vi. to refer a motion to a committee or sub-committee for consideration;
- vii. to exclude the public and press;
- viii. to adjourn the meeting; or
- ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory requirements.

s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.

t Excluding motions moved understanding order 1(r) above, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed () 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 excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) above is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

(3) MEETINGS GENERALLY

1.

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.

2.

A meeting shall not exceed a period of 2 hours unless the Chairman with the support of members agrees to extend the time for a meeting to finish.

3.

I. Quorum

- a) One-third of the total membership whichever is greater shall constitute a quorum at meetings of the Council, but where more than one-third of the members are disqualified at the same time the quorum is either three or one-third of the qualified

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members, whichever is the greater, until such time as the membership has been increased to not less than two-thirds of the total.

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

II. Voting

- a) Members shall vote by show of hands, or, if at least 2 members so request, by signed ballot.
- b) If a member so requires, the Clerk shall record the names of the members who voted on any question so as to show whether they voted for or against it. Such a request must be made before the matter is put to the vote.
- c) Voting may also be by secret ballot if the Council or Committee so decides by resolution.
- d) Subject to (2) and (3) below the Chairman may give an original vote on any matter put to the vote, and in the case of an equality of votes may give a casting vote whether or not he/she gave an original vote.
- e) The person presiding must give a casting vote whenever there is an equality of votes in an election for Chairman.
- f) If the person presiding at the Annual Meeting would have ceased to be a member of the Council but for the statutory provision which preserve the membership of the Chairman and Vice-Chairman until the end of their term of office he may not give an original vote in an election for Chairman.

III. Public

- a) 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.
- b) 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 at the Chairman's discretion.
- c) The period of time designated for public participation at a meeting in accordance with standing order 3(e) above shall not exceed 15 minutes unless directed by the chairman of the meeting.

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- d) Subject to standing order 3(f) above, a member of the public shall not speak for more than 3 minutes.
- e) In accordance with standing order 3(e) above, a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- f) 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.
- g) A person who speaks at a meeting shall direct his comments to the chairman of the meeting
- h) 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.
- i) 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.

IV. Chairman

- j) Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if any).
- k) The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.

V. Minutes

- a) The minutes of a meeting shall include an accurate record of the following:
 - b) the time and place of the meeting;
 - c) the names of councillors present and absent;
 - d) interests that have been declared by councillors and non-councillors with voting rights;
 - e) whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - f) if there was a public participation session; and
 - g) the resolutions made.
- l) 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.

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VI. Committees and sub-committees

- a Unless the council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.
- b The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council.
- c Unless the council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.
- d The council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of full council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 1 day before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xii. may dissolve a committee.

(4) ANNUAL MEETING

In an election year, all Councillors shall take a declaration of acceptance of office before the Clerk before the annual meeting takes place. The Clerk will make himself available for this purpose.

- a) In an election year, the annual meeting of the council shall be held on or within 14 days following the day on which the new councillors elected take office.

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- b) In a year which is not an election year, the annual meeting of a council shall be held on such day in May as the council may direct.
- c) The annual meeting of the council shall take place at 7.30pm.
- d) In addition to the annual meeting of the council, Meetings shall be held on the second and fourth Mondays of each month except August and December. In August there will be one meeting to consider planning applications, on a date to be decided by the Council. In December only one meeting shall be held, on the second Monday of the month.
- e) The first business conducted at the annual meeting of the council shall be the election of the Chairman and Vice-Chairman (if any) of the Council.
- f) The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected The Vice-Chairman of the Council, if any, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the council.
- g) In an election year, if the current Chairman of the Council has not been re-elected as a member of the council, he shall preside at the meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equality of votes.
- h) In an election year, if the current Chairman of the Council has been re-elected as a member of the council, he shall preside at the meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and must give a casting vote in the case of an equality of votes.
- i) Following the election of the Chairman of the Council and Vice-Chairman (if any) of the Council at the annual meeting of the council, the business of the annual meeting shall include:
- j) Confirmation of the accuracy of the minutes of the last meeting of the council;
- k) Receipt of the minutes of the last meeting of any committees;
- l) Consideration of the recommendations made by a committee;
- m) Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- n) Review of the terms of reference for committees;
- o) Appointment of members to existing committees
- p) Appointment of any new committees in accordance with standing order 4 above;

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Review and adoption of appropriate standing orders and financial regulations.

Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities;

Review of representation on or work with external bodies and arrangements for reporting back;

(5) EXTRAORDINARY MEETINGS

- a The Chairman of the Council may convene an extraordinary meeting of the council at any time.
- b If the Chairman of the Council does not or refuses to call an extraordinary meeting of the council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the council. The public notice giving the time, place and agenda for such a meeting must be signed by the two councillors.
- c The chairman of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- d If the chairman of a committee [or a sub-committee] does not or refuses to call an extraordinary meeting within 3 days of having been requested by to do so by 2 members of the committee or the sub-committee, any 2 members of the committee and the sub-committee may convene an extraordinary meeting of a committee and a sub-committee. Similar to the Council meeting but a shorter notice period as business may be urgent.

(6) PREVIOUS RESOLUTIONS

- a A resolution shall not be changed within six months except either by a special motion, which requires written notice by at least 2 councillors to be given to the Proper Officer in accordance with standing order 8 below, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 6(a) above has been disposed of, no similar motion may be moved within a further six months.

(7) 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.

(8) MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

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- 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 8 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 8(b) above, correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 8(b) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood, at least 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 Subject to standing order 8(e) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded in a book for that purpose and numbered in the order that they are received.
- h Motions rejected shall be recorded in a book for that purpose with an explanation by the Proper Officer for their rejection.

(9) 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 sensitive information which is prejudicial to the public interest;

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- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory requirements);
- xvi. to adjourn the meeting; or
- xvii. to close a meeting.

(10) HANDLING CONFIDENTIAL OR SENSITIVE INFORMATION

- a The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or sensitive information which for special reasons would not be in the public interest.
- b Councillors and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest.

(11) DRAFT MINUTES

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 9(a)(i) above.
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:
“The chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e Upon 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.

(12) CODE OF CONDUCT AND DISPENSATIONS

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the council.

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- 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 the Proper Officer and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 12(d) and (f) above, dispensations requests shall be considered by the Proper Officer before the meeting or, if this is not possible, at the

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start of the meeting for which the dispensation is required

- h A dispensation may be granted in accordance with standing order 12(e) above if having regard to all relevant circumstances the following applies:
 - i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or
 - ii. granting the dispensation is in the interests of persons living in the council's area or
 - iii. it is otherwise appropriate to grant a dispensation.

(13) CODE OF CONDUCT COMPLAINTS

- a Upon notification by the District 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 10 above, report this to the council.
- b Where the notification in standing order 13(a) above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the council has agreed what action, if any, to take in accordance with standing order 13(d) below].
- c The council may:
 - i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d Upon notification by the District 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.

(14) 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:

at least three clear days before a meeting of the council, a committee and a sub-committee serve on councillors a summons, by email, confirming the time, place and the agenda provided any such email contains the electronic signature and title of the Proper Officer.

- i. give public notice of the time, place and agenda at least three clear days before a meeting of the council or a meeting of a committee or a sub-committee (provided that the public notice with agenda of an extraordinary meeting of the council convened by councillors is

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- signed by them);
- ii. subject to standing order 9 above, include on the agenda all motions in the order received unless a councillor has given written notice at least () days before the meeting confirming his withdrawal of it;
 - iii. convene a meeting of full council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;
 - iv. facilitate inspection of the minute book by local government electors;
 - v. receive and retain copies of byelaws made by other local authorities;
 - vi. retain acceptance of office forms from councillors;
 - vii. retain a copy of every councillor's register of interests;
 - viii. assist with responding to requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the council's policies and procedures relating to the same;
 - ix. receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary;
 - x. manage the organisation, storage of, access to and destruction of information held by the council in paper and electronic form;
 - xi. arrange for legal deeds to be executed;
 - xii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with the council's financial regulations;
 - xiii. refer a planning application received by the council to all members of the Council within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the council
 - xiv. manage access to information about the council via the publication scheme; and
 - xv. retain custody of the seal of the council (if any) which shall not be used without a resolution to that effect.

(15) 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.

(16) ACCOUNTS AND ACCOUNTING STATEMENTS

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- a “Proper practices” in standing orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners’ Guide
- b All payments by the council shall be authorised, approved and paid in accordance with the law, proper practices and the council’s financial regulations.
- c The Responsible Financial Officer shall report to the first Council meeting in each month a statement to summarise:
 - i. the council’s receipts and payments for the year to date;
 - ii. the balances held at the year to date
 - iii. a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the council’s receipts and payments for the year to date and
 - ii. to the full council the accounting statements for the year together with Section 1 of the annual return, as required by proper practices, for consideration and approval.
- e The year- end accounting statements shall be prepared in accordance with proper practices.
- f The accounts shall be prepared on a receipts and payments basis for a year to 31 March.
- g A completed draft annual return shall be presented to the Council before the end of the following month of May. The annual return of the council, which is subject to internal and external audit, including the annual governance statement, shall be presented to council for consideration and formal approval before 30 June.

(17) 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. procurement policies (subject to standing order 17(c) below) including the setting of values for different procedures where a contract has an estimated value of less than £60,000 net of VAT
- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c Financial regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £60,000 net of VAT shall be procured on the basis of a formal tender as summarised in standing order

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17(d) below.

- 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 valued in excess of £60,000 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 manner that is appropriate so that the cost of advertising is not prohibitive and is likely to be successful;
 - 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 or any tender.
- f Where the value of a contract is likely to exceed £138,893 (or other threshold specified by the Office of Government Commerce from time to time) the council must consider whether the Public Contracts Regulations 2006 (SI No. 5, as amended) and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the council must comply with EU procurement rules.

(18) HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of council OR the Staffing, Strategy and Policy (SSP) committee is subject to standing order 10 above.
- b Subject to the council's policy regarding absences from work, the council's most senior member of staff shall notify the chairman of the Council of absence occasioned by illness or other reason
- c The chairman of the SSP committee or in his absence, the vice-chairman shall conduct a review of the performance and annual appraisal of the work of all employee's. The reviews and appraisal shall be reported in writing and is subject to approval by resolution by the committee.
- d Subject to the council's policy regarding the handling of grievance matters, the council's most senior employee (or other employees) shall contact the chairman of the SSP committee or in his absence, the vice-chairman of the SSP committee in respect of an

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- informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the committee
- e Subject to the council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by an employee relates to the chairman or vice-chairman of the SSP committee this shall be communicated to another member of the SSP committee which shall be reported back and progressed by resolution of the SSP committee.
 - f Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.
 - g The council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected and encrypted.
 - h Only persons with line management responsibilities shall have access to staff records referred to in standing orders 18(f) and (g) above if so justified.
 - i Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 18(f) and (g) above shall be provided only to the Clerk and the Chairman of the Council.

(19) REQUESTS FOR INFORMATION

- a Requests for information held by the council shall be handled in accordance with the council's policy in respect of handling requests under the Freedom of Information Act 2000 and the Data Protection Act 1998.
- b Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the chairman of the council. They shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000.

(20) 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.

(21) EXECUTION AND SEALING OF LEGAL DEEDS

- a A legal deed shall not be executed on behalf of the council unless authorised by a resolution.
- b Subject to standing order 21(a) above, the council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.

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(22) COMMUNICATING WITH DISTRICT AND COUNTY COUNCILLORS

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

(23) RESTRICTIONS ON COUNCILLOR ACTIVITIES

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

(24) STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory 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 requirements, shall be proposed by a special motion, the written notice by at least 6 councillors to be given to the Proper Officer in accordance with standing order 8 above. 6 will be a majority. This avoids spurious activity.
- c The Proper Officer shall provide a copy of the council's standing orders to a councillor as soon as possible after he has delivered his acceptance of office form.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

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Review of system of internal controls

The Accounts and Audit Regulations require the Council to review its system of internal controls at least once each year and to publish a statement of assurance with the annual accounts.

Guidance suggests that the review should cover the following.

The scope of internal audit – This includes financial regulations, financial systems, accounting systems, reporting and internal audit. This is considered to be adequate although the Financial Regulations are in need of updating to meet the current needs of the Parish Council.

Independence – The Internal Auditor is fully independent of the Council and is able to report to the Council in his own name.

Competence – The Council is aware of Mr Hinchcliffe’s experience

Relationships – The Clerk must be consulted if the Council wishes for there to be any change or additional emphasis placed on any aspect of Parish Council business. Councillors are aware that they should not approach the Internal Auditor on any matter without the prior consent of the Clerk and the Parish Council.

The Audit process also requires the Council to review other aspects of its activities that lead up to the Internal Audit.

Review of Risk Management	All Members have a copy of the Risk Management plan. It is reviewed annually
Review of Insurances	This is due to be carried out and the extent of cover will be reviewed
Review of Clerk’s Terms and Conditions	All Members have a copy.
Review of Internal Controls	These are set out below.
Receive report of Internal Auditor	The report on last years accounts was received and no comment was made
External Audit	This report was received and no comment was made other than minor matters relating to Internal Audit

Internal controls:

In addition to the Internal Auditor the following controls apply;

1. All payments must be approved by the Council. Payments may be authorised by the Chairman and Vice-Chairman. These will be identified separately in the next Finance report to the Council.
2. The Clerk holds the cheque book but is not a signatory to the account.
3. All cheques must be signed by two Councillors.
4. The voucher for payment is presented at the time that the cheque is requested.
5. A financial summary is presented to the first Council meeting each month, including the bank reconciliation. The relevant bank statement is also available for Members to inspect at this Council meeting.
6. With regard to the Deposit account, all payments into this account shall be from the current account and all withdrawals will be payable to Woodbury Parish Council and paid into the current account.

The Council is RECOMMENDED to note the items as set out above

WOODBURY PARISH COUNCIL

Clerk's employment package, Set up, March 2017. Reviewed November 2017

The Clerks are Tony Le Riche and Mrs Leigh-Anne Kendall

They were both appointed on 1st March 2017

Place of work

The Clerks are based in the Parish Office, Greenside, Greenway, Woodbury

They are also required to work in The Church Rooms, Woodbury

Hours of work

Tony works for 15 hours per week including evening meetings

His current work pattern is Monday – Thursday mornings.

Leigh-Anne works for 10 hours per week including evening meetings and her current work pattern in Monday and Tuesday mornings.

Holidays

Each Clerk receives the equivalent of 28 days holiday including public holidays. The leave year runs from 1st April to 31st March.

Salary

Both Clerks are on the national scale of points 18 – 22.

Leigh-Anne was appointed on point 18 as she has no local government experience.

Tony was appointed on point 21 as he has wide experience

Each Clerk would expect to move to the next increment on 1st April unless the Council has decided otherwise.

The national agreement on salaries includes provision for the scale to be increased by up to four increments for Clerks who achieve increasing levels of qualification.

Sick pay

The employment carries no contractual sick pay. The Clerks are only entitled to statutory sick pay.

Expenses

The Clerks are paid 45p per mile for mileage incurred on Council business.

They are also reimbursed for any other legitimate expenses associated with their employment and their work.

Other work

If the Clerks wish to take on other work, they must seek the approval of the Parish Council. At the time of their appointment, it was known that each Clerk already had other employment.

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