

THE ANNUAL MEETING OF CAMPBELL PARK COMMUNITY COUNCIL

will be held at the

Oldbrook Centre, Oldbrook Boulevard, Oldbrook

**Tuesday 21 May 2024
at 6.30pm**

AGENDA

Members

Cllr L Adura
Cllr B Barton
Cllr O Cole
Cllr V Dixon
Cllr T Fraser
Cllr R Golding
Cllr B Greenwood
Cllr P Halton-Davis

Cllr J Howard
Cllr H Kakei
Cllr K Kavarana
Cllr D Kendrick
Cllr K Kent
Cllr C Odunewu
Cllr D Pafford
Cllr M Petchey

AGENDA

1. **Election of Chair to 20 May, 2025**
2. **Election of Vice Chair to 20 May, 2025**
3. **Signing of the Declaration of Acceptance of Office**
4. **Apologies for Absence**
5. **Members of the Public Present**
6. **To approve the minutes of the meeting of Council held on the 16 April 2024, previously circulated and therefore taken as read.** *Page 9*
7. **To Receive Draft Minutes (including recommendations) from Committees. Any Member questions arising from matters detailed in the Minutes to be raised under the relevant Committee.**
 - a. **Minutes of the Community & Communications Committee** *Page 15*
Chair: Cllr K Kavarana
Council is invited to receive the Minutes with 1 item to ratify (i) and 1 item to note (ii)
 - i. **Draft Minute 127/23 (ii) Grants** *Page 19*
Connection Support (Grant Application 002/24-25/Sect 137)
Committee considered an application from Connection Support for £499.00 towards the recruitment and training of a volunteer befriender to support clients who are suffering from loneliness or mental health issues in the Campbell Park Community Council area. Committee resolved to make a recommendation to Council that the grant be awarded in full.
 - ii. **Draft Minute 129/23 (iii) Community Projects – Programme & Priorities 2023/24**
Community Larder in Springfield
Committee considered and supported the opportunity to phase the opening of the Community Larder in Springfield, starting at the Springfield Centre later this year and then moving over to the Hub once open. Committee agreed that this approach will enable the service to be started slowly, recruit volunteers and gain the learning required to build up the membership once transferred to the Hub early in 2025.
 - b. **Minutes of the Personnel Committee** *Page 29*

Chair: Cllr D Pafford

Council is invited to receive the Minutes

c. Minutes of the Planning, Infrastructure & Transport Committee **Page 31**

Chair: Cllr B Greenwood

Council is invited to receive the Minutes.

8. Climate Emergency Working Group **Page 35**

Council is invited to consider the recommendation of the Climate Emergency Working Group, that it adopt the Climate Action Plan as presented and agree the terms of its review.

9. Review of Council Standing Orders **Page 37**

Council is invited to note that the Finance, Administration & Policy Committee reviewed Standing Orders without any recommended amendments. Council is invited to consider the suggested amendments from the Proper Officer to the following Standing Orders:

- i. 4 d.v.
- ii. 4d. xiii
- iii. 4d. xv
- iv. 4d. xvi
- v. 24a

Council is further invited to note that amendments have been made to reflect the removal of any outstanding references to CPCC as a 'Parish' council, with further amendments made to reflect changes to the staffing establishment and new Committee names.

10. Review of Council Financial Regulations

Council is invited to accept the recommendation of the Finance, Administration & Policy Committee (draft min. 63/23) that the Financial Regulations be adopted with no amendments.

A new model Financial Regulations document was published by NALC in May and will be reviewed at a future meeting of the Finance, Administration & Policy Committee. Any recommendations will be considered by Council at a subsequent meeting.

11. Annual Review of Bank Signatories

Council is invited to review the current bank signatories and agree any necessary changes.

12. Scheme of Delegations

To review the Council's Committee structure, delegation arrangements to Committees, Sub-Committees and Officers and terms of reference for Committees. The following amended Committee terms of reference are recommended for adoption by Council:

i. Estates Committee – Draft Minute 122/23 **Page 65**

Committee reviewed its Terms of Reference prior to the Annual Meeting of Council in May. With changes made to reflect references to the Environment Officer being replaced with Estates Manager, and with points 7,8 & 9 removed, and points 15 & 16 updated, the Committee resolved to recommend the updated Terms of Reference for acceptance at the Annual Meeting of Council.

ii. Climate Emergency Working Group **Page 67**

To note the amended terms of reference in regard to the meeting schedule. The Working Group resolved that future meetings be held in person and that it would be the best solution for all members if they are held on the same evening as Full Council. Frequency of meetings would be on an ad hoc basis as required.

All remaining Committees have recommended that Council re-adopt their terms of reference without amendment.

13. Appointments to Committees / Appointment of Committee Chairs

Council is invited to appoint members to the Committees agreed within the Scheme of Delegations (Standing Order 4dxiv applies) and then appoint a Chair of each Standing Committee (Standing Orders 4dvi)

14. Review and adoption of Current Policies/Protocols

Page 69

Council is invited to note that the following policies have been reviewed by the relevant Committee and is now invited to receive and consider their recommendations:

Community & Communications Committee – Draft Minute 126/23

i. Small Events Policy – Committee resolved to that the policy should be updated in line with MK City Council events policy.

With the Committee Clerk drawing the members attention, in particular, to the proposed new clause “will not cause or permit the promotion or staging of any act involving animals”, Committee concluded that this did not include activities such as the reptile roadshow as this would be considered an educational activity and by CPCC offering opportunities for children to meet these creatures at our events, this would not be considered an “act”.

ii. Projects Policy – no amendments

Health & Safety

A review of the Health and Safety Policy will be on the agenda for the June meeting of Council

Councillors are further invited to re-adopt all other policies/protocols without amendment, those then being reviewed at Committee in the next year.

15. Civility & Respect

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By CPCC signing up to the Civility and Respect Pledge (October 2022) we have demonstrated that our Council is committed to treating councillors, clerks, employees,

members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

At the start of a new electoral term, Council is invited to re-affirm its commitment to the Civility and Respect Pledge.

Councillor - Officer Protocol (adopted January 2023 as part of the NALC/SLCC Civility & Respect Project)

Page 77

Council is invited to re-adopt the protocol; no amendments have been suggested to the current model by NALC/SLCC.

16. Representation on or work with external bodies

Council is invited to appoint / nominate members to the following external bodies and confirm arrangements for reporting back:

MK Association of Local Councils
MK Parishes Forum

17. Asset Register

Council is invited to note that the Finance, Administration & Policy Committee will review the Asset Register at their next meeting, with the outcome reported for consideration at the June meeting of Council.

18. Confirmation of arrangements for insurance cover in respect of all insured risks

Council is invited to review the arrangements regarding the main Council insurance policy, separate arrangements are in place for motor vehicle and professional indemnity cover.

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19. Council's Membership of Other Bodies for 2024/25

Council is invited to renew its annual subscription to:
Buckinghamshire & Milton Keynes Association of Local Councils - £1345.70
National Association of Local Councils – £818.14

20. Register of Member Interests

Members are reminded of their responsibility to submit their Register of Member Interests within 28 days of being elected. Members are further reminded of their responsibility to make an updated submission within 28 days of a change to their registered personal interests/a new personal interest.

21. Council/Committee Summons Options

Members are invited to review the method by which they receive summons to meetings and confirm their preference for electronic or hard copy. Members are asked to give consideration to the recommendation from the Climate Emergency Working Group to reduce hard copies as per the draft action plan.

22. Setting the dates, times and place of ordinary meetings of Council and Committees for the year ahead

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Council is invited to consider the draft schedule of dates and times of Council and Committee meetings for 2024-2025.

BY ORDER OF THE COUNCIL

Dominic Warner

D Warner

Clerk to Council

15 May 2024

**Minutes of the meeting of Council held on
Tuesday 16th April 2024, 7.30pm
at the
Oldbrook Centre, Oldbrook Boulevard, Oldbrook**

This meeting was open to the Public

193/23

Members Present

Cllr B Barton	Cllr D Kavarana
Cllr O Cole (7.43pm)	Cllr K Kendrick
Cllr V Dixon	Cllr K Kent
Cllr T Fraser	Cllr C Odunewu
Cllr R Golding (Vice-Chair)	Cllr Z Osman
Cllr B Greenwood (Chair)	Cllr D Pafford
Cllr J Howard	Cllr M Petchey

In Attendance

D Warner, Clerk to Council
P Sullivan, Deputy Clerk

194/23

Apologies for Absence

Cllr T Baines – work commitment
Cllr P Halton-Davis – personal commitment

195/23

Declarations of Interest

None

196/23

Members of the Public Present

None

197/23

Minutes of the Meeting of Council held on the 19th March 2024

The minutes of the meeting, having been previously circulated, were approved as a correct record and signed by the Chair.

198/23

Public Involvement – Deputations, Petitions and Questions

None received.

199/23

Chair's Report

The Chair had nothing to report.

200/23 Clerk's Report

The Clerk confirmed that the landscaping service was now moving from the Winter to the Summer programme and the Estates Manager would be supplying a report in due course. The focus is on grass cutting and light pruning whilst remaining reactive to resident reports of areas of concern.

In Fishermead (Kellan Drive), the first significant landscape transformation area is being completed by a contractor on behalf of MKCC, having been cleared in preparation by CPCC. Some 30 tonnes of earth removed from site will be repurposed elsewhere in the city for works such as noise bunds, green waste will be composted and any masonry taken away will be crushed and reused.

The Estates Manager, Estates Officer and Reception Administrator recently attended a training session delivered by MKCC on effective reporting of fly tipping.

The Clerk reminded members that the annual MKCC Anti-Social Behaviour Forum will be held on 8th May and, as per his email, places are limited and must be booked in advance if they wish to attend.

201/23 Local Council Elections May 2024 – Campbell Park Area

The Clerk reported that following the close of nominations on 5th April, it had been confirmed that there would be no elections in the Campbell Park area. 16 councillors have been returned, with vacancies in Willen, Fishermead and Oldbrook. 3 members are retiring and the Chair offered thanks on behalf of the council for their service.

202/23 Ward Members' Matters/Reports

- i. Members were invited to raise a question with the Chair of Council, the Clerk to Council, or any Committee Chair, with Members allowed up to a minute to raise a question, with respondents allowed up to two minutes to reply. Any Member is limited to one question, with no further discussion on the given response. Any unanswered questions to receive a written response within seven days.

Cllr Pafford commented that wheelie bins are not being returned to the curtilage of a property once emptied. The Clerk advised Cllr Pafford that this should be reported to MKCC. Members present who are also MKC Councillors categorically denied rumours that the emptying of black bins would be going to a fortnightly schedule in the near future.

Cllr Barton asked the Clerk if there had been any liaison with Woughton Community Council following the latest serious road traffic accident on H7 Chaffron Way. The Clerk confirmed that representatives of CPCC had attended a meeting with MKCC Highways who have agreed to install temporary CCTV monitoring. No timescale has yet been provided.

Cllr Fraser asked the Clerk if parking control was still in operation between Oldbrook Boulevard and the H6. The Clerk confirmed that it was still in operation and Cllr Petchey commented that most recent information supplied by MKCC confirmed that enforcement officers attend once or

twice a week at random intervals. Cllr Petchey offered to supply this information to Oldbrook Councillors.

- ii. No Members Reports were received.

203/23 To Receive Draft Minutes (including recommendations) from Committees. Any Member questions arising from matters detailed in the Minutes to be raised under the relevant Committee.

a. Minutes of the Community & Communications Committee

Chair: Cllr K Kavarana

Council received the Minutes and agreed to ratify 1 item (i) (amended)

i. Draft Minute 116/23.v. Community Hub – Community Hub Café Operator Expressions of Interest (EOI)

Following the decision of Council to invite EOI from community organisations/charities to operate the Community Hub Café, Committee considered a draft EOI document.

Committee resolved to recommend to the next meeting of Council that the EOI document be released.

To enable the timeline within the EOI to be met, Committee also considered and agreed that a recommendation be made to Council that an officer working group progress the matter, reporting on a monthly basis to the Community Hub Working Group, with reports and decision-making being referred to Council prior to the commencement of stages 2 & 3 and on completion of stage 4.

Cllr Golding proposed an amendment to the proposals, adding that, if after the EOI process has been carried out and the information provided is inconclusive, Council will then look at alternative arrangement for in-house management.

Council resolved to accept the amended proposals.

b. Minutes of the Planning, Infrastructure & Transport Committee

Chair: Cllr B Greenwood

Council received the Minutes.

c. Minutes of the Estates Committee

Chair: Cllr R Golding

Council received the Minutes and agreed to ratify 2 items (i & ii) as presented.

i. Draft Minute 121/23 New arrangements for the procurement and use of energy (electric & gas) at Council buildings. Report E9/23

Committee received a report from the Estates Manager on the progression of this matter, resolving to recommend to Council that it renews its existing arrangement for the procurement of energy through the LASER framework for another 4-years to 2028.

- ii. **Draft Minute 123/23 Fishermead Sports Ground Working Group**
Committee received and considered the Working Group draft Terms of Reference and Vision Statement, resolving to recommend them to Council for acceptance. Committee received and noted the minutes of the inaugural Working Group meeting.

204/23 Licensing & Planning Applications

Due to submission deadlines, Council is invited to consider and comment on the proposed licensing and planning applications including any applications or consultations received after the publication of the Agenda that must be considered before the date of the next meeting of the Planning Committee. Any additional items that will be considered will be published on the day of the meeting on the Campbell Park Community Council website.

With Councillors Kendrick and Petchey both being members of the Milton Keynes City Council, and with Councillor Petchey being a member of its Planning Committee and Panel, neither Councillor commented on, nor played a part in the determination of the following planning applications.

- i. **Application no: 24/00720/HOU**
Proposal: The erection of a single storey side / rear extension, including associated alterations
At: 31 Carteret Close Willen Milton Keynes MK15 9LD
- ii. **Application no: 24/00658/HOU**
Proposal: Demolition of the existing conservatory and erection of a rear single storey extension
At: 90 Pattison Lane Woolstone Milton Keynes MK15 0AF

Council agreed a 'no comment' response on both applications.

205/23 Expression of Interest – Fishermead Medical Centre

Council noted that a response has been received from Fishermead Medical Centre and a meeting arranged. A further update will be made at May Council.

206/23 Community Hub - Working Group Update

Council received a report from the Working Group on their progression of the Community Hub project including:

- Contractors Report no.2
- progress photos
- details of the previously unidentified concrete layer underneath the existing car park which requires removal at additional cost (£26.2k)
- receipt and associated payment arrangements for the latest Steele & Bray invoice
- confirmed receipt of MKCC CIF grant (£20k)
- old pub patio area needs to be demolished and rebuilt (at additional cost of circa £5k) as not suitable for use in new Hub scheme

- i. **Charitable Trust Creation**

Council noted that there is nothing further to report at this time, and that an update will be given at a future meeting.

207/23 Milton Keynes City Council – Community Infrastructure Fund 2025-2026

Council noted that the 2025-2026 Fund is open for applications, with an associated submission deadline of 31 August 2024. Council is further invited to note the related guidance and criteria.

In the first instance the relevant Committees of Council will consider potentially suitable projects, making their recommendations to the June meeting of Council.

208/23 Dates of Future Committee & Working Group Meetings

Community & Communications – Tuesday 23rd April 2024 at 6.30pm

Personnel – Tuesday 7th May 2024 at 1.00pm

Planning – Wednesday 8th May 2024 at 6.30pm

Estates – Tuesday 14th May 2024 at 6.30pm

Annual General Meeting – Tuesday 21st May 2024 at 6.30pm

209/23 Date of Next Meeting

Tuesday 21st May 2024 at 7.30pm

**Minutes of the Community & Communications Committee
held on Tuesday 23rd April 2023
commencing at 6.30pm
at the Springfield Centre, Springfield Boulevard, Springfield**

This meeting was open to the Public

119/23 Members Present

Cllr B Barton
Cllr V Dixon
Cllr J Howard
Cllr D Kendrick
Cllr Z Osman

Cllr O Cole (arrived at 18:34)
Cllr P Halton-Davis
Cllr K Kavarana (Chair)
Cllr C Odunewu (arrived at 18:31)

In attendance

T Jones, Community Officer/Committee Clerk

120/23 Apologies for Absence

Cllr V Dixon – family commitment

121/23 Declarations of Interest

None

122/23 Members of the Public Present

None

123/23 Minutes of the previous meeting

The Committee approved the minutes of the meeting held on 26th March 2024.

Cllr Odunewu arrived during the course of this item.

124/23 Public Involvement – Deputations, Petitions and Questions

None

125/23 Review of Committee Terms of Reference

Committee reviewed its Terms of Reference. Committee resolved that there were no amendments to be submitted to Council for consideration at the Annual Meeting of Council in May 2024.

Cllr Cole arrived during the course of this item.

126/23 Policy Review

The Committee reviewed the following policies. Amendments to be submitted to Council for consideration at the Annual Meeting of Council in May 2023.

- i. **Small Events Policy** – Committee resolved to that the policy should be updated in line with MK City Council events policy.
With the Committee Clerk drawing the members attention, in particular, to the proposed new clause “will not cause or permit the promotion or staging of any act involving animals”, Committee concluded that this did not include activities such as the reptile roadshow as this would be considered an educational activity and by CPCC offering opportunities for children to meet these creatures at our events, this would not be considered an “act”.
- ii. **Projects Policy** – Committee resolved that no amendments were required.

127/23 Grants

- i. **MK Gallacticos FC** (Grant Application 001/24-25/Sect 137)
Committee considered an application from MK Gallacticos FC for £1000.00 towards the cost of delivering their annual awards event in Oldbrook and resolved to award a grant of £500.00.
- ii. **Connection Support** (Grant Application 002/24-25/Sect 137)
Committee considered an application from Connection Support for £499.00 towards the recruitment and training of a volunteer befriender to support clients who are suffering from loneliness or mental health issues in the Campbell Park Community Council area. Committee resolved to make a recommendation to Council that the grant be awarded in full.
- iii. **Frank Howe Court Social Club** (Grant Application 003/24-25/Sect 137)
Committee considered an application from Frank Howe Court Social Club for £300.00 towards the cost of garden equipment and plants for the shared patio area and resolved to award a grant of £150.00.

128/23 Communications Programme & Priorities 2023/24

- i. **New website** – Committee noted that content for the website is currently being uploaded and edited with a ‘go live’ target for the week commencing 27th May.

129/23 Community Projects - Programme & Priorities 2023/24

- i. **Warm Welcome**
 - a. **Warm Welcome Sessions – Feedback**
Committee received the written feedback from our delivery partners as well as a verbal report from Action Speaks CIC. Committee noted the positive outcomes achieved.

ii. **YMCA Youth Work Packages**

Committee received and noted the information provided by YMCA Milton Keynes in relation to their new Youth Work Packages.

Committee resolved, that with the 2025/26 Projects process starting later this year, options for providing a youth provision within the Parish should be investigated. Committee further resolved that clarification should be sought on the current status and future plans of Springfield Initiative Youth Club.

iii. **Community Larder in Springfield**

Committee considered and supported the opportunity to phase the opening of the Community Larder in Springfield, starting at the Springfield Centre later this year and then moving over to the Hub once open. Committee agreed that this approach will enable the service to be started slowly, recruit volunteers and gain the learning required to build up the membership once transferred to the Hub early in 2025.

130/23 Homeground

- i. The Committee considered and, with the highlighted amendments incorporated, approved the proof of the May edition of Homeground magazine.

131/23 Milton Keynes City Council – Community Infrastructure Fund 2025-2026

Committee considered potentially suitable projects and resolved to make a recommendation to the June meeting of Council that an application is made in relation to Play Area improvements.

132/23 Date of Next Meeting
Wednesday 29th May 2024.

Campbell Park Community Council

1 Pencarrow Place
Fishermead
Milton Keynes MK6 2AS
Tel: No: 01908 608559
admin@campbell-park.gov.uk

FOR OFFICE USE ONLY

Grant Reference No: 002/24-25/Sect 137

Committee Mtg Date: April 2024

Ratification required by Council? Y N

Council Mtg Date: May 2024

Applicant: Connection Support

Previous Applicant? Y N Date:

Monitoring Form Returned? Y N

CPCC support acknowledged on marketing material & copies supplied? Y N

Standard Grant requested: £ 499

Grant awarded: £ _____

Start Up Grant requested: £ _____

Grant awarded: £ _____

Payment Profile:

1:£ _____ Date: _____ 2: £ _____ Date: _____ 3:£ _____ Date: _____

Criteria Met Y N Date: _____ Criteria Met Y N Date: _____ Criteria Met Y N Date: _____

Power: Section 137

Grant Application Form

Please ensure the application is fully completed and all relevant paperwork supplied. In order for a request to be considered the application must be received by the first day of the month

Return completed applications to:

Campbell Park Community Council

1 Pencarrow Place

Fishermead

Milton Keynes, MK6 2AS

or e-mail: admin@campbell-park.gov.uk

STANDARD GRANTS:

- i. Grant Applications under £500 will be considered monthly
- ii. Grant Applications for funding over £500 will be considered on a quarterly basis: April, July, October and January
- iii. A complete application must be received by the 1st of the month
- iv. Grants may be awarded up to a limit of £1,000

COMMUNITY START UP GRANTS:

- i. Only available to new groups within their first 12 months of operation
- ii. Start Up Grants will be considered monthly
- iii. A complete application must be received by the 1st of the month
- iv. Grants may be awarded up to a limit of £1,500 payable in two or three instalments (depending on the type of application). The second and third instalments will only be released on successful completion of a project monitoring report, having met specified criteria.

Community Start Up Grants to Youth Groups (and those working with vulnerable members of our community), will be subject to a 3 Stage Process as follows;

- a. Stage 1 – Committee will consider the application and if a decision to support the project 'in principle' is made the applicant will be awarded sufficient funding to enable DBS checks and Safeguarding training to be completed.
- b. Stage 2 – Committee will require evidence of completion of DBS checks, Safeguarding Training and will supply CPCC with their Safeguarding Policy. If accepted, a Grant Award part-payment will be released to support Phase 1 of Project.
- c. Stage 3 – The Applicant will complete a Project Monitoring Report on completion of Phase 1 of the Project. This will be considered by Committee who will decide if to release the final instalment of the part-payment to progress Phase 2 of the project.

Application Guidance

Please read the following notes carefully before completing the Application Form. Incorrect or incomplete forms are likely to be delayed or rejected.

Beneficiaries:

All applications must benefit the community within Campbell Park Parish which includes Willen, Woolstone, Fishermead, Oldbrook, Springfield, Newlands and Winterhill

Applicants must:

- be available to attend a Community Council meeting to explain the purpose of their project, if required to do so. Attendance will be compulsory for all Start Up Grant Applications.
- provide a copy of the groups Constitution (the aims and rules of your community group)
- Standard Grant Applicants must provide a set of accounts with the application
 - (i) those with an annual income over £5,000 – 3 years accounts
 - (ii) those with an annual income under £5,000 – 1 years accounts
- Start Up Grant Applicants must provide a copy of;
 - All bank statements
 - A Business Plan or similar.
- All Groups working with Young People and vulnerable members of our community must do the following;
 - Provide evidence that all Adult Group leaders have attended Safeguarding Training within the previous 12 months.
 - Provide evidence that all Adult Group leaders have passed a DBS check carried out no more than 6 months prior to the date of application.
 - Provide a copy of the groups Safeguarding Policy, which must be reviewed by your group at least annually.
 - * Hold the Milton Keynes City Council Youth Provision Safe Practice Mark
 - *CPCC encourage all Youth Groups to become members of Action4Youth, National Youth Agency and/or gain quality marks with UK Youth.

* This may not be applicable to Youth Groups registered with a Governing Body e.g. Football Association

If you are unsure of the requirements for your group, please contact the Community Officer on 01908 608559 to discuss this prior to the submission of your application.

Who can apply:

- applicants must be:
a not-for-profit, voluntary or community group
- any organisation applying for a grant with Councillors from Campbell Park Community Council on their management committee/board of control, must have at least the same number of non-Councillors as Councillors on their board.

We cannot fund:

- goods or services such as equipment for a school or hospital, that should be provided by a statutory body
- projects involving political or campaigning activities
- political parties or groups affiliated to a political party
- projects promoting religious beliefs
- medical treatment
- deficit funding or the repayment of loans
- unspecified expenditure
- fundraising events
- grants to be distributed to other groups or passed on to an individual
- individuals
- Retrospective applications for projects/activities/items already taken place or already purchased

Allocation:

Applications under £500 and Start Up grants will normally be considered within 1 month of receipt of an application form. Applications over £500 will be considered quarterly in April, July, October and January.

If part funded by other bodies, grants will not be paid until the balance of costs is guaranteed. The Community Council is prepared to provide a letter of intent where this will assist in the obtaining of the balance.

Frequency of applications:

Only one (1) application per financial year (April to end March) will be considered
Start Up grants will only be considered within the first 12 months of operation and only 1 application will be considered during this time.

ACCEPTANCE OF FUNDING

The award is made subject to your agreement to the standard conditions below.

To accept, please complete the agreement and return one signed copy to us, and retain one for your own records.

STANDARD CONDITIONS

Grants will be awarded in line with objectives identified within the Campbell Park Community Council Business Plan

On approval of the grant, a formal letter is sent to the applicant

The Community Council reserves the right for the repayment of a grant not used for the purposes or within the conditions stated.

If the project is not started within three (3) months of the date of the offer letter, the award will automatically lapse and you will need to make a new application. The grant should be spent within 12 months of the project start date.

Upon completion of the project you will make a written report to the Community Council explaining the use of the grant and costs covered by it, copy invoices to be included.

If any amount of the grant remains unspent, for the purpose for which it was given, this must be returned to the Community Council.

No further application from you will be considered until the report is received.

You understand that in making an award Campbell Park Community Council is not to be taken as assuming or accepting any responsibility or liability of any kind whatsoever towards any person or persons in respect of any matter or thing arising out of or incidental to the execution of the work you have undertaken.

In the event that the project does not proceed/the organisation discontinue operating, ownership of all equipment/remaining resources purchased using the award money will revert to Campbell Park Community Council.

The Community Council may publicise the amount of funding awarded to your project or organisation in the Homeground Magazine or elsewhere.

You acknowledge the financial support received in your publicity along with the Community Council logo and you forward a copy of such publicity to the Community Council.

IMPORTANT NOTE: If your grant expenditure is less than the amount awarded, CPCC will reclaim the difference and reallocate this amount to other project and by signing this form you have confirmed your agreement.

Start Up Grants will be paid in two or three instalments. The second and third instalments will only be released on completion of a successful Monitoring Report. The timeframe for release of the second and third instalments will be decided on a project by project basis, but there will be a minimum of 3 months between the payment of the instalments associated with Phase 1 and 2 of the project.

DECLARATION

I confirm that to the best of my knowledge the information included in this application is complete and correct. That the budget represents a true cost or nearest estimate and the proposed project could not proceed without the financial assistance requested.

On behalf of Connection Support (name of project or organisation)

I (name)Donna Stapleton.....

Accept the above conditions in respect of the award made by Campbell Park Community Council

Position held within organisation:Fundraiser.....

I confirm that the report will be forwarded to the Community Council by the date requested.

Signed: _____ *DStapleton* _____ **Date:** _____ 28/03/2024 _____

1. **Date of application:** _____ 28/03/2024 _____

2. **Name (Full Name) of the organisation making the application:**

Connection Support

3. **Contact Details:** (Details of the main contact)

Name: Donna Stapleton

Address: __ Suite G16 Challenge House, Sherwood Drive, Bletchley

Post Code: MK3 6DP

Email address: donnastapleton@connectionsupport.org.uk

Telephone No's: **Daytime:** 01908 101330 **Mobile:** XXXXX

4. **Status of your organisation - please put 'X' next to all that apply.** (If you are not sure what your status is, you will probably fall under Voluntary or Community groups). If you require help please contact us.

Registered Charity ☒ X

Community Interest Company

Voluntary or Community Group

Other (please state)

If you have a Charity or Company Number, please enter below:

Charity Number: 1049740

Company Number:

Do you have any Councillors from Campbell Park Community Council on your Committee/ Board of control? Yes ☐ No ☒ X * (please see 'Who Can Apply' for more info)

5. **What date did your organisation/company start?** May 1995

If your group has been operating for less than 12 months please put 'X' here:

6. **Details of any previous grant received from Campbell Park Community Council:**

Amount received £ _____ **Date:** _____

Title of Project: _____

Amount received £ _____ **Date:** _____

Title of Project: _____

7. **Does your organisation have a bank account with 2 signatories?** (We cannot make payments to personal bank accounts; your organisation must have its own bank account). **Please mark with an 'X'**

Yes: ☒ X **No:** _____

Name of Bank: Co operative Bank

Organisations Full Name on the Account: Connection Support

Name of Signatories: 1. Chris Keating 2. Carol Steel

If your application is successful, your grant award will be paid by bank transfer.
Please provide:

Bank Account Number: XXXX **Sort Code:** XXXXXX

8. Details of the project you are requesting a grant for.

TO INCLUDE: Please give a full description of your project, including information on:

(a) aims

(b) timescales including proposed start date

(c) groups or organisations you may/will be working with

(d) what particular need will this project will meet

(e) how the need been identified (f) any further information that will bring the project to life.

Project Start Date: May 2024 **Project End Date:** May 2025

9. Is your organisation based in, or does (or will) it deliver its main service/activities within Campbell Park Parish?

Yes ☒ *please provide details*

No ☐ *please provide more details of current location/s and explain how this project will directly benefit residents within Campbell Park Parish.*

10. Which wards will you be working in? (please 'X' all that apply) *To help us to understand what difference our grants are making, we record where projects are happening.*

Fishermead ☒

Willen ☒

Woolstone ☒

Oldbrook ☒

Springfield ☒

11. Who will benefit from this project? *Our policy is that our grants reach a wide range of needs and interests. If you are able quantify by providing numbers/data to support your application, this would be very helpful.*

Connection Support supports people who are homeless, at risk of homelessness, vulnerable or isolated. Our mission is to empower people to establish a safe home, financial stability, self-sufficiency, and a connection with their families and community. To do this, our support team provides specialist knowledge and practical support to help our clients overcome their specific challenges, alongside training in the day to day skills they need to lead an independent and fulfilling life. Last year, our staff and volunteers supported over 900 people in Milton Keynes to get their lives back on track. We are specialists at providing support across homelessness and housing, mental health, family support, young peoples' support, and refugee resettlement.

We would like to expand our volunteer programme across Campbell Park Community and would use the funding to recruit, train and support a volunteer befriender. Our Befrienders support clients who are suffering from loneliness or mental health issues, by offering moral support, a listening ear and by being a positive influence in their life. Volunteers will carry out weekly client welfare checks, either at home, in the community or by phone or video call. Volunteers accompany clients to medical appointments and welfare checks, collect prescriptions on their client's behalf, help them open and manage bills and other practical tasks such as gardening or DIY. Volunteers might take clients on outings or participate in a shared hobby or sport or help clients join a local club. By building up and maintaining a close relationship with the volunteer, clients are able to develop or

rediscover social skills, self-esteem and confidence, resulting in reduced isolation and loneliness and better interaction within the local community.

The people we support in Campbell Park Community are dealing with one but more often a combination of risk factors- nearly all are living in poverty, either on low income, benefits, debt. Many struggle with poor mental and physical health as well as substance addiction, involvement with the criminal justice system and family and relationship issues. Support workers and volunteer input helps to reduce the risk of people reoffending and returning to substance misuse as the level of support they receive enables them to rebuild their lives and to go on to live independent lives away from services.

We have identified a need for additional volunteers throughout the Campbell Park Community to help increase our support for local people who are homeless, at risk of homelessness or facing complex life challenges such as poor mental health, addiction or financial disadvantage and support clients to ensure they stay on track.

Volunteers provide 'light touch' support such as visiting clients at home to monitor their general wellbeing and to check they are keeping up to date with their rent and other payments. This increases the likelihood of a positive outcome for the people we support.

It frees up more staff time for frontline work and enables us to provide a wider range and depth of support to clients.

Longer term, this reduces the number of our clients who return to rough sleeping, offending and substance abuse increasing their ability to maintain independent and dignified accommodation and a stable and fulfilling life away from services.

12. What percentage of your users/beneficiaries live within the Campbell Park Community Council area?

We currently support 15 people within the Campbell Park Community Council area.

13. Grant amount requested: £ 499

14. What percentage of your income would this grant represent: 0.00712857143

15. Is the request for part or full funding of the project?

Full ☒ Part ☐

16. If part funding, how will the balance be provided?

17. Has the balance already been received? If so state the date: _____

18. If not received, when is it expected? _____

19. Do you have to satisfy any conditions to receive the balance?

If **yes**, state conditions:

20. If Campbell Park Community Council is the sole funder and only give a pro-rata grant, can your project still continue?

No, but we will continue to look for funding.

21. Please list below a breakdown of expenditure for the project for which you are applying: Please break your budget down into as much details as you can.

***Start-Up Grant Applicants working with young people or vulnerable members of the community must ensure that costs are broken down into Stage 1, 2 & 3 costs, as explained on Page 2.**

Item:	Detail	Cost <i>(please provide quotes where possible)</i>
Vatix Licence		£73
UCheck DBS Check		£52
Hive Licence	(for application)	£26
Ihasco Licence	(for training)	£23
ID Card		£2
Travel Expenses	£0.45/mile x Average 120miles	£54
Telephone/Broadband/ Softwear Licence and IT security.		£269
Total Cost		£499

22. How do you plan to publicise your project?

We will use our online platforms to communicate and publicise this initiative if consent is granted. Our clients will be offered the support of a volunteer befriender.

23. Is there any further information you wish to be considered with this application?

Volunteers will support clients to engage in meaningful activities, such as joining a local community group or looking for employment and as a result will feel in a better position to move forwards with their life. An improvement in the client's mental health will result in less pressure on GPs, mental health services, family, friends, colleagues and the wider community. There will be less dependency on other agencies such as the Council and local charities such as Citizens Advice. Clients will feel less isolated and lonely and develop greater confidence in their social skills. Reduced social isolation will contribute to an improvement in mental health and therefore minimise the need of intervention from other agencies.

Our clients have told us that they greatly value support from volunteers who they perceive as non-judgmental and with whom they can share their worries and discuss their situations. Our most recent survey showed that 90% of clients felt more in control of their lives as a result of the

intervention and nearly all said they felt less anxious and that their mental health and wellbeing had improved.

24. Is there any other way in which the Community Council could assist your organisation?

DECLARATION : I certify that:

- **The information in this application is correct.**
- **I understand that if this application is successful, the information I have provided will form the basis of my contract with Campbell Park Community Council.**

I am authorised to make this application on behalf of:

Name of Group: Connection Support

Signature: *DStapleton* **Date:** 28/03/2024

Print Name: Donna Stapleton

Position in Group: Fundraiser

The Chair of your Management Committee (or equivalent) should complete this section (or another member of the Committee if the Chair has completed this form and signed above).

Name of Group: ____Senior Management team

Signature: XX **Date:** ____28 March 2024

Print Name: _____Catherine Whitmarsh

Position in Group: _____Head of Fundraising

Is your Application complete?

Have you completed all questions? Yes

Have you provided a copy of your Organisations Accounts

(income under £5,000 – 1 years accounts/income over £5000 – 3 years accounts)

X ☐

Is the application form signed in all the required places X ☐

Start Up Grant Applicants have you provided a copy of;

- bank statement/s Yes ☐
- The groups adopted Constitution Yes ☐
- A Business Plan or similar. Yes ☐

Youth Groups (or those working with vulnerable people), have you provided a copy of;

- Evidence of recent DBS checks for all Adult Leaders ☐
- Evidence of attendance on Safeguarding Training for all Adult Group Leaders ☐
- Safeguarding Policy Yes ☐
- Evidence of Membership with Youth Organisations* NA ☐

**Minutes of the Meeting of the Personnel Committee of
Campbell Park Community Council
held on
Tuesday 7 May 2024
at the Springfield Centre, Springfield Boulevard, Springfield
Commencing at 1.00pm**

55/23 Members Present

Cllr T Fraser

Cllr P Halton-Davis

Cllr K Kent

Cllr D Pafford

56/23 Apologies for Absence

Cllr O Cole – work commitment

Cllr R Golding – personal commitment

57/23 Declarations of Interest

None

58/23 Minutes of the meeting of the Committee held on 5 March 2024

The minutes of the meeting, having been previously circulated, were approved as a correct record and signed by the Chair.

59/23 Staff Review

Committee discussed the item, agreeing to progress it further subsequent to the new Committee being formed at the Annual Meeting of Council.

60/23 Training Log Review

Committee received a visual presentation from the Clerk relating to the updated training log. Committee received, considered and noted the revised format of the training and events update. It was requested that future updates include training from a wide range of sector providers.

61/23 Date of Next Meeting

Tuesday 2 July 2024 at 1.00pm

**The minutes of the Planning, Infrastructure & Transport Committee of
Campbell Park Community Council held on**

Wednesday 8 May 2024

at the Springfield Centre, Springfield Boulevard, Springfield

commencing at 6.30pm

This meeting was open to the Public

119/23 Members Present

Cllr B Greenwood
Cllr V Dixon
Cllr K Kavarana

In Attendance

T Jones – Committee Clerk

120/23 Apologies for Absence

Cllr R Golding – personal commitment

121/23 Declarations of Interest

None

122/23 Members of the Public Present

None

123/23 Minutes of the Previous Meeting

Committee approved the minutes of the last meeting, held on 2 April 2024.

124/23 Public Involvement – Deputations, Petitions and Questions

None

125/23 Consultations – including any applications or consultations received after the publication of the Agenda that must be considered before the date of the next meeting. Any additional items considered were published on the day of the meeting on the Campbell Park Community Council website.

a. Planning Applications

i. 24/00936/PRIOR

Proposal: Prior Approval of single storey rear extension, with eaves of 2.7 metres and maximum height of 2.7 metres, extending 5.5 metres from the original rear wall.

At: 35 Wardle Place Oldbrook Milton Keynes MK6 2XS

Deadline: 29 May 2024

Planning Officer: Suleman Uddin

Committee resolved to make no comment.

The following consultation/s were tabled having been received after the publication of the agenda but requiring a decision before the next meeting.

ii. 24/00639/FULM

Proposal: Variation of conditions 1 (approved drawings and reports), 3 (materials), 6 (lighting scheme), 9 (tree protection scheme), 10 (hard and soft landscaping) and 15 (noise impact assessment) seeking to amend the site layout including parking arrangements and pedestrian access, and removal of conditions 8 (boundary treatments), 11 (landscape management plan), 12 (biodiversity net gain), 17 (construction environmental management plan) relating to permission ref. 20/02498/FUL (Demolition of existing buildings and erection of a retail foodstore with associated car parking, access, landscaping and associated engineering works)

At: Lidl Uk Gmbh Oldbrook Boulevard Oldbrook Milton Keynes MK6 2YA

Deadline: 31 May

Planning Officer: Tamlin Barton

Committee noted the proposal.

Notifications:

iii. 24/00601/CLUE

Proposal: Certificate of Lawfulness for the existing house as C4 House in Multiple Occupation.

At: 179 Fishermead Boulevard Fishermead Milton Keynes MK6 2AA

Deadline: n/a (received 3 April)

Planning Officer: Sonia James

Committee resolved to make no comment.

iv. 24/00747/DISCON

Proposal: Approval of details required by conditions 4 (Lighting Strategy) and 5 (Ecological Enhancement Plan) of permission ref. 23/02172/FUL

At: Warbler On The Wharf Campbell Wharf Marina Frobisher Gate Newlands Milton Keynes

Deadline: n/a (received 5 April)

Planning Officer: Suleman Uddin

Committee noted the proposal.

b. Licensing

Committee noted the following licensing application/s was responded to with a response of 'no comment', through the delegated powers given to the Committee Clerk:

- i. Street Trading Consent Boroughwide Renewal - **Mr Softee Ice Cream – Reg T402 POA** – 147552 for 1 ice cream van to trade Boroughwide for the following times: Monday to Sunday 16:00 to 20:00
- ii. Street Trading Consent Boroughwide Renewal - **MK Ices – Reg SV64 WSJ**
Ref: 143306 for 1 ice cream van to trade Boroughwide for the following times: Monday to Sunday 14:00 to 21:00
- iii. Street Trading Consent Boroughwide Renewal - **MK Ices - Reg No EK09 XXE** Ref 158206 for 1 ice cream van to trade Boroughwide for the following times: Monday to Sunday 14:00 – 21:00
- iv. Street Trading Consent Boroughwide Renewal - **MK Ices - Reg DG10 HCV**
Ref: 143299 for 1 ice cream van to trade Boroughwide for the following times: Monday to Sunday 14:00 to 21:00
- v. Street Trading Consent Boroughwide Renewal - **Mister Softee – Reg J192 NVV**
Ref 147614 for 1 ice cream van to trade Boroughwide for the following times: Monday to Sunday 16:00 to 20:00
- vi. Street Trading Consent Boroughwide Renewal - **Charlie Browns Ice Cream Van - Reg No W395 EOK** for 1 ice cream van to trade Boroughwide for the following times: Monday to Sunday 16:00 – 19:00

c. Update on Past Consultations

The Committee noted the outcome of the following applications.

Permitted:

- i. 24/00236/HOU - 6 Tattam Close Woolstone Milton Keynes MK15 0HB
- ii. 24/00237/CLUP - 113 Arlott Crescent Oldbrook Milton Keynes, MK6 2RA
- iii. 24/00238/CLUP - 14 Edrich Avenue Oldbrook Milton Keynes, MK6 2QR
- iv. 24/00227/HOU - 2 Linford Lane Willen Milton Keynes MK15 9DL
- v. 24/00135/HOU - 33 Rhodes Place Oldbrook Milton Keynes MK6 2LW
- vi. 24/00476/HOUM - 32 Newport Road Woolstone Milton Keynes MK15 0BP
- vii. 24/00429/COU - 25 Clerkenwell Place Springfield Milton Keynes MK6 3HA

Refused:

None

d. Appeals

- i. APP/Y0435/Y/24/3337685
Planning (Listed Buildings and Conservation Areas) Act 1990 Appeal by Mrs Angela Gill Site Address: 20 Cowdray Close, Woolstone, Woolstone, Milton Keynes, MK15 0AP (23/01573/LBC – Refused Proposal: Listed Building Consent to replace windows on part of the building, and to replace exterior cladding.)

Committee noted the appeal notification.

e. Planning Enforcement

The Committee received and noted the reports relating to Planning Enforcement.

126/23 General Consultations

None received.

127/23 Review of Committee Terms of Reference

Committee reviewed its Terms of Reference prior to the Annual Meeting of Council in May, resolving to make no amendments.

128/23 Date of Next Meeting

Monday 3 June 2024 at 6:30pm

DRAFT CLIMATE ACTION PLAN 2024

Action	Measure	Responsibility	Update
Community Engagement			
Creation of a Climate Emergency webpage to enable discussion, idea sharing and extend public awareness	Number of visitors to website	C&C Cttee CE Working Group	A new website is being developed and a climate action page has been created
Host a public meeting	Attendees	Council/Officers	23/5/23 Annual Meeting of Electors – Climate change theme Well attended and well received. Presentation from MK Donut Economics group
Encourage practical action by local people through proactive communication campaigns	Engagement on socials, website, direct communication	C&C Cttee CE Working Group	Development of a Comms Strategy this year which will include scheduling relevant content across all channels (print, socials, website, noticeboards)
Energy			
Energy audit of all Council buildings, operations and vehicles	Actions implemented	Estates Cttee	Recommend to Estates Cttee
Switch to renewable/green energy tariffs	Actions implemented	Estates Cttee	
Install renewable energy on Council owned buildings		Estates Cttee Comm Hub WG	Plans for new Community Hub include solar panels and heat pumps. Apply to MKCC Carbon Offset Fund for funds to install a solar panel array and battery storage system on the roof of the Springfield Centre
Ensure any amendments to the Neighbourhood Plan include green initiatives		Planning/Council	
Economy & Waste			
Provide recycling facilities at all Council events and within Council owned buildings	Actions implemented	Estates Cttee	Recommend to Estates Cttee
Reduce paper use and aspire to be a paperless office	Actions implemented	Officers	Recommendation to Council to reduce hard copies of agenda packs (May)
Work with and support local litter picking initiatives		C&C Cttee	Have equipment available for use
Investigate possibilities of rainwater harvesting at all sites		Estates Cttee	Recommend to Estates Cttee
Eliminate the purchase of single-use plastics within Council buildings		Officers	
Waste education and promotional campaigns		C&C Cttee CE Working Group	Comms Strategy
Select investments supporting sustainable projects		F&A	

Ask grant applicants to consider the impact of their project on the environment and detail any mitigation in place		C&C Cttee	Requires addition to grant form, refer to C&C Cttee
Replace Council owned vehicles and green spaces equipment when petrol and diesel models come to the end of their useable life and replace with electric models. Aim for full replacement by 2030		Estates Cttee	Strategy in place, and under regular review.
Work with MKCC on increasing EV charging points on public land			EV spaces are included in plans for the Community Hub
Food & Land			
Develop a Community Flood Plan Set up a Community Flood Group			Refer to Estates Cttee for further
Protect and enhance native species and habitats. Promote and support opportunities for environmental enhancement and regeneration		Estates Cttee	Swift bricks, bat boxes, hedgehog highways included in plans for Community Hub Woolstone Pond clearance
Support local food production including the provision of allotments for people to grow their own food		Estates Cttee	Both allotment sites full, waiting list for plots
Support adequate community/garden spaces for growing food in all future developments		Planning	
Source locally produced, fairtrade food/refreshments (where possible) for Council events		Officers	
Review of grass verges and hedges to identify areas to be trimmed less and later in the year to support more wildflowers and insects		Estates Cttee	Regularly reviewed, we leave hedges and grass where we can. The transformation project will make this work easier to achieve in places where it is not currently possible.
Identify areas for rewilding and/or wildflowers		Estates Cttee	We have 18 areas we are currently doing this, and new ones are under review, we are actively working to improve biodiversity in these areas with wildflower planting.
Use of pesticides		Estates Cttee	Under regular review, 50% reduction last year, alongside MKCC we are trialling different weed control and management methods.



Standing Orders

(Based on 2018 NALC Model Standing Orders – version 2 April 2022)

Adopted by Council at the Annual Meeting of Council on
16th May 2023

***see overleaf for proposed amendments**

PROPOSED AMENDMENTS FOR CONSIDERATION AT 2024 AGM

1. S/O 4 – COMMITTEES AND SUB-COMMITTEES

a. 4 d.v. – substitute members page 10

To reconsider the amendment made in September 2023 as minuted below;

Council Minute 86/23 Appointment to Committees (Sept 2023)

Council considered the appointment of substitute members (Standing Order 4d.v) whose role is to replace ordinary members at a meeting of a Committee if an ordinary member confirms to the Clerk 2 days before the meeting that they are unable to attend. Council resolved that, with the exception of the Planning Committee, that all Councillors be made substitutes of all Committees. The Clerk reminded Council of the need for ordinary members to give 2-day's notice if possible, of their non-attendance in order to enable the use of substitutes.

b. 4 d.xiii – amend wording page 11

c. 4 d.xv – lead members amend wording page 12

d. 4 d.xvi – lead members remove page 12

2. S/O 24 a - COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS page 26

Council is invited to consider removal of this standing order

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INTRODUCTION

This is version two of Model Standing Orders 2018 (England) updated on April 2022. Update to Model Standing Order 18 only.

HOW TO USE MODEL STANDING ORDERS

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

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

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

DRAFTING NOTES

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is NALC's view that all model standing orders will generally be suitable for councils.

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

A model standing order that includes brackets like this '()' requires information to be inserted by a council. A model standing order that includes brackets like this '[]' and the term 'OR' provides alternative options for a council to choose from when determining 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 (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.

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, without further discussion, to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3 MEETINGS GENERALLY

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

- A **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- B **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- C **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- D **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**

- E Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- F The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed (20) minutes unless directed by the chairman of the meeting.
- G Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.
- H In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- I A person shall stand when requesting to speak and when speaking (except when a person has a disability or is likely to suffer discomfort)] OR [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.
- J A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- K 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.
- L **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- M **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- N **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- O **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-**

Chairman of the Council (if there is one).

P 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.

●●●Q Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.

●●●R The 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.

● S Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.

T The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
- ii. the names of Councillors who are present and the names of Councillors who are absent;
- iii. interests that have been declared by Councillors and non-Councillors with voting rights;
- iv. the grant of dispensations (if any) to Councillors and non-Councillors with voting rights;
- v. whether a Councillor or non-Councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.

●●●U A Councillor or a non-Councillor with voting rights who has a

disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.

- V **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

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

- W **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

- X A meeting shall not exceed a period of 2 hours but maybe extended by agreement of the meeting.

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, ~~with the exception of the Planning 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 Clerk to Council (2) 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.
- xiii. ~~such that any Member, including substitute Members, appointed to the Planning, Infrastructure & Transport Committee must undertake to complete the Milton Keynes City Council Planning training within 3 months of appointment unless already completed within the previous two years and any Member appointed to the Finance, Administration & Policy Committee must undertake to complete Finance Training within 3 months of appointment unless already completed within the previous two years.~~

such that any Member, including substitute Members, appointed to the Planning, Infrastructure & Transport Committee must undertake to complete appropriate planning training as soon as it is available unless already completed within the previous two years and any Member appointed to the Finance, Administration & Policy Committee must undertake to complete appropriate finance training as soon as it is available unless already completed within the previous two years.

- xiv. to restrict any Member to sit on a maximum of four of the Standing Committees of Council and that the membership of said Committees be restricted to a maximum of 7 Councillors, with the exception of both the Community and Communications Committee and the Estates

Committee, with the membership of said Committees being expanded to a maximum of eleven Councillors"

- xv. ~~Council or Committees shall annually appoint lead members as necessary to progress the business of Council~~

Council or Committees shall annually appoint lead members and confirm their responsibilities as necessary to progress the business of Council

- xvi. ~~Lead members and their responsibilities shall be listed annually in Standing Orders~~

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 3 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 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. The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- e Motions received shall be recorded and numbered in the order that they are received.
- f 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.**
- e All confidential information shall be printed on pink paper, individually referenced, and handed back by Members at the end of the meeting.

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

13 CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a All Councillors and non-Councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless they have been granted a dispensation, a Councillor or non-Councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
- c Unless they have been granted a dispensation, a Councillor or non-Councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Clerk to Council** 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] OR [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 [by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required] OR [at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required].
- h A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. it is otherwise appropriate to grant a dispensation.**

14 CODE OF CONDUCT COMPLAINTS

- a Upon notification by Milton Keynes City 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 – The Clerk to Council is the Proper Officer.
- 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; shall inform the appropriate Committee of any such requests.
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if

there is one);

- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(*see also standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the Chairman or in his absence the Vice-Chairman (if there is one) of the Planning, Infrastructure & Transport 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 Planning, Infrastructure & Transport Committee;
- xvi. manage access to information about the Council via the publication scheme; and

16 RESPONSIBLE FINANCIAL OFFICER

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

17 ACCOUNTS AND ACCOUNTING STATEMENTS

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

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

18 FINANCIAL CONTROLS AND PROCUREMENT

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

- v. whether contracts with an estimated value below **£30,000** 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 £30,000 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 unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

- f. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance provided in Legal Topic Note 87 (LTN 87) (March 2022) contains further details.**

19 HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of Council or the Personnel and Finance, Administration & Policy Committees is subject to standing order 11.
- b Clerk to Council shall report to the Chair of the Personnel Committee any staff absences
- c Staff Appraisals shall be conducted annually in September. The appraisal of the Clerk to Council will be conducted by 2 Members, with the remaining staff appraised by the Clerk to Council, with the exception of the Cleaner/Caretakers, who will be appraised by the Environment Officer (Buildings) and the Landscape Team who will be appraised by the Landscape Manager
- d Subject to the Council's policy regarding the handling of grievance matters, the Clerk to Council shall contact the chairman of the Personnel Committee or in his absence, the vice-chairman of the Personnel Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed in line with the Council's grievance policy.
- 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 Personnel Committee the matter shall be reported back and progressed by resolution of the Personnel Committee.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20 RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b. *[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 may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**
- g Bcc option to be used at all times when e-mailing data subjects for whom the Parish Council holds and processes personal data for.
- h Officers and Members to be reminded of the necessity for the above on a periodic basis.
- i All new Officers and Members joining the Parish Council to receive suitable data protection training as part of their induction process.

- j A one-hour compulsory training session per officer and member to take place annually.

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).

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

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

~~24 COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS~~

- ~~a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the Ward Councillor(s) of the District and County Council OR Unitary Council representing the area of the Council.~~

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 SAFEGUARDING

Enhanced DBS checks enabling Councillors to work on behalf of the Parish Council will be funded by the organisation. All checks to be registered for updates.

27 STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.

- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least (3) Councillors to be given to the Proper Officer in accordance with standing order 9.
- 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.

TERMS OF REFERENCE

ESTATES COMMITTEE

May 2024

General Purpose: The Estates Committee is responsible to Council for overseeing the delivery of all matters pertaining to the buildings, property and land, owned and leased by the Community Council and in particular progressing the development of a new Council Office.

1. To manage and direct the use of all buildings, property and land within the Council's portfolio. To ensure the best possible use of them by/for the community, consistent with the Business Plan.
2. To be responsible for maintenance/improvement programmes of all Council property portfolio. All programmes to be forwarded to the Finance, Administration & Policy Committee for financial management (Note: the financial management of the property portfolio is the responsibility of the Finance, Administration & Policy Committee to whom any requests for repairs and/or improvements outside the agreed annual budget should be directed)
3. To prepare each year, for submission to Finance, Administration & Policy Committee, by end of October, a detailed draft budget covering all project expenditure for the coming financial year and the following 4 financial years.

Any projects not included in the budget for that financial year, must be forwarded to the Finance, Administration & Policy Committee for direction.

4. To review annually the Terms of Reference prior to the Annual Meeting of Council
5. The Estates Manager to present a 6 monthly report on the overall condition of all buildings, any issues of note or urgency to be reported to the next Committee meeting.
6. The Estates Manager to present a 6 monthly report on the overall condition of all land controlled by the Parish Council, any issues of note or urgency to be reported to the next Committee meeting.

With regard to the new Parish Community Hub:

7. To report to Council the progress against the tasks defined
8. To monitor the budget and report back to the Finance, Administration & Policy Committee
9. To identify any additional tasks that may be required to achieve the outcome

10. To identify any problems and issues that may adversely affect the timely accomplishment of the project
11. To define and implement the Exit Strategy agreed by Council
12. The Committee will appoint a Chair to preside over its meetings
13. The Committee will appoint a Lead Member
14. The Committee may invite other people to attend and participate in its meetings should it be considered that their input would be beneficial
15. The quorum of the Committee shall be 3 members

Committee Meetings

16. Committee will meet monthly
17. The Committee will produce an agenda that will include
Monitoring progress against set tasks
Issues / Risks
18. An agenda will be produced and issued to Members at least three working days prior to each meeting
19. Minutes of each meeting, including action points and owners will be circulated to all participants not later than one week after the meeting
20. The meeting Clerk will be responsible for producing and circulating the agenda and minutes

CLIMATE EMERGENCY WORKING GROUP (CEWG)

TERMS OF REFERENCE

General Purpose

The working group has been formed to:

- Inform and advise Campbell Park Community Council (CPCC) about opportunities for local action to promote resilience to the effects of climate change.
- Prepare a draft Strategy for Action, to be submitted to CPCC for consideration.
- Set targets and measure progress against that goal.
- Work with other organisations towards the same aims in wider or separate areas.

Responsibilities: to work on behalf of Council, and with partner organisations, to deliver an effective strategy to address the effects of climate change and promote sustainability throughout the parish.

Composition: The CEWG will consist of those Members and Officers appointed by Council, plus any other members of the public appointed by Council. Membership of the CEWG to be reviewed at the Annual Meeting of Council. The CEWG will be Chaired by a Member of the Council.

Meetings: The CEWG will meet on an ad-hoc basis, in person or via Teams if necessary. The quorum of the meeting will be as laid out in Standing Orders. Agendas will be distributed electronically in advance of meetings, with notes distributed afterwards.

Reporting: The CEWG will report to Council once a meeting has been held.

Review: To review on an annual basis the Terms of Reference prior to the Annual Meeting of Council.



SMALL EVENTS POLICY

for External Groups using Community Council land

Adopted by Council at the Annual Meeting of Council on
16th May 2023

DRAFT for review AMC May 2024

It is a condition of the grant of the authorisation under the attached letter that the organiser:

- 1] Will need to have carried out all risk assessments and safety checks associated with planned activities before the event commences.
- 2] To ensure that all events are planned and operated in compliance with all necessary requirements for the safeguarding of young people and/or vulnerable members of our community, with this requirement being considered as part of the event risk assessment.
- 3] Will take all reasonably practicable steps to avoid damage to carriageways, footways, verges, grassed areas, trees, shrubs, flowers, fences, fixtures and equipment, and will make good all damage or loss caused to the Community Council's land or property as described, to the Community Council's satisfaction. **Council will take photographs of the site prior to the event for dilapidation purposes.**
- 4] Will remove all litter and waste materials before leaving the land.
- 5] Will not permit any activity that may give rise to a public or private nuisance, nor annoyance to the occupiers of property in the vicinity of the land e.g. loud noise from use of sound level amplifying equipment.
- 6] Will indemnify the Community Council from all claims, actions, demands and costs arising in any manner whatsoever from, or out of the use of land described in the attached letter by the organiser and all other persons entering into the said land during the period concerned. The organiser is required to obtain public liability insurance cover against such claims. (minimum- Five Million pounds).
- 7] Will not cause or permit the normal flow of traffic on the highway to be obstructed.
- 8] Will allow access to the land described in the attached letter to any person lawfully entitled to enter same; including authorised representatives / officers of the Council, Statutory Undertakers, and Emergency Services. All activities must cease upon request from a Police officer, an authorised representative / officer of the Community Council, or any representative of the Statutory Undertakers. Following such a request, the consent contained in the attached letter will have been deemed to have been rescinded or temporarily suspended.
- 9] Will notify the Community Council of the names and addresses of any person selling or providing food/ drink on the site.
- 10] Will site any structure, or attraction in a position complying with the requirements of the Community Council, Statutory Undertakers, and Emergency Services personnel.
- 11] **Will not cause or permit the promotion or staging of any act involving animals.** Further will not cause or permit the sale of any animal or the award of any animal as a prize. An animal includes aquatic species.
- 12] **For the benefit and protection of the surrounding land, environment and wildlife and to avoid the risk of damage from fire thereto the event organiser agrees that it will not release or permit anyone on the land of the Council pursuant to this application to release balloons or release any sky lanterns whatsoever.**
- 13] Will ensure electrical safety by ensuring that:
 1. A sensitive earth-leakage protection system (residual current device) shall be installed and maintained where practicable as part of the electrical installation within

the curtilage of land referred to. The device shall be designed to operate if the earth leakage current exceeds 0.03A and shall have a maximum operating time of 30 milliseconds. A test button should be incorporated.

2. In the event of a 3 phase portable generator being used for power generation, it is not always possible for a residual current device to be installed. If this is the case, then all reasonably practicable measures shall be taken to ensure the safety of the public, staff and performers by including the provision of an earth spike of sufficient size to take the full load capacity of the generator. Alternatively the installation of other equipment equal to, or better than a suitable earth loop monitor must be incorporated in the power circuit system in accordance with BS 7430.

14] In order to ensure that satisfactory event planning occurs, and the infrastructure standards are provided to a satisfactory standard in order to ensure the health, safety and welfare of the general public that are present at the event within the curtilage of the premises referred to in this application.

15] You will need someone to be appointed as the Health & Safety Co-ordinator and the Event Safety Co-ordinator.

16] Shall consider the Milton Keynes Safety Advisory Group (MKSAG) guidance document for public events in planning the event and shall notify MKSAG If the event organiser considers it necessary.

Information and advice from the MK Safety Advisory Group can be found here: www.milton-keynes.gov.uk/environmental-health/licensing/event-public-safety/public-safety-events

~~17] Will ensure that the relevant guidance contained in the Health and Safety Commission/Home Office document "Event Safety Guide; and The National Outdoor Events Association Code of Practice for Outdoor Events other than Pop Concerts and Raves shall be referred to where applicable. In order to ensure that satisfactory event planning occurs, and the infrastructure standards are provided to a satisfactory standard in order to ensure the health, safety and welfare of the general public who are present at the event within the curtilage of the premises referred to in this authorisation. Advice on these issues is available from the Environment Officer on 01908 608559~~

~~17] Photographs will be taken of the site prior to an event taking place~~

Small Event Application Form

Name of Event:

Date of Event:

Time of Event:

Location of the event:

Expected number of attendees:

Age profile:

Health & Safety Co-ordinator

Name:

Address:

Telephone Number:

Email address:

Event Safety Co-ordinator.

Name:

Address:

Telephone Number:

Email address:

I agree to comply with the requirements of the Small Events Policy

Signed..... Name:

Date.....

Organisation Name

Position/Title

If applicable, you will be required to supply the following documentation:

- Overall Site plan, including details of any third parties (traders, food sellers, entertainment providers) and their relevant insurance, food safety certification, safety certification for rides, temporary structures etc.
- Event insurance certificate and schedule covering the event period.
- Routes in and out of the site
- Details of associated traffic management

Definition of Civility and Respect

Civility means politeness and courtesy in behaviour, speech, and in the written word.

Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

By our council signing up to the civility and respect pledge we are demonstrating that our council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

Statement
Our council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.
Our council has put in place a training programme for councillors and staff
Our council has signed up to Code of Conduct for councillors
Our council has good governance arrangements in place including staff contracts and a dignity at work policy.
Our council will commit to seeking professional help in the early stages should civility and respect issues arise.
Our council will commit to calling out bullying and harassment if and when it happens.
Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme
Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.



Councillor/Officer Protocol

Adopted by Council on 17th January 2023



COUNCILLOR-OFFICER PROTOCOL

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INTRODUCTION

The purpose of this Protocol is to guide councillors and officers of the council in their relations with one another. The Protocol's intention is to build and maintain good working relationships between councillors and officers as they work together. Employees who are required to give advice to councillors are referred to as "officers" throughout.

A strong, constructive, and trusting relationship between councillors and officers is essential to the effective and efficient working of the council.

This Protocol also seeks to reflect the principles underlying the Code of Conduct which applies to councillors and the employment terms and conditions of officers. The shared objective is to enhance and maintain the integrity (real and perceived) of local government.

The following extract from the Local Government Association guidance on the 2020 Model councillor Code of Conduct states that:

"Both councillors and officers are servants of the public and are indispensable to one another. Together, they bring the critical skills, experience and knowledge required to manage an effective local authority."

At the heart of this relationship, is the importance of mutual respect. councillor-officer relationships should be conducted in a positive and constructive way. Therefore, it is important that any dealings between councillors and officers should observe reasonable standards of courtesy, should show mutual appreciation of the importance of their respective roles and that neither party should seek to take unfair advantage of their position or seek to exert undue influence on the other party.

councillors provide a democratic mandate to the local authority and are responsible to the electorate whom they represent. They set their local authority's policy framework, ensure that services and policies are delivered and scrutinise local authority services.

[Councillors of the executive,] Chairs and vice chairs of committees have additional responsibilities. These responsibilities will result in increased expectations and relationships with officers that are more complex. Such councillors must still respect the impartiality of officers and must not ask them to undertake work of a party-political nature or compromise their position with other councillors or other officers.

Officers provide the professional advice and managerial expertise and information needed for decision making by councillors and to deliver the policy framework agreed by councillors. They are responsible for implementing decisions of councillors and the day-to-day administration of the local authority.

The roles are very different but need to work in a complementary way.

It is important for both sides to respect these differences and ensure that they work in harmony. Getting that relationship right is an important skill. That is why the code requires councillors to respect an officer's impartiality and professional expertise. In turn officers should respect a councillor's democratic mandate as the people accountable to the public for the work of the local authority. It is also important for a local authority to have a councillor-officer protocol which sets out how this relationship works and what both councillors and officers can expect in terms of mutual respect and good working relationships."

This Protocol covers:

- The respective roles and responsibilities of the councillors and the officer;
- Relationships between councillors and officers;
- Where/who a councillor or an officer should go to if they have concerns;
- Who is responsible for making decisions.

BACKGROUND

This Protocol is intended to assist councillors and officers, in approaching some of the sensitive circumstances which arise in a challenging working environment.

The reputation and integrity of the council is significantly influenced by the effectiveness of councillors and the officer working together to support each other's roles.

The aim is effective and professional working relationships characterised by mutual trust, respect and courtesy. Overly close personal familiarity between councillors and officers is not recommended as it has the potential to damage this relationship.

ROLES OF COUNCILLORS AND OFFICERS

The respective roles of councillors and officers can be summarised as follows:

- Councillors and officers are servants of the public and they are indispensable to one another, but their responsibilities are distinct.
- Councillors are responsible to the electorate and serve only for their term of office.
- Officers are responsible to the council. Their job is to give advice to councillors and to the council, and to carry out the council's work under the direction and control of the council and relevant committees.

Councillors

Councillors have four main areas of responsibility:

- To determine council policy and provide community leadership
- To monitor and review council performance in implementing policies and delivering services
- To represent the council externally
- To act as advocates for their constituents

All councillors have the same rights and obligations in their relationship with the officer, regardless of their status and should be treated equally.

Councillors should not involve themselves in the day to day running of the council. This is the officer's responsibility, and the officer will be acting on instructions from the council or its committees, within an agreed job description.

In line with the councillors' Code of Conduct, a councillor must treat others with respect, must not bully or harass people and must not do anything which compromises, or is likely to compromise, the impartiality of those who work for, or on behalf of, the council.

Officers can expect councillors:

- to give strategic leadership and direction and to seek to further their agreed policies and objectives with the understanding that councillors have the right to take the final decision on issues based on advice
- to act within the policies, practices, processes and conventions established by the council
- to work constructively in partnership with officers acknowledging their separate and distinct roles and responsibilities
- to understand and support the respective roles and responsibilities of officers and their associated workloads, pressures and reporting lines
- to treat them fairly and with respect, dignity and courtesy
- to act with integrity, to give support and to respect appropriate confidentiality
- to recognise that officers do not work under the instruction of individual councillors or groups

- not to subject them to bullying, intimidation, harassment, or put them under undue pressure
- to treat all officers, partners (those external people with whom the council works) and members of the public equally, and not discriminate based on any characteristic such as age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation
- not to request officers to exercise discretion which involves acting outside the council's policies and procedures
- not to authorise, initiate, or certify any financial transactions or to enter into any contract, agreement or undertaking on behalf of the council or in their role as a councillor without proper and lawful authority
- not to use their position or relationship with officers to advance their personal interest or those of others or to influence decisions improperly
- to comply at all times with the councillors' Code of Conduct, the law, and such other policies, procedures, protocols and conventions agreed by the council.
- respect the impartiality of officers and do not undermine their role in carrying out their duties
- do not ask officers to undertake work, or act in a way, which seeks to support or benefit a particular political party or gives rise to an officer being criticised for operating in a party-political manner
- do not ask officers to exceed their authority where that authority is given

Chairs and vice-chairs of council and committees

Chairs and vice-chairs have additional responsibilities as delegated by the council. These responsibilities mean that they may have to have a closer working relationship with employees than other councillors do. However, they must still respect the impartiality of officers and must not ask them to undertake work or anything else which would prejudice their impartiality.

Officers

The primary role of officers is to advise, inform and support all members and to implement the agreed policies of the council.

Officers are responsible for day-to-day managerial and operational decisions within the council, including directing and overseeing the work of any more junior officers. Councillors should avoid inappropriate involvement in such matters.

In performing their role officers will act professionally, impartially and with neutrality. Whilst officers will respect a councillor's view on an issue, the officer should not be influenced or pressured to make comments, or recommendations which are contrary to their professional judgement or views.

Officers must:

- implement decisions of the council and its committees which are lawful, which have been properly approved in accordance with the requirements of the law and are duly recorded. This includes respecting the decisions made, regardless of any different advice given to the council or whether the decision differs from the officer's view
- work in partnership with councillors in an impartial and professional manner
- treat councillors fairly and with respect, dignity and courtesy
- treat all councillors, partners and members of the public equally, and not discriminate based on any characteristic such as age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation
- assist and advise all parts of the council. Officers must always act to the best of their abilities in the best interests of the authority as expressed in the council's formal decisions
- respond to enquiries and complaints in accordance with the council's standards protocol
- be alert to issues which are, or are likely to be, contentious or politically sensitive, and be aware of the implications for councillors, the media or other sections of the public
- act with honesty, respect, dignity and courtesy at all times
- provide support and learning and development opportunities for councillors to help them in performing their various roles in line with the council's training and development policy
- not seek to use their relationship with councillors to advance their personal interests or to influence decisions improperly
- to act within the policies, practices, processes and conventions established by the council

Officers have the right not to support councillors in any role other than that of councillor, and not to engage in actions incompatible with this Protocol.

In giving advice to councillors, and in preparing and presenting reports, it is the responsibility of the officer to express his/her own professional views and recommendations. An officer may report the views of individual councillors on an issue, but the recommendation should be the officer's own. If a councillor wishes to express a contrary view they should not pressurise the officer to make a recommendation contrary to the officer's professional view, nor victimise an officer for discharging his/her responsibilities.

There are exceptional circumstances where a councillor can fulfil the role of officer, for example where there is a vacancy. This can only be done if the

councillor is not paid for the role and should only ever be short-term while the council seeks to fill a vacancy. There will need to be a particular clear understanding of when the councillor is acting as a councillor and when acting as the Proper Officer.

The Relationship: General

Councillors and officers are indispensable to one another. However, their responsibilities are distinct. Councillors are accountable to the public, whereas officers are accountable to the council as a whole.

At the heart of this Protocol is the importance of mutual respect and also of civility. Councillor/officer relationships are to be conducted in a positive and constructive way. Therefore, it is important that any dealings between councillors and officers should observe standards of courtesy and that neither party should seek to take unfair advantage of their position nor seek to exert undue influence on the other party.

Individual councillors should not actively seek to undermine majority decisions of the corporate body, as this could then bring them into conflict with officers who have been charged with promoting and implementing the council's collectively determined course of action.

Councillors should not raise matters relating to the conduct or capability of an officer, or of officers collectively, in a manner that is incompatible with this Protocol at meetings held in public or on social media. This is a long-standing tradition in public service. An officer has no means of responding to criticisms like this in public.

A councillor who is unhappy about the actions taken by, or conduct of, an officer should:

- avoid personal attacks on, or abuse of, the officer at all times
- ensure that any criticism is well founded and constructive
- ensure that any criticism is made in private
- take up the concern with the chair

Neither should an officer raise with a councillor matters relating to the conduct or capability of another councillor or officer or to the internal management of the council in a manner that is incompatible with the objectives of this Protocol.

Potential breaches of this Protocol are considered below.

Expectations

All councillors can expect:

- A commitment from officers to the council as a whole, and not to any individual councillor, group of councillors or political group
- A working partnership
- Officers to understand and support respective roles, workloads and pressures
- A timely response from officers to enquiries and complaints
- Officer's professional and impartial advice, not influenced by political views or personal preferences
- Timely, up to date, information on matters that can reasonably be considered appropriate and relevant to their needs, having regard to any individual responsibilities or positions that they hold
- Officers to be aware of and sensitive to the public and political environment locally
- Respect, courtesy, integrity and appropriate confidentiality from officers and other councillors
- Training and development opportunities to help them carry out their role effectively
- Not to have personal issues raised with them by officers outside the council's agreed procedures
- That officers will not use their contact with councillors to advance their personal interests or to influence decisions improperly

Officers can expect from councillors:

- A working partnership
- An understanding of, and support for, respective roles, workloads and pressures
- Leadership and direction
- Respect, courtesy, integrity and appropriate confidentiality
- Not to be bullied or to be put under undue pressure
- That councillors will not use their position or relationship with officers to advance their personal interests or those of others or to influence decisions improperly
- That councillors will at all times comply with the council's adopted Code of Conduct

Some general principles

Close personal relationships between councillors and officers can confuse their separate roles and get in the way of the proper conduct of council business, not least by creating a perception in others that a particular councillor or officer is getting preferential treatment.

Special relationships with particular individuals are not recommended as it can create suspicion that an employee favours that councillor above others.

The Proper Officer (usually called the Clerk) is the head of paid services and has a line-management responsibility to all other staff. Communications should be made directly with the Proper Officer, unless it is agreed by the Proper Officer that such communications may take place directly with other officers over a particular matter. Councillors should not give instructions directly to the Proper Officer's staff without the express approval of the Proper Officer.

COUNCILLORS' ACCESS TO INFORMATION AND TO COUNCIL DOCUMENTS

Councillors are free to approach officers to provide them with such information, explanation and advice as they may reasonably need in order to assist them in discharging their role as members of the council. This can range from a request for general information about some aspect of the council's activities to a request for specific information on behalf of a constituent. Such approaches should normally be directed to the Officer.

The legal rights of councillors to inspect council documents are covered partly by statute and partly by the common law.

The common law right of councillors is based on the principle that any member has *prima facie* right to inspect council documents so far as their access to the documents is reasonably necessary to enable the member properly to perform their duties as a member of the council. This principle is commonly referred to as the "need to know" principle.

The exercise of this common law right depends therefore upon the councillor's ability to demonstrate that they have the necessary "need to know". In this respect a member has no right to "a roving commission" to go and examine documents of the council. Mere curiosity is not sufficient. The crucial question is the determination of the "need to know". This question must be determined by the officer.

In some circumstances (e.g. a committee member wishing to inspect documents relating to the functions of that committee) a councillor's "need to know" will normally be presumed. In other circumstances (e.g. a councillor wishing to inspect documents which contain personal information about third parties) a councillor will normally be expected to justify the request in specific terms. Any council information provided to a councillor must only be used by the councillor for the purpose for which it was provided i.e., in connection with the proper performance of the councillor's duties as a member of the council.

For completeness, councillors do, of course, have the same right as any other member of the public to make requests for information under the Freedom of Information Act 2000.

CORRESPONDENCE

Correspondence between an individual councillor and an officer should not normally be copied (by the officer) to any other councillor. Where exceptionally it is necessary to copy the correspondence to another councillor, this should be made clear to the original councillor. In other words, a system of “silent copies” should not be employed. Acknowledging that the “BCC” system of e-mailing is used, it should be made clear at the foot of any e-mails if another councillor has received an e-mail by adding “CC councillor X.”

Official letters or emails on behalf of the council should normally be sent out under the name of the officer, rather than under the name of a councillor. It may be appropriate in certain circumstances (e.g. representations to a Government Minister) for a letter or email to appear over the name of the chair, but this should be the exception rather than the norm. Letters or emails which, for example, create obligations or give instructions on behalf of the council should never be sent out in the name of a councillor.

Correspondence to individual councillors from officers should not be sent or copied to complainants or other third parties if they are marked “confidential”. In doing so, the relevant officer should seek to make clear what is to be treated as being shared with the councillor in confidence only and why that is so.

PRESS AND MEDIA

Councils are accountable to their electorate. Accountability requires local understanding. This will be promoted by the council, explaining its objectives and policies to the electors and customers. Councils use publicity to keep the public informed and to encourage public participation. The council needs to tell the public about the services it provides. Good effective publicity should aim to improve public awareness of the council’s activities. Publicity is a sensitive matter in any political environment because of the impact it can have. Expenditure on publicity can be significant. It is essential to ensure that decisions on publicity are properly made in accordance with the Code of Recommended Practice on Local Authority Publicity and the council’s Media Protocol.

The officer may respond to press enquiries but should confine any comments to the facts of the subject matter and the professional aspects of the function concerned. On no account must an officer expressly or impliedly make any political opinion, comment or statement.

Any press release that may be necessary to clarify the council's position in relation to disputes, major planning developments, court issues or individuals' complaints should be approved by the officer.

The chair (or chair of a committee) may act as spokespersons for the council in responding to the press and media and making public statements on behalf of the council but should liaise with the officer on all forms of contact with the press and media. The council may also appoint individual councillors as spokespeople where there is an area of particular expertise but this should only be done with the agreement of the council.

The council must comply with the provisions of the Local Government Act 1986 ("the Act") regarding publicity. All media relations work will comply with the national Code of Practice for Local Government Publicity. The Code is statutory guidance and the council must have regard to it and follow its provisions when making any decision on publicity.

The LGA has produced useful guidance on the Publicity Code - <https://www.local.gov.uk/publications/short-guide-publicity-during-pre-election-period>

For more detailed information and guidance regarding the role of councillors in connection with the use of social media, reference should be made to the council's Social Media Protocol where there is one in place.

IF THINGS GO WRONG

Procedure for officers:

From time to time the relationship between councillors and the officer (or other employees) may break down or become strained. Whilst it is always preferable to resolve matters informally, it is important that the council adopts a formal grievance protocol or procedure.

The principal council's monitoring officer may be able to offer a mediation/conciliation role or it may be necessary to seek independent advice. The chair of the council should not attempt to deal with grievances or work-related performance or line management issues on their own. The council should delegate authority to a small group of councillors to deal with all personnel matters.

The law requires all employers to have disciplinary and grievance procedures. Adopting a grievance procedure enables individual employees to raise concerns, problems or complaints about their employment in an open and fair way.

Where the matter relates to a formal written complaint alleging a breach of the councillors' Code of Conduct the matter must be referred to the principal council's monitoring officer in the first instance in line with the Localism Act 2011. The council may however try to resolve any concerns raised informally before they become a formal written allegation.

Procedure for councillors:

If a councillor is dissatisfied with the conduct, behaviour or performance of the officer or another employee, the matter should be reported to the chair and then raised with the officer in the first instance. If the matter cannot be resolved informally, it may be necessary to invoke the council's disciplinary procedure.

Ms Lisa Bradley
Campbell Park Community Council
Neighbourhood House
1 Pencarrow Place
Fishermead
MILTON KEYNES
Buckinghamshire
MK6 2AS

Select for Local Councils Policy Schedule

This insurance policy, which meets your demands and needs, has been based on the latest information obtained from you. The Policy, the Policy Schedule, any Certificates of Insurance and Endorsements form one document and should be read together. This Schedule replaces any previous Schedule.

Policy Number	YLL-2720865053
Insured	Campbell Park Community Council
Business	Parish / Town Council
Period of Insurance	
From	01 st October 2023
To	30 th September 2024
and any other period for which cover has been agreed.	
Adjustment Premium	£ 1,407.78
Premiums are inclusive of Insurance Premium Tax and/or VAT as appropriate.	
Schedule Number	119098809
Long term agreement active until	01 st October 2024
Preparation Date	19 th September 2023
Prepared by	Mr Alex Kirby
Policy Form Reference	MLAACG08

Policy Cover Declaration:

You, the Insured, are not aware of any known losses or events that could give rise to a claim, or circumstances that would be prejudicial to us, the Insurer, should the basis of cover on the below given insurance product (s) be changed.

This is important information, please read it carefully and check that the facts given about you are correct and that we have included all the covers that you require. We are unable to give you advice so it is your responsibility to check the cover is correct for your organisation.

Statement of Fact

If you provide services or activities to children, or adults who are in need of care and support and therefore may be unable to protect themselves against abuse or neglect:

- Your organisation has not had any third-party inspections with a grading of Inadequate, Requires Urgent Improvement, Weak or Unsatisfactory
- You have in place a written safeguarding policy and accompanying procedures that clearly set out the actions to take in response to child and vulnerable adult abuse
- You carry out safer recruitment and selection processes that include the seeking of appropriate criminal records checks, alongside a renewal and update process
- All employees and volunteers engaged in regulated activity and/or activity that brings them into contact with children or vulnerable adults receive safeguarding awareness training including refresher training
- You have one or more designated practitioners for safeguarding to support other practitioners in the organisation to recognise and respond to concerns about Abuse
- You retain employment records, safeguarding checks, safeguarding policies and procedures and safeguarding records for at least the prevailing regulatory best practice period.

If you provide services or activities to children, or adults who are in need of care and support and therefore may be unable to protect themselves against abuse or neglect, and you become non-compliant with any of the above statements, you must tell us, as it may affect your ability to claim under this policy.

Important information

Taking reasonable care

We require that you take reasonable care in managing your activities. Where appropriate this requires you to do the following:

- Keep written risk assessments for your key activities
- Keep written records of your staff and volunteer training. For example, manual handling training, or for use of tools and machinery
- Abide by any rules, guidelines or advice that is given to you by any relevant authority, such as a Local Authority, or the Health and Safety Executive

We want you to be confident about your insurance and understand what is required of you. Please contact us if you have any questions relating to the above.

Lines of Cover applying

Part A – Material Damage

Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

Sums Insured

Premises Address	Buildings Sum Insured	Loss of Rent	Contents (a)	Contents (b)	Contents (c)	Contents (d)	Contents (e)	Contents (f)	Contents (g)
1. Springfield Meeting Place, Address, 45 Springfield Boulevard, Springfield, Milton Keynes, Buckinghamshire, MK6 3JH	£1,181,614.50	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

For Premises: 1

Insured Perils applicable to Material Damage : 1-13, 15 & 16

Excesses Applicable to Premises 1

The following Excesses apply to each and every loss arising in respect of each and every separate premises:

Accidental Damage	£250
Theft	£250
Riot civil commotion and Malicious Persons	£250
Storm or Flood	£250
Escape of Water	£250
Falling Trees or Branches	£250

Operative Endorsements: 1, 2, 3, 5, 6, 7, 8 & 9 (please refer to the Endorsement section of the policy wording)

Part B – Business Interruption

Premises Address	Additional Expenditure	Indemnity Period (Months)	Loss of Data	Indemnity Period (Months)	Loss of Gross Revenue	Indemnity Period (Months)
All Premises	£10,000	12	N/A		£46,920	12

For Premises: 1

Insured Perils applicable to Business Interruption : 1-13, 15 & 16

Operative Endorsements:

None

Part C – All Risks

Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other Contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer Equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

Additional Items:

Where no premises address is shown, the item is not based at one location and cover is provided anywhere within the **territorial limits**.

Item Description	Sum Insured	Excess
Portaloo	£3,244.23	£250
General Contents	£24,442.61	£250
Office Contents	£40,200.47	£250
Outside Equipment	£8,888.97	£250
Playground Equipment	£28,970.52	£250
Sports Equipment	£1,226.51	£250
Street Furniture	£22,051.45	£250
Mowers, power tools and related equipment	£55,000.00	£250
Additional Play Equipment	£40,844.65	£250

The excess stated applies to each and every loss.

Operative Endorsements: 1, 2, 3 & 7 (please refer to the Endorsement section of the policy wording)

Part D – Money

	Limit any one loss
1. Loss of Non-Negotiable Money in the situations specified in items 2(a), 2(b), 2(c)(i) and 2(c)(ii):	£250,000
2. Loss of other Money:	
(a) in transit in the custody of any Member or Employee or in transit by registered post (limit £250), or in a Bank Night Safe	£5,000
(b) in the private residence of any Member or Employee	£500
(c) in the premises	
(i) in the custody of or under the actual supervision of any Member or Employee	£5,000
(ii) in locked safes or strongrooms	£5,000
(iii) in locked receptacles other than safes or strongrooms	£500

Excess: £50 each and every loss

Personal Accident Assault Limits: Stated in Section 3(c) of the policy wording

Operative Endorsements:

1. In respect of **Section 1 – Special Definitions**, the definition of Person Insured is extended to include any person between the ages of 16 and 90.

Part E – Public Liability

Limit of Indemnity: £12,000,000

Excess: £100 each and every claim in respect of Section 2(d)(ii)

Operative Endorsements:

1. Environmental Clean Up Costs. The following Special Definitions are added to Section 1:

Clean Up Costs

- a) Testing for or monitoring of Pollution or Contamination
- b) the costs of Remediation required by any Enforcing Authority to a standard reasonably achievable by the methods available at the time that such Remediation commences.

Remediation

Remedying the effects of Pollution or Contamination including primary, complementary and compensatory actions as specified in the Environmental Damage (Prevention and Remediation) Regulations 2009.

Enforcing Authority

Any government or statutory authority or body implementing or enforcing environmental protection legislation within the territorial limits.

Cover

With effect from 01 July 2009 or the inception of the policy if later, the **insurer** will indemnify the **insured** in respect of all sums including statutory debts that the **insured** is legally liable to pay in respect of Clean Up Costs arising from environmental damage caused by Pollution or Contamination where such liability arises under an environmental directive, statute or statutory instrument.

Provided always that:

- a) liability arises from Pollution or Contamination caused by a sudden, identifiable, unintended and unexpected incident which takes place in its entirety at a specific time and place during the Period of Insurance. All Pollution or Contamination which arises out of one incident shall be deemed to have occurred at the same time such incident takes place
- b) the **insurer's** liability under this Extension shall not exceed £1,000,000 for any one occurrence and in the aggregate in any one Period of Insurance and will be the maximum the insurer will pay inclusive all costs and expenses. This limit will form part of and not be in addition to the Limit of Indemnity stated in the Schedule
- c) immediate loss prevention or salvage action is taken and the appropriate authorities are notified

Exclusions

The **insurer** shall be under no liability:

1. in respect of Clean up Costs for **damage** to the **Insured's** land, premises, watercourse or body of water whether owned, leased, hired, tenanted or otherwise in the **insured's** care, custody or control
2. for **damage** connected with pre-existing contaminated property
3. for **damage** caused by a succession of several events where such individual event would not warrant immediate action
4. in respect of removal of any risk of an adverse effect on human health on the Insured's land, premises, watercourse or body of water whether owned, leased, hired, tenanted or otherwise in the **insured's** care, custody or control
5. in respect of costs in achieving an improvement or alteration in the condition of the land, atmosphere or any watercourse or body of water beyond that required under any relevant and applicable law or statutory enactment at the time Remediation commences
6. in respect of costs for prevention of imminent threat of environmental damage where such costs are incurred without there being Pollution or Contamination caused by a sudden, identifiable, unintended and unexpected incident
7. for **damage** resulting from an alteration to subterranean stores of groundwater or to flow patterns
8. in respect of costs for the reinstatement or reintroduction of flora or fauna
9. for **damage** caused deliberately or intentionally by the **insured** or where they have knowingly deviated from environmental protection rulings or where the **insured** has knowingly omitted to inspect, maintain or perform necessary repairs to plant or machinery for which they are responsible
10. in respect of fines or penalties of any kind
11. for **damage** caused by the ownership or operation on behalf of the **insured** of any mining operations or storage, treatment or disposal of waste or waste products other than caused by composting, purification or pre-treatment of waste water
12. for **damage** which is covered by a more specific insurance policy
13. for **damage** caused by persons aware of the defectiveness or harmfulness of products they have placed on the market or works or other services they have performed
14. for **damage** caused by disease in animals belonging to or kept or sold by the **insured**.

Part F – Hirers' Liability

Limit of Indemnity: £2,000,000

Excess: £100 each and every claim for damage to the premises or contents caused other than by fire or explosion

Operative Endorsements

None

Part G – Employers Liability

Limit of Indemnity: £10,000,000

Operative Endorsements:

None

Part H – Libel and Slander**Sum Insured**

£500,000

Excess: 10% each and every claim or £1,000 whichever is the lower**Operative Endorsements**

None

Part I – Motor Vehicles**Additional Cover : Section 24**

U. Occasional Business Use

Not Operative

V. Loss of No Claim Discount/Excess

Operative

Operative Endorsements:

None

Part J – Motor Legal Expenses and Uninsured Loss Recovery**Limit of Indemnity:**

£100,000 per insured incident

Operative Endorsements:

None

Part N – Fidelity Guarantee

Persons Guaranteed:
All members and employees

Sum Guaranteed
£2,000,000

Excess: £100 each and every loss

Operative Endorsements:

None

Part O – Personal Accident

Cover is limited to £500,000 any one person and £2,000,000 any one incident.

Persons Insured:

Employees

Capital Sum	£100,000.00
Weekly Sum	£500.00
Cover	Sections 2 and 3 - Accident and Assault Cover

Directors/Councillors

Capital Sum	£100,000.00
Weekly Sum	£500.00
Cover	Sections 2 and 3 - Accident and Assault Cover

Key Personnel

Key Personnel	Clerk	
Capital Sum		£100,000.00
Weekly Sum		£500 for up to 10 weeks and £100 per week thereafter
Cover	Sections 2 and 3 - Accident and Assault Cover	

Operative Endorsements:

1) Special Condition 4 of Section 5 is inoperative provided always that the **insurer** will not make any payment of any benefit or in respect of any expense or loss arising from any Person Insured who has attained the age of 90 years unless such expense or loss arises during the period of insurance during which the Person Insured attains the age of 90

2) Key Personnel endorsement

It is agreed that Section 2 and Section 3 will be extended to a 24hr basis for Key Personnel.

and

Section 4 - Exclusions is amended to read;

Section 4 - Exclusions

The **insurer** will not be liable to pay compensation in respect of death or disablement or provide indemnity for **damage** caused directly or indirectly by:

- a) intoxication of, or the illegal use of drugs by any Person Insured, or through sexually transmitted disease
- b) deliberate exposure to unnecessary danger (except in an attempt to save human life)
- c) racing of any kind other than on foot
- d) air travel other than as a passenger in a licensed passenger carrying aircraft
- e) with effect from the 2004 renewal date the **insurer** will not be liable for any actual loss directly or indirectly arising out of, contributed to by, or resulting from actual, threatened, feared or perceived use of biological, chemical, radioactive or nuclear agent, material, device or weapon.
- f) motor cycling, winter sports other than skiing or snowboarding in the United Kingdom or on a dry ski slope or within a snow dome, skating or curling, aerial pursuits including but not limited to ballooning, bungee jumping, gliding, hang-gliding, micro lighting, parachuting, paragliding or parascending, jet skiing or white water rafting, mountaineering or rock climbing using guides or ropes, hiking, trekking or mountaineering above 3,000 metres, caving, and diving using external breathing apparatus

Part P – Legal Expenses

Section:

3. Employment Disputes and Compensation Awards	Operative
4. Legal Defence	Operative
5. Property Protection and Bodily Injury	Operative
6. Tax Protection	Operative
7. Contract Disputes - £5,000 Limit	Operative
8. Statutory Licence Protection	Operative

Limit of Indemnity: £200,000

Operative Endorsements

The following is also operative: Debt Recovery

Insured Incident

The **insurer** will negotiate for the **insured's** legal rights including enforcement of judgment to recover money and interest due from the sale or provision of goods or of services, provided always that:

- a) the amount of the debt exceeds £250 (incl VAT)
- b) the claim under this Part is made within 90 days of the money becoming due and payable
- c) the **insurer** has the right to select the method of enforcement, or to forego enforcing judgment if the **insurer** is not satisfied that there are, or will be, sufficient assets available to satisfy judgment.

Exceptions

We will not provide indemnity in respect of or arising from or relating to:

- a) any debt arising from an agreement entered into prior to the inception date of the indemnity provided by this section if the debt is due within the first 90 days of the indemnity provided by this section
- b) the recovery of money and interest due from another party where the other party intimates that a defence exists
- c) any claim relating to:
 - i) any settlement payable under an insurance policy
 - ii) any lease, licence or tenancy of land or buildings
 - iii) any motor vehicle owned by, or hired or leased to you other than agreements relating to the sale of motor vehicles where you are engaged in the business of selling motor vehicles
- d) any dispute which arises out of the purchase, hire, sale or provision of computer hardware, software, systems or services.

General Notes

1. Fair presentation of the risk

You must make a fair presentation of the risk to us at inception, renewal and variation of your policy. This means that we must be told about all facts and circumstances which may be material to the risks covered by the policy and that you must not make a misrepresentation to us about any material facts. As part of your duty of fair presentation, you must ensure that the information detailed within the schedule is correct and complete. A material fact is one which would influence the acceptance or assessment of the risk. If you have any doubt about facts considered material, it is in your interests to disclose them to us.

Failure to make a fair presentation of the risk could result in the policy either being avoided, written on different terms or a higher premium being charged, depending on the circumstances surrounding the failure to present the risk fairly.

This policy is compliant with the principles of the Insurance Act 2015 law reforms. It also incorporates an 'opt out' which has the aim to promote good customer outcomes. We have opted-out of the 'proportionate reduction of claim remedy' available to insurers under the Insurance Act 2015. This means that in cases of non-disclosure or misrepresentation which are neither deliberate nor reckless, if we would have charged an additional premium had we known the relevant facts, we will charge that premium and pay any claims in full rather than reducing claims payments in proportion to the amount of premium that would have been charged.

We believe that our 'additional premium approach' should, in most situations, be more favourable to our customers when compared to the proportionate reduction of claim remedy. Our additional premium approach does not affect our right to apply the other remedies available under the Act for non-disclosure or misrepresentation.

2. Cancellation

All insurance policies run for a fixed period of time. The Insured can terminate an insurance contract verbally or in writing at any time by calling 0800 917 9531 or emailing Customers.team@uk.zurich.com. Zurich may cancel the policy by giving 30 days' notice in writing. In such an event the insured will be entitled to a return of premium in respect of the unexpired portion of the period of insurance.

If you cancel your policy before the start date, you will be entitled to a full refund of premium. If you cancel within 14 days of the start date, you will be entitled to a full refund of premium, providing no claim has been made. After 14 days, if no claim has been made, we may offer a full or partial refund, depending on the time the policy was on risk and the circumstances at the time of the cancellation request. Please note, a cancellation charge of £50 may be applied.

3. Bonus and fee structure

Employees and businesses who carry out work for ZIC UK are remunerated in various different ways for selling insurance contracts. Employees receive a basic salary and also receive a bonus based on a number of factors, including the achievement of sales and quality targets. Businesses which work for the insurer on an outsourced basis receive a fee and also additional payments based on a number of factors, including the achievement of sales and quality targets.

Claims contact information

If you need advice on a claim, it is important that you speak to the appropriate specialist. Claims specialists are available to discuss your cover and advise you on how to make a claim. Their contact details are:

Type of Claim	Claims team	Claims contact details	
Buildings, contents including "All Risks" Items	Property Claims	Tel:	0800 028 0336
Business interruption		Email:	farnboroughpropertyclaims@uk.zurich.com
Money		Address:	Zurich Municipal Property Claims, Zurich Financial Services, PO Box 3303, Interface Business Park, Swindon, SN4 8WF
Works in progress			
Public liability	Liability Claims	Tel:	0800 876 6984
Employers liability		Email:	fnlc@uk.zurich.com (new claims) zmflc@uk.zurich.com (subsequent correspondence)
Personal assault under Money		Address:	Zurich Municipal Casualty Claims, Zurich House, 1 Gladiator Way, Farnborough, Hampshire, GU14 6GB (DX 140850, Farnborough 4)
Personal accident			
Financial and administrative liability			
Professional negligence			
Hirers liability			
Fidelity guarantee			
Libel and slander			
Engineering insurance			
Engineering – Deterioration of stock			
Business travel			
Motor	Motor Claims	Tel:	0800 916 8872 (new motor claims) 0800 232 1913 (customer damage)
		Email:	zmmotorclaimsoffice@uk.zurich.com
		Address:	Zurich Municipal Motor Claims, PO Box 3322, Interface Business Park, Swindon, SN4 8XW
Legal Expenses	DAS Legal Claims	Tel:	0117 934 2116 (Switchboard)

General claims procedure

This is a description of the general claims procedure you will need to follow:

1. Contact the relevant claims office, to notify the claim
2. If necessary, a claim form will be sent out to you for completion, or you will be asked to send details in writing
3. In the event of uncertainty, please call the relevant office for guidance.
4. Out of hours/Emergency Property losses - please contact 0800 028 0336
5. Track open claims on-line at: <https://www.zurich.co.uk/municipal/existing-customers>

DAS Head and Registered Office:

DAS Legal Expenses Insurance Company Limited | DAS House | Quay Side | Temple Back | Bristol | BS1 6NH
Registered in England and Wales | Company Number 103274 Website: www.das.co.uk
DAS Legal Expenses Insurance Company Limited is authorised by the Prudential Regulation Authority
and regulated by the Financial Conduct Authority (FRN202106) and the Prudential Regulation Authority.

DAS Law Limited Head and Registered Office:

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Registered in England and Wales | Company Number 5417859 Website: www.daslaw.co.uk
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COUNCIL AND COMMITTEE MEETINGS

JUNE 2024 – MAY 2025

These dates have taken into account Bank Holidays, Easter and Christmas
but may be subject to change based on future operational need.

* Planning consultations to be considered by Council/Delegated powers where period between Planning mtgs exceeds 4 weeks
+ meeting to only be held if required.

JUNE				JULY				AUGUST			
Day	Date	Time	Committee	Day	Date	Time	Committee	Day	Date	Time	Committee
Mon	3	6.30	Planning	Mon	1	6.30	Planning	Mon	12	6.30	Planning
Tue	4	7.00	FA&P	Tue	2	6.30	Personnel	Tue	20	7.30	ECM+
Tue	11	6.30	Estates	Tue	9	6.30	Estates	A meeting of Council or Committees will be convened if there is urgent business to consider			
Tue	18	7.30	Council	Tue	16	7.30	Council*				
				Tue	23	6.30	Community& Comms				
SEPTEMBER				OCTOBER				NOVEMBER			
Day	Date	Time	Committee	Day	Date	Time	Committee	Day	Date	Time	Committee
Tue	3	6.00 7.00	Personnel FA&P	Mon	7	6.30	Planning	Mon	4	6.30	Planning
Mon	9	6.30	Planning	Tue	8	6.30	Estates	Tue	5	6.30	Personnel
Tue	10	6.30	Estates	Tue	15	7.30	Council	Tue	12	6.30	Estates
Tue	17	7.30	Council	Tue	22	6.30	Community& Comms	Tue	19	7.30	Council
								Tue	26	6.30	Community& Comms
DECEMBER				JANUARY				FEBRUARY			
Day	Date	Time	Committee	Day	Date	Time	Committee	Day	Date	Time	Committee
Mon	2	6.30	Planning	Mon	6	6.30	Planning	Mon	3	6.30	Planning
Tue	3	7.00	FA&P	Tue	7	6.30	Personnel	Tue	11	6.30	Estates
Tue	10	6.30 7:30	Estates+ Council*	Tue	14	6.30	Estates	Tue	18	7.30	Council
				Tue	21	7.30	Council	Tue	25	6.30	Community& Comms
				Tue	28	6.30	Community& Comms				
MARCH				APRIL				MAY			
Day	Date	Time	Committee	Day	Date	Time	Committee	Day	Date	Time	Committee
Mon	3	6.30	Planning	Mon	7	6.30	Planning	Tue	6	6.00 6.30	Personnel Planning
Tue	4	6.00 7.00	Personnel FA&P	Tue	8	6.30	Estates	Tue	13	6.30	Estates
Tue	11	6.30	Estates	Tue	15	7.30	Council*	Tue	20	6:30 7:30	AMC Council
Tue	18	7.30	Council*	Tue	22	6.30	Community& Comms	Tue	27	6.30	Community& Comms
					TBC		Annual Mtg of Parish Electors				