



# Chiddingfold Parish Council

The Banking House  
The Green  
Chiddingfold  
Surrey  
GU8 4TU

Tel: 07557 344499  
[www.chiddingfold-pc.gov.uk](http://www.chiddingfold-pc.gov.uk)  
Chairman: Councillor Richard Hogsflesh  
Clerk to the Council: Sue Frossard CiLCA PSLCC  
[clerk@chiddingfold-pc.gov.uk](mailto:clerk@chiddingfold-pc.gov.uk)

## TO MEMBERS OF THE COUNCIL

You are hereby summonsed to attend the Annual Meeting of Chiddingfold Parish Council on Thursday 10 May 2018 in the Charles Watts Room of the Village Hall at 7.45 pm, for the purpose of transacting the following business.

MEMBERS OF THE PUBLIC are encouraged and welcome to attend Parish Council meetings and are invited to put questions, relevant to items on the agenda, to the Council between 8.30 pm and 8.45 pm.

Signed: .....  
Sue Frossard CiLCA PSLCC, Clerk to the Parish Council

Date: .....

## AGENDA

### 1.00 ELECTION OF CHAIRMAN.

### 2.00 ELECTION OF VICE-CHAIRMAN.

### 3.00 DECLARATIONS OF ACCEPTANCE OF OFFICE.

### 4.00 APOLOGIES FOR ABSENCE.

Recommendation: To receive and accept apologies for absence.

### 5.00 DECLARATIONS OF INTEREST.

If an interest has not been disclosed in the Council's Register of Disclosable Pecuniary Interests, the Member must declare it here and notify the Monitoring Officer of it within 28 days.

If a Member has a disclosable pecuniary interest, the Member must not vote or speak on the agenda item in which it arises, or do anything to influence other Members in regard to that item.

Recommendation: To receive declarations of personal interests and pecuniary interests not previously notified to the WBC Monitoring Officer.

### 6.00 MINUTES OF THE LAST MEETING.

Recommendation: To agree the minutes of the meeting held on 12 April 2018 as a true record and the Chairman to sign the minutes.

### 6.01 REVIEW OF ACTIONS FROM APRIL PARISH COUNCIL MEETING

Recommendation: To review the following outstanding actions from past meetings:

DEC ACTION: DH to report back to the February meeting on his meetings to discuss development of the recreation grounds. DH had met with 2 companies neither of which suited the Council's requirement. Smaller, more local companies to be approached. DH was not present. Ongoing.

JAN ACTION: DH, CT and TF to meet to discuss the implications of the Community Infrastructure Levy (CIL) on the parish and to write a suitable response to WBC. Outstanding.

MAR ACTION: The Clerk was asked to price the installation of an information board with a map containing details and location of all local shops and services. No longer required... RU has discussed this with the proprietor of Treacles and she will bring a proposal to the Parish Council for consideration. Ongoing.

APR ACTION: The Clerk was asked to respond to NALC's review of Local Government Ethical Standards, asking for the original Standards Board Code of Conduct and sanctions to be reinstated. Actioned.

### 7.00 APPOINTMENT OF PROPER OFFICER AND RESPONSIBLE FINANCIAL OFFICER.

Recommendation: To appoint the Clerk, Suzanne Frossard, as Proper Officer and Responsible Financial Officer to the Council for the year to 31 August 2018.

Recommendation: To approve the appointment of Lauren Blatherwick for a probationary period of 3 months as full-

time Clerk and Proper Officer for the period 01 June 2018 to the 31 August 2018.

Recommendation: On satisfactory completion of three months' probation to appoint Lauren Blatherwick as full-time Clerk and Proper Officer to Chiddingfold Parish Council (from 01 September to the end of this Council year).

Recommendation: To appoint Suzanne Frossard as part-time Deputy Clerk and Responsible Financial Officer for the period 01 September 2018 to the end of this Council year.

8.00 TO APPOINT A PLANNING COMMITTEE.

Recommendation: To confirm continuation of the Planning Committee, comprising seven members (quorate at a minimum of three).

Recommendation: To confirm the Terms of Reference for the Planning Committee.

Recommendation: To resolve to permit the committee to elect its chairman and to determine meeting dates at its first meeting of this new Council year.

9.00 DELEGATION ARRANGEMENTS.

Recommendation: To AGREE the continued delegation of management of the allotments to the Proper Officer.

Recommendation: To AGREE delegation of routine maintenance tasks and payment of same in accordance with the Council budget to the Proper Officer.

Recommendation: To AGREE to delegate planning recommendations to Waverley to the Planning Committee or, in the absence of a quorum, to the Proper Officer after consultation with members of the Planning Committee.

10.00 WORKING GROUPS.

Recommendation: To create new groups if required and to review the objectives, structure, Terms of Reference and participating Members of each existing Working Group.

11.00 STANDING ORDERS AND FINANCIAL REGULATIONS. The Clerk had made to the Council's Standing Orders and Financial Regulations. These were to accommodate splitting the role of Clerk and RFO; to replace the Power of Wellbeing with the General Power of Competence; to remove reference to petty cash and to outline the alternative procedure for claiming out-of-pocket expenses.

Recommendation: To approve and adopt Version Number 4.2 of the Standing Orders and Version 4.0 of the Financial Regulations.

11.01 GENERAL POWER OF COMPETENCE.

Recommendation: To confirm that this Council remains eligible to use the General Power of Competence.

12.00 TO ELECT PARISH COUNCIL REPRESENTATIVES.

THREE to the Chiddingfold Village Hall and Recreation Ground Charity;

ONE to report to the Parish Magazine;

ONE to Police and Community Support;

ONE or TWO to the SCC Countryside Task Group; and

ONE to SurreyALC.

13.00 PRESS/MEDIA POLICY. To review the Council's policy for dealing with the press/media.

Recommendation: To approve that the Parish Council's views are expressed to the press/media through the Chairman. (Other Councillors have the right to express their personal views).

14.00 REVIEW COUNCIL AND EMPLOYEE MEMBERSHIP OF OTHER BODIES. The Council's and Clerk's membership of the following bodies has been budgeted for 2018-2019.

Recommendation: To approve the Council's continued membership of SurreyALC, NALC, SCPFA and Surrey Hills Society and the Clerks' membership of SLCC.

15.00 CODE OF CONDUCT. The Chiddingfold Code of Conduct amended, in line with changes to the WBC Code of Conduct from which it stems was adopted on 12 January 2017.

Recommendation: To review the Code and resolve to approve the Parish Council Members' Code of Conduct without further change.

17.00 PARISH COUNCIL MEETINGS FOR 2018-2019. The CWR of the Village Hall has been booked for every second Thursday of each month, except August when there is no meeting, up to and including 09 May 2019. In addition the Main Hall and CWR have been booked for the Parish Annual Assembly on Thursday 30 May 2019.

Recommendation: To set the dates, times and place of ordinary meetings of the full Council and for the Parish Annual Assembly for the forthcoming year, in line with the above.

18.00 PLANNING COMMITTEE.

Recommendation: To receive and note updates on planning matters not itemized on the agenda.

- 18:01 PLANNING COMMITTEE MINUTES.  
 Recommendation: Three of Cllrs Roger Underwood, Tim Forrest, Susie Forrest and Simon Manuel to approve the minutes of the March 2018 Planning Committee Meeting and the Chairman (of this meeting) to sign.
- 18:02 PLANNING DECISIONS.  
 Full details of planning decisions, including decision notices and conditions, for all applications are available on the Waverley Planning Portal at: <http://waverweb.waverley.gov.uk/live/wbc/pwl.nsf/webdisplaypubliclist?openform>.
- 19.00 WORKING AND ADVISORY GROUPS.  
 (In conjunction with Item 10.00 above).
- 19.01 ENVIRONMENT & AMENITIES GROUP (EAG) RU. Update on EAG matters.
- 19.02 BROADBAND GROUP (BBG) TF. Update on BBG matters.
- 19.03 NEIGHBOURHOOD PLAN DEVELOPMENT GROUP (NPDG) CT. Update on NPDG matters.
- 19.04 EMERGENCY PLAN GROUP (EPG) RU. Update on EPG matters.
- 19.05 ROAD AND TRAFFIC GROUP (RTG) TF. Update on RTG matters.
- 19.06 VILLAGE MAINTENANCE GROUP (VMG) CT. Update on VMG matters.
- 19.07 RECREATION GROUND MAINTENANCE GROUP (RGMG) DH. Update on RGMG matters.
- 20.00 PARISHIONERS' CORRESPONDENCE.
- 21.00 OTHER CORRESPONDENCE AND BUSINESS.
- 2101 GENERAL DATA PROTECTION REGULATION (GDPR).  
 An update on the GDPR has been received from the National Association of Local Councils (NALC), to the effect that an amendment to its Data Protection Bill has been tabled to exempt Town and Parish Councils from the requirement to appoint a Data Protection Officer (DPO). This information has been passed down to local councils by the Surrey Association of Local Councils (SALC), whose recommendation to still appoint a DPO who is not the Clerk remains unchanged.  
 Recommendation: To NOTE the update.
- 22.00 LATE ITEMS SINCE THE CLOSE OF THE AGENDA. For information and discussion only, lawful decisions can only be made on items that appears on the agenda.  
 Recommendation: To hear and discuss late items and to defer any decisions to a future meeting.
- 23.00 FINANCE AND COMPLIANCE GROUP (FCG).
- 23.01 GOVERNANCE STATEMENT.  
 Recommendation: The Chairman to read the Annual Governance Statement. The Council to resolve to accept the statement and the Chairman to sign.
- 23.02 FINANCIAL STATEMENTS OF ACCOUNTS.  
 Recommendation: To approve the unaudited financial statement of accounts for the year to 31 Mar 2018. (This is the final set of accounts to be submitted for audit and these will be presented for sign-off at the June meeting).  
 NOTE: The financial statement of accounts for April 2018 will not be available until after completion of the 2017-2018 year-end accounts.
- 23.03 RECEIPTS, PAYMENTS AND RATIFICATIONS.  
 Recommendation: To note receipts.  
 Recommendation: To approve items for payment and to ratify any payments necessarily made since the last council meeting, all in accordance with the 2018-2019 budget and as detailed on the Order for Payment.
- 23.04 PARISH RISK ASSESSMENT.  
 Recommendation: To note the 2017-2018 risk assessment and to decide if further steps to mitigate any risks are warranted. (To note the attached Fixed Asset Register).
- 23.05 PARISH INSURANCE.  
 Recommendation: To approve continuation of the parish insurance policy. (In accordance with 2018/2019 budget).
- 23.06 INTERNAL AUDITOR.  
 Recommendation: To approve the appointment of Mrs Sheila Danson as Internal Auditor for the year 2018-2019.
- 23.07 CLERKS' PAY SCALE INCREASE. In accordance with the NALC pay increases for 2018-2019 for Clerks employed under the terms of the model contract, to increase the Clerk's salary with effect from 01 April 2018.  
 Proposal: To approve implementation of the NALC model contract pay increase for Clerks for 2018-2019, with effect from 01 April 2018.
- 24.00 PROVISIONAL DATE OF THE NEXT PARISH COUNCIL MEETING. (Subject to Item 17 above).  
 Recommendation: To note the date of the next meeting is the 14 June 2018.  
 (Items for the agenda are required by noon on Monday 04 June 2018.)

CHIDDINGFOLD PARISH COUNCIL

MEETING ON 10 MAY 2018

**WORKING PAPER**

**ITEM 6.00**



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Chairman: Councillor Richard Hogsflesh  
Parish Clerk: Sue Frossard CiLCA PSLCC  
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## MINUTES

Minutes of the Parish Council meeting held on Thursday 12 April 2018  
at 7.45 pm in the Charles Watts Room of the Village Hall.

Cllrs Present: Cllr Richard Hogsflesh (RH) Chairman      Cllr Tim Forrest (TF)      Cllr Susie Forrest (SF)  
Cllr Roger Underwood (RU) Vice-Chair      Cllr Christine Tebbot (CT)

In attendance: Cllr Simon Inchbald (WBC) and Sue Frossard CiLCA PSLCC (Clerk)      Public: 3

### 1.00 APOLOGIES FOR ABSENCE.

Apologies had been received from Councillors Neil Denyer (ND), Anthony Johnson (AJ) and Daniel Hall (DH)

### 2.00 DECLARATIONS OF INTEREST.

If an interest has not yet been disclosed in the Council's Register of Disclosable Pecuniary Interests, the Member must declare it here and notify the Monitoring Officer of it within 28 days. Where a Member has a disclosable pecuniary interest, the Member must not vote or speak on the agenda item in which it arises, or do anything to influence other Members in regard to that item.

RU declared a personal interest in item 09:01, WA.2018 0501.

### 3.00 MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON 08 MARCH 2018.

The minutes of the March meeting were approved and signed by the meeting chairman:

PROPOSED: CT.      SECONDED: TF

RESOLVED: Unanimous.

#### 3.01 REVIEW OF ACTIONS FROM PREVIOUS MEETINGS.

The following actions were reviewed, where not otherwise itemized in the minutes (outstanding in blue text):

OCT ACTION: RU to request information from SCC on their policies of enforcement for maintenance of PRWs. Actioned.

DEC ACTION: DH to report back to the February meeting on his meetings to discuss development of the recreation grounds. DH had met with 2 companies neither of which suited the Council's requirement. Smaller, more local companies to be approached. DH was not present. Ongoing.

JAN ACTION: DH, CT and TF to meet to discuss the implications of the Community Infrastructure Levy (CIL) on the parish and to write a suitable response to WBC. Outstanding.

FEB ACTION: CT to review with the contractor the number of bollards required at HSG and where they should go. A meeting has been arranged for 10am on Monday 13 March. The site visit was held and the bollards installed. Actioned.

MAR ACTION: CT to draft a letter to WBC asking them to advise on the action they are taking to bring unoccupied houses back into private stock. Actioned.

MAR ACTION: Clerk was asked to price the installation of an information board with a map containing details and location of all local shops and services. This was outstanding. Meanwhile RU has discussed this with the proprietor of Treacles and she will bring a proposal to the Parish Council for consideration. Ongoing.

### 4.00 PLANNING APPLICATIONS.

Recommendations on planning applications are usually decided by the Parish Council Planning Committee which meets on the fourth Thursday of each month at 11am in the Parish Office. Planning Committee agendas are published on the parish main notice board and on the website three clear working days before a meeting. The full Council only considers planning applications where the response deadline falls between Planning Committee meetings.

WA/2018/0454 20 Apr 2018	Construction of two dormer windows to rear elevations.	3 Swan Cottages, Petworth Road.	No objection.
NMA/2018/0042 27 Apr 2018	Amendment to WA/2014/0458 to provide painted metal on the glasshouse section.	Chaleshurst, Petworth Road.	No objection.
WA/2018/0472 27 Apr 2018	Alterations to part of garage to provide habitable accommodation	Austins, 22 Woodberry Close.	No objection.
WA/2018/0480 27 Apr 2018	Erection of an entrance gate and piers.	Chiddingfold House, Pickhurst Road.	
WA/2018/0500 27 Apr 2018	Erection of two storey and single storey rear extensions.	Ashcroft, Woodside Road.	No objection.
WA/2018/0501 27 Apr 2018	Erection of single storey extension following demolition of existing single storey extension.	1 Pockford Cottages, High Street Green.	No objection.
WA/2018/0502 27 Apr 2018	Alterations to garage to form habitable accommodation.	6 Coppice Place, Wormley.	Object. Loss of a parking space in this high-density, compact development with no visitor parking would be detrimental.

The Planning Authority's decisions on recent applications are reported on the Waverley Planning portal - <http://waverweb.waverley.gov.uk/live/wbc/pwl.nsf/webdisplaypubliclist?openform>.

#### 4.01 MINUTES OF THE PLANNING COMMITTEE MEETINGS.

The minutes of the Planning Committee meeting held on 08 March 2018 were noted. Council was advised that the next Planning Committee meeting will be on the 26 April 2018.

#### 5.00 POLICING IN THE PARISH.

Nothing specific to Chiddingfold to report this month. There is lots of information on the Police website about properties in rural areas. Councillors are updated with 'In The Know' and 'Neighbourhood/Country/Farm Watch' items as they are received.

#### 6.00 NEIGHBOURHOOD PLAN (NP).

There is currently a consultation in respect of the Green Belt and Settlement Boundary. This runs from 25 May to 09 July and the NP Group will draft a response. A lot of work has been done on site selection and work on other areas and, as a consequence, Waverley is deferring Local Plan Part 2.

#### 7.00 WORKING AND ADVISORY GROUPS.

It was AGREED that no new Working or Advisory Groups are required.

#### 7.01 UPDATES FROM WORKING GROUPS.

7.01.01 Environment and Amenities Group (EAG) - RU. Nothing to report.

7.01.02 Broadband Group (BBG) - TF. TF reported that the High Street Green group are making progress. A motion was moved and unanimously RESOLVED to bring Item 9.01 forward:

#### 9.01 TO APPROVE A PAYMENT TO ASSIST RESIDENTS OF HIGH STREET GREEN TO OBTAIN BROADBAND.

The Council had been asked to provide a small grant towards the cost of this group obtaining a broadband service to their area. In accordance with good practice it was unanimously RESOLVED to provide funding for 21 residents, at a rate of £7.86 per capita (total of £165).

#### 20:26 PUBLIC QUESTIONS.

1. A resident asked where the rental received from the mast had gone and whether this could be used to resurface the car park at Combe Common. The Clerk responded: that only a part of one year's rental had been received the first year (pro-rata) and the whole of this amount (plus some added from the general maintenance fund) had been used to repair the long car park barrier, install a new car park barrier in front of the mast area and to level the land at the entrance to the allotments and to purchase and install new heavy-duty iron gates. Further rental must be used for the benefit of 'Open Space' land and will be used to further enhance this and other applicable areas.

Meanwhile, the Clerk is always on the lookout for scalplings from local road works to patch and improve the car park surface.

20:30 PUBLIC QUESTIONS ENDED.

7.01.03 Emergency Plan Group (EPG) - RU. Nothing to report.

7.01.04 Road and Traffic Group (RTG) - TF. TF reported that he and CT had attended a SCC/Surrey Hills meeting where suggestions had been made that deliveries are made to rural areas by smaller (non-HGV) vans as part of an action to try to reduce large vehicle movement through villages. The Waverley Local Committee is being reformed to give voice to the parishes. There were discussions on de-cluttering, taking signs down which makes drivers more alert and less dangerous. Average speed cameras are not being installed in small villages. TF was asked to arrange for Colin Kemp, Cabinet Member for Surrey Highways, to come to Chiddingfold to see the road damage and lack of maintenance.

7.01.05 Village Maintenance Group (VMG) - CT. The Clerk update the council on the water leak in Coxcombe Lane, still not fixed after three weeks despite numerous inspections by Surrey Highways and Thames Water. There was discussion about the poor condition of the verges on The Green, largely due to resident parking, residents needing to turn sharply onto The Green service road because of parked cars and through-traffic riding up onto the verges in order not to wait for oncoming vehicles to pass. Use of large logs instead of bollards was suggested.

7.01.06 Recreation Ground Maintenance Group (RGMG) - DH. Nothing to report.

8.00 CONSULTATIONS.

8.01 WBC's STATEMENT OF LICENSING POLICY (Deadline 01 June 2018).

Details of WBC's Licensing Policy Review were circulated with the agenda packs.

The Council RESOLVED not to respond to this.

8.02 NALC's REVIEW OF LOCAL GOVERNMENT ETHICAL STANDARDS (Deadline 27 April 2018).

Details of NALC's review of Local Government ethical standards were circulated with the agenda packs. Currently, if the Code of Conduct is broken by a Councillor the only remedy is for the Council to judge and sanction; whilst simultaneously having no powers to exclude, suspend or otherwise punish an individual Councillor.

**ACTION:** The Clerk was asked to respond to this, asking for the original Standards Board, Code of Conduct and sanctions to be reinstated.

9.00 CORRESPONDENCE AND GENERAL BUSINESS

There were no further items of general business (see 9.01 above).

10.00 LATE ITEMS.

There were no late items.

11.00 FINANCE AND COMPLIANCE GROUP (FCG)

11.01 FINANCIAL STATEMENT OF ACCOUNTS.

TF reported that the financial situation was as expected and, with the exception of a few minor adjustments (pre-payments and accruals) the year end finances were as predicted. PROPOSED (TF): To approve the financial statement of accounts against budget for the year to 31 March 2018.

SECONDED (RH). RESOLVED (UNANIMOUS).

11.02 RECEIPTS AND PAYMENTS.

The Chairman read out the proposed income and expenditure for April from the Order to Pay form and the Clerk reported that no postings and, therefore, no reports will be available until the year end accounts have been completed.

PROPOSED (TF): To approve payments as detailed on the Order to Pay for and to ratify the payments necessarily made since the last council meeting and made in accordance with the 2018-2019 budget.

SECONDED (RH). RESOLVED (UNANIMOUS).

12.00 DATE OF THE NEXT PARISH COUNCIL MEETING. [For information. Dates are set at the Annual Council Meeting.]  
Chiddingfold Parish Council Annual Meeting, 19:45 on Thursday 10 May 2018 in the CWR of the Village Hall.

CHIDDINGFOLD PARISH COUNCIL

MEETING ON 10 MAY 2018

**WORKING PAPER**

**ITEM 8.00**



# CHIDDINGFOLD PARISH COUNCIL

## PLANNING COMMITTEE

### TERMS OF REFERENCE

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A Planning Committee was formed and the Terms of Reference were reviewed and approved at the Annual Parish Council meeting on 10 May 2018 - Item 8.00.

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The Council's Standing Orders are the over-arching authority under which the Planning Committee operates.

In accordance with the Council's Standing Orders, the Council appoints the Planning Committee and its members and determines the Terms of Reference.

The Planning Committee comprises seven members and meetings shall be quorate when three members attend.

The dates when Planning Committee Meetings are held shall be determined by the Committee and shall be notified and held in accordance with the Council's Standing Orders.

The Terms of Reference of Chiddingfold Parish Council's Planning Committee shall be as follows: -

1. Examining all planning applications, applications for consent, applications for Certificate of Lawfulness and major amendments which are submitted to the Planning Authority from within the Parish and the prompt submission of any comments it considers necessary on such plans to the Planning Authority.
  2. Examining applications for work on trees within the Parish and the prompt submission of any comments it considers necessary to the Planning Authority.
  3. Arranging the necessary level of representation of the Parish Council's views to any Planning Appeal or Inquiry which affects the Parish.
  4. The Chairman and Vice-Chairman of the Committee have delegated powers to deal with urgent or minor planning matters, details of which will be reported at the next meeting of the Planning Committee or the full Council, whichever is the earlier.
  5. Monitoring the provision and upkeep of Public Rights of Way within the Parish, liaising with Surrey County Council on these matters, and making recommendations to the Council as appropriate.
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CHIDDINGFOLD PARISH COUNCIL

MEETING ON 10 MAY 2018

**WORKING PAPER**

**ITEM 10.00**

<b>Group/Committee Name</b>	<b>Members</b>
<b>Planning Committee (PlanCom)</b> (See Terms of Reference)	Roger Underwood (Chairman) Tim Forrest (Vice-Chair) Richard Hogsflesh Anthony Johnson Susie Forrest Neil Denyer Simon Manuel
<b>Finance &amp; Compliance Group (FCG) - May 2011</b> All financial matters, budget and precept. Risk assessment and monitoring. Insurance, contract control, compliance and audit.	Tim Forrest (Leader) Daniel Hall Richard Hogsflesh
<b>Environment &amp; Amenities Group (EAG) - May 2013</b> To address issues not covered by the Planning Committee or any of the other working groups.	Roger Underwood Tim Forrest Susie Forrest
<b>BroadBand Group (BBG) - Oct 2014</b> To keep track of progress with SuperFast Surrey Broadband. To liaise with SCC in order to get a service in Chiddingfold.	Tim Forrest Residents
<b>Neighbourhood Plan Development Group (NPDG) - Dec 2012</b> A merge of three previous groups: Combe Common Sports Facility Group (CCSFG) - May 2011 Playing Field Survey Group (PFSG) - Jun 2012 Village Nursery Development Group (VNDG) - Oct 2012 To initiate a project to develop a village nursery at Coxcombe Lane. To link with a project to develop a Combe Common facility. To progress the project to develop a sports facility. To review recreation land and land usage. To respond to the WBC survey on land and land usage.	Richard Hogsflesh (Leader) Christine Tebbot Roger Underwood Daniel Hall Neil Denyer Tim Forrest Residents
<b>Emergency Plan Group (EPG) - May 2013</b> To develop a parish emergency plan. To implement the plan should an emergency be declared. To assess the effectiveness of the plan. To maintain the plan.	Roger Underwood (Leader) Richard Hogsflesh Tim Forrest Susie Forrest Sue Frossard Res: Mike Danson
<b>Road &amp; Traffic Group (RTG) - Jul 2011</b> Traffic speed reduction. Traffic calming on Ridgley/Woodside/Combe Lane junction. Car parking within the parish.	Tim Forrest (Leader) Richard Hogsflesh Res: Andy Isherwood Res: Wendy Lockwood
<b>Village Maintenance Group (VMG) - Apr12-May13 Jan14</b> To develop a village maintenance plan following a number of items needing attention, as identified by the village risk assessment. Conservation and protection of the village environment, including trees. Flooding - to identify and document parish flooding issues and to work with affected residents, riparian landowners and key agencies to determine ways to resolve these issues. <i>Group put 'on-hold' in May 2013, pending review in May 2014. Re-activated Jan 2014 to tackle flooding issues.</i>	Christine Tebbot (Leader) Neil Denyer Daniel Hall Susie Forrest Roger Underwood Tim Forrest
<b>Recreation Ground Maintenance Group (RGMG) - Oct15</b> Any issues concerned with the maintenance of the existing recreation grounds. <i>Group set up to provide a heading under which maintenance issues can be brought to Council meetings.</i>	Daniel Hall (Leader) All Councillors

Group/Committee Name - Date disbanded	Members
<b>HealthWatch Group (HWG) - Oct 2012</b> To monitor the parish health needs and provision. To feed information into county organization HealthWatch Link.	Caroline Doherty (Leader) Res: Any with subject expertise.
<b>Skateboard Park Group (SPG) - Jun 2011</b> To research and determine the feasibility of such a facility in the parish. Disbanded at 13 December PCM	Richard Hogsflesh Caroline Doherty (Leader) Res: 2 or 3
<b>Bus Route Group (BRG) - Dec 2011</b> To review the Surrey Bus Review and the impact of proposed cuts. Disbanded when input to the Surrey Bus Review was submitted.	Christine Tebbot Caroline Doherty Susie Forrest Roger Underwood
<b>Jubilee Building Group (JBG) - Feb 2012</b> To progress a project for a Jubilee structure on The Green. To investigate a joint project for a Jubilee church window. Seat and planters south end of The Forge. Village Jubilee event. Disbanded 13 December PCM	Richard Hogsflesh (Leader) Daniel Hall Christine Tebbot Tim Forrest
<b>Broadband Group (BBG) - Jun 2011</b> To work with Witley Parish Council to get BT to 'unbundle' Broadband to allow other providers to offer an improved service.	Tim Forrest (Leader) Roger Underwood Nick Allen
<b>Recreation Ground Development Group (RDG) - Dec 2012</b> A merge of three previous groups: Combe Common Sports Facility Group (CCSFG) - May 2011 Playing Field Survey Group (PFSG) - Jun 2012 Village Nursery Development Group (VNDG) - Oct 2012 To initiate a project to develop a village nursery at Coxcombe Lane. To link with a project to develop a Combe Common facility. To progress the project to develop a sports facility. To review recreation land and land usage. To respond to the WBC survey on land and land usage. Name changed to NP Development Group (NPDG) - May 2015 (description and members the same)	Tim Forrest (Leader) Roger Underwood Nick Allen XX Residents
<b>Village Promotion Group (VPG) - Jun 2011</b> Signposts within the parish. The Chiddingfold Directory. Other ad-hoc projects from time to time. Disbanded 14 May 2015	Tim Forrest Christine Tebbot Daniel Hall (Leader) Neil Denyer Richard Hogsflesh
<b>Parish Plan Group (PPG) - Oct 2011</b> To periodically review the Parish Plan. To focus on The Neighbourhood Plan. Disbanded 14 May 2015	EPG (Leader) Christine Tebbot Daniel Hall Richard Hogsflesh

CHIDDINGFOLD PARISH COUNCIL

MEETING ON 10 MAY 2018

**WORKING PAPER**

**ITEM 11.00**



# Chiddingfold Parish Council

## FINANCIAL REGULATIONS

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These Financial Regulations were adopted by Chiddingfold Parish Council on 19 May 2011 and were subsequently reviewed and re-adopted under Item 11.00 at the Annual Parish Council Meeting held on:

10 May 2018

[Note: Only items in bold text may be amended or deleted at the discretion of the council.]

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### **1. GENERAL**

- 1.1 These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of financial control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk and for the prevention and detection of fraud and corruption. These financial regulations are designed to demonstrate how the council meets these responsibilities.
- 1.2 The Responsible Financial Officer (RFO) holds a statutory office and shall be appointed by the council. The RFO, acting under the policy direction of the Council, shall administer the Council's financial affairs in accordance with proper practices. The RFO shall determine on behalf of the Council its accounting records and accounting control systems. The RFO shall ensure that the accounting control systems are observed and that the accounting records of the Council are maintained and kept up to date in accordance with proper practices.
- 1.3 The RFO shall produce financial management information as required by the Council and the accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the Council from time to time comply with the Accounts and Audit Regulations.
- 1.4 At least once a year, prior to approving the Annual Return, the Council shall conduct a review of the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.5 In these financial regulations, reference to the Accounts and Audit Regulations shall mean the Regulations issued under the provisions of Section 27 of the Audit Commission Act 1998 and then in force.
- 1.6 In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in Governance and Accountability in local Councils in England and Wales – a Practitioners' Guide, which is published jointly by NALC and SLCC and updated from time to time.

### **2. ANNUAL ESTIMATES (BUDGET)**

- 2.1 Each Committee or Working Group (if any) shall formulate and submit proposals to the Council in respect of revenue and capital including the use of reserves and sources of funding for the following financial year not later than the end of November each year.

- 2.2 Detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the year shall be prepared each year by the RFO in the form of a budget to be considered by the Council.
- 2.3 The Council shall review the budget not later than the end of December each year and shall fix the Precept to be levied for the ensuing financial year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved budget.
- 2.4 The annual budgets shall form the basis of financial control for the ensuing year.
- 2.5 The Council shall consider the need for and shall have regard to a three-year forecast of Revenue and Capital Receipts and Payments which may be prepared at the same time as the annual budget.

### **3. BUDGETARY CONTROL**

- 3.1 Expenditure on revenue items may be incurred up to the amounts included for that class of expenditure in the approved budget.
- 3.2 No expenditure may be incurred that will exceed the amount provided in the revenue budget for that class of expenditure. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate.
- 3.3 The RFO shall regularly provide the Council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter.
- 3.4 The Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of **£1,000**. The Clerk shall report the action to the RFO and to the Council as soon as practicable thereafter.
- 3.5 Unspent provisions in the revenue budget shall not be carried forward to a subsequent year unless placed in an earmarked reserve by resolution of the Council.
- 3.6 No expenditure shall be incurred in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available, or the requisite borrowing approval has been obtained.
- 3.7 All capital works shall be administered in accordance with the Council's Standing Orders and Financial Regulations relating to contracts.

### **4. ACCOUNTING AND AUDIT**

- 4.1 All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 4.2 The RFO shall complete the annual financial statements of the Council, including the Council's annual return, as soon as practicable after the end of the financial year and shall submit them and report thereon to the Council.
- 4.3 The RFO shall complete the Accounts of the Council contained in the Annual Return (as supplied by the Auditor appointed from time to time by the Audit Commission) and shall submit the Annual Return for approval and authorisation by the Council within the timescales set by the Accounts and Audit Regulations.
- 4.4 The RFO shall be responsible for ensuring that there is adequate and effective system of internal audit of the Council's accounting, financial and other operations in accordance with proper practices. Any officer or member of the Council shall, if the RFO or Internal Auditor requires, make available such documents of the Council which appear to the RFO or Internal Auditor to be necessary for the purpose of the internal audit and shall supply the RFO or

Internal Auditor with such information and explanation as the RFO or Internal Auditor considers necessary for that purpose.

- 4.5 The Internal Auditor shall carry out the work required by the RFO, or by the Council, with a view to satisfactory completion of the Internal Auditor's Report section of the Annual Return as compiled annually by the Audit Commission. The Internal Auditor, who shall be competent and independent of the operations of the Council, shall report to Council in writing on a regular basis with a minimum of one annual report in respect of each financial year.
- 4.6 The RFO shall make arrangements for the opportunity for inspection of the accounts, books and vouchers, and for the display or publication of any Notices and statements of account required by the Audit Commission Act 1998 and the Accounts and Audit Regulations.
- 4.7 The RFO shall, as soon as practicable, bring to the attention of all councillors any correspondence or report from the Internal or External Auditor, unless the correspondence is of a purely administrative matter.

## **5. BANKING ARRANGEMENTS AND CHEQUES**

- 5.1 The Council's banking arrangements shall be made by the RFO and approved by the Council. They shall be regularly reviewed for efficiency (at least annually).
- 5.2 An "Order to Pay" which forms part of each meeting's Agenda, shall be prepared by the RFO and, together with the relevant invoices, be presented to Council. If the Order to Pay is approved it shall be authorised by a resolution of the Council and shall be signed by the Chairman of the Meeting, one other Councillor and countersigned by the Clerk or RFO.
- 5.3 Cheques drawn on the bank account in accordance with the Order to Pay referred to in paragraph 5.2 or in accordance with paragraph 6.4, shall be signed by two members of Council and countersigned by the RFO.
- 5.4 To indicate agreement of the details shown on the cheque or Order to Pay with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 5.5 Electronic transfers to effect payments from the bank account in accordance with the authorised Order to Pay shall be made by the RFO. These transfers shall be made on a date not before the date of authorisation of the Order to Pay, unless made in accordance with paragraph 6.4 below, in which event the payment will be ratified on the Order to Pay at the next meeting.

## **6. PAYMENT OF ACCOUNTS**

- 6.1 All payments shall be effected by cheque or other order for payment drawn on the Council's bankers.
- 6.2 All invoices for payment shall be examined, verified and certified by the Clerk. The Clerk shall satisfy him/herself that the work, goods or services to which the invoice relates shall have been received, carried out, examined and approved.
- 6.3 The RFO shall examine invoices in relation to arithmetic accuracy and shall analyse them to the appropriate expenditure heading. The Clerk shall take all steps to settle all invoices submitted, and which are in order, at the next available Council Meeting.
- 6.4 If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of Council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, the RFO may (notwithstanding para 6.3) take all steps necessary to settle such invoices provided that a list of such payments shall be submitted to the next appropriate meeting of Council.
- 6.5 **Operational and other expenses incurred on behalf of the Council by a Councillor, the Clerk or the RFO, must be recorded on an expense claim form and submitted to the RFO at least one week before a Parish Council meeting to ensure authorisation to pay through an Order to Pay at that meeting, and reimbursement immediately following that authorisation.**



- 6.6 If thought appropriate by the council, payment for mobile phone, utility supplies (energy, telephone and water) may be made by variable Direct Debit provided that the instructions are signed by two members and all payments are reported to the council as made. The approval of the use of a variable Direct Debit shall be renewed by resolution of the council at least every two years.

## **7. PAYMENT OF SALARIES**

- 7.1 As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with the rules of PAYE and National Insurance currently operating, and salaries shall be as agreed by the Council.
- 7.2 Payment of salaries and payment of deductions from salary such as may be made for tax, national insurance, pension contributions or other statutory deductions, must be made in accordance with the payroll records and on the appropriate due dates, provided that each payment is reported to and ratified by the next available Council Meeting.

## **8. LOANS AND INVESTMENTS**

- 8.1 All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.
- 8.2 The Council shall consider the need for an Investment Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Policy shall be reviewed at least annually.
- 8.3 All investments of money under the control of the Council shall be in the name of the Council.
- 8.4 All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The terms and conditions of borrowings shall be reviewed at least annually.
- 8.5 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

## **9. INCOME**

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

the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

## **10. ORDERS FOR WORK, GOODS AND SERVICES**

- 10.1 An official order, letter or email shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained. **In the case of Internet purchases, the RFO will insert the order confirmation into the accounts file.**
- 10.2 Order books shall be controlled by the RFO.
- 10.3 All members and Officers are responsible for obtaining value for money as all times. An officer issuing an official order is to ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11 below.
- 10.4 The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the Minutes can record the power being used.

## **11. CONTRACTS**

11.1 Procedures as to contracts are laid down as follows:

- (a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that these regulations shall not apply to contracts which relate to items (i) to (vi) below:
- (i) for the supply of gas, electricity, water, sewerage and telephone services;
  - (ii) for specialist services such as are provided by solicitors, accountants, surveyors, planning consultants, **insurers and specialist craftsmen**;
  - (iii) for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
  - (iv) for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
  - (v) for additional audit work of the external Auditor up to an estimated value of £250 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of Council);
  - (vi) for goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.
- (b) Where it is intended to enter into a contract exceeding **£60,000** in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk shall invite tenders from at least three firms and shall obtain references for each firms' financial standing, quality of work and reliability for consideration by the Council during the process of deciding where to award the contract.
- (c) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.
- (d) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be

addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

- (e) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of Council.
- (f) If less than three tenders are received for contracts above **£60,000** or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- (g) Any invitation to tender issued under this regulation shall contain a statement to the effect of Standing Order 25.
- (h) When it is to enter into a contract less than **£60,000** in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below **£3,000** and above **£500** the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10 (3) above shall apply.
- (i) The Council shall not be obliged to accept the lowest or any tender, quote or estimate.

## **12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS**

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

## **13. STORES AND EQUIPMENT**

- 13.1 The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2 Delivery Notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3 Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4 The RFO shall be responsible for periodic checks of stocks and stores at least annually.

## **14. ASSETS, PROPERTIES AND ESTATES**

- 14.1 The Clerk shall make appropriate arrangements for the custody of all title deeds of properties owned by the Council. The RFO shall ensure a record is maintained of all properties owned by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Regulation 4(3)(b) of the Accounts and Audit Regulations 1996 as amended.
- 14.2 No property shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £50.

- 14.3 The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually.

## **15. INSURANCE**

- 15.1 Following an annual risk assessment (in accordance with Financial Regulation 17, below), the RFO shall effect all insurances and negotiate all claims on the Council's insurers.
- 15.2 The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 15.3 The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.
- 15.4 The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to Council at the next available meeting.
- 15.5 All appropriate employees of the Council shall be included in a suitable fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Council.

## **16. CHARITIES**

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

## **17. RISK MANAGEMENT**

- 17.1 The council is responsible for putting in place arrangements for the management of risk. The Clerk and RFO shall prepare, for approval by the council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.
- 17.2 When considering any new activity the Clerk with the RFO shall prepare a draft risk assessment, including risk management proposals for consideration and adoption by the Council.

## **18. REVISION OF FINANCIAL REGULATIONS**

- 18.1 It shall be the duty of the Council to review the Financial Regulations of the Council at least annually. The Clerk and RFO shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these financial regulations.

Standing Orders: Version Number 2.0  
Prepared By: Sue Frossard CiLCA AILCM (Clerk)  
Prepared: 11 April 2011  
Adopted: 19 May 2011  
Review Due: April 2012

Standing Orders: Version Number 2.0  
Prepared By: Sue Frossard CiLCA AILCM (Clerk)  
Prepared: 11 April 2011  
Adopted: 19 May 2011  
Reviewed: 10 May 2012 – no change  
Review Due: May 2013

Standing Orders: Version Number 2.0  
Prepared By: Sue Frossard CiLCA MILCM (Clerk)  
Prepared: 11 April 2011  
Adopted: 19 May 2011  
Reviewed: 26 April 2013 – no change  
Review Due: May 2014

Standing Orders: Version Number 2.0  
Prepared By: Sue Frossard CiLCA MILCM (Clerk)  
Prepared: 11 April 2011  
Adopted: 19 May 2011  
Reviewed: 30 April 2014 – minor changes  
Review Due: April 2015

Standing Orders: Version Number 2.0  
Prepared By: Sue Frossard CiLCA MILCM (Clerk)  
Prepared: 11 April 2011  
Adopted: 19 May 2011  
Reviewed: 14 May 2015 – no change  
Review Due: May 2016

Standing Orders: Version Number 3.0  
Prepared By: Sue Frossard CiLCA MILCM (Clerk)  
Prepared: 11 April 2011  
Adopted: 19 May 2011  
Reviewed: 09 March 2017 – minor changes  
Review Due: March 2018

Standing Orders: Version Number 4.0  
Prepared By: Sue Frossard CiLCA PSLCC (Clerk)  
Prepared: 11 April 2011  
Adopted: 19 May 2011  
Reviewed: 10 May 2018 – reference to petty cash removed/new expense procedure  
Review Due: May 2019

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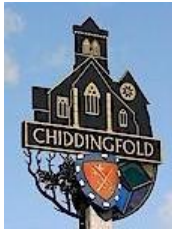
**CHIDDINGFOLD PARISH COUNCIL**  
**STANDING ORDERS**

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# Chiddingfold Parish Council

## STANDING ORDERS

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These Standing Orders were adopted by Chiddingfold Parish Council under Item 11.00 at the Parish Council Annual meeting held on:

10 May 2018

[Note: Items in bold text are statutory requirements and may not be removed or amended.]

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### 1. COUNCIL MEETINGS

- I Mandatory for full Council meetings
  - II Mandatory for committee meetings
  - III Mandatory for sub-committee meetings
- 
- I 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.**
  - II b **When calculating the 3 clear days for notice of a meeting to councillors and the public, 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 shall not count.**
  - III c **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.**
  - d Subject to standing order 1(c) above, members of the public are permitted to make representations to the Council during the agenda item set aside for Public Questions; and may be asked through the meeting Chairman to answer questions and give evidence in respect of any item of business included in the agenda.
  - e The period of time which is designated for public participation in accordance with standing order 1(d) above shall not exceed 15 minutes.
  - f Subject to standing order 1(e) above, each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than four minutes.
  - g In accordance with standing order 1(d) above, a question asked by a member of the public during a public participation session at a meeting shall not require a response or debate.
  - h In accordance with standing order 1(g) above, the Chairman may direct that a response to a question posed by a member of the public be referred to a Councillor for an oral response or to the Clerk for a written or oral response.

- i A record of a public participation session at a meeting shall be included in the minutes of that meeting.
- j A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The Chairman may at any time permit an individual to be seated when speaking.
- k Any person speaking at a meeting shall address his comments to the Chairman.
- l Only one person is permitted to speak at a time. If more than one person wishes to speak, the Chairman shall direct the order of speaking.
- m **Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's prior (written) consent.**
- n **In accordance with standing order 1(c) above, the press shall be provided 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 may in his absence be done by, to or before the Vice-Chairman (if any).**
- p **The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.**
- q The person presiding at a meeting may exercise all the powers and duties of the Chairman in relation to the conduct of the meeting.
- r **Subject to Standing Order 1(y) below, all questions at a meeting shall be decided by a majority of the Councillors present and voting thereon.**
- s **The Chairman 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 also standing orders 2(h) and 2(i) below.)**
- t **Unless standing orders provide otherwise, voting on any question shall be by a show of hands. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.**
- u **The minutes of a meeting shall record the names of councillors present and absent.**
- v If, prior to a meeting, a Councillor has submitted a reason for his absence in writing to the Clerk and this is then approved by a resolution, such resolution shall be recorded in the minutes of the meeting at which the approval was given.
- w **The Code of Conduct adopted by the Council shall apply to councillors in respect of the entire meeting.**
- x **An interest arising from the code of conduct adopted by the Council, the existence and nature of which is required to be disclosed by a Councillor at a meeting shall be recorded in the minutes. (See also standing orders 8 and 9 below.)**

- y **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.**
- z **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be adjourned. Any outstanding business of a meeting so adjourned shall be transacted at a following meeting.
- aa Meetings shall not exceed a period of three hours.
- bb Meetings of the full Council shall be held on dates and venue as agreed at the Council's Annual Parish Meeting, unless the Council decides otherwise at a previous meeting.
- cc The Chairman of the Council, in consultation with the Vice-Chairman, may, if he deems it necessary, alter the date, time or venue of any ordinary meeting of the Council, subject to a minimum of five clear days notice and provided that the agenda for any such meeting shall be published at the time the meeting date is altered.

## 2. ANNUAL COUNCIL MEETINGS

(See also Standing Order 1 above)

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of a Council shall be held on such day in May as the Council may direct.**
- c **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 directs.**
- e **The election of the Chairman and Vice-Chairman (if any) of the Council shall be the first business completed at the annual meeting 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 any, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- 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 meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equality of votes.**
- 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 meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and must give a casting vote in the case of an equality of votes.**
- j Following the election of the Chairman of the Council and Vice-Chairman (if any) of the Council at the annual meeting of the Council, the order of business shall be as follows:
  - i. In an election year, delivery by councillors of their declarations of acceptance of office.

- ii. Confirmation of the accuracy of the minutes of the last meeting of the Council and to receive and note minutes of and/or to determine recommendations made by committees.
- iii. Review of delegation arrangements to committees, sub-committees, employees and other local authorities.
- iv. Review of the terms of references for committees and/or working groups.
- v. Receipt of nominations to existing committees and/or working groups.
- vi. Appointment of any new committees and/or working groups, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them.
- vii. Review and adoption of appropriate standing orders and financial regulations.
- viii. Review of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities.
- ix. Review of representation on or work with external bodies and arrangements for reporting back.
- x. In a year of elections, if a Council's period of eligibility to exercise the power of well being expired the day before the annual meeting, to review and make arrangements to reaffirm eligibility.
- xi. Review of inventory of land and assets including buildings and office equipment.
- xii. Review and confirmation of arrangements for insurance cover in respect of all insured risks.
- xiii. Review of the Council's and/or employees' memberships of other bodies.
- xiv. Establishing or reviewing the Council's complaints procedure.
- xv. Establishing or reviewing the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998.
- xvi. Establishing or reviewing the Council's policy for dealing with the press/media
- xvii. Setting the dates, times and place of ordinary meetings of the full Council for the year ahead.

### **3. SPECIAL OR EXTRAORDINARY MEETINGS OF THE COUNCIL**

Special or Extraordinary Meetings of the Council may be called:

- a by the Chairman of the Council may convene an extraordinary meeting of the Council at any time; or**
- b if the Chairman of the Council does not or refuses to call an extraordinary meeting of the Council within 7 days of having been requested to do so by two councillors, those two councillors may convene an extraordinary meeting of the Council. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two councillors.**

### **4. ADJOURNMENT OF MEETINGS**

The Council may adjourn at any hour and the consideration of any business not transacted shall be adjourned to either:

- i. the next meeting of the Council, or
- ii. at a time fixed by the Chairman at the time the meeting is adjourned, but no business other than that set out in the Agenda shall be discussed at the adjourned meeting.

## 5. PROPER OFFICER

- a The Council's Proper Officer shall be either (i) the Clerk or such other employee as may be nominated by the Council from time to time or (ii) such other employee appointed by the Council to undertake the role of the Proper Officer during the Proper Officer's absence. The Proper Officer and the employee appointed to act as such during the Proper Officer's absence shall fulfil the duties assigned to the Proper Officer in standing orders.
- b The Council's Proper Officer shall do the following:
- i. **Sign and serve on councillors by delivery or post at their residences a summons confirming the time, date, venue and the agenda of a meeting of the Council** and a meeting of a committee and sub-committee **at least 3 clear days before the meeting.**  
Alternatively, upon the Council having first resolved that service of summons on councillors confirming the time, date, venue and the agenda for a meeting by delivery or post at their residences at least 3 clear days before a meeting is not expedient, the Proper Officer may electronically serve on councillors a summons confirming the time, date, venue and the agenda of a meeting of the Council and a meeting of a committee and a sub-committee at least 3 clear days before the meeting provided any such email contains the electronic signature and title of the Proper Officer.
  - ii. **Give public notice of the time, date, venue and agenda at least 3 clear days before a meeting of the Council** or a meeting of a committee or a sub-committee **(provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**
  - iii. **Convene a meeting of full Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office, in accordance with standing order 3(b)(i) above.**
  - iv. Make available for inspection the minutes of meetings.
  - v. **Receive and retain copies of byelaws made by other local authorities.**
  - vi. **Receive and retain declarations of acceptance of office from councillors.**
  - vii. Retain a copy of every councillor's register of interests and any changes to it and keep copies of the same available for inspection.
  - viii. Keep proper records required before and after meetings;
  - ix. Process all requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the Council's procedures relating to the same.
  - x. Receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.
  - xi. Manage the organisation, storage of and access to information held by the Council in paper and electronic form.
  - xii. Arrange for legal deeds to be signed by 2 councillors and witnessed (*See also Standing Orders 16(a) and 16(b).*)
  - xiii. Arrange for the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's 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 of a Planning Committee of the Council or to the leader of any relevant Planning Workgroup within 2 working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council, Committee or Working Group.
  - xvi. Action or undertake activity or responsibilities delegated or instructed by resolution or contained in Standing Orders.

## **6. URGENT BUSINESS**

Where urgent business requires action before the next Council meeting the Council hereby delegates powers to the Proper Officer to transact that business, providing that all of the following criteria are met:

- a the business is not deemed urgent because it was not notified in time to appear on the agenda;
- b the business arrived too late to be included on the agenda for the forthcoming meeting;
- c action is required before the next ordinary meeting of the Council;
- d wherever possible the Proper Officer will action the business after consultation with the Chairman, Vice-Chairman and any relevant Committees, Sub-Committees or Working Groups.

## **7. MOTIONS REQUIRING WRITTEN NOTICE**

- a No motion may be moved at a meeting unless it is included in the agenda and the mover has given written notice of its wording to the Council's Proper Officer at least seven clear days before the next meeting.
- b The Proper Officer may, before including a motion in the agenda received in accordance with standing order 7(a) above, correct obvious grammatical or typographical errors in the wording of the motion.
- c If the Proper Officer considers the wording of a motion received in accordance with standing order 7(a) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer in clear and certain language at least seven clear days before the meeting.
- d If the wording or nature of a proposed motion is considered unlawful or 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 or rejected in the agenda.
- e Having consulted the Chairman or councillors pursuant to standing order 7(d) above, the decision of the Proper Officer as to whether or not to include the motion in the agenda shall be final.
- f Every motion and resolution shall relate to the Council's statutory functions, powers and lawful obligations or shall relate to an issue which specifically affects the Council's area or its residents.

## **8. MOTIONS NOT REQUIRING WRITTEN NOTICE**

- a Motions in respect of the following matters may be moved without written notice.
  - i. To appoint a person to preside at a meeting.
  - ii. To approve the absences of councillors.
  - iii. To approve the accuracy of the minutes of the previous meeting.
  - iv. To correct an inaccuracy in the minutes of the previous meeting.
  - v. To dispose of business, if any, remaining from the last meeting.
  - vi. To alter the order of business on the agenda for reasons of urgency or expedience.
  - vii. To proceed to the next business on the agenda.
  - viii. To close or adjourn debate.
  - ix. To refer by formal delegation a matter to a committee or to a sub-committee or an employee.

- x. To appoint a committee or sub-committee or Working Group or any councillors (including substitutes) thereto.
  - xi. To receive nominations to a committee or sub-committee or Working Group.
  - xii. To dissolve a committee or sub-committee or Working Group.
  - xiii. To note the minutes of a meeting of a committee or sub-committee or Working Group.
  - xiv. To consider a report and/or recommendations made by a committee or a sub-committee or a Working Group or an employee.
  - xv. To consider a report and/or recommendations made by an employee, professional advisor, expert or consultant.
  - xvi. To authorise legal deeds to be signed by two councillors and witnessed.  
(See *standing orders 16(a) and 16(b) below.*)
  - xvii. To authorise the payment of monies up to £5,000.
  - xviii. To amend a motion relevant to the original or substantive motion under consideration which shall not have the effect of nullifying it.
  - xix. To extend the time limit for speeches.
  - xx. To exclude the press and public for all or part of a meeting.
  - xxi. To silence or exclude from the meeting a Councillor or a member of the public for disorderly conduct.
  - xxii. To give the consent of the Council if such consent is required by standing orders.
  - xxiii. To suspend any standing order except those which are mandatory by law.**
  - xxiv. To adjourn the meeting.
  - xxv. To appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of outside bodies.
  - xxvi. To answer questions from councillors.
- b If a motion falls within the terms of reference of a committee or sub-committee or within the delegated powers conferred on an employee, a referral of the same may be made to such committee or sub-committee or employee provided that the Chairman may direct for it to be dealt with at the present meeting for reasons of urgency or expedience.

## 9. RULES OF DEBATE

- a Motions included in an agenda shall be considered in the order that they appear on the agenda unless the order is changed at the Chairman's direction for reasons of expedience.
- b Subject to standing orders 7(a)–7(e) above, a motion shall not be considered unless it has been proposed and seconded.
- c A motion included in an agenda not moved by the councillor who tabled it, may be treated as withdrawn.
- d A motion to amend an original or substantive motion shall not be considered unless proper notice has been given after the original or substantive motion has been seconded and notice of such amendment, shall, if required by the Chairman, be reduced to writing and handed to the Chairman who shall determine the order in which they are considered.
- e A Councillor may move amendments to his own motion. If a motion has already been seconded, an amendment to it shall be with the consent of the seconder.
- f Any amendment to a motion shall be either:
  - i. to leave out words;
  - ii. to add words;
  - iii. to leave out words and add other words.
- g A proposed or carried amendment to a motion shall not have the effect of rescinding the original or substantive motion under consideration.

- h Only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chairman. No further amendment to a motion shall be moved until the previous amendment has been disposed of.
- i Subject to Standing Order 9(h) above, one or more amendments may be discussed together if the Chairman considers this expedient but shall be voted upon separately.
- j Pursuant to standing order 9(h) above, the number of amendments to an original or substantive motion, which may be moved by a councillor, is limited to one.
- k If an amendment is not carried, other amendments shall be moved in the order directed by the Chairman.
- l If an amendment is carried, the original motion, as amended, shall take the place of the original motion and shall become the substantive motion upon which any further amendment may be moved.
- m The mover of a motion or the mover of an amendment shall have a right of reply, not exceeding three minutes.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply in respect of the substantive motion at the very end of debate and immediately before it is put to the vote.
- o Subject to standing orders 9(m) and 9(n) above, a councillor may not speak further in respect of any one motion except to speak once on an amendment moved by another councillor or to make a point of order or to give a personal explanation.
- p During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the standing order which he considers has been breached or specify the irregularity in the meeting he is concerned by.
- q A point of order shall be decided by the Chairman and his decision shall be final.
- r With the consent of the seconder and/or the Chairman of the meeting, a motion or amendment may be withdrawn by the proposer. A councillor shall not speak upon the said motion or amendment unless permission for the withdrawal of the motion or amendment has been refused.
- s Subject to standing order 9(o) above, when a councillor's 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 silent or for him 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;
  - ix. to suspend any standing order, except those which are mandatory.
- t In respect of standing order 9(s)(iv) above, the Chairman shall first be satisfied that the motion has been sufficiently debated before it is seconded and put to the vote. The Chairman shall call upon the mover of the motion under debate to exercise or waive his right of reply and shall put the motion to the vote after that right has been exercised or waived. The adjournment of a debate or of the meeting shall not prejudice the mover's right of reply at the resumption.



## 10. CODE OF CONDUCT

*See also model standing orders 1(d)–1(i) above*

- a **All councillors shall observe the code of conduct adopted by the Council.**
- b All councillors shall undertake training in the code of conduct within 6 months of the delivery of their declaration of acceptance of office.
- c **If paragraph 12(2) of the code of conduct contained in the Local Authorities (Model Code of Conduct) Order 2007 (SI No.1159) has been adopted by the Council or pursuant to relevant provisions in a statutory code of conduct in force at the time, councillors may exercise the rights contained in standing order 10(d) below only if members of the public are permitted to (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted.**
- d **Councillors with a prejudicial interest in relation to any item of business being transacted at a meeting may (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted but must, thereafter, leave the room or chamber.**

## 11. QUESTIONS

- a A councillor may seek an answer to a question concerning any business of the Council provided seven clear days notice of the question has been given to the Proper Officer.
- b Questions not related to items of business on the agenda for a meeting shall only be asked during the part of the meeting set aside for such questions.
- c Every question shall be put and answered without discussion.

## 12. MINUTES

- a If a copy of the draft minutes of a preceding meeting has been circulated to councillors no later than the day of service of the summons to attend the scheduled meeting they shall be taken as read.
- b No discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy. A motion to correct an inaccuracy in the minutes shall be raised in accordance with standing order 8(a)(iv) above.
- c Minutes, including any amendment to correct their accuracy, 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 Chiddingfold Parish Council held on [date] in respect of [Item Number] were a correct record but his view was not upheld by the majority of the Chiddingfold Parish Council and the minutes are confirmed as an accurate record of the proceedings.”
- e Upon a resolution which confirms the accuracy of the minutes of a meeting, any previous draft minutes or recordings of the meeting shall be destroyed.

### 13. DISORDERLY CONDUCT

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly.
- b If, in the opinion of the Chairman, there has been a breach of standing order 13(a) above, the Chairman shall express that opinion and thereafter any councillor (including the Chairman) may move that the person be silenced or excluded from the meeting, and the motion, if seconded, shall be put forthwith and without discussion.
- c If a resolution made in accordance with standing order 13(b) above, is disobeyed, the Chairman may take such further steps as may reasonably be necessary to enforce it and/or he may adjourn the meeting.

### 14. RESCISSION OF PREVIOUS RESOLUTIONS

- a A resolution (whether affirmative or negative) of the Council shall not be reversed within 6 months except either by a special motion, the written notice whereof bears the names of at least five councillors of the Council, or by a motion moved in pursuance of the report or recommendation of a committee.
- b When a special motion or any other motion moved pursuant to standing order 14(a) above has been disposed of, no similar motion may be moved within a further 6 months.

### 15. 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. Any tie may be settled by exercise of the Chairman's casting vote.

### 16. EXECUTION AND SEALING OF LEGAL DEEDS

*See also standing order 8(a)(xvi) above*

- a A legal deed shall not be executed on behalf of the Council unless the same has been authorised by a resolution.
- b In accordance with a resolution made under standing order 16(a) above, any two members of the Council, may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures**

### 17. COMMITTEES

*See also standing order 1 above*

- a The Council may, at its annual meeting, appoint standing committees and may at any other time appoint such other committees as may be necessary, and:
  - i. shall determine their terms of reference;
  - ii. may permit committees to determine the dates of their meetings;
  - iii. shall appoint and determine the term of office of councillor or non-councillor members of such a committee (unless the appointment of non-councillors is prohibited by law) so as to hold office no later than the next annual meeting;
  - iv. may in accordance with standing orders, dissolve a committee at any time.

**18. SUB-COMMITTEES**

*See also standing order 1 above*

- a Unless there is a Council resolution to the contrary, every committee may appoint a sub-committee whose terms of reference and members shall be determined by resolution of the committee.

**19. WORKING GROUPS**

*See also standing order 1 above*

- b The Council may, at its annual meeting, appoint working groups and may at any other time appoint such other working groups as may be necessary, and:
  - i. shall determine their terms of reference;
  - ii. may permit working groups to determine the dates of their meetings;
  - iii. shall appoint and determine the term of office of councillor or non-councillor members of such a working group (unless the appointment of non-councillors is prohibited by law) so as to hold office no later than the next annual meeting;
  - iv. may appoint substitute councillors to a working group whose role is to replace ordinary councillors at a meeting of a working group if ordinary councillors of the working group have confirmed to the Proper Officer seven days before the meeting that they are unable to attend;
  - v. may in accordance with standing orders, dissolve a working group at any time.

**20. ADVISORY COMMITTEES**

*See also standing order 1 above*

- a The Council may appoint advisory committees comprised of a number of councillors and/or non-councillors.
- b Advisory committees and any sub-committees of the advisory committee may consist wholly of persons who are non-councillors.

**21. PLANNING APPLICATIONS**

- a The Clerk shall, as soon as it is received, record the following particulars of every planning application notified to the Council:
  - i. the date on which it was received
  - ii. the name of the applicant
  - iii. the planning reference number
  - iv. the place to which it refers
- b the Clerk shall refer every planning application received to the Chairman of the relevant Committee or Sub-Committee or to the Leader of the relevant Working Group or, in the absence of the Chairman or Leader, to another member of that Committee, Sub-Committee or Working Group, within forty-eight hours of receipt.
- c In the case of a decision deadline in advance of the next full Council meeting, the Working Group may instruct the Clerk, in accordance with standing order 6 , to make a submission to the planning authority without bringing the application(s) before the full Council.
- d Submissions made in accordance with 21(c) will be notified to the next full Council meeting after the date of submission.

## 22. EXPENDITURE

- a Any expenditure incurred by the Council shall be in accordance with the Council's financial regulations.
- b The Council's financial regulations shall be reviewed once a year.**
- c The Council's financial regulations may make provision for the authorisation of the payment of money in exercise of any of the Council's functions to be delegated to a committee, sub-committee or to an employee.**

## 23. ACCOUNTS AND FINANCIAL STATEMENT

- a All payments by the Council shall be authorised, approved and paid in accordance with the Council's financial regulations, which shall be reviewed at least annually.
- b The Responsible Financial Officer shall supply to each councillor as soon as practicable after 31 March, 30 June, 30 September and 31 December in each year a statement summarising the Council's receipts and payments for each quarter and the balances held at the end of a quarter. This statement should include a comparison with the budget for the financial year. A Financial Statement prepared on the appropriate accounting basis (receipts and payments, or income and expenditure) for a year to 31 March shall be presented to each councillor before the end of the following month of May. The Statement of Accounts of the Council (which is subject to external audit), including the annual governance statement, shall be presented to Council for formal approval before 30 June.

## 24. ESTIMATES/PRECEPTS

- a Any committee or working group desiring to incur expenditure shall give the Proper Officer a written estimate of the expenditure recommended for the coming year no later than 30 November and at least seven days prior to the annual budget setting meeting, whichever is the earlier.
- b The Council shall approve written estimates for the coming financial year at its meeting before 31 January.**

## 25. FINANCIAL MATTERS

- 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 accounting records and systems of internal control;
  - ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the Internal Auditor 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;
  - v. procurement policies (subject to standing order 25(b) below) including the setting of values for different procedures where the contract has an estimated value of less than £60,000.
- b Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £60,000 shall be procured on the basis of a formal tender as summarised in standing order 25(c) below.**
- c Any formal tender process shall comprise the following steps:
  - i. a public notice of intention to place a contract to be placed in a local newspaper;
  - ii. a specification of the goods, materials, services and the execution of works shall be drawn up;

- iii. tenders are to be sent, in a sealed marked envelope, to the Proper Officer by a stated date and time;
  - iv. tenders submitted are to be opened, after the stated closing date and time, by the Proper Officer and at least one member of the Council;
  - v. tenders are then to be assessed and reported to the appropriate meeting of Council or Committee.
- d Neither the Council, nor any committee, is bound to accept the lowest tender, estimate or quotation.
- e **Where the value of a contract is likely to exceed £138,893 (or other threshold specified by the Office of Government Commerce from time to time) the Council must consider whether the Public Contracts Regulations 2006 (SI No.5, as amended) and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the Council must comply with EU procurement rules.**

## 26. CANVASSING OF AND RECOMMENDATIONS BY COUNCILLORS

- a Canvassing councillors or the members of a committee or sub-committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this standing order to every candidate.
- b A councillor or a member of a committee or sub-committee shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion; but, nevertheless, any such person may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.
- c This standing order shall apply to tenders as if the person making the tender were a candidate for an appointment.

## 27. INSPECTION OF DOCUMENTS

- a Subject to standing orders to the contrary or in respect of matters which are confidential, a councillor may, for the purpose of his official duties (but not otherwise), inspect any document in the possession of the Council or a committee or a sub-committee, and request a copy for the same purpose. The minutes of meetings of the Council, its committees or sub-committees shall be available for inspection by councillors.

## 28. UNAUTHORISED ACTIVITIES

- a Unless authorised by a resolution, no individual councillor shall in the name or on behalf of the Council, a committee, a sub-committee, a working group or advisory group:
  - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
  - ii. issue orders, instructions or directions to any person or body.

## 29. CONFIDENTIAL BUSINESS

- a Councillors and employees shall not disclose information given in confidence or which they believe, or ought to be aware is of a confidential nature.
- b A councillor in breach of the provisions of standing order 29(a) above may be removed from a committee or a sub-committee or a working group or advisory group by a resolution of the Council.

## 30. GENERAL POWER OF COMPETENCE (GPC)

- a **Before exercising the general power of competence, a meeting of the full Council shall have passed a resolution to confirm it has satisfied the prescribed statutory criteria required to qualify as an eligible parish council.**
- b **The Council's period of eligibility begins on the date that the resolution under standing order 30(a) above was made and expires on the day before the annual meeting of the Council that takes place in a year of ordinary elections.**
- c **After the expiry of its preceding period of eligibility, the Council continues to be an eligible council solely for the purpose of completing any activity undertaken in the exercise of the power of competence which was not completed before the expiry of the Council's preceding period of eligibility referred to in standing order 30(b) above.**

### **31. MATTERS AFFECTING COUNCIL EMPLOYEES**

- a If a meeting considers any matter personal to a Council employee, it shall not be considered until the Council, the committee or the sub-committee has decided whether or not the press and public shall be excluded pursuant to standing order 1(c) above.
- b Subject to the Council's policy regarding absences from work, the Council's most senior employee shall notify the Chairman of the relevant committee or sub-committee or, in his absence, the Vice-Chairman of the relevant committee or sub-committee or, in the absence of committees and sub-committees, the Vice-Chairman of the Council, of any absence occasioned by illness or urgency and that person shall report such absence to the committee, sub-committee or the Council at its next meeting.
- c The Chairman of the committee or the sub-committee or the Council or in his absence, the Vice-Chairman of the committee or sub-committee or the Vice-Chairman of the Council shall upon a resolution conduct a review of the performance and/or appraisal of the position and shall keep a written record of it. The review and/or appraisal shall be reported back and shall be subject to approval by resolution by the relevant committee or sub-committee or by the Council.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior employee, or other employees, shall contact the Chairman of the relevant committee or sub-committee or, in his absence, the Vice-Chairman of the relevant committee or sub-committee or, in the absence of committees and sub-committees, the Vice-Chairman of the Council in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the relevant committee or sub-committee or the Council.
- e Subject to the Council's policy regarding the handling of grievance and disciplinary matters, if an informal or formal grievance matter raised by an employee relates to the Chairman or Vice-Chairman of a committee or sub-committee or the Council, this shall be communicated to another member of the committee or sub-committee or the Council, which shall be reported back and progressed by resolution of the committee or the sub-committee or the Council.
- f Any persons responsible for all or part of the management of Council employees shall keep written records of all meetings relating to their performance, and capabilities, grievance and disciplinary matters.
- g The Council shall keep written records relating to employees secure. All paper records shall be secured under lock and electronic records shall be password protected.
- h Records documenting reasons for an employee's absence due to ill health or details of a medical condition shall be made available only to those persons with responsibility for that employee.
- i Only persons with line management responsibilities shall have access to employee records referred to in standing orders 31(g) and 31(h) above if so justified.
- j Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 31(g) and 31(h) above shall be provided only to

the line manager and/or the Chairman of the Council or the Chairman of the relevant committee or sub-committee.

### **32. FREEDOM OF INFORMATION ACT 2000**

- a All requests for information held by the Council shall be processed in accordance with the Council's policy in respect of handling requests under the Freedom of Information Act 2000.
- b Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the chairman of the relevant committee or, in the absence of committees, to the chairman of the Council. The said committee, or the Council, shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000 including exercising the powers of the Proper Officer in respect of Freedom of Information requests set out in standing order number 5(b)(x) above.

### **33. RELATIONS WITH THE PRESS/MEDIA**

- a All requests from the press or other media for an oral or written statement or comment from the Council shall be processed in accordance with the Council's policy or a resolution passed in respect of dealing with the press and/or other media.
- b In accordance with the Council's policy in respect to dealing with the press and/or other media, councillors shall not, in their official capacity, provide oral or written statements or written articles to the press or other media.

### **34. LIAISON 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 councillor(s) of the District and County or Unitary Council representing its electoral ward.
- b Unless the Council otherwise orders, a copy of each letter sent to the District or County or Unitary Council shall be sent to the District or County or Unitary Council councillor representing its electoral ward.

### **35. ALLEGATIONS OF BREACHES OF THE CODE OF CONDUCT**

- a On receipt of a notification that there has been an alleged breach of the code of conduct the Proper Officer shall refer it to the Chairman of the relevant committee or, in the absence of any relevant committee, to the Vice-Chairman of the full Council.
- b Where the notification relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of the relevant committee or, in the absence of any relevant committee, the Vice-Chairman of the full Council, of that fact who, upon receipt of such notification, shall nominate a person to assume the duties of the Proper Officer set out in the remainder of this standing order, who shall continue to act in respect of that matter as such until the complaint is resolved.
- c Where a notification relates to a complaint made by an employee (not being the Proper Officer) the Proper Officer shall ensure that the employee in question does not deal with any aspect of the complaint.
- d The subject matter of notifications shall be confidential and, insofar as it is possible to do so by law, the Council (including the Proper Officer and the Chairman of the relevant committee or, in the absence of any relevant committee, the Vice-Chairman of the full Council) shall take the steps set out below, together with other steps considered necessary, to maintain confidentiality:
  - i Draft the summonses and agendas in such a way that the identity and subject matter of the complaint are not disclosed.

- ii. Ensure that any background papers containing the information set out in standing order 35(a) above are not made public.
  - iii. Ensure that the public and press are excluded from meetings as appropriate.
  - iv. Ensure that the minutes of meetings preserve confidentiality.
  - v. Consider any liaison that may be required with the person or body with statutory responsibility for the investigation of the matter.
- e Standing order 35(d) above should not be taken to prohibit the Council (whether through the Proper Officer or the Chairman of the relevant committee or otherwise) from disclosing information to members and officers of the Council or to other persons where such disclosure is necessary to deal with the complaint or is required by law.
- f The relevant committee or, in the absence of any committee, the Vice-Chairman of the Council shall have the power to:
- i. seek documentary and other evidence from the person or body with statutory responsibility for investigation of the matter;
  - ii. seek and share information relevant to the complaint;
  - iii. grant the member involved a financial indemnity in respect of legal costs, which shall be in accordance with the law and subject to approval by a meeting of the full Council.
- g References in standing order 35 to a notification shall be taken to refer to a communication of any kind which relates to a breach or an alleged breach of the code of conduct by a councillor.

### **36. VARIATION, REVOCATION AND SUSPENSION OF STANDING ORDERS**

- a Any or every part of the standing orders, except those which are mandatory by law (signified by bold text in these standing orders), may be suspended by resolution in relation to any specific item of business.
- b A motion to permanently add to or to vary or to revoke one or more of the Council's standing orders not mandatory by law shall not be carried unless two-thirds of the councillors at a meeting of the Council vote in favour of the same.

### **37. STANDING ORDERS TO BE GIVEN TO COUNCILLORS**

- a The Proper Officer shall provide a copy of the Council's standing orders to a councillor upon delivery of his declaration of acceptance of office.
- b The Chairman's decision as to the application of standing orders at meetings shall be final.
- c A councillor's failure to observe standing orders more than 3 times in one meeting may result in him being excluded from the meeting in accordance with standing orders.

### **38. INTERPRETATION OF THESE STANDING ORDERS**

- a The ruling of the Chairman as to the construction or application of any of these Standing Orders, or as to any proceedings of the Council, shall not be challenged at any meeting of the Council or any of its Committees, Sub-Committees, Working Groups or Advisory Groups.
- b In these Standing Orders, "the Chairman", unless otherwise described, means the person presiding at a meeting of the Council, except in relation to their application to Committees, Sub-Committees, Working Groups or Advisory Groups, in which case "the Chairman" shall mean the Chairman for the time being of the Committee or Sub-Committee or the Leader of the Working Party or Panel concerned. Any power or duty assigned to the Chairman in relation to the conduct of a meeting may be exercised by the person presiding at the meeting.
- c In computing time under these Standing Orders, Saturday, Sunday, Statutory Bank and Public Holidays, the day of the meeting concerned and the day of publication of the notice shall not be counted as clear working days.



- d In these Standing Orders, where the context so requires or admits, the masculine includes the feminine and the singular includes the plural.

## THE TEN GENERAL PRINCIPLES OF PUBLIC LIFE

The general principles governing councillors' conduct under the *Relevant Authorities (General Principles) Order 2001* are set out below:

### **1 Selflessness**

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

### **2 Honesty and Integrity**

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

### **3 Objectivity**

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

### **4 Accountability**

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

### **5 Openness**

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

### **6 Personal Judgement**

Members may take account of the views of others, including their political groups, but should reach their own conclusions on the issues before them and act in accordance with those conclusions.

### **7 Respect for Others**

Members should promote equality by not discriminating unlawfully against any person, and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation or disability. They should respect the impartiality and integrity of the authority's statutory officers, and its other employees.

### **8 Duty to Uphold the Law**

Members should uphold the law and, on all occasions, act in accordance with the trust that the public is entitled to place in them.

### **9 Stewardship**

Members should do whatever they are able to do to ensure that their authorities use their resources prudently and in accordance with the law.

### **10 Leadership**

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

Standing Orders: Version Number 2.0  
Prepared By: Sue Frossard AILCM (Clerk)  
Prepared: 31 March 2011  
Adopted: 14 Apr 2011  
Review Due: April 2013

Standing Orders: Version Number 2.0  
Prepared By: Sue Frossard CiLCA MILCM (Clerk)  
Prepared: 01 May 2013  
Adopted: 09 May 2013  
Review Due: August 2013

Standing Orders: Version Number 3.0  
Prepared By: Sue Frossard CiLCA MILCM (Clerk)  
Prepared: 25 Apr 2014  
Adopted: 08 May 2014  
Review Due: August 2013

Standing Orders: Version Number 4.0  
Prepared By: Sue Frossard CiLCA MILCM (Clerk)  
Prepared: 28 Apr 2015  
Adopted: 14 May 2015  
Review Due: May 2016

Standing Orders: Version Number 4.1  
Prepared By: Sue Frossard CiLCA MILCM (Clerk)  
Prepared: 28 Apr 2015  
Adopted: 09 March 2017  
Review Date: February 2018

Standing Orders: Version Number 4.2  
Prepared By: Sue Frossard CiLCA PSLCC (Clerk)  
Prepared: 25 Apr 2018  
Adopted: 10 May 2018  
Review Date: July 2018 (in respect of the GDPR)

Chiddingfold Parish Council  
The Banking House  
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Surrey GU8 4TU

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CHIDDINGFOLD PARISH COUNCIL

MEETING ON 10 MAY 2018

**WORKING PAPER**

**ITEM 15.00**



# Chiddingfold Parish Council

## CODE OF CONDUCT

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This Code of Conduct was first adopted by Chiddingfold Parish Council under Item 15.0 at the Annual Parish Council Meeting held on 09 May 2013. It was subsequently reviewed and adopted, unchanged on 14 May 2015, 12 May 2016, 12 January 2017 when it was amended, in line with changes to the WBC Code of Conduct. It was further reviewed and adopted unchanged on:

10 May 2018

---

### 1. Introduction and Interpretation

- (1) This Code applies to you as a Member of Chiddingfold Parish Council (“the Council”) when you act in your role as a Member.
- (2) You are a representative of the Council and the public will view you as such. Your actions can impact on how the Council as a whole is viewed.
- (3) This Code is based on and is consistent with the seven ‘Nolan’ principles of public life set out in Section 28 of The Localism Act 2011 which Chiddingfold Parish Council endorses: -

selflessness	openness	accountability	objectivity
integrity	honesty	leadership	

Chiddingfold Parish Council is under a duty to promote and maintain high standards of conduct by members

- (4) It is your responsibility to comply with the provisions of this Code when acting in your capacity as a Member.
- (5) In this Code – “meeting” means any meeting of (a) the Council; (b) any of the Council’s committees, sub-committees, working or advisory groups. “Member” includes a co-opted member and an appointed member.
- (6) If you are unsure about whether or not the Code of Conduct applies to a particular situation, you should consult the Monitoring Officer or Deputy Monitoring Officer at Waverley Borough Council.

### 2. General Obligations

- (1) **You must** always treat member colleagues, officers, other organizations and members of the public with respect.
- (2) **You must not** conduct yourself in a manner which is contrary to the Council’s duty to promote and maintain high standards of conduct by Members.

- (3) **You must not** disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where –
- (i) you have the consent of a person authorised to give it;
  - (ii) you are required by law to do so;
  - (iii) the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or
  - (iv) the disclosure is –
    - (a) reasonable and in the public interest;
    - (b) made in good faith and in compliance with the reasonable requirements of the Council; and
    - (c) you have consulted the Monitoring Officer at Waverley Borough Council or taken other independent legal advice prior to its release.
- (4) **You must not** prevent another person from gaining access to information to which that person is entitled by law.
- (5) **You must not** use or attempt to use your position as a Member improperly to confer on or secure for yourself or any other person an advantage or disadvantage.
- (6) **You must not** undertake any action that could be regarded as harassment, intimidation and/or bullying of member colleagues, officers, or members of the public.

### **3. When using or authorising the use by others of the resources of the Council -**

- (1) **Do** act in accordance with the Council's reasonable requirements and policies;
- (2) **Do** ensure that such resources are not used improperly for political purposes (including party political purposes); and
- (3) **Do** have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.

### **4. Gifts and Hospitality**

- (1) **Do** exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a Member.
- (2) **Do not** accept significant gifts or hospitality from persons seeking to acquire, develop or do business with the Council or from persons who may apply to the Council for any permission, licence or other significant advantage.
- (3) **Do** register with the Parish Clerk any gift or hospitality with an estimated value of at least £25 within 28 days of its receipt.

## 5. Registration of Interests

- (1) **You must** notify the Monitoring Officer at Waverley Borough Council of your disclosable pecuniary interests, or other interests, which the Council has decided are appropriate for registration (those listed in paragraph 5(4)). On election, you must do this within 28 days of being elected or appointed to office. Details of disclosable pecuniary interests are set out in the Annexe to this Code. You should give sufficient details of the interests for a member of the public to understand where there might be a conflict of interest.
- (2) **Do** similarly notify the Monitoring Officer at Waverley Borough Council of any disclosable pecuniary or other interests not already registered within 28 days of your re-election or re-appointment to office. If any of these change you should update your Register of Interests entry promptly.
- (3) **Do** be aware that disclosable pecuniary interests include not only your interests but also the interests of your spouse or civil partner, a person with whom you are living as husband or wife or a person with whom you are living as if they were a civil partner, so far as you are aware of the interests of that person. They also apply to any past and reasonably expected future occupational pension office, trade, profession or vocation as well as present interests.
- (4) **Do** be aware that the Council has decided that it is appropriate for you to register and disclose non-pecuniary interests that arise from your membership of or your occupation of a position of general control or management in the following bodies -
  - (i) bodies to which you have been appointed or nominated by the Council;
  - (ii) bodies exercising functions of a public nature;
  - (iii) bodies directed to charitable purposes;
  - (iv) bodies one of whose principal purposes include the influence of public opinion or policy.

## 6. Disclosure of Interests and Participation

- (1) **Do** disclose to a meeting at which you are present any disclosable pecuniary interest, or other interest which the Council has decided is appropriate for disclosure (see paragraph 5(4) above) as soon as you become aware of it.
- (2) **Do** notify the Monitoring Officer at Waverley Borough Council of any interest not already registered that is disclosed to a meeting under paragraph 6(1) above within 28 days of the disclosure.
- (3) **Do not** participate in any discussion, or vote, where you have a disclosable pecuniary interest in a matter. **Do** withdraw from the meeting during the consideration of the matter.
- (4) **Do** declare any other non-pecuniary interest(s) that you consider to have sufficient weight so as to undermine your ability to make an open-minded and objective decision. Where this is the case, **do** exclude yourself from consideration of the item by withdrawing from the chamber for the duration of it being discussed.  
In making a judgement about whether a non-pecuniary interest is of sufficient weight as to undermine your objectivity, you should consider what an ordinary member of the public, with knowledge of the relevant facts, would think.

## **7. Decision-making and Predetermination**

- (1) If you have been involved in campaigning in a political role on an issue which does not impact on your personal and/or professional life, you should not be prohibited from participating in a decision in your political role as a Member.
- (2) However, do not place yourself under any financial or other obligation to outside individuals or organizations that might seek to influence you in the performance of your official duties.
- (3) When making a decision, do consider the matter with an open mind and on the facts before the meeting at which the decision is to be made, listening to the advice of relevant parties, including advice from officers, and taking all relevant information into consideration, remaining objective and making decisions on merit. Whilst this is particularly relevant for Planning and Licensing Committees, it also applies to other decision-making.



## **ANNEXE – DISCLOSABLE PECUNIARY INTERESTS**

### **1. Employment, office, trade, profession or vocation**

Any employment, occupational pension, office, trade, profession or vocation carried on for profit or gain. If your employment relates to any local service of function you should give full details, including any details of past, present or future contracts with an organisation seeking any permission or licence for Chiddingfold Parish Council.

### **2. Sponsorship**

Any payment or provision of any other financial benefit (other than from the Council) made or provided within the period of 12 months ending with the day on which you give a notification for the purposes of section 30(1) or section 31(7) of the Localism Act 2011 in respect of any expenses incurred in carrying out your duties as a member, or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.

### **3. Contracts**

Any contract which is made between you (or a body in which you have a beneficial interest) and the Council-

- (a) under which goods or services are to be provided or works are to be executed; and
- (b) which has not been fully discharged.

### **4. Land and property**

Any beneficial interest in land or property which is within the area of the Council. This includes your own home, if you own it.

### **5. Licences or Tenancies**

Any licence (alone or jointly with others) to occupy land in the area of the Council for a month or longer.

### **6. Corporate Tenancies**

Any tenancy where (to your knowledge)-

- (a) the landlord is the Council; and
- (b) the tenant is a body in which you have a beneficial interest.

### **7. Securities and Shares**

Any beneficial interest in securities or shares of a body where-

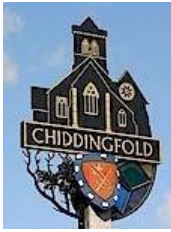
- (a) that body (to your knowledge) has a place of business or land in the area of the Council; and
- (b) either-
  - (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or
  - (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which you have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

CHIDDINGFOLD PARISH COUNCIL

MEETING ON 10 MAY 2018

## **WORKING PAPER**

# **ITEM 18.01**



# Chiddingfold Parish Council

The Banking House  
The Green  
Chiddingfold  
Surrey  
GU8 4TU

Tel & Fax: 07557 344499  
[www.chiddingfold-pc.gov.uk](http://www.chiddingfold-pc.gov.uk)  
Chairman: Councillor Richard Hogsflesh  
Parish Clerk: Sue Frossard CiLCA PSLCC  
[clerk@chiddingfold-pc.gov.uk](mailto:clerk@chiddingfold-pc.gov.uk)

## PLANNING COMMITTEE MINUTES

Minutes of the Chiddingfold Parish Council Planning Committee meeting held on Thursday 26 April 2018  
at 11 am in the Parish Office, The Banking House, The Green, Chiddingfold, GU8 4TU.

Cllrs Present: Cllr Roger Underwood Chairman (RU) Cllr Simon Manuel (SM) Cllr Richard Hogsflesh (RH)  
In attendance: Sue Frossard CiLCA PSLCC. Public: 0

### 1.00 APOLOGIES FOR ABSENCE.

Cllrs Tim Forrest and Susie Forrest had given their apologies and these were accepted.

### 2.00 DECLARATIONS OF PERSONAL OR PECUNIARY INTEREST (DPI).

SM declared a pecuniary interest in application WA/2018/0612.

### 3.00 MINUTES OF THE LAST MEETING.

The minutes of the Planning Committee meeting held on 22 March 2018 could not be approved as there were insufficient attendees to that meeting present at this meeting. Deferred to the Parish Council meeting in May.

### 4.00 PLANNING APPLICATIONS.

The following applications were considered and recommendations to Waverley Planning were agreed, as below:

The Chairman moved to bring Application WA/2018/0612 to the beginning of the list. This was AGREED by all present.

Cllr Manuel left the room.

WA/2018/0612 18 May 2018.	Listed Building Consent for internal alterations.	Rose Cottage, Petworth Road.	Recommendation: Decision delegated to the Clerk. After consultation with RH and RU AGREED No objection.
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Cllr Manuel returned to the room.

CA/2018/0050 09 May 2018.	CA - TPO	Colporteur Cottage, Petworth Road	No comment.
CA/2018/0051 09 May 2018.	CA - TPO	Cyclops Cottage, Petworth Road.	No comment, insufficient information provided.
CA/2018/0050 04 May 2018.	CA - TPO	Colporteur Cottage, Petworth Road	Duplicate but with earlier date.
CA/2018/0051 04 May 2018.	CA - TPO	Cyclops Cottage, Petworth Road.	Duplicate but with earlier date.
WA/2018/0539 04 May 2018.	Construction of swimming pool and paving/decking.	Upper Sydenhurst, Mill Lane.	Comment: spoil to be distributed on site to reduce vehicular movements. Recommendation: No objection.

WA/2018/0585 <i>18 May 2018.</i>	Erection of a single storey extension following demolition of conservatory.	1 Jessimine Cottages, Woodside Road.	Recommendation: No objection. Comment: Units of measurement on the plans should be corrected to avoid any future doubt about sizes. The site plan is incomplete it does not show the location of the proposed building. Recommendation: Unable to comments as proposed outbuilding is not shown on the plans?
WA/2018/0593 <i>18 May 2018.</i>	Erection of outbuilding.	Little Timbers, 2 Woodside Close.	
WA/2018/0620 <i>18 May 2018.</i>	Application under Section 73A to vary Condition 1 of WA/2015/2112 (approved plans), vary condition 7 (requires obscure glazing and restricted opening) and remove condition 8 (obscure glazing) to allow alterations to elevations and additional and altered windows; addition of a porch roof.	Bramble Cottage, Mill Lane.	Recommendation: No objection.

*The italicized dates in the first column are the response deadline dates given to this Council.*

#### 5.00 PLANNING DECISIONS.

Full details, including decision notices and conditions, for all applications are available on the Waverley Planning Portal at: <http://waverweb.waverley.gov.uk/live/wbc/pwl.nsf/webdisplaypubliclist?openform>.

The Chairman advised the meeting that the Application for a loft conversion at Saxon Stables had been approved by the Southern Area Planning Committee. This decision was reached despite, in the opinion of this Planning Committee, the application having been wrongly described as a loft conversion and not an extension and loft conversion, and it did not comply with a number of Planning Policies. The WBC Area Planning Committee was quorate and followed the recommendation of Planning Officers to grant this application by a majority vote. There was no request for a site visit to clarify the discrepancies and Committee members asked only for the Officers' views. The Chiddingfold Borough Councillor who, because of the controversy and inaccuracies, had called in the meeting had been unable to attend.

For future reference, it was NOTED that one of the WBC Planning Committee had commented that they were disappointed that the Parish Council had not chosen to speak at this meeting. In fact the Parish Council had submitted a very full and detailed objection letter which should have been made available to the Committee to be considered by them in arriving at their decision. The inference taken by the Parish Planning Committee Chairman, who attended the meeting, was that only the views of those speaking at a WBC Planning meeting are taken into account prior to the Committee voting; whilst the detailed content of letters on file, whilst reported numerically at the meeting, is not necessarily considered by the Committee in coming to their decision.

The Waverley Planning Committee meeting was held in public and was recorded, it can be viewed/heard via the Waverley Planning website.

#### 6.00 PLANNING ISSUES.

There were no planning issues.

#### 7.00 DATE OF THE NEXT PLANNING COMMITTEE MEETING.

The Planning Committee usually meets the fourth Thursday of each month. The agenda is posted on the parish main notice board and website. If there are no planning applications, no meeting is held. If applications require a response between Planning Committee meetings these are discussed at a Full Council meeting and appear on that agenda.

The next Planning Committee meeting is scheduled for 26 April 2018 at 11am in the Parish Office.

CHIDDINGFOLD PARISH COUNCIL

MEETING ON 10 MAY 2018

**WORKING PAPER**

**ITEM 21.00**

## Chiddingfold Parish Clerk

---

From: Anna Beams <Anna.Beams@ssalc.co.uk>  
Sent: 01 May 2018 12:22  
Subject: Update on GDPR and the Appointment of Data Protection Officers

Importance: High

Follow Up Flag: Follow up  
Flag Status: Flagged

Good afternoon,

Please see below an important update from NALLC regarding the position of GDPR and the appointment Data Protection Officers for town/parish councils.

Trevor Leggo would like to add the following:

Dear Clerk

SSALC has indicated from the start that the GDPR Bill is 'work in progress' until it is enacted. The email below from NALC confirms this with reference to an amendment being tabled by the Government.

Our advice is unchanged, we believe it is more than 'good practice' for a council to appoint a DPO, it is a vital safeguard for the council to have access to independent, skilled advice to ensure it is able to act lawfully.

Yours

Trevor

Kind regards,

Anna Beams  
Office, Training & Events Manager, SSALC Ltd.  
Direct Dial: 01273 830204



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SSALC Main Line: 01273 830200  
*Company No. 8512101 Registered in England*

<http://www.sussexalc.org.uk/>

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## Update on GDPR and Data Protection Bill

- The Government has tabled an amendment to its own Data Protection Bill to exempt all parish and town councils and parish meetings in England and community and town councils in Wales from the requirement to appoint a Data Protection Officer (DPO) under the General Data Protection Regulation.
- Officials from the Department for Culture, Media and Sport have confirmed with us that all other measures will still apply, but that appointing a Data Protection Officer to support a council's approach to data protection will be discretionary and may be regarded as good practice. You can read the amendment [here](#) which is at the bottom of page 15 and top of page 16.
- As you know we have been lobbying hard for a proportionate regime that works for the sector and reflects its size and data usage, and addresses the new burden of the DPO requirement in particular, especially for small councils and parish meetings. We will therefore be welcoming the amendment and briefing MPs accordingly in advance of the Bill's Report stage which is expected to take place within the next few weeks.
- Discussions with government and the Information Commissioners Office will continue on this issue, as well as on providing support to the sector to help with data protection compliance more generally. And this week with the help of Carole Burslem and Danny Moody, county officers from the from the Buckinghamshire and Milton Keynes and Northamptonshire county associations respectively, we had the first meeting of the new sector-led Joint Information Governance Group (JIGG) which will shape the sector's approach to information governance, data protection and cyber security.
- We will of course keep you updated but it is vital that councils continue to prepare for compliance with the rest of the GDPR requirements as set out in NALC's GDPR toolkit and legal briefings which are available in the members area of the [website](#).

Disclaimer: This email may contain privileged and/or confidential information. If you receive this in error, please notify the sender immediately and do not use, rely upon, copy, forward or disclose its content to any other party. Any views or opinions expressed are those of the author and do not necessarily represent those of the National Association of Local Councils. This email message has been swept by Norton-Antivirus Corporate Edition for the presence of computer viruses. It is however the responsibility of the recipient to ensure that it is virus free before using it and no responsibility whatsoever is accepted by the National Association of Local Councils for any loss or damage arising in any way from its use.

CHIDDINGFOLD PARISH COUNCIL

MEETING ON 10 MAY 2018

**WORKING PAPER**

**ITEM 23.01**



## Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2018, that:

	Agreed		Yes means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the authority will address the weaknesses identified.

This Annual Governance Statement is approved by this authority and recorded as minute reference:

MINUTE REFERENCE  
dated DD/MM/YY

Signed by the Chairman and Clerk of the meeting where approval is given:

Chairman SIGNATURE REQUIRED  
Clerk SIGNATURE REQUIRED

**Other information required by the Transparency Codes** (not part of Annual Governance Statement)  
Authority web address

AUTHORITY WEBSITE ADDRESS

CHIDDINGFOLD PARISH COUNCIL

MEETING ON 10 MAY 2018

## **WORKING PAPER**

# **ITEM 23.02**

31st March 2017

31 March 2018

<b>Current Assets</b>			
2,011	VAT Control A/c	748	
12,731	Lloyds Current Bank A/c	18,920	
105,123	Lloyds 30 Day Deposit A/c	80,012	
421	Nationwide Business Investor	421	
<u>120,286</u>			<u>100,101</u>
	<b>120,286</b>	<b>Total Assets</b>	<b>100,101</b>
<b>Current Liabilities</b>			
0	Debtors	6	
2,434	Creditors	2,652	
400	Accruals	400	
300	Receipts in Advance	250	
<u>3,134</u>			<u>3,307</u>
	<b>117,151</b>	<b>Total Assets Less Current Liabilities</b>	<b>96,794</b>
<b>Represented By</b>			
24,758	General Reserves		25,769
28,360	EMR - Recreation Dev Fund		33,360
10,000	EMR - PWLB Repayments		20,000
3,625	EMR - Election Expenses		4,375
2,500	EMR - Tennis Courts		5,000
5,000	EMR - Emergency Relief		5,000
0	EMR - Computer equipment		500
7,500	EMR - Hedges and Trees		790
2,000	EMR - Major Pitch Maintenance		2,000
33,408	EMR - Neighbourhood Plan		0
<u>117,151</u>			<u>96,794</u>

The above statement represents fairly the financial position of the authority as at 31 March 2018 and reflects its Income and Expenditure during the year.

Signed :  
Chairman \_\_\_\_\_ Date : \_\_\_\_\_

Signed :  
Responsible  
Financial  
Officer \_\_\_\_\_ Date : \_\_\_\_\_

## Summary Income &amp; Expenditure by Budget Heading 31/03/2018

## Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
100	Income	Income	143,384	138,482	(4,902)		103.5%
		less Transfer to EMR	24,272				
		Movement to/(from) Gen Reserve	<u>119,112</u>				
101	Administration	Expenditure	7,254	14,950	7,696	7,696	48.5%
102	Staff Costs	Expenditure	54,403	54,865	462	462	99.2%
103	Cllrs Costs	Expenditure	737	750	13	13	98.3%
		plus Transfer from EMR	0				
		Movement to/(from) Gen Reserve	<u>(737)</u>				
201	Common Land	Expenditure	7,124	7,100	(24)	(24)	100.3%
		plus Transfer from EMR	2,370				
		Movement to/(from) Gen Reserve	<u>(4,754)</u>				
301	Highways	Expenditure	4,882	5,500	618	618	88.8%
401	Recreation Facilities	Expenditure	29,664	22,756	(6,908)	(6,908)	130.4%
		plus Transfer from EMR	9,862				
		Movement to/(from) Gen Reserve	<u>(19,803)</u>				
501	Community Support	Expenditure	4,450	5,450	1,000	1,000	81.7%
601	General Power of Competence	Expenditure	8,493	2,335	(6,158)	(6,158)	363.7%
701	Capital Projects	Expenditure	46,733	32,500	(14,233)	(14,233)	143.8%
		plus Transfer from EMR	33,408				
		Movement to/(from) Gen Reserve	<u>(13,325)</u>				
		Movement to/(from) Gen Reserve	<u>0</u>				
	Grand Totals:-	Income	<b>143,384</b>	<b>138,482</b>	<b>(4,902)</b>		<b>103.5%</b>
		Expenditure	<b>163,741</b>	<b>146,206</b>	<b>(17,535)</b>	<b>0</b>	<b>(17,535)</b>
		Net Income over Expenditure	<u><b>(20,357)</b></u>	<u><b>(7,724)</b></u>	<u><b>12,633</b></u>		
		plus Transfer from EMR	<b>45,640</b>				
		less Transfer to EMR	<b>24,272</b>				
		Movement to/(from) Gen Reserve	<u><b>1,011</b></u>				

## Earmarked Reserves

---

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
314 EMR - Open Space Development	0.00	0.00	0.00
320 EMR - Allot Main & Repairs	0.00		0.00
321 EMR - Recreation Dev Fund	28,360.00	5,000.00	33,360.00
322 EMR - Con Area Enhancements	0.00		0.00
323 EMR - PWLB Repayments	10,000.00	10,000.00	20,000.00
324 EMR - CL Pavilion Repairs	0.00		0.00
325 EMR - CP Estate fencing	0.00		0.00
326 EMR - Election Expenses	3,624.98	750.00	4,374.98
327 EMR - General Contingencies	0.00		0.00
328 EMR - Green Car Park Resurf	0.00		0.00
329 EMR - Traffic Calming	0.00		0.00
330 EMR - Tennis Courts	2,500.00	2,500.00	5,000.00
331 EMR - Emergency Relief	5,000.00		5,000.00
332 EMR - Playground Replacement	0.00		0.00
333 EMR - Computer equipment	0.00	500.00	500.00
334 EMR - Hedges and Trees	7,500.00	-6,710.00	790.00
335 EMR - Major Pitch Maintenance	2,000.00		2,000.00
336 EMR - Banking House	0.00		0.00
337 EMR - Neighbourhood Plan	33,408.00	-33,408.00	0.00
338 EMR - Bus Shelter	0.00		0.00
339 EMR - Butchers Paving	0.00		0.00
	<b><u>92,392.98</u></b>	<b><u>-21,368.00</u></b>	<b><u>71,024.98</u></b>

**ANNUAL RETURN - ENGLAND**  
**FOR THE YEAR ENDED 31 MARCH 2018**  
**Chiddingfold Parish Council 2017-2018 Accounts**

**SECTION 2 - THE STATEMENT OF ACCOUNTS**

I certify that the accounts contained in this return present fairly the financial position of the council, are consistent with the underlying financial records and have been prepared on the basis of Income and Expenditure.

Responsible Financial Officer

Date

I confirm that these accounts are approved by the Council and recorded as council minute reference

Dated

Signed on behalf of the above Council (Chair)

Date

		<u>Last Year £</u>	<u>This Year £</u>	<u>General Notes for Guidance</u>
<b>1</b>	Balances brought forward	<b>97,592</b>	<b>117,151</b>	Total balances & reserves at the beginning of the year as recorded in the Financial Records
<b>2</b>	Annual Precept	<b>118,500</b>	<b>120,500</b>	Total amount of Precept income received in the year
<b>3</b>	Total other receipts	<b>18,720</b>	<b>22,884</b>	Total income or receipts as recorded in the cashbook minus the Precept
<b>4</b>	Staff costs	<b>54,660</b>	<b>54,003</b>	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and expenses
<b>5</b>	Loan interest/Capital repayments	<b>4,569</b>	<b>4,569</b>	Total expenditure or payments of capital and interest made during the year on borrowings
<b>6</b>	Total other payments	<b>58,433</b>	<b>105,169</b>	Total expenditure or payments as recorded in the cashbook minus employment costs (Line 4) and loan / interest expenditure / payments (Line 5)
<b>7</b>	Balances carried forward	<b>117,151</b>	<b>96,794</b>	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
<b>8</b>	Total Cash & Investments	<b>118,275</b>	<b>99,353</b>	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March
<b>9</b>	Total Fixed Assets	<b>374,261</b>	<b>379,339</b>	The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register
<b>10</b>	Total Borrowings	<b>98,642</b>	<b>97,923</b>	The outstanding capital balances as at 31 March of all loans from third parties (usually PWLB)

The following documents should accompany the accounts when submitted to the auditor:

- \* A brief explanation of significant variations from last year to this year in Section 2;
- \* Bank Reconciliation as at 31 March

CHIDDINGFOLD PARISH COUNCIL

MEETING ON 10 MAY 2018

**WORKING PAPER**

**ITEM 23.04**

Score A :	How likely is it that this will happen?	Score B :	How severe the harm if it happens?
1	Improbable, very unlikely.	1	Financial or reputation loss, or loss or damage to property.
2	Unlikely but possible.	2	Loss or damage to property and minor injury (injuries).
3	Occasional occurrence.	3	Major injury to one person or permanent disability.
4	Frequent occurrence.	4	Major injury or permanent disability to more than one person.
5	Often and expected to occur.	5	Fatal, person or person could die.

Risk Area	Risk Identified	Risk Level	Risk Score	Control Measures	New Risk Level	New Risk Score
Assets	Protection of buildings and physical assets against financial loss.	A(3) x B(2)	6	Buildings to be insured, value to be reviewed annually. Include provision for the impact of possible closure.	A(3) x B(1)	
	Maintenance of buildings and land to protect their value.	A(3) B(2)	6	Inspect regularly and maintain in good order. Ensure sufficient budget to protect assets from deterioration.	A(3) B(1)	
	Security of buildings and land.	A(3) B(2)	6	Maintain a high level of fire protection and entrance security.	A(3) B(1)	
	Maintenance of small assets (street furniture, etc.)	A(5) B(2)	10	Regular maintenance and regular checks.	A(3) B(1)	
Finance	Banks and Investment - bank could fail.	A(3) B(1)	3	Funds and investments spread over a number of banks.	A(2) B(1)	
	Consequential loss from destruction of base office.	A(3) B(1)	3	Insurance cover to cover costs of re-locating and restoring data to continue operating. Portable computing and telecomms. Regular, tested data backups. Alternative, second office base.	A(2) B(1)	
	Loss through theft or dishonesty.	A(3) B(1)	3	Insurance cover. Staff references taken up. Councillor(s) overseeing the bookkeeping.	A(1) B(1)	
	Financial controls and records.	A(3) B(1)	3	Bank reconciliations presented to Council at each meeting. Three signatories on cheques. Three signatories to Internet banking payments prior to payment. Independent Internal Audits each quarter.	A(1) B(1)	
	The budget and budget control.	A(3) B(1)	3	Budgets to be planned in the autumn, approved by Council in December. I & E against budget to be presented and reviewed at each monthly council meeting.	A(1) B(1)	
	Precept and other income entitlements (eg wayleaves) not received.	A(2) B(1)	2	Diary of expected receipts to be maintained and checked against the bank statements each month.	A(1) B(1)	
	Public Liability	Risk to third party individuals or property.	A(4) B(5)	20	Insurance in place. All council land, properties and furniture checked and maintained regularly. Tree inspection and maintenance programme in place. Events carried out on council land must complete a specific risk assessment and show proof of public liability insurance.	A(2) B(2)



<b>Employer Liability</b>	Compliance with employment law.	A(3) B(1)	3	Keep up to date with current legislation. Membership of Associations providing employment legal updates.	A(1) B(1)
	Compliance with Inland Revenue laws.	A(3) B(1)	3	Keep up to date with current IR regulations. Annual audit. Interim Independent Internal Reviews and Internal Audit. Advice from SALC, NALC and payroll software service.	A(1) B(1)
	Health and safety of staff and visitors.	A(3) B(2)	6	Continual monitoring of risks in the office building. Fix and/or report hazards to the landlord. Communication between council and staff as to working environment conditions. Monitor car parking arrangements immediately outside of the entrance.	A(2) B(2)
<b>Legal Liability</b>	As a consequence of an asset, eg. playground, recreation ground, skateboard park, tennis court.	A(3) B(3)	9	Insurance in place, regular checks and maintenance carried out as soon as needed.	A(2) B(2)
<b>Councillors</b>	Registers of Interests.	A(3) B(1)	3	Initial forms completed and sent to the Borough Monitoring Officer. Register of subsequent declarations kept.	A(1) B(1)
	Register of gifts and hospitality.	A(3) B(1)	3	Register of gifts and hospitality kept and anything received declared at the next available council meeting.	A(1) B(1)

**AVERAGE RISK SCORE BEFORE MITIGATION:**

**5.1**

**AVERAGE RISK SCORE AFTER MITIGATION:**

**0**

< 5 = **Acceptable**

6 - 9 = **Medium, take further measure to control risk.**

10 > **High, take immediate action to reduce the high risk areas.**

HOW TO ASSESS THE PARISH RISKS USING THE CRITERIA ON THE RISK ASSESSMENT WORKSHEET

Columns A & B	Decide if there are any additional risks to be added. If so add them with a description of the risk.
Column C	Assess the current, unmitigated risk levels according to the score table at the top of the sheet.
Column D	Multiply A x B to get the unmitigated risk score.
Column E	Decide the controls to be taken to lessen the risk to an 'acceptable' level.
Column F	Re-asses the mitigated risk levels according to the score table at the top of the sheet.
Column G	Multiply A x B to get the new, mitigate risk score.

The aim is to have a mitigated risk score average of less than 5; and for no single risk to be over 5.

[BACK](#)

Chiddingfold Parish Council owns a number of assets where benefit accrues to the Village for periods longer than one year.

These assets, known as fixed assets, are valued on the following basis:

Land and operational buildings are reported in the accounts at the higher of replacement insurance values or original cost.

Certain community assets are the subject of restrictive covenants to their use and/or future disposal and are valued at a nominal value.

Other assets and equipment are valued at cost.

Type & Location	Description	Date acquired	Cost or Proxy Value	Insurance Value	Notes on Valuation Basis and Date
<b>Combe Common Recreation Ground</b>					
Purchase of Freehold	7½ Acre Recreation Ground	1975	£9,000	£0	1 ½ acre piece
Separation of Allotment Land	Allotment Gardens		Included in above		
Construction of Car Park	Richard Field	2003	£10,765	£0	
<b>Petworth Road Recreation Ground</b>					
Purchase of Freehold		2014	£120,000	£0	4485ha 11,08 acres
<b>Total Freehold Land &amp; Buildings:</b>			<b>£139,765</b>	<b>£0</b>	
<b>Fixtures ,Fittings &amp; Equipment</b>					
<b>Oil Painting of Village Green</b>		1937	£8,000	£20,000	Proxy value, donated. Valued in 2012.
<b>Coxcombe Lane Pavillion</b>			£2,400	£11,845	
<b>Coxcombe Lane Recreation Ground</b>					
Playground Equipment	Playground frames & equipment	2007/8	£12,012	£0	as on their land
Tennis Courts	Fencing and nets	2006/7	£2,613	£5,150	
			£14,625	£5,150	
<b>Banking House Office Equipment</b>					
Dell Computer	Optiplex processor	2007/8	£0	£3,819	Crashed and disposed of 2012.
HP OfficeJet 8600 Printer		2012	£299		
Dell Monitor		2007/8	£99		
HP Office jet 7210 Printer		2007/8	£0		
2 Pedestal Desk	Second hand	2008/9	£94		
Sony Vaio laptop Computer & projector.	(Includes Epson projector)	2011/12	£995		Replaced in 2012.
Lenovo laptop computer		2017	£729	£729	
Cannon PC 860 Copier		2007/8	£0	£0	Obsolete and disposed of in Oct 2011.
Website Construction	Parish Council Net	2007/8	£500	£0	Intangible asset
<b>Total Fixtures &amp; Fittings:</b>			<b>£2,716</b>	<b>£4,548</b>	
			<b>£27,741</b>	<b>£41,543</b>	

## Infrastructure Assets

### Street Furniture (estate fencing, seats, litter bins)

Gates & Estate Fencing	Surrounding Cricket Green	2010	15,700	£25,750	Old (1968) fencing renewed in Nov 2010. Sections replaced as needed Includes York paving base.
Post & rail fencing	Village Pond	1980	2,000		
Jubilee Planters		2012	1,000		
Jubilee Seat		2012	550		
Wire Fence & gates	Allotments	1980	8,000		
Fencing	Combe Common	1975/2003	2,000		
Village Millenium Sign	Millenium sign by the pond	2003	£2,000		
Litter Bins (14 @ £340)	Around the parish	2007/10	£4,760		
Litter Bins (5 & £418)	Around the parish	2010/11	£2,090		
Litter Bins (1 & £578)	Around the parish	2011/12	£578		
Litter Bins (1 @ £578 + 1 @ £158)	CC and The Green	2012/13	£736	£28,840	
Salt Bin	New Green Bin Pickhurst Rd	2007/8	£401		
Bench Seat	Replacement seat on The Green	2007/8	£430		
Playground Seat	Playground seat	2008/9	£910		
5 Notice boards in engraved oak.	Around the village.	2005	£5,236		
Community Notice Board	On the village Green	2017	£4,349		
Roadside Bollards	15 bollards at North End	2008/9	£1,189		
Island Bollards	Queensmead	2012	£600		
York stone paving	Paving alongside East of Green	2000-9	£20,000		
Restored 18th C Milestone	On the village Green	c 1890	not known		
Other 18thC milestones	at North End Farm	c 1890	" "		
	north of Mill House Farm	c 1890	" "		
	by entrance to Chaleshurst	c 1890	" "		
Bus shelter (Littlethorpe of Leicester)	On A283 by The Forge.	23/12/2013	£9,301		

£81,830      £54,590

### Total infrastructure assets:

**£81,830**      **£54,590**

### Community Assets

Coxcombe Lane Recreation Ground (99 year lease starting from 1968)		1968	£1	£0	Village Hall Development.
fixtures & fittings The Village Green	Joint Management Committee in 1968	1994-96	£130,000	£145,273	
(20 year lease starting from 2008 ) Cricket Ground		2008	£1	£0	
(Bequeathed to PC from Sadler Family)	Subleased 999 yrs to Chiddingfold Cricket Club	1968	£1	£0	

### Total Community Assets

**£130,003**      **£145,273**

**TOTAL FIXED ASSETS**

**CLOSING BALANCES:**

**£379,339**      **£241,406**