GREYWELL PARISH COUNCIL

The next meeting of Greywell Parish Council
will be held in the Village Hall at 6pm on Wednesday 22 March 2023

Beverley Bridgman, Parish Clerk – 16 March 2023

Members of the public and press are warmly invited to attend the Parish Council meeting as observers and are permitted to speak during the public session only (item 4). The public session is at the Chairmans discretion and is for a maximum of 15 minutes. During this time residents are invited to give their views to the Parish Council on issues on this agenda or to raise issues for consideration on a future agenda. Members of the public are permitted to speak for up to 3 minutes each.

AGENDA

1. Receive and accept apologies for absence
2. Receive and note any declarations of interest relevant to the Agenda
3. The Chairman to approve as a correct record the minutes of the Parish Council meeting held on 31 January 2023
4. Open the meeting to members of the public
5. Receive reports from County and District Councillors and the Parish Clerk
6. Discuss and agree renewal of membership to the Basingstoke Canal Society
7. Approve the Electronic Payment request for March 2023
8. Note the current financial situation
9. Approve the bank standing orders for the 2023-2024 financial year
10. Discuss and agree arrangements for the Internal and External Audit for the financial year 2022-2023
11. Review and approve:
- Asset Register
- Data Protection Policy
- Privacy Notice
- Publication Scheme
- Document Retention and Disposal Policy
- Appendix A
- Risk Assessment
- Financial Regulations

12. Approve and adopt:
- Revised Standing Orders
- Revised Code of Conduct
- Complaints Procedure

13. Discuss and consider supporting the Civility and Respect Project
14. Road Safety in Greywell
- Outcome of the Road Safety Group Meeting on 7 February 2023 and proposed solutions
- Discuss proposed solutions, costs and next steps (if any)

15. Speedwatch update
16. Discuss villagers request for a glass recycling bin on Hook Road
17. Confirm the date and time of the next meeting (6pm on Wednesday 24 May 2023)

An Agenda Pack is available on line at www.greywell.info
Email: parishclerk@greywell.info

GREYWELL PARISH COUNCIL

Minutes of the Greywell Parish Council meeting
held in the Village Hall at 6pm on Tuesday 31 January 2023

In attendance: - Cllr M. Barter, Cllr R. Cole, Earl of Malmesbury, Cllr H. Mogg and Cllr L. Muir
Also in attendance-Beverley Bridgman (Parish Clerk), and District Cllr J. Kennett

Draft minutes subject to confirmation

1. Receive and accept apologies for absence
All Parish Cllrs present. Apologies received from District Cllr C. Dorn and County Cllr J. Glen
2. Receive and note any declarations of interest relevant to the Agenda
The Earl of Malmesbury declared an interest in item 10 on the Agenda
3. The Chairman to approve as a correct record the minutes of the Parish Council meeting held on 24 November 2022
Approved and signed
4. Open the meeting to members of the public
1 member of the public attended the meeting
5. Receive reports from County and District Councillors and the Parish Clerk
County Cllr Glen and District Cllr Dorn had provided written reports that were circulated ahead of the meeting and District Cllr Kennett provided a verbal report. The Parish Clerk had no report to submit.
All reports can be found in Appendix A
6. Update on previous planning applications
Since the last Parish Council meeting on 24 November 2022 Hart District Council have granted the following application:
Demolition of existing single storey extension and erection of a two storey side extension and single storey rear extension. Extension to car port with new pitched roof
Chilcombe, Hook Road, Greywell, RG29 1BT
Reference 22/02146/HOU
7. Approve the Electronic Payment request for January 2023
Approved - The electronic payment request for January can be found below:

Greywell Parish Council January 2023 Electronic Payment Request

To	Item	Amount	Invoice number	Type
Staff	Salary January 2023	£299.00		
	Home Office Allowance January 2023	£15.00		
	Total	**£314.00**	01/23	SO
Staff	Expenses January	**£189.00**	01/23	EP
CPRE	Renewal of membership	**£40.00**	512421	EP
Greywell Village Hall	Hall Hire for January meeting	**£7.50**	230001	EP
Chairmans Signature and date:				

8. Note the current financial situation
Noted - The current financial situation can be found in Appendix B. The balances as at 25 January 2023 were:
Current Account: £1261.30
Savings Account: £6231.70

9. Note the Q3 accounts
Noted. The Q3 accounts can be found in Appendix C
10. Discuss and agree renewal of annual membership to The Campaign to Protect Rural England
Discussed and agreed the Parish Council will renew their membership for a further year at a cost of £40
11. Discuss and agree Parish Council donated funds for refreshments after the March village clean
In previous years the Parish Council has covered the cost of refreshments after village cleans.
As the clean on 4 March 2023 is being organised by the Village Hall Committee (VHC) it was suggested that, due to the Parish Councils limited funds, refreshments costs for this year should be met by the VHC.
Agreed Cllr Cole will speak to the VHC to suggest they pay for refreshments after the March clean; if this is isn't supported by the VHC the Parish Council will contribute a maximum of £50
12. Agree further costs for claiming adverse possession of land at the Pumping Station
At the December 2021 meeting initial costs up to a maximum of £200 were agreed to start the process of claiming adverse possession. The first step of this process was verification of the Parish Clerks identity by a solicitor which has now been completed at a total cost of £189 including VAT.
Agreed further costs up to a maximum of £200.
The additional forms for Adverse Possession must now be completed and sent to Land Registry within the next 3 months along with the completed verification of the Parish Clerks identity.
Agreed Cllr Barter and Cllr Cole will look into this process
13. Discuss and, if necessary, agree dates for the Annual Parish Meeting and the Annual Meeting of the Parish Council
The Parish Clerk explained the legalities and differences between the two meetings.
Discussed and agreed the Annual meeting of the Parish Council will be held at 6pm in the village hall on Tuesday 23 May (since the meeting this date has been changed to Wednesday 24 May)
Discussed and agreed that, due to very low attendance in previous years and a lack of speakers the Parish Council will not call an Annual Parish Meeting in 2023
14. Discuss flooding on Hook Road and, if appropriate, next steps
Discussed and agreed that, due to continuing issues, the Parish Clerk will contact County Cllr Glen to arrange a meeting between Hampshire Highways and a representative from the Parish Council
15. Agree jobs for future Lengthsman visits
The Parish Clerk advised that the County Lengthsman scheme will continue for 2023-2024 so, in preparation for future visits the following jobs were agreed:
- Clear debris from the ditch just before the Deptford Lane bridge
- Clear debris from the ditch opposite the pumping station

16. Discuss Parish Council Coronation plans
Discussed and noted the Village Hall Committee are arranging village events for the Coronation and in view of this agreed the Parish Council will not be making any plans
17. Confirm the date and time of the next meeting
Agreed 6pm in the village hall on Tuesday 21 March 2023 (since the meeting this date has been changed to Wednesday 22 March)

There being no other business the meeting finished at 18.50pm

www.greywell.info
Email: parishclerk@greywell.info

Appendix A

County Councillor J. Glen January 2023

Happy New Year

I hope that everyone had an enjoyable Christmas break. With 2022 and all it brought now firmly behind us, let's hope for a more successful year ahead, my very best wishes for 2023.

Schools news

The deadline for school place applications is 15th January. Hampshire County Council is urging parents of children due to start school in reception year or move to year 3 in a junior school in September 2023 to indicate three school preferences on their application.
Over the last six years, 98 per cent of parents secured a school place for their child at one of their three preferred schools, with between 90 and 93 per cent being offered a place at their first preference school. Online guidance can be found on the Education and Learning pages on the County Council's website.
In other schools news, seven Hampshire schools could undergo major building works as part of a ten-year Government programme to ensure that school buildings are fit for the future. Three primary schools, two secondary schools and two special schools have been included in an announcement last month by the Department for Education (DfE), which has provisionally outlined a fourth round of schools to be prioritised for works under its £1bn School Rebuilding Programme.

Keeping homes warm

As more people feel the impact of rising energy costs and increasingly cold weather, Hampshire County Council is reminding those struggling to heat their homes that help is available. Residents can call the 'Hitting the cold spots' phone line for advice and guidance, from temporary heating and first-time central heating to arranging home visits and sourcing boiler repair funding.
To access these services, call the team on 0800 804 8601 (lines are open from 9am to 5pm, Monday to Friday). The phone advice line is open to all Hampshire residents. Some services have eligibility criteria, and the advisors will discuss the best possible solution for each caller. More information can be found online.

Minerals and Waste Plan update consultation

A reminder that the consultation on changes to Hampshire's Minerals and Waste Plan closes at the end of this month, at 17:00 hours on Tuesday 31 January 2023.
The consultation allows residents to comment on local sites that have been identified for minerals extraction and transportation. Sites for waste processing, recycling and disposal facilities are also indicated in the Plan.

The proposed updated plan and the response form can be found at www.hants.gov.uk/minerals-waste-update. My advice is to study the plan carefully for proposals for your area and respond accordingly.

Tree planting

Trees play an important role in carbon sequestration. As part of the commitment to reach Net Zero by 2050, HCC has produced a Tree Strategy and has committed to facilitate the planting of at least one million trees in Hampshire. The Hampshire Forest Partnership has been set up as the public delivery mechanism for this strategy; its aim is to bring together the public and third sector across Hampshire, as well as residents, businesses, schools and the wider community.
Part of the strategy is to plant mini forests across Hampshire, using a technique developed by a Japanese ecologist, Dr Miyawaki, which encourages faster growth and more successful establishment of the trees, as well as a greater number planted, greater biodiversity and carbon sequestration.
More information can be found at https://www.hants.gov.uk/thingstodo/hampshireforestpartnership. The council is also encouraging parishes and residents to suggest locations for mini forests and other tree planting. If you have any local suggestions, please also email the team at treeplanting@hants.gov.uk

Roads update

Hampshire residents' satisfaction with how Hampshire County Council maintains the county's 5,500 miles of highway has improved, following the County Council's decision to provide additional local funding to try to reduce

the impact of the year-on-year reductions in Government funding for local highway maintenance over the past decade.
Hampshire has been rated third out of all 30 English County Councils for public satisfaction with highway maintenance and is the highest performing county authority in the South-East region, according to the 2022 National Highways and Transport Survey.

Since the beginning of 2022, Hampshire Highways has repaired around 41,000 carriageway and footway defects, including potholes, and cleared nearly 39,000 gullies and other highway drainage assets to reduce the risk of flooding.
The focus in December was in responding to the cold snap, for example between 1st and 16th December, 26 salting runs were completed, accounting for 5,250 man hours and 5,665 tons of salt being deposited on the county's Priority One routes. More details of Hampshire Highways' winter response can be found at hants.gov.uk/transport/roadmaintenance/severeweather

District Councillor C. Dorn January 2023

Due to the weather we have a plethora of potholes, please ensure these are promptly reported via the Hampshire County Council website.
Just outside of your boundary, I'm chasing the Hart Flood Officer about the Mill Lane (NW) flood scheme. This scheme was delayed by the pandemic and seems to have settled on a back-burner, due to concerns from one landowner.
Please look out for the Local Cycling and Walking Infrastructure Plan consultation from Hart sometime in March, we need to ensure rural parishes get a fair hearing.
No new action at Lodge Farm (five warehouses at junction five of the M3)

District Councillor J. Kennett January 2023

Hart District Council (HDC) is still reviewing the audit report of the Shapley Heath Garden Community Project.
The HDC budget for 2023-2024 is due to be reviewed and discussed at the 2 February Cabinet Meeting. It is expected that there will be a proposal of a 2.9% rise in council tax
Unfortunately experienced Planning Officers have recently left HDC to work at other councils, in the meantime a triage system is in place

Greywell Parish Council Monthly Sheet for January 2023 (Appendix B)

Lloyds Current Account

Balance as at 18 November 2022 — £1898.10 (agrees statement dated 30 November 2022)

Payments

Date	To	Amount
25 November 2022	Greywell Village Hall Invoice 220025	£5.00
25 November 2022	Staff Expenses November	£3.80
30 November 2022	Staff Salary & Home Office Allowance November	£314.00
30 December 2022	Staff Salary & Home Office Allowance December	£314.00
Balance as at 25 January 2023		**£1261.30** (agrees on line statement printed on 25 January 2023)

Lloyds Savings Account

Balance as at 18 November 2022 — £6227.62 (agrees statement dated 7 December 2022)

Receipts

Date	From	Amount
9 December 2022	Bank Interest	£1.42
9 January 2023	Bank Interest	£2.66
Balance as at 25 January 2023		**£6231.70** (agrees on line statement printed on 25 January 2023)

Total Balance as at 25 January 2023

Lloyds Current Account	£1261.30
Lloyds Savings Account	£6231.70
Unpresented cheques	Nil
Cancelled cheques	Nil
Net Bank Balance	**£7493.00**

Chairmans Signature and date:

Greywell Parish Council Q3 Accounts 31 December 2022

Incoming Payments

	Predicted 2022-2023	Already received
Precept	£5831.00	£5831.00
Bank Interest	£0.00	£2.96
VAT refund	Not included in budget	£173.01
Totals	**£5831.00**	**£6006.97**

Outgoing Payments

	Budget 2022-2023	Already paid	What's left in the budget	
Salary	£3588.00	£2691.00	£897.00	
Home Office Allowance	£180.00	£135.00	£45.00	
Clerk's Expenses	£50.00	£0.00	£50.00	
Administration	£75.00	£28.77	£46.23	
Insurance	£350.00	£353.59	-£3.59	
Audit	£125.00	£125.00	£0.00	
Venue Hire	£100.00	£52.50	£47.50	
Website Management	£162.50	£301.36	-£138.86	*
Repairs and Maintenance	£800.00	£435.00	£365.00	
Training (not in budget)		£98.00		
Subscriptions and Donations	£350.00	£239.09	£110.91	
Chairmans Allowance	£50.00	£50.00	£0.00	
Grants (not in budget)		£0.00		
VAT (not included in budget)		£144.57		
Election (not in budget)	£0.00	£88.83		
Totals	**£5830.50**	**£4742.71**	**£1419.19**	

Balance Carried Forward 31/3/22	£6226.08
ADD Total receipts (as above)	£6006.97
LESS Total payments (as above)	£4742.71
	£7,490.34
Current Account as at 31/12/2022	£1261.30
Savings Account as at 31/12/2022	£6229.04
Total	**£7,490.34**

The 2022-2023 budget calculation agreed that any costs for training, elections, grants and email addresses would be covered by reserves.
The amount currently spent from reserves this year is £294.33

From: **The Basingstoke Canal Society: Membership** membership@basingstoke-canal.org.uk
Subject: The Basingstoke Canal Society: Membership Expiry
Date: 23 February 2023 at 10:22
To: parishclerk@greywell.info

Dear Beverley

This is just to let you know that your Group (Annual) membership of The Basingstoke Canal Society will expire on 01/03/2023

If you pay by standing order or have recently sent a cheque then it probably means our database has not been updated yet. [We will be waiting for the Bank Statement for those details]

If you have a recurring card payment then your membership should update automatically.

If you pay annually then the following options are available:

To pay by Debit/Credit Card:

Please visit your account [https://basingstoke-canal.org.uk/get-involved/become-a-member/account-page/] to access the members area. Your username is **parishclerk@greywell.info**. If this is the first time you have accessed your account you will need to reset your password via the "Lost your Password" link on the login screen.

Once logged in select the "Subscription (£)" option from within your account. If the "Renew" button is not shown please click on the "Online Subscription" link and pay as if you are a new member (you are not!). If your account/email is not recognised please contact us. *Oh! and don't forget to cancel any current standing order.*

To pay by Bank Transfer:

-
  - *Bank* : CAF Bank
  - *Account Name*: The Basingstoke Canal Society
  - *Sort Code* : 40-52-40
  - *Account No :* 00025262
  - *Amount* : Adult: £15, Household : £20, Group: £30

Reference: 01779/Bridgman

[Please note that some banks do not recognise the above account. As long as you have the correct account details as above it will be accepted]

To Pay by Cheque:

- *Cheque Payable to :* The Basingstoke Canal Society
- *Amount* : Adult: £15, Household : £20, Group: £30
- Please write your reference 01779/Bridgman on the back of the cheque.

Post to : BCS Membership Secretary
138 Fernhill Road
Farnborough
GU14 9DY

Many thanks for your continued support,

Andy Beale
BCS Membership Secretary
membership@basingstoke-canal.org.uk

N.B. This email was sent automatically from Ultimate Membership Pro, our membership database.

Greywell Parish Council March 2023 Electronic Payment Request

To	Item	Amount	Invoice	Type
Staff	Salary March 2023	£299.00		
	Home Office Allowance March 2023	£15.00		
	Total	**£314.00**	03/23	SO
Village Hall Committee	Hall Hire for March meeting	**tbc**	tbc	EP
Basingstoke Canal Society	Annual Renewal (tbc agenda item 6)	**£30.00**	01779	EP
C Gallop	Grass cutting for 2023-2024 *	**£200.00**	2023-2024	EP
* to be paid on 1 April 2023				
Chairmans Signature and date:				

Greywell Parish Council Monthly Sheet for March 2023 (Appendix B)

Lloyds Current Account

Balance as at 25 January 2023 — £1261.30 (agrees statement dated 31 January 2023)

Payments

Date	To	Amount
30 January 2023	Staff Salary & Home Office Allowance January	£314.00
1 February 2023	Staff Expenses January	£189.00
1 February 2023	Campaign to Protect Rural England (annual renewal)	£40.00
3 February 2023	Greywell Village Hall Invoice 230001	£7.50
28 February 2023	Staff Salary & Home Office Allowance February	£314.00

Balance as at 16 March 2023 — **£396.80** (agrees on line statement dated 16 March 2023)

Lloyds Savings Account

Balance as at 25 January 2023 — £6231.70 (agrees statement dated 7 March 2023)

Receipts

Date	From	Amount
9 February 2023	Bank Interest	£3.18
9 March 2023	Bank Interest	£2.94

Balance as at 16 March 2023 — **£6237.82** (agrees on line statement dated 16 March 2023)

Total Balance as at 16 March 2023

Lloyds Current Account	£396.80
Lloyds Savings Account	£6237.82
Unpresented cheques	Nil
Cancelled cheques	Nil
Net Bank Balance	**£6634.62**

Chairmans Signature and date:

Greywell Parish Council

Standing Orders

1. Meetings Generally

a) Meetings shall not take place in premises, which at the time of the meeting, are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.

b) The minimum 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.

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 (e), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.

e) A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.

f) The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present

g) Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in his/her/their absence be done by, to or before the Vice-Chair (if there is one).

g) The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.

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

i) The Chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his/her/their casting vote whether or not he/she/they gave an original vote.

j) 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/her/their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.

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

i) the time and place of the meeting;

ii. the names of councillors who are present and the names of councillors who are absent;

iii. interests that have been declared by councillors and non-councillors with voting rights;

iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;

v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;

vi. if there was a public participation session; and

l) A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his/her/their right to participate and vote on that matter.

m) 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.

n) If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed**.**

l) The code of conduct adopted by the Council shall apply to councillors in respect of the entire meeting.

2. Committees and sub-committees

a) Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.

b) The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.

c) Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.

d) The council may appoint standing committees or other committees as may be necessary, and:

i. shall determine their terms of reference;
ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of full council;
iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
iv. shall, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of members of such a committee;
v. may, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 7 days before the meeting that they are unable to attend;
vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which shall be no less than three;
ix. shall determine if the public may participate at a meeting of a committee;
x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
xi. shall determine if the public may participate at a meeting of a sub- committee that they are permitted to attend; and
xii. may dissolve a committee.

3. Ordinary Council Meetings

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

b) In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.

c) If no other time is fixed, the annual meeting of the Council shall take place at 6pm.

d) In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.

e) The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.

f) The Chair of the Council, unless he/she/they has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his/her/their successor is elected at the next annual meeting of the Council.

g) The Vice-Chair of the Council, if there is one, unless he/she/they resigns or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.

h) In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, he/she/they shall preside at the meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.

i) In an election year, if the current Chair of the Council has been re-elected as a member of the Council, he/she/they shall preside at the meeting until a new Chair of the Council has been elected. He/she/they may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.

j) Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:

i. In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of his/her/their acceptance of office form unless the Council resolves for this to be done at a later date;
ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;

3. Extraordinary meetings of the Council

a) The Chair of the Council may convene an extraordinary meeting of the Council at any time.

b) If the Chair of the Council does not call an extraordinary meeting of the Council within 7 days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.

4. Proper Officer

a) The Proper Officer shall be either (i) the clerk or (ii) other staff members nominated by the Council to undertake the role of the Proper Officer when he Proper Officer is absent. 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 Proper Officer shall:

i. at least three clear days before a meeting of the council
• serve councillors by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by mail), and

• Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them.
ii. convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in his/her/their office.
iii. facilitate inspection of the minute book by local government electors
iv. receive and retain copies of bylaws made by other local authorities;
v. hold acceptance of office forms from councillors;
vi. hold a copy of every councillors register of interests:
viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
ix. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
x. respond to planning applications when it is not possible for the application to be put before a meeting of the Parish Council. The comment submitted to take into consideration advice received in writing from councillors and the responses of residents and consultees and to be reported to the next meeting of the Parish Council;
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 executed
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.

4. Motions not requiring written notice

The following motions may be moved at a meeting without written notice to the Proper Officer: to correct an inaccuracy in the draft minutes of a meeting;

i. to move to a vote;
ii. to defer consideration of a motion;
iii. to refer a motion to a particular committee or sub-committee;
iv. to appoint a person to preside at a meeting;
v. to change the order of business on the agenda;
vi. to proceed to the next business on the agenda;
vii. to require a written report;
viii. to appoint a committee or sub-committee and their members;
ix. to extend the time limits for speaking;
x. to exclude the press and public from a meeting in respect of confidential or other information
xi. which is prejudicial to the public interest;
xii. to not hear further from a councillor or a member of the public;
xiii. to exclude a councillor or member of the public for disorderly conduct;
xiv. to temporarily suspend the meeting;
xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);

xvi. to adjourn the meeting; or
xvii. to close the meeting.

5. Management of Information

a) The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.

b) The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).

c) The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.

d) Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.

6. Draft Minutes

If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.

7. Code of Conduct and Dispensations

a) All councillors shall observe the code of conduct adopted by the Council.

b) Dispensation requests shall be in writing and submitted to the Proper Officer as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.

c) A decision as to whether to grant a dispensation shall be made [by the Proper Officer] OR [by a meeting of the Council, or committee or sub-committee for which the dispensation is required] and that decision is final.
d) A dispensation may be granted in accordance with standing order 6 (c) if having regard to all relevant circumstances any of the following apply:
i) without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;
ii) granting the dispensation is in the interests of persons living in the Council's area; or
ii) it is otherwise appropriate to grant a dispensation

8. Code of Conduct Complaints

Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.

9. Expenditure

a) The Council's financial regulations shall be reviewed once a year.
b) 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.

10. Execution and sealing of legal deeds

a) A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

b) 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.

11. Accounts and Accounting Statements

a) "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".

b) All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.

c) The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:

i. the Council's receipts and payments (or income and expenditure) for each quarter;
Ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
iii. the balances held at the end of the quarter being reported and
which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

d) As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:

i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.

e) The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

12. Financial controls and Procurement

a) The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:

i. the keeping of accounting records and systems of internal controls;
ii. the assessment and management of financial risks faced by the Council;
iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.

b) Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.

c) A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).

d) Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.

13. Responsibilities under Data Protection Legislation

a) The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his/her/their personal data.

b) The Council shall have a written policy in place for responding to and managing a personal data breach.

c) The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.

d) The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.

e) The Council shall maintain a written record of its processing activities.

Adopted March 2023

Review Date March 2024

Greywell Parish Council Members Code of Conduct 2023-2024

Introduction and Contents

This Code of Conduct (the Code) applies to every elected member and co-opted member **(1)** of Greywell Parish Council. As a Councillor, it is your responsibility to make sure that you are familiar with, and that your actions comply with, its provisions.
The Code does not apply to the actions of the authority as a whole, nor to the conduct of its officers and employees. It also does not cover matters under the Localism Act 2011 where criminal sanctions apply.
The Code is not intended to be an exhaustive list of all the obligations that are placed on Members. Councillors hold public office under the law and must observe the rules of conduct stemming from the law, this Code, and the rules, standing orders and regulations of the Council. It is your personal responsibility to comply with these and review regularly, at least annually, particularly when your circumstances change. You must not, at any time, advocate or encourage any action contrary to the Code.
A very clear line, however, must be drawn between this Code's requirements of respect for others, including those with opposing views, and the freedom to disagree with the views and opinion of others. In a democracy, members of public bodies should be able to express disagreement publicly with each other. Nothing within this Code seeks to stifle free speech **(2)**

(1) Co-opted member is a person who is not an elected Member of the Council but who is either a member of any committee or sub-committee of the Council, or a member of, and represents the Council on any joint committee or joint sub-committee of the Council and who is entitled to vote on any question that falls to be decided at that meeting of that committee or sub-committee

(2) You will not be censured just because an individual dislikes or disagrees with what you say; standards in public life do not extend to adjudicating on matters of political debate. Controversial issues must be able to be raised in the public sphere, and you should have their right to form and hold opinions respected. European Convention on Human Rights (ECHR) Article 10 rights to freedom of expression must be respected by councils when adjudicating on potential misconduct, considering the increased protection given to political expression (see Advice Note attached)

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Key Principles of the Code of Conduct

The following general principles **(3)** upon which this Code of Conduct is based should be used for guidance and interpretation only. They define the standards that members should uphold and serve as a reminder of the purposes of the Code of Conduct. These principles and the Advice Notes at the end of the Code accompany, but do not form part of, the Code of Conduct itself. However, a failure to act in accordance with these general principles may in itself amount to a breach of the Code of Conduct.

Duty - You have a duty to uphold the law and act in accordance with the law and the public trust placed in you. You have a duty to act in the interests of the Council as a whole and all the communities served by it and a duty to be accessible to all the people of the area for which you have been elected to serve, and to represent their interests conscientiously.

Selflessness - You must serve only the public interest and must never improperly confer an advantage or disadvantage on any person including yourself.

Objectivity - In carrying out public business you must make decisions on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits.

Accountability - You are accountable to the public for your decisions and actions and must submit yourself to the scrutiny necessary to ensure this. You have a duty to consider issues on their merits, taking account of the views of others, and you must ensure that the Council uses its resources prudently and in accordance with the law.

Openness - Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty and integrity -You must be truthful, and you must not place yourself in situations where your honesty and integrity may be questioned. You must not behave improperly and must on all occasions avoid the appearance of such behaviour.

Leadership - You must promote and support high standards of conduct when serving in your public post, in particular as characterised by the above requirements, by leadership and example in a way that secures or preserves public confidence.

Respect - You must respect all other councillors and all Council employees and the role they play. Similarly, you must respect members of the public when performing duties as a Councillor.

(3) Article 28 of the Localism Act 2011

General Principles

The rules of good conduct apply in all situations where you act, claim to act, or give the impression or reasonable perception that you are acting as a member or representative of Greywell Parish Council **(4) (5)**
The Code applies to all forms of communication, including:
• At face-to-face meetings
• At on-line or telephone meetings
• In written communication
• In verbal communication
• In non-verbal communication
• In electronic and social media communication, posts, statements, and comments.

1. You must treat others with respect

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions, and policies in a robust but civil manner. It is disrespectful however, to use offensive language or to accuse others of dishonesty, wrongdoing, or incompetence without producing any specific evidence, thereby seeking to damage their reputation. You should never subject individuals, groups of people or organisations to personal attack.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online.

While it is legitimate for you to express concern about the way in which a service is run or policy is being implemented by officers, you should avoid undermining, or making detrimental remarks about, individual named officers or officers who can be readily identified at meetings, or in any public forum, including on social media. This would be damaging both to effective working relationships and to the public respect for the Council. It is also unfair as in general, staff are unable to defend themselves against criticism in a public forum.

2. Do not bully, harass, intimidate, or discriminate against any person

Bullying is offensive, intimidating, malicious, insulting, or humiliating behaviour which attempts to undermine, hurt, or humiliate an individual or group. It can have a damaging effect on a victim's confidence, capability, and health. Harassment is repeated behaviour which upsets or annoys people. Intimidation is another form of bullying. It is the act of frightening someone into doing something that they do not otherwise want to do. This usually involves threats that make the person who is subjected to intimidation feel threatened or afraid.
Harassment is conduct that causes alarm, distress or puts people in fear of violence on at least two occasions **(6)**
It can also include repeated attempts to impose unwanted communications and contact upon a person, including officers, in a manner that could be expected to cause distress or fear in any reasonable person.
Bullying, harassment and intimidatory conduct can involve behaving in an abusive or threatening way, or making allegations about people in public, in the company of any of their colleagues,

(4) If you identify yourself or make comments that are clearly related to your role as a councillor, then the Code will apply. This applies in conversation, in writing, or in your use of social media, even if you post a disclaimer that suggests your comments are not official posts (see Advice Note).
(5) The Code does not apply if there is no suggestion that you are acting as a councillor. You are entitled to privacy in your personal life, and many of the provisions of the Code only apply to you when you are acting in your role as member or acting as a representative of the Council. The Code does apply however if you post something or put something into the public domain that could not otherwise have known if at the time of posting you had not been a Councillor
(6) The Protection from Harassment Act 1997

Bullying, harassment and intimidatory conduct can involve behaving in an abusive or threatening way, or making allegations about people in public, in the company of any of their colleagues, through the press or social media. It may happen once or be part of a pattern of behaviours, although minor isolated incidents are unlikely to be considered bullying or harassment.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. These relate to specific aspects of a person's identity such as age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation **(7)**

3. Do not bring your role or the Council into disrepute

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct

4. Do not compromise the impartiality of anyone who works for or on behalf of the Council

You should not approach or pressure anyone who works for, or on behalf of, the Council to carry out their duties in a biased or partisan way. They must be neutral and should not be coerced or persuaded to act in a way that would undermine their neutrality.
Although you can robustly question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity

5. Do not disclose confidential information and you must always comply with data protection principles

The Council must work openly and transparently, and its proceedings and records are open to the public, except in certain legally defined circumstances. You should work on this basis, but there are times when it is required by law that discussions, documents, and other information relating to or held by the Council must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing discussions.

Legislation also gives you certain rights to obtain information not otherwise available to the public and you are entitled to exercise these rights where the information is necessary to carry out your Council duties. Such information is, however, for your use as a councillor and must not be disclosed or in any way used for personal or party- political advantage or in such a way as to discredit the Council. This will also apply in instances where you hold the personal view that such information should be publicly available.

Personal data is confidential and is protected by the General Data Protection Regulations (GDPR). Never share information with family or friends or allow access to personal data disclosed to you in your role as a Councillor.

When conducting matters related to Council business, you must only use the email account provided by the Council. **Personal email addresses that you may have should never be used**

6. Do not prevent anyone getting information that they are entitled to by law
You must not prevent any person from accessing information which they are entitled to by law. This includes information under the Freedom of Information Act or the *Environment Information Regulations*

(7) The Equalities Act 2010

7. Do not use, or attempt to use, your position improperly to the advantage or disadvantage of yourself or anyone else

Your position as a member of the Council provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact on others. However, you should not take advantage of these opportunities to further your own or others' private interests or to the disadvantage anyone unfairly. Do not misuse Council resources

You should never use the Council's resources of facilities for your own private or business purposes. It is also not appropriate to use, or authorise others to use, the Council's facilities or resources for political purposes, including party political purposes. When using the authority's resources, you must have regard, if applicable, to any Local Authority Code of Publicity made under the *Local Government Act (1986)* or similar Act.

8. Do have regard to advice from the Monitoring Officer or S151Chief Finance Officer

If you seek advice, or advice is offered to you, for example, on whether or not you should register an interest, you should have regard to this advice before you make your mind up.

You must also give reasons for all decisions in accordance with statutory requirements and any reasonable requirements imposed by the Council. Giving reasons for decisions is particularly important in relation to regulatory decisions and decisions where people's rights are affected.

Where you disagree with officer recommendations in making a decision, you will need to take particular care in giving clear reasons for the decision.

Interests

A failure to comply with the following provisions does not amount to a breach of the Code of Conduct but may result in a criminal offence being committed.

General Principles

The key principles of the Code, especially those which specify integrity, honesty and openness are given further practical effect by the requirement for you to declare interests at all meetings that you attend and that your attendance, even as an observer, does not give rise to any suggestion that your presence could influence the outcome of the meeting. The rules which require registration of interests, along with the rules on declaration of interest, are intended to produce transparency in regard to interests which might influence, or be thought to influence, your actions as a councillor.

Mandatory Registration of Disclosable Pecuniary Interests

A person's pecuniary interests are their business interests (for example their employment, trade, profession, contracts, or any company with which they are associated) and wider financial interests they might have (for example trust funds, investments, and assets including land and property). They are called "Disclosable Pecuniary Interests" (DPIs)

Regulations made by the Secretary of State describe the detail and timescale for registering DPIs. You have a DPI if you, or your spouse or civil partner, have a pecuniary interest listed in the national rules (see Annex 1 attached).

You must, within **28 days of taking office**, notify the Monitoring Officer of any DPI where the pecuniary interest is yours, your spouse's or civil partner's, or is the pecuniary interest of somebody with whom you are living with as a husband or wife, or as if you were civil partners.

You must also, within **28 days of becoming aware of any new DPI**, or change thereto, notify the Monitoring Officer of such new or changed interest.

It is your personal responsibility to comply with these regulations, and you should review regularly and at least once a year your personal circumstances to ensure that your registration of interests is up to date.

Criminal Sanctions

It is a criminal offence if, without a reasonable excuse, you fail to tell the Monitoring Officer about your DPIs.
It is also a criminal offence to provide false or misleading information knowingly or recklessly, or to participate in the business of the Council where that business involves a DPI

Gifts and Hospitality

You must not accept any offer by way of gift or hospitality which could give rise to real or substantive personal gain or a reasonable suspicion of influence on your part to show favour or disadvantage to any individual or organisation. You should also consider whether there may be any reasonable perception that any gift received by your spouse or cohabitee or by any company in which you have a controlling interest, or by a partnership of which you are a partner, can or would influence your judgement. The term "gift" includes benefits such as relief from indebtedness, loan concessions, or provision of services at a cost below that generally charged to members of the public.

You must never ask for gifts or hospitality.

You are personally responsible for all decisions connected with the acceptance of gifts or hospitality offered to you and for avoiding the risk of damage to public confidence in the Council and in local government. As a general guide, it is usually appropriate to refuse offers except:

a) isolated gifts of a trivial character, the value of which must not exceed £25.
b) normal hospitality associated with your duties, and which would reasonably be regarded as appropriate; or
c) civic gifts received on behalf of the Council

The receipt of these gifts must be registered with the Council within 28 days. This includes a requirement to disclose the name of the person who is believed to be the source of the gift or hospitality.

You must not accept any offer of a gift or hospitality from any individual or organisation who is an applicant awaiting a decision from the Council or who is seeking to do business or to continue to do business with the Council. If you are making a visit to inspect equipment, vehicles, land, or property that the Council is intending to purchase, then as a general rule you should ensure that the Council pays for the cost of these visits.

You must only accept offers to attend social or sporting events where these are clearly part of the life of the community or where the Council would be expected to be represented.

You must not accept repeated hospitality or repeated gifts from the same source.

If the Council seeks sponsorship for some of its activities or events, you must ensure that your involvement with the sponsors is limited to the event in question and does not damage public confidence in the relationship between the Council and the sponsors.

Other Matters

The following do not in themselves comprise part of the Code of Conduct. However, you should be aware that a failure to act in accordance with the advice as set out below will be considered in any allegation that there has been a breach of the Code of Conduct.

Conduct at Meetings

You should respect the Chairman, your colleagues, Council employees and any members of the public present during meetings of the Council, its committees, or Sub- Committees or of any Public Bodies where you have been appointed by, or represent, the Council. You must comply with rulings from the Chairman in the conduct of the business of these meetings

Recording, photography and use of social media at meetings

You need to consider your role at meetings and ensure that nothing distracts or stops you from making good and effective decisions. You may record proceedings in the same way as members of the public, but if you film/record a meeting from a position that is not otherwise available to the public, you must make sure that it:

• is not disruptive, overly intrusive, or impeding good decision making
• does not, hinder or prejudice Officers and fellow councillors from carrying out their duties or participating in the meeting

As a registered Data Controller, you must also comply with, and demonstrate compliance with, all the data protection principles as well as the other General Data Protection Regulation (GDPR) requirements. In addition, when filming or recording a meeting, you too must comply with any Parish Council Safeguarding, or corporate Equality Policy and Objectives, as well as the Freedom of Information Act

Remuneration, Allowances and Expenses

You must comply with the rules for the payment to councillors of remuneration, allowances, and expenses

Appointments to Partner Organisations

You may be appointed or nominated by the Council as a member of another body or organisation. If so, you will be bound by the rules of conduct of these organisations and your responsibility for any actions taken by you as a member of such an organisation will be to the organisation in question. You must also continue to observe the rules of this Code in carrying out the duties of that body.

If you become a director of a company as a nominee of the Council, you will assume personal responsibilities under the Companies Acts. A conflict of interest may arise for you between the company and the Council. In such cases, it is your responsibility to take advice on your responsibilities to the Council and to the company. This will include questions of declarations of interest. The same applies if you assume other responsibilities such as becoming a director of a charitable trust

Dealings with the Council

You will inevitably have dealings on a personal level with the Council of which you are a member - for example as a Council taxpayer, tenant, or recipient of a Council service or applicant for a licence or consent granted by the Council. You must not seek preferential treatment for yourself, your family, friends, colleagues, or employees because of your position as a councillor or as a member of a body to which you are appointed by the Council, and you must avoid any action that could lead members of the public to believe that preferential treatment is being sought

Responsibilities to the Council as a Member of the Public

The law makes specific provision that if a councillor is in two months arrears with payment of Council tax that councillor may not participate in certain decisions concerning Council tax issues.

If you owe a debt to the Council, you must put in place at the earliest opportunity arrangements for repayment. You must avoid being in a situation which might lead the public to believe that preferential treatment is being sought. You must not participate in any decision that may create suspicion of a conflict of interest

Communications

You must be clear when communicating with the media or speaking in public, and particularly if you are using social media, that you do not give the impression you are acting in an official capacity when you are acting in a personal capacity.

Since the judgment of whether you are perceived to be acting as a councillor will be taken by someone else, it is safest to assume that any online activity can be linked to your official role

Training

You must attend any mandatory training provided by the Council and receive, attend and consider updates when required.

Declarations of Interest

It is your responsibility to make decisions about whether you have to declare an interest or make a judgement as to whether a declared interest prevents you from taking part in any discussions or voting. You are in the best position to assess your personal circumstances and to judge how these circumstances affect your role as a councillor about a particular matter. You can, of course, seek advice from the Monitoring Officer. In making decisions for which you are personally responsible, you are advised to err on the side of caution.

You may feel able to state truthfully that an interest would not influence your role as a councillor in discussion or decision-making. You must, however, always comply with the objective test (*"the objective test)"* which is *whether a member of the public, with knowledge of the relevant facts, would reasonably regard the interest as so significant that it is likely to prejudice your discussion or decision making in your role as a councillor.*

You must apply these principles no less scrupulously in your dealings with Council officers, at meetings with other councillors, including party group meetings, meetings of Joint Boards and Joint Committees and any other meeting, formal or informal, where you are representing the Council.

Declaration of a DPI at a meeting of the Council

Your obligation to disclose a DPI to a meeting applies when you are aware of or ought to be aware of the existence of the DPI.

If you are present in any capacity (and this includes a private capacity) at a meeting of the Council, its executive (Cabinet), or any committee of the executive, or of any committee, sub-committee, joint committee, or joint sub-committee of the Council, and you have a DPI relating to any business that is or will be considered at the meeting, **you must declare that interest and you must not participate in:**

• any discussion of the business at the meeting, or if you become aware of your disclosable DPI during the meeting participate further in any discussion of the business, or
• any vote or further vote taken on the matter at the meeting

If the interest is not registered, you must still disclose the interest to the meeting. If the interest is not registered and is not the subject of a pending notification, you must notify the Monitoring Officer of the interest within 28 days.

These prohibitions apply to any form of participation including speaking (or even observing the meeting) as a member of the public. You must leave the room. You cannot remain in the public gallery even if only to observe any discussion or vote on the matter.

In certain circumstances, you can request from the Monitoring Officer a dispensation from these prohibitions

Dispensations which do not amount to DPIs

You do not have a DPI in the following circumstances:

1. Setting of Council Tax or precept or local arrangements for council tax support;
2. Housing: where you (or your spouse or partner) hold a tenancy or lease with the Council as long as the matter does not relate to your particular tenancy or lease;
3. Housing Benefit: where you (or your spouse or partner) directly receive housing benefit in relation to your own circumstances; or
4. An allowance, travelling expense, payment, or indemnity for councillors

Declaration of "Other" Interests

Sometimes you may have "other "interests in a matter if that matter affects the well- being of you, members of your family, or people with whom you have a close association, more than it would affect most people in the ward affected by the decision, or in the Council's area.

An "other" interest can affect you, your family or close personal associates positively and negatively. If you or they have the potential to gain or lose from a matter under consideration, a personal interest may need to be declared in both situations.

Your obligation to disclose an "other" interest to a meeting only applies when you are aware of or ought to be aware of the existence of the personal interest. Providing that the "other" interest does not amount to a "prejudicial" interest, you can remain in the room, participate in any discussion, and vote on the business at the meeting

What is so significant that it is likely to prejudice your judgement?

If a reasonable member of the public with knowledge of all the relevant facts would think that your judgement of the public interest might be prejudiced, then you have a "prejudicial" interest.

The mere existence of local knowledge or connections within the local community, however, will not normally be sufficient to meet the test. There must be some factor that might positively harm your ability to judge the public interest objectively. The nature of the matter is also important, including whether a large number of people are equally affected by it or whether you or a smaller group are particularly affected

What you should do if you have a "prejudicial" interest

If you have a **"prejudicial" interest** in a matter being discussed at a meeting, even if you are only attending to observe the meeting from the public gallery, you must declare that you have a prejudicial interest and the nature of that interest as soon as that interest becomes apparent to you, and **you must leave the room immediately. You cannot stay in the room or the public gallery**

This Code of Conduct, however, aims in certain circumstances to still provide you with the same rights as ordinary members of the public to speak on certain matters in meetings, despite having a prejudicial interest.

If an ordinary member of the public would be allowed to speak to a meeting about an item, you will be provided with the same opportunity. You will be able to make representations, answer

questions, or give evidence, even if you have a prejudicial interest in the item. **You may not however, take part in the discussion.**

You must **immediately leave after** you have made your representations, given evidence, or answered questions, and before any debate starts.
If the meeting decides that you should finish speaking, despite your intention to say more, you must comply with the meeting's decision. Although members of the public may be allowed to observe the discussion and vote on the matter, **you are not allowed to do so and must leave the room immediately**. Failure to do so may be viewed as an attempt to **improperly influence** the meeting

Dual-Hatted Members

Membership of another public body gives rise to a personal interest where you are involved in discussions or decisions relating to that other public body.

You should be able however, to regard most interests arising out of membership of another public authority as being personal non-prejudicial interests, even where there are financial implications. Examples of the sort of situation where the interest may become prejudicial, and will therefore rule you out of participation in any discussions and decision-making, are:

a) Consideration of a licensing or planning application submitted by the other authority of which you are a member;
b) A discussion or decision where two public authorities are in dispute and where litigation is threatened or has been commenced;
c) Where the financial implications are so significant that one authority would have to reconsider its budget

ANNEXE 1 – DISCLOSABLE PECUNIARY INTERESTS

The duties to register, disclose and not to participate in respect of any matter in which a member has a Disclosable Pecuniary Interest are set out in Chapter 7 of the Localism Act 2011. Disclosable pecuniary interests are defined in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, **and** it is either the interest of yourself; or your partner (which means spouse or civil partner; a person with whom you are living as husband or wife; or a person with whom you are living as if you are civil partners) within the following descriptions:

(In the extracts from the Regulations below, 'M' means you and the 'relevant person' means you and your partner, as above)

Subject	**Prescribed Description**
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain
Sponsorship	Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992)
Contracts	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and Greywell Parish Council - • under which goods or services are to be provided or works are to be executed; and • which has not been fully discharged
Land	Any beneficial interest in land that is within the area of Greywell Parish Council
Licences	Any licence (alone or jointly with others) to occupy land in the area of Greywell Parish Council for a month or longer
Corporate tenancies	Any tenancy where (to M's knowledge) - • the landlord is Greywell Parish Council; and • the tenant is a body in which the relevant person has a beneficial interest

Securities	Any beneficial interest in securities of a body where - • that body (to M's knowledge) has a place of business or land in the area of Greywell Parish Council; and either - • the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or • 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 the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class

These descriptions on interests are subject to the following definitions;

"the Act" means the Localism Act 2011;

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

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

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

"M" means a member of Greywell Council;

"member" includes a co-opted member;

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

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

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