



Astley Village Parish Council

'Virtual Agenda'

To: Members of Astley Village Parish Council.

YOU ARE HEREBY SUMMONED to attend a meeting of the Astley Village Parish Council to be held on **Wednesday 3 March 2021** at the rise of the Parish Meeting at which the following business will be transacted.

Note: The live meeting can be accessed via the following link:

Join Zoom Meeting

<https://zoom.us/j/96767301276?pwd=SkMyd3hjb251TWxWdUxVQU5wN2d3UT09>

Meeting ID: 967 6730 1276

Passcode: 177690

Summons

1. Apologies for Absence

To receive members' apologies.

2. Declarations of Interest

Members and Officers are invited to declare any interests they may have in any of the items included on the agenda for this meeting in accordance with the requirements of the relevant authorities (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464).

Adjournment for Public Participation

3. Public Engagement

Members of the public are invited to put questions/make representations to the members of the Parish Council (Including Borough and County Councillor reports).

4. Minutes

To approve as a correct record and sign the minutes of the meeting of the Parish Council held on Wednesday 6 January 2021. (Enclosed)

5. Exclusion of the Press and Public

To consider the Press and public for any item on the Summons due to the confidential nature to be discussed pursuant to section 1(2) of the Public Bodies

(Admission to Meetings) Act 1960.

6. Parish Clerk Report

Reports and updates on ongoing projects and work outstanding.

7. Statutory Business

- i. Consider applicants for co-option to the vacant Councillor position.
- ii. To consider any planning issues relevant to the village. (Enclosed)

8. Financial Matters

- i. To consider a report of the Responsible Financial Officer providing the financial position (Enclosed).
- ii. To consider a report of the Responsible Financial Officer recommending payments to be approved (Enclosed).
- iii. To consider a report of the Responsible Financial Officer providing details spend against budget headings (Enclosed).

9. Report of the Village Development Working Group

To consider a report of the Working Group. (Enclosed)

Mr Simon Forster, Open Space Strategy Officer at Chorley Council has been invited to the meeting to discuss Westway and the proposed play area.

10. Report of the Working Group to consider Signage in the Village

To consider a report of the Working Group. (Enclosed)

11. Proposed Change to Standing Orders – Urgent Business

To consider a report of the Parish Clerk (Enclosed)

12. Scheme of Delegation and Financial Regulations

To consider a report of the Parish Clerk (Enclosed)

13. Procedure for Conducting Co-options onto the Parish Council

To consider a report of the Parish Clerk (Enclosed)

14. Guidance on the Publication of Councillors/Co-opted members Personal Details

To consider a report of the Parish Clerk (Enclosed)

15. Newsletter

The Parish Clerk to report at the meeting.

16. Policy and Document List Review

A copy of the current list is enclosed.

17. Annual Report

To note the Annual Report presented to the Parish Meeting on 3 March 2021 (Enclosed)

18. Environment Reports

To receive a verbal update at the meeting.

19. Reports from Parish Council representatives on Other Bodies

- Chorley Liaison on 17 February 2021 – Councillor Laura Lennox.
- Neighbourhood Working Group – Councillor Rod Fraser.
- Friends of Astley Park – Councillor John McAndrew.

20. Correspondence

The Clerk to report at the meeting.

21. Minutes of the Personnel Committee – 19 January 2021

To note the minutes of the Personnel Committee held on 19 January 2021 (Enclosed).

22. Matters for information

Notify the Chair of any item to be brought under this section, prior to the meeting. Only items requiring urgent attention, information, referral to another authority, or matters offered for consideration at a future meeting can be raised. No legal decisions or spend can be agreed.

23. Date of Next Meeting

To note that the Annual meeting of the Parish Council will take place on Wednesday 5 May 2021 at 7pm.

Craig Ainsworth
Clerk to the Parish Council
5 Clarendon Gardens
Bromley Cross
BL7 9GW



22 February 2021



Astley Village Parish Council

6 January 2021 at 7pm

Present

Councillor Laura Lennox (Chair) (in the Chair); Councillors Arnold Almond, Keith Ashton, Rod Fraser, Chris Lennox, John McAndrew, Gillian Sharples and Chris Sheldon.

296.01 Apologies for Absence

There were no apologies for absence.

296.02 Declarations of Interest

Councillors and officers were invited to declare any interests they had in any of the items on the agenda for the meeting.

No declarations were made.

296.03 Public Engagement

At 7.04 pm it was:

RESOLVED - That Standing Order 70 be suspended, and the meeting be adjourned to allow members of the public to address the meeting.

Councillor Aidy Riggott (Lancashire County Council) attended the meeting and reported that he had raised at the Annual Highways Briefing concern regarding the road surface at the section of Chancery Road (opposite the motorway) and the roundabout at Chancery Road/West Way and Euxton Lane.

Parish Councillors suggested that there was a need to clear snow and ice from several roads/footpaths in the parish as driving conditions were challenging and that grit bins would have assisted. Councillor Riggott reported that Lancashire County Council only provided grit bins at new locations on minor roads that were not on the priority road network where requests met the agreed criteria which included:

- whether the proposed location was significantly affected by winter weather;
- the gradient of the road and whether it was on a steep bend;
- its proximity to a junction with a main road;
- the number of premises the road provides access to and pedestrian movements.

It was noted that when roads in the village (including Merefield) were last assessed they did not meet the criteria. It was suggested that a viable option may be for the Parish Council to have an arrangement with a local contractor to grit roads/footpaths in the village where the driving conditions were challenging.

At 7.14 pm the meeting resumed.

296.04 Minutes

RESOLVED - That the minutes of the meeting of the ordinary Parish Council held on Wednesday 4 November 2020 and the Extraordinary meeting of the Parish Council held on 4 December 2020 (copies of which had been circulated) be approved as a correct record and signed by the Chair.

296.05 Parish Clerk Report

The Parish Clerk submitted a report (copies of which had been circulated) inviting the Parish Council to agree the specification for new gateway and fingerpost signage in the Village.

At the Parish Council Meeting on 4 November 2020, the Parish Clerk was requested to investigate the introduction of 'Gateway signs' at each end of Chancery Road and submit proposals to a future meeting of the Parish Council. It was suggested that the existing gateway signs could be refurbished using the existing structure.

RESOLVED – (1) That the Parish Clerk be requested to obtain quotes for fingerpost signs to direct pedestrians from:

- Chancery Road to Dog Trap Wood.
- Chancery Road (near the subway) to the new Westway Sports Hub.
- The Farthings to Astley Park.

(2) That a working group comprising of Councillors Almond, Fraser and McAndrew be established to explore and submit proposals to a future meeting of the Parish Council on:

- The design of the gateway signs.
- The possibility of renovating the existing gateway signs using the existing structure.
- The necessary permissions required to locate the signs.
- Obtain costings for the gateway signs.
- The location of the fingerpost signs.

296.06 Statutory Business

(i) Co-option to the Parish Council Vacancy

One application had been received and had been circulated to Parish Councillors.

It was confirmed that Mr Ashton fulfilled the qualifications for standing for election.

RESOLVED – (1) (Unanimously) - That Mr Keith Ashton be co-opted on to the Parish Council.

Councillor Mr Keith Aston signed the Declaration of Acceptance of Office and joined the meeting.

(2) That the Parish Clerk be requested to extend the deadline for expression of interest in relation to the current vacancy to the end of February 2021.

(ii) Planning Issues Relevant to the Village

The Parish Clerk submitted a report (copies of which had been circulated) providing details of planning issues relevant to the village.

The Parish Council had been consulted on the following planning applications received by Chorley Borough Council:

- Part single and part two storey side/rear extension at 67 Deerfold Astley Village Chorley PR7 1UD (Reference: 20/01204/FULHH). The deadline for any representations was 3 December 2020.
- Single storey side extension at 108 Wymundsley Astley Village Chorley PR7 1UT 1UD (Reference: 20/01201/FULHH). The deadline for any representations was 4 December 2020.
- Two storey side extension, front porch (following the demolition of existing garage) at 14 Wymundsley Astley Village Chorley PR7 1UT (Reference: 20/01289/FULHH). The deadline for any representations was 29 December 2020.

It was reported that a planning application had been submitted to Chorley Borough Council for the erection of an inflatable multi-sport airdome, including a concrete ring beam for anchoring, resurfacing of tennis courts and other associated infrastructure and ancillary facilities at Parklands High School Southport Road Chorley.

Councillors expressed concern regarding the environmental impact of the proposal.

RESOLVED – (1) That the planning application referred to in the report be noted, and no representations be made.

(2) That the Parish Clerk be requested to submit an objection to the proposed development at Parklands High School on environmental grounds.

296.07 Financial Matters

(i) Financial Position

The Responsible Financial Officer submitted a report (copies of which had been circulated) showing the financial position as at 30 December 2020.

RESOLVED – (1) That the financial position be noted.

(2) That the Head Teacher be requested to provide an update regarding the grant of £500 made to Buckshaw Primary School at the Extraordinary Parish Council Meeting held on 6 December 2020 to enable the school to purchase garments and that the update be circulated to Parish Councillors via email.

(3) That the Parish Council Grant Scheme should include a requirement for the successful applicant to report back to the Parish Council on how the grant has been spent and what difference it has made.

(4) That Councillor Keith Ashton be added to the signatories on the Barclays bank accounts and the Parish Clerk be requested to arrange completion of a mandate form.

(ii) Payments to be Approved

The Responsible Financial Officer submitted a report (copies of which had been circulated) recommending a list of invoices to be paid between 1 January 2021 and 28 February 2021 as follows:

Date	Creditor	Description	Cheque No	Total	Vat	Net
15/01/21	Employee 4	Reimbursements (November 2020)	EB	83.24	10.69	72.55
15/01/21	Employee 4	Reimbursements (December 2020)	EB	76.59	2.40	74.19
01/01/21	Easy Web Sites	Monthly rental	DD	45.60	7.60	38.00
15/01/21	Employee 2	Salary (January 2021)	EB	75.57		75.57
15/01/21	Employee 4	Salary (January 2021)	EB	263.94		263.94
15/01/21	HMRC	Tax (January 2021)	1589	66.00		66.00
01/02/21	Easy Web Sites	Monthly rental	DD	45.60	7.60	38.00
15/02/21	Employee 2	Salary (February 2021)	EB	75.57		75.57
15/02/21	Employee 4	Salary (February 2021)	EB	263.94		263.94
15/02/21	HMRC	Tax (February 2021)	1590	66.00		66.00
				1,062.05	28.29	1,033.76

RESOLVED – (1) That approval be given to the payments as detailed above.

(2) That a deposit of £100 be made into the Unify Credit Union Deposit Account.

(ii) Spend Against Budget Headings

The Responsible Financial Officer submitted a report (copies of which had been circulated) inviting the Parish Council to review the spend against budget headings.

RESOLVED – (1) That the report be noted.

(2) That the following changes be made to the following budget headings increasing the General Reserves to £27,500 and reducing the remaining budget for Employee Costs to £2,265.71:

Move £50.00 from 01-6 (Employee costs) to 01-1 (Room Hire/Zoom Subscription)

Move £100.00 from 01-6 (Employee costs) to 01-4 (Auditors/Accounts)

Move £4,118.62 from 01-6 (Employee costs) to 04 (General Reserve)

(iv) Proposed 2021/22 Budget Headings and Precept

The Parish Clerk submitted a report (copies of which had been circulated) to assist the Parish Council in finalising the Budget for 2021/22.

It was reported that the 2021/22 Tax Base had not been formally approved by Chorley Borough Council but the provisional amount for Astley Village is 924.9.

RESOLVED – (1) That the Astley Village Parish Precept for 2021/22 be set at £20,350 with the Band D amount being £22 (the same as 2020/21).

(2) That the budget headings and suggested associated budgets as set out in the report be approved.

(3) That a 'Village Development Plan Working Group' be established comprising of Councillors Ashton, Chris Lennox, McAndrew, Sharples and Sheldon to progress the following schemes and make recommendations to the Parish Council to be held on 3 March 2021 on how the 2021/22 Precept should be allocated:

- Improve Village Centre & Enhance Village Green.
- Planter Scheme.
- Wildflower Meadows.
- Health & Well-Being (play equipment).
- Improving Community Engagement and Raising the Profile of the Parish Council.

(4) That the Parish Clerk be requested to write to Chorley Borough Council regarding the release of the grant in respect of the restoration of Astley Hall and the proposed contribution to play equipment at Westway Playing Fields and to explore potential scheme.

(v) Appointment of Internal Auditor for 2020/21 Accounts.

RESOLVED – That Ms Susan Edwards be appointed as Internal Auditor in respect of the 2020/21 Accounts at a cost not exceeding £100.

(vi) Review of Asset Register

The Parish Clerk submitted the updated Asset Register (copies of which had been circulated).

RESOLVED – (1) That the Asset Register be approved.

(2) That the Parish Clerk be requested to explore replacing the Millennium noticeboard at the junction of Chancery Road and Hallgate using the existing supporting structure.

296.08 Proposed Change to Standing Orders – Urgent Business

The Parish Clerk submitted a report (copies of which had been circulated) inviting the Parish Council to consider a proposed change to the Parish Council's Standing Orders in relation to Urgent Business.

RESOLVED – In accordance with Standing Order 80 the proposed change stand adjourned until the Parish Council Meeting on 3 March 2021.

296.09 Newsletter

The Parish Clerk reported that the Winter Newsletter had been delivered by the 1st Euxton (ROF) Scout Group during the first week of December 2020 as planned.

The Parish Council considered the timing of the next newsletter.

RESOLVED – (1) That the Parish Clerk be authorised to pay the invoice from 1st Euxton (ROF) Scout Group when received subject to it not exceeding £100.

(2) That the next newsletter be produced in June 2021 and the Parish Clerk be requested to include an item on the Summons for the Parish Council meeting on 3

296.10 Environment Reports

The following issues were raised:

- The parking issues around Astley Park including parked cars on grass verges and alongside both side of Hallgate and the bins being full to capacity.
- It was suggested that prohibition of waiting restrictions should be explored along one side of Hallgate and the litter bins
- Estate agent boards had been sighted on Chancery Road and not on the property to which they related and this was being pursued by Councillor Laura Lennox with Chorley Borough Council.

RESOLVED – (1) That the Parish Clerk be requested to make representations to Chorley Borough Council regarding the waste bins being full to capacity and requesting that the frequency of emptying the waste bins be increased and the introduction of prohibition of waiting restrictions along one side of Hallgate.

(2) That Councillors Almond and Laura Lennox be requested to determine the siting of trees on the verge areas and the replacement of the trees which had been removed (including the trees removed following the replacement of the hedgeline in the village centre with knee rail).

(3) That the Parish Clerk be requested to pursue arrangements for a site meeting with Chorley Borough Council and Oliver House regarding the ongoing issues with the barrier to the Community Centre/Astley Park car park.

296.11 Reports from Parish Council representatives on Other Bodies

The following confirmed that there were no updates to report:

- Neighbourhood Working Group – Councillor Rod Fraser.
- Friends of Astley Park – Councillor John McAndrew

Verbal updates were received as follows:

Chorley Liaison

Councillor Laura Lennox reported that a meeting had taken place on 18 November 2020 attended by herself and the Parish Clerk.

Astley Advisory Group

Councillor Arnold Almond reported that a meeting had taken place on 15 December 2020 attended by himself and the Parish Clerk. It was noted that a presentation on the (a) improvement works at Astley Park in 2021 which included Lighting scheme and Astley Hall conservation works (including museum shop) and (b) 2021 events programme.

296.12 Correspondence

The Parish Clerk reported that he had written to The Brothers of Charity regarding the National lockdown announced by the Government on 4 January 2021 and the impact on the previous risk assessments regarding the Village Caretakers ability to continue to undertake his duties.

296.13 Matters for information

Councillors Chris and Laura Lennox

Councillors Chris and Laura Lennox informed the Parish Council that they would be retiring from the Parish Council prior to the Annual Meeting on 5 May 2021.

296.14 Date of Next Meeting

To note that the next meeting of the Parish Council would take place on Wednesday 3 March 2021 at the rise of the Parish Meeting.

The meeting concluded at 8.55 pm

Chair

Astley Village Parish Council

Title	Planning Issues Relevant to the Village					
Report of	Parish Clerk					
Date	3 March 2021					
Type of Paper	Decision		Discussion		Information	X
Purpose of Report To consider any planning issues relevant to the village.						
Key Issues The Parish Council has been consulted on the following planning application received by Chorley Borough Council: <ul style="list-style-type: none"> a Single storey rear extension (following demolition of existing conservatory) at 47 Judeland Astley Village Chorley PR7 1XJ (Reference: 21/00135/FULHH). The deadline for any representations was 2 March 2021. 						
Action required by the Parish Council To note the report.						

FINANCIAL POSITION - SUMMARY 3 MARCH 2021
Financial Year 2020/21 (1 April 2020 to 31 March 2021)

			£
Receipts and Expenditure Account			
Receipts			
Precepts			20,794.00
Grant			3,877.00
Other			-
Bank Interest			28.57
Advertisements			-
VAT on Receipts/Recovered			1,894.25
Total Receipts			26,593.82
Expenditure Total			10,424.10
Income & Expenditure Reconciliation			
Balance Brought Forward at 1 April 2020			59,912.56
Add: total receipts to date		+	26,595.67
Less: total expenditure to date		-	10,424.10
Balance			76,084.13
Bank Reconciliation			
Community Account (chequeing account)	28/02/21	+	1,500.00
Business Premium Account	28/02/21	+	70,215.74
Unify Credit Union deposit	12/01/21		5,344.97
Less unrepresented cheques/ET/SO		-	976.58
Plus uncleared credits		+	
			76,084.13
	Unrepresented cheques/SO/Payments		
	March		976.58
			976.58
	Uncleared Incomes		
			0.00

AGENDA ITEM 8(ii)

PAYMENTS TO BE APPROVED – March/April 2021

ASTLEY VILLAGE PARISH COUNCIL

Financial Year 2020/21 (1 April 2020 to 31 March 2021)

Date	Creditor	Description	Cheque No	Total	Vat	Net	Budget	S137
15/03/21	Employee 4	Reimbursements (January 2021)	EB	53.76	2.40	51.36	01-1&2	
15/03/21	Employee 4	Reimbursements (February 2021)	EB	61.48	6.39	56.08	01-1&2	
01/03/21	Easy Web Sites	Monthly rental	DD	49.20	8.20	41.00	01-8	
15/03/21	Employee 2	Salary (March 2021)	EB	75.57		75.57	01-6	
15/03/21	Employee 4	Salary & Backpay (March 2021)	EB	588.82		588.82	01-6	
15/03/21	HMRC	Tax & NI Contribution (March 2021)	EB	147.75		147.75	01-6	
01/04/21	Easy Web Sites	Monthly rental	DD	49.20	8.20	41.00	01-8	
15/04/21	Employee 2	Salary (April 2021)	EB	77.22		77.22	01-6	
15/04/21	Employee 4	Salary (April 2021)	EB	304.56		304.56	01-6	
15/04/21	HMRC	Tax (April 2021)	EB	76.14		76.14	01-6	
				1,483.70	25.19	1,459.50		

BUDGET REPORT – 3 MARCH 2021**Financial Year 2020/21 (1 April 2020 to 31 March 2021)**

Budget Heading		Budget Sub-Heading	Total Budget (£)	Spend to date (ex vat) (£)	Income (£)	Budget Remaining (£)
01 - ADMINISTRATION	01-1	Room Hire/ Zoom Subscription	150.00	124.91		25.09
	01-2	Office/Sundry	1,500.00	920.16		579.84
	01-3	Insurance	400.00	391.19		8.81
	01-4	Auditors/Accounts	275.00	275.00		-
	01-5	Election/By-Election/Polls	5,000.00	-		5,000.00
	01-6	Employee Costs (Salary, Training etc)	7,733.23	6,276.66		1,456.57
	01-7	Employee Contingency	2,250.00	-		2,250.00
	01-8	IT/Website	1,000.00	631.00		369.00
02 - COUNCIL	02-1	Newsletter/Publications	1,000.00	692.50		307.50
	02-2	Village Caretaker	1,000.00	-		1,000.00
	02-3	Councillor Training	150.00	-		150.00
	02-4	Grant Awards/Local Projects & Groups	1,000.00	500.00		500.00
03 - VILLAGE DEVELOPMENT PLAN	03-1	New Lighting Scheme for the Christmas Tree	800.00	200.00		600.00
	03-2	Village Improvements	-	69.83		69.83
	03-3	Improve Village Centre & Enhance Village Green	1,000.00	-		1,000.00
	03-4	Planter Scheme	250.00	-		250.00
	03-5	Tree Planting	5,000.00	-		5,000.00
	03-6	Wildflower Meadows	500.00	-		500.00
	03-7	Litter Bins	-	-		-
	03-8	Respect the Village Campaign	-	-		-
	03-9	Finger Post Signs	2,500.00	-		2,500.00
	03-10	Gateway Signs	5,000.00	-		5,000.00
	03-11	Road Safety	-	-		-
	03-12	Grant (Chorley Borough Council) - Astley Hall	2,000.00	-		2,000.00
	03-13	Health & Well-Being	20,000.00	-		20,000.00
	03-14	Improving Community Engagement and Raising the Profile of the Parish Council	500.00	-		500.00
04 - GENERAL RESERVE	04	General Reserve	27,500.00	-		27,500.00
Balance Carried Forward from 2019/20	59,912.56					
TOTALS			86,508.23	10,081.25	-	76,426.98
VAT to be Recovered		£343.84				
Total Spend to Date				10,425.09		

Title	Parish Development Plan					
Report of	Joint Report of the Village Development Working Group and the Parish Clerk					
Date	3 March 2021					
Type of Paper	Decision	X	Discussion		Information	
<p>Purpose of Report</p> <p>To update the Parish Council in relation to the work undertaken by the working group. The working group was established to progress the following initiatives included in the Two-Year Parish Development Plan and make recommendations to the Parish Council on 3 March 2021.</p>						
<p>Key Issues</p> <p>An informal meeting of the Village Development Working Group took place on Wednesday 27 January 2021, attended by Councillors Keith Ashton, Chris Lennox, John McAndrew, Gillian Sharples and Chris Sheldon. It was agreed that Councillor Chris Sheldon would Chair this meeting.</p> <p>Improve Village Centre and Enhance Village Green</p> <p>It was noted that the current budget allocated was £1,000.</p> <p>It was agreed that Councillor John McAndrew would confirm the contact details for the owner of the shops/flats and surrounding paved area and then make contact with them to discuss the maintenance and aesthetic issues of the buildings and surrounding area. Litters was identified as an issue.</p> <p>UPDATE</p> <p>On 29 January 2021 there were no particular litter problem in the village centre, but it was noted that the flags are uneven with patches of mud in the dips. There had been heavy rain five days earlier which may have caused some erosion from the surrounding grassed area.</p>						

It has been confirmed that the shops and flats are owned by APA Blackpool Ltd, (Mr Fazaz Latif), based in Blackpool. Following a conversation with Mr Latif's Personal Assistant, it was stated that the landlord was unlikely to be in a position to spend money on the surrounding area and understood there was a contractor responsible for mowing the grass and clearing litter. Mr Latif was invited to work with the Parish Council.

There was a notice on the door 'My Girl's Cafe/The Little Inn on the Park' stating that they were closed due to the collapse of a ceiling in the cafe. The Newsagent/Post Office were having problems with a leaking roof.

According to Mr Latif's Office, that repairs to the leaking roofs would commence during the week commencing 11 February 2021 but as at 13 February 2021 no work had been undertaken.

Wildflower Meadows

It was noted that the current budget allocated was £500.

It was the view of the Working Group that creating a wildflower meadow on the village green, extending the wildflower meadow at the Farthings and along some of the grass verges. The areas would need to be 'topped-up' each year.

The areas would need to be prepared/treated by Chorley Borough Council and there could be advantages in the Borough Council also purchasing and planting the seed.

It was agreed that Councillor Chris Sheldon would identify the specific areas of proposed planting and contact Chorley Borough Council to discuss the arrangements for preparing the ground and planting to take place.

UPDATE

Councillor Chris Sheldon has written to Chorley Borough Council and is awaiting a response. The proposed positions of Wild Flower Areas Along Chancery Road are shown in Appendix A.

It was agreed to recommend that the budget be increased to £2,000.

Councillor Laura Lennox joined the meeting and provided an update in relation to the planting over 30 trees in the Parish. The trees had been sourced from Everglades Nurseries Ltd and planting was expected to take place in February 2021.

Planter Scheme

It was noted that the current budget allocated was £250 (to provide plants).

It was noted that there were seven box planters and three stone planters in the Village. Some of the planters were maintained by local residents/Parish Councillors. It was suggested that each Parish Council could be the point of contact/ take responsibility for the maintenance for one of the planters. Councillor Keith Ashton offered to become responsible for one of the planters.

It was agreed that Councillor Chris Sheldon would plot the location of the planters on a map so they could be labelled/identified. The Parish Council on 3 March be asked to consider the suggestion that each Parish Council could be the point of contact/ take responsibility for one of the planters.

UPDATE

A village map has been marked up with the positions of all the planters along Chancery Road (Appendix A). Councillors are requested to agree on allocating responsibility for each planter. A list of current contact details is included in the Confidential Appendix B.

Play Equipment (Westway Playing Fields)

It was noted that the current budget allocated was £20,000.

It was noted that Councillor Laura Lennox had met with Simon Forster from Chorley Borough Council to explore a potential play area as part of the Westway Playing Fields Development. Chorley Borough Council had allocated £175,000 to fund a play area (toddler -10 years old) and a running track around the perimeter of the higher field. It was expected that the end of February 2021, the works at the Rugby Club completed by the end of March 2021 would complete the building works. Work would then commence on the all-weather pitch/running track and associated paths.

It was suggested that the Parish Council purchase one or more pieces of play equipment and these should be fully accessible.

It was agreed that the Parish Clerk be requested to invite Mr Forster to attend the Parish Council Meeting on 3 March to discuss the proposals and that a site plan and information on the proposals be circulated to Parish Councillors in advance of the meeting.

Mr Forster has confirmed that he will be attending this meeting.

It was agreed to recommend that the budget for play equipment be increased to £30,000 and a further £5,000 be allocated to provide footpaths.

It was agreed that Councillor John McAndrew would consult Astley Park School and Mayfield School on potential pieces of play equipment, and these should be fully accessible.

UPDATE

Councillor John McAndrew to provide an update at the meeting.

Improving Community Engagement and Raising the Profile of the Parish Council

It was noted that the current budget allocated was £500.

It was suggested that the Parish Council website could include the history of the Parish/Village and more photograph could be added to the 'gallery'.

There was an opportunity to promote the Parish Council more widely at selected events being held in the park, at Buckshaw Primary School and at Barrica Wines in the Park (Astley Farm).

It was agreed that Councillor Keith Ashton would research the history of the Parish/Village for inclusion on the website.

UPDATE

Councillor Keith Ashton has been in contact with Lincoln Shields from the Chorley Heritage group and he has confirmed that they do have information materials, maps etc. in storage relating to the history of the Parish/Village. Councillor Ashton will be able to access these resources but only once Covid-19 restrictions have been relaxed/ removed.

It was agreed the Parish Clerk would include the recent 'The Year in photographs' images from the Winter Newsletter on the website.

It was agreed that the Parish Clerk should explore purchasing display boards and information panels to promote the Parish Council at selected events being held in the park and at other venues such as at Buckshaw Primary School and at Barrica Wines in the Park

UPDATE

The photographs have now been uploaded to the 'Gallery' on the Parish Council website.

With regard to display material at events, Councillor Keith Ashton has suggested that it may be possible depending on the size of the display boards and suitability of the material produced by Chorley Heritage for the Parish Council to borrow items for display when access to the resources is permitted.

Action required by the Parish Council

1. That the budget for play equipment be increased from £20,000 to £30,000 and a further £5,000 be allocated to provide footpaths.
2. That the budget for the Wildflower Meadow initiative be increased by a further £1,500 to £2,000.
3. To agree on allocating responsibility for each planter.
4. To consider the proposed positions of Wild Flower Areas Along Chancery Road

PLANTERS AND WILDFLOWER AREAS - INITIAL REPORT FOR ASTLEY VILLAGE PARISH COUNCIL

Positions of Planters Along Chancery Road

In Figures 1 and 2 below, the positions of Planters have been marked and numbered in blue.

Where they have been labelled as “wood” this means the “wood like” resin material. I believe that those labelled CBC (Chorley Borough Council) and PfP (Places for people) are not the responsibility of the Parish Council.

We need volunteers to look after each of the Parish Council planters.

No. 1
No. 2
No. 3
No. 5
No. 6
No. 8
No. 9
No. 10
No. 11
No. 12

Proposed Positions of Wild Flower Areas Along Chancery Road

Also marked with red lines on the figures below are possible positions for wild flower areas. The following areas are marked:

1. An area the end of the Farthings (previously seeded in 2020)
2. A strip between long copse and Merefield
3. A strip between Merefield and Revensthorpe
4. A strip between Deerfold and Studfold
5. A strip from Studfold towards Long Croft Meadow, opposite Broadfields

I have not proposed an area on the Village Green as I feel that the space might feel less “open” if a wildflower area is added in front of the benches. I think the area should be left as it is but am open to other options.

I have assumed that areas along Chancery Road between Great Meadow and Buckshaw Hall Close are the responsibility of PfP and that we may not propose any wildflower planting in them. However, if we can then there may be scope for two or three more strips of planting around the entrances to Great Meadow, Broadfields and Buckshaw Hall Close.

Councillor Chris Sheldon, 19 February 2021

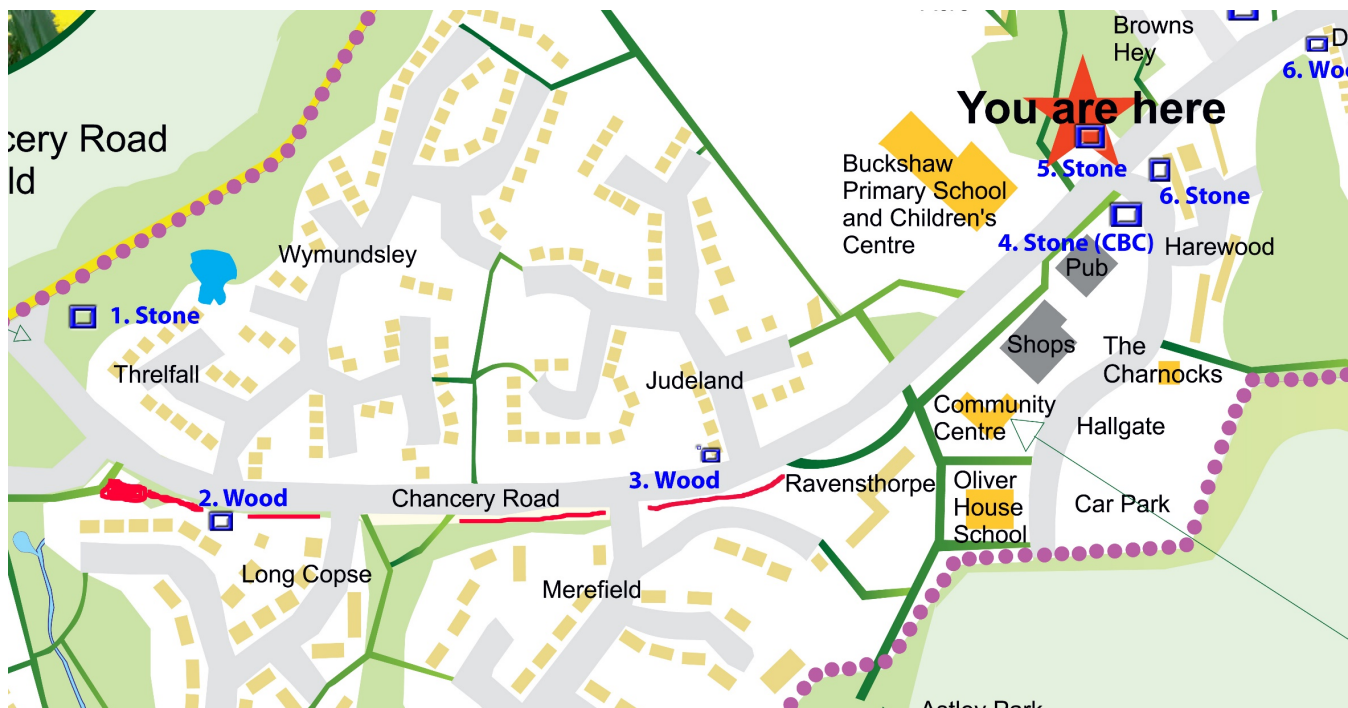


Figure 1 The Farthings to village centre

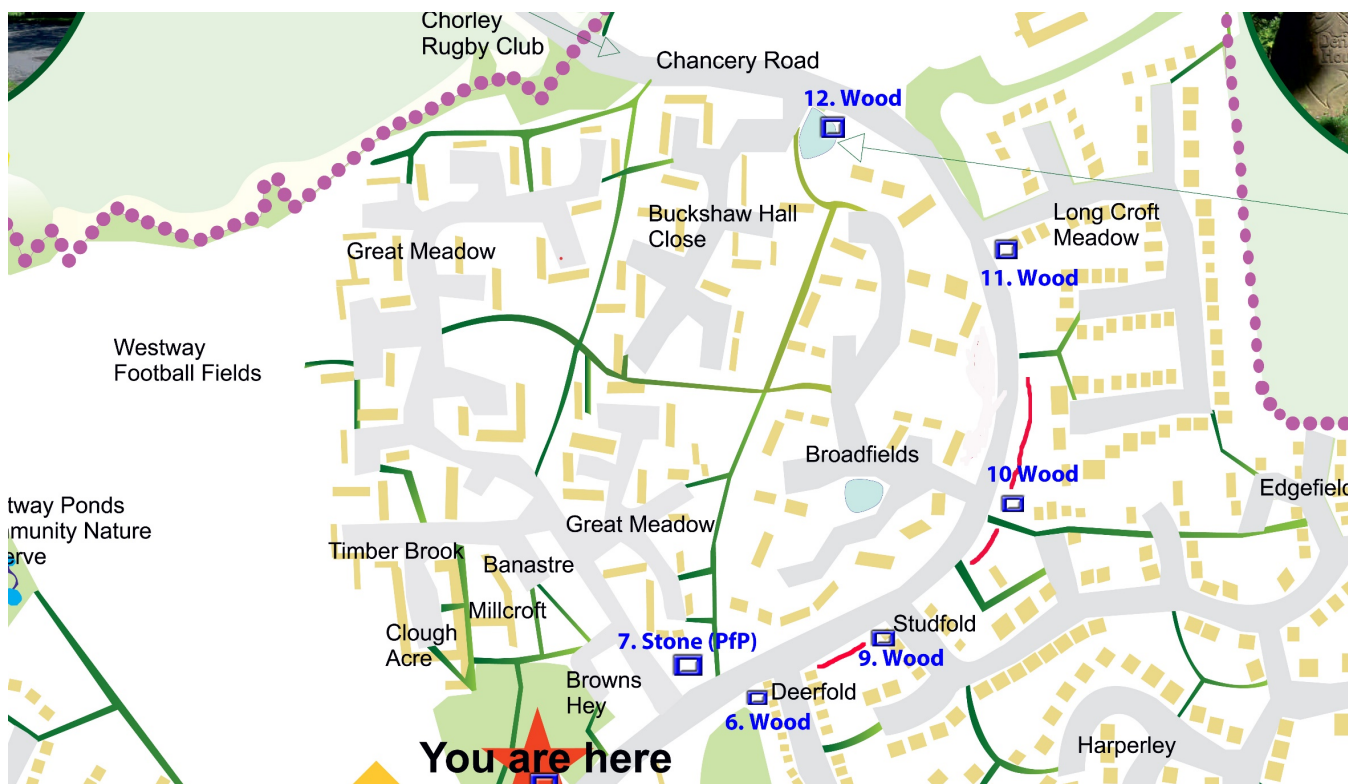


Figure 2 Village centre to Buckshaw Hall Close



Astley Village Parish Council

Title	Improving Signage and the Appearance of the Village					
Report of	Joint Report of the Working Group to consider Signage in the Village and the Parish Clerk					
Date	3 March 2021					
Type of Paper	Decision	X	Discussion		Information	

Purpose of Report

To update the Parish Council in relation to the work undertaken by the working group in exploring proposals for:

- The design of the gateway signs
- The possibility of renovating the existing gateway signs using the existing structure.
- The necessary permissions required to locate the gateway signs and fingerpost signs.
- Obtaining costings/quotes for the gateway and fingerpost signs.
- The location of the fingerpost signs.
- The renovation of the Chancery Road Bus Shelters.
- Replacing the Millennium noticeboard at the junction of Chancery Road and Hallgate using the existing supporting structure.

The Working Group have suggested that notices are posted in each of the Bus shelters advising that these renovations have been achieved by the Parish Council. Consideration should be given to the need to inform residents of the improvements being made funded by the Parish Council and notices in the bus shelters would be one way but we also need to think how we communicate all the other improvements including the recent tree planting.

The Working noted that the Chancery Tree Planting Project was completed on 11 February 2021 with 30 trees being planted between Long Copse and Long Croft Meadow, including on the Green opposite the shops and on the Green opposite Hallgate, close to the entrance of Buckshaw Primary School.

Key Issues

1. Gateway Signs

The Working Group agreed on the requirements for the renovation of the existing signs, as follows:

- Existing Frames cleaned, sanded, primed and repainted in two colours – **Maximum £500.00 (excluding VAT).**
- Notice board type inserts to the exiting frames – **Maximum £400.00 (excluding VAT).** (We need to sort the artwork).
- Good quality fixed Planters installed at the base of each of the existing signs – **Estimate £300.00.**
- Secured hanging baskets (two on each Gateway Sign) – **Maximum £200.00.**

We do have estimates for the cleaning, sanding, priming and repainting the signs - maximum £500.00 (excluding VAT).

We do have estimates for the notice Board Insert options – Maximum £400.00 (excluding VAT).

We still need estimates for Planters – A best guess would be Maximum £300.00.

We can estimate hanging baskets at - between £25.00 - £50.00 each for Basket (between £100/£200 in total).

Estimated total price for the renovation of two Gateway Signs = +/- £1,400 (excluding VAT).

2. Fingerpost Signs

At the last Parish Council Meeting, the Parish Clerk was requested to obtain quotes for fingerpost signs to direct pedestrians from:

- Chancery Road to Dog Trap Wood.
- Chancery Road (near the subway) to the new Westway Sports Hub.
- The Farthings to Astley Park.

The exact locations and current ground, i.e., soft, paved, tarmac, block paved would need to be confirmed.



White Hill Direct Ltd, based in Chorley who supplied and fitted the noticeboard outside the Community Centre have recommended a finger post aluminium modular sign system two Way (they also offer one-way signs) which they say is designed for parks and leisure where directional arrow signs can be used to direct and guide your visitors.

The signs are:

- Durable low maintenance system manufactured in aluminium for long life use. Sphere or flat finial top on the posts.
- Extrusion fingers x 165mm H770mm length (3 Finger styles Chevron, Bullnose and Square).
- Double sided directional signage with digital print both sides and logo. The directional finger would be text only, and the finger post system would be green.

The proposed finger post system is as follows:

- Shaped Aluminium Sign 770mm L x 165mm Face to view
- Chevron End 16mm thickness finger plate
- Post Socket fixing
- Cut digital print with text applied to both faces.
- 76mm Diameter Post x 3500mm L
- Finger on one level
- Sphere top finial included.
- Powder coated to Moss Green finish RAL 6005

Finger post system single direction finger

Price £379.00 (excluding VAT) per system as above based on an order for three.

Finger post system 2 direction fingers

Price £479.00(excluding VAT) per system as above based on an order for three.

The cost of the install and assemble the 3 finger post systems in the different locations would cost an additional £210.00 (excluding VAT) for all three.

3. The Renovation of the Chancery Road Bus Shelters

This new project came on the scene following the January Parish Council Meeting, where it was not discussed, however, the Working Group followed up on this matter, involving the Chair of the Council and Parish Clerk.

There are a minimum of 10 Bus Shelters on Chancery that are in dire need of attention, as are the concrete base surrounds, the adjacent fixed concrete seating and the Waste Bins, all of which require heavy duty Power Washing and the Shelters repainted.



Sourcing an organisation that has independent power supplies that enables them to utilise an industrial standard jet power washer and sufficient water to complete the work was not an easy task, as most power washing companies tend to use the client's power facilities and their water.

The Working Group agreed that the project falls into two stages; the power washing organised by AVPC, followed up by negotiations with CBC regarding the re-painting. CBC has already been approached and agreed this course of action.

A firm commercial quote, meeting our requirements, was obtained from Under Pressure Cleaning Solutions Ltd (Manchester), as follows:

A unit price of £90 (excluding VAT) giving a total of £900 (excluding VAT) or £1,080 including VAT has been quoted.

Price for repainting bus shelters, spot prime, undercoat and gloss £480 per shelter

4. Millennium Noticeboard

At the last Parish Council Meeting on 6 January 2021, the updated Asset Register was considered, and the Parish Clerk was requested to explore replacing the Millennium noticeboard at the junction of Chancery Road and Hallgate using the existing supporting structure.

Three local companies have been contacted and only one company has responded to say they would be able to replace the existing noticeboards which could be mounted on the existing posts/structure. Having measured the existing noticeboard/structure, it is suggested that the replacement size is: 1400 wide x 1050 high, with two doors/locks.

White Hill Direct Ltd who have now come up with a solution to fixing the new noticeboard to the



existing posts/structure.



As the new noticeboard will have a double door it is not recommended that the case is fixed to the existing posts as the doors hinge on the outside edges would be unsupported to the existing post which is fairly central, and the stress could cause problems with the frame and possibly begin to twist over time.

To alleviate this White Hill Direct Ltd have identified a fabricator to make a steel frame to fit onto the existing posts and then attach the new case to this subframe to provide support around all four edges which would provide a firm support for the hinges when the doors are opened.

The frame could be finished in either green, silver or galvanised finish to match the satin anodised frame.

Cost involved with this option as follows:

Outdoor Dual Door Noticeboard 1050 x 1400 x 30mm - Price £490.00

Frame and installation to existing posts - £190.00

(All prices exclude VAT)

Price for re-painting of millennium notice board including labour and materials £250.

One of the other two companies contacted have provided a quote to provide a similar noticeboard (£490.00 excluding VAT) but would not be able to arrange installation (see Appendix A)

Appendix 'B' Astley Village Millennium Frame and Notice Board and the proposal to undertake the work has been prepared by Councillor Rod Fraser.

Action required by the Parish Council.

The Working Party recommend:

1. Gateway Signs

- 1.1 That the existing frames be cleaned, sanded, primed and repainted in highland green and the lettering in cream (similar to the existing Village Plan noticeboard) by David Purcer (Preston) at an estimated cost of £500.00 (excluding VAT).
- 1.2 To agree to the proposed noticeboard type inserts to the exiting frames from 'Arien Designs Ltd' at an estimated cost of £400.00 (excluding VAT). (Artwork to be agreed).
- 1.3 To agree to the purchase of good quality fixed Planters installed at the base of each of the existing signs at an estimated cost of £300.00.
- 1.4 To agree to the purchase four hanging baskets (two on each Gateway Sign) at an estimated cost of £200.00.
- 1.5 That a contingency budget of £100 be agreed taking the total proposed cost of the scheme to £1,500 (excluding VAT).

2. Fingerpost Signs

- 2.1 To agree the exact locations of the three fingerpost signs directing pedestrians from:
 - Chancery Road to Dog Trap Wood.
 - Chancery Road (near the subway) to the new Westway Sports Hub.
 - The Farthings to Astley Park.

- 2.2 To agree to the purchase three finger post system single direction finger from White Hill Direct Ltd at a cost of £379.00 (excluding VAT) per system as above based on an order for three.
- 2.3 To agree the cost of £210.00 (excluding VAT) to install and assemble the three finger post systems in the different locations.
- 2.4 To request the Parish Clerk to seek permission from Chorley Borough Council for the installation of the three fingerpost signs.
- 2.5 That a contingency budget of £53 be agreed taking the total proposed cost of the scheme to £1,400 (excluding VAT).

3. The Renovation of the Chancery Road Bus Shelters

- 3.1 To agree to the power-washing of the ten bus shelters along Chancery Road by 'Under Pressure Cleaning Solutions Ltd (Manchester)', at a total of £900 (excluding VAT).
- 3.2 That a contingency budget of £100 be agreed taking the total proposed cost of the scheme to £1,000 (excluding VAT).
- 3.3 To decide whether to enter into discussions with Chorley Borough Council to repaint the bus shelters (estimate provided by David Purcer (Preston) to spot prime, undercoat and gloss £480 each shelter).

4. Millennium Noticeboard

- 4.1 To agree to the purchased of the dual door noticeboard from White Hill Direct Ltd at a cost of £490.00 (excluding VAT) and the bespoke Frame and installation to existing posts at a cost of £190.00 (excluding VAT) as detailed in the report.
- 4.2 To agree to the re-painting of Millennium Noticeboard in highland green by David Purcer (Preston) at a cost of £250 including labour and materials.

5. Programming of the Works

- 5.1 That the Working Group and the Parish Clerk be authorised to proceed with the above schemes and any associated decisions required subject, to the overall contingency budgets being adhered to.
- 5.2 Note that within the Village Development Plan 'Improving Community Engagement' Projects Section, no budget has been currently allocated.
- 5.3 Consider the need to inform residents of the improvements being made funded by the Parish Council.

Exterior Weatherproof Tradition Noticeboard

**Slimline, elegant and compact exterior case which protects your documents outside.
Safe, secure, waterproof & lockable**

- A narrow 30mm profile and internal clearance 15.5mm
- Portrait door or dual-door according to size
- 4mm Plexichoc® vandal-resistant glazing
- Waterproof elastomer seal and anti-condensation vents
- Tamperproof safety lock with hidden latch, supplied with 2 keys
- Galvanised steel background in a white lacquered finish for use with magnets
- Full Display - 100% of the display surface visible (lock mounted on the door not the glazing)
- Hinge-free: wear-resistant, warp-proof integrated hinge
- Frame: silver anodised or painted in RAL colours (bordeaux 3004, green 6005, blue 5010, brown 8017, black 9005). Also available in any RAL colour at an additional cost. Contact us for details.
- Rear painted grey RAL 7032
- Magnets supplied (1 per A4)
- 5 Year Guarantee
- All wall mounted noticeboards have predrilled holes in the back for easy fixing to the wall. Fittings not supplied
- All noticeboards are maintenance free, and we would suggest the best way of cleaning the noticeboards is with a cloth and water only
- Wall or post mounting - post mounting kits available. Plus a choice of optional accessories: decorative header boards, LED lighting kits, additional magnets - contact us for details.



Findings of suitability and Fitness for purpose

Astley Village Millennium Frame and Notice Board
(Location: Corner of Chancery Rd - Hall gate Astley Village)



Erection date 2000. Construction: Steel, Aluminium, Plexiglas, Fibre board.

To work for or within all government departments in the construction industry you must hold and be registered with an approved body one being CSCS and mandatorily in my capacity take a Health & safety exam every 2 years. The issue of ID-Proof of qualifications, that are checkable online or onsite through the microchip on the card and also Health and safety compliance, the card is valid for 5 years. I am on my 5th Gold card since the Schemes incorporation.

The notice board on first appearance looks drab and tired, this is why it is being looked at by the council. However, no one from the council gave it a hands-on inspection.

1. The structure of the Millennium framework is of good quality steel and only needs re-painting.
2. The structure of the notice board is in good condition constructed from aluminium, Fibre board. Plexiglas. The Notice board meets all BS safety for usage and construction standards.

Conclusion:

The notice board has not been cleaned in approximately 10 years. It needs painting. The green verdigris on the rubber seals (like you get on your car window rubbers) needs nothing more than cleaning off with an old toothbrush and soapy water. The condensation is the same as any other notice board, in fact today on inspection it is clearer than the councils 2 other notice boards, A couple of extra air vent holes drilled into the bottom of the case would help to alleviate the issue.

It has come to my attention (by our clerk) that he is concerned for his health and safety when opening the case. He is of the opinion that the door may hit him on his head. He says that it is a health and safety issue. I fully respect his concerns.

There are thousands of this type of notice board being used throughout GB and the rest of the world. They are available today from suppliers with exactly the same specification with lift up

openings. They are used in Hospitals, Schools, Factory's etc. Our previous clerk had no issues with using the case in fact since its installation 20 years ago there has been no complaints or issues regarding the functionality or the safety of using it.

The case can be upgraded (NOT A REQUIREMENT UNDER HEALTH AND SAFETY or FIT FOR PURPOSE) by adding Hydraulic dampers on either side so it would be like lifting the boot of a car. The inner fibre board can be replaced, rubbers cleaned, air holes added and painted at the same time as the frame structure.

I am offering to upgrade the notice board for the price of materials that i guarantee will not cost a penny more than £40.00. Many years ago, i restored the Millennium brass plaque by re polishing and enamelling the lettering and repairing the fixing mountings. I would do that within the same budget.

I add pictures of notice boards for comparison that are being sold with and without the upgrade of dampers. They both meet the same Health and Safety standards as ours.

Rod Fraser. Note: This is public money we are trusted to use wisely.



Title	Proposed Change to Standing Orders – Urgent Business					
Report of	Parish Clerk					
Date	3 March 2021					
Type of Paper	Decision	X	Discussion		Information	
<p>Purpose of Report</p> <p>To consider a proposed change to the Parish Council’s Standing Orders in relation to Urgent Business.</p>						
<p>Key Issues</p> <p>At present, there is limited provision to take urgent action between Parish Council Meetings and the Parish Council are invited to consider a proposed change to the Parish Council’s Standing Orders in relation to Urgent Business.</p> <p>In accordance with Standing Order 80 the Parish Council at its meeting on 6 January 2021 adjourned without discussion consideration of the report to the next ordinary meeting of the Parish Council i.e., this meeting.</p> <p><u>Current Position</u></p> <p>At present there appears to be two ways of dealing with ‘urgent business’:</p> <ol style="list-style-type: none"> 1. The Financial Regulations state that “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 £200. The Clerk shall report the action to the Council as soon as practicable thereafter.” This provision is extremely limited. 2. The Parish Council could hold an extraordinary Parish Council Meeting just to consider the ‘urgent business’. 						

Proposed Change

Most Parish Council's Standing Orders make provision for decisions required to be taken on grounds or urgency.

It is recommended that Standing Order 16 "Urgent Business" be amended from:

"A motion to vary the order of business on the ground of urgency:

- a) May be proposed by the Chair or by any member and, if proposed by the Chair, may be put to the vote without being seconded and
- b) Shall be put to the vote without discussion."

TO

"16.1 A motion to vary the order of business on the grounds of urgency (i) may be proposed by the Chair or by any member and, if proposed by the Chair may be put to the vote without being seconded; and (ii) shall be put to the vote without discussion.

16.2 Where a decision is required to be taken on grounds or urgency, the Parish Clerk in consultation with the Chair will be authorised to take that decision on behalf of the Parish Council.

The ruling of the Parish Clerk in consultation with the Chair in determining whether a decision is 'urgent', shall be final.

Where practical, the Parish Clerk will, prior to agreeing the decision in consultation with the Chair, seek the views of all members of the Parish Council by any media considered appropriate and take into account the consensus view of the majority of members of the Parish Council.

The Parish Clerk will report all decisions taken under this Standing Order to the next ordinary Parish Council meeting for information."

Action required by the Parish Council

To consider the proposed change to the Parish Council's Standing Orders in relation to Urgent Business.



Astley Village Parish Council

- | | | | | | | |
|---|---|----------|-------------------|--|--------------------|--|
| Title | Scheme of Delegation and Financial Regulations | | | | | |
| Report of | Parish Clerk & Responsible Financial Officer | | | | | |
| Date | 3 March 2021 | | | | | |
| Type of Paper | Decision | X | Discussion | | Information | |
| <p>Purpose of Report</p> <p>To propose a Scheme of Delegation which enables the Parish Clerk and Committees of the Parish Council to act to avoid any undue delays in decisions being taken. The report also recommends changes to the Financial Regulations to address the need to obtain three quotations or estimates for orders for works, goods and services.</p> | | | | | | |
| <p>Key Issues</p> <p>The proposed Scheme of Delegation (Appendix A) authorises the Parish Clerk/Responsible Finance Officer and Committees to act with delegated authority in the specific circumstances detailed. The Parish Council may delegate the power to make individual decisions on individual items to the Proper Office/Responsible Finance Officer and its Committees as and when appropriate. The current delegated arrangements are set out below:</p> <p>Proper Officer and Responsible Finance Officer</p> <p>Standing Order 5 states “Where a statute, regulation or order confers function or duties on the proper officer of the Council in the following cases, he shall be the clerk or nominated officer:</p> <ul style="list-style-type: none"> • To receive declarations of acceptance of office. • To receive and record notices disclosing interests at meetings. • To receive and retain plans and documents. • To sign notices or other documents on behalf of the Council. • To receive copies of bylaws made by another local authority. | | | | | | |

- To certify copies of bylaws made by the Council.
- To sign and issue the summons to attend meetings of the Council.
- To keep proper records for all Council meetings”

Financial Regulation 3.4 states “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 £200. The Clerk shall report the action to the Council as soon as practicable thereafter.”

In addition, the Model Financial Regulations (6.1) includes “The RFO is authorised to pay all accounts, bills and payments for services required to be transacted up to a value of £500 subject to the inclusion of details of the payments made in accordance with this regulation being included on the schedule of payments made and submitted to each Council Meeting. Payments shall be effected by cheque, or BACS or other order drawn on the Council's bankers.”

There is a separate report proposing the following change to the Parish Council's Standing Orders in relation to ‘Urgent Business’.

“16.1 A motion to vary the order of business on the grounds of urgency (i) may be proposed by the Chair or by any member and, if proposed by the Chair may be put to the vote without being seconded; and (ii) shall be put to the vote without discussion.

16.2 Where a decision is required to be taken on grounds of urgency, the Parish Clerk in consultation with the Chair will be authorised to take that decision on behalf of the Parish Council.

The ruling of the Parish Clerk in consultation with the Chair in determining whether a decision is ‘urgent’, shall be final.

Where practical, the Parish Clerk will, prior to agreeing the decision in consultation with the Chair, seek the views of all members of the Parish Council by any media considered appropriate and take into account the consensus view of the majority of members of the Parish Council.

The Parish Clerk will report all decisions taken under this Standing Order to the next ordinary Parish Council meeting for information.”

Delegated actions shall be in accordance with Standing Orders and Financial Regulations and in line with directions given by Council from time to time and shall be reported to the next available Parish Council meeting.

Delegated Powers re Planning Delegation

At present the Parish Clerk has no delegated authority to respond to Planning Applications. Standing Order 76 simply states “The Clerk shall, refer to Council particulars of every planning application notified to the Council.”

Personnel Committee

The Committee shall have delegated powers to deal with all personnel, employment, and recruitment issues, with reports and recommendations made to full Parish Council if necessary. In cases of emergency that will not wait until the next full Council meeting, the Committee will have full powers to act on behalf of the Council.

Any decision made, or course of action taken by the Committee must be made in the best interest of the Council and Parishioners.

The Committee has the authority to deal with the following:

- Working practices
- Problems reported by staff.
- Disciplinary matters
- Complaints & Grievances
- Pay & Conditions.
- Advertise for and recruit staff as approved by full Parish council.
- Recommend changes in staffing.
- Ensure all current employment legislation is met.
- To review and maintain all HR policies/documents.
- To review the Parish Council's Social Media Policy
- Any other action as directed by full Parish Council.

Disciplinary/Grievance Panel

The Disciplinary/Grievance Panel will be a meeting of the Personnel Committee, chaired by a member of that Committee not involved in the investigation.

Personnel Appeals Panel

If the employee is dissatisfied with the decision of the Personnel Committee (Disciplinary/Grievance Panel) s/he may appeal against the decision to the Chair of the Parish Council. Where possible the Chair of the Parish Council will hear the appeal with two Parish Councillors not involved in the grievance meeting conducted by the Personnel Committee.

Annual Appraisals

The Chair will undertake an annual appraisal for the Parish Clerk and the Clerk will undertake an annual appraisal for the Village Caretaker and any other staff employed by the Parish Council. The Personnel Committee will receive a report outlining the outcome of the annual appraisals undertaken. The Personnel Committee will consider any issues raised.

Committees

Committees may be established by resolution of the Parish Council at any time. The work of such a Committee will be decided upon at the time it is formed by means of a Minute detailing the Terms of Reference. Each Committee will report back with recommendations to the Parish Council that formed it unless the Committee has been delegated powers to deal with the issue by the Parish Council.

Delegation – Limitations

All decisions taken under delegated authority will be in accordance with the Parish Councils Standing Orders and Financial regulations and this Scheme of Delegation, and where applicable any other rules/regulations and legislation.

Financial Regulations

The Parish Council's current Financial Regulations were approved in November 2013. Since then, new model Financial Regulations have been produced by the Society of Local Council Clerks. A tracked changed version of the current and model regulations is set out at Appendix B.

Quotations or Estimates

It is proposed to adopt the following Financial Regulation which would cover most items of expenditure incurred by the Parish Council as it would be rare for the Parish Council to enter into a contract for the supply of goods and services:

Orders for Works, Goods and Services

"10.3 All members and Officers are responsible for obtaining value for money at 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, and any de minimis provisions in Regulation 11 (I)"

Action required by the Parish Council.

- (1) The Parish Council are invited to consider the attached proposed Scheme of Delegation (Appendix A).
- (2) To adopt the Model Financial Regulations (subject to modifications) set out in Appendix B and consider:
 - Financial Regulation 3.4, determine the limit (suggestion £1,000).
 - Financial Regulation 11.1.8 determine the financial levels/thresholds. (Suggestion "11.1.8 In the case of contracts at an estimated cost of less than £2,000 it shall be in the discretion of the Parish Council whether to obtain competitive quotations in any particular case.")
 - Financial Regulation 11.1.9 determine the financial levels/thresholds. (Suggestion "For contracts at an estimated cost of £2,000 or more, but less than £10,000 three competitive quotations shall usually be obtained, and in the case of contracts costing £10,000 or more, public notice inviting tenders shall be given in one or more newspapers circulating in the district. The Committee may also resolve to invite tenders by newspaper advertisement in other cases, if thought desirable.")



Astley Village Parish Council

Scheme of Delegation

This Scheme of Delegation authorises the Proper Officer and Responsible Financial Officer (which may be one and the same person), Standing Committees and Sub-committees of the Parish Council to act with delegated authority in the specific circumstances detailed.

1. Proper Officer and Responsible Financial Officer – Duties and Powers

1.2 Responsible Financial Officer

The Parish Clerk shall be the Responsible Financial Officer to the Parish Council and shall be responsible for the Parish Councils accounting procedures in accordance with the Accounts and Audit Regulations in force at any given time.

2. Proper Officer

2.1 The Parish Clerk shall be the Proper Officer of the Parish Council and as such is specifically authorised to:

- To receive declarations of acceptance of office.
- To receive and record notices disclosing interests at meetings.
- To receive and retain plans and documents.
- To sign notices or other documents on behalf of the Council.
- To receive copies of bylaws made by another local authority.
- To certify copies of bylaws made by the Council.
- To sign and issue the summons to attend meetings of the Council.
- To keep proper records for all Council meetings.

2.2 In addition, the Parish Clerk has the delegated authority to undertake the following matters on behalf of the Parish Council:

- The day-to-day administration of services, together with routine inspection and control.
- Day to day supervision and control of all staff employed by the Parish Council.
- Where a decision is required to be taken on grounds of urgency, the Parish Clerk in consultation with the Chair will be authorised to take that decision on behalf of the Parish Council.
- The RFO is authorised to pay all accounts, bills and payments for services required to be transacted up to a value of £500 subject to the inclusion of details of the payments made in accordance with this regulation being included on the schedule of payments made and submitted to each Council Meeting. Payments shall be effected by cheque, or BACS or other order drawn on the Council's bankers.
- 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 £200. The Clerk shall report the action to the Council as soon as practicable thereafter.

4.5 Delegated Powers re Planning Delegation

Planning applications shall be received by the Parish Clerk who will provide details to Parish Councillors. Where time permits, such applications will be included on the Parish Council Summons and considered at the next meeting of

the Parish Council. Where this is not possible and there is a consensus of views between Parish Councillors, the Parish Clerk shall be delegated to inform Chorley Borough Council of the views of the Parish Council.

Delegated actions of the Parish Clerk shall be in accordance with Standing Orders, Financial Regulations and this Scheme of Delegation and with directions given by the Parish Council from time to time.

3. Parish Council

3.1 The following matters are reserved to the Parish Council for decision, notwithstanding that the appropriate Committee(s) may make recommendations thereon for the Parish Council's consideration.

- Setting the Precept.
- Borrowing money.
- Making, amending or revoking Standing Orders, Financial Regulations or this Scheme of Delegation.
- Making, amending or revoking By-laws.
- Making of Orders under any Statutory powers.
- Matters of principle or policy.
- Nomination and appointment of representatives of the Parish Council to any other authority, organisation or body (excepting approved Conferences or meetings).
- Any proposed new undertakings.
- Prosecution or defence in a court of law.
- Nomination or appointment of representatives of the Parish Council at any inquiry on matters affecting the Parish, excluding those matters specific to a Committee.
- Approving the annual return.
- Confirming eligibility to exercise the General Power of Competence
- Terminate a contract of employment, unless the situation which has arisen is a matter of urgency or serious enough that employment could not continue, such as a Health & Safety violation, serious or gross misconduct, etc. The normal procedure is for the Personnel Committee to take a recommendation to full Parish Council.
- To approve pay increments but does have the authority to discuss and make recommendations to full Parish Council at precept or other suitable times.
- To create employment positions but can make recommendations to full Parish Council for a course of action or future plan.

4. Committees and Sub-Committees

4.5 Standing Committees and Sub-committees but they may be formed by resolution of the Parish Council at any time and delegated powers may be decided upon at the time the Sub-committee is formed by means of a Minute detailing the Terms of Reference.

4.3 **Personnel Committee** shall have delegated powers to deal with all personnel, employment, and recruitment issues, with reports and recommendations made to

full Parish Council if necessary. In cases of emergency that will not wait until the next full Parish Council Meeting, the Committee will have full powers to act on behalf of the Parish Council.

Any decision made, or course of action taken by the Committee must be made in the best interest of the Council and Parishioners.

The Committee has the authority to deal with the following:

- Working practices
- Problems reported by staff.
- Disciplinary matters
- Complaints & Grievances
- Pay & Conditions.
- Advertise for and recruit staff as approved by full Parish council.
- Recommend changes in staffing.
- Ensure all current employment legislation is met.
- To review and maintain all HR policies/documents.
- To review the Parish Council's Social Media Policy
- Any other action as directed by full Parish Council.

Membership

In accordance with Standing Order 43, the Vice-Chair shall be an ex-officio voting members of the Personnel Committee making the total membership of the Committee 4 members. Additional member(s), including lay member(s), with relevant professional experience may be co-opted, but such member(s) will not have voting rights.

Membership of the Personnel Committee shall be decided and appointed annually at the Parish Council's Annual Meeting, in accordance with the Standing Order 42. If a vacancy occurs, additional members may be elected/co-opted as per the Council's Standing Orders.

The Chair of the Parish Council will not be a member of the Personnel Committee to enable them to undertake the annual appraisal of the Parish Clerk and chair and Personnel Appeals Panel.

Procedure Rules

The Committee will adhere to the Procedure Rules set out in the Annex to the Scheme of Delegation.

4.2 Disciplinary/Grievance Panel will be a meeting of the Personnel Committee, chaired by a member of that Committee not involved in the investigation.

4.3 Personnel Appeals Panel is delegated to make decisions on the behalf of the Council in the following matters:

- Appeals against decisions made by the Personnel Committee in Grievance, Disciplinary and Capability matters.

- Dealing with Appeals to a final conclusion, only reporting to Parish Council the actions it has taken at the end of the process.

Where possible the Chair of the Parish Council will hear the appeal with two Parish Councillors not involved in the grievance meeting conducted by the Personnel Committee.

4.4 General Purposes Committee shall have delegated authority to deal with any matter that is delegated to it by the Parish Council subject to the Parish Council identifying a maximum level of expenditure and there being budget provision within the overall Parish Council Budget. The Parish Council will not delegate any matters are reserved to the Parish Council for decision as set out in Paragraph 3.1 of this Scheme of Delegation.

Membership

In accordance with Standing Order 43, either the Chair and/or the Vice-Chair, ex-officio, shall be voting members of every committee. Additional member(s), including lay member(s), with relevant professional experience may be co-opted, but such member(s) will not have voting rights.

Membership of the Personnel Committee shall be decided and appointed annually at the Parish Council's Annual Meeting, in accordance with the Standing Order 42. If a vacancy occurs, additional members may be elected/co-opted as per the Council's Standing Orders.

Procedure Rules

The Committee will adhere to the Procedure Rules set out in the Annex to the Scheme of Delegation.

4.5 Parish Development Plan Committee shall have delegated authority to progress and scheme within the Parish Development Plan which has not been delegated to another Committee and for which there is provision within the overall Parish Council Budget or any matters are reserved to the Parish Council for decision.

Membership

In accordance with Standing Order 43, either the Chair and/or the Vice-Chair, ex-officio, shall be voting members of every committee. Additional member(s), including lay member(s), with relevant professional experience may be co-opted, but such member(s) will not have voting rights.

Membership of the Personnel Committee shall be decided and appointed annually at the Parish Council's Annual Meeting, in accordance with the Standing Order 42. If a vacancy occurs, additional members may be elected/co-opted as per the Council's Standing Orders.

Procedure Rules

The Committee will adhere to the Procedure Rules set out in the Annex to the Scheme of Delegation.

5 Delegation – Limitations

- 5.1 Committees and Sub Committees shall, at all times, act in accordance with the Councils Standing Orders, Financial Regulations and this Scheme of Delegation and, where applicable, any other rules, regulations, schemes, statutes, By-laws or orders made and with any directions given by the Parish Council from time to time.

Annex

Procedure Rules to be applied to Committees

Chair

The Chair and Vice-Chair of the Committee will be elected annually by the members of the committee at its first meeting after the Annual Meeting of the council in accordance with Standing Order 43.

Frequency of Meetings

In accordance with Standing Order 35, the Chair of a Committee or the Chair of the Parish Council may summon an additional meeting of that committee at any time. An additional meeting shall also be summoned on the requisition in writing of not less than a quarter of the members of the committee. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting. The Personnel Committee will meet at least one a year (usually in October/November).

Minutes

The Parish Clerk will issue the agenda to attend all Committee meetings and provide the legal public notice of all meetings. Minutes will be published on the Parish Council website and submitted to the full Parish Council Meeting for information.

(Personnel Committee only)

All meetings will be minuted by the Clerk, unless the Clerk is the subject of the matter under consideration.

In relation to Grievances and Disciplinary Proceedings, the Parish Council will appoint an independent advisor to support the process including attending all meetings and be responsible for maintaining written records of the nature of the grievance raised, the employer's response, action taken (with reasons), details of any appeal and subsequent developments to be retained and kept.

The Chair of the Personnel Committee will present a confidential report to the full Parish Council Meeting setting out and confidential information in support of the decisions/recommendations of the Personnel Committee.

Quorum

Standing Order 48 states that "except where ordered by the Parish Council in the case of a committee the quorum of a committee or sub-committee shall be one-half of its members" The Parish Council Meeting has determined that a quorum will be reached with a minimum of 3 Councillors.

Confidentiality

All members must preserve confidentiality of discussions held under Part II of any meeting.

Accountability

The Chair will be responsible for reporting recommendations/actions of the Committee to the full Parish Council.



Astley Village Parish Council

FINANCIAL REGULATIONS

1. General

1.1 These financial regulations govern the conduct of the financial transactions of the Parish Council and may only be amended or varied by resolution of the Parish Council. Financial Regulations must be observed in conjunction with the Parish Council's Standing Orders.

1.2 The Parish Clerk is the Responsible Financial Officer for the Parish Council.

4.21.3 The Responsible Financial Officer (RFO), under the ~~policy~~Policy direction of the Parish Council, shall be responsible for the proper administration of the Parish Council's financial affairs, allowing that delegation to the Parish Clerk as may be necessary.

~~1.3 The Council shall review at least once a year the effectiveness of its systems of internal controls and shall produce a statement on internal control with its statement of accounts.~~

2. ANNUAL ESTIMATES

~~1.4 2.1 Each Deliberate or willful breach of these regulations by an employee may give rise to disciplinary procedures.~~

1.5. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

2. Annual Budget Estimates

4.62.1 Any Standing Committee may formulate and submit proposals to the Parish Council in respect of ~~revenue~~Revenue and ~~capital~~Capital costs for the following financial year not later than the end of November each year.

~~2.2 Detailed estimates of all receipts and payments for the year shall be prepared each year by the RFO.~~

4.92.2 The Parish Council shall review the ~~estimates~~Budget not later than the end of January each year and shall fix the Precept to be levied for the ensuing financial year. ~~The RFO~~The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved ~~estimates~~Budget.

4.102.3 2.4 The annual ~~budgets~~Budget shall form the basis of financial control for the ensuing year.

3. BUDGETARY CONTROL

~~3.1~~

3. Budgetary Control

4.113.1 Expenditure on ~~revenue~~Revenue items may be incurred up to the amounts included in the approved budget.

4.123.2 No expenditure may be incurred which will exceed the amount provided in the

revenue budget without the express authority of the Parish Council. The RFO may, with the approval of Parish Council, vary between budget subheadings.

4.133.3 The RFO shall ~~regularly~~ provide the Parish Council with a statement of ~~receipts~~Income and ~~payments to date~~Expenditure at each meeting, under each head of the budgets, comparing actual expenditure against ~~that planned~~the Budget.

4.143.4 The RFO may incur expenditure on behalf of the Parish 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 **£200**

4.153.5 Unspent provisions in the revenue budget shall not be automatically carried forward to a subsequent year without going through the budget review and approval.

4.163.6 ~~3.6~~—No expenditure shall be incurred in relation to any ~~capital~~Capital project and no contract entered into or tender accepted involving ~~capital~~Capital expenditure unless the Parish Council is satisfied that the necessary funds are available, or the requisite borrowing approval has been obtained.

4.173.7 ~~3.7~~—All ~~capital~~ works shall be administered in accordance with the Parish Council's Standing Orders and Financial Regulations relating to contracts.

4. ACCOUNTING AND AUDIT

~~4.1~~—

4. Accounting and Audit

4.184.1 All accounting procedures and financial records of the Parish Council shall be determined by the RFO ~~as required by~~in accordance with the Accounts and Audit Regulations ~~2003 and 2006,~~ appropriate guidance and ~~any subsequent amendments thereto~~proper practices.

4.194.2 The RFO shall be responsible for ~~completing the annual financial statements~~ensuring completion of all accounts of the Parish Council as soon as practicable after the end of the financial year and ~~shall submit them and report thereon~~submission to the Parish Council for approval by resolution no later than 15 June each year.

~~4.3~~—The RFO shall be responsible for completing 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 for submitting the Annual Return for approval and authorisation by the Council within the timescale set by the Accounts and Audit Regulations ~~1996 as amended, or set by the Auditor.~~

4.224.3 The RFO shall be responsible for ensuring that there is an independent, adequate and effective system of internal audit of the Parish Council's accounting, financial and other operations in accordance with ~~Regulation 5 of the Accounts and Audit Regulations 2003 and 2006, and any subsequent amendments thereto~~proper practices. Any officer or member of the Parish Council shall, if the RFO or Internal Auditor requires, make available such documents of the Parish 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 Council shall carry out a review of the effectiveness of internal audit on an annual basis in accordance with the Accounts and Audit Regulations 2003 and 2006, and any subsequent amendments thereto.~~

~~4.4 4.6 The Internal Auditor shall carry out the work required by the RFO and 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~~An Internal Auditor, who shall be competent and independent of the operations of the Parish Council, shall be appointed by the Parish Council. The Internal Auditor will report to the Parish Council in writing on a regular basis with a minimum of one annual report as required.

~~4.254.5~~ For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in respect of each financial year proper practices.

~~4.264.6~~ The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity for inspection of the accounts required by ~~Audit Commission Act 1998 section 15 and the Accounts and Audit Regulations 2003 and 2006, and any subsequent amendments thereto.~~

~~4.274.7~~ The RFO shall, as soon as practicable, bring to the attention of all Parish Councillors any correspondence or report from the Internal or External Auditor, unless the correspondence is of a purely administrative ~~matter~~nature.

~~5. BANKING ARRANGEMENTS AND CHEQUES~~

~~5. Banking Arrangements and Cheques~~

~~3.45.1~~ The Parish Council's banking arrangements shall be made by the RFO and approved by the Parish Council. Banking arrangements may not be delegated to a Committee. They shall be regularly reviewed for safety and efficiency.

~~3.25.2~~ A schedule of the payments required for the Meeting, shall be prepared by the RFO and, together with the relevant invoices, be presented to for approval by the Parish Council. All payments will be authorised by two Parish Councillors.

~~6. PAYMENT OF ACCOUNTS~~

~~6 Payment of Accounts~~

6.1 The RFO is authorised to pay all accounts, bills and payments for services required to be transacted up to a value of £500 subject to the inclusion of details of the payments made in accordance with this regulation being included on the schedule of payments made and submitted to each Council Meeting. Payments shall be effected by cheque, or BACS or other order drawn on the Council's bankers.

6.2 The Parish Council will make safe and efficient arrangements for the making of its payments and all payments shall be affected~~effected~~ by cheque, BACS or internet

banking transfer

- 6.3 6.2—If a payment exceeding £500 is necessary to be made to avoid a charge of interest under the Late Payment of Commercial Debts (Interest) Act 1998, or required under the Public Contracts Regulations 2015, the RFO may take all necessary steps to settle such invoices.
- 6.4 If thought appropriate by the Parish Council, payment for certain items may be made by BACS or internet banking transfer provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to Parish Council as made.
- 6.5 No employee or Parish Councillor shall disclose any PIN or password, relevant to the working of the Parish Council or its bank accounts, to any person not authorised in writing by the Parish Council.
- 6.6 The Parish Council, and any members using computers for the Parish Council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.
- 6.7 Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for Parish Council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.8 All invoices for payment shall be examined, verified, and ~~certified~~coded by the RFO who shall satisfy him/herself that the work, goods, or services to which the invoice relates shall have been received, carried out, examined, and approved.
- 6.9 The RFO shall ~~examinescrutinise~~ invoices in relation to ~~arithmeticarithmetical~~ accuracy and ~~coding~~ shall ~~analysepost~~ them to the appropriate expenditure heading. The RFO shall ~~take all steps to settle allapprove the~~ invoices ~~submitted, and which are in order, at the next available Council Meetingfor payment.~~

~~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 Clerk 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—The RFO may hold petty cash for the purpose of defraying operational and other expenses if the Council resolves. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement:~~

~~7. PAYMENT OF SALARIES~~

~~7.1—~~

7 Payment of Salaries

~~6.10~~7.1 The payment of ~~all~~ salaries shall be made in accordance with payroll records

and the rules of PAYE and National Insurance currently operating, and salaries shall be as agreed by Parish Council.

~~6.117.2~~ 7.2—Payment of salaries and payment of deductions from salary such as may be made for tax, national insurance and pension contributions, may be made in accordance with the payroll records and on the appropriate dates, ~~provided that each payment is reported to and ratified by the next available Council Meeting.~~

~~8.~~ LOANS AND INVESTMENTS

~~8.1~~—

8 Loans and Investments

~~6.128.1~~ 8.1—All loans and investments shall be negotiated in the name of the Parish Council.

~~6.138.2~~ 8.2—All loans and investments shall be in accordance with ~~the Trustee Act 2000~~ relevant regulations, proper practice and guidance, and shall be reviewed on a regular basis ~~(at least annually).~~

~~6.148.3~~ 8.3—All investments ~~of~~ and money under the control of the Parish Council shall be in the name of the Parish Council.

~~6.158.4~~ 8.4—All borrowings shall be ~~affected~~ effected in the name of the Parish Council, after obtaining ~~any~~ the necessary borrowing approval. Any application for borrowing approval shall be approved by Parish Council as to terms and purpose.

~~6.168.5~~ 8.5—All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

~~9.~~ INCOME

9. 9.1 Income

9.1 The collection of all sums due to the Parish 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.~~

9.2 ~~9.4~~ Any All sums found to be irrecoverable and any bad debts shall be reported to the Parish Council and shall be written off in the year.

9.3 ~~9.5~~—All sums received on behalf of the Parish Council shall be banked intact as directed by the RFO. In all cases, all ~~receipts~~ income shall be deposited with the Parish 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 Parish Council.

9.4 ~~9.8~~—The RFO shall ~~promptly complete—ensure that~~ any VAT Return that is required ~~is promptly completed~~. Any repayment ~~claim~~claims due in accordance with VAT Act 1994 section 33 shall be made ~~at least annually coinciding with the financial year~~quarterly.

9.5 ~~9.9~~—Where any significant sums of cash are ~~regularly~~ received by the Parish Council, the RFO shall take such steps as are ~~agreed by the Council~~necessary 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. 10.1 An official order~~ Orders for Works, Goods and Services

10.1 A Purchase 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.

~~10.2 Order books shall be controlled by the RFO.~~

~~10.2 10.3~~ A Parish Councillor may not issue a purchase order or make any contract on behalf of the Parish Council.

10.3 Regard shall be had at all times to obtaining value for money, good quality and reliable workmanship in the provision of goods and services for the Parish Council

~~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 the Minutes can record the power being used.~~

~~11. CONTRACTS~~

~~11. 11.1~~ Contracts

~~13.1~~11.1 Procedures as to contracts are laid down as follows:

~~13.1.1~~11.1.1 (a) —Every contract shall comply with these Financial Regulations, and no exceptions shall be made ~~otherwise~~other than in an emergency as described at Regulation 3.5 provided that these Regulations shall not apply to contracts which relate to items (i) 1 to (vi) 5 below:

1. (i) ~~for~~For the supply of gas, electricity, water, sewerage, and telephone services;

~~3.2.~~ (ii) ~~for~~For specialist services such as ~~are~~ provided by solicitors, accountants, surveyors, and planning consultants;

~~5.3.~~ (iii) ~~for~~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;

~~7.4.~~ ~~(iv) for~~ For work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Parish 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 Chair and Vice Chair of Council);~~

~~11.5.~~ ~~(vi) for~~ For goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.

~~12.6.~~ for additional audit work of the external Auditor up to an estimated value of £250 (in excess of this sum the RFO shall act after consultation with the Chair);

~~(b) Where it is intended to enter into a contract exceeding £10,000 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 to be taken from the appropriate approved list.~~

~~(c)~~

~~13.1.2~~ 11.1.2 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

~~13.1.3~~ 11.1.3 The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)².

~~13.1.4~~ 11.1.4 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 Parish Council.

~~13.1.6~~ 11.1.5 ~~(d)~~ Such invitation to tender shall state the general nature of the intended contract and the RFO 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 RFO 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.

~~13.1.8~~ 11.1.6 ~~(f)~~ All sealed tenders shall be opened at the same time on the prescribed date by the RFO in the presence of at least one Parish Councillor. Those present shall sign and date a list of those tenders received.

11.1.7 Routine orders for the supply of goods and maintenance covered by the estimates

shall be placed by the Parish Clerk or appropriate officer, together with orders for urgent repairs to the Parish Councils assets, regarding which he/she shall consult the Chair.

11.1.8 In the case of contracts at an estimated cost of less than £2,000 it shall be in the discretion of the Parish Council whether to obtain competitive quotations in any particular case.

11.1.9 For contracts at an estimated cost of £2,000 or more, but less than £10,000 three competitive quotations shall usually be obtained, and in the case of contracts costing £10,000 or more, public notice inviting tenders shall be given in one or more newspapers circulating in the district. The Committee may also resolve to invite tenders by newspaper advertisement in other cases, if thought desirable.

11.1.10 If less than three tenders are received for contracts above £10,000 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.

11.1.11 The requirements regarding tendering may be waived by the Council, if so resolved in any particular case, the reasons for which shall be stated in the Minutes.

11.1.12 The Parish 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. Payments Under Contracts for Building or Other Construction Works~~

~~15.12.1~~ Payments on account of the contract sum shall be made by the RFO within the time specified in the contract, upon receipt of authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage retention as may be agreed in the particular contract).

~~15.212.2~~ Where contracts provide for payments by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of the work carried out under contract, excluding agreed variations, will exceed the contract sum by 5% or more a report shall be submitted to the Parish Council.

~~15.312.3~~ Any variation, addition to, or omission from, a contract must be approved by the RFO to the Contractor in writing, the Parish Council being informed where the final cost is likely to exceed the financial provision.

~~13. STORES AND EQUIPMENT.~~

~~14. PROPERTIES AND ESTATES~~

~~13 14.1 Assets, Properties and Estates~~

13.1 The Parish Clerk shall make appropriate arrangements for the custody of all title deeds of properties owned by the Parish Council and shall ensure a record is maintained of all properties owned by the Parish 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.~~

- 13.2 ~~14.2~~ No property shall be sold, leased or otherwise disposed of without the authority of the Parish 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 ~~£50,100, in which case the RFO may make the decision to dispose.~~

~~15. —~~ **INSURANCE**

- ~~13.3~~ ~~15.1~~ 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 reviewed annually.

14 Insurance

- ~~13.4~~~~14.1~~ Following an annual risk assessment, the RFO shall ~~affect~~effect all insurances and negotiate all claims on the Parish 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 —~~

- ~~13.5~~~~14.2~~ The RFO shall keep a record of all insurances effected by the Parish Council and the property and risks covered thereby and annually review it.

- ~~13.6~~~~14.3~~ ~~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 Parish Council at the next available meeting.

- ~~13.7~~~~14.4~~ ~~15.5~~ All appropriate employees and members of the Parish Council shall be included in a suitable ~~fidelity guarantee~~Fidelity Guarantee insurance which shall cover the maximum risk exposure as determined by the Parish Council.

~~16. —~~ **CHARITIES**

~~16.1 —~~

15. Risk Management~~17. RISK MANAGEMENT~~

- 15.1 The ~~Clerk with~~ Parish Council is responsible for putting in place arrangements for the management of risk. Annually, the RFO shall ~~prepare~~ carry out Risk Assessment using a robust, proportionate and appropriate method, across all activities of the Parish Council. The Risk Management Policy shall ~~prepare a draft be reviewed by~~ Risk Management policy for the Parish Council annually. ~~activity and shall bring a draft addressing the legal and financial liabilities and Risk Management issues that arise to Council for consideration and, if thought appropriate, adoption.~~

- ~~17.3 — The shall carry out a Financial Risk Assessment on an annual basis in accordance with the Accounts and Audit Regulations 2003 and 2006, and any subsequent amendments thereto.~~

~~18. —~~ **REVISION OF FINANCIAL REGULATIONS**

16. Revision Of Financial Regulations

- 16.1 It shall be the duty of the Parish Council to review the Financial Regulations of the Parish Council from time to time. The RFO shall make arrangements to monitor changes in legislation or proper practices and shall advise the Parish Council of any requirement for a consequential amendment to these Financial Regulations.

Signed: Chair

~~Adopted by the Parish Council on 6 November 2013~~

Title	Procedure for Conducting Co-options onto the Parish Council					
Report of	Parish Clerk & Responsible Financial Officer					
Date	3 March 2021					
Type of Paper	Decision		Discussion		Information	X
<p>Purpose of Report</p> <p>A Parish Councillor has requested a review of the co-option process. This report provides some guidance and suggestions to the Parish Council to consider.</p>						
<p>Key Issues</p> <p>Casual Vacancies</p> <p>Notice of Vacancy in Office of Parish Councillor</p> <p>In accordance with Section 89(3) of the Local Government Act 1972, where the vacancy occurs within six months before the day on which the Parish Councillor whose office is vacant would regularly have retired, an election shall not be held under Section 89(1) of the above Act, and the vacancies will be filled at the next ordinary election of Parish Councillors.</p> <p>In accordance with the provisions of Section 87(2) of the Local Government Act, 1972, the Parish Council must display a public notice in the Parish informing electors that a vacancy exists in the office of Parish Councillor following the resignation of Councillor XXXXX.</p> <p>If, within fourteen days (excluding Saturdays, Sundays and Bank Holidays) after the date of this notice (by XXXXXX 20XX) a request for an election to fill the vacancy is made in writing to the Returning Officer, Town Hall, Market Street, Chorley by ten electors (signature, together with full name and address) for the electoral area an election will be held to fill the vacancy.</p>						

If no request is received, the vacancy shall be filled by the Parish Council.

On confirmation from Returning Officer that a request to fill the vacancy by election has not been received, the casual vacancy must be filled by co-option. The Parish Clerk will arrange to display a notice (Appendix A) on the noticeboards in the Village and on the Parish Council website, notifying members of the public there is a vacancy with the reason for it and confirming there is to be a co-option. The notices will also state the rules for eligibility and direct interested parties to write to the Parish Clerk confirming their eligibility to sit on the Parish Council who will send them further information (Appendices B, C and D). Appendices A and B provide details of Eligibility for Office. The date of the meeting when the co-option is to be made will be stated in the advertisement.

Appendix D suggests a co-option application form.

At the Parish Council Meeting

Applicants will be invited to attend the meeting of the Parish Council at which the appointments will be made. Applications will not be considered if you do not attend the meeting.

At the meeting, applicants will have the opportunity to meet with existing Parish Councillors and will be invited to make a brief five-minute presentation on why they would like to become a Parish Councillor, disclose any relevant experience and what they consider they can offer to the community in the period prior to elections taking place in **May 2023**.

When all the nominees have spoken the Chair shall seek proposers and seconders for each nomination (whether or not they have spoken) and the vote will follow. In the event that there is more than one applicant for each vacancy, the Parish Council will conduct amongst themselves a simple election to determine the successful candidate. If no candidate receives an absolute majority of 50% +1 at the first vote, then the candidate with the fewest votes is deleted and a fresh election taken of all the remaining candidates and a similar procedure takes place until someone does receive 50%+1. Any tie may be settled by the Chair's casting vote.

After the full Parish Council Elections

In the event of vacancies following the close of nominations for the full Parish Council elections, the Parish Clerk shall follow the above procedure to fill the vacancies and the co-option(s) will take place at the first possible Parish Council meeting.

Standing Order 63 Canvassing of and Recommendations by Members

- 1) Canvassing of members of the Council or of any committee, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. The Clerk shall make known the purport of this sub-paragraph of this Standing Order to every candidate.
- 2) A member of the Council or of any committee shall not solicit for any person any appointment under the Council or recommend any person for such appointment or for promotion; but, nevertheless, any such member may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.

Standing Order 37 Voting on Appointments

Where more than two persons have been nominated for any position to be filled by the Council and of the votes given there is not an absolute majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken and so on until a majority of votes is given in favour of one person.

Action required by the Parish Council.

The Parish Council are requested to comment on the appendices to the report.



Astley Village Parish Council

COUNCILLOR VACANCY

Astley Village Parish Council has a vacancy for a Parish Councillor, which will be filled by co-option.

Any person wishing to serve as a Parish Councillor should contact the Parish Council via the Parish Clerk whose contact details are below who will provide further information. (APPENDICIES B, C and D)

To qualify, a person must be a British subject, over 18 years old and an elector, must reside within Astley Village, or within three miles of it, or occupy as owner or tenant any land or premises therein, or have their principal or only place of work there, and must not be disqualified from holding office as a Parish Councillor (details from the Parish Clerk)

CLOSING DATE XXXXXXX 20XX



Craig Ainsworth, Parish Clerk & Responsible Financial Officer
Astley Village Parish Council
5 Clarendon Gardens,
Bromley Cross.
BL7 9GW

Email: clerk@avpc.org.uk, Website: www.avpc.org.uk



Astley Village Parish Council

PROCEDURE FOR A CASUAL VACANCY FOR PARISH COUNCILLOR

Stage 1

When a vacancy arises on a Parish Council due to a Parish Councillor's death, disqualification or resignation, the process to fill the vacancy is as follows:

The Parish Council notifies the Returning Officer at Chorley Borough Council of the vacancy who posts a notice to the electorate. This notice runs for 14 days from the date the notice is displayed and gives the electorate the opportunity to call for a bye-election. This is displayed on the Parish Council's noticeboard.

If ten or more electors call for a bye-election then an election is organised by the Borough Council and further notices are posted informing interested persons of how to apply to enter as a candidate in the election. The cost of a bye-election is borne by the Parish Council.

Stage 2

If an election is not called the Parish Council is notified by the Returning Officer to fill the position by co-option as soon as is practicable. Or, if vacancies remain following a recent election the following procedure applies.

The Parish Council post a notice on the notice boards and/or in the newsletter to advertise a casual vacancy for a Parish Councillor. This may have a closing date for applications to be received by the Parish Clerk.

Applicants will be invited to attend the meeting of the Parish Council at which the appointments will be made. An application will not be considered if the applicant does not attend the meeting.

At the meeting, applicants will have the opportunity to meet with existing Parish Councillors and will be invited to make a brief five-minute presentation on why they would like to become a Parish Councillor, disclose any relevant experience and what they consider they can offer to the community in the period prior to elections taking place in **May 2023**.

In the event that there is more than one applicant for each vacancy, the Parish Council will conduct amongst themselves a simple election to determine the successful candidate. This will involve a vote with the candidate with the fewest votes withdrawing and further votes taken until a single candidate receives an overall majority.

Eligibility for Office

To qualify for election as a Parish Councillor, and to hold such office, an applicant must be a Commonwealth citizen (which includes a British subject) or Euro national and on the relevant day (defined below) has reached 18 years of age AND

- a) on that day he/she is, and thereafter continues to be, a local government elector for the area or the authority; or
- b) he/she has during the whole of the 12 months preceding that day occupied, as owner or tenant, any land or other premises in that area; or
- c) his/her principal or only place of work during that 12 months has been in the area; or
- d) he/she has during the whole of those 12 months resided in the area; or
- e) he/she has during the whole of the 12 months preceding the relevant date resided within three miles of the parish or community.

The relevant day will be the day on which the person is nominated as a candidate and, if there is a poll, the day of election.

A person is disqualified for being elected as a Parish Councillor or being a member of a Parish Council if he/she:

- a) holds any paid office or employment of the Parish Council (other than the office of Chair) or of a joint committee on which the Parish Council is represented; or
- b) is a person who has been adjudged bankrupt or has made a composition or arrangement with his/her creditors
- c) has within five years before the day of election, or since his/her election, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine; or
- d) is otherwise disqualified under Part III of the Representation of the People Act 1983 for corrupt or illegal practices, or under the Audit Commission Act 1998 consequent upon audit proceedings.

Applying for a Casual Vacancy

If you are interested in applying to the Parish Council to fill the casual vacancy by co-option you need not wait until the notice (described in Stage 2) appears or its time limit expired.

You can write to the Parish Council directly expressing your interest in the casual vacancy and requesting it considers your application when it has authority to co-opt for the vacancy.



Craig Ainsworth, Parish Clerk & Responsible Financial Officer
Astley Village Parish Council
5 Clarendon Gardens,
Bromley Cross.
BL7 9GW

Email: clerk@avpc.org.uk, Website: www.avpc.org.uk



Astley Village Parish Council

Astley Village Parish Council needs a new team member.

What is a Parish Councillor?

Parish Councillors are elected to represent an individual geographical unit on the Parish Council, known as a ward or - parish – in Astley Village it is the entire parish. They are generally elected by the public every four years, but there is a Co-option space available on the Parish Council at the moment as Councillor XXXXX has given his resignation to the Parish Council.

What do Parish Councillors do?

Parish Councillors have three main components to their work.

Decision making - Through meetings and attending committees with other elected members, Parish Councillors decide which activities to support, where money should be spent, what services should be delivered and what policies should be implemented.

Monitoring – Parish Councillors make sure that their decisions lead to efficient and effective services by keeping an eye on how well things are working.

Getting involved locally - As local representatives, Parish Councillors have responsibilities towards their constituents and local organisations. These responsibilities and duties often depend on what the Parish Councillor wants to achieve and how much time is available, and may include:

- Going to meetings of local organisations such as Friends of Astley Park.
- Going to meetings of bodies affecting the wider community.
- Taking up issues on behalf of members of the public.

How much time does it take up?

Quite often Parish Councillors say that their duties occupy them for about an hour a week. Obviously, there are some councillors who spend more time than this - and some less, but in the main, being a Parish Councillor is an enjoyable way of contributing to your community and helping to make it a better place to live and work.

As a Parish Councillor representing your community you will help keep it a great place to live and work. You will be supported in your role and will be expected to undertake training. You should be comfortable working electronically. You should have a positive outlook and a can-do attitude and be willing to work as part of a team. If after reading this notice you are interested in applying please contact the Parish Clerk using the details below.

The closing date for applications is the XXXXXX



Craig Ainsworth, Parish Clerk & Responsible Financial Officer
Astley Village Parish Council
5 Clarendon Gardens,
Bromley Cross.
BL7 9GW

Email: clerk@avpc.org.uk, Website: www.avpc.org.uk



Astley Village Parish Council

Co-option Application Form

Full name	
Home address	
Postcode	
Telephone number	
Mobile telephone number	
Email	

PLEASE ANSWER THE YES/NO QUESTIONS CAREFULLY AS THEY SET OUT THE LEGAL QUALIFICATIONS FOR BEING A PARISH COUNCILLOR

QUALIFICATIONS

Are you a British citizen, a Commonwealth citizen or a citizen of a European Union country?

Yes/No

Are you 18 or over?

Yes/No

(You only need one of the following four qualifications but please say Yes to all that apply)

Are you on the electoral register for the parish?

Yes/No

Have you lived either in the parish, or within three miles of its boundary, for at least a year?

Yes/No

Have you been the owner or tenant of land in the parish for at least a year?

Yes/No

Have you had your only or main place of work in the parish for at least a year?

Yes/No

DISQUALIFICATIONS

Are you the subject of a bankruptcy restrictions order or interim order?

Yes/No

Have you within the last five years been convicted of an offence in the UK, the Channel Islands or the Isle of Man which resulted in a sentence of imprisonment (whether suspended or not) for a period of three months or more without the option of a fine?

Yes/No

Are you disqualified by order of a court from being a member of a local authority?

Yes/No

WHAT YOU CAN BRING TO THE PARISH COUNCIL SKILLS AUDIT

Please tick the boxes below relevant to your knowledge

1. Specific to Astley Village Parish Council

- ☐ Knowledge of Astley Village Parish Council in general
- ☐ Knowledge of Astley Village Parish Council specifically
- ☐ Knowledge of the local authority involved with Astley Village Parish Council
- ☐ Knowledge of the local statutory agencies involved with Astley Village Parish Council
- ☐ Knowledge of national policy concerning Astley Village Parish Council

2 General to Parish Council

- ☐ Knowledge of the local area in general
- ☐ Knowledge of current good practice for charities
- ☐ Experience of other voluntary organisations (as committee)
- ☐ Experience of other voluntary organisations (as staff or volunteer)
- ☐ Campaigning
- ☐ Partnership Working
- ☐ Community Development

3 Management/Organisation

- ☐ General Management
- ☐ Financial Management
- ☐ Project Management
- ☐ Monitoring and Evaluation
- ☐ Policy
- ☐ Making

4 Professional

- ☐ Law
- ☐ Accounting
- ☐ IT
- ☐ HR
- ☐ Marketing/PR
- ☐ Training/Development Other please indicate:

5 Committee

- ☐ Chairing
- ☐ Consensus building
- ☐ Energy and Enthusiasm
- ☐ Strategic thinking
- ☐ Governance

Do you have anything you wish to contribute to the Parish Council not mentioned above either in terms of experience, knowledge or skills?

Please tell us your reasons for wishing to become a Parish Councillor?

Are you able to attend the Bi-monthly Parish Council Meetings?

(The Parish Council currently meets at 7pm on the first Wednesday of every other month)

Are there any local issues that you are particularly interested in that you believe could be of benefit to the community?

What are your hobbies/interests?

As a Parish Councillor representing your community you will help keep it a great place to live and work. You will be supported in your role and will be expected to undertake training. You should be comfortable working electronically. You should have a positive outlook and a can-do attitude and be willing to work as part of a team.

Signed.....

Date...../...../20.....

Please return to the Parish Clerk using the contact details below.



Craig Ainsworth, Parish Clerk & Responsible Financial Officer
Astley Village Parish Council
5 Clarendon Gardens,
Bromley Cross.
BL7 9GW

Email: clerk@avpc.org.uk, Website: www.avpc.org.uk

Title	Guidance on the Publication of Councillors/Co-opted members Personal Details					
Report of	Parish Clerk					
Date	3 March 2021					
Type of Paper	Decision		Discussion		Information	X
Purpose of Report To provide guidance on the publication of Parish Councillors personal details						
Key Issues <p>A member of the Parish Council has asked me to provide guidance on guidance on the publication of Councillors/Co-opted members personal details. For a number of years, the street a Parish Councillor lives on, telephone number and email address of Parish Councillors is published on the Parish Council website and noticeboards. In addition, the Register of Members' Interests requires Councillors to declare any financial beneficial interest in land which is within the area of the relevant authority (Example: if home address is within the Parish there is a requirement to include the address on the Register of Members' Interests in Section 4 unless the Monitoring Officer has deemed it a sensitive interest). A copy of the Register of Members' Interests is at Appendix A.</p> <p>The Parish Council must publish the Register of Members' Interests for its councillors on the website. Section 29 (6) and (7) of the Localism Act states:</p> <p>(6)The monitoring officer of a relevant authority that is a parish council must—</p> <p>(a)secure that a copy of the parish council's register is available for inspection at a place in the principal authority's area at all reasonable hours,</p> <p>(b)secure that the register is published on the principal authority's website, and</p> <p>(c)provide the parish council with any data it needs to comply with subsection (7).</p> <p>(7)A parish council must, if it has a website, secure that its register is published on its website.</p> <p>There is no legal requirement to publish separately Parish Councillors details such as telephone number, home address and email address on the Parish Council website or notice boards. However, it is clear that residents must be able to contact Parish Councillors either by telephone, in writing via the Parish Clerk or via email. The Parish Council agreed</p>						

in September 2020 that all Parish Councillors should be provided with a 'avpc.org.uk' email address to avoid private email addresses being made publicly available,

Following the murder of Member of Parliament, Jo Cox in 2016, the government made changes to regulations so that candidates for election no longer have to have their addresses printed on ballot papers and on nomination papers (Appendix B). No such changes were made to the Localism Act, and the requirement for addresses to be published as part of the Register of Members' Interests and a letter was sent to all Chief Executives and Monitoring Officers by The Ministry of Housing, Communities and Local Government's to reiterate that point. The only exception would be where the Monitoring Officer has deemed the interest to be sensitive. The letter did go on to say that Monitoring Officers should look sympathetically on such requests.

Sensitive Interests

Where a member or co-opted member has an interest, which they think is sensitive because disclosure of the details of the interest could lead to that member or co-opted member, or a person connected with that member or co-opted member, being subject to violence or intimidation, they need to consult the Parish Council's Monitoring Officer. If the Monitoring Officer agrees it is a Sensitive Interest copies of the Register of Members' Interests that are made available for inspection, and any published version of the Register, will not include details of the interest but will state that the member has an interest the details of which are withheld under the Localism Act 2011.

Declaration of Interests

Appendix C sets out guidance of Declarations of Interests prepared to assist Parish Councillors understand their legal obligations both in terms of completing the Register of Members' Interests form and Disclosure of interests at meetings under the standard item on the Council Summons/Committee agenda or as soon as possible after they may arise during a meeting.

Action required by the Parish Council

The Parish Council are invited to note the report.



Astley Village Parish Council

REGISTER OF MEMBERS INTERESTS

I, Councillor ,
 a Member of **Astley Village Parish Council**, give notice that I have the following financial interests:

<p>1. Employment, office, trade, profession or vocation: Any employment, office, trade, profession or vocation carried on for profit or gain.</p> <p>Example: The name and address of your employer and the role in that company.</p>	
<p>2. 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 me in carrying out duties as a member, or towards the election expenses of me.</p>	
<p>3. Contracts: Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority –</p> <ul style="list-style-type: none"> a. under which goods or services are to be provided or works are to be executed; and b. which has not been fully discharged. 	
<p>4. Land: Any beneficial interest in land which is within the area of the relevant authority.</p> <p>Example: Your home address (Do not leave the box empty)</p>	
<p>5. Licences: Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.</p>	

<p>6. Corporate tenancies: Any tenancy where (to my knowledge) -</p> <ol style="list-style-type: none"> a. the landlord is the relevant authority; and b. the tenant is a body in which the relevant person has a beneficial interest. 	
<p>7. Securities: Any beneficial interest in securities of a body where –</p> <ol style="list-style-type: none"> a. that body (to my knowledge) has a place of business or land in the area of the relevant authority; and b. either - <ol style="list-style-type: none"> 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 the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class. 	
<p>8. Other Interests</p> <ul style="list-style-type: none"> • Organisations where you represent the Parish Council; • Other public authorities or organisations that deliver public services; • Companies, industrial and provident societies, charities or charitable organisations; • Trade Unions or professional associations. <p><i>Example: A political Party membership. Membership of local group.</i></p>	

9. Registering Gifts & Hospitality

- Any gifts or hospitality worth over £25 which you receive in conjunctions with your official duties as a member, need to be declared.
- Gifts or hospitality not related to your role as a member. However, you should always consider whether any gifts or hospitality could be seen as connected to your role as a member.
- You may have to estimate how much a gift or hospitality is worth.
- You do not have to register gifts or hospitality if you do not accept them.
- Any gifts or hospitality must be registered within 28 days of receiving it.
- Your Clerk has a register relating to gifts and hospitality.

Signature:

Date:

Received by Proper Officer on



Ministry of Housing,
Communities &
Local Government

Rishi Sunak MP
Minister for Local Government

**Ministry of Housing, Communities & Local
Government**

Fry Building
2 Marsham Street
London
SW1P 4DF

Tel: 0303 444 3460
Email: rishi.sunak@communities.gov.uk
www.gov.uk/mhclg
7th March 2019

Leaders of local authorities in England

Dear Colleague,

Publication of councillors' and candidates' home addresses

I am writing to draw your attention to changes the Government has introduced to the rules applying to local government elections and which are now in force. Following a commission by the Prime Minister, the Parliamentary Committee on Standards in Public Life published last year its 'Review of Intimidation in Public Life'. In that review, the Committee recommended that: Government should bring forward legislation to remove the requirement for candidates standing as local councillors to have their home addresses published on the ballot paper.

The Government wishes to avoid capable individuals being deterred from standing for office because they believe the process risks their safety or makes them vulnerable to abusive activity and accepted this recommendation in its response to the Committee's report.

Accordingly, Parliament has now amended the rules that apply to local government, parish council, and local and combined authority mayor elections, removing the requirement that each candidate's home address must be published during the election process and be included on the ballot paper. The requirement for each candidate's qualifying address to be published during that process has also been removed and Returning Officers and other electoral administrators should take care to avoid disclosing such addresses during an election count.

The changes made mean that now all candidates in local government elections in England will be able to request that their home address is not made public. Candidates will have a choice – they can continue to include a home address if they wish to highlight their local connection to their ward. In addition, candidates will in future provide their 'qualifying address' address separately. The Statutory Instruments making these amendments and their explanatory memorandums setting out detail and policy background can be found here:

The Local Elections (Principal Areas) (England and Wales) (Amendment) (England) Rules 2018 <https://www.legislation.gov.uk/ukxi/2018/1308/contents/made>
The Local Elections (Parishes and Communities) (England and Wales) (Amendment)

(England) Rules 2018

<https://www.legislation.gov.uk/ukxi/2018/1309/contents/made>

The Local Authorities (Mayoral Elections) (England and Wales) (Amendment)
(England) Regulations 2019

<https://www.legislation.gov.uk/ukxi/2019/351/contents/made>

Handling of sensitive interests

The Committee also recommended that local authority monitoring officers should ensure that members (councillors) required to declare pecuniary interests are aware of the sensitive interest provisions in the Localism Act 2011.

Guidance for councillors on the sensitive interest provisions in the Localism Act 2011 and declaring of personal interests can be found in the Department's document "Openness and transparency on personal interests: [a guide for councillors](#)".

An interest is classed as sensitive where the member and the monitoring officer, who is responsible for the register of members' interests, consider that disclosure of its details could lead to the member, or a person connected to the member, being subject to violence or intimidation. In these cases, other than stating that the member has an interest, the details are withheld. The Government would encourage monitoring officers to look sympathetically at such requests where there are legitimate concerns of abuse or intimidation.

Conclusion

As the report by the Committee on Standards in Public Life said, "Everyone in public life must play their part in taking responsibility for combatting intimidatory behaviour". Intimidation is unacceptable and it is vital that councillors feel able to raise concerns about intimidation, and that those in leadership positions in councils take any concerns seriously, and deal with them appropriately – whether that is under the Council's Code of Conduct, using staff disciplinary procedures or involving the Police. The Government today is also making a broader update to Parliament on actions being taken to tackle intimidation in public life.

I am copying this letter to all local authority chief executives. I would be grateful if you would bring these issues to the attention of all the current members of your council, and to those officers with responsibilities for these matters – your council's Returning Officer for local elections and other electoral administrators, and your council's monitoring officer. It is a high priority for the Government that our processes for election and for ensuring accountability and transparency do not expose those holding or standing for public office to abusive activity or personal risk.

This letter will also be published on GOV.UK to help provide guidance in the future.



RISHI SUNAK MP

Astley Village Parish Council

CODE OF CONDUCT

Guidance of Declarations of Interests

1. Notification of interests

- (1) You must, within 28 days of—
 - (a) this Code being adopted by or applied to your authority; or
 - (b) your election or appointment to office (where that is later),notify the Monitoring Officer of your disclosable pecuniary interests that are notifiable under the Localism Act 2011 and The Relevant Authorities (Disclosable Pecuniary Interest) Regulations 2012, for inclusion in the register of interests, and notify the Monitoring Officer in writing of the details of your other personal interests, where they fall within the following descriptions, for inclusion in the register of interests.
- (2) You have a personal interest in any business of your authority where either—
 - (a) it relates to or is likely to affect—
 - (i) anybody of which you are a member or in a position of general control or management and to which you are appointed or nominated by your authority.
 - (ii) any body—
 - (aa) exercising functions of a public nature.
 - (bb) directed to charitable purposes; or
 - (cc) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union), of which you are a member or in a position of general control or management.
 - (iii) any easement, servitude, interest or right in or over land which does not carry with it a right for you (alone or jointly with another) to occupy the land or to receive income.
- (3) You must, within 28 days of becoming aware of any new interest or change to any interest registered under paragraph (1), or as a disclosable pecuniary interest notify the Monitoring Officer of the details of that new interest or change.

2. Disclosure of interests

- (1) Subject to sub-paragraphs (2) to (5), where you have a personal interest described in paragraph 1 above or in paragraph (2) below in any business of your authority, and where you are aware or ought reasonably to be aware of the existence of the personal interest, and you attend a meeting of your authority at which the business is considered, you must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.
- (2) (A) You have a personal interest in any business of your authority

- (i) where a decision in relation to that business might reasonably be regarded as affecting your well-being or financial position or the well-being or financial position of a *relevant person* to a greater extent than the majority of other council taxpayers, ratepayers or inhabitants of the electoral division or ward, as the case may be, affected by the decision, or
- (ii) it relates to or is likely to affect any of the interests you have registered as a disclosable pecuniary interest.

(B) In sub-paragraph (2)(A), a *relevant person* is—

- (a) a member of your family or any person with whom you have a close association; or
- (b) any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors.
- (c) any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or
- (d) any body of a type described in paragraph 1(2)(a)(i) or (ii).

(3) Where you have a personal interest in any business of your authority which relates to or is likely to affect a person described in paragraph 1(2)(a)(i) or 1(2)(a)(ii)(aa), you need only disclose to the meeting the existence and nature of that interest when you address the meeting on that business.

(4) Where you have a personal interest but, by virtue of paragraph 4, sensitive information relating to it is not registered in your authority's register of members' interests, you must indicate to the meeting that you have a personal interest, but need not disclose the sensitive information to the meeting.

(5) Where you have a personal interest in any business of your authority and you have made an executive decision in relation to that business, you must ensure that any written statement of that decision records the existence and nature of that interest.

3. Register of interests

Any interests notified to the Monitoring Officer will be included in the register of interests. A copy of the register will be available for public inspection and will be published on the authority's website.

4. Sensitive interests

Where you consider that disclosure of the details an interest could lead to you, or a person connected with you, being subject to violence or intimidation, and the Monitoring Officer agrees, if the interest is entered on the register, copies of the register that are made available for inspection and any published version of the register will exclude details of the interest, but may state that you have an interest, the details of which are withheld.

5. Non participation in case of pecuniary interest

(1) Where you have a personal interest in any business of your authority you also have a pecuniary interest in that business where the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest and where that business—

- (a) affects your financial position or the financial position of a person or body described in paragraphs 1(2) or 2(2); or
- (b) relates to the determining of any approval, consent, licence, permission, or registration in relation to you or any person or body described in paragraph.

(2) Subject to paragraph (3) and (4), where you have a pecuniary interest in any business of your authority—

- a) You may not participate in any discussion of the matter at the meeting.
- b) You may not participate in any vote taken on the matter at the meeting.
- c) If the interest is not registered, you must disclose the interest to the meeting.
- d) 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.

Note: In addition, Standing Order 58 requires you to leave the room where the meeting is held while any discussion or voting takes place.

(3) Where you have a pecuniary interest in any business of your authority, you may attend a meeting but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise and you leave the room where the meeting is held immediately after making representations, answering questions or giving evidence.

(4) Subject to you disclosing the interest at the meeting, you may attend a meeting and vote on a matter where you have a pecuniary interest that relates to the functions of your authority in respect of—

- (i) housing, where you are a tenant of your authority provided that those functions do not relate particularly to your tenancy or lease.
- (ii) school meals or school transport and travelling expenses, where you are a parent or guardian of a child in full time education, or are a parent governor of a school, unless it relates particularly to the school which the child attends;
- (iii) statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992, where you are in receipt of, or are entitled to the receipt of, such pay.
- (iv) an allowance, payment or indemnity given to members.
- (v) any ceremonial honour given to members; and
- (vi) setting council tax or a precept under the Local Government Finance Act 1992.

(5) Where, as an executive member, you may discharge a function alone, and you become aware of a pecuniary interest in a matter being dealt with, or to be dealt with by you, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter or seek improperly to influence a decision about the matter.

Disclosable pecuniary interests

This note explains the requirements of the Localism Act 2011 (Ss 29-34) and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, in relation to disclosable pecuniary interests.

These provisions are enforced by criminal sanction. They come into force on 1 July 2012.

1. Notification of disclosable pecuniary interests

Within 28 days of becoming a member or co-opted member, you must notify the Monitoring Officer of any 'disclosable pecuniary interests'.

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

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

<i>Subject</i>	<i>Prescribed description</i>
<i>Employment, office, trade, profession, or vacation</i>	<i>Any employment, office, trade, profession, or vocation carried on for profit or gain.</i>
<i>Sponsorship</i>	<i>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.</i>
<i>Contracts</i>	<i>Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority— (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.</i>
<i>Land</i>	<i>Any beneficial interest in land which is within the area of the relevant authority.</i>
<i>Licences</i>	<i>Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.</i>
<i>Corporate tenancies</i>	<i>Any tenancy where (to M's knowledge)— (a) the landlord is the relevant authority; and (b) the tenant is a body in which the relevant person has a beneficial interest.</i>

Securities

*Any beneficial interest in securities of a body where—
(a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority; 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 the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

These descriptions on interests are subject to the following definitions.

- *“the Act” means the Localism Act 2011.*
- *“body in which the relevant person has a beneficial interest” means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest;*
- *“director” includes a member of the committee of management of an industrial and provident society.*
- *“land” excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income.*
- *“M” means a member of a relevant authority.*
- *“member” includes a co-opted member.*
- *“relevant authority” means the authority of which M is a member.*
- *“relevant period” means the period of 12 months ending with the day on which M gives a notification for the purposes of section 30(1) or section 31(7), as the case may be, of the Act.*
- *“relevant person” means M or any other person referred to in section 30(3)(b) of the Act.*
- *“securities” means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.*

2. Register of interests

Any interests notified to the Monitoring Officer will be included in the register of interests. A copy of the register will be available for public inspection and will be published on the Parish Council's website.

3. Sensitive interests

Where you consider that disclosure of the details of a disclosable pecuniary interest could lead to you, or a person connected with you, being subject to violence or intimidation, and the Monitoring Officer agrees, if the interest is entered on the register, copies of the register that are made available for inspection and any published version of the register will exclude details of the interest, but may state that you have a disclosable pecuniary interest, the details of which are withheld under Section 32(2).

4. Non participation in case of disclosable pecuniary interest

A) If you are present at a meeting of the authority, or any committee, sub-committee, joint committee or joint sub-committee of the authority, and you have a disclosable pecuniary interest in any matter to be considered or being considered at the meeting,

1. You may not participate in any discussion of the matter at the meeting.
2. You may not participate in any vote taken on the matter at the meeting.
3. If the interest is not registered, you must disclose the interest to the meeting.
4. 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.

Note: In addition, Standing Order 58 requires you to leave the room where the meeting is held while any discussion or voting takes place.

B) Where an executive member may discharge a function alone and becomes aware of a disclosable pecuniary interest in a matter being dealt with or to be dealt with by her/him, the executive member must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter.

5. Dispensations

The authority may grant you a dispensation, but only in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.

6. Offences

It is a criminal offence to

- Fail to notify the Monitoring Officer of any disclosable pecuniary interest within 28 days of election
- Fail to disclose a disclosable pecuniary interest at a meeting if it is not on the register
- Fail to notify the Monitoring Officer within 28 days of a disclosable pecuniary interest that is not on the register that you have disclosed to a meeting
- Participate in any discussion or vote on a matter in which you have a disclosable pecuniary interest
- As an executive member discharging a function acting alone and having a disclosable pecuniary interest in such a matter, failing to notify the Monitoring Officer within 28 days of the interest.
- Knowingly or recklessly providing information that is false or misleading in notifying the Monitoring Officer of a disclosable pecuniary interest or in disclosing such interest to a meeting

The criminal penalties available to a court are to impose a fine not exceeding level 5 on the standard scale and disqualification from being a councillor for up to 5 years.

Astley Village Parish Council

POLICY AND DOCUMENT LIST/REVIEW

	Doc No.	Policy or Document	Created / Reviewed	Meeting/ Review	Council Website
Official	01	Code of Conduct	Adopted 4/07/12		Yes
Official	02	Freedom of Information Publication Scheme	Adopted 3/11/08		Yes
Official	03	Standing Orders	Reviewed 13/05/15	To be reviewed 3/3/21	Yes
Finance	04	Financial Regulations*	Adopted 6/11/13	May	Yes
Finance	05	Financial Risk Assessment *	Reviewed 4/11/20	September	Yes
Finance	06	Statement on Internal Control	Reviewed 2/9/20	September	Yes
Council	07	Asset Register *	Reviewed 06/1/21	January	
Council	08	Complaints Procedure	Adopted 4/9/19		Yes
Council	09	Grant Policy and Application Form	Reviewed 05/12/12		Yes
Council	10	Business Continuity Plan	Reviewed 04/9/13		
Council	11	Social Media Policy	Reviewed 01/3/17		
Council	12	Publicity Protocol	Reviewed 03/10/12		
Council	13	Contact Privacy Policy			Yes
Council	14	Representative Protocol	Approved 05/12/07		
Council	15	Bullying and Harassment Policy	Reviewed 19/1/21	Reviewed by Personnel Cttee	Yes
Council	16	Equality and Diversity Policy	Approved 19/1/21	Reviewed by Personnel Cttee	Yes
Council	17	Health and Safety Policy	Reviewed 19/1/21	Reviewed by Personnel Cttee	Yes
Council	18	Grievance Procedure	Reviewed 19/1/21	Reviewed by Personnel Cttee	
Council	19	Disciplinary Procedure	Reviewed 19/1/21	Reviewed by Personnel Cttee	
Council	20	Councillor/Employee Relations	Approved 19/1/21	Reviewed by Personnel Cttee	Yes

Council	21	Training Statement if Intent	Reviewed 19/1/21	Reviewed by Personnel Cttee	Yes
Council	22	Councillor Contact Details Form	Approved 03/3/10		
Council	23	Terms of Reference for Personnel Committee*	Reviewed 4/11/20	Annual meeting (May)	Yes
Council	24	Sickness Absence Policy/Procedure	Reviewed 19/1/21	Reviewed by Personnel Cttee	
Council	25	Clerk Expense/Reimbursement Policy	Approved 2/9/20		
Council	26	Village Development Two Year Plan	Reviewed 4/11/20	March and July	Yes
Council	27	Internal Audit Plan*	Reviewed 2/9/20	September	
Council	28	Vision, Aims and Objectives	Approved 4/11/20		Yes

* Requires annual review



Astley Village Parish Council

Title	Annual Report 2020/21					
Report of	Councillor Laura Lennox, Chair of the Parish Council					
Date	3 March 2021					
Type of Paper	Decision		Discussion		Information	X

Purpose of Report

To present the Annual Report for Astley Village Parish Council for 2020/21.

Key Issues

We held our annual budget setting Council Meeting on 8 January 2020 and decided not to increase the precept for 2020/21, so charges remained the same for residents. At the Parish Council Meeting on 4 March 2020, we reviewed plans in progress for several projects in the village. We did not realise even then at our March meeting that almost everything would be put on hold.

The Parish Council has had a busy and disrupted year. The Parish Clerk, Debra Platt decided to leave in January 2020 but thankfully was happy to continue until we found a replacement. Recruitment was put on hold until lockdown relaxed. Thank you to Debra for all her work for the Parish Council and welcome to Craig Ainsworth, who took over in September 2020.

We have had a number of changes to our Parish Councillors as well, Anne Pryce joined us in March 2020. At the same meeting Susan Crook resigned and in September 2020, Jenny Dawson resigned, and Gillian Sharples joined the Parish Council. We welcomed Gillian and we wish Ed, Jenny and Susan well as they moved on to pastures new. Over the summer Keith Robinson decided it was time to step down after many years of service to the Parish. However, Keith continues to take an interest in all matters "Astley". Thank you to Keith for all his work over so many years. Keith Ashton joined us in January 2021 and is already taking an active role on the Parish Council.

We still have a vacancy to fill and would especially like to recruit from "unrepresented" areas. If you would like to be a Parish Councillor please contact the Parish Clerk.

We were unable to publish our Newsletter in May 2020, due to the lockdown and the closure of our printers but were able to go ahead with our winter edition in December 2020. Sadly, our annual carol singing event had to be cancelled due to Covid-19 restrictions.

One of the biggest changes for the Parish Council has been the move to Zoom meetings. Members of the public can still join the meeting but need to contact the Parish Clerk in advance. We look forward to returning to face-to-face meetings as soon as possible. We have also updated our website, so please take a look. The contact details of Parish Councillors and how to contact the Parish Clerk are on the website, as well as the notice boards in the village centre.

At our January 2021 Council Meeting we set the parish precept for 2021/22 and again decided not to increase the charge for residents (in fact you will see a small decrease in the amount you pay). We have revamped our Parish Development Plan and have a number of projects underway these include a plan for a new play area on the Westway playing field development, further tree planting, new gateway signage and finger post signs to indicate footpath routes. A working party is also looking cleaning and repainting the bus shelters.



Astley Village Parish Council

Personnel Committee

19 January 2021 at 7pm

Present

Councillor Chris Lennox (Chair) (in the Chair); Councillors Arnold Almond, Rod Fraser (ex-officio), and John McAndrew.

1. Apologies for Absence

None

2. Declarations of Interest

Councillors and officers were invited to declare any interests they had in any of the items on the agenda for the meeting.

Mr C Ainsworth (Parish Clerk & Responsible Financial Officer) declared an interest in item 6 "Parish Clerk & Responsible Financial Officer – Proposed Increase in Contracted Hours" as the report concerned himself.

3. Minutes

RESOLVED - That the minutes of the meeting of the Personnel Committee held on 12 February 2020 (copies of which had been circulated) be approved as a correct record and signed by the Chair.

4. Exclusion of the Press and Public

RESOLVED – That the Press and public be excluded from the meeting during consideration of items 6 "Parish Clerk & Responsible Financial Officer – Proposed Increase in Contracted Hours" (Minute 6) and 7 "Village Caretaker" (Minute 7) due to the confidential nature to be discussed pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

5. Review of HR Policies/Documents

The Parish Clerk submitted a report (copies of which had been circulated) proposing changes to the HR policies/documents referred to in the report. At the Parish Council Meeting on 4 November 2020, the Personnel Committee was requested to review the following HR policies/documents:

Document 15. Bullying and Harassment Policy (Appendix A)

RESOLVED – (1) That the amended policy be approved subject to the following amendments:

Paragraph 1.3 Examples, changing the last sentence to read "Bullying and

harassment may occur face -to-face, in meetings, through written communication, including e-mail, **social media**, by telephone or through automatic supervision methods. It may occur on or off work premises, during work hours or non-work time.”

Delete the last sentence of the policy “A review of the policy shall be undertaken each year (or as appropriate) and necessary amendments will be undertaken by the Parish Clerk and reported to the Personnel Committee for approval.”

(2) That the policy be published on the Parish Council Website.

Document 16. Equality and Diversity Policy (Appendix B)

RESOLVED – (1) That the amended policy be approved subject to the third paragraph being amended to read “The Personnel Committee has responsibility for implementing and monitoring the Equality and Diversity in Employment Policy supported by the Parish Clerk and, as part of this process, all personnel policies and procedures are administered with the objective of promoting equality of opportunity and eliminating unfair or unlawful discrimination.”

(2) That the policy be published on the Parish Council Website.

Document 17. Health and Safety Policy (Appendix C)

RESOLVED – (1) That the amended policy be approved.

(2) That the policy be published on the Parish Council Website.

Document 18. Grievance Procedure (Appendix D)

RESOLVED - (1) That the amended policy be approved subject to the following amendments:

Paragraph 3.3 Investigations, the insertion of the following sentence

“The Parish Council will appoint an independent advisor to support the process including attending all meetings and be responsible for maintaining written records of the nature of the grievance raised, the employer’s response, action taken (with reasons), details of any appeal and subsequent developments to be retained and kept.”

Paragraph 3.5 Appeal be amended to read:

“If the employee is dissatisfied with the decision of the Personnel Committee on his/her complaint s/he should inform the Chair of the Personnel Committee considering the matter that had considered the matter within five working days, in writing and giving reasons for the appeal. An Appeal may be raised if:

- The employee thinks the finding or penalty is unfair
- New evidence has come to light
- The employee thinks that the procedure was not applied properly

Where possible the Appeal will be heard by the Chair of the Parish Council and two Parish Councillors who have not been involved in the original grievance hearing conducted by the Personnel Committee, who will view the evidence with impartiality and will consider the issues and shall then take all such steps, as s/he may consider necessary to resolve those issues. The employee will have the right to be accompanied by a colleague or accredited official employed by a trade union or lay member at the appeal hearing. The outcome of the appeal and reasons for it will be advised to the employee as soon as possible after the meeting and be confirmed in writing. The decision taken at the Appeal hearing will be final.”

The deletion of paragraph 3.9.

Document 19. Disciplinary Procedure (Appendix E)

RESOLVED – (1) That the amended policy be approved subject to the following amendments:

Paragraph 3.1.2 delete the word “excessive” from the sixth bullet point.

Paragraph 3.3 Meeting or Hearing, the insertion of the following sentence

“The Parish Council will appoint an independent advisor to support the process including attending all meetings and be responsible for maintaining written records of the nature of the grievance raised, the employer’s response, action taken (with reasons), details of any appeal and subsequent developments to be retained and kept.”

The deletion of paragraph 3.9.

Document 20. Councillor Employee Relations (Appendix F)

RESOLVED – (1) That the amended policy be approved subject to under ‘Complaints about employees or services’, the second paragraph being amended to read:

“Parish Councillors must avoid undermining public respect for employees and should therefore avoid making any criticism of an employee at a public meeting, in the press or by way of any other public statement. **Similarly, employees should not criticise in public individual Parish Councillors when acting in their capacity as Parish Councillors.** Making such criticisms would be damaging to the public image of the Parish Council. It would also undermine the mutual trust and courtesy which underpins effective working relationships. If a Parish Councillor wishes to raise an issue about an employee, they should use any established channels in place or, direct their concerns through the Chair/Vice-Chair.”

(2) That the policy be published on the Parish Council Website.

Document 21. Training Policy (Appendix G)

RESOLVED – (1) That the amended policy be approved.

(2) That the policy be published on the Parish Council Website.

(3) That the Parish Clerk be requested to explore the cost and benefits of the Parish Council becoming a member of the National Association of Local Councils.

(4) That the Parish Clerk be requested to explore training opportunities for Parish Councillors.

Document 24. Sickness Absence Policy Procedure (Appendix H)

RESOLVED - (1) That the amended policy be approved subject to under ‘Pay During a Sickness Absence’ the deletion of the word” Company”.

(2) That the policy be published on the Parish Council Website.

6. Parish Clerk & Responsible Financial Officer – Proposed Increase in Contracted Hours

The Chair of the Personnel Committee submitted a report (copies of which had been circulated) inviting the Committee to consider the proposed increase in the contracted hours for the Parish Clerk & Responsible Financial Officer.

RESOLVED – (1) That the contracted hours for the Parish Clerk & Responsible Financial Officer be increased to 30 hours per month and that this be backdated to 1 August 2020.

(2) That the Parish Clerk be requested to continue to keep a record of the hours worked on Parish Council business and the issue be reviewed by the Personnel Committee in six months (June 2021).

7. Village Caretaker

The Parish Clerk submitted a report (copies of which had been circulated) in relation to the following issues relating to the Village Caretaker:

- Annual Appraisal.
- Increase in the Living Wage.
- The impact of Covid-19.

RESOLVED (1) That the report be noted.

(2) That the increase in the living wage be paid to the Village Caretaker from 1 April 2021 and that future increases be automatically applied without referral to this Committee.

The meeting concluded at 8.23 pm.
Chair