

Forest Row Parish Council

Clerk:
Email:

Mr David o'Driscoll
parishclerk@forestrow.gov.uk

(Office Hours: Monday to Friday 9am to 4pm)



To: All members of FOREST ROW PARISH COUNCIL:
Cllrs. Eichner (Chairman), Christie, Cocks, Evans,
Gilbert, Jaffay, Killick, La Djoï, Matthews, Rainbow,
Scott, Summers, Taylor-Smith, Volkers & Waters

Community Centre
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Dear Sir/Madam,

Your attendance is required at the Annual Meeting of
the FOREST ROW PARISH COUNCIL to be held on
TUESDAY 13th MAY 2024 in the Garden Room of the

Date: 07 May 2025

Community Centre at **7.30PM.**

Mr David O'Driscoll
Clerk to Forest Row Parish Council

THE FIRST FIFTEEN MINUTES ARE AVAILABLE FOR QUESTIONS AND REMARKS FROM THE PUBLIC. MEMBERS OF THE PUBLIC ARE WELCOME TO STAY AND ADD QUESTIONS OR COMMENTS ON THE AGENDA ITEMS, AT THE DISCRETION OF THE CHAIR OF THE MEETING

AGENDA

1. TO ELECT THE CHAIRMAN FOR THE COMING YEAR (AND SIGN THE DECLARATION OF ACCEPTANCE OF OFFICE)
2. TO ELECT THE VICE-CHAIR OF COUNCIL FOR THE COMING YEAR
3. TO RECEIVE APOLOGIES FOR ABSENCE
4. TO RECEIVE ANY DECLARATIONS OF INTEREST & WRITTEN REQUESTS FOR DISPENSATION IN RESPECT OF DISCLOSABLE PECUNIARY INTERESTS
5. TO POSTPONE CONSIDERATION OF RECORDS OF THE PREVIOUS MEETING
6. TO APPROVE THE ANNUAL GOVERNANCE STATEMENT
7. TO APPROVE THE ANNUAL FINANCIAL RETURN
- 8.. TO APPROVE & ADOPT THE COMMITTEE STRUCTURE & SCHEME OF DELEGATION
- 9 TO CONFIRM THE CURRENT COUNCIL WORKING GROUPS
10. TO APPOINT MEMBERS TO THE STANDING COMMITTEES & THE PLANNING GROUP
11. TO APPROVE STANDING ORDERS (2025 VERSION)
12. TO APPROVE FINANCIAL REGULATIONS (2024 VERSION)
13. TO AFFIRM ADHERENCE TO THE MODEL CODE OF CONDUCT
14. TO APPROVE STANDING POLICIES
15. TO REAFFIRM THE GENERAL POWER OF COMPETENCE
16. TO AFFIRM THE CIVILITY & RESPECT PLEDGE
- 17.. TO APPOINT REPRESENTATIVES TO OUTSIDE BODIES
18. TO APPOINT A DESIGNATED SAFEGUARDING OFFICER
19. TO APPOINT THE INTERNAL AUDITOR
- 20.. TO APPROVE THE ASSET REGISTER
21. TO APPROVE THE INSURANCE SCHEDULE
22. TO APPROVE THE SCHEDULE OF MEETINGS FOR THE COMING YEAR

- 23. TO CONFIRM RE MEMBERS' & CHAIRMAN'S ALLOWANCES FOR THE COMING YEAR
- 24. TO CONFIRM SUBSCRIPTIONS
- 25. TO CONFIRM THE SCHEDULE OF DIRECT DEBITS
- 26. TO CONFIRM THE MILEAGE ALLOWANCE
- 27. TO CONFIRM THE BANK ACCOUNT SIGNATORIES

If relevant: Pursuant to Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 the committee believes that the public and press to be excluded from the meeting on the grounds of the confidential nature of the business to be transacted.

- 28. TO CONFIRM STAFF TERMS AND CONDITIONS (AS SUPPLIED CONFIDENTIALLY TO MEMBERS)

ANNUAL MEETING OF COUNCIL

BACKING PAPERS FOR 13th MAY 2025

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COUNCILLORS' BRIEFING FOR THE ANNUAL MEETING OF THE COUNCIL 13th MAY 2025

(** denotes an attachment supplied)

<p>1. TO ELECT THE CHAIR FOR THE COMING YEAR (AND SIGN THE DECLARATION OF ACCEPTANCE OF OFFICE)</p> <p>This must be the first business of the meeting. The stipulation of an 'elected' member in sect 15(1) has been superseded. If there is an equality of votes, the person presiding has the casting vote.</p>	<p>Local Government Act (LGA) 1972, sect 15</p>
<p>2. TO ELECT THE VICE-CHAIR OF COUNCIL FOR THE COMING YEAR</p>	
<p>3. APOLOGIES FOR ABSENCE</p>	
<p>4. DECLARATIONS OF INTEREST & WRITTEN REQUESTS FOR DISPENSATION IN RESPECT OF DISCLOSABLE PECUNIARY INTERESTS</p> <p>This is relevant to any DPI which might be of <u>general</u> application to Council business, particularly in respect of land interests or employment/business. If in doubt please refer to Table 1 attached to the Code of Conduct.</p>	<p>LGA 1972, sect 117</p>
<p>5. TO POSTPONE CONSIDERATION OF RECORDS OF THE PREVIOUS MEETING</p>	
<p>6. TO APPROVE THE ANNUAL GOVERNANCE STATEMENT**</p> <p>7. TO APPROVE THE ANNUAL FINANCIAL RETURN**</p> <p>These two (separate) votes are a statutory requirement as part of the external audit process, and it is good practice for the governance assertions to be read out one by one and individually voted on – it is rather tedious but ensures that all Members and the public are satisfied that the criteria are met.</p>	<p>Accounts & Audit Regulations 2015, regs 6 & 9</p>
<p>8. TO APPROVE AND ADOPT THE COMMITTEE STRUCTURE AND SCHEME OF DELEGATION</p> <p>At its meeting 6th June 2023, Council voted in favour of four Standing Committees: Finance & Policy/ Personnel & Grievance/Facilities/ Community Services. Unless there are <i>firm</i> proposals for an alternative structure, Council is invited to confirm the current arrangements.</p> <p>The Scheme of Delegation was amended and approved following the same 6th June meeting. Council is invited to adopt that version once again.</p>	<p>Standing Orders (S/O 4 a-d)</p>
<p>9. TO CONFIRM THE CURRENT COUNCIL WORKING GROUPS</p> <p>This Council has made an innovative and fruitful use of semi-permanent working groups to engage the community and further its projects. They are currently: Planning/ Comms & Outreach/ Community Centre refurbishment/ Village Green/ Festival Corner/ Shed Project/ Youth Forum/ Gleeson Land/ Christmas Event. Council is invited to confirm the status of these as 'official' working groups.</p> <p>I would propose that the Community Orchard Group is formally disbanded, and that Discovery is also disbanded. not having met since September 2023.</p>	<p>Standing Order 4(f) & Scheme of Delegation 8</p>

<p>16. TO RE-AFFIRM THE CIVILITY & RESPECT PLEDGE ** Council voted to adopt the 'Civility & Respect Pledge' at its meeting on 20th February 2024 (minute no. C32/24). A copy of the signed certificate, which is on display in the office, is attached to the papers.</p> <p>17. TO APPOINT REPRESENTATIVES TO OUTSIDE BODIES ** - current list attached.</p> <p>18. TO APPOINT A DESIGNATED SAFEGUARDING OFFICER - this is customarily the Clerk.</p> <p>19. TO APPOINT THE INTERNAL AUDITOR - Mulberry & Co have now discharged this function for ten years and the firm remains extremely effective (although the identity of our individual auditor changes from time to time). It is proposed that this appointment be confirmed.</p> <p>20. TO APPROVE THE ASSET REGISTER ** The asset register (ie the 'true value' register, as distinct from the formal list provided for the Annual Return) was subject to revision last year as the 'added percentage per year' was out of kilter with the true values. The buildings were revalued in April 2024 by a specialist firm. All other assets were by professional inventory clerks on 16th May, and their schedule will be copied to Council as soon as it is ready. The recently acquired games equipment is also added to the list.</p> <p>21. TO APPROVE THE INSURANCE SCHEDULE ** The current schedule is attached. We are in the first year of a long-term agreement, and the schedule for approval is the current one, as attached. The motor vehicle & cyber insurance are separate policies.</p> <p>22. TO APPROVE THE SCHEDULE OF MEETINGS FOR THE COMING YEAR ** The proposed schedule for the coming year is attached.</p> <p>23. TO CONFIRM ALLOWANCES FOR THE COMING YEAR ** The new allocations for 2024-25 for a Level 2 parish (see attached report) are £482 (Members) & £756 (Chairman). Eight Members currently take their allowance.</p> <p>24. TO CONFIRM SUBSCRIPTIONS ** – current schedule attached.</p> <p>25. TO APPROVE THE SCHEDULE OF DIRECT DEBITS ** - schedule attached.</p> <p>26. TO CONFIRM THE MILEAGE ALLOWANCE - HMRC continue to fix the non-taxable rate at 45p/mile.</p>	<p>Children Act 2004 sect. 11</p>
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27. TO CONFIRM THE BANK ACCOUNT SIGNATORIES

28. TO CONFIRM STAFF TERMS AND CONDITIONS **

The terms and conditions are updated to show the existing pay scales.

No agreement has been reached between the employers and unions for the current year.

[PLEASE NOTE THAT THIS ATTACHMENT CONTAINS INDIVIDUAL SALARY DETAILS AND IS STRICTLY CONFIDENTIAL. PLEASE DO NOT SHARE THE DOCUMENTS OR ITS CONTENTS WITH ANY THIRD PARTIES OR LEAVE THE PAPERS WHERE THEY MIGHT BE SEEN BY OTHERS].

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

PMLB Row Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

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

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2024/25 for

FRIM Low Parish Council

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	316,533	282,377	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	446,000	650,000	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	122,242	152,086	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	392,966	419,164	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	209,432	299,893	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	282,377	365,406	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).

8. Total value of cash and short term investments	268,416	348,173	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	2,337,117	2,337,117	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chair of the meeting where the Accounting Statements were approved

FOREST ROW PARISH COUNCIL

COMMITTEE MEMBERSHIP

NAME	FINANCE & POLICY	PERSONNEL	FACILITIES	PLANNING	COMMUNITY SERVICES
Christie B					X
Cocks P			X		X
Eichner J Chair	X			X	
Evans A		X			
Gilbert G	X (C)		X(C)	X	
Jaffay A Vice-Chair	X				X
Killick A	X		X		
La Djoï Z	X	X			X
Matthews B			X(VC)	X	
Rainbow R			X		X(VC)
Scott A			X		X
Summers M			X	X(C)	
Taylor-Smith	X	X			X(C)
Volkers A	X				X
Waters A	X(VC)	X	X	X	
Co-opted			Allot Reps (1)	Mr R Lewin	
TOTALS	8	4	8	5	8
Quorum	3		3	3	3

Revised 9th Dec 2024



1. Standing Orders

RE-ADOPTED MAY 2025

(based on NALC Revised Model Standing Orders (England) 2018 (as amended 2025) and incorporating Forest Row Parish Council amendments adopted Nov. 2016 & May 2020)

National Association of Local Councils (NALC)
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INTRODUCTION

These model standing orders update the National Association of Local Council (NALC) model standing orders contained in “Local Councils Explained” by Meera Tharmarajah (© 2013 NALC). This publication contains new model standing orders which reference new legislation introduced after 2013 when the last model standing orders were published.

HOW TO USE STANDING ORDERS

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

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

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

DRAFTING NOTES

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

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

1. RULES OF DEBATE AT MEETINGS

- a The agenda shall specify the subject items to be discussed at the meeting and indicate the issues for decision by the meeting.
- b. Subject items on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chair of the meeting.
- c. No subject item shall be discussed at a meeting unless it appears on the agenda, subject to the provisions of Standing Order 3(x) below.
- d. Any member of the meeting may make a proposal to resolve an issue for decision within a subject item, in the course of discussing that subject item.
- e. The chair of the meeting may rule on whether the proposal is relevant to the issue for decision and the ruling of the chair shall be final.
- f. Any other member of the meeting may then put forward a counter- proposal, whether by way of removing words from or adding words to a proposal, or as an alternative substantive resolution of the issue for decision.
- g. The chair of the meeting may rule on whether a counter-proposal is relevant to the issue for decision and the ruling of the chair shall be final.
- h. No proposal or counter-proposal shall be progressed unless it has been proposed and seconded.
- i. If a proposal or counter-proposal has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- j. A member of the meeting may put forward a counter-proposal to his own proposal if agreed by the meeting. If the proposal has already been seconded, the counter-proposal shall be with the consent of the seconder and the meeting.
- k. If there is more than one counter-proposal to an original proposal the counter-proposals shall be dealt with in the order directed by the chair.
- l. Subject to standing order 1(m) below, only one counter-proposal shall be put forward and debated at a time, the order of which shall be directed by the chair of the meeting.
- m. One or more counter-proposals may be discussed together if the chair of the meeting considers this expedient but each counter-proposal shall be voted upon separately.
- n. A member of the meeting may not put forward more than one counter-proposal to an original or substantive proposal.
- o. The member of the meeting putting forward a proposal or a counter-proposal shall have a right of reply not exceeding five minutes at the end of debate on it.
- p. *Where a series of counter-proposals to an original proposal are carried, the member of the meeting who put forward the original proposal shall have a right of reply either at the end of debate of the first counter-proposal or at the very end of debate on the final substantive proposal immediately before it is put to the vote.*
- q. All interventions shall be made through the chair, and members of the meeting shall not address each other directly in the course of the discussion of a subject item.

r. Unless permitted by the chair of the meeting, a member of the meeting may speak once in the debate on a proposal except:

- i. to speak on a counter-proposal put forward by another member of the meeting;
- ii. to speak on another counter-proposal if there has been a counter-proposal to the original proposal since he last spoke;
- iii. to make a point of order;
- iv. to give a personal explanation; or
- v. in exercise of a right of reply.

s. During the debate of a proposal, a member of the meeting may interrupt only on a point of order or a personal explanation and the member who was interrupted shall stop speaking. A member of the meeting raising a point of order shall identify the standing order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.

t. A point of order shall be decided by the chair of the meeting and his decision shall be final.

u. When a proposal is under debate, no other proposal shall be put forward except:

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

v. Before a proposal is put to the vote, the chair of the meeting shall be satisfied that the proposal has been sufficiently debated and that the member of the meeting putting forward the proposal under debate has exercised or waived their right of reply.

w Excluding proposals under standing order 1(u) above, the contributions or speeches by a member of the meeting shall relate only to the proposal under discussion and shall not exceed 2 minutes without the consent of the chair of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that

the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.

- c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

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

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

Such business may include (the list is not exhaustive):

- i. Engagement, terms of service, conduct and dismissal of employees
- ii. Terms of tenders, proposals and counter-proposals in negotiation for contracts
- iii. Preparation for cases in legal proceedings

Early stages of any dispute

- e. Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend, in the following two ways:
 - 3e/i There shall be a period of 15 minutes at the beginning of a meeting, during which any member of the public may address the meeting on a subject item from the agenda of that meeting or any other Council business.
 - e 3e/ii A member of the public present at a meeting may by request to the

Chair of the meeting, and at the Chair of the meeting's sole discretion, make an intervention during the discussion of a subject item from the agenda, relevant to that subject item.

- f f. In every case, the person wishing to speak shall raise their hand to request the permission of the Chair of the meeting.
- g g. Their interventions shall be directed through the Chair of the meeting and only one person shall be permitted to speak at a time: if more than one person wishes to be heard, the Chair of the meeting shall direct the order of speaking.
- h h No intervention shall last longer than two minutes, unless the Chair of the meeting directs otherwise.
- i i. When a person has addressed the meeting under 3e/i on a topic other than a subject item from the agenda of that meeting, their intervention shall not require a response at the meeting or start any debate on the topic raised. The Chair of the meeting may direct that a later oral or written response be provided.
- j j. The discretion of the Chair of the meeting shall be absolute in the above matters, and any person failing to comply with their instructions shall be warned as to disorderly conduct in the terms of Standing Order 2.
- k k For the avoidance of doubt, clauses 3e to 3k hereof shall be substituted for clauses 3e-3k of the 2022 version of Standing Orders of this Council, and the previous provisions shall be of no effect.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).**
- p **The Chair of the Council, if present, shall preside at a meeting. If the**

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

- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- r **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.**

See standing orders 6(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.

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

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

- u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.**
- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

- w **If a meeting is or becomes inquorate no business shall be transacted**
 - and the meeting shall be closed. The business on the agenda for the meeting
 - shall be adjourned to another meeting.
- x A meeting shall not exceed a period of 2½ hours.

4. COMMITTEES, SUB-COMMITTEES, ADVISORY COMMITTEES/ WORKING GROUPS

- a The Council may appoint standing committees or other committees as may be necessary, and:
- a. shall determine their terms of reference;
 - b. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council. Meeting dates and times may be altered by the Chair, and in his/her absence by the Vice-Chair, of the relevant committee.
 - c. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - d. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - e. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 5 days before the meeting that they are unable to attend;
 - f. Except where ordered by the Council in the case of a committee, or by the Council or appropriate committee in the case of a sub-committee, shall be one third of its members, rounded up to the nearest whole number.
 - g. The Chair and Vice-Chair of the Council shall be members of every committee. They shall be entitled but not obliged to attend such meetings and to vote at any meeting which they attend.
 - h. For the avoidance of doubt, the Finance & Policy Committee shall, as from June 2023 and until further notice, be a free-standing Committee of eight members drawn from the Council membership (plus the Chair & Vice-Chair of Council in accordance with sub-para vii above).
 - i. Also for the avoidance of doubt, as from June 2023 and until further notice, the Chairs & Vice-Chairs of each Committee shall be chosen by its own members at their first meeting and the provisions of sub-

paras ix & x of the 2022 version of Standing Orders shall be deleted.

- j. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
 - k. shall determine if the public may participate at a meeting of a committee;
 - l. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - m. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - n. may dissolve a committee or a sub-committee.
- b **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- c **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
Pursuant to the Local Government & Housing Act 1989, such non-councillor members shall not be entitled to vote save in matters of the management of land, the promotion of tourism or the management of a festival
- d **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- e Any member who has put forward a proposal which has been referred to any committee of which he is not a member, may explain his proposal to the committee but shall not vote. Any Council member shall, unless the Council otherwise orders, be entitled to be present as a spectator at the meetings of any committee or sub-committee of which he is not a member.
- f. Working groups, whether long-term or 'task & finish', may be formed at any time by resolution of Full Council or Standing Committee, subject to the following conditions:
- # The resolution shall specify the general remit of the working group, but the group itself shall determine its processes and the activities appropriate to its remit.
 - # The membership of every group shall always include at least one councillor and one staff member: the membership may be kept fluid by decision of the group, and may include non-councillors and professional advisers. The public may be invited to or excluded from its meetings.
 - # A working group can make recommendations to Council or its Standing Committee for actions or projects, but cannot make substantive decisions outside its remit which commit Council or Standing Committees

5. PLANNING APPLICATIONS

- a. The Planning Group shall, until further decision of Council, have the status of a working group, and may at the discretion of the group hold any or all of its meetings by remote electronic means (Zoom or similar), but its meetings shall be advertised as accessible to the public and the agendas and recommendations shall be published in the same manner as those of a formal committee.
- b. Meetings: A meeting of the Planning Group shall be convened every three weeks unless the Clerk, or in the absence of the Clerk, the Assistant Clerk, after consultation with the Chair of the Group, considers the nature of the business to be insufficient to convene a meeting.
- c. Recommendations: The recommendations of the Planning Group shall be made direct to the District Council on behalf of the Council, and shall be included in the Planning Group's report to the Council.
- d. Site Visits: Reasonable efforts to be made by the Clerk or Assistant Clerk to contact members of the Planning Group, not present at the meeting, to notify them of proposed site visits unless the visit is held immediately following the Planning Group meeting.
- e. Simple Plans: Comments to the local Planning Authority on simple plans with no objections from neighbouring residents can be made by the Clerk, or in the Clerk's absence, the Assistant Clerk, under Delegated Powers without calling a Planning Group meeting. Such delegation to be exercised after consultation with the Chair or Vice-Chair of the Planning Group.

6. ORDINARY COUNCIL MEETINGS

- a. **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b. **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c. **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d. **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e. **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**
- f. **The Chair of the Council, unless they has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**

- g **The Vice-Chair of the Council, if there is one, unless they resign or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. they may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**
- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
 - i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4;
 - ix. Review and adoption of appropriate standing orders and financial regulations;
 - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
 - xi. Review of representation on or work with external bodies and arrangements for reporting back;

- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

7. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time** (subject to the statutory notice requirements).
- b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chair of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chair of a committee [or a sub-committee] does not call an extraordinary meeting within 7 days of having been requested to do so by 3 members of the committee [or the sub-committee], any 3 members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].

8. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 4 councillors to be given to the Proper Officer in accordance with standing order 10, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 8(a) has been disposed of, no similar motion may be moved for a further six months.

9. VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

4. 10. PRIOR NOTICE OF SUBJECT ITEMS OR ISSUES FOR DECISION

- a. Pursuant to Standing Order 1(d) above, any member of a meeting may make a proposal to resolve an issue for decision within a subject item, in the course of discussing that subject item at the meeting.
- b. Any councillor shall be entitled to propose a subject item to be discussed at a future meeting, and indicate the issue(s) which they consider are for decision by the meeting.
- c. Any such proposal of a subject item to be discussed at a meeting, or indication of an issue for decision within a subject item shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the council's statutory functions, powers and obligations or an issue which specifically affects the council's area or its residents.
- e. No such proposal either of a subject item to be discussed at a meeting, or indication of an issue for decision within a subject item may be put forward unless the person putting it forward has given written notice of its wording to the Proper Officer at least 7 working days before the meeting. Clear days do not include the day of the notice or the day of the meeting.

f. The Proper Officer may, before including a subject item to be discussed at a meeting, or indication of an issue for decision, correct obvious grammatical or typographical errors in the wording of the proposal.

g. If the Proper Officer considers the wording of a subject item to be discussed at a meeting, or indication of an issue for decision is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least 7 working days before the meeting.

h. If the wording or subject of a subject item to be discussed at a meeting, or indication of an issue for decision is considered unlawful or improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.

I Subject to standing order 10(h) above, the decision of the Proper Officer as to whether or not to include on the agenda any such subject item to be discussed at a meeting, or indication of an issue for decision shall be final.

10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

a The following motions may be moved at a meeting without written notice to the Proper Officer:

- i. to correct an inaccuracy in the draft minutes of a meeting;
- ii. to move to a vote;
- iii. to defer consideration of a motion;
- iv. to refer a motion to a particular committee or sub-committee;
- v. to appoint a person to preside at a meeting;
- vi. to change the order of business on the agenda;
- vii. to proceed to the next business on the agenda;
- viii. to require a written report;
- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;

- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

12. MANAGEMENT OF INFORMATION

See also standing order 21.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

13. DRAFT MINUTES

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

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting

except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).

- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but this view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

14. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
- c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council’s code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.

- e A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered [by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required] OR [at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required].
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - iv. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - v. **granting the dispensation is in the interests of persons living in the Council's area; or**
 - vi. **it is otherwise appropriate to grant a dispensation.**

15. CODE OF CONDUCT COMPLAINTS

- a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 15(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 15(d).

- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

16. PROPER OFFICER

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
 - i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;
 - ii. subject to standing order 10, include on the agenda all motions in the order received unless a councillor has given written notice at least 7 days before the meeting confirming their withdrawal of it;
 - iii. **convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;**
 - iv. **facilitate inspection of the minute book by local government electors;**
 - v. **receive and retain copies of byelaws made by other local authorities;**
 - vi. hold acceptance of office forms from councillors;

- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(see also standing order 24);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the Chair or in their absence the Vice-Chair (if there is one) of the Planning Group within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning Group.
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(see also standing order 24.

17. RESPONSIBLE FINANCIAL OFFICER

- a. The Parish Clerk shall be the Responsible Financial Officer to the Council and shall be responsible for the Parish Council's accounting procedures, in accordance with the Accounts and Audit Regulations in force at any given time.
- b. The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent. This shall normally be the Deputy Clerk.

18. ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council's receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.
- f

19. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below [60,000] due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - iv. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- d. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

- e. **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

20. HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of the Finance & Policy Committee is subject to standing order 12.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the Chair of the Finance & Policy Committee or, if he is not available, the Vice-Chair (if there is one) of the Finance & Policy Committee of significant absence occasioned by illness or other reason and that person shall report such absence to the Finance & Policy Committee at its next meeting.
- c The Personnel & Grievance Committee shall conduct a review of the performance and annual appraisal of the work of the Clerk.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the Personnel & Grievance Committee, in respect of an informal or formal grievance matter, and this matter shall be progressed by the Personnel & Grievance Committee.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Clerk relates to the chair of the Personnel & Grievance Committee, this shall be communicated to another member of the Committee, and shall be progressed by the Personnel & Grievance Committee, the member being complained of not being involved.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g The council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected and encrypted.

- h In accordance with standing order 12(a), persons with line management responsibilities shall have access to staff records referred to in S/O 20(f).
- i Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 20(f) and (g) above shall be provided only to the Clerk and Deputy Clerk.

21. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 22.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**

The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

22. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION (Below is not an exclusive list).

See also standing order 12.

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

23. RELATIONS WITH THE PRESS/MEDIA

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

24. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **[Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.]**

The above is applicable to a Council with a common seal.

OR

[Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.]

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

25. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

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

26. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a Canvassing councillors or the members of a committee or sub-committee,

directly or indirectly, for appointment to or by the council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirement of this Standing Order to every candidate.

- b. A councillor or a member of a committee or sub-committee shall not solicit a person for appointment to, or by the council, or recommend a person for such appointment or for promotion; but nevertheless any such person may give a written testimonial of a candidate's ability experience or character for submission to the council with an application for appointment.
- c. This Standing Order shall apply to tenders as if the person making the tender were a candidate for an appointment.
- d. Unless authorised by a resolution, no councillor shall:
 - i. inspect any land and/or premises which the council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

27. STANDING ORDERS GENERALLY

- a. All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b. A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least () councillors to be given to the Proper Officer in accordance with standing order 9.
- c. The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d. The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.



IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

This is to certify that

**FOREST ROW PARISH COUNCIL
has signed up to the Civility & Respect Pledge**

FOREST ROW PARISH COUNCIL believes now is the time to put Civility and Respect at the Top of the Agenda and start a culture change for the local council sector.

Certificate Number 1562

FOREST ROW PARISH COUNCIL

will:

- Treat all councillors, clerk and all employees, members of the public, representatives of partner organisations and volunteers with civility and respect in their role.
- Put in place a training programme for councillors and staff.
- Sign up to Code of Conduct for councillors.
- Have in place good governance arrangements including staff contracts and Dignity at Work Policy
- Commit to seek professional help at early stages should civility and respect issues arise.
- Commit to calling out bullying and harassment if and when it happens.
- Continue to learn from best practice in the sector and aspire to being a role model / champion council e.g., via Local Council Award Scheme.
- Support the continued lobbying for the change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate.

Signed on behalf of the council by:

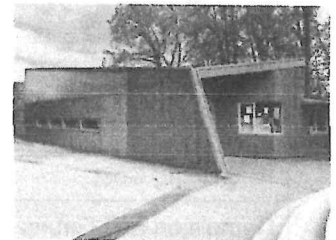
Chair:  Date: 21/05/24

COUNCIL REPRESENTATIVES ON OUTSIDE BODIES 2024

Ashdown Forest Liaison Committee – Cllrs. Rainbow & Volkers
Commoner of Ashdown Forest – Cllr. Eichner (Chair)
Council for Protection of Rural England – Cllrs. Jaffay & Taylor-Smith
East Sussex Association of Local Councils – Cllr. Volkers
Forest Row Flood Network – Cllrs. Eichner & Waters
Forest Row Festival Committee – Cllr. Hugo
Forest Row Sports Ground Association – Cllr. Waters
New Forest Row Business Group – Cllrs. Gilbert, Scott & Waters
NHS Patient Liaison Group – Cllrs. Gilbert & La Djo
North Wealden Community Transport Partnership – Cllr. Summers
Twinning Association – Cllr. Summers
Village Hall Management Committee – Cllr. Christie
Wealden District Association of Local Councils – vacancy
Wealden DC North Planning Cluster – Cllrs. Gilbert & Waters



Property Reference: Not Advised
BCH Reference: 95088
Customer: Forest Row Parish Council
Risk Address: Various – See Breakdown
Date Inspected: 24 April 2024
Surveyor: James Wade Cert CII
Listed Status: Grade II Listed (Community Centre)
Gross Internal Area: 949 m²
Rebuilding Period: 36 months (indicative)
Assessment Basis: Day One Reinstatement
Assessment as at: April 2024
Assessment: **£3,688,000 Excluding VAT**
£4,427,000 Including VAT



Location: Located within the Forrest Row Conservation Area on lightly inclining ground with good access and working space for reconstruction purposes

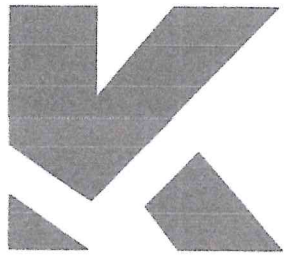
Description

- **Property:** A collection of buildings providing space for a community centre, meeting room, activity centre and currently vacant Hambro Hall formerly used as a preschool nursery.
- **Roof:** Pitched and covered in slate and tiles, pitched with a felt covering, single pitch with metal sheet covering; rainwater goods; chimneys; photo voltaic panels
- **External Envelope:** Brickwork; rubble stone; stone quoins; render; cladding; stone mullioned windows to community centre; casement windows; part glazed doors
- **Internal Finishes, Fixtures and Fittings:** Painted plaster walls and ceilings; feature ply lined walls to the Venue; floor coverings. Kitchen and sanitary facilities
- **Services:** Small power and lighting; heating; hot and cold water; fire alarms; data and telephone cabling
- **External Works and Outbuildings:** Asphalt carpark; paved areas; practice court; skate park; brick walls; fencing; external lighting; seating; soft landscaping

Comments: This report should be read in conjunction with the attached Reinstatement Cost Assessment Notes.

No allowance included for the following:

- Loose fittings, furniture and general contents



Keane Stocktakers

**Forest Row Parish Council
The Community Centre
Hartfield Road
Forest Row
RH18 5DZ**

We certify that a fair valuation of all fixtures and fittings has been carried out to the satisfaction of our valuers on Thursday 16th May 2024

Valuation Certificate

Fixtures & Fittings	£28,055.00
Street Furniture	£99,600.00
War Memorial	£22,772.00
Play Equipment	£120,000.00
Safety Services	£10,000.00
Skate Park	£115,000.00
Gates & Fences	£18,500.00
Green Gym	£15,900.00
Maintenance Equip	£26,726.00

Total Cost Value

£456,553.00

Four Hundred and Fifty Six Thousand, Five Hundred and Fifty three pounds.

To add: New playground swings £18,125 ex VAT
 New games area goal assembly £10,138 ex VAT

Keane Stocktakers Ltd. 11 Penrose Walk, Middleton, Manchester, M24 6TG
Company Reg. No. 6579876

Mr David O'Driscoll
Forest Row Parish Council
The Community Centre
Hartfield Road
Forest Row
East Sussex
RH18 5DZ

Select for Local Councils Policy Schedule (Quote)

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

Policy Number	TBC
Insured	Forest Row Parish Council
Business	Parish / Town Council
Period of Insurance	
From	01 st August 2024
To	31 st July 2025
and any other period for which cover has been agreed.	

Annual Premium

Premiums are inclusive of Insurance Premium Tax and/or VAT as appropriate.

Long Term Agreement:	Not Applicable
Preparation Date	13 th June 2024
Prepared by	Ms Briony Worth
Policy Form Reference	MLAACG08

Policy Cover Declaration:

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

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

Statement of Fact

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

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

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

Important information

Taking reasonable care

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

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

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

Lines of Cover applying

Part A – Material Damage

Table Headings

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

Sums Insured

Premises Address	Buildings Sum Insured	Loss of Rent	Contents (a)	Contents (b)	Contents (c)	Contents (d)	Contents (e)	Contents (f)	Contents (g)
1. Community Centre, Address, The Community Centre, Hartfield Road, Forest Row, East Sussex, RH18 5DZ	£2,333,000.00	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
2. The Cube, Address, Hartfield Road, Forest Row, East Sussex, RH18 5DZ	£172,000.00	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3. Hambro Hall, Address, Hartfield Road, Forest Row, East Sussex, RH18 5DZ	£553,000.00	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4. Venue On The Green, Address, The Venue On The Green, Station Road, Forest Row, RH18 5FY	£630,000.00	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

For Premises: 1, 2, 3, 4

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

Excesses Applicable to Premises 1, 2, 3 & 4

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

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

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

Part B – Business Interruption

Premises Address	Additional Expenditure	Indemnity Period (Months)	Loss of Data	Indemnity Period (Months)	Loss of Gross Revenue	Indemnity Period (Months)
All Premises	£10,000	12	N/A		£96,000	12

For Premises: 1, 2, 3, 4

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

Operative Endorsements:

None

Part C – All Risks

Table Headings

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

Additional Items:

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

Item Description	Sum Insured	Excess
Market Equipment	£6,000.00	£250
Furniture, Fixtures & Fittings	£28,055.00	£250
Street Furniture	£99,600.00	£250
War Memorials	£22,772.00	£250
Playground Equipment	£120,000.00	£250
Safety Surfaces	£10,000.00	£250
Gates & Fences	£18,500.00	£250
Green Gym	£15,900.00	£250
Maintenance Equipment	£26,726.00	£250
Skate Park	£115,000.00	£100
Groundsman Shed	£16,301.00	£250
Timber Shed	£13,352.00	£250

The excess stated applies to each and every loss.

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

Part D – Money

Limit any one loss

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

Excess: £50 each and every loss

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

Operative Endorsements:

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

Part E – Public Liability

Limit of Indemnity: £15,000,000

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

Operative Endorsements:

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

Clean Up Costs

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

Remediation

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

Enforcing Authority

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

Cover

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

Provided always that:

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

Exclusions

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

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

Part F – Hirers' Liability

Limit of Indemnity: £2,000,000

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

Operative Endorsements

None

Part G – Employers Liability

Limit of Indemnity: £10,000,000

Operative Endorsements:

None

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

£500,000

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

None

Part N – Fidelity Guarantee

Persons Guaranteed:

All members and employees

Sum Guaranteed

£1,000,000

Excess: £100 each and every loss

Operative Endorsements:

None

Part O – Personal Accident

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

Persons Insured:

Employees

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

Volunteers

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

Directors/Councillors

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

Key Personnel

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

Operative Endorsements:

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

2) Key Personnel endorsement

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

Section 4 - Exclusions is amended to read;

Section 4 - Exclusions

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

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

Part P – Legal Expenses

Section:

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

Limit of Indemnity: £200,000

Operative Endorsements

The following is also operative: Debt Recovery

Insured Incident

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

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

Exceptions

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

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

General Notes

1. Fair presentation of the risk

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

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

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

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

2. Cancellation

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

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

3. Bonus and fee structure

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

Claims contact information

Although we'd all like to control the future, sometimes accidents are unavoidable. That's why we've made it as easy as possible to make a claim. More information can be found [here](#). Ready to make a claim? Please use the contact details below to ensure you're connected to the right team:

Type of Claim	Claims team	Claims contact details
Buildings, contents including 'All Risks' items	Property Claims	Online: https://propertyclaims.zurich.co.uk/index.html Tel: 0800 028 0336 Email: farnboroughpropertyclaims@uk.zurich.com Address: Zurich Municipal Property Claims, PO Box 3303, Interface Business Park, Swindon, SN4 8WF
Business interruption		
Money		
Works in progress		
Public liability	Liability Claims	Online: https://liabilityclaims.zurich.co.uk/index.html Tel: 0800 783 0692 Email: fnlc@uk.zurich.com Address: Zurich Municipal Casualty Claims, Zurich House, 1 Gladiator Way, Farnborough, Hampshire, GU14 6GB
Employers liability		
Personal assault under Money		
Personal accident		
Financial and administrative liability	Motor Claims	Online: https://motorclaims.zurich.co.uk/index.html Tel: 0800 916 8872 Email: zmnewmotorclaims@uk.zurich.com Address: Zurich Municipal Motor Claims, PO Box 3322, Interface Business Park, Swindon, SN4 8XW
Motor Claims		
Legal Expenses	DAS Legal Claims	Tel: 0117 934 2116

How to make a claim:

1. You can make a claim using the online portal, by email or phone using the contact details above.
2. A claim form may be sent for you to complete, or you may be asked to send details in writing.
3. If you have any questions, please call the relevant office for guidance.
4. For out of hours help/emergency property losses - please contact 0800 028 0336

FOREST ROW PARISH COUNCIL

DATES OF MEETINGS 2025/26

All meetings held on Tuesday at 7.30pm except Planning that is normally held via Zoom on Mondays at 7.00pm.

Please ensure that the following dates are in your diaries.

FULL COUNCIL	
29 APRIL 2025	
1 JULY 2025	
29 JULY 2025	
23 SEPTEMBER 2025	
18 NOVEMBER 2025	
9 DECEMBER 2025	
13 JANUARY 2026	
24 FEBRUARY 2026	
21 APRIL 2026	

FINANCE & POLICY	
15 APRIL 2025	
15 JULY 2025	
4 NOVEMBER 2025	
10 FEBRUARY 2026	
14 APRIL 2026	

FACILITIES	
17 JUNE 2025	
23 JULY 2025	
9 SEPTEMBER 2025	
21 OCTOBER 2025	
29 JANUARY 2026	
17 MARCH 2026	

COMMUNITY SERVICES	
8 JULY 2025	
14 OCTOBER 2025	
27 JAN 2026	
24 MAR 2026	

PLANNING	
22 APRIL 2025	
12 MAY 2025	
2 & 23 JUNE 2025	
14 JULY 2025	
4 & 26 AUGUST 2025	
14 SEPTEMBER 2025	
6 & 27 OCTOBER 2025	
17 NOVEMBER 2025	
8 DECEMBER 2025	
12 JANUARY 2026	
2 & 23 FEBRUARY 2026	
16 MARCH 2026	
7 & 27 APRIL 2026	

PERSONNEL	
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2025	
ANNUAL MEETING OF COUNCIL	ANNUAL PARISH MEETING
13 MAY 2025	7 MAY 2025

26 Mar 2025

Report of the Wealden Parish Independent Remuneration Panel on Town and Parish Councillor Allowances for 2023/2024

Introduction

1. This is the 22nd Annual Report of the Parish Independent Remuneration Panel for 2023/24. The Panel is established by Wealden District Council under Regulation 27 of the Local Authorities (Members' Allowances) (England) Regulations 2003, for the Town and Parish Councils in its area (full list of Town and Parish Councils to which the report applies is attached at Appendix A).

Summary

2. The Panel recommends:

- a) That allowances should be paid in accordance with three bands, Levels 1 to 3 as defined in Appendix A;
- b) That there be an increase in allowances in line with that recommended for district Councillors, with Basic and Chairman's Allowances rounded to the nearest pound.

2023/24	LEVEL 1	LEVEL 2	LEVEL 3
<i>Basic Allowance</i>	£180	£447	£1,426
<i>Chairman's Allowance</i>	£312	£702	£1,969

- c) That the policy to fix Travelling Allowances in line with HM Revenue & Customs 'Approved Mileage Allowance Payment' (AMAP) rates be re-affirmed;
- d) Subsistence Allowance – the following allowances for Councillors to apply:

Breakfast	£7.15	When away from home on approved Council business before 8 a.m.
Lunch	£9.35	When away from home on approved Council business between 12 noon and 2 p.m.
Evening Meal	£16.50	When away from home on approved Council business after 7 p.m.
Overnight absence outside London	£94	
London and specific Conferences	£105	

All claims must be accompanied by a valid receipt and payment is subject to Councillors signing to say they have actually and necessarily incurred the amount being claimed.

- e) That the recommendations set out above are all proposed for implementation at the commencement of the financial year 2023/24. However, Town and Parish Councils can choose the extent to which they wish to implement these allowances; and
- f) The Panel notes with regret that it is still not possible under the current legislation to recommend a Carers' Allowance for Parish/ Town Councillors, but would wish for all Parish and Town Councils to consider adopting a basic allowance to enable Parish/Town Councillors to use this to cover care costs where need be to attend meetings.

Membership of Panel and Meetings

3. The Panel consists of three members – Mr Edward Stone (Chairman), Mr Stephen Hallam and Mr Clive Mills.
4. The Panel met on 4 November 2021. The Panel subsequently dealt with the preparation of this report through discussion and advice from officers via email and via the medium of MS Teams on 15th November 2022 to finalise this report.

Panel Remit

5. The Panel produces a report in relation to the members of the town and parish councils for which the Wealden District Council is the responsible authority and in respect of which it is established, making recommendations, in accordance with the provisions of regulation 29 of the Local Authorities (Members' Allowances) (England) Regulations 2003 as to:
 - a) the amount of parish basic allowance payable to members of such town and parish councils;
 - b) the amount of travelling and subsistence allowance payable to members of such town and parish councils;
 - c) whether parish basic allowance should be payable only to the Mayor or Chairman of any such town and parish council or to all of its members;
 - d) whether, if parish basic allowance should be payable to both the Mayor or Chairman and the other members of any such town and parish council, the allowance payable to the Mayor or Chairman should be set at a level higher than that payable to the other members, and, if so, the higher amount so payable (Chairman's Allowance); and
 - e) the responsibilities or duties in respect of which members should receive parish travelling and subsistence allowance.

Parish Basic and Chairman's Allowances

6. As in previous years, the Panel has examined available data in order to assist in determination of a recommendation on parish/town council basic allowance and whether it should be payable to both the Mayor or Chairman and the other elected members of a town or parish council.
7. The Panel has considered last year's report to Town and Parish Councils recommending allowances for 2023/24.
8. The Clerk to the Panel had invited all Town and Parish Councillors, via the clerks, to provide any comments on the allowance scheme. Five Parish/Town clerks responded on behalf of their council, and five Parish/Town Councillors responded individually. A summary is set out below:
 - *The majority of Parish/Town Councils that responded had chosen not to operate a remuneration scheme.*
 - *The Basic Allowance is sufficient, and the Chairman's Allowance and Travelling and Subsistence Allowances are appropriate.*
 - *It was felt important to keep the scheme and that it should be made known when advertising vacancies to encourage more financially challenged individuals to feel included in the application process.*
 - *It was felt that a UK Government review should be undertaken on the parish/town council level of local government; looking at the grass roots. Parish/Town Councils don't necessarily have the powers of higher level authorities, but we do a great amount on the ground to support the community, alongside the community and voluntary sector which is unseen and unaccounted for. If members' allowances need to be increased then it needs to be funded by a different source.*

- **Chairman's allowance** Once again it depends on the intentions of the individual. The current Town Mayor doesn't look at the amount of the allowance, but how they can support their town. She is proud to have been elected as Mayor. There are a large number of civic engagements through the year, and the local events and engagements are her first priority, before attending engagements further afield.
- Expenses aren't justified and there shouldn't be any increase in the current year.
- The current allowance is not sufficient to cover expenses and councillors in some situations would need to subsidise expenditure from their income (e.g pension), particularly if Councillors are expected to serve on more than one committee.
- The basic allowance does not reimburse for the cost of carrying out this role, thus deterring those who may have the experience and expertise for the job.

9. In response to the feedback, the Panel felt that it was important to remind all Councillors that this was an **Allowance Scheme**, not a salary, and therefore not intended to compensate the number of hours worked, nor reimburse for the effort they put in.
10. The Panel emphasised that it is keen to see all Parish and Town Councils adopt a scheme of some sort, even if it is normal practice not to claim. This is to ensure that no potential candidate should be put off standing due to the costs of working as a local councillor, and to ensure that Parish and Town Councillors could choose to claim an allowance should they need to do so.
11. Following discussion, the Panel **recommends** that the increase in allowances is in line with that recommended for District Councillors at 3%, rounded to the nearest £1. This is in line with the Panel's recommendations for Wealden District Council.
12. Regulation 29(2) requires that recommendations be expressed not only in cash terms but also as a percentage of the amount recommended by the Independent Remuneration Panel as the Basic Allowance for Wealden District Councillors. The Panel is recommending that the allowance is increased for District Councillors to £4992 per annum for the financial year 2023/24. Based on that figure, the percentages have been incorporated into the attached Appendix A.

Chairman's Allowance

13. As indicated in previous reports, individual Town and Parish Councils are free to decide whether an allowance should be payable only to the Mayor or Chairman and/or to all of its members. The Chairman's Allowance, as recommended by this report, is intended to be paid as a substitute for the Basic Allowance rather than in addition to it, but this is at the discretion of each Town and Parish Council.
14. Town and Parish Councils are reminded that the Chairman's Allowance (again detailed in the attached Appendix A) is an allowance personal to the Parish/Town Councillor elected Mayor or Chairman. It is entirely separate to the allowance under the Local Government Act 1972, Sections 15(5) and 35(5), which is payable as the Parish/Town Council thinks fit to reasonably meet the expenses of the office of Mayor or Chairman.
15. The Panel **recommends** an increase to all Chairman's Allowances of 3%, on the same basis as increases to Parish/Town Council Basic Allowances, as detailed in Appendix A attached.

Travelling Allowance

16. The Panel wanted to clarify that under Regulation 26, Town and Parish Councils may pay travelling and subsistence allowances, including an allowance in respect of travel by bicycle or by any other non-motorised form of transport, undertaken or incurred in connection with the performance of any duty within one or more of the categories set out in that Regulation. This also includes provision for encouraging car sharing.

17. Councillors can receive up to a tax-free approved amount when using their own vehicles in carrying out their duties. These payments are known as Approved Mileage Allowance Payments (AMAP), and as from 6 April 2011 the following rules apply:

Car or Van – 45p per mile for the first 10,000 miles and 25p per mile thereafter;

Motor Cycle – 24p per mile (all miles);

- Cycle – 20p per mile (all miles); and

A 5 pence per mile per passenger supplement for up to four passengers.

18. The Panel observed that there was no mention of claims for other travel costs within the Allowance Scheme, such as public transport and taxis. It was suggested that this category be included and reimbursed in full, subject to the Council's approval.

Subsistence Allowance

19. The Panel **recommends** that the current level of subsistence rates for 2023/24 be amended to increase the evening meal allowance and remove the reference to a tea allowance, as follows:

Breakfast	£7.15	When away from home on approved Parish/ Town Council business before 8 am.
Lunch	£9.35	When away from home on approved Parish/ Town Council business between 12 noon and 2 pm.
Evening Meal	£16.50	When away from home on approved Parish/ Town Council business after 7 pm.
Overnight absence	£94	When outside London
London and specific Conferences	£105	

20. It was confirmed that payment should still be subject to Parish/ Town Councillors certifying that they had actually and necessarily incurred the amount being claimed. The Panel commented that subsistence allowance was a 'top up' on the amount it would cost a councillor to eat at home.

Co-opted Members

21. As set out above, under the relevant legislation co-opted members of Town and Parish Councils are not eligible to be paid Parish/Town Council Basic Allowances nor Chairman's Allowances, but may claim Travelling and Subsistence Allowances. It is not in the Panel's remit to make any recommendations that this change.

Communication of Allowances

22. On receipt of this Report, Town and Parish Councils must advertise receipt of the report in line with Regulation 30 (2003 Regulations).
23. In setting the levels of allowances, Town and Parish Councils must show they have regard to the IRP's recommendations, but it is entirely up to each Town and Parish Council what scheme of allowances is adopted. The Panel has expressed its preference that an allowance scheme is adopted by all Councils, even if not claimed by individual Councillors. When adopting a scheme, Parish and Town Councils must under the Regulations publish its scheme by public notice.

Other Business

24. The Panel did not consider that it was appropriate to make a recommendation for more than one year.
25. The Panel would like to express its thanks to the Parish and Town Councils and Officers who had assisted it in its work and the preparation of this report.

Edward Stone
Chairman

Dated: 15 November 2022

	LEVEL1	LEVEL2	LEVEL3	
Basic Allowance	£180	£447	£1,426	
Chairman's Allowance	£ 312	£702	£ 1,969	
PARISH	No. of Cllrs	Maximum Basic Allowance	Maximum Chairman's Allowance	% of Recommended District Basic Allowance
<u>Level 1</u>				
Alciston	n/a	n/a	n/a	n/a
Little Horsted	n/a	n/a	n/a	n/a
Selmeston	n/a	n/a	n/a	n/a
Cuckmere Valley	7	£180	£312	3.61%
Berwick	7	£180	£312	3.61%
Wartling	7	£180	£312	3.61%
Long Man	7	£180	£312	3.61%
Hooe	7	£180	£312	3.61%
Arlington	7	£180	£312	3.61%
Laughton	7	£180	£312	3.61%
Isfield	7	£180	£312	3.61%
Chiddingly	9	£180	£312	3.61%
Hellingly	15	£180	£312	3.61%
Hadlow Down	7	£180	£312	3.61%
Fletching	9	£180	£312	3.61%
Warbleton	11	£180	£312	3.61%
Frant	11	£180	£312	3.61%
Alfriston	7	£180	£312	3.61%
East Hoathly/Halland	9	£180	£312	3.61%
Chalvington/Ripe	7	£180	£312	3.61%
Horam	11	£180	£312	3.61%
East Dean/Friston	9	£180	£312	3.61%
Framfield	11	£180	£312	3.61%
Hartfield	13	£180	£312	3.61%
Ninfield	9	£180	£312	3.61%
Danehill	9	£180	£312	3.61%
Buxted	15	£180	£312	3.61%
Withyham	13	£180	£312	3.61%
Herstmonceux	11	£180	£312	3.61%
Mayfield/ Five Ashes	15	£180	£312	3.61%
Maresfield	14	£180	£312	3.61%
Rotherfield	13	£180	£312	3.61%
Westham	13	£180	£312	3.61%
Pevensay	13	£180	£312	3.61%
Wadhurst	15	£180	£312	3.61%

<u>Level 2</u>				
Forest Row	15	£447	£702	8.95%
Willingdon/Jevington	19	£447	£702	8.95%
Polegate	15	£447	£702	8.95%
Heathfield/Waldron	21	£447	£702	8.95%
<u>Level 3</u>				
Hailsham	24	£1,426	£1,969	28.57%
Uckfield	15	£1,426	£1,969	28.57%
Crowborough	16	£1,426	£1,969	28.57%

FRPC ANNUAL SUBSCRIPTIONS

Ashdown (Holtye) CPD Ltd (H&S)	£912
Association/ Society of Local Council Clerks	£470
Council HR & Governance Support (HR)	£1400
Information Commissioner (Data Protection)	£60
Institute of Cemetery & Crematorium Management	£100
Motion Picture Licensing	£326
National Association of British Market Authorities	£434
National/East Sussex Association of Local Councils	£1370
Open Spaces Society	£30
PPL/ PRS (music licence)	£1338
Rural Support Network	£130
Wealden Association of Local Councils	£30

FRPC CURRENT DIRECT DEBITS 2025

02	Staff phone
02	Youth leader phone
ALLSTAR	Fuel card
BARCLAYCARD	EPOS fees
BNP PARIBAS	Lease printer/copier
BIFFA WASTE SERVICES	Waste collection
BT	Line rental
CORONA	Gas
EFD ENERGY	Streetlight power
ENGIE	Electricity
FIRST DATA	Card processing machine (1)
FOCUS	Helpline number
PAS UTP	Card processing machine (2)
SIEMENS FINANCIAL	Drinks machine
WEALDEN DC	Hambro Hall NDR