

MARTOCK PARISH COUNCIL

Martock Parish Council
The Market House
Church Street
Martock Somerset
TA12 6JL



Date of Issue: 17/05/2024

TO: Councillors John Hole (Chair), Joy Bailey (Vice Chair), Ashley Chapman, Danny Dwyer, Michael Hall, Paul Helyer, Graham MacDonald, Alan Potter, James Tresarden, Alison Warne, Ash Warne and Tony Welsh.

NOTICE OF MEETING

YOU ARE HEREBY SUMMONED TO ATTEND THE COUNCIL MEETING of the **MARTOCK PARISH COUNCIL** to be held on **Wednesday 22nd May 2024** in the Parish Hall, Church Street, Martock for the purpose of transacting the business set out in the agenda below. Please note that this meeting will take place after the Annual Parish Meeting which is taking place at 6.30pm.

Natalie Fortt
Chief Executive

Please contact the Parish Office (01935 822891) if you need further information on this agenda.

Members of the public are welcome to attend. The meeting may be recorded.

Public participation time

An opportunity for members of the public to raise issues of concern or interest, ask a question or make a statement or present a petition or be part of a deputation. Public participation time will be conducted in accordance with the Council's Standing Orders which is limited to 15 minutes, with no individual speaker exceeding a maximum of three minutes each.



MARTOCK PARISH COUNCIL

ANNUAL PARISH COUNCIL MEETING

AGENDA

Wednesday 22nd May 2024

1. CHAIRMAN'S ANNOUNCEMENTS

2. ELECTION OF CHAIR

To invite nominations and elect the Chair of Martock Parish Council and receive the Chair's Declaration of Acceptance of Office.

3. ELECTION OF VICE CHAIR

To invite nominations and elect the Vice Chair of Martock Parish Council and receive the Vice Chair's Declaration of Acceptances of Office.

4. APOLOGIES FOR ABSENCE

To receive, and consider for acceptance, apologies for absence (LGA 1972 S85).

5. DECLARATIONS OF INTEREST

To declare any interests relating to the business of the meeting and receive any dispensation requests from the Clerk (Localism Act 2011 S29-34).

6. MINUTES OF PREVIOUS MEETING

To confirm the minutes of the Full Council meeting held on 24th April 2024 as a correct record (LGA1972 sch12). Attached.

7. FINANCIAL REPORTS

To note the following reports:

- (a) The Bank Reconciliation Statements. Attached
 - 1. Natwest current account and deposit account
 - 2. Unity bank current account
 - 3. Public Sector deposit account
- (b) The List of Payments for April 2024. Attached
- (c) The Detailed Balance Sheet. Attached

To review and approve the following reports: To Follow

- (d) The Detailed Income and Expenditure by Budget Heading.
- (e) The Virements report.
- (f) The Council's and/or staff subscriptions to other bodies.
- (g) Payments by direct debit.

(h) Ring Fenced reserve for Community Team donations. Attached

8. STANDING COMMITTEES

Appoint Members to the following Standing Committees, appoint the Chair of each Standing Committee and grant delegated authority to those Committees:

- a) Planning Committee – 7 member representatives.
- b) Personnel Committee – 5 member representatives including either the Chair or Vice Chair of Council.

9. TERMS OF REFERENCE

To review and agree the Terms of Reference for the Standing Committees:

- a) Planning Committee
 - b) Personnel Committee
- Attached.

10. STANDING ORDERS AND FINANCIAL REGULATIONS

To review and adopt the Standing Orders (attached) and Financial Regulations (to follow).

11. SCHEME OF DELEGATION

To review and adopt the Scheme of Delegation. Attached

12. REPRESENTATIVES ON OUTSIDE BODIES

To appoint representatives to serve on the following Outside Bodies for the municipal year 2024/2025:

- a) Making the Most of Martock Community Partnership
- b) Community Survey Steering Group
- c) Youth Services Management Group
- d) Levels and Moors Local Community Network
- e) Ash, Long Load and Martock Traffic Liaison Meeting
- f) Martock Youth Club Committee Meeting

Other appointments:

- g) Martock Parish Path Liaison Officer (PPLO)
- h) Bus Champion
- i) Environmental Champion
- j) Flood Co-ordinator
- k) Martock Tree Officer

13. CODE OF CONDUCT

To review and approve the Code of Conduct. Attached.

14. POLICY REVIEW

To review and approve the Policy Review Schedule and following Policies:

- a) Freedom of Information
- b) Data Protection
- c) Officer/Member Protocol

d) Social Media Policy
Attached.

15. RISK MANAGEMENT

To review and approve the new Risk Management Policy and approve funding to undertake risk assessments ahead of a review of the Council's overall risk profile. Attached.

16. NEW TASK GROUPS

a) **Environmental Task Group –**

To consider establishing a new environmental task group, as stated in the Council's environmental policy.

b) **Communications Task group -**

To consider establishing a task group to develop a Council Communication Strategy.

Attached.

17. COMMITTEES:

Council is requested to note the Minutes of the Planning Committee held on 8th May 2024. Attached

18. DATE OF NEXT MEETING

To confirm the date of the next meeting of Full Council.

19. FORWARD PLAN

To approve the Forward Plan and Calendar of Meetings for the municipal year 2024/2025. Attached.



MARTOCK PARISH COUNCIL

Minutes of the Martock Parish Council meeting held on Wednesday 24th April 2024 in the Parish Hall, Church Street, Martock at 7:00pm.

PRESENT: Councillors John Hole (Chair), Joy Bailey (Deputy Chair), Ashley Chapman, Danny Dwyer, Paul Helyer, Graham Macdonald, Alan Potter, James Tresadern, Alison Warne, Ash Warne and Tony Welsh

ALSO PRESENT: Natalie Fortt (Chief Executive) and Somerset Councillors John Bailey and Emily Pearlstone

Public participation time

2 members of the public were in attendance.

Somerset Councillors Emily Pearlstone and John Bailey had previously submitted a report updating the Council on the appointment of three new Deputy Lieutenants to assist and support the Lord-Lieutenant in Somerset. The report also highlighted the new Bus Passenger Charter. The Charter can be viewed at: [Somerset Bus Passenger Charter](#) or via Somerset's customer service team to request a copy on 0300 123 2224. Somerset Libraries will be launching its new Neurodiversity book collection next month to coincide with the start of Autism Acceptance Week. A special author event will be taking place at Yeovil Library on 20 April where local neurodivergent writer, Hannah Walker will speak about her latest book 'Mess is Progress'.

Feedback was also given on the following local issues:

Coat Grove entrance works to site are due to commence April 22nd with a 4/5 week completion time. The work to Hills Lane will commence immediately after the entrance works are complete. A date of May 27th is expected. With the works again lasting around 4 weeks.

Stoke Road Industrial Estate pedestrian access will continue to be an ongoing aim given the expansion of businesses and need for a safe way for pedestrians to reach this site.

A Group has been formed with Long Load and Ash to look at the options to address the issues of speeding, traffic and access. The Group has held four meetings looking at speed indicator devices, and access and has reported back to Planning Committee. It is hoped to develop an Active Travel Plan for Martock/Ash.

Martock Library Meeting took place on Thursday 18th April with Darren Smart (SC Library Development), Joy Bailey (Martock Vice-Chair), Natalie Fortt (Chief Executive) and John Bailey (Somerset Councillor). Report is due to Full Council in May.

Parishioner Michael Hall introduced himself and explained his reasons for wanting to join the Parish Council. The Chair welcomed Mr Hall and explained the vote on co-option on the Council would take place at item 4 on the agenda.

045/24 APOLOGIES FOR ABSENCE

There were no apologies.

046/24 DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

047/24 MINUTES OF PREVIOUS MEETING

Resolved: (Unanimously)

To accept the minutes as a true record with the addition of the Asset Register figure of £825,005 to item 034/24.

048/24 CHAIRMANS ANNOUNCEMENTS

The Chair announced that he and the Chief Executive had met with a trustee for Martock Youth Centre, the meeting had been very positive and had covered the planned building works at the Centre.

049/24 COUNCIL VACANCIES – CONSIDERATION OF THE FOLLOWING APPLICATION TO BECOME A CO-OPTED MEMBER:

Council considered the application from Michael Hall to join the Parish Council as a co-opted member.

Resolved: (Unanimously)

To accept the application and co-opt Michael Hall as a Councillor Member of Martock Parish Council.

050/24 Representatives on Outside Bodies:

Council received a verbal update from Cllr Ash Warne as representative on the M3CP committee. The main points taken from the meeting included the fact that the Martock/South Petherton Surgery is now offering between in the region of 96 and 120 clinical consultations daily and the Practice manger was very upbeat about the future of the surgery.

Martock Christian Fellowship (MCF) have acquired a mini-bus which can be hired for future use (small donation required).

Martock Youth Centre updated on plans for refurbishment of the youth building subject to Conservation Officer approval for works.

Cllr Joy Bailey and Cllr Paul Helyer fed back on progress with the Community Plan steering group, including the decision that all future meetings of the Community Plan Steering Group would be open to the public. These meetings will take place at 10am Friday 10th May, and 10am Friday 14th June in the meeting room at the Parish Hall.

Cllr Helyer also noted that he would be attending the Ash/Long Load traffic meeting on 1st May to consider the siting of Speed Indicator Devices and also the next LCN meeting taking place on 11th June.

050/24 COMMUNITY GRANT APPLICATIONS:

The Chief Executive explained that Council had received four community grant applications and these had been assessed by the panel, as nominated at the Full Council meeting in March, and at a meeting on 10th April the panel had agreed to propose Full Council support the applications from the Martock Rover Football Club and the Martock Scout and Guide Centre. It was also agreed to propose a provisional offer to the Martock Orchestra subject to the group providing more information. Cllr Helyer explained that the group had not yet been established and did not have a bank account and other required paperwork, so the grant could only be confirmed once this information had been supplied.

The Chief Executive confirmed that grants would only be awarded upon receipt of quotations as proof that the group had sought best value for any equipment or services.

Unfortunately the application from Martock All Saints was a retrospective application and as such was not eligible under the current grant scheme.

Resolved: (Unanimously) to approve:

1. A grant of £1,000 to Martock Rovers Football Club
2. A grant of £3,000 to the Martock Scouts and Guide Centre
3. A provisional grant of £1,000 to Martock Orchestra subject to completion of the relevant paperwork.

052/24 COUNCIL BUDGET 2023/24 AS AT MONTH 11

Council considered the following reports from the RFO:

- (a) Detailed Income and Expenditure by Budget Heading.
- (b) Detailed Balance Sheet.
- (c) List of Payments.
- (d) Bank Reconciliation Statement.

Cllr Helyer raised questions as to whether all the expenses and income had been included, whether the zero number of debtors was correct and whether more money should be held in the Public Sector Account as this has a better rate of interest? The Chief Executive agreed to raise these points with the RFO.

Resolved: (Unanimously)

To accept the reports (a) to (d) as a correct record

053/24 POTENTIAL FIREWORK EVENT

Following concerns regarding the event in 2023, a review was conducted by the Council's Operations Manager. The review focussed on concerns regarding parking and safety.

The Operations Manager met with the Health and Safety Executive (HSE), emergency services and Somerset Council and subsequently the HSE have offered support if Council wish to run a similar event in 2024. The Emergency Services are similarly supportive and have confirmed that the first aid provision is above the recommended levels for an event of this size.

Parking was an issue last year and whilst illegal parking is a Police issue, in order to try to prevent those issues from arising, the team have begun approaching local businesses and organisations to see if they would be able to open up their car parks for the event. The car parks would be run by the landowners and could be used to raise funds for their charity or business. Two organisations have agreed to this so far and further approaches would be made by the working group to other suitable sites around the village, if the recommendations within the report are approved.

An ex Fire Service Chief has also volunteered to help the working group plan Emergency Red Routes to make sure areas are clear for emergency services and look at the possibility of closing certain roads for the duration of the event.

Resolved: (Unanimously)

1. Approve the Fireworks event to take place for 2024.
2. Reconvene the old Firework Events task group of Cllr Alan Potter, Cllr Paul Helyer and Louise Clark (with the addition of the Operations Manager, and other experts as required).
3. Nominate Cllr James Tresadern to the Events task group.
4. Authorise the virement of £383 from the general reserve to budget line 280-4433 for deposits to confirm bookings.
5. Authorise the creation of an earmarked reserve for Events.

054/24 CEMETERY REPORT

The Chief Executive explained that the Council had been approached by a former resident who currently owns the Exclusive Right of Burial for a plot in Martock Cemetery. The former resident would like to 'sell back' those rights as they wish to be buried where they currently reside.

The Chief Executive asked Council to consider amending the Martock Parish Burial Ground Rules And Regulations to include the option for the Council to repurchase plots where owners of an exclusive right of burial no longer wish to be buried in Martock. An administration fee of £100 would be deducted from

the refund amount to cover costs, as Cemetery administration is extremely time consuming and costly due to the legal requirements.

Resolved: (Unanimously)

To add the following amendment to the Martock Parish Burial Ground Rules And Regulations:

- a) The ownership of the Exclusive right can be transferred back to the Council. However, a refund can only be made up to the maximum sum of that previously paid for the exclusive rights. A Form of Renunciation will also need to be completed to legally transfer the rights back to the Council. If you wish to transfer the Grant of Exclusive Right of Burial please contact Martock Parish Council who will assist with this procedure and provide advice on the documentation required and the fees payable.

055/24 PERSONNEL COMMITTEE

Resolved: (By 10 votes to 0, with 1 abstention)

1. To agree the proposal to establish a Personnel Committee.
2. To agree the Terms of Reference for the Personnel Committee as set out in Appendix A of the report.

056/24 ANNUAL PARISH MEETING

Resolved: (By 8 votes to 0 with 3 abstentions)

To hold the Annual Parish meeting on 22nd May at 6.30pm, to be followed by the Annual Parish Council meeting.

057/24 COMMITTEES

Resolved: (Unanimously)

To note the Minutes of the Planning Committee held on 10th April 2024.

058//24 FORWARD PLAN

Resolved: (Unanimously)

To note the Full Council Forward Plan.

059/24 FORTHCOMING MEETINGS

- a. Planning Committee – Wednesday 8th May 2024 7.00pm
- b. Annual Parish Meeting – Wednesday 22nd May 6.30pm
- c. Annual Parish Council Meeting – Wednesday 22nd May, following the Annual Parish Meeting.

060/24 EXCLUSION OF PRESS AND PUBLIC

As the following item is expected to include the consideration of exempt information, it is proposed that, in accordance with Section 1 of Public Bodies (Admission to Meetings) Act 1960, the public be excluded during the discussion of the following matter, on the grounds that they involve the likely disclosure of exempt information, as defined in the respective paragraph of Section 1 of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

061/24 YOUTH PROVISION

Resolved: (Unanimously)

1. To approve the proposed timeline for procurement.
2. Delegate the sign off of the tender documents to the Youth Service task group.
3. To approve an extension of the current SLA to the end of August 2024, to ensure a continuation of service during the procurement process.

The meeting closed at 8.19pm.

Chair

Date

Date:14/05/2024

Martock Parish Council

Page 1

Time:15:57

Bank Reconciliation Statement as at 30/04/2024
for Cashbook 1 - Current Account

User: 6951.T.LAMB

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Deposit Account	30/04/2024		599,991.28
Current Account	30/04/2024		1,000.00
			<u>600,991.28</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			600,991.28
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			600,991.28
		Balance per Cash Book is :-	600,991.28
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date:14/05/2024

Martock Parish Council

Page 1

Time: 16:03

**Bank Reconciliation Statement as at 30/04/2024
for Cashbook 5 - Unity Bank Current Account**

User: 6951.T.LAMB

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Bank Current account	30/04/2024	1	500.00
			<hr/> 500.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			500.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			500.00
		Balance per Cash Book is :-	500.00
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Bank Reconciliation Statement as at 30/04/2024
for Cashbook 4 - Public Sector Deposit Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
CCLA Pubic Sector Deposit A/C	30/04/2024		82,103.48
			<u>82,103.48</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			82,103.48
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			82,103.48
		Balance per Cash Book is :-	82,103.48
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

List of Payments made between 01/04/2024 and 30/04/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/04/2024	Somerset Landscapes Ltd	on a/c	879.40		P/Ledger Electronic Payment
02/04/2024	Water2Business Ltd	DDR020424	150.50		Purchase Ledger DDR Payment
02/04/2024	Somerset Council	029957 202	3,642.70		Rates 2024 Parish Hall
02/04/2024	Somerset Council	003438 202	1,721.55		Rates 2024 Rec
02/04/2024	Somerset Council	074802 202	698.60		Market House rates 2024
03/04/2024	Pozitive Energy Ltd	2024530119	623.54		Pavilion electric Feb 24
03/04/2024	Amazon Payments UK Limited	GB4WYLCABE	42.12		Hand towels and bags
03/04/2024	Amazon Payments UK Limited	GB4WNBQABE	3.50		Pledge polish
03/04/2024	Amazon Payments UK Limited	2024-39692	14.99		Colour coded mop
03/04/2024	Amazon Payments UK Limited	GB4WA00ABE	26.42		Jumbo toilet roll
03/04/2024	Pinnacle Accountancy Services	17787	286.80		Wages Dec 23
03/04/2024	Community Youth Project	CYP 2324 1	24,076.00		Youth work provision
03/04/2024	Amazon Payments UK Limited	2024 39692	14.99		antiviral disinfectant
03/04/2024	Battens Solicitors	242441	2,400.00		Professional fees - pavilion
03/04/2024	COMMUNITY TRANSPORT (SW)	3140	90.00		Merry martock transport
03/04/2024	HAGS-SMP Ltd	094895	591.38		Mesh, spacers, pins, washer
03/04/2024	Amazon Payments UK Limited	GB4WVOQABE	22.11		Toilet gel
03/04/2024	Amazon Payments UK Limited	2024-32460	13.49		5L Thick bleach
03/04/2024	SLCC Enterprises Ltd	QL204999-1	144.00		ILCA - Parish Clerk
03/04/2024	Battens Solicitors	243778	405.60		Professional fees - pavilion
03/04/2024	Viking	3968614	31.21		Cleaner and gel
03/04/2024	Amazon Payments UK Limited	GB4WP1WABE	30.99		Toilet tissue
03/04/2024	Amazon Payments UK Limited	GB4WLKZABE	12.99		Lemon floor gel
03/04/2024	Somerset Council	30043102	5,089.00		Library donation April 23
03/04/2024	Viking	3932750	9.90		Silver polish
03/04/2024	Amazon Payments UK Limited	GB4WNEABEI	32.97		Mop kit
03/04/2024	Amazon Payments UK Limited	GB4W8IXABE	23.28		Toilet rolls
03/04/2024	Amazon Payments UK Limited	GB410FN1AB	14.95		Wood floor cleaner
03/04/2024	Pozitive Energy Ltd	from 32644	514.09		Late charges
03/04/2024	HMRC Cumberland	BACS	4,089.69		PAYE/NI
03/04/2024	Tribunals Service	BACS	117.07		Payment
03/04/2024	Peoples Partnership	BACS	1,305.94		Superannuation
03/04/2024	Somerset Landscapes Ltd	SLL34431	879.40		Grounds maintenance March 2024
03/04/2024	Somerset Council	duprates	3,642.70		P/Ledger Electronic Payment
03/04/2024	Somerset Council	Dup 2	1,721.55		P/Ledger Electronic Payment
03/04/2024	Somerset Council	dup 3	698.60		P/Ledger Electronic Payment
08/04/2024	Abri	DD	56.19		Garage rent
12/04/2024	Siemens Financial Services	DD120424	565.49		Purchase Ledger DDR Payment
15/04/2024	NatWest	CHGS	16.40		Bankline charges
19/04/2024	Rialtas Business Solutions Ltd	SM29837	532.80		Annual bookings software x5
19/04/2024	Rialtas Business Solutions Ltd	31501	990.00		Year end closedown
19/04/2024	Rialtas Business Solutions Ltd	SM29838	1,188.00		Rialtas cloud users fee
19/04/2024	Rialtas Business Solutions Ltd	SM29834	1,119.60		Omega accounts annual support
19/04/2024	Caroline Bennett Expenses	March24	4.50		Seniors travel expenses March
19/04/2024	Rialtas Business Solutions Ltd	SM29835	508.80		Data backup service
19/04/2024	Morley's Electrical Limited	23/7579/48	511.56		To wire cooker - Parish hall
19/04/2024	PG Fire & Security Ltd	57695	199.99		Intruder alarm with monitoring

List of Payments made between 01/04/2024 and 30/04/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
19/04/2024	Naomi Gass Expenses	March 24	21.15		Community travel expenses
19/04/2024	Evis Grounds Maintenance	03/24-08	1,241.25		Grounds maintenance March 24
19/04/2024	Pozitive Energy Ltd	326458 04	672.69		Market house electric March 24
19/04/2024	Pozitive Energy Ltd	326467	1,073.76		Parish Hall electric March 24
19/04/2024	Pozitive Energy Ltd	from 32646	50.00		Market house electric March 24
25/04/2024	Net Salaries	BACS	14,751.05		Net Salarieis April
26/04/2024		clearance	250.00		Clearance of changing rooms
26/04/2024	Naomi Gass Expenses	Jan24	37.59		Travel & conference
26/04/2024	Shine-Z Window Cleaning	March24	25.00		Parish Hall Windows
26/04/2024	Shine-Z Window Cleaning	March 24	105.00		Info centre windows Jan-March
26/04/2024	HMRC Cumberland	BACS	2,747.21		PAYE/NI April
26/04/2024	Public Works Loan Board	DD	3,133.71		PWLB payment
26/04/2024	EDF PH library GAS 67113349977	DDR2604	1,696.81		Parish Hall gas Jul23-Apr24
26/04/2024	Unity Bank Current Account	007533	500.00		Tfr to open account
29/04/2024	Credit Card	Tfr CCARD	1,156.72		Tfr to credit card
30/04/2024	NatWest	CHGS	9.28		Bank charges
30/04/2024	O2	29861162	132.12		Mobile phone charges
30/04/2024	South West Communications Grou	7566099	225.34		Fixed line calls March 24
Total Payments			87,584.03		

Detailed Balance Sheet - Excluding Stock Movement

Month 1 Date 30/04/2024

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
101	S/L Debtors Control	614	
105	VAT Control A/c	5,919	
200	Current Account	600,991	
202	Credit Card	1,157	
203	Public Sector Deposit Account	82,103	
204	Unity Bank Current Account	500	
	Total Current Assets		691,285
	<u>Current Liabilities</u>		
500	P/L Creditors Control	(7,152)	
530	PAYE/Nl Creditor	(4,096)	
540	Pension Creditor	644	
550	Wages Creditor	(14,751)	
560	Singing For All Monies Held	890	
570	Service Users Monies Held	15	
	Total Current Liabilities		(24,451)
	Net Current Assets		715,736
	Total Assets less Current Liabilities		715,736
	<u>Represented by :-</u>		
300	Current Year Fund	467,858	
310	General Reserves	141,302	
325	Tennis Court	1	
330	Quinquennial	25,000	
333	Information centre grant EMR	10,000	
336	Planning and Community	15,000	
340	Covid-19 Contingency	5,000	
345	S106/CIL Reserve	964	
346	S106/CIL Reserve 2022-2023	50,611	
	Total Equity		715,736



MARTOCK PARISH COUNCIL

Community Team Ring-fenced Reserve

1. Purpose of the Report

To request a ring-fenced reserve for the Community Team, so that if residents wish to donate money specifically as thanks for the support they or another has received, it can be allocated to be specifically used for the furthering of the service.

2. Background

The Community Team have historically been offered money as thanks for the service provided, sometimes this has been the collection at a funeral or a thank you when someone has received a monetary backpay as a result of the hard work we have put in to achieve this, or as a thank you for sometimes years of group or one to one support if they are the leaving the area. Historically these funds have not been ring fenced.

3. Proposed Reserve

If donations were ring-fenced, it would allow the team to spend the funds specifically on what the donor had intended it to be used for – to improve the service they have benefited from in order to support other users. For example, a donation to the job club following someone accessing support and finding work, could then be used to benefit the next job-seeker who may need to buy an interview outfit, or undertake a training course that has a cost to it. A donation to the Wednesday Club, could be used to pay for transport to allow a group outing that will improve people's mental wellbeing. The Community services are run on an increasingly tight budget and the ring-fenced reserve would allow any donations to be used to extend and enhance the services offered.

4. Recommendations

That Full Council approve:

A ring-fenced reserve for donations given to the Community Team, to be used specially to enhance the service provided.



MARTOCK PARISH COUNCIL

Planning Committee Terms of Reference

Purpose

Martock Parish Council ("the Council") is an advisory body to the Planning Authority (Somerset Council) for all planning applications that directly relate to the parish area. The Planning Committee is constituted to consider and respond on behalf of the Council to:

- all applications for planning permission and planning appeals referred to the Council by the Planning Authority;
- issues regarding public rights of way, footpaths and bridleways;

Constitution

- The Planning Committee shall be constituted in accordance with Council Standing Order No. 4 and shall be composed of a Chairman and Vice Chairman plus 5 other Councillors and co-opted, non-voting advisors as required.
- The Chief Executive shall act as Committee Clerk and general advisor.

Authority, Powers and Duties

- (1) The Planning Committee has delegated authority from the Council under Standing Order No. 4 to consider planning applications referred from the Planning Authorities, and to make decisions in accordance with its Terms of Reference.
- (2) All powers shall be exercised in accordance with any Standing Orders, policy adopted, or directions given, by the Council.
- (3) All power and duties of a Parish Council in respect of the powers conferred on it from time to time under the Parish and Country Planning Acts and Orders and Regulations, including development management and the local plan process, remain with the full Council.

Areas of Responsibility

The following shall constitute the Planning Committee's areas of responsibility:

Planning

- (1) To make observations to the Local Planning Authority on applications for planning permission which have been notified in accordance with the Local

Government Act 1972, Section 20, Schedule 16 and other relevant legislation, or other applications validated by the Local Planning Authority, not referred but pertinent to the Parish.

- (2) To make observations in respect of appeals against the refusal of planning permission.
- (3) To identify and make observations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations.
- (4) To monitor, review and where necessary make recommendations to the Council for amendments to the planning consultation procedure.
- (5) To deal with any other planning related matter that a meeting of the full Council considers appropriate to be referred to the Planning Committee.
- (6) To consider any other planning matter that relates to the parish of Martock, at the discretion of the Chairman of the Committee.
- (7) The Chair of the committee, or nominated deputy, shall provide a monthly report of the committee progress to the full Parish Council, including a list of the planning applications considered, whether approval or refusal was recommended, and any decisions made by the Planning Authorities (Somerset Council).

Neighbourhood Plan

- (1) To oversee the review of, and periodic updates to, the Martock Neighbourhood Plan to ensure that the plan remains current.
- (2) To provide advice on the interpretation and use of the Martock Neighbourhood Plan.
- (3) To monitor changes to the Local Plan and assess their impact on the Neighbourhood Plan; making recommendations for any consequential changes which will be necessary.
- (4) To monitor changes to the parish and its needs and draft recommendations for amendments to the Neighbourhood plan to reflect and accommodate these.

Legal and Professional Advice, Consultancy, and Research

- (1) To identify needs and opportunities for the use of legal and professional advice, consultancy, and research to inform the development of the Neighbourhood Plan and the formulation of the Parish's future recommendations on Planning Applications.
- (2) To make recommendations to full council for the procurement of legal and professional advice, consultancy, or research to inform the development of the

Neighbourhood Plan and the formulation of the Parish's future recommendations on Planning Applications.

- (3) To oversee the specification for, and procurement of, legal and professional advice, consultancy, or research to inform the development of the Neighbourhood Plan and the formulation of the Parish's future recommendations on Planning Applications.

Other Areas of responsibility

- (1) To be concerned – in consultation with other committees – with the planning and conservation of Martock Parish.
- (2) To receive, consider and respond on behalf of the Council within the required timescales on any matters related to Licensing which may be referred to the Council for consultation by Somerset Council.
- (3) To prepare a revenue budget relating to committee activities.
- (4) To consider any other matter relevant to the overall responsibilities of the Committee.

Planning Applications – Consultation Procedures

- (1) Planning applications shall be made available to committee members as soon as possible after receipt from the Planning Authority.
- (2) Planning Committee members may canvas opinion for and against the application and consult with other relevant bodies to assist with fair determination of applications prior to the committee meeting.
- (3) Site viewings may be arranged by the Chairman of the committee to assist in decision making (or the Vice-Chairman if the Chairman is not available), prior to the committee meeting. When a site viewing is arranged, all members of the committee shall be notified.
- (4) In consultation with the Chairman of the committee, the Chief Executive will agree a brief summary of each application for dissemination to Parishioners via the Parish website and social media Pages.

Meetings

- (1) The schedule of meetings is to adhere to the Annual Calendar of Meetings produced for Council and all committees and sub committees of the Council.
- (2) In consultation with the Chairman of the committee, the Chief Executive will call additional committee meetings as and when necessary.
- (3) If the Committee considers a planning application to be of great importance to the parish, needing a whole Council response, they may resolve to defer the decision either to the next full Parish Council meeting or, if a time regulated

decision is required, request the Parish Chairman to convene an Extraordinary Meeting of full Council to decide the response.

- (4) The Planning Committee has an obligation to ensure that all comments received, prior to the meeting, from all relevant parties, applicants and objectors, for planning applications (not including enforcement notices) are considered at the meeting.

Responses

- (1) The Planning Committee will decide whether to recommend, support or make an objection, or if there is no recommendation to make in relation to each planning application.
- (2) The Committee Clerk will convey the committee's recommendations to the Planning Authority, or other relevant body, and will ensure that these recommendations arrive within the timescale for each application so that these may be taken into account in the decision-making process.
- (3) Where an application is subject to an appeal, the committee is authorised to make written representation or to elect a member of the committee to attend the hearing.
- (4) Wherever possible, a member of the Planning Committee is to be nominated to attend the Planning Authority's Planning Committee meetings to represent the committee's views in respect of controversial planning applications.
- (5) All correspondence should be conducted through the Chief Executive wherever possible.

Delegation

- (1) In the event of a planning application being received within a timescale that does not fall within the committee cycle, it is delegated to the Chief Executive, in consultation with the Chairman and Vice Chairman of the Committee, to determine if an extraordinary meeting is required to consider the application within the consultation period, or if the application is to be referred to full Council, or if the application can be determined under delegated powers. If the latter is agreed, it is delegated to the Chief Executive, in consultation with the Chairman and Vice Chairman of the committee to submit a formal response, recommending support or objection, to Somerset Council. In this event, this will then be reported to the next meeting of the Planning Committee.

Review

- (1) These terms of reference are to be reviewed annually by the Planning Committee and then referred to Council.



MARTOCK PARISH COUNCIL

Personnel Committee Terms of Reference

Purpose of the Committee

To consider and deal with matters affecting staff. The committee has delegated authority to resolve personnel issues, including new contracts of employment, pay scales, recruitment, redundancy, grievances and disciplinary matters.

Membership

5 councillors will be elected at the Annual Meeting of the Town Council and will include either the Chairman or Vice Chairman.

Parameters

- The quorum of the committee shall be a minimum of 3 councillors.
- The committee will meet at least once a year with the ability to meet additionally, as and when required.
- The committee shall elect a Chairman at the commencement of its first meeting and annually after the Annual Meeting of the Town Council.
- The Chairman of the committee shall have a casting vote in the case of an equality of original views.
- The meeting can propose a resolution to exclude non committee members, members of the public and press to consider matters that are deemed confidential, and the agenda can be prepared in such a way that some business will only be considered after the non-committee members, members of the public and press have been excluded by resolution.
- All reports, documents and correspondence will remain confidential within the Council.
- The committee is directly responsible to the Full Council.

Remit

- To provide a route for consultation with all personnel, via the Chief Executive.
- To provide a route for consultation with all councillors on staffing issues.
- To note the annual reviews of staff members.
- To undertake the recruitment of personnel in conjunction with the Chief Executive.
- To determine, with appropriate advice as necessary, any grievance or disciplinary issues relating to staff or councillors.

Responsibilities

The committee is responsible for ensuring:

- The council is applying current employment legislation
- Regular health and safety checks are carried out for all staff.
- Staff working conditions are acceptable.
- The council provides pastoral care to the staff.
- Staff have confidence in the procedures followed by the council for all matters relating to their employment.
- Full Council is informed of any decisions made.
- Review staff related policies.
- Any other personnel issues recommended by the Full Council.

In addition to this it has other responsibilities:

- Signing off employment contracts, in consultation with the Chief Executive.
- Confirming successful completion of probation periods, in consultation with the Chief Executive.
- Reviewing and adopting relevant employment related policies.
- Ensuring employee development and training needs are monitored including agreeing procedures for submitting training and development requests.
- To receive and consider any complaints made under the Council's Grievance and Disciplinary Procedure relating to the Chief Executive.

MARTOCK PARISH COUNCIL

STANDING ORDERS

(Updated February 2024)

1. Rules of debate at meetings	2
2. Disorderly conduct at meetings	3
3. Meetings generally	4
4. Committees and sub-committees	7
5. Ordinary council meetings	8
6. Extraordinary meetings of the council, committees and sub-committees	10
7. Previous resolutions	10
8. Voting on appointments.....	10
9. Motions for a meeting that require written notice to be given to the proper officer.....	10
10. Motions at a meeting that do not require written notice.....	11
11. Management of information.....	12
12. Draft minutes	12
13. Code of conduct and dispensations	13
14. Code of conduct complaints	14
15. Proper officer.....	15
16. Responsible financial officer	16
17. Accounts and accounting statements	16
18. Financial controls and procurement	17
19. Handling staff matters	19
20. Responsibilities to provide information.....	19
21. Responsibilities under data protection legislation	20
22. Relations with the press/media	20
23. Execution and sealing of legal deeds	20
24. Communicating with district and county or unitary Councillors.....	20
25. Restrictions on Councillor activities	21
26. Standing orders generally	21

1. Rules of debate at meetings

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the Chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the Chairman of the meeting, is expressed in writing to the Chairman.
- h A Councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chairman of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chairman of the meeting.
- k One or more amendments may be discussed together if the Chairman of the meeting considers this expedient, but each amendment shall be voted upon separately.
- l A Councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the Chairman of the meeting, a Councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another Councillor;

- ii. to move or speak on another amendment if the motion has been amended since he/she last spoke.
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a Councillor may interrupt only on a point of order or a personal explanation and the Councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he/she is concerned by.
- q A point of order shall be decided by the Chairman of the meeting and his/her decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the Chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his/her right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a Councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the Chairman 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 Chairman of the meeting shall request such person(s) to moderate or improve their conduct.
 - b If person(s) disregard the request of the Chairman of the meeting to moderate

or improve their conduct, any Councillor or the Chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.

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

3. Meetings generally

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

- a Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.
- b The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.
- c The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice
- d Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the Chairman of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The Chairman of the meeting may direct that a written or oral response be given.
- i A person shall raise his/her hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort)]. The Chairman of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct his comments to the Chairman of the meeting.

- k Only one person is permitted to speak at a time. If more than one person wants to speak, the Chairman of the meeting shall direct the order of speaking.
- l Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.
- m A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.
- n The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.
- o Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his/her absence be done by, to or before the Vice-Chairman of the Council (if there is one).
- p The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.
- q Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the Councillors and non-Councillors with voting rights present and voting.
- r The Chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.
- s Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each Councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.

- t The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of Councillors who are present and the names of Councillors who are absent;
 - iii. interests that have been declared by Councillors and non-Councillors with voting rights;
 - iv. the grant of dispensations (if any) to Councillors and non-Councillors with voting rights;
 - v. whether a Councillor or non-Councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.
- u A Councillor or a non-Councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.
- v No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.
See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.
- w If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- x A meeting shall not exceed a period of 2 hours.

4. Committees and sub-committees

- a Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.
- b The members of a committee may include non-Councillors unless it is a committee which regulates and controls the finances of the Council.
- c Unless the Council determines otherwise, all the members of a sub-committee may be non-Councillors.
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a

- standing committee up until the date of the next annual meeting of the Council;
- iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee 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 3 days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the Chairman of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own Chairman at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xii. may dissolve a committee or a sub-committee.

5. Ordinary council meetings

- a In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the Councillors elected take office.
- b In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.
- c If no other time is fixed, the annual meeting of the Council shall take place at 6pm.
- d In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.
- e The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.

- f The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.
- g The Vice-Chairman of the Council, if there is one, unless he/she resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.
- h In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he/she shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.
- i In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he/she shall preside at the annual meeting until a new Chairman of the Council has been elected. He/she may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.
- j Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business shall include:

In an election year, delivery by the Chairman of the Council and Councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;

- i. Confirmation of the accuracy of the minutes of the last meeting of the Council;
- ii. Receipt of the minutes of the last meeting of a committee;
- iii. Consideration of the recommendations made by a committee;
- iv. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- v. Review of the terms of reference for committees;
- vi. Appointment of members to existing committees;
- vii. Appointment of any new committees in accordance with standing order 4;
- viii. Review and adoption of appropriate standing orders and financial regulations;
- ix. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- x. Review of representation on or work with external bodies and arrangements for reporting back;

- xi. 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;
- xii. Review of inventory of land and other assets including buildings and office equipment;
- xiii. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xiv. Review of the Council's and/or staff subscriptions to other bodies;
- xv. Review of the Council's complaints procedure;
- xvi. 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*);
- xvii. Review of the Council's policy for dealing with the press/media;
- xviii. Review of the Council's employment policies and procedures;
- xix. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xx. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. Extraordinary meetings of the council, committees and sub-committees

- a The Chairman of the Council may convene an extraordinary meeting of the Council at any time.
- b If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two Councillors, any two Councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two Councillors.
- c The Chairman of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the Chairman of a committee [or a sub-committee] does not call an extraordinary meeting within 5 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].

7. Previous resolutions

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 3 Councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. Voting on appointments

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

9. Motions for a meeting that require written notice to be given to the proper officer

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 10 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 8 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chairman of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. Motions at a meeting that do not require written notice

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;

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

11. Management of information

See also standing order 20.

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

12. Draft minutes

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

- a If the draft minutes of a preceding meeting have been served on Councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the Chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he/she shall sign the minutes and include a paragraph in the following terms or to the same effect:

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

13. Code of conduct and dispensations

See also standing order 3(u).

- a All Councillors and non-Councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he/she has 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 he/she has a disclosable pecuniary interest. He/she may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he/she has 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 he has another interest if so required by the Council’s code of

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

14. Code of conduct complaints

- a Upon notification by 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 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).

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

15. Proper officer

- a The Proper Officer shall be either (i) the Chief Executive 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 9, include on the agenda all motions in the order received unless a Councillor has given written notice at least 5 days before the meeting confirming his withdrawal of it;
- iii. convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;
- iv. facilitate inspection of the minute book by local government electors;
- v. receive and retain copies of byelaws made by other local authorities;
- vi. hold acceptance of office forms from Councillors;
- vii. hold a copy of every Councillor's register of interests;
- viii. assist with responding to requests made under freedom of information

- legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
 - x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
 - xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
 - xii. arrange for legal deeds to be executed;
(see also standing order 23);
 - xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
 - xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
 - xv. refer a planning application received by the Council to the Chairman or in his absence the Vice-Chairman (if there is one) of the Council OR Chairman or in his absence Vice-Chairman (if there is one) of the Planning Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council OR Planning Committee;
 - 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 23).

16. Responsible financial officer

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

17. Accounts and accounting statements

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

practicable after 30 June, 30 September and 31 December in each year a statement to summarise:

- i. the Council's receipts and payments (or income and expenditure) for each quarter;
- ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
- iii. the balances held at the end of the quarter being reported and

which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

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

18. Financial controls and procurement

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

- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose. A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).
- 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. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one Councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- 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. A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £189,330 for a public service or supply contract or in excess of £4,733,252 for a public works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.
- f. A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas,

oil or solid fuel with an estimated value in excess of £378,660 for a supply, services or design contract; or in excess of £4,733,252 for a works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.

19. Handling staff matters

- a A matter personal to a member of staff that is being considered by a meeting of the Council or an HR panel set up by Council is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the Chairman of council or, if he/she is not available, the vice-Chairman of absence occasioned by illness or other reason and that person shall report such absence to Council at its next meeting.
- c The Chairman of the Council OR in his/her absence, the vice-Chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Chief Executive. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Council.
- 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 Chairman of the Council or in his/her absence, the vice-Chairman of the Council in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Council.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Chief Executive relates to the Chairman or vice-Chairman of the Council this shall be communicated to another member of the Council, which shall be reported back and progressed by resolution of the Council.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance, or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. Responsibilities to provide information

See also standing order 21.

- a In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.
- b. The Council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

21. Responsibilities under data protection legislation

Below is not an exclusive list. See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his 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.

22. Relations with the press/media

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

23. Execution and sealing of legal deeds

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

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b Any two Councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

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

24. Communicating with district and county or unitary Councillors

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

25. Restrictions on Councillor activities

- a. Unless duly authorised no Councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or

- ii. issue orders, instructions or directions.

26. 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 5) Councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a Councillor as soon as possible.
- d The decision of the Chairman of a meeting as to the application of standing orders at the meeting shall be final.

© NALC 2020. All rights are reserved. No part of this publication may be reproduced or used for commercial purposes without the written permission of NALC save that councils in membership of NALC have permission to edit and use the model standing orders in this publication for their governance purposes.

The Model Standing Orders 2018 for England were revised in 2020.



MARTOCK PARISH COUNCIL

Scheme of Delegation including Terms of Reference

Updated - 22nd May 2024

This Scheme will be reviewed annually by Full Council, or when there are changes to legislation, whichever is the sooner.

This Scheme of Delegation sets out the responsibilities of the Council and authorises the Proper Officer and Responsible Financial Officer (which may be one and the same person), Standing Committees (and Sub committees if relevant) and informal bodies of Martock Parish Council (the Council) to act with delegated authority in the specific circumstances.

Full Council:

Status – Formal, meets in public, subject to statutory publication and notification requirements

Membership – All members of the Council

Quorum – 8 members of the Council

Meeting Schedule – Monthly plus Annual meeting and Extraordinary meetings. Normal start time 7.00pm on the 4th Wednesday of the month

Responsibilities:

- To act as the Sovereign body of the Council in all matters
- To act procedurally in accordance with the Council's standing orders, financial regulations and code of conduct
- To hold an annual meeting primarily for the purposes of electing a Chair and Deputy Chair for the year, appointing chairs and members to any committees, and confirming Council's major policies
- To be the primary decision-making body on all other matters relevant to the Council subject to any matters or level of responsibility it chooses to delegate to committees or the Proper Officer
- Appointing Members and Chairmen of the Standing Committees and adopting those Terms of Reference.
- To create informal Task Groups and Panels as it sees fit to undertake detailed work on specific projects or areas of service. In doing so, to appoint members, and set clear instructions, objectives and timelines.
- Setting the precept and approval of the Council's budget
- Approval of the Annual Accounts
- Completion of the Annual Return including the Resources Statement
- The making, amending or revoking of Standing Orders, Financial

Regulations and this Scheme of Delegation

- Adoption or revision of the Council's Code of Conduct
- Confirmation (by resolution) that the Council has satisfied the statutory criteria to exercise the General Power of Competence
- Matters of principle or policy
- Nomination or appointment of representatives of the Council to outside bodies (except approved conferences or meetings)
- Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Council, excluding those matters specific to a committee.
- The making, amending or revoking of bye-laws
- Risk Management
- Authorisation as to terms and purpose for any application for Borrowing Approval
- Approval of purchase, acquisition by other means, lease, sale or disposal of land and property
- Overarching responsibility for Health and Safety
- Dismissal of the Chief Executive
- Dismissal of the RFO
- All other matters not covered in specific delegations to other bodies or individuals in this document.

Committees (General)

All Committees are subject to the following principles:

- delegated powers are exercised in accordance with any policy or direction given by Council;
- delegated powers are subject to the Council's Standing Orders and Financial Regulations;
- any unresolved differences between Committees shall be referred to Full Council for determination;
- Committees will refer to Council any matters being pursued by other local authority/statutory/voluntary or other bodies which have a beneficial or detrimental effect on the area of Martock parish;

The Council currently appoints two Standing Committees, specifically the Planning Committee and Personnel Committee. The Council may determine the number of any or all committees without the need to amend Standing Orders.

Any member of the Parish Council may attend meetings of any committee of which they are not a member. They must declare that they are not a member, may speak on any matter only with the permission of the Chairman and shall not vote. When moving into confidential session those members, not committee members, must leave the meeting.

The Chairman of the Council shall not be eligible for election as chairman or vice chairman of a standing Committee.

Planning Committee:

Status – Formal, meets in public, subject to statutory publication and notification requirements

Membership – 6 members appointed by full Council plus Chair of the Council (ex officio). External advisors may be invited to participate in a non-voting capacity

Quorum – 3 members of the Committee

Meeting Schedule – Monthly. Normal start time 7.00pm on the 2nd Wednesday of the month.

Responsibilities:

- To receive and comment as Council consultee on all planning applications within the Parish received from the Planning Authority
- To receive and note planning applications which have been determined by the Planning Authority on which the Parish Council has previously commented.
- To refer any concerns about planning issues to the full Council
- Where an urgent decision is required due to planning timescales or other constraints, the Committee may make a decision by email. A majority decision of Councillors nominated to the Committee will be required.

Personnel Committee:

Status – Formal, meets in public, subject to statutory publication and notification requirements

Membership – 4 members appointed by full Council plus either the Chair of the Council or Vice Chair. External advisors may be invited to participate in a non-voting capacity

Quorum – 3 members of the Committee

Meeting Schedule – Once per year with further meetings as required.

Proper Officer (Items in **bold** are a statutory requirement)

The Chief Executive shall be the Proper Officer of the Council, unless another officer be designation by resolution of Council, and as such is specifically authorised to:

Responsibilities:

- To enact all matters approved by Council and/or specifically delegated by the full Council within the levels of any such delegation, either directly or indirectly via sub-delegation to other designated officers
- To act as professional advisor on all matters to the full Council either directly or indirectly via sub-delegation to other designated officers
- **Give public notice of the time, place and agenda at least three clear days before a meeting of the Council (provided that the public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them)**
- **Convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in that office**

- To have authority to intervene in any matter where the Council or councillors are deemed to be acting unlawfully or in contravention of Council policies
- Receive and retain plans and documents
- Receive declarations of acceptance of office
- Receive and record notices from Councillors disclosing interests
- Sign Notices or other documents on behalf of the Council
- Receive copies of By-laws and other statutory provisions made by Somerset Council
- Certify copies of By-laws made by the Council
- Sign and issue summonses to attend meetings of the Council
- Sign binding contracts on behalf of the Council in accordance with the Standing Orders
- Authorisation of routine expenditure within the agreed budget
- In any matters deemed urgent by the Proper Officer which are outside his/her normal delegation limits, the Proper Officer may propose a course of action to all councillors via email and may be deemed to have delegated authority to implement that action unless, by a deadline of not less than 48 hours, 8 or more members object, in which case the matter will not be enacted, but will wait until the next available Council meeting or be subject to an urgently convened Extraordinary meeting of the Council
- Emergency expenditure up to £1,000 outside of the agreed budget as per Council's Financial Regulations in consultation with the Chairman or Vice chairman of Council or the Chairman or Vice Chairman of the appropriate Committee if the Council Chairman/Vice Chairman is unavailable
- Authorise the making of payments on behalf of Council in line with the Council's Financial Regulations;
- To undertake all aspects of day-to-day management of the Council's staff and services
- To be authorised to implement and enact the Council's emergency procedures
- Authorise the procurement of services and enter into contracts for the execution of works or supply of equipment as authorised by Council or its Committees and in line with Council's Financial Regulations
- As Council's Health and Safety named representative take such action as is necessary to ensure the safety and security of Council's properties and those who use them
- To take such action as is necessary to fulfil their duties, as governed by Council's Standing Orders.

Delegated actions of the Chief Executive shall be in accordance with Standing Orders, Financial Regulations and this Scheme of Delegation and with directions given by the Council from time to time. In the absence of the designated Proper Officer, these duties shall be delegated to the RFO.

Responsible Financial Officer

The Responsible Financial Officer to the Council shall be responsible for the Parish Council's accounting procedures in accordance with the Accounts and Audit Regulations in force at any given time (including Financial Regulations).

The Responsible Financial Officer shall undertake the Annual Accounting Governance and Statement process with the internal and external auditor and Council.

Task Groups and Panels (Created formally by resolution of the full Council with designated members and remit):

Status – Informal, not subject to statutory publication or notification rules. May meet privately or publicly

Membership – Normally 3 to 5 councillors formally appointed by full Council. Non-councillors may be invited to participate

Quorum – not applicable

Meeting Schedule – as and when required according to task

Responsibilities:

- To undertake work on specific projects (Task Groups) or detailed work on areas of service (Panels) as directed by Council.
- To adhere to reporting requirements set by full Council, including interim and final reporting as may be specified.
- To submit all documents, interim and final reports to the Proper Officer for approval and onward submission to full Council
- To self-manage but seek and adhere to advice and guidance from the Proper Officer
- To act on the Council's decisions as required
- Task Groups and Panels can request attendance from Officers but this will be subject to availability and capacity determined by the Proper Officer. The Proper Officer is entitled to attend, or delegate the attendance of another officer, to any meeting of a Task Group or Panel

OTHER COMMITTEE MATTERS

There are no other standing committees or sub-committee's but they may be formed by resolution of the Council at any time and delegated powers may be decided upon at the time the committee or sub-committee is formed by means of a minute detailing the terms of reference

Any Committee may refer matters on which it has delegated authority to the Full Council for a final decision if it so wishes

DELEGATION – LIMITATIONS

Committees and sub-committees shall, at all times, act in accordance with the Council's Standing Orders and Financial Regulations, and where applicable, any other rules, regulations, schemes, statutes, bye-laws or orders made and with any directions

NOTES:

- 1. This document needs to be read in conjunction with Standing Orders and Financial Regulations.**
- 2. This document needs to be reviewed and/or reconfirmed each year at the Annual meeting of the Council.**



MARTOCK PARISH COUNCIL

Council Members Code of Conduct

Updated - 22nd May 2024

This Code of Conduct be reviewed annually by Full Council, or when there are changes to legislation, whichever is the sooner.

Definitions

For the purposes of this Code of Conduct, a “Councillor” means a member or co-opted member of a local authority or a directly elected mayor. A “co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

For the purposes of this Code of Conduct, “local authority” includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities. In this case, this code also fully applies to co-opted members of Parish and Town Councils.

References to seeking guidance and advice the Monitoring Officer and Chief Finance Officer may be done via the Proper Officer and Responsible Financial Officer in respect of Parish and Town Councils.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a Councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow Councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all Councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of Councillor and local government.

General principles of Councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, Councillors and local authority officers; should uphold the Seven

Principles of Public Life, also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of Councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of Councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of Councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a Councillor.

This Code of Conduct applies to you when you are acting in your capacity as a Councillor which may include when:

- you misuse your position as a Councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a Councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a Councillor.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish Councillors are encouraged to seek advice from their Proper Officer, who may refer matters to the Monitoring Officer.

Standards of Councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a Councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a Councillor:

- 1.1 I treat other Councillors and members of the public with respect.
- 1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a Councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in Councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow Councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's Councillor- officer protocol.

2. Bullying, harassment and discrimination As a Councillor:

- 2.1 I do not bully any person.
- 2.2 I do not harass any person.
- 2.3 I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council As a Councillor:

3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information As a Councillor:

4.1 I do not disclose information:

- a. given to me in confidence by anyone
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless
 - i. I have received the consent of a person authorised to give it;
 - ii. I am required by law to do so;
 - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or
 - iv. the disclosure is:
 1. reasonable and in the public interest; and
 2. made in good faith and in compliance with the reasonable requirements of the local authority; and
 3. I have consulted the Monitoring Officer prior to its release.

4.2 I do not improperly use knowledge gained solely as a result of my role as a Councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3 I do not prevent anyone from getting information that they are entitled to by law.

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

5. Disrepute As a Councillor:

5.1 I do not bring my role or local authority into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other Councillors and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

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

6. Use of position As a Councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

6.2 I will not take part in the scrutiny of any decision I have been involved in making. However, I may provide evidence or opinion to those undertaking any scrutiny process.

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

7. Use of local authority resources and facilities

As a Councillor:

7.1 I do not misuse council resources.

7.2 I will, when using the resources of the local authority or authorising their use by others:

- a. act in accordance with the local authority's requirements; and
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a Councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a Councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

8 Consideration of advice

As a Councillor:

- 8.1 I will, when reaching decisions on any matter, consider and pay due regard to any relevant advice provided to me by:-
- a) the Council's Chief Finance Officer (S151) and/or
 - b) the Council's Monitoring Officer or the Council's Monitoring Officer and legal advisor (if separate individuals);
- in accordance with their legal requirements.
- 8.2 I will give reasons for departing from the advice of the Chief Finance Officer (S151) or Monitoring Officer/legal advisor

It is extremely important for you as a Councillor to have regard to advice from your Chief Finance Officer or Monitoring Officer where they give that advice under their statutory duties. As a Councillor you must give reasons for all decisions in accordance with any legal requirements and any reasonable requirements imposed by your local authority.

9 Complying with the Code of Conduct As a Councillor:

- 9.1 I undertake Code of Conduct training provided by my local authority.
- 9.2 I do not make trivial or malicious complaints against other Councillors.
- 9.3 I cooperate with any Code of Conduct investigation and/or determination.
- 9.4 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings including the complainant and any witnesses.
- 9.5 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a Councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

Protecting your reputation and the reputation of the local authority.

10 Interests As a Councillor:

I register and disclose my interests.

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority.

You need to register your interests so that the public, local authority employees and fellow Councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other Councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in Table 1, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

11 Gifts and hospitality As a Councillor:

- 11.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.
- 11.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.
- 11.3 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 that I have been offered but have refused to accept within 28 days of the offer.

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a Councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a Councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a Councillor. If you are unsure, do contact your Monitoring Officer for guidance.

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

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

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office or within 28 days of your interests changing you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

"**Disclosable Pecuniary Interest**" means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"**Partner**" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A 'sensitive interest' is as an interest which, if disclosed, could lead to the Councillor, or a person connected with the Councillor, being subject to violence or intimidation.
3. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.
5. Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it.

Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which **directly relates** to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
8. Where a matter arises at a meeting which **affects** –
 - a. your own financial interest or well-being;
 - b. a financial interest or well-being of a relative or close associate; or
 - c. a financial interest or wellbeing of a body included under Other Registrable Interests as set out in **Table 2**

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied.

9. Where a matter (referred to in paragraph 8 above) **affects** the financial interest or well-being:
 - a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
 - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the

interest. In the event that your non-registerable interest relates to -

- (1) an unpaid directorship on a company owned by your authority or
- (2) another local authority of which you are a member,

subject to your declaring that interest, you are able to take part in any discussion and vote

on the matter.

10. Where you have an Other Registerable Interest or Non-Registerable Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it.

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the Councillor during the previous 12-month period for expenses incurred by him/her in carrying out their duties as a Councillor, or towards their election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the Councillor or their spouse or civil partner or the person with whom the

	<p>Councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council</p> <p>—</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
Land and Property	<p>Any beneficial interest in land which is within the area of the council.</p> <p>'Land' excludes an easement, servitude, interest or right in or over land which does not give the Councillor or their spouse or civil partner or the person with whom the Councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.</p>
Licenses	<p>Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer</p>
Corporate tenancies	<p>Any tenancy where (to the Councillor's knowledge)—</p> <p>(a) the landlord is the council; and</p> <p>(b) the tenant is a body that the Councillor, or their spouse or civil partner or the person with whom the Councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.</p>
Securities	<p>Any beneficial interest in securities* of a body where—</p> <p>(a) that body (to the Councillor's knowledge) has a place of business or land in the area of the council; and</p> <p>(b) either—</p> <p>(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the Councillor, or his/ her spouse or civil partner or the person with whom the</p>

	Councillor is living as if they were
--	--------------------------------------

	spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.
--	--

* 'director' includes a member of the committee of management of an industrial and provident society.

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

Table 2: Other Registrable Interests

<p>You must register as an Other Registerable Interest :</p> <ul style="list-style-type: none"> a) any unpaid directorships b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority c) any body <ul style="list-style-type: none"> exercising functions of a public nature directed to charitable purposes or one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) <p>of which you are a member or in a position of general control or management</p>
--

Appendix C – the Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on [Local Government Ethical Standards](#). If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

Best practice 1: Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

Best practice 2: Councils should include provisions in their code of conduct requiring Councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by Councillors.

Best practice 3: Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

Best practice 4: An authority's code should be readily accessible to both Councillors and the public, in a prominent position on a council's website and available in council premises.

Best practice 5: Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

Best practice 6: Councils should publish a clear and straightforward public interest test against which allegations are filtered.

Best practice 7: Local authorities should have access to at least two Independent Persons.

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to

review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

Best practice 9: Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

Best practice 10: A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

Best practice 11: Formal standards complaints about the conduct of a city, town or parish Councillor towards a clerk should be made by the chair or by the parish council, rather than the clerk in all but exceptional circumstances.

Best practice 12: Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

Best practice 13: A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

Best practice 14: Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

Best practice 15: Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

Appendix D

Guidance on Bias and Predetermination –This does not form part of the Code of Conduct

- Where you have been involved in campaigning in your political role on an issue which does not impact on your personal and/or professional life, you may participate in a decision on the issue in your political role as a Councillor. However, you must not place yourself under any financial or other obligation to outside individuals or organisations that might seek to influence you in the performance of your official duties.
- The courts have sought to distinguish between situations which involve predetermination or bias on the one hand and predisposition on the other. The former is indicative of a 'closed mind' approach and likely to leave a decision susceptible to challenge by Judicial Review. Whereas being predisposed on a matter is acceptable provided you remain open to listening to all the arguments and changing your mind in light of all the information presented at the meeting.
- Section 25 of the Localism Act 2011 provides that a Councillor should not be regarded as having a closed mind simply because they previously did or said something that, directly or indirectly, indicated what view they might take in relation to any particular matter.
- In the circumstances, when making a decision, consider the matter with an open mind and on the facts made available to the meeting at which the decision is to be taken.
- As a Councillor you will always be judged against an objective test of whether the reasonable onlooker, with knowledge of the relevant facts, would consider that you were biased. If you have predetermined your position, you should withdraw from being a member of the decision-making body for that particular matter.



MARTOCK PARISH COUNCIL

Policy Review Schedule

1. Purpose of the Report

To approve the Policy Review Schedule and to review and adopt the following policies (Appendix A):

- a) Freedom of Information
- b) Data Protection
- c) Officer/Member Protocol
- d) Social Media

2. Background

It's a requirement that the Council's policies and other relevant documentation are reviewed and updated in a timely manner. This document will be updated and presented to every Annual Meeting of the Council with a view to commencing the yearly cycle of policy review.

3. Policy Review Schedule

Policy Name	Date of Last Review	Date to be Reviewed
Standing Orders	February 2024	May 2024
Financial Regulations	February 2024	May 2024
Scheme of Delegation	February 2024	May 2024
Code of Conduct Policy	February 2024	May 2024
Freedom of Information Policy	May 2023	May 2024
Data Protection Policy	May 2023	May 2024
Social media Policy	May 2023	May 2024
Member/Officer Protocol	July 2023	May 2024
Safeguarding Policy	May 2021	October 2024
CCTV Policy	TBC	October 2024
Use of Site Policy	TBC	October 2024
Unmanned Aerial Systems Policy	TBC	October 2024
Grants Policy	February 2024	October 2024
Investment Strategy Policy	2019	October 2024
Community Engagement Policy	2022	Review as part of new task group
Asset Policy	March 2024	February 2025

Risk Management Policy *New*	May 2024	February 2025
Environmental Policy	October 2023	October 2025
Allotment Policy *New*	July 2024	October 2025
AED (defib) Policy *New*	October 2024	October 2025
Absence Management Policy	March 2024	March 2026
Bullying & Harassment Policy	March 2024	March 2026
Capability Procedure	March 2024	March 2026
Criminal Record Check Policy	March 2024	March 2026
Disciplinary Procedure	March 2024	March 2026
Equal Opportunities Policy	March 2024	March 2026
Flexible Working Policy	March 2024	March 2026
Grievance Policy	March 2024	March 2026
Training and Development Policy	TBC	March 2026

4. Recommendations

That Full Council approve:

- 1) The proposed Policy Review Schedule.
- 2) The following updated policies:
 - a) Freedom of Information
 - b) Data Protection
 - c) Officer/Member Protocol
 - d) Social Media



MARTOCK PARISH COUNCIL

Freedom Of Information

Updated - 22nd May 2024

Information available from Martock Parish Council under the Model Publication Scheme

This Publication Scheme commits Martock Parish Council to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the Parish Council. Additional information is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

Information to be published	How the information can be obtained
<p>Class 1 - Who we are and what we do (Organizational information, structures, locations and contacts) This will be current information only</p>	
Who's who on the Council and its Committees	A hard copy from the Chief Executive or from the Council's website
Contact details for Chief Executive and Council members (named contacts where possible with telephone number and email address)	
Location of main Council office and accessibility details	
Employees and staffing structure	
<p>Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p>	
Annual return form and report by auditor	

Finalized budget	A hard copy from the Chief Executive
Precept	
Borrowing Approval letter	
Financial Standing Orders and Regulations	
Grants given and received	
List of current contracts awarded and value of contract	
Members' allowances and expenses	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	
Local Community Plan	A hard copy from the Chief Executive or from the Council's website
Annual Report to Parish Meeting	
Quality status	

Class 4 – How we make decisions	
Information to be published	How the information can be obtained
(Decision making processes and records of decisions)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	A hard copy from the Chief Executive or from the Council's website
Agendas of meetings (as above)	
Minutes of meetings (as above)	
Reports presented to council meetings (NB this will exclude information that is properly regarded as private to the meeting)	A hard copy from the Chief Executive
Responses to consultation papers	
Responses to planning applications	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	

<p>Policies and procedures for the conduct of council business:</p> <ul style="list-style-type: none"> Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements 	<p>A hard copy from the Chief Executive or from the Council's website</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme) 	
<p>Information security policy</p>	
<p>Records management policies (records retention, destruction and archive)</p>	
<p>Data protection policies</p>	
<p>Schedule of charges (for the publication of information)</p>	
<p>Class 6 – Lists and Registers</p>	
<p>Any publicly available register or list</p>	<p>A hard copy from the Chief Executive</p>
<p>Assets Register</p>	<p>Available for inspection</p>
<p>Register of members' interests</p>	<p>Available for inspection</p>
<p>Register of gifts and hospitality</p>	<p>Available for inspection</p>

Information to be published	How the information can be obtained
<p>Class 7 – The services we offer</p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	
Allotments	A hard copy from the Chief Executive or from the Council's website
Burial grounds and closed churchyards	
Community centre and parish hall	
Parks, playing fields and recreational facilities	
Seating, litter bins, clocks, memorials and lighting	
Public conveniences	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	
<p>Additional Information</p>	
Non-confidential correspondence	A hard copy from the Chief Executive
Results of public surveys and questionnaires	
Presentations made at public meetings	

Contact details:

clerk@martock-pc.gov.uk

Chief Executive
Martock Parish Council
The Market House
Church Street Martock
Somerset
TA12 6JL

01935 822891

Copies of any document will cost 10p per sheet.



MARTOCK PARISH COUNCIL

Data Protection Policy

Updated - 22nd May 2024

1. Introduction

Martock Parish Council is fully committed to full compliance with the requirements of the General Data Protection Regulation. The council will therefore follow procedures which aim to ensure that all employees, elected Members, contractors, consultants, partners or other servants or agents of the council (collectively known as data users) who have access to any personal data held by or on behalf of the council are fully aware of and abide by their duties under the General Data Protection Regulation

2. Statement of Policy

Martock Parish Council needs to collect and use certain types of information about people with whom it works in order to operate and carry out its functions. This personal information must be collected and dealt with appropriately whether is collected on paper, stored in a computer database, or recorded on other material. and there are safeguards to ensure this under the Data Protection Act 1998.

2. Data Controller

Martock Parish Council is the Data Controller under the Act, which means that it determines what purposes personal information held, will be used for. It is also responsible for notifying the Information Commissioner of the data it holds or is likely to hold, and the general purposes that this data will be used for.

3. Disclosure

Martock Parish Council may share data with other agencies such as the local authority, funding bodies and other voluntary agencies.

The Individual/Service User will be made aware in most circumstances how and with whom their information will be shared. There are circumstances where the law allows Martock Parish Council to disclose data (including sensitive data) without the data subject's consent.

These are:

- a) Carrying out a legal duty or as authorised by the Secretary of State
- b) Protecting vital interests of an Individual/Service User or other person
- c) The Individual/Service User has already made the information public
- d) Conducting any legal proceedings, obtaining legal advice or defending any legal rights
- e) Monitoring for equal opportunities purposes – i.e. race, disability or religion

- f) Providing a confidential service where the Individual/Service User's consent cannot be obtained or where it is reasonable to proceed without consent: e.g. where we would wish to avoid forcing stressed or ill Individuals/Service Users to provide consent signatures.

Martock Parish Council regards the lawful and correct treatment of personal information as very important to successful working, and to maintaining the confidence of those with whom we deal.

Martock Parish Council intends to ensure that personal information is treated lawfully and correctly.

To this end, Martock Parish Council will adhere to the Principles of Data Protection, as detailed in the Data Protection Act 1998.

Specifically, the Principles require that personal information:

- a) Shall be processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met,
- b) Shall be obtained only for one or more of the purposes specified in the Act, and shall not be processed in any manner incompatible with that purpose or those purposes,
- c) Shall be adequate, relevant and not excessive in relation to those purpose(s)
- d) Shall be accurate and, where necessary, kept up to date,
- e) Shall not be kept for longer than is necessary
- f) Shall be processed in accordance with the rights of data subjects under the Act,
- g) Shall be kept secure by the Data Controller who takes appropriate technical and other measures to prevent unauthorised or unlawful processing or accidental loss or destruction of, or damage to, personal information,
- h) Shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of Individuals/Service Users in relation to the processing of personal information.

Martock Parish Council will, through appropriate management and strict application of criteria and controls:

- Observe fully conditions regarding the fair collection and use of information
- Meet its legal obligations to specify the purposes for which information is used
- Collect and process appropriate information, and only to the extent that it is needed to fulfil its operational needs or to comply with any legal requirements
- Ensure the quality of information used
- Ensure that the rights of people about whom information is held, can be fully exercised under the Act. These include:

- The right to be informed that processing is being undertaken, ○ The right of access to one's personal information ○ The right to prevent processing in certain circumstances and
- The right to correct, rectify, block or erase information which is regarded as wrong information)
- Take appropriate technical and organisational security measures to safeguard personal information
- Ensure that personal information is not transferred abroad without suitable safeguards
- Treat people justly and fairly whatever their age, religion, disability, gender, sexual orientation or ethnicity when dealing with requests for information
- Set out clear procedures for responding to requests for information

4. Data collection

Informed consent is when

- An Individual/Service User clearly understands why their information is needed, who it will be shared with, the possible consequences of them agreeing or refusing the proposed use of the data
- And then gives their consent.

Martock Parish Council will ensure that data is collected within the boundaries defined in this policy. This applies to data that is collected in person, or by completing a form.

When collecting data, Martock Parish Council will ensure that the Individual/Service User:

- a) Clearly understands why the information is needed
- b) Understands what it will be used for and what the consequences are should the Individual/Service User decide not to give consent to processing
- c) As far as reasonably possible, grants explicit consent, either written or verbal for data to be processed
- d) Is, as far as reasonably practicable, competent enough to give consent and has given so freely without any duress
- e) Has received sufficient information on why their data is needed and how it will be used

5. Data Storage

Information and records relating to service users will be stored securely and will only be accessible to authorised staff and volunteers.

Information will be stored for only as long as it is needed or required statute and will be disposed of appropriately.

It is Martock Parish Council's responsibility to ensure all personal and company data is non-recoverable from any computer system previously used within the organisation, which has been passed on/sold to a third party.

6. Data access and accuracy

All Individuals/Service Users have the right to access the information Martock Parish Council holds about them. Martock Parish Council will also take reasonable steps ensure that this information is kept up to date by asking data subjects whether there have been any changes.

In addition, Martock Parish Council will ensure that:

- It has a Data Protection Officer with specific responsibility for ensuring compliance with Data Protection
- Everyone processing personal information understands that they are contractually responsible for following good data protection practice
- Everyone processing personal information is appropriately trained to do so
- Everyone processing personal information is appropriately supervised
- Anybody wanting to make enquiries about handling personal information knows what to do
- It deals promptly and courteously with any enquiries about handling personal information
- It describes clearly how it handles personal information
- It will regularly review and audit the ways it hold, manage and use personal information
- It regularly assesses and evaluates its methods and performance in relation to handling personal information
- All staff are aware that a breach of the rules and procedures identified in this policy may lead to disciplinary action being taken against them

This policy will be updated as necessary to reflect best practice in data management, security and control and to ensure compliance with any changes or amendments made to the Data Protection Act 1998.

In case of any queries or questions in relation to this policy please contact the Martock Parish Council Data Protection Officer: clerk@martock-pc.gov.uk

Glossary of Terms

Data Controller – The person who (either alone or with others) decides what personal information Martock Parish Council will hold and how it will be held or used.

Data Protection Act 1998 – The UK legislation that provides a framework for responsible behaviour by those using personal information.

Data Protection Officer – The person(s) responsible for ensuring that Martock Parish Council follows its data protection policy and complies with the Data Protection Act 1998.

Individual/Service User – The person whose personal information is being held or processed by Martock Parish Council for example: a client, an employee, or volunteer.

Explicit consent – is a freely given, specific and informed agreement by an Individual/Service User in the processing of personal information about her/him. Explicit consent is needed for processing sensitive data.

Notification – Notifying the Information Commissioner about the data processing activities of Martock Parish Council, as certain activities may be exempt from notification.

Information Commissioner – The UK Information Commissioner responsible for implementing and overseeing the Data Protection Act 1998.

Processing – means collecting, amending, handling, storing or disclosing personal information.

Personal Information – Information about living individuals that enables them to be identified – e.g. name and address. It does not apply to information about organisations, companies and agencies but applies to named persons, such as individual volunteers or employees within Martock Parish Council.

Sensitive data – refers to data about:

- Racial or ethnic origin
- Political affiliations
- Religion or similar beliefs
- Trade union membership
- Physical or mental health
- Sexuality
- Criminal record or proceedings



MARTOCK PARISH COUNCIL

Member/Officer Protocol

Updated - 22nd May 2024

1 UNDERLYING PRINCIPLES

- 1.1 Councillors and Employees are bound by their respective Codes of Conduct which seek to promote the highest ethical standards. This Protocol supports those Codes and is intended to promote mutual respect between Councillors and Employees with regard to their respective roles as set out and in the Council's constitution.

2 THE ROLE OF COUNCILLORS

- 2.1 To promote the social, economic and environmental well-being of the community.
- 2.2 Collectively be the ultimate policy-makers and decision-makers and carry out a number of strategic and corporate functions.
- 2.3 Represent their communities and bring their views into the Council's decision making process, i.e. becomes the advocate of and for their communities.
- 2.4 Deal with the individual casework and act as an advocate for constituents in resolving particular concerns or grievances.
- 2.5 Balance different interests identified within the parish and represent the parish as a whole.
- 2.6 Be involved in decision-making.
- 2.7 Be available to represent the Council on other bodies.
- 2.8 To promote the highest standards of conduct and ethics.
- 2.9 To act collectively to ensure good employment practice.
- 2.10 To act in a specific capacity listed below where appointed so to do by the Council in accordance with the Constitution.
 - Chairman of the Council

- Vice Chair of the Council
- Chairman/Vice Chairman of Planning Committee and Personnel Committee
- Council Member
- Representing the Council on outside bodies

3 THE ROLE OF COUNCIL EMPLOYEES

- 3.1 To advise and implement the policies set and the decisions made by Councillors.
- 3.2 To provide professional and technical advice to Members.
- 3.3 To carry out those functions delegated to Officers.
- 3.4 To represent the Council on outside bodies, where appropriate.
- 3.5 To carry out their duties as laid down in their job description.

4 THE RELATIONSHIP BETWEEN COUNCILLORS AND EMPLOYEES

- 4.1 The relationship between Councillors and Employees should be characterised by mutual respect and development of good working relationships which is essential to good local government.
- 4.2 Close personal familiarity between individual Councillors and Employees can damage professional relationships and prove embarrassing to other Councillors and Employees. Situations should be avoided that could give rise to suspicion and any appearances of improper conduct. This includes excessive socialising between Councillors and Employees.
- 4.3 Whilst it is recognised that, in some circumstances, a close personal relationship will develop between Council Members and Employees, both the Councillor and the Employee must disclose that relationship to the Chief Executive. The Councillor must also disclose that relationship to either the Chief Executive or the Chairman.
- 4.4 Where a situation arises as in 4.3 and such a relationship is considered to be capable of causing a conflict of interest, then the Chief Executive will decide what appropriate action to take.
- 4.5 At all times the Councillor and Employee will ensure, as far as possible, that there is no conflict of interest between them.
- 4.6 Any dealing between Councillors and Employees should be conducted with courtesy and respect and neither party should seek to take unfair advantage of their position.
- 4.7 The Council has statutory duties with regard to equality issues to positively promote equality. Councillors and Employees shall not by their behaviour or speech be discriminatory with regard to a person's ethnicity, gender, disability

religious or sexual orientation. Such principles shall apply to the implementation of all personnel policies, recruitment and promotion as they apply to day-to-day operations.

- 4.8 Councillors should not raise matters relating to the conduct or capability of Council Employees either individually or collectively at meetings held in public or in the Press. Employees have no means of responding to criticism like this in public. (If a Councillor feels they have not been treated with proper respect, courtesy or have any concern about the conduct or capability of an Employee they should raise the matter with the Chief Executive or the Chairman, if they fail to resolve it through direct discussion with the Employee.)
- 4.9 Councillors should not require the Employee to change their professional advice nor take any action which the Employee considers unlawful or illegal or which would amount to maladministration or breach of a statutory Code of Conduct.
- 4.10 Councillors should consult with the Chief Executive about legality, maladministration, financial impropriety and probity or where they have any doubts as to whether the particular decisions were, or are likely to be, contrary to the policy framework or budget.
- 4.11 In seeking advice and support, Councillors should have due regard to the seniority of the Employee with whom they are dealing and the fact that Employees owe duties to the Council and not to any individual Councillor. For this reason Councillors should not give direct instructions to Employees unless authorised so to do by the Parish Council. If so authorised, instructions shall be given to the Chief Executive rather than a more junior Employee.
- 4.12 Any Councillor shall not question the Employee in such a manner whereby the nature and frequency of the questions or tone or language used could be considered by a reasonable person to be harassment, discriminatory or otherwise unacceptable, nor deal with matters which are of a possible disciplinary/capability nature.
- 4.13 The Councillor shall, at all times, respect the political impartiality of the employee and must not expect employees to give a political view.

5 PARISH COUNCILLORS IN THEIR COMMUNITY ROLE

- 5.1 When acting in their Parish Councillor role, Councillors:
 - Need to be mindful of their competing roles, i.e. acting for the Council and acting for constituents, and the possible conflicts of interest that can arise and the pressure this can bring on Officer time.
 - Recognise the Employee's right to suggest that senior Employees, the Council or a Committee should authorise additional work requested by individual Councillors.

6 MEMBERS' ACCESS TO DOCUMENTS AND INFORMATION

- 6.1 Councillors are free to approach the Chief Executive or Employee to provide them with such information, explanation and advice (about the Parish Council's functions) as they may reasonably need in order to assist them in discharging their role as members of the Council. This can range from a request for general information, to a request for specific information on behalf of a constituent. Such approaches should normally be directed to the Chief Executive. Councillors should not, however, put undue pressure on Employees to release information and documents to which they are not entitled to have access.
- 6.2 Councillors have a statutory right under the Local Government Act 1972 to inspect any Council document which has been laid before the Council and contains material relating to any business which is to be transacted at a Council, Committee or Sub-Committee meeting. This right applies irrespective of whether the Councillor is a member of the Committee or Sub-Committee concerned and extends not only to reports which are submitted to the meeting, but also to any relevant background papers. There is, therefore, a presumption in favour of Councillors having the right to inspect and have access to all relevant material. The presumption may be rebutted in circumstances where a report contains confidential personal information (for example about Employees or other persons) or is an exempt report and the Chief Executive has advised that the content of the report is of such a nature that a Councillor's request for access is declined and reasons for that decision provided to the Councillor.
- 6.3 The common law right of Councillors is much broader and is based on the principle that any Councillor has a prima facie right to inspect Council documents so far as his/her access to the documents is reasonably necessary to enable the Councillor properly to perform his/her duties as a Member of the Council. This principle is commonly referred to as the "need to know" principle.
- 6.4 The exercise of this common law right depends, therefore, upon the Councillor's ability to demonstrate that he/she has the necessary "need to know". In this respect a Councillor has no right to "a roving commission" to go and examine documents of the Council. Mere curiosity is not sufficient. The crucial question is the determination of the "need to know". The Chief Executive is the officer responsible for determining these questions.
- 6.5 In some circumstances (e.g. a Councillor wishing to inspect documents relating to the functions of the Committee or Sub-Committee on which they are a member) a Councillor's "need to know" will normally be presumed. In other circumstances (e.g. a Councillor wishing to inspect documents which contain personal information about third parties) a Councillor would be expected to justify the request in writing in specific terms.
- 6.6 Finally, any Council information provided to a Councillor must only be used by the Councillor for the purpose for which it was provided i.e. in connection with the proper performance of the Councillor's duties as a Member of the Council.

7 PRESS RELEASES AND CORRESPONDENCE (INCLUDING E-MAILS)

- 7.1 Press releases must operate within the limits of the Local Government Act 1986 which prohibits the Council from publishing material which appears to be designed to affect public support for a political party.
- 7.2 All correspondence written on behalf of the Council must be written on the relevant headed paper.
- 7.3 When Councillors are writing they must make it clear they are writing as a Member of the Parish Council and not on behalf of the Parish Council.
- 7.4 All correspondence should be open to the inspection of the public once it has been laid before the Council and in accordance with the Council's adopted policies. This does not apply to correspondence written in connection with legal proceedings, contractual matters or any other matter where papers can remain "exempt" within the meaning of Schedule 12A to the Local Government Act 1972, as amended or if it is in conflict with the data protection legislation.

8 COMPLAINTS AND MONITORING OF THE PROTOCOL

- 8.1 If a Councillor believes that he/she had not been treated with proper courtesy, that there has been any other breach of the Protocol by an employee, or has a concern about the conduct or capability of an employee, he/she should raise the matter with the Chief Executive. If he/she is not satisfied with the action that has been taken in response to this, he/she may raise the matter with the Chairman who will look into the matter afresh. The procedure to be followed is contained in separate Policy / Procedure Documents.
- 8.2 If an employee feels that he/she has not been treated with respect or is concerned about any action or statement relating to him/herself or a colleague by a Councillor, or conduct of a Councillor, he/she should raise the matter with the Chief Executive. The Chief Executive will seek to resolve it to the employee's satisfaction and where appropriate, will discuss the matter with the Chairman. If there is a serious case to answer, the Chief Executive, with the agreement of the Chairman, will refer the matter to the Council's Personnel Committee.
- 8.3 The Parish Council will review the content and operation of this Protocol from time to time. Any suggestions from Councillors or Employees for revisions and refinements should be passed to the Chief Executive who will bring them forward to the Parish Council at the appropriate time.



MARTOCK PARISH COUNCIL

Social Media Policy

Updated - 22nd May 2024

The aim of this policy is to set out a Code of Practice to provide guidance to Parish Councillors, Council staff and others who engage with the Council using online communications, collectively referred to as social media. The Council will ensure that training is provided for Councillors and officers in connection with this policy. The policy sits alongside relevant existing policies which need to be taken into consideration.

General Provisions

Publishing untrue statements about a person which is damaging to their reputation is libel and can result in a court action and a fine for damages. This also applies if someone else publishes something libellous on your social media site. A successful libel claim against you could result in an award of damages.

Posting copyright images or text on social media sites is an offence. Breach of copyright could result in an award of damages against you.

Publishing personal data of individuals without permission is a breach of Data Protection legislation and an offence.

Publication of obscene material is a criminal offence and is subject to a custodial sentence.

Any computer, mobile or other devices used to communicate, should be secured using a strong password – this includes any online accounts such as social media account passwords. A strong password should contain a mixture of letters, number and punctuation and should not contain names or words associated with you.

Council email account users' use of the Council's systems may be monitored and where breaches of policy or legislation are found to have taken place, action may be taken under the Council's Disciplinary Policy, the Code of Conduct or any such legal mechanism as is deemed appropriate.

The Council's Official Channels

Martock Parish Council maintains an official social media account on Facebook.

Council Social media may be used to:

- Distribute agendas, post minutes and dates of meetings
- Advertise events and activities
- Promote good news stories with a linked website or press page
- Advertise job vacancies
- Reshare information from partner agencies such as Principal Authorities, Police, Library, Health etc.
- Announce new information
- Share formal consultations or gather informal views
- Post or share information from other Parish Council related community groups such as schools, sports clubs, community groups and charities
- Refer resident queries to the Chief Executive and all other Councillors
- Share any other information that is relevant to the community

The use of social media does not replace existing forms of communication.

Online content should be accurate, objective, balanced and informative.

We monitor our official social media accounts, Monday to Friday, 9am to 3pm, excluding public holidays.

Complaints

Social media is not the appropriate avenue for raising an official complaint with MPC. Please see our complaints information or contact the Council direct.

Approach to connections on social media

Any shares, follows, or likes are not an endorsement of a service, individual or organisation. We do not take responsibility for any content on pages or profiles we have shared. There is no fixed approach on who we will have in our network.

Moderation

The Parish Operations Manager will act as the main moderator of Parish Council's social media output and is responsible for posting and monitoring content to ensure it complies with the Social Media Policy.

Officers & Staff

Council staff should not:

- Present personal opinions as that of the Parish Council
- Post any paper/information which the Parish council has deemed confidential.
- Present themselves in a way that might cause embarrassment to the Council or bring the Council into disrepute.
- Undermine the council's democratic processes.
- Post politically controversial or potentially inflammatory remarks
- Post any information that may be deemed libellous or that constitutes bullying or harassment

- Post offensive language relating to any protected characteristics under the Equalities Act 2010, including race, sexuality, disability, gender, age, religion or belief
- Conduct any online activity that violates laws, regulations or that constitutes a criminal offence

Misuse of social media content that is contrary to this and other policies could result in disciplinary action being taken.

Members

Members are reminded that anything posted online will likely be visible forever. You should generally not post any comment or opinion online, that you would not say to someone face-to-face.

Councillors may publicly post from a personal account, an individual “councillor page”, or a group/page representing a group of councillors. This policy applies to any post/comment made publicly where you are recognisable as a member of MPC.

Councillors are reminded that the member’s Code of Conduct applies to online activity in the same way it does to other written or verbal communication. Councillors should not:

- Present personal opinions as that of the Parish Council, unless authorised.
- Post any paper/information which the Parish council has deemed confidential.
- Present themselves in a way that might cause embarrassment to the Council or bring the Council into disrepute.
- Undermine the council’s democratic processes.
- Post any information that may be deemed libellous or that constitutes bullying or harassment
- Post offensive language relating to any protected characteristics under the Equalities Act 2010, including race, sexuality, disability, gender, age, religion or belief.
- Conduct any online activity that violates laws, regulations or that constitutes a criminal offence.

This policy does not remove a councillor’s right to personally disagree with a council/committee decision, it is acceptable to constructively say why you disagreed, whilst accepting that the committee’s majority decision stands.

When using social media (including email) Parish Councillors should be mindful of the information they post in both a personal and Council capacity and keep the tone of any comments respectful and informative.

Individual Parish Councillors are responsible for what they post in a Council and personal capacity and need to be aware of the general Code of conduct to which they are expected to adhere.



MARTOCK PARISH COUNCIL

Risk Management Report

1. Purpose of the Report

To approve the new Risk Management Policy and seek authorisation to allocate up to £2,000 towards the cost of updating the Council's risk assessments.

2. Background

Risk Management is the planned and systematic approach to the identification, analysis and control of all known risks. The Council has a duty to identify and manage risk, this includes financial risks and risks relating to health and safety.

3. Risk Management Approach

Appendix A – Risk Management Policy and Procedure, sets out the Council's approach to risk management and details the scoring matrix applied to identified risks.

The Council's current Risk Register needs to be updated and the individual risk assessments that form the basis of the Council's overall risk profile are due to be revised, as this should be undertaken at least once a year.

Due to the length of time since the assessments were reviewed, it is recommended that an external risk specialist is contracted to carry out the risk assessments this year, in conjunction with the Operations Manager. These assessments will then inform the risk register update that will be undertaken by the Chief Executive and also form part of the work programme for the Operations Team and the ongoing planned maintenance programme.

4. Financial Implications

The Council has a contract with Worknest that includes an annual Health and Safety Audit. Worknest are able to extend this audit to include other areas of risk and to undertake risk assessments alongside the Operations Manager. The initial quote for the cost of the additional work is £1700 plus VAT.

Workstation Assessments (commonly referred to as DSE assessments) are also overdue, so it recommended that Full Council approve expenditure of up to £2,000 to undertake all necessary assessments.

Officers are currently seeking additional quotes for this work to ensure value for money, therefore, the recommendation is to allocate up to £2,000 and delegate authority to the Chief Executive to contract the supplier that offers the best value for money, once the quotes have been received.

The current budget does not have an allocation for professional fees. It is therefore recommended that Council agree a new budget heading Professional Fees, the cost of which would need to be transferred from general reserves.

5. Recommendations

That Full Council approve:

- 1) The proposed Risk Management Policy and Procedure, as detailed in Appendix A.
- 2) The creation of a new budget line headed 'Professional Fees'.
- 3) The allocation of up to £2,000 from the general reserves to the above budget line.
- 4) Delegate authority to the Chief Executive to appoint the necessary contractor to undertake the review of the Council's risk assessments, within the agreed budget.



MARTOCK PARISH COUNCIL

Risk Management Policy and Procedure

Introduction

Martock Parish Council (MPC) will ensure systems and procedures are in place to identify and manage threats and uncertainties to the financial, legal and reputational standing of the Council and any potential hazards that could impact the safety of users of MPC facilities or services. The management of these risks will remove or reduce potential impact on the continuance of the Council's business and the health and safety of parishioners, Councillors and staff.

Risk Management Procedure

1. Risk Identification

Risks and potential impacts will be identified by undertaking a full risk assessment. Risk assessments will be undertaken by appropriately trained staff or external contractors.

2. Calculation of Risk

The level of risk shall be assessed by combining the likelihood of the occurrence of an event and its potential consequences.

2.1 Likelihood:

Score	Descriptor	Description
1	Rare	Extremely unlikely to happen/recur. May occur in exceptional circumstances. Has never happened before or don't think it will happen again
2	Unlikely	Unlikely to occur/reoccur but not impossible. Rarely occurred before, less than once a year. Could happen at some time
3	Possible	May occur/reoccur but not definitely. Has happened before but only occasionally, once or twice a year
4	Likely	Will probably occur/reoccur. Has happened before but not frequently, less than once a month. Will occur at some time
5	Almost certain	Continuous expose to risk. Has happened before regularly and frequently. Is expected in most circumstances. Occurs on a monthly basis

2.2 Consequence:

Score	1	2	3	4	5
Potential harm/loss	Insignificant	Minor	Moderate	Major	Catastrophic
Impact on the person	No obvious injury or treatment required	Minor injury. First aid required	Moderate injury. Medical intervention required	Single permanent injury	Fatal, multiple injuries or lifelong disablement
Impact on continuity of service	None	Minor loss of non-critical service	Loss of services in one critical area	Extended loss of service in a critical area	Loss of multiple services in critical areas
Impact on resources in managing complaints or claims	Any concern dealt with at a local level	Informal complaint or low risk of formal complaint	Formal complaint or legal action	Civil proceedings or claim against the Council	Criminal prosecution or Audit Commission investigation
Impact on reputation or public confidence	No public or media interest	Public attention or local newspaper interest	High local public and media interest. Local MP interest	Public demand for action. Regional media interest. Local MP involved	National media interest. Ministerial or public enquiry
Impact on resources – financial loss	< £500	Between £500 and £1,000	Between £1,000 and £5,000	Between £5,000 and £25,000	> £25,000
Impact on achievement of quality standards	Minor noncompliance with standards	Single failure to meet internal standards	Repeated failure to meet internal standards	Failure to meet national standards	Failure to meet multiple national standards

2.3 Risk score – likelihood x consequence

Likelihood	Consequence				
	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
1 Rare	1	2	3	4	5
2 Unlikely	2	4	6	8	10
3 Possible	3	6	9	12	15
4 Likely	4	8	12	16	20
5 Almost certain	5	10	15	20	25

3. Recording Risk

In order to ensure that all risks are managed appropriately, a register of identified risks will be updated and maintained. Each risk will be assessed and rated and include detail of the actions required to mitigate or eliminate the risk. Each risk will be assigned a risk manager.

To keep the register manageable and relevant, all closed risks will be removed from the register presented to Full Council but previous versions of the register will be retained for reference using appropriate version control.

4. Review

Risk Assessments will be reviewed annually or as required due to legislation changes.

The Risk Register will be reviewed by Full Council annually but will be reviewed quarterly by the Chief Executive and Operations Manager and any new significant risks will be raised with Council at the next Full Council meeting or at an Extraordinary Meeting if the level of risk requires an immediate response.



MARTOCK PARISH COUNCIL

New Task Groups

1. Purpose of the Report

To approve the creation of two new task groups covering environmental issues and communication.

2. Background

Full Council or a Committee can set up informal bodies to undertake a dedicated function or piece of work. These are commonly referred to as working groups, working parties, panels or task groups.

Informal bodies can be of an on-going nature such as to monitor budgets or deal with HR matters or can be set up for a defined period and then disbanded to complete a specific piece of work. The latter are sometimes referred to as 'task and finish' groups.

Informal bodies should be given a specific remit by the entity that creates them but can have no delegated decision-making powers. In all cases, such informal bodies need to report back to their formal creators in respect of issues, progress and/or required decisions.

Informal bodies can meet privately and self-administrate but should seek the advice and input from officers as required.

3. Proposed New Task Groups

3.1 Environmental Task Group

In October 2023 Council approved a new Environmental Policy (see Appendix A). Item 5 of the Strategy detailed within the Environmental Policy states that an Environmental Work Group will be established and tasked with:

- a) Identifying opportunities to reduce the energy consumption for MPC buildings and events.
- b) Identifying opportunities to transition towards use of sustainable energy.
- c) Proposing revisions to the Neighbourhood Plan aimed at ensuring new development is as environmentally friendly as possible.
- d) Monitoring the publications of the Intergovernmental Panel on Climate Change as well as those of the UK Climate Change Committee and

other respected authorities.

e) Identifying opportunities to conserve and enhance the natural environment.

f) Use meetings and social media to acknowledge and promote initiatives and the positive impacts that have been achieved.

g) Look for opportunities to engage with all members of the community with respect to environmental issues.

h) Look for opportunities to encourage use of more sustainable means of transport.

Council are therefore requested to nominate up to five Councillors to form the task group responsible for undertaking the above actions.

3.2 Communications Task Group

Cllr Michael Hall has proposed that Full Council establish a task group focussed on investigating affordable options to seek to improve communications between the Council and residents.

Council already holds public meetings and publishes information on notice boards, the website and a page on Facebook. The intent would be to find ways to build on these to improve two way interaction between residents and Council.

The remit for this task group would be to produce an affordable Communications Plan and to review and update the existing Community Engagement Policy.

4. Recommendations

That Full Council:

- 1) Approve the creation of an Environmental Task Group and appoint up to five members to the group.
- 2) Approve the creation of a Communication Task Group and appoint up to five members to the group.



MARTOCK PARISH COUNCIL

Environmental Policy

This policy was adopted by the Full Council at its meeting on dd month 20xx

Introduction

At the meeting of the Full Council on 27th October 2021 Martock Parish Council (MPC) resolved to declare a Climate Emergency and set up an Environment and Climate Emergency Working Group.

The purpose of this policy is to establish a strategy for both combating the climate change and preparing for the changes resulting from a climate change.

Policy Statement

This policy statement affirms that Martock Parish Council is committed to the preservation of the environment.

MPC is committed to protecting and maintaining the quality of the environment by managing its land and properties and carrying out its services in an environmentally sensitive way where this is practicable. MPC recognises the growing importance of environmental considerations and will, wherever practicable, promote the concepts of sustainable development.

The policy must have the support of staff, partners and the community to be successful.

Policy Scope

The scope of this policy covers:

- Measures intended to help the world combat climate change.
- Measures intended to protect the parish from, or make provision for, anticipated consequences of climate change.

This policy applies to:

- MPC owned buildings and open spaces.
- Events organised by MPC or held on MPC premises.
- MPC procurements of goods and services

MPC recognises its key impacts on the environment to be in the areas of:

- energy use
- raw material use
- water use
- management of open spaces
- waste generation
- emissions to air/water
- transport
- Influencing the behaviour of parishioners, businesses within the Parish, and suppliers to MPC.

Policy Aims

The aims of this policy are to:

- Comply with applicable legislation.
[Appendix A identifies relevant legislation.]
- Minimise the consumption of all resources used by MPC in its operations.
- Promote, and ensure appropriate consideration is given to, environmental issues within MPC by employees or contractors conducting its business and activities.
- To promote and encourage initiatives which help build a stronger and healthier and more resilient community.
- To promote the use of public footpaths for pedestrians and the less able-bodied people to use and enjoy.

Strategy

MPC will strive to:

- Raise the awareness of key decision makers.
- Ensure that the implications of health, social, environmental and economic wellbeing of the community are considered within policies.
- Share good practice with partners in the community.
- Undertake training and education and to share that knowledge.
- We will take note of developing scientific evidence(i) in environmental matters and adapt our policy accordingly.

The strategy to be adopted by MPC towards achieving the policy aims is as follows:

1. For all decisions made by MPC, the impact on the environment and habitat must be considered.
Anything which is considered to have a negative impact on the global environment or local habitat will only be progressed if there is a substantial benefit to the community or the parish and shall be mitigated so far as practicable.
2. The MPC will liaise with the Somerset Council and other relevant bodies in embracing initiatives aimed at encouraging the use of, and improvements to, the public transport infrastructure.
3. MPC will support local, national, and international initiatives aimed at combating, or mitigating the effects of, climate change so far as practicable.
4. All staff and members will be encouraged to minimise waste and to re-use, repair and re-cycle so far as practical.

-
5. An Environmental Work Group will be established and tasked with:
 - a. Identifying opportunities to reduce the energy consumption for MPC buildings and events.
 - b. Identifying opportunities to transition towards use of sustainable energy.
 - c. Proposing revisions to the Neighbourhood Plan aimed at ensuring new development is as environmentally friendly as possible.
 - d. Monitoring the publications of the Intergovernmental Panel on Climate Change as well as those of the UK Climate Change Committee and other respected authorities.
 - e. Identifying opportunities to conserve and enhance the natural environment.
 - f. Use meetings and social media to acknowledge and promote initiatives and the positive impacts that have been achieved.
 - g. Look for opportunities to engage with all members of the community with respect to environmental issues.
 - h. Look for opportunities to encourage use of more sustainable means of transport.

 6. Allocate council meeting time to review how the work of the EWG may influence policies and priorities in the future.

Revision and Amendment Record

Martock Parish Council

Adopted Date:

Last Amended Date:

Review due:

Amendment Record

Revision	Date	Details	Changed by
1.0	16/8/23	Initial Draft	Environmental Working Group

Relevant Legislation

The Environment Act 2021

This Act introduced a requirement for development to deliver at least 10% increase in biodiversity. New housing, commercial and infrastructure developments are set to be “nature positive” from November 2023. “Small sites” (under 10 homes where the site is under one hectare, or on plots of 0.5 hectares where the number of homes is not known) will be subject to BNG from April 2024.

The UK Climate Change Act 2008

The UK’s Climate Change Act was passed in 2008 and introduced the UK’s first legally binding target to reduce greenhouse gas emissions by at least 80% compared to 1990 levels by 2050.

In June 2019, the UK Government amended the Climate Change Act and strengthened the legally binding target from an 80% cut to achieve ‘Net Zero’ greenhouse gas emissions from across the UK economy by 2050 compared to the 1990 baseline. This world-leading legislation will ensure that the UK will be carbon neutral and not contributing to further global climate change by 2050.

Climate Change and Sustainable Energy Act 2006

This Act gives specific powers to town and parish councils to tackle climate change. The Act places an obligation on town and parish councils to improve their energy efficiency.

The Natural Environment and Rural Communities Act 2006

From 1 October 2006, every public authority must, in exercising its functions, have regard, so far as it is consistent with the proper exercise of those functions, to the purpose of conserving biodiversity.

Clean Neighbourhoods and Environment Act 2005.

This Act extends the statutory offence of dropping litter and enables town and parish councils to authorise officers to serve fixed penalty notices for the litter offence under section 88 of the 1990 Environmental Protection Act;

gives town and parish councils the power to issue fixed penalty notices for graffiti and fly-posting offences; and

allows town and parish councils to create offences relating to the control of dogs and replaces the Dogs (Fouling of Land) Act 1996.

The Water Act 2003

This Act places a duty on all public bodies to take into account, where relevant, the desirability of conserving water supplied or to be supplied to premises.

Duty of Care (Waste)

The Duty of Care covers any business that produces or disposes of waste and requires the business to ensure that any waste produced is handled safely and in accordance with the law.

Key Climate Change Landmark Commitments and Legislation

United Nations 1992 Rio 'Earth Summit'

The 1992 United Nations Conference on Environment and Development (UNCED) or Rio 'Earth Summit' as it became known was the first summit created to encourage international cooperation on environmental issues following the end of the cold war.

One of the most important achievements of the 'Earth Summit' was the ratification of the United Nations Framework Convention on Climate Change (UNFCCC) the first international agreement to stabilize greenhouse gas concentrations in the atmosphere at a level that would prevent dangerous anthropogenic (human) interference with the climate system. The framework set out non-binding limits on greenhouse gas emissions for individual countries, but it contained no enforcement mechanisms.

Instead, the framework outlined how specific international treaties (called "protocols" or "Agreements") may be negotiated to specify further action on cutting Greenhouse Gases.

Intergovernmental Panel on Climate Change (IPCC) 1988

The Intergovernmental Panel on Climate Change (IPCC) has 195 member countries is an independent body composed of scientists from around the world. Formed in 1988, with the intention to provide governments with the scientific information needed to inform climate policies, it is tasked by the United Nations to assess and review the

most recent scientific, technical and socioeconomic evidence related to climate change, its impacts and future risks, and how adaptation and mitigation can reduce those risks

The United Nations Climate Change Conferences and the Kyoto Protocol

The United Nations Climate Change Conferences are annual conferences held in the framework of the (UNFCCC). They serve as the formal meeting of the UNFCCC Parties (Conference of the Parties, COP) to assess progress in dealing with climate change.

They began in 1995 in Berlin and are used to negotiate a pathway for all countries to agree to greenhouse gas emission reductions. The first such agreement being the 2007 Kyoto Protocol which established legally binding obligations for most industrialised countries (defined as Annex B countries) to reduce their greenhouse gas emissions by

between 6-8% by 2012.

The UK Climate Change Act 2008

The UK's Climate Change Act was passed in 2008 and introduced the UK's first legally binding target to reduce greenhouse gas emissions by at least 80% compared to 1990 levels by 2050.

In June 2019, the UK Government amended the Climate Change Act and strengthened the legally binding target from an 80% cut to achieve 'Net Zero' greenhouse gas emissions from across the UK economy by 2050 compared to the 1990 baseline. This world-leading legislation will ensure that the UK will be carbon neutral and not contributing to further global climate change by 2050.

Conference of the Parties (COP) 21; Paris Agreement 2015

The UK played a key role in securing the 2015 COP 21 Paris Agreement, where for the first time, 195 countries adopted the first-ever universal, legally binding global climate deal.

The Agreement sets out a global action plan to put the world on track to avoid dangerous climate change. Governments agreed to a long-term goal of keeping the increase in global average temperature to well below 2°C above pre-industrial levels and to aim to limit the increase to 1.5°C. To achieve this, they also agreed to reaching a global balance of sources and sinks of greenhouse gases in the second half of the century. This would significantly reduce risks and the impacts of climate change.



MARTOCK PARISH COUNCIL

Schedule of Full Council Meetings

Wednesday 26th June 2024, 7pm
 Wednesday 24th July 2024, 7pm
 Wednesday 25th September 2024, 7pm
 Wednesday 23rd October 2024, 7pm
 Wednesday 27th November 2024, 7pm
 Wednesday 18th December 2024, 7pm

Wednesday 22nd January 2025, 7pm
 Wednesday 26th February 2025, 7pm
 Wednesday 26th March 2025, 7pm
 Wednesday 23rd April 2025, 7pm
 Wednesday 28th May 2025, 7pm

Schedule of Planning Committee Meetings (meetings will only take place if required)

Wednesday 12th June 2024, 7pm
 Wednesday 10th July 2024, 7pm
 Wednesday 11th September 2024, 7pm
 Wednesday 9th October 2024, 7pm
 Wednesday 13th November 2024, 7pm
 Wednesday 11th December 2024, 7pm

Wednesday 8th January 2025, 7pm
 Wednesday 12th February 2025, 7pm
 Wednesday 12th March 2025, 7pm
 Wednesday 9th April 2025, 7pm
 Wednesday 14th May 2025, 7pm

Full Council Forward Plan

Standing items – Apologies, Declarations of Interest, Minutes of Previous Meeting, Chairman’s Announcements, Reports from Committees.

Meeting	Report	Detail	Lead Officer
June	Maintenance Contract Report Reports from Outside Bodies: <ul style="list-style-type: none"> Youth Service Management Group 	Proposal for future maintenance of green spaces.	Operations Manager Member Representatives

	<ul style="list-style-type: none"> Community Plan Steering Group Levels and Moors LCN Ash, Long Load and Martock Traffic Meeting <p>Speed Indicator Devices</p> <p>Martock Library</p> <p>Insurance Review</p> <p>Youth Provision Report</p> <p>Reports from Outside Bodies:</p> <ul style="list-style-type: none"> Youth Service Management Group Community Plan Steering Group 	<p>Update on Speed Indicator Devices</p> <p>Report to consider future funding of the library service</p> <p>Review of Council's insurance</p> <p>Results of the Procurement exercise</p>	<p>Council Representative</p> <p>Chief Executive</p> <p>RFO</p> <p>Chief Executive</p> <p>Member Representatives</p>
July	<p>Allotment Policy</p> <p>Maintenance Contract Report</p> <p>Reports from Outside Bodies:</p> <ul style="list-style-type: none"> Youth Service Management Group Community Plan Steering Group M3CP Board 	<p>Adopt a new policy covering the Bower Hinton Allotments</p> <p>Results of the Procurement exercise</p>	<p>Operations Manager</p> <p>Operations Manager</p> <p>Member Representatives</p>
September	<p>Community Services Report</p> <p>Asset Register Review</p> <p>Review of Charges</p>	<p>6 monthly update</p> <p>Review updated Asset Register</p> <p>Review hire charges ahead of budget setting</p>	<p>Community Team</p> <p>RFO</p> <p>Operations Manager</p>
October			
November			
December	Draft Budget Report		RFO
January	Budget Setting		RFO
February			
March			
April			