



Fair Oak & Horton Heath Parish Council

STANDING ORDERS

Version: May 2021

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Meetings

1. Meetings of the Council shall be held in each year on such dates and times and at such place as the Council may direct.

Annual Council Meeting

2. **In an election year the Annual Council Meeting shall be held on or within 14 days following the day on which the councillors are elected and/or take office**
3. **In a year which is not an election year, meetings shall be held on such day in May as the Council may direct.**
4. **In addition to the Annual Meeting at least three other meetings shall be held in each year.**

Chairman of the Meeting

5. **The person presiding at a meeting may exercise all the powers and duties of the Parish Council Chairman in relation to the conduct of the meeting.**

Proper Officer

6. Where a statute, regulation or order confers function or duties on the proper officer of the Council in the following cases, they shall be the Parish Clerk or nominated officer:
 - a) To receive declarations of acceptance of office.
 - b) To receive and record notices disclosing pecuniary and non-pecuniary interests.
 - c) To receive and retain plans and documents.
 - d) To sign notices or other documents on behalf of the Council.
 - e) To receive copies of bylaws made by a District Council.
 - f) To certify copies of bylaws made by the Council.
 - g) To sign summons to attend meetings of the Council.
 - h) To keep proper records for all Council meetings.

Quorum of the Council

- 7. Three members or one-third of the total membership, whichever is thereafter, shall constitute a quorum. (One third of membership of the Council is 5)**
8. If a quorum is not present or if during a meeting the number of councillors present falls below the required quorum (the quorum does not include those temporarily debarred by virtue of a pecuniary interest), the meeting shall be adjourned and business not transacted shall be transacted at the next meeting or on such other day as the Parish Council Chairman may fix.

Voting

9. Members shall vote by show of hands or, if at least two members so request, by signed ballot.
- 10. If a member so requires, the Parish Clerk shall record the names of the members who voted on any question so as to show whether they voted for or against it. Such a request may be made before the vote but in any event before moving on to the next business.**
11. Subject to (a) and (b) below the Parish Council Chairman may give an original vote on any matter put to the vote, and in any case of an equality of votes may give a casting vote whether or not they gave an original vote.
 - a) If the person presiding at the annual meeting would have ceased to be a member of the council but for the statutory provisions which preserve the membership of the Parish Council Chairman and Vice-Chairman, Parish Council Chairman, until the end of their term of office, they may not give an original vote in an election for Parish Council Chairman.
 - b) The person presiding must give a casting vote whenever there is an equality of votes in an election for Parish Council Chairman.

Order of Business

12. At each Annual Council Meeting the first business shall be:
 - a) To elect a Chairman of the Council
 - b) To receive the Parish Council Chairman's declaration of acceptance of office or, if not then received, to decide when it shall be received.
 - c) In the ordinary year of election of the Council to fill any vacancies left unfilled at the election by reason of insufficient nominations.

- d) To elect a Vice-Chairman of the Council.
 - e) To receive the Vice-Chairman's declaration of acceptance of office or, if not then received, to decide when it shall be received.
 - f) To appoint committees and sub-committees. and shall thereafter refer to SO 16
13. **At every meeting other than the Annual Council Meeting the first business shall be to appoint a chairman if the Chairman and Vice-Chairman be absent and to receive such declarations of acceptance of office (if any) as are required by law to be made, or if not then received, to decide when they shall be received.**
14. In every year, not later than the meeting at which the estimates for next year are settled, the Council shall review the pay and conditions of service of existing employees. Standing Order 47 must be read in conjunction with their requirement.
15. After the first business has been completed, the order of business, unless the Council otherwise decides on the ground of urgency, shall, if necessary, include the following:
- a) To read and consider the minutes; provided that if a copy has been circulated to each member not later than the day of issue of the summons to attend the meeting, the Minutes may be taken as read.
 - b) After consideration to approve the signature of the minutes by the person presiding as a correct record.**
 - c) To deal with business expressly required by statute to be done.**
 - d) To decide when any declarations of acceptance of office and written undertakings to comply with the Code of Conduct (Annex A) adopted by the Council which have not been received as provided by law shall be received**
 - e) To answer questions from Councillors.
 - f) To receive and consider reports and minutes of committees.
 - g) To receive and consider resolutions or recommendations in the order in which they have been notified.
 - h) To authorise the sealing of documents.
 - i) If necessary, to authorise the signing of orders for payment.

Adjournment

16. After each ninety-minute period the Chairman shall normally adjourn the meeting for a five- minute recess to afford those present a comfort break.

Urgent Business

17. The Chairman may, at their discretion, alter the order of business as specified on the agenda. In addition, a motion to vary the order of business on the grounds of urgency may be proposed by any member and after being seconded shall be put to the vote without discussion.

Resolutions Moved On Notice

18. Except as provided by these Standing Orders, no resolution may be moved unless the business to which it relates has been put on the agenda by the Parish Clerk or the

mover has given notice in writing (notice of motion) of its terms and has delivered the notice to the Parish Clerk at least **6 working days** prior to the next meeting of the Council.

19. The Parish Clerk shall insert in the summons for every meeting all notices of motion or recommendation properly given in the order in which they have been received unless the member giving a notice of motion has stated in writing that they intend to move at some later meeting or that they withdraw it.
20. The Parish Clerk may before including a motion on the agenda correct obvious grammatical or typographical errors in the wording of the motion. If the Parish Clerk considers the wording of a motion received is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing so that it can be understood at least 5 clear days before the meeting.
21. If the wording or subject of a proposed motion is considered improper, the Parish Clerk 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 motions shall be included in the agenda or rejected.
22. If a resolution or recommendation specified in the summons is not moved either by the member who gave notice of it or by any other member, it shall, unless postponed by the Council, be treated as withdrawn and shall not be moved without fresh notice.
23. If the subject matter of a resolution comes within the province of a committee of the Council, it shall, upon being moved and seconded, stand referred without discussion to such committee or to such other committee as the Council may determine for report; provided that the Chairman, if they consider it to be a matter of urgency, may allow it to be dealt with at the meeting at which it was moved.
24. Every resolution or recommendation shall be relevant to some subject over which the Council has power or duties which affects its area.

Resolutions Moved Without Notice

25. Resolutions dealing with the following matters may be moved without notice:
 - a) To appoint a Chairman of the meeting
 - b) To correct the minutes
 - c) To approve the minutes
 - d) To alter the order of business
 - e) To proceed to the next business
 - f) To close or adjourn the debate
 - g) To refer a matter to a committee
 - h) To appoint a committee or any members thereof
 - i) To adopt a report
 - j) To authorise the sealing of documents
 - k) To amend a motion
 - l) To give leave to withdraw a resolution or amendment

- m) To extend the time limit for speeches
- n) To exclude the public. (see Standing Order 93)
- o) To silence or eject from the meeting a member named for misconduct. (see Standing Order 40)
- p) To give the consent of the Council where such consent is required by these Standing Orders.
- q) To suspend any Standing Order. (see Standing Order 113 below)
- r) To adjourn the meeting.

Questions

- 26. A member may ask the Parish Council Chairman or the Parish Clerk any question concerning the business of the Council. The Parish Council Chairman or Parish Clerk may respond immediately or within an agreed timescale.
- 27. No questions not connected with business under discussion shall be asked except during the part of the meeting set aside for questions.
- 28. Every question shall be put and answered without discussion.
- 29. A person to whom a question has been put may decline to answer.

Draft Minutes

- 30. 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.
- 31. 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 25C
- 32. 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.
- 33. If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chairman of their meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- 34. Following the preparation of draft minutes, the Parish Clerk shall issue them to the relevant chairman for comment prior to publication in draft form on the council's website.

Rules of Debate

35.

- a) A resolution or amendment shall not be discussed unless it has been proposed and seconded, and, unless proper notice has already been given, it shall, if required by the Parish Council Chairman, be reduced to writing and handed to them before it is further discussed or put to the meeting.
- b) A member when seconding a resolution or amendment may, if they then declare their intention to do so, reserve their speech until a later period of the debate.
- c) A member shall direct their speech to the question under discussion or to a personal explanation or to a question of order.
- d) No speech by a mover of a resolution shall exceed 5 minutes and no other speech shall exceed 5 minutes except by consent of the Council.
- e) An amendment shall be either to:
 - i. leave out words.
 - ii. leave out words and insert others
 - iii. insert or add words.
- f) An amendment shall not have to effect of negating the resolution before the Council.
- g) If an amendment be carried, the resolution, as amended, shall take the place of the original resolution and shall become the resolution upon which any further amendment may be moved.
- h) A further amendment shall not be moved until the Council has disposed of every amendment previously moved.
- i) The mover of a resolution or of an amendment shall have a right of reply, not exceeding 5 minutes.
- j) A member may make a point of order or a personal explanation. A member stating verbally 'point of order' or 'personal explanation' shall be heard forthwith. A personal explanation shall be confined to some material part of a former speech by them which may have been misunderstood.
- k) A motion or amendment may be withdrawn by the proposer with the consent of the Council, which shall be signified without discussion, and no member may speak upon it after permission has been asked for its withdrawal unless such permission has been refused.
- l) When a resolution is under debate no other resolution shall be moved except the following:
 - i. To amend the resolution.
 - ii. To proceed to the next business.

- iii. To adjourn the debate.
- iv. That the question be now put.
- v. That a member named be not further heard.
- vi. That a member named do leave the meeting.
- vii. That the resolution be referred to a committee.
- viii. To exclude the public and press.
- ix. To adjourn the meeting.

36.

- a) The ruling of the Parish Council Chairman on a point of order or on the admissibility of a personal explanation shall not be discussed.
- b) Members shall address the Parish Council Chairman.
- c) If two or more members wish to speak, the Parish Council Chairman shall call upon one of them to speak first, the others shall be called in turn.
- d) Whenever the Parish Council Chairman invites a Member to speak during a debate all other members shall be seated and silent.

Closure

37. At the end of any speech a member may, without comment, move “that the question be now put”, “that the debate be now adjourned” or “that the Council do now adjourn”.

If such motion is seconded, the Parish Council Chairman/Chairman shall put the motion but, in the case of a motion “that the question be now put”, only if they are of the opinion that the question before the Council has been sufficiently debated.

If the motion “that the question be now put” is carried, they shall call upon the mover to exercise or waive their right of reply and shall put the question immediately after that right has been exercised or waived.

The adjournment of a debate or of the Council shall not prejudice the mover’s right of reply at the resumption.

Disorderly Conduct

38. **All members must behave in a manner required by the Code of Conduct, which was adopted by the council on 3 June 2019, a copy of which is annexed to these Standing Orders.**
39. No member shall at a meeting persistently disregard the ruling of the Chairman, wilfully obstruct business, or behave irregularly, offensively, improperly or **in such a manner as to bring the Council into disrepute. If a member reasonably believes another member is in breach of the code of conduct, that member is under a duty to report the breach in line with the code of conduct.**

40. If, in the opinion of the Chairman, a member has broken the provisions of Standing Orders 38 or 39, the Chairman shall express that opinion to the meeting and thereafter any member may move that the member named be no longer heard or that the member named do leave the meeting, and the motion, if seconded, shall be put forthwith and without discussion.
41. If either of the motions mentioned in paragraph 40 is disobeyed, the Chairman may suspend the meeting or take such further steps as may reasonably be necessary to enforce them.

Right of Reply

42. The mover of a resolution shall have a right to reply immediately before the resolution is put to the vote. If an amendment is proposed the mover of the amendment shall be entitled to reply immediately before the amendment is put to the vote. A member exercising a right of reply shall not introduce a new matter. After the right of reply has been exercised or waived, a vote shall be taken without further discussion.

Alteration of Resolution

43. A member may, with the consent of the seconder; move amendments to their/her own resolution.

Rescission of Previous Resolution

44. A decision (whether affirmative or negative) of the Council shall not be reversed within six months except either by a special resolution, the written notice whereof bears the names of at least 5 members of the Council, or by a resolution moved in pursuance of the report or recommendation of a committee.
45. When a special resolution or any other resolution moved under the provisions of Standing Order 44 has been disposed of, no similar resolution may be moved within a further six months.

Voting On Appointments

46. Where more than two persons have been nominated for any position to be filled by the Council and of the votes given there is not an absolute majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken, and so on until a majority of votes is given in favour of one person.
 - a) in the event there is no casting vote available then the matter shall be decided by the toss of a coin.

Discussions and Resolutions Affecting Employees of the Council

47. If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service, of any person employed by the Council, it shall not be considered until the Council or committee (as the case may be)

has decided whether or not the public shall be excluded. (see Standing Order 93)

Resolutions on Expenditure

48. Any resolution (which is moved otherwise than in pursuance of a recommendation of the Finance Committee or of another committee after recommendation by the Finance Committee) and which, if carried, would, in the opinion of the Chairman substantially increase the expenditure upon any service which is under the management of the Council or reduce the revenue at the disposal of any committee, or which would involve capital expenditure, shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council, and any committee affected by it shall consider whether it desires to report thereon (and the Finance Committee shall report on the financial aspect of the matters).

Inquorate Meetings

49. If a meeting is inquorate and a decision must be made prior to the next scheduled meeting consideration must be given to calling an additional meeting. If:

- a) It is not possible to hold a quorate meeting within the required timescale; AND
- b) a decision will incur costs of less than £3,000 within a budget line OR less than £1000 within an overall budget; AND
- c) a decision does not require a risk assessment as set out in Financial Regulations

the Parish Clerk shall have delegated authority to make any necessary decisions having taken soundings from members. Such action shall be reported back to the next scheduled committee meeting and Council meeting.

Handling Confidential or Sensitive Information

50. The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or sensitive information which for special reasons would not be in the public interest.
51. Councillors and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest.

Expenditure

52. All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's Financial Regulations
53. Payments shall not be made prior to authorisation either by Council, the Finance Committee or in accordance with delegated authority to the Parish Clerk as set out in Financial Regulations.
54. All payments authorised by the Finance Committee shall be presented to the next ordinary meeting of the Council for noting.

55. All payments authorised by the Parish Clerk shall be detailed in the schedules of payments presented to the next Council or Finance Committee and annotated to indicate that they have been made.

Sealing of Documents

56. A document shall not be sealed on behalf of the Council unless its sealing has been authorised by a resolution.

Committees and Sub Committees

57. The Council may at its Annual Meeting appoint standing committees and may at any other time appoint such other committees as are necessary clearly defining roles of the committees and any delegated powers, but subject to any statutory provision on that behalf:
- a) Shall not appoint any member of a committee so as to hold office later than the next Annual Meeting
 - b) May appoint persons other than members of the Council to any Committee
 - c) May, subject to the provisions of Standing Order 38 above, at any time dissolve or alter the membership of committee.
58. The Parish Council Chairman shall be members of every committee; for the sake of clarity their is to allow them voting rights at all committees either or both may attend.
59. The Chairman and Vice-Chairman of Committees will be elected by the Full Council at its Annual Meeting.

Special Meeting

60. The Chairman of a committee or the Parish Council Chairman may summon an additional meeting of that committee at any time. An additional meeting shall also be summoned on the requisition in writing of not less than a quarter of the members of the committee. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting.

Reporting to Council

61. The minutes of committee meetings shall be presented to the next practicable meeting of the Council where members may ask the Chairman of the committee to report further on the proceedings of the same.

Sub-Committees

62. Every committee may appoint sub-committees/Task & Finish Groups for purposes to be specified by the committee.

63. The Chairman or Vice-Chairman of the committee shall be members of every sub-committee appointed by it unless they signify that they do not wish to serve.
64. The Standing Orders on rules of debate and the Standing Order on interests of members in contracts and other matters shall apply to committee and sub-committee meetings.
65. Without prejudice to the powers of committees under Standing Order 63, the Council may direct a committee whether in its terms of reference or otherwise to establish a sub-committee for the purposes specified by the Council. For the avoidance of doubt, the power of the Council under their standing order to direct a committee to establish a sub-committee also applies to the establishment of Working Parties or Groups by committees.

Advisory Committees

66. The Council may create advisory committees, whose name, and number of members and the bodies to be invited to nominate members shall be specified.
67. The Clerk shall inform the members of each advisory committee of the terms of reference of the committee.
68. An advisory committee may make recommendations and give notice thereof to the Council.
69. An advisory committee may consist wholly of persons who are not members of the Council.

Voting in Committees

70. Members of committees and sub-committees entitled to vote (see relevant terms of reference) shall by show of hands, or, if at least two members so request, by signed ballot.
71. **Chairman of committees and sub-committees shall in the case of an equality of votes have a second or casting vote.**

Presence of Non-Members of Committees at Committee Meetings

- a) A member who has proposed a resolution which has been referred to any committee of which they are not a member, may explain the resolution to the committee but shall not vote. Except as otherwise provided by the Terms of Reference of a committee, any member of the council may attend any committee or sub-committee of the council of which they are not a member.

A member attending under their standing order may speak, but not vote. A resolution passed under Standing Order 93 excluding the press and public from a meeting shall not apply to a member attending under their standing order.

Terms of Reference of Committees and Working Groups

- b) Unless the Council at any time determines to the contrary, the Committees of the Council to be appointed in each year shall be the
- Finance
 - Assets
 - Community Events Sub- Committee
 - Budget Task & FinishGroup

These committees shall have the matters referred to them, the delegated powers and be constituted in the manner described in the Terms of reference contained in Annex B to these Standing Orders.

- c) All working groups established by the Council or a committee shall have a terms of reference in the format as prescribed by Appendix C.

Accounts and Financial Statement

72. The Responsible Financial Officer shall supply to each member at the ordinary meeting next after the end of the Financial Year a Financial statement of receipts and payments for the Council.

Estimates / Precepts

73. The council shall approve written estimates for the coming financial year at its meeting at its meeting in January.
74. Any committee desiring to incur expenditure shall give the Clerk a written estimate of the expenditure recommended for the coming year no later than the end of October.

Annual Budget and Precept Setting Process

75. Ordinarily in line with the terms of reference of committees, those committees with budget responsibilities will meet to produce a recommendation to Budget Task & Finish Group/Finance Committee as to their budget requirements by the end of October, such that Finance Committee can meet ordinarily in November to review a consolidated budget and make a precept recommendation to the Parish Council prior to the deadline for precept submissions (normally late January/beginning of February).

The Finance Committee may at the outset of the process each year agree revised process timescales to take account of the circumstances pertaining at that time. The

Finance Committee must however ensure the timetable allows proper consideration of the budget by Council prior to precept submission deadlines.

Code of Conduct and Dispensations

76. **All councillors with voting rights shall observe the code of conduct adopted by the Council**

77. A member who has declared a pecuniary or prejudicial interest may not participate in any discussion on the matter at the meeting or in any vote taken on the matter at the meeting and is required to leave the room where the meeting is taking place during the discussion and vote.

A member may attend the meeting and make representations, answer questions or give evidence provided that the public are also allowed to attend the meeting for the same purpose and you leave the meeting immediately after having done so.

78. **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.
79. A decision as to whether to grant a dispensation shall be made by the Proper Officer in consultation with the Chairman of the Council or, failing that, the Committee chairman and that decision is final. 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.
80. Subject to Standing Orders 81 and 82, dispensations requests shall be considered by the Proper Officer in consultation with the Chairman of the Council or, failing that, the Committee chairman before the meeting or, if their is not possible, at the start of the meeting for which the dispensation is required.
81. **A dispensation may be granted in accordance with Standing Order 82 if having regard to all relevant circumstances the following applies:**
- a. **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 or**
 - b. **granting the dispensation is in the interests of persons living in the council's area or**
 - c. **it is otherwise appropriate to grant a dispensation.**
82. **The Parish Clerk shall hold a copy of the Register of Member's Interests in accordance with instructions received from the Monitoring Officer of the Responsible Authority and/or as required by statute. The registers of Member's Interests will also be published on the Council website.**

83. If a candidate for any appointment under the Council is to their knowledge related to any member of or the holder of any office under the Council, they and the person to whom they are related shall disclose the relationship in writing to the Parish Clerk.

A candidate who fails so to do shall be disqualified for such appointment, and, if appointed, may be dismissed without notice. The Parish Clerk shall report to the Council or to the appropriate committee any such disclosure. Where relationship to a member is disclosed this Standing Order shall apply.

The Parish Clerk shall make known the purpose of their Standing Order to every candidate.

Canvassing of and Recommendations by Members

84. Canvassing of members of the Council or of any committee, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. The Parish Clerk shall make known the purpose of their sub-paragraph of their Standing Order to every candidate.
85. A member of the Council or of any committee shall not solicit for any person any appointment under the Council or recommend any person for such appointment or for promotion; but, nevertheless, any such member may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.
86. Standing Orders 86, 87 and 88 shall apply to tenders as if the person making the tender were a candidate for an appointment.

Inspection of Documents

87. A member may for the purpose of their duty as such (but not otherwise), inspect any document in possession of the Council or a committee, and if copies are available shall, on request, be supplied for the like purpose with a copy.
88. **All minutes kept by the Council and by any committee shall be open for the inspection of any member of the Council.**

The minutes of the Council and its committees shall be open to inspection by any local government elector of the Parish without charge.

Unauthorised Activities

89. No member of the Council or of any committee or sub-committee shall in the name of or on behalf of the Council:
- a) Inspect any lands or premises which the Council has a right or duty to inspect; or
 - b) Issue orders, instructions or directions unless authorised to do so by the Council or the relevant committee or sub-committee.

Admission of the Public and Press to Meetings

90. **The public shall be admitted to all meetings of the Council and its committees** and sub- committees, **which may, however, temporarily exclude** the public by means of the following resolutions:

“That in view of the[special] [confidential] nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw”

91. The Council shall state the special reason for exclusion.
92. At all meetings the Chairman may at their discretion and at a convenient time in the transaction of business, adjourn the meeting so as to allow any members of the public to address the meeting in relation to the business to be transacted at that meeting.
93. All Council meetings shall permit an opportunity for time to be allocated to allow members of the public to make statements and ask questions.
94. The Parish Clerk shall afford to the press reasonable facilities for taking their report of any proceedings at which they are entitled to be present.
95. If a member of the public interrupts the proceedings at any meeting, the Chairman may, after warning, order that they be removed from the meeting.

Confidential Business

96. No member of the Council or of any committee or sub-committee shall disclose to any person not a member of the Council any business declared to be confidential by the Council, the committee or the sub-committee as the case may be.
97. Any member in breach of the provisions of paragraph 99 of their Standing Order shall be removed from any committee or sub-committee of the Council.

Requests for Information

98. Requests for information held by the Council shall be handled in accordance with the Council's policy in respect of handling requests under the Freedom of Information Act 2000 and Data Protection Act 1998.
99. Correspondence from, and notices served by the Information Commissioner shall be referred by the Proper Officer to the chairman of the Finance & Staffing Committee and the Parish Council Chairman. The said committee shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000.

Liaison with Borough/County Councillors

100. At the start of every committee year, Borough/County Councillors will be sent a notice of meeting dates for all Council & Committee meetings with a link to the Council's website to view agendas and minutes.

Planning and Licensing Applications

101. The Deputy Clerk shall refer every planning application received via email to all members of the Council for comment. The Deputy Clerk, having taken soundings from members, shall respond to any planning application received for consultation except for controversial/large scale applications (5 or more dwellings) which shall automatically be referred to the Full Council for consideration.
102. All comments made on behalf of the Council under its delegated powers above shall be published on the Council's website and submitted to the next full council meeting for noting only.
103. Any member of the council may require the Deputy Clerk to refer any planning or licensing application to the council rather than express an opinion on behalf of the Council under its delegated powers.

Contracts

104. Every contract shall comply with the financial regulations, and no exceptions shall be made other than in an emergency provided that these regulations shall not apply to contracts which relate to items (a) to (f) below:
 - a) for the supply of gas, electricity, water, sewerage and telephone services.
 - b) for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants.
 - c) for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant.
 - d) for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - e) for additional audit work of the external Auditor up to an estimated value of £250 (in excess of their sum the RFO shall act after consultation with the Parish Council Chairman and Vice-Chairman of Council);
 - f) for goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.

Code of Conduct Complaints

105. Upon notification by Eastleigh Borough 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 Orders 50 and 51 above, report to the council.
106. Where the notification in Standing Order 109 above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Parish Council Chairman of their fact, and the Parish Council 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 112 below.

107. The Council may:

- a) provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
- b) seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;

108. Upon notification by Eastleigh Borough 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 them. Such action excludes disqualification or suspension from office.

Variation, Revocation and Suspension of Standing Orders

- 109. Any or every part of the Standing Orders except those printed in **bold type** may be suspended by resolution in relation to any specific item of business.
- 110. A resolution permanently to add, vary or revoke a Standing Order shall when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

Standing Orders to be given to Members

- 111. A copy of these Standing Orders shall be given to each member by the Parish Clerk upon delivery to them of the member's declaration of acceptance of office and written undertaking to comply with the Code of Conduct adopted by the Council and at other times when the Standing Orders are amended.
- 112. These standing orders and in particular the Terms of Reference of Committees shall be reviewed annually.

Annex A: Code of Conduct

Introduction and Interpretation

As a Cllr and representative of this Council it is your responsibility to comply with this Code when you undertake or claim to be undertaking Council business or give the impression that you are undertaking Council business.

As a representative of this Council your actions impact on how the Council is viewed by the public. It is important, therefore, that you don't do anything when undertaking Council business which you could not justify to the public. It is not enough to avoid actual impropriety; you should always avoid any occasion for suspicion or appearance of improper conduct.

This Code is based upon the seven principles of public life which are set out at Appendix 1. You shall have regard to those principles when fulfilling your role.

An explanation of the terms used in this Code can be found in Appendix 2.

1 General Obligations

When undertaking Council business, you must:

- 1.1 Treat others with respect,
- 1.2 Not use or attempt to use your position as a Cllr improperly to give yourself or any other person, an advantage or disadvantage,
- 1.3 When reaching decisions on any matter, consider any relevant advice provided to you by:
 - a. the Council's Responsible Finance Officer (RFO); or
 - b. the Monitoring Officer, or
 - c. the Parish Clerk

in accordance with his or her statutory duties.

- 1.4 Give reasons for decisions in accordance with any statutory requirements and the Standing Orders of the Council,
- 1.5 Act in accordance with the Council's Standing Orders, procedures and any other relevant Council policies,
- 1.6 Not use Council resources improperly (including political purposes),
- 1.7 Avoid doing anything which may cause the Council to breach a statutory duty or any of the equality enactments (as defined in section 149 of the Equality Act 2010),
- 1.8 Not bully any person,
- 1.9 Not intimidate or attempt to intimidate any person who is or is likely to be:
 - a. a complainant
 - b. witness
 - c. involved in the administration of any investigation or proceedings, or
 - d. any other person carrying out the functions of the Council,
- 1.10 Avoid doing anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, the Council,
- 1.11 Not disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where:
 - a. you have the consent of a person authorised to give it;
 - b. you are required by law to do so;
 - c. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agree not to disclose the information to any other person; or

- d. the disclosure is:
 - i. reasonable and in the public interest; and
 - ii. made in good faith and in compliance with the reasonable requirements of the Council; and
 - e. you have consulted the Parish Clerk and then, as appropriate, the Monitoring Officer prior to its release.
- 1.12 Not prevent another person from gaining access to information to which that person is entitled by law; and
- 1.13 Not conduct yourself in a manner which could reasonably be regarded as bringing your office or the Council into disrepute.

2. Interests

Disclosable Pecuniary Interests

- 2.1 You must register and declare any Disclosable Pecuniary Interests that relate to your public duties as required by this Code and set out in Appendix 3.
- 2.2 You must, within 28 days of this Code being adopted by the Council or your taking office as a Cllr or co-opted Cllr, register any Disclosable Pecuniary Interests with the Parish Clerk who will then share this information with Eastleigh Borough Council's Monitoring Officer, where the Disclosable Pecuniary Interest is yours, your spouse's or civil partner's, or is the Disclosable Pecuniary Interest of somebody with whom you are living with as a husband or wife, or as if you were civil partners. Disclosable Pecuniary Interests will be recorded in the Council's Register of Cllrs' Interests and made available for public inspection. Cllr interest forms will also be published on the Council's website.
- 2.3 Within 28 days of becoming aware of any new Disclosable Pecuniary Interest or change to any such interest already registered, you must register details of that new interest or change in writing to the Parish Clerk.
- 2.4 Where any business of the Council relates to or affects a Disclosable Pecuniary Interest whether registered under 2.2 or 2.3 above or not and you attend the meeting of the Council, any Committees or Sub-Committee which that business is to be considered, you must:
- a. not seek to influence a decision about that business
 - b. disclose to that meeting the existence and nature of that interest no later than the start of the consideration of the business in which you have that interest, or (if later) the time at which the interest becomes apparent to you. The exception to the requirement to disclose an interest is if the matter is a sensitive interest under paragraph 2.16
 - c. withdraw from the meeting room as soon as it becomes apparent that the business is being considered at that meeting, unless you have obtained a dispensation from the Parish Clerk.
- 2.5 Following any disclosure at a meeting or as part of a decision record, of a Disclosable Pecuniary Interest not on the Council's register or the subject of pending notification, you must notify the Parish Clerk of the interest within 28 days beginning with the date of the disclosure at the meeting or in the decision record in order for the interest to be included in the register.

- 2.6 Unless dispensation has been granted, you may not participate in any discussion of, vote on, or discharge any function related to any matter in which you have a Disclosable Pecuniary Interest. Additionally, you must observe the restrictions the Council places on your involvement in matters where you have a Disclosable Pecuniary Interest as defined by the Council and set out in this Code.

3. Other Interests

NOTE: It is conceivable that an interest could be categorised as both a Disclosable Pecuniary Interest and a personal or a personal and prejudicial interest and comply with the requirements set out in paragraphs 2.1-2.6 inclusive.

- 3.1 In addition to the Disclosable Pecuniary Interests notifiable under the Localism Act 2011, you must, within 28 days of this Code being adopted by or applied to the Council, or your election or appointment to office (where that is later), give written notification to the Parish Clerk of the details of your other personal interests, as defined in 3.2 and 3.3 below, for inclusion in the register of interests. The exception to this requirement is if the detail of the personal interest is classified as sensitive.
- 3.2 You must, within 28 days of becoming aware of any new personal interest or change to any such registered interest, notify the Parish Clerk of the details of that new change.

4. Personal Interests

- 4.1 You have a personal interest in any business of the Council where it relates to or is likely to affect:
- a. anybody of which you are a member or in a position of general control or management and to which you are appointed or nominated by the Council;
 - b. anybody exercising functions of a public nature; establish for charitable purposes; or one of whose principle purpose includes the influence of public opinion or policy (including any political party or trade union), of which you are a member or in a position of general control or management;
 - c. a decision in relation to any business of the Council might reasonably be regarded as affecting your well-being or financial position or the well-being or financial position of a significant person to a greater extent than the majority of other council tax payers, ratepayers or inhabitants of the electoral division, as the case may be, affected by the decision.
- 4.2 Subject to paragraphs 4.3 and 4.4 below, where you are aware of a personal interest described in paragraph 4.1a above in any business of the Council and you attend a meeting of the Council at which the business is considered you must disclose to that meeting the existence and nature of that interest at the start of the consideration of that business, or when the interest becomes apparent to you.
- 4.3 Where you have a personal interest in any business of the Council which relates to or is likely to affect a significant person (see paragraph 4.1a) above, you need only disclose to the meeting the existence and nature of that interest if and when you address the meeting on that business.

- 4.4 Where you have a personal interest but the interest is not detailed in the Council's register of Cllrs interest because of the sensitive nature of the interest, you must indicate to the meeting that you have a personal interest, but need not to disclose the sensitive information to the meeting.
- 4.5 Any personal interests notified to the Parish Clerk/Monitoring Officer will be included in the register of interests.
- 4.6 A copy of the register will be available for the public inspection.

5. Prejudicial Interests

- 5.1 Where you have a personal interest in any business of your Council you also have a prejudicial interest in that business where the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest and where that business:
 - 5.1.1 affects your financial position or the financial position of a person or body described in paragraph 4.1 or;
 - 5.1.2 relates to determining any approval, consent, licence, permission or registration in relation to you or any person or body described in paragraph 4.1
- 5.2 Where you have a prejudicial interest in any business of your Council:
 - 5.2.1 You may not participate in any discussion of the matter at a meeting.
 - 5.2.2 You may not participate in any vote taken on the matter at a meeting.
 - 5.2.3 You must disclose the existence and nature of the interest to the meeting and leave the room where the meeting is held while any discussion or voting takes place on the matter. The exception to the requirement to disclose the detail of the interest is if the matter is a sensitive interest under paragraph 5.1. In these circumstances you need only state that you have a prejudicial interest and that the details are withheld because of the sensitive information involved.
- 5.3 Where you have prejudicial interest in any business of your Council, you may attend a meeting but only for the purpose of making representation, answering questions or giving evidence relating to the business, and you leave the meeting room immediately after making representations, answering questions or giving evidence.
- 5.4 Subject to you disclosing the interest at the meeting, you may attend a meeting and vote on a matter where you have a prejudicial interest that relates to the functions of your Council in respect of:
 - 5.4.1 statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992, where you are in receipt of, or are entitled to the receipt of, such pay;
 - 5.4.2 an allowance, payment or indemnity given to Cllrs;
 - 5.4.3 any ceremonial honour given to Cllrs; and
 - 5.4.4 setting Council Tax or a Precept under the Local Government Finance Act 1992.

6. Receipts of Gifts and Hospitality

- 6.1 You must, within 28 days of receipt, notify the Parish Clerk in writing of any gift, benefit or hospitality with a value in excess of £50 which you have accepted as a Cllr from any person or body other than the Council.
- 6.2 The Parish Clerk will place your notification on a public register of gifts and hospitality.

7. Sensitive Interests

- 7.1 If you have a Disclosable Pecuniary Interest or a Personal or Personal and Prejudicial Interest but you consider that disclosure of the interest could lead to you or a person connected with you being subject to violence or intimidation AND the Parish Clerk/Monitoring Officer agrees with that assessment then instead of disclosing the interest you need only disclose that you have a Disclosable Pecuniary Interest or Personal or Personal and Prejudicial Interest (as the case maybe). In such instances any published version of the register of interests will exclude details of the interest but may state that you have an interest, the details of which are withheld.

8. Pre-determination or Bias

Guidance on Pre-determination or Bias

- 8.1 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 Cllr. 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.
- 8.2 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.

Appendix 1 - The seven principles of public life

SELFLESSNESS

Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

INTEGRITY

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

OBJECTIVITY

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

ACCOUNTABILITY

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

OPENNESS

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

HONESTY

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

LEADERSHIP

Holders of public office should promote and support these principles by leadership and example.

APPENDIX 2 - Council's Code of Conduct interpretation

In the Council's Code of Conduct the following words shall have the following meanings ascribed to them:

- "the Act" means the Localism Act 2011.
- "Disclosable Pecuniary Interest" is as defined in Appendix 3.
- "meeting" means any meeting of the Council, any of the Council's Committees or Sub-Committees; whether or not the press and public are excluded from the meeting in question by a resolution of Cllrs.
- "Cllr" includes a co-opted Cllr and an appointed Cllr.
- "sensitive information" means information relating to a Cllr's interests that the Parish Clerk/Monitoring Officer has determined need not be included in the Cllr's registration of an interest or any change to that interest, by virtue of the fact that its availability for inspection by the public is likely to create a serious risk that any person may be subjected to violence or intimidation.
- "bullying" means offensive, intimidating, malicious, insulting or humiliating behaviour based on abuse or misuse of power or Council which attempts to undermine.
- "disrepute" means a lack of good reputation or respectability which can be reasonably regarded as reducing the public's confidence in that Cllr being able to fulfil their role or adversely affecting the reputation of Cllrs generally in being able to fulfil their role.
- "significant person" in relation to personal and personal and prejudicial interests means
 - a member of your family or any person with whom you have a close association; or
 - any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors; or
 - any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or
 - anybody:
 - of which you are a member or in a position of general control or management and to which you are appointed or nominated by the Council;
 - exercising functions of a public nature;
 - established for charitable purposes;
 - one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union), of which you are a member or in a position of general control or management
- "well-being" means a condition of contentedness, healthiness and happiness. Anything that could be said to affect a person's quality of life, either positively or negatively, is

likely to affect their well-being. It is not restricted to matters affecting a person's financial position.

- "close association" means someone that you are in regular contact with over a period of time who is more than an acquaintance or colleague. It may be a friend, a business associate or someone you know through general social contacts. It is someone who a reasonable member of the public might think you would be prepared to favour or disadvantage when discussing a matter that affects them.
- "member of your family" means partner, i.e. someone you are married to, your civil partner, or someone you live with in a similar capacity, a parent, a parent-in-law, a son or daughter, a stepson or stepdaughter, the child of a partner, a brother or sister, a brother or sister of your partner, a grandparent, a grandchild, an uncle or aunt, a nephew or niece, and the partners of any of these people.

APPENDIX 3 - Disclosable Pecuniary Interests

This note explains the requirements of the Localism Act 2011 (Ss 29-34) in relation to Disclosable Pecuniary Interests.

These provisions are enforced by criminal sanction.

1 Notification of Disclosable Pecuniary Interests

Within 28 days of becoming a Cllr or co-opted Cllr, you must notify the Monitoring Officer of any 'Disclosable Pecuniary Interests'.

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

<i>Interest</i>	<i>Description</i>
Employment, office, trade, profession or vocation	An 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 or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a Cllr, or towards the election expenses of M. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contract	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the Council: (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the Council.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the Council for a month or longer.
Corporate tenancies	Any tenancy where (to M's knowledge): (a) the landlord is the Council; and (b) the tenant is body in which the relevant person has a beneficial interest.
Securities	Any beneficial interest in securities of a body where: (a) that body (to M's knowledge) has a place of business or land in the area of the Council; and (b) either: (i) the total nominal value of the securities exceeds

	<p>£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 relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.</p>
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These descriptions on interests are subject to the following definitions:

- "The Act" means the Localism Act 2011.
- "Body in which the relevant person has a beneficial interest" means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest;
- "Director" includes a member of the committee of management of an industrial and provident society;
- "Land" includes an easement, servitude, interest or right in or over land which carries with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income;
- "M" means the person M referred to in section 30 of the Act;
- "Cllr" includes a co-opted Cllr;
- "Relevant authority" means the Council of which M is a Cllr;
- "Relevant period" means the period of 12 months ending with the day on which M gives a notification for the purposes of section 30(1) of the Act;
- "Relevant person" in relation to Disclosable Pecuniary Interests means M or M's spouse or civil partner or a person with whom M is living as husband and wife or a person with whom M is living as if they were civil partners;
- "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.

APPENDIX 4 - Email & Monitoring Policy for Councillors

1. Purpose

Cllrs are strongly encouraged to use only the fairoak-pc.gov.uk email account for all Council activity. This helps protect Cllrs and the Council from malware. It also helps with ways of working and requirements under the General Data Protection Regulations and Data Protection Act.

If followed, this policy ensures the proper use by Cllrs of Fair Oak & Horton Heath Parish Council's email system and makes them aware of what the Council deems acceptable and unacceptable use.

2. Requirements for use

The following rules **MUST** be adhered to by all Cllrs. It is prohibited to:

- a. Send or forward emails containing libellous, defamatory, offensive, racist or obscene remarks. If Cllrs receive an email of this sort, they must notify the Parish Clerk immediately.
- b. Forward an email containing 3rd party data (identity, contact information) without their express consent
- c. Forward a sensitive or controversial message without acquiring explicit permission from the sender first.
- d. Forge or attempt to forge email messages.
- e. Disguise or attempt to disguise Cllrs' identity when sending mail.
- f. Send email messages using another person's email address without permission.
- g. Copy a confidential message or attachment belonging to another user without permission of the originator.

3. System Monitoring

In order to protect Cllr's and the Council from charges of inappropriate use of email, it is possible to monitor Cllr's and staff emails. Monitoring would only be carried out by either Council's Office 365 provider at the request of the Parish Clerk. Monitoring may also be carried out during prolonged periods of Cllr absence and only when they have reasonable grounds to do so.

If there is evidence that a Cllr may not be adhering to the guidelines set out in this policy, the Parish Clerk will discuss this with the Cllr. If it is felt appropriate the Parish Clerk will then discuss the evidence with the Borough Monitoring Officer about the need for further action if necessary.

Dispensations

The Council or Parish Clerk may grant you a dispensation, but only in limited circumstances, to enable you to participate and vote on a matter in which you have a Disclosable Pecuniary Interest.

Offences

It is a criminal offence to:

- Fail to notify the Monitoring Officer/Clerk of any Disclosable Pecuniary Interest within 28 days of election
- Fail to disclose a Disclosable Pecuniary Interest at a meeting if it is not on the register
- Fail to notify the Monitoring Officer/Clerk within 28 days of a Disclosable Pecuniary Interest that is not on the register that you have disclosed to a meeting
- Participate in any discussion or vote on a matter in which you have a Disclosable Pecuniary Interest
- Knowingly or recklessly providing information that is false or misleading in notifying the Monitoring Officer/Clerk of a Disclosable Pecuniary Interest or in disclosing such interest to a meeting

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

Annex B: Terms of Reference

Assets Committee

The Committee has delegated authority to deal with the following matters to conclusion: -

1. Administration, maintenance and use of Fair Oak & Horton Heath Parish Council (FOPC) existing facilities and assets:
 - All public open spaces;
 - All FOPC properties including Parish Office, Community Centres & Sports buildings;
 - Children's play areas and skate parks;
 - Parks;
 - Community Orchard;
 - Cemetery;
 - Allotments;
 - Footpaths & public rights of way
 - Implement of play areas and other project enhancements within approved budgets;
 - Vehicles and street furniture.
2. Setting terms and conditions of use and provision of relevant equipment for areas under its control.
3. Liaison with community organisations which have an interest in recreational facilities in FOPC's control.
4. Responsible for all communications, marketing & promotions of facilities and assets.
5. Working with statutory partners, key stakeholders and community groups to support them in providing services in the community.
6. To maintain existing FOPC bus shelters and street furniture.
7. To purchase new street furniture within approved budgets.
8. To consider all youth matters including the partnership agreement with Eastleigh Borough Council and Bishopstoke Parish Council in relation to the Y-Zone.
9. To receive recommendations put forward by the Community Events Task & Finish Group.
10. To set up and disband Task & Finish Groups as and when necessary and agree their terms of reference.
11. To consider recommendations put forward by Task & Finish Groups reporting to the Committee.
12. To deal with consultations which time prevents being presented to Full Council.
13. To consider matters relating to the organisation of community events.
14. Consider requests by residents/community organisation regarding use of assets.
15. To consider annual health & safety, inspections and risk assessments.
16. To agree all income and expenditure relating to their Committee within approved budgets.
17. Any other matter deemed to be the responsibility of their committee or at the request of the full council.

Referred Business

To consider and make recommendations to Full Council on the following matters: -

1. Prepare budget estimates for the Finance Committee
2. To consider proposals for the transfer of Public Open Space and other community assets from Eastleigh Borough Council and make recommendation to the Full Council.
3. Provision of additional recreational facilities
4. Upgrading/improvements of FOPC facilities
5. For unbudgeted items, recommend expenditure relating to all assets and facilities.

Finance & Staffing Committee

The Committee has delegated authority to deal with the following matters to conclusion: -

1. Allocation of grants and donations within the agreed criteria and budget.
2. To agree Service Level Agreements with external agencies and to deal with any resulting issues arising under the terms of the Service Level Agreements/Agreements.
3. All financial and accounting matters.
4. Undertake an annual review of the Council's assets register.
5. Complete Annual Financial Risk Management.
6. Staffing, administration and governance matters.
7. Leases and licences.
8. To set up and disband Task & Finish Groups as and when necessary and agree their terms of reference.
9. To consider recommendations put forward by Task & Finish Groups reporting to the Committee.
10. Annual review of fees and charges of FOPC facilities and properties.
11. To review the FOPC insurance policy document premium charge.
12. To annually review the Council's Investment Policy.
13. To review the Community Investment Programme and make recommendations to Full Council on the use of Section 106 monies received by the Parish Council.
14. To consider any fundraising projects.
15. To support the Clerk in the appointment and management of staff, with 3 nominated councillors to participate in recruitment for senior officers.
16. To support the Clerk in the appointment and management of consultants
17. To agree terms and conditions of employment for all staff.
18. To consider any staffing matters including staffing structure, levels of pay & Clerk appraisal.
19. To consider all other personnel and administration matters not dealt by other Committees and make recommendations to Full Council where appropriate.
20. Any other matter deemed to be the responsibility of their committee or at the request of the full council.

Referred Business

To consider and make recommendations to Full Council on the following matters: -

1. Prepare annual budget and precept request
2. Monitor income and expenditure within the budget estimates approved by FOPC and make necessary recommendations.
3. To make recommendations on use of reserves.
4. To consider expenditure proposed by the Asset Management Committee
5. To consider all reports from the Internal & External Auditors
6. To consider all aspects of financial administration of FOPC business (such as banking arrangements and investments) and make recommendations to Full Council.

Annex C:

Community Events Task & Finish Group

The Committee has delegated authority to deal with the following matters to conclusion: -

1. Organise public events on behalf of the Parish Council.
2. Consider the promotion and communication matters for the parish including the Newsletter, website and social media.
3. Liaise with local community organisations and statutory partners in the organisation of key parish events including the annual carnival and remembrance Sunday.
4. Consider nominations for the annual Chairman's Citizen/Community Group Award.
5. Formulate & submit proposals to the Finance Committee in respect of income and expenditure relating to community matters, events and communications.
6. Any other matter deemed to be the responsibility of their sub-committee or at the request of the full council.

Task & Finish Group Terms of Reference

[insert name] Task & Finish Group Terms of Reference

1. The Group will consist of [insert no.] councillors, determined by the [insert committee name or Council] and the [officer] in an advisory capacity. Membership to be determined by the parent body. The group may invite members of the public to attend meetings in an advisory capacity on an ad-hoc usually temporary basis.
2. At its first meeting the group members shall:
 - a. Review these terms of reference / complete the skeleton Terms of Reference for approval as appropriate.
 - b. Appoint an elected member as Lead Member who should ensure the entire group's members are kept informed and involved with progress and act as the primary reporting channel back to the parent body.
3. In line with the task set by the [Council / committee], the purpose and remit of the group is to :
 - a. [insert remit]
 - b. [insert remit]
 - c. [insert remit]
4. The group does not have delegated powers to make decisions on behalf of the [insert committee if applicable] or the Parish Council nor should exceed its purpose and remit (above) without the parent body's sanction to a change to their Terms of Reference
5. The group reports to the [committee/council]
6. The group shall provide timely reports to the parent body in the following manner:
 - a. [insert manner of reports]
7. Meetings of the working group are not usually but may be a public meeting.