



FAIR OAK & HORTON HEATH PARISH COUNCIL

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CONSTITUTION

CHAPTER 1 INTRODUCTION

Date Adopted 19 July 2021

1. Introduction

- 1.1 Fair Oak & Horton Heath is a large parish within the Borough of Eastleigh. It has a population of approximately 11,000 people. Fair Oak and Horton Heath are semi-rural villages set in the heart of south Hampshire, situated 4 miles from the main town of Eastleigh.

2. The Council

- 2.1 Fair Oak & Horton Heath Parish Council has 15 elected Members covering three wards, Fair Oak & Horton Heath North, South & Stoke Heights. The last election took place in 2019.

3. Responsibilities

- 3.1 Fair Oak & Horton Heath Parish Council is responsible for several local services. It must provide some of these services by law; others are discretionary. Our key services include:

Public Open Spaces:

Knowle Hill Conservation Area
New Century Park
Knowle Park
Lapstone Playing fields (includes cricket wicket, three football pitches & tennis courts)
Daisy Dip
Oak Walk
Dean Road
Wyvern Meadow
Lapstone Farm/Community Orchard
Upper Barn Copse

Play Areas:

New Century Park
Meadowsweet Way
Knowle Park (including a skate park)
Upper Barn Copse
Pembers Hill

Buildings:

Pavilion
Cricket store
Horton Heath Community Centre
Woodland Community Centre
Parish Office
Library (run by an independent Charity)

Allotments:

Campbell Way
Knowle Park

Other:

Fair Oak Cemetery, Bus shelters (x3) & Village Clock

4. Parish Council & Committees

- 4.1 Fair Oak & Horton Heath Parish Council is a statutory corporation - that is, a body created by government under an Act of Parliament.
- 4.2 The Council makes all policy and other decisions within the powers given to a parish council

by law such as setting the annual budget and parish precept element of council tax. The council also has an Asset Committee who are responsible for overseeing the operational management of the council and a Finance & Staffing Committee who oversee the financial & staffing management. The terms of reference for these committees are set out in the Council's standing orders, Annex B.

- 4.3 The council also fulfils the responsibility of a commenting authority for planning applications within the parish. The council has delegated the Deputy Clerk with powers to respond to minor applications following consultation with all members and these comments are published monthly on the Council's website. The Full Council considers major applications.
- 4.4 Finally, the council has several task & finish groups which meet on an ad hoc basis. The Council has a standing Budget Task & Finish Group responsible for scrutinising the council's budget and examining key projects to form part of future budgets.
- 4.5 Fair Oak & Horton Heath Parish Council's role is to deliver its services to the people of Fair Oak and Horton Heath in an open, transparent and cost-effective way, acting in the best interests of its citizens. This sometimes means that the 'greater good' is more important than individual or group's interests, but this is what democratic local government is all about. Taking those decisions, after listening to the community, is the job of the Parish Councillors acting collectively as Fair Oak & Horton Heath Parish Council.
- 4.6 Staff deliver the Council's services in line with policies or directions as determined by Councillors, collectively in Council, a Committee or a Sub-Committee. They can advise Councillors on policy issues and statutory requirements the Council must meet. They carry out the day-to-day detailed management of the Council's services.

5. The Constitution

- 5.1 The Constitution is the Council's internal rule book. It sets out how the Council will operate and how decisions are made. Some of the processes are required by law, while others are a matter for the Council to choose.
- 5.2 The Constitution contains procedural rules which apply to the conduct of meetings of the Council.
- 5.3 In order to ensure the sound management of the Council's financial affairs and good corporate governance, the Constitution includes financial regulations and rules that apply to all contracts for works and the supply of goods and services to the Council.
- 5.4 The Constitution is a living document. It is kept under continual review and is re-examined annually by Council.
- 5.5 The Constitution is split into several different chapters which form the Constitution for Fair Oak & Horton Heath Parish Council. The chapters are set out below.

6. Your rights and how you can get involved

- Contact a councillor about any matter you are concerned about. There is information about councillors on our website. You can also phone us on 02380 692403 or e-mail us on enquiries@fairoak-pc.gov.uk
- Come to Council meetings. We will advertise the dates, times and places of council meetings beforehand on the Council's website and social media pages. You can get more information from our website (www.fairoak-pc.gov.uk).
- Inspect agendas and minutes for formal meetings and see reports and background papers

(except confidential ones) You can see public agendas, minutes and reports on our website (www.fairoak-pc.gov.uk).

- Look at the Work Programme & Corporate Action Plan to find out and have your say on the key decisions councillors and officers are due to make. You can look at this on our website (www.fairoak-pc.gov.uk).
- Complain to us if you think that we have failed to deliver a service that we promised or that we have not treated you politely and fairly. To make a complaint follow the procedure set out on our website (www.fairoak-pc.gov.uk)
- Have your say on our proposals so that we can provide the right services and plan for the Parish, we need to know what you think about our services and priorities. We regularly consult local people via online surveys and facebook polls*. If we ask you for your views, please take the time to give them to us.
- People who live in Eastleigh Borough also have the right to vote at local elections (as long as you are on the electoral register) If you would like to register or apply for a postal vote for future elections, please contact Eastleigh Borough Council's Electoral Services by calling 02380 688201

7. Further information

7.1 For further information the Council can be contacted using the contact details on the cover page of this document.

CHAPTER LIST

Chapter	Content	Adoption/Review Date
1	Introduction	July 2021
2	Standing Orders	May 2021
3	Financial Regulations	July 2021
4	Employee Handbook	March 2021
5	Health and Safety Policy	March 2021
6	Councillor and Officer Relations Protocol	July 2021
7	RFO Protocol	July 2021
8	Councillor Code of Conduct	May 2021
9	Complaints Policy	July 2021
10	Training Policy	July 2021
11	Financial Risk Assessment	July 2021
12	Access to Information Policy	July 2021
13	Information Policy	July 2021
14	Publication Scheme	July 2021
15	Information Retention and Disposal Policy	July 2021
16	Community Engagement Strategy	July 2021
17	Media Communication Protocol	July 2021
18	Data Protection Policy/GDPR Privacy Information	July 2021
19	Children & Vulnerable Adult Protection Policy	July 2021
20	Volunteer Policy	July 2021
21	Investment Strategy	March 2021

*paper copies can be made available upon request.