

**WEST END PARISH COUNCIL
MINUTES OF THE ANNUAL MEETING HELD ON
WEDNESDAY, 17th MAY 2023 AT 7.15 PM**

COUNCILLORS PRESENT: Boulton, Turl, Berry, Burton, Coles, Craig, Du-Crow,
Goguel, Haylett, MacDonald, Prince-Wright, Tennent

IN ATTENDANCE: Sheridan Mockford, Parish Clerk
Becky Bond, Deputy Parish Clerk

MEMBERS OF THE PUBLIC IN ATTENDANCE: 2

010/23/PC OPEN PUBLIC SESSION

011/23/PC APOLOGIES

Apologies were received and accepted from Councillors Asman & Henry.

012/23/PC DECLARATIONS OF INTEREST

Members were invited to declare interests in relation to items of business on the agenda.

013/32/PC TO APPOINT THE CHAIR OF THE PARISH COUNCIL FOR THE YEAR 2023/2024

It was proposed that Cllr Turl be elected Chair of West End Parish Council for the year 2023/24.

Proposed: Cllr Haylett

Seconded: Cllr Craig

In favour: Unanimous

Elected unopposed.

Councillor Turl was duly elected Chair of the Council for the year 2023/2024 and signed the Declaration of Acceptance of Office.

Councillor Turl offered her thanks and appreciation to Councillor Boulton for all she had done during her time as Chair. She also welcomed all the newly elected Councillors to the Council.

014/23/PC TO APPOINT THE VICE CHAIR OF THE PARISH COUNCIL FOR THE YEAR 2023/2024

It was proposed that Cllr Coles be elected as Vice Chair of West End Parish Council for the year 2023/24.

Proposed: Cllr Craig

Seconded: Cllr Haylett

In favour: Unanimous

Elected unopposed.

Councillor Coles was duly elected Vice Chair of the Council for the year 2023/24 and signed the Declaration of Acceptance of Office.

015/23/PC TO APPOINT THE TREASURER OF THE PARISH COUNCIL FOR THE YEAR 2023/24

Nominations received from Councillors Coles and Tennent.

Councillor Tennent decided to step aside before a vote took place.

It was proposed Cllr Coles be appointed Treasurer of the Parish Council for the year 2023/24.

Proposed: Cllr MacDonald

Seconded: Cllr Goguel

In favour: Unanimous

016/23/PC TO APPOINT CHAIRS AND VICE CHAIRS OF COMMITTEES FOR THE YEAR 2023/24

Planning & Highways Committee

It was proposed Cllr Asman be appointed Chair of the Planning & Highways Committee for the year 2023/24.

It was proposed Cllr Goguel be appointed Vice Chair of the Planning & Highways Committee for the year 2023/24.

Recreation & Environment Committee

It was proposed Cllr MacDonald be appointed Chair of the Recreation and Environment Committee for the year 2023/24.

It was proposed Cllr Boulton be appointed Vice Chair of the Recreation and Environment Committee for the year 2023/24.

Policy & Resources Committee

It was proposed Cllr Tennent be appointed Chair of the Policy & Resources Committee for the year 2023/24.

It was proposed Cllr MacDonald be appointed Vice Chair of the Policy & Resources Committee for the year 2023/24.

Personnel Committee

It was proposed Cllr Boulton be appointed Chair of the Personnel Committee for the year 2023/24.

It was proposed Cllr MacDonald be appointed Vice Chair of the Personnel Committee for the year 2023/24.

A vote was taken to approve all of the above appointments.

Proposed: Cllr Haylett

Seconded: Cllr Goguel

In favour: Unanimous

All Chairs & Vice Chairs were elected unopposed.

TO APPOINT MEMBERSHIP OF COMMITTEES FOR 2023/24

The Chair and the Vice Chair of the Parish Council are ex-officio members on each Committee.

Planning & Highways Committee

Cllr Asman (Chair)
Cllr Goguel (Vice Chair)
Cllr Barton
Cllr Du-Crow
Cllr Haylett
Cllr Henry
Cllr Prince-Wright
Cllr Turl (ex-officio)
Cllr Coles (ex-officio)

Recreation & Environment Committee

Cllr MacDonald (Chair)
Cllr Boulton (Vice Chair)
Cllr Berry
Cllr Du-Crow
Cllr Haylett
Cllr Henry
Cllr Prince-Wright
Cllr Turl (ex-officio)
Cllr Coles (ex-officio)

Policy & Resources Committee

Cllr Tennent (Chair)
Cllr MacDonald (Vice Chair)
Cllr Asman
Cllr Berry
Cllr Burton
Cllr Henry
Cllr Turl (ex-officio)
Cllr Coles (ex-officio)

Personnel Committee

Cllr Boulton (Chair)
Cllr MacDonald (Vice Chair)
Cllr Asman
Cllr Craig
Cllr Turl (ex-officio)
Cllr Coles (ex-officio)

A vote was taken to approve all of the above appointments.

Proposed: Cllr Craig
Seconded: Cllr MacDonald
In favour: Unanimous

018/23/PC

TO APPOINT COUNCILLOR REPRESENTATIVES TO THE FOLLOWING OUTSIDE BODIES

Hilldene Community Association

It was proposed Cllr Goguel be appointed as Councillor Representative of the Hilldene Community Association for the year 2023/24.

Transport Liaison Representative

It was proposed Cllr Goguel be appointed as Transport Liaison Representative for the year 2023/24.

Airport Consultative Committee

It was proposed Cllr MacDonald be appointed as Councillor Representative of the Airport Consultative Committee for the year 2023/24.

Friends of West End Copse

It was proposed Cllr Berry be appointed as Councillor Representative of Friends of West End Copse for the year 2023/24.

A vote was taken to approve all of the above appointments.

Proposed: Cllr Haylett
Seconded: Cllr Goguel
In favour: Unanimous

019/23/PC

TO APPROVE THE RECOMMENDATION OF THE POLICY & RESOURCES COMMITTEE TO ACCEPT THE UPDATED STANDING ORDERS

The updated Standing Orders have previously been circulated to all Councillors. No further comments were made. A copy of the Standing Order are in **Appendix A**.

Cllr Coles proposed, and Cllr MacDonald seconded that it be resolved that the updated standing orders be approved. The council agreed unanimously.

020/23/PC

TO APPROVE THE RECOMMENDATION OF THE POLICY & RESOURCES COMMITTEE TO ACCEPT THE UPDATED CODE OF CONDUCT

The updated Code of Conduct has previously been circulated to all Councillors. No further comments were made. A copy of the Code of Conduct is in **Appendix B**.

Cllr Goguel proposed, and Cllr Boulton seconded that it be resolved that the updated code of conduct be approved. The council agreed unanimously.

021/23/PC TO APPROVE THE RECOMMENDATION OF THE POLICY & RESOURCES COMMITTEE TO ACCEPT THE UPDATED COMPLAINTS PROCEDURE

The updated Complaints Procedure has previously been circulated to all Councillors. No further comments were made. A copy of the Complaints Procedure is in **Appendix C.**

Cllr Craig proposed, and Cllr Coles seconded that it be resolved that the updated complaints procedure be approved. The council agreed unanimously.

022/23/PC PCSO/POLICE REPORT

No Police Report received.

Councillors asked the Clerk to try to get a police representative to attend the next Full Parish meeting.

023/23/PC TO AUTHORISE THE SIGNING OF THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY, 12th APRIL 2023.

Councillor Turl presented the minutes of the Parish Council meeting held on Wednesday 12th April 2023. These were accepted as a true record of events and signed by the Chair.

Proposed: Cllr Turl
Seconded: Cllr Boulton
In favour: Unanimous

Matters arising: No matters arising

024/23/PC TO RECEIVE MINUTES OF THE COMMITTEE MEETINGS:

Planning & Highways Committee Meetings

Councillor Goguel presented the minutes of the Planning & Highways Committee Meeting held on 4th April 2023 and asked the Council to accept the recommendations contained therein.

Proposed: Cllr Goguel
Seconded: Cllr Haylett
In favour: Unanimous

Matters arising: No matters arising

Recreation & Environment Committee Meeting of 19th April 2023

Councillor MacDonald presented the minutes of the Recreation and Environment Committee Meeting held on 19th April 2023 and asked the Council to accept the recommendations contained therein.

Proposed: Cllr MacDonald
Seconded: Cllr Haylett
In favour: Unanimous

Matters arising: No matters arising

Policy & Resources Committee Meeting of 26th April 2023

Cllr Tennent presented the minutes of the Policy & Resources meeting held on 26th April 2023 and asked the Council to accept the recommendations contained therein.

Proposed: Cllr Tennent
Seconded: Cllr MacDonald
In favour: Unanimous

Matters arising: No matters arising

025/23/PC

REPORTS FROM COUNCILLOR REPRESENTATIVES ON OUTSIDE BODIES

Transport Representative Report - Councillor Goguel

Cllr Goguel reported that the Bluestar line has been running very well with no complaints.

Cllr Goguel advised he had heard rumour that Bluestar would be taking over the old City Red depot in Empress Road. Cllr Broomfield advised he would look into this.

Hilldene Community Association – Councillor Goguel

No report.

Airport Consultative – Councillor MacDonald

No report. Next meeting to take place in June.

Friends of West End Copse – Councillor Coles

Cllr Coles advised that Terry buck would be standing down as the head of Friends of West End Copse. A new representative is being sought.

Councillors extended their thanks for all Terrys hard work and support during his time with Friends of West End Copse.

One Horton Heath – Local Development Forum – Cllr Asman & Tennent

Cllr Tennent advised work has commenced on the new link road which has resulted in the closure of Fire Tree Lane for the duration of the works.

026/23PC

TO RECEIVE REPORTS FROM COUNTY/BOROUGH:

County Councillor Broomfield

Firstly, committees have been undergoing some restructuring at Hampshire, but I am pleased to say that I will still be on the Regulatory Committee, which has an effect on Westwood (the uPVC recycling site near the Rose Bowl). This continues to go through the system; on Monday next the Regulatory Committee of HCC will undertake a site visit to see the situation for themselves. This suggests the application is progressing and will come to committee for resolution in the near future. I will keep the Parish Clerk informed of progress, and the PC will be able to address the committee if so desired.

Flooding in Moorgreen Road. I have been in touch with Highways regarding flooding in Moorgreen Road. As this is possibly caused (or at least worsened) by run-off from the allotments, this is in discussion between Highways and the Parish Clerk.

Bus routes. Following approaches by Councillor Goguel (as discussed in his report) I have been in touch with HCC concerning bus routes between the village and the General Hospital.

There have been alterations to governance at Eastleigh, too, and as a result the HEWEB Local Area Manager, Kitty Budden, change's role to have an overview of all LACs. As I am a member of the Bishopstoke, Fair Oak and Horton Heath LAC I hope this will result in me having more contact with Kitty, thus allowing me to discuss West End issues with her more regularly.

Shortly before Easter I visited an audition night at PropBox Youth Theatre at the Hilldene Centre: a wonderful evening, and it was fantastic to see youngsters, emerging from a long period of isolation in lockdown, performing with such gusto. I am certainly going to see the production. I also paid a visit to Mountbatten Hampshire to chat about their needs and how they can be helped. The wife of a good friend recently passed away, tragically young, and received end of life care at Mountbatten. Truly a wonderful facility here in West End, and something we should be very proud of.

That's all for now, and I hope to see you all again next month.

County Councillor Craig

The next County Council meeting will be taking place tomorrow, Thursday 18th May.

Borough Councillor Asman

Apologies received.

Borough Councillor Du-Crow

No report.

Borough Councillor Tennent

No report.

027/23/PC

DATE AND TIME OF NEXT MEETING

Full Parish Council Meeting - **Wednesday, 14th June 2023 at 7.15 pm.**

The meeting closed at 7.45pm

West End Parish Council Standing Orders



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Introduction

This document defines the procedures by which West End Parish Council operates. In the document, some Standing Orders are in bold typeface this indicates rules that are statutory requirements. Those in normal typeface are rules decided upon by the council to facilitate the orderly and effective running of council business.

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 their 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 they 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 they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
- q) A point of order shall be decided by the chairman of the meeting and their 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 their 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 four 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**
OR
[The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting].
- 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 4 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 their 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 their 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 their 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 their casting vote whether or not they 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 their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

- t) The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting.
- ii. the names of councillors who are present and the names of councillors who are absent.

- iii. interests that have been declared by councillors and non-councillors with voting rights.
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights.
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered.
 - vi. if there was a public participation session; and
 - vii. the resolutions made.
- u) **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest, or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.**
 - v) **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**
 - i. For a full council meeting this means the quorate number shall be 5 councillors given the council size of 14 members.
 - ii. For committees the quorate number is defined in its Terms of Reference
 - 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 2.5 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 an advisory committee and a sub-committee of the advisory 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 seven 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.**
 - i. In a non-election year, the Annual Council Meeting shall take place on the second Wednesday in May.
- c) **If no other time is fixed, the annual meeting of the Council shall take place at 7.15pm.**
- 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.**
 - i. It shall be the norm that both the Chair and Vice-Chair shall serve one-year terms of office.
 - ii. At the end of the term of office, the Vice-Chair would normally be elected unopposed to the position of Chair the following year, unless the Council believed the Vice-Chair's conduct during the year as Vice-Chair means that the position of Chair should be contested.
 - iii. At the end of the term of office, the position of Vice-Chair would be a normal contested election, with the assumption that the Councillor elected would be the Chair the following year.

- iv. Prior to the election of Chair and Vice-Chair each candidate is allowed to make a personal statement to explain why they should be elected to the position.
- v. This normal process does not preclude the Council:
 - Deciding to elect any Councillor to the positions of Chair or Vice-Chair
 - The Chair or Vice-Chair standing again for the same position
- f) **The Chairman of the Council, unless they have resigned or becomes disqualified, shall continue in office, and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- g) **The Vice-Chairman of the Council, if there is one, unless they resign or become 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 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, they shall preside at the annual meeting until a new Chairman of the Council has been elected. They 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:
 - i. **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 their acceptance of office form unless the Council resolves for this to be done at a later date.**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council.
 - iii. Receipt of the minutes of the last meeting of a committee.
 - iv. Consideration of the recommendations made by a committee.
 - v. Review of delegation arrangements to committees, sub-committees, staff, and other local authorities.
 - vi. Review of the terms of reference for committees.
 - vii. Appointment of members to existing committees. *Each Councillor is required to serve on at least one of the committees.*
 - viii. Appointment of any new committees in accordance with standing order 4.
 - ix. Review and adoption of appropriate standing orders and financial regulations.

- x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies, and businesses.
- xi. Review of representation on or work with external bodies and arrangements for reporting back.
- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future.
- xiii. Review of inventory of land and other assets including buildings and office equipment.
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks.
- xv. Review of the Council's and/or staff subscriptions to other bodies.
- xvi. Review of the Council's complaints procedure.
- xvii. Review of the Council's policies, procedures, and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*).
- xviii. Review of the Council's policy for dealing with the press/media.
- xix. Review of the Council's employment policies and procedures.
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

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 seven days of having been requested to do so by two members of the committee [or the sub-committee], any two 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 four 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.
 - i. The candidates shall be voted for by a show of hands

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 seven 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 seven 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, they should 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 their 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 they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after the matter in which they had the interest has been concluded.

- c) Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council's code of conduct. They may return to the meeting after the matter in which they had the interest has been concluded.
- 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:
 - ii. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement.
 - iii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter.
- d) **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

15. Proper Officer

- a) The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b) The Proper Officer shall:
 - i. **at least three clear days before a meeting of the council, a committee, or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place, and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**
 - See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee.*
 - ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least () days before the meeting confirming their 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 their office.**
 - iv. **facilitate inspection of the minute book by local government electors.**
 - v. **receive and retain copies of byelaws made by other local authorities.**
 - vi. hold acceptance of office forms from councillors.
 - vii. hold a copy of every councillor's register of interests.

- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures.
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one).
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980).
- xii. arrange for legal deeds to be executed.

(see also standing order 23).

- i. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations.
- ii. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose.
- iii. refer a planning application received by the Council to the [Chairman or in their absence the Vice-Chairman (if there is one) of the Council] OR [Chairman or in their absence Vice-Chairman (if there is one) of the Planning & Highways 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 & Highways committee].
- iv. manage access to information about the Council via the publication scheme; and
- v. 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 on 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.
- c) **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 referred to in standing order 18(f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d) 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.
- e) Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f) **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

19. Handling Staff Matters

- a) A matter personal to a member of staff that is being considered by a meeting of the Personnel committee 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 the Personnel committee or, if they are not available, the vice-chairman (if there is one) of the Personnel committee of absence occasioned by illness or other reason and that person shall report such absence to the Personnel committee at its next meeting.
- c) The chairman of the Personnel committee or in their absence, the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of [the member of staff's job title]. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by [the Personnel committee].
- 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 Personnel committee or in their absence, the vice-chairman of the Personnel committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Personnel committee.
- e) Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by [the member of staff's job title] relates to the chairman or vice-chairman of the Personnel committee, this shall be communicated to another

member of the Personnel committee, which shall be reported back and progressed by resolution of Personnel committee.

- 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) *[If gross annual income or expenditure (whichever is higher) does not exceed £25,000]* **The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**
OR
[If gross annual income or expenditure (whichever is the higher) exceeds £200,000] **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

See also standing order 11.

(Below is not an exclusive list).

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

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) **[Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.]**

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

OR

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

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

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 of 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 four 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.

Introduction

Pursuant to section 27 of the Localism Act 2011, West End Parish Council ('the Council') has adopted this Code of Conduct to promote and maintain high standards of behaviour by its members and co-opted members whenever they conduct the business of the Council, including the business of the office to which they were elected or appointed, or when they claim to act or give the impression of acting as a representative of the Council.

A Council has a statutory duty to promote and maintain high standards of conduct by its Members when representing the Council. There are seven principles of public life (also known as the Nolan Principles) which apply to anyone who works as a public officeholder, these are usually elected or appointed. The principles also apply to anyone who works in:

- Civil Service
- Local Government
- Police
- Courts and Probation Services
- Health, Education, Social and Care Services

The seven Nolan Principles are:

- i. **Selflessness** – Members should act solely in terms of the public interest.
- ii. **Integrity** – Members should 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 to gain financial or other material benefits for themselves, their families, or their friends. Members must declare and resolve any interests and relationships.
- iii. **Objectivity** – Members must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.
- iv. **Accountability** – Members are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.
- v. **Openness** – Members 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 doing so.
- vi. **Honesty** – Members should be truthful.
- vii. **Leadership** – Members should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles in their own behaviour whenever it occurs.

Applications

This Code of Conduct applies to you whenever you are acting in your capacity as a member or are giving the impression of acting in your capacity as a member of West End Parish Council, including

- 1.1** At formal meetings of the Council, its committees, and sub-committees, whether face to face, online or telephone
- 1.2** When acting as a representative of the Council
- 1.3** In taking any decision as councillor
- 1.4** In discharging your functions as a parish councillor in all forms of written, verbal, and non- verbal communication, including email and social media
- 1.5** At site visits
- 1.6** In all interactions with Council staff via email and in person

Member Obligations

When a member of the Council acts, claims to act or gives the impression of acting as a representative of the Council, he/she has the following obligations.

- He/she shall behave in such a way that a reasonable person would regard as respectful.
- He/she shall not act in a way which a reasonable person would regard as bullying or intimidatory.
- He/she shall not seek to improperly confer an advantage or disadvantage on any person.
- He/she shall use the resources of the Council in accordance with its requirements.
- He/she shall not disclose information which is confidential or where disclosure is prohibited by law.

Registration of Interests

- Within 28 days of this Code being adopted by the Council, or the member's election or the co-opted member's appointment (where that is later), he/she shall register with the Monitoring Officer the interests which fall within the categories set out in Appendices A and B.
- Upon the re-election of a member or the re-appointment of a co-opted member, he/she shall within 28 days re-register with the Monitoring Officer (Eastleigh Borough Council) any interests in Appendices A and B.
- A member shall register with the Monitoring Officer (Eastleigh Borough Officer) any change to interests or new interests in Appendices A and B within 28 days of becoming aware of it.
- A member need only declare the existence but not the details of any interest which the Monitoring Officer agrees is a 'sensitive interest'. A sensitive interest is one which, if disclosed on a public register, could lead the member or a person connected with the member to be subject to violence or intimidation.

Declaration of Interests at Meetings

- Where a matter arises at a meeting which relates to an interest in Appendix A the member shall not participate in a discussion or vote on the matter. He/she only has to declare what his/her interest is if it is not already entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it.

- Where a matter arises at a meeting which relates to an interest in Appendix A which is a sensitive interest, the member shall not participate in a discussion or vote on the matter. If it is a sensitive interest which has not already been disclosed to the Monitoring Officer, the member shall disclose he/she has an interest but not the nature of it.
- Where a matter arises at a meeting which relates to an interest in Appendix B, the member shall not vote on the matter. He/she may speak on the matter only if members of the public are also allowed to speak at the meeting.
- A member only has to declare his/her interest in Appendix B if it is not already entered in his/her register of interests or he/she has not notified the Monitoring Officer of it or if he/she speaks on the matter. If he/she holds an interest in Appendix B which is a sensitive interest not already disclosed to the Monitoring Officer, he/she shall declare the interest but not the nature of the interest.
- Where a matter arises at a meeting which relates to a financial interest of a friend, relative or close associate (other than an interest in Appendix A), the member shall disclose the nature of the interest and not vote on the matter. He/she may speak on the matter only if members of the public are also allowed to speak at the meeting. If it is a 'sensitive interest' the member shall declare the interest but not the nature of the interest.

Appendix A

Interests described in the table below.

Subject	Description
Employment, office, trade, profession, or vocation	Any employment, office, trade, profession, or vocation carried on for profit or gain.
Sponsorship	<ul style="list-style-type: none"> - Any payment or provision of any other financial benefit (other than from the Council) made to the member during the 12-month period ending on the latest date referred to in paragraph 6 above for expenses incurred by him/her in carrying out his/her duties as a member, or towards his/her 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	<p>Any contract made between the member or his/her spouse or civil partner or the person with whom the member 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>(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	Any beneficial interest in land which is within the area of the Council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the member or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income

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 the member's knowledge): (a) the landlord is the Council; and (b) the tenant is a body that the member, or his/her spouse or civil partner or the person with whom the member 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.
Securities	Any beneficial interest in securities* of a body where: (a) that body (to the member'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 £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the member, or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners has 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.

Appendix B

An interest which relates to or is likely to affect:

- (i) Anybody of which the member is in a position of general control or management and to which he/she is appointed or nominated by the Council.
- (ii) (ii) Anybody— (a) exercising functions of a public nature; (b) directed to charitable purposes; or (c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which the member of the Council is a member or in a position of general control or management.
- (iii) (iii) any gifts or hospitality worth more than an estimated value of £50 which the member has received by virtue of his or her office.

Appendix C – Complaints Procedure

This complaints procedure has been adapted from the national model Town & Parish Council complaints procedure published by the Society of Local Council Clerks (SLCC).

The model is based on the guidance on handling complaints produced by the Local Government Ombudsman. This document sets out how you may complain to the Council and how we shall go about resolving your complaint.

1. West End Parish Council is committed to providing a quality service for the benefit of the people who live or work in the West End area or are visitors to the locality. If you are dissatisfied with the standard of service you have received from this council or are unhappy about an action or lack of action by this council, this Complaints Procedure sets out how you may complain to the council and how we shall try to resolve your complaint.
2. This Complaints Procedure applies to complaints about council administration, procedures and services and may include complaints about how council employees have dealt with your concerns.
3. This Complaints Procedure does not apply to:
 - 3.1. complaints by one council employee against another council employee, or between a council employee and the council as employer. These matters are dealt with under the council's disciplinary and grievance procedures.
 - 3.2. complaints against councillors. Complaints against councillors are covered by the Code of Conduct for Members adopted by the Council in 2023 and if a complaint against a councillor is received by the Parish Council it will be referred to the Standards Committee of Eastleigh Borough Council in line with this policy. Further information on the process of dealing with complaints against councillors may be obtained from the Monitoring Officer of Eastleigh Borough Council - Joanne Cassar.
4. The appropriate time for influencing Council decision-making is by raising your concerns before the Council debates and votes on a matter. You may do this by writing to the Council in advance of the meeting at which the item is to be discussed, or by contacting one of the councillors.
 - Parish Council meeting agendas are published at least 3 days before all of our meetings.
 - There may also be the opportunity to raise your concerns in the public participation section of Council meetings. This section usually occurs between 7.15pm - 7.30pm at full Council meetings held on the second Wednesday of each month. (No full Council meeting held in August).
5. If the complainant(s) are unhappy with a Council decision, they may raise their concerns(s) with the Council, but Standing Orders prevent the Council from reopening issues for six months from the date of the decision, unless there are exceptional grounds to consider this necessary and the special process set out in the Standing Orders is followed.
6. Complaints about the council's procedures, services or administration can be made to the Parish Clerk. This may be done in person, by phone, or by writing to or emailing the Clerk:

Sheridan Mockford, Parish Clerk
023 8046 2371

clerk@westend-pc.gov.uk

The Parish Centre, Chapel Road, West End, Southampton, SO30 3FE

- 7.** Wherever possible, the Parish Clerk will try to resolve your complaint immediately and without referring to the formal procedure. If this is not possible, the Clerk will normally try to acknowledge your complaint within five working days and will instigate the formal procedure.
- 8.** If the complainant does not wish to report their complaint to the Clerk, they may make their complaint directly to the Chair of the Council who will liaise with the Clerk in resolving the complaint:

Current Chair of West End Parish Council: Cllr Carol Boulton
Carol.boulton@westend-pc.gov.uk

- 9.** If the formal procedure is invoked the complainant will be asked to put their complaint in writing, either on paper or by email. They must submit their name, address and either a telephone or email address where they can be contacted. The Parish Clerk will investigate your complaint, obtaining further information as necessary from the complainant and/or from staff or members of the Council (as appropriate).
- 10.** The Clerk will notify the complainant within 20 working days of the outcome of their complaint and of what action (if any) the Council proposes to take as a result of the complaint. (In exceptional cases the twenty working days timescale may have to be extended. If it is, you will be kept informed.)
- 11.** If the complainant is dissatisfied with the response to their complaint, they may ask for their complaint to be referred to the Appeals Committee of the Parish Council. This referral will be made by the Clerk or Chairman of the Council at their discretion and the result of the referral will be reported to the full Council. The complainant will be notified in writing of the outcome of the review of their original complaint, usually within 8 weeks of the complaint, although this period may be extended in exceptional circumstances.
- 12.** If the complaint is about the Parish Clerk, the Chairman of the Council will manage the process for the complaint in conjunction with another suitable officer, most probably a Senior Officer from Eastleigh Borough Council or another Councillor.
- 13.** Some disputes may need to be handled outside of this complaint's procedure, for instance where legal proceedings are involved or where a claim for compensation is made that we need to refer to our insurers. If this is the case the Parish Clerk will seek legal advice before advising the complainant of the process to be followed.