



Sherfield Park Parish Council (SPPC)
Full Council Meeting held at Sherfield Park Parish Office
at 7.30pm on Wednesday 11th September 2019

	<u>IN ATTENDANCE</u>	<u>APOLOGIES</u>	<u>ABSENT</u>
Councillors:			
Cllr. Bowyer	✓		
Cllr. Gordon	✓		
Cllr. Vaux	✓		
Cllr. Goodenough	✓		
Cllr. Alvares	✓		
Cllr. Rouse	✓		
Cllr. Beattie	✓		

In attendance: County Councillor Still, Tracy Hamer (Clerk) taking the minutes.
 Cllr Bowyer left the meeting at 9pm.

Agenda Item	Issue	Actions
091901	To receive and accept apologies of absence Apologies were received from Carl Lesh for SPCA and Borough Councillor Edwards.	
091902	Declarations of interest relevant to items on this agenda Nil.	
091903	To sign as a correct record, the minutes of the Full Council meeting held on 12th June 2019 The Council unanimously agreed the minutes of the meeting. Proposed: Cllr Goodenough, Seconded: Cllr Bowyer The minutes were signed by the Chair – Cllr Vaux.	
091904	Matters arising from items from previous meetings and actions noted on the Action Log. <ul style="list-style-type: none"> The Clerk noted that Building Control will be visiting The Parish Office on the 12th September 2019 to assess the need for aluminium flashing. Once feedback has been circulated, it was generally agreed to form an ongoing budgeted maintenance plan for the building. To be discussed at the next meeting of Full Council. Cllr Bowyer reported she is meeting with the Over 55's 	<p style="text-align: center;">Clerk</p> <p style="text-align: center;">Cllr Bowyer</p>

Signed by Chair.....

	<p>Club to explain roles of SPPC, SPCA and the Borough Council on Tuesday 17th September.</p> <ul style="list-style-type: none"> • Cllrs Vaux, Rouse and Alvares met with Sergeant Trevor Taylor and PC Chris Reed-Milligan to discuss recent concern regarding local crime. Sergeant Taylor to email summary of findings and suggestions to Cllr Vaux. • Cllr Vaux reported that a potential parking infringement reported by a local resident does not require planning permission and that there is no restriction in place to prevent parking in a front garden. It was suggested the issue may be discussed with HCC who may have concerns about driving over the Highway to access parking in a front garden. • Concern was noted regarding the future of the bat box. The Clerk will contact Croudace and update accordingly. • The Clerk is still awaiting updates from BDBC regarding Pettys Copse Path. • The new bins at the bus stops have now been purchased by the Parish Council and installed • The new noticeboard outside the Parish Office has been installed. 	<p>Clerk</p> <p>Cllr Vaux</p> <p>Clerk</p> <p>Clerk</p>
091905	<p>To receive any Chairman's announcements.</p> <p>The Chair recently attended the SPCA meeting, as well as recent Parish Council meetings in both Chineham and Sherfield on Loddon. A common and current issue that arose is a concern that a small number of dog owners are not clearing up after their pets and leaving dog faeces in public areas – namely the playing field behind SPCC locally.</p> <p>The following actions were proposed by Cllr Bowyer:</p> <ol style="list-style-type: none"> 1. To organise a collaborative meeting which will include Councillors from Sherfield on Loddon Parish Council, plus Charlotte Tall, Community Safety Patrolling Officer for BDBC and the SPCA. 2. Advisory leaflets will be circulated with the October issue of the Loddon Valley Link. 3. Installation of prominent signage to be investigated. <p>Cllr Gordon has kindly volunteered to assist Cllr Bowyer with the meeting. Any actions based on the above will be explored when more detail is available.</p> <p>The Chair reminded attendees that Basingstoke Green Week begins on Saturday 21st September with a number of planned events. More details are available by emailing</p>	<p>Cllrs Bowyer and Gordon</p> <p>Cllr Bowyer</p>

Signed by Chair.....

	climate.change@basingstoke.gov.uk or on the BDBC website.	
091906	<p>Public Participation session – 15 minutes</p> <p>No public in attendance, however Cllr Elaine Still raised concerns that the Sherfield Park community/football field might be restricted for dog owners, when the majority were very careful about clearing up after their pets. It was acknowledged that there is a minority of owners who are less considerate, and that it is not always possible to monitor what pets are doing all the time.</p>	
091907	<p>To receive reports from the County Councillor, Borough Councillors, SPCA and the PPG</p> <ul style="list-style-type: none"> County Cllr Still met with the Highways Officer in August to consider and address pressing issues raised by residents and the Parish Council, including parking and speeding. Following this meeting, a discreet camera and box to record traffic activity has been installed on Rockbourne Road near the Cufaude Road junction. In addition, it has been agreed to re-paint the faded white lines at the junction, once the yellow line continuation is complete on Cufaude Road. <p>Cllr Alvares queried the current situation regarding the provision of land for the travelling community. County Cllr Still confirmed that various sites are being explored and considered.</p> <ul style="list-style-type: none"> Borough Cllr Edwards submitted a report via email which was read out by Cllr Vaux in her absence: <p><i>'It has been a quiet month as August generally is. The new bin collection service should be settling down now that the drivers know the routes. I shall be attending the opening of the Lievesley room.'</i></p> <ul style="list-style-type: none"> Carl Lesh from SPCA updated the Parish Council via email – see Appendix 1. PPG – Cllr Vaux confirmed there is some progress in regards to moving the GP practice to the new Chineham Shopping Centre, but this is unlikely to happen until 2021. There are 2 new GPs working part time hours at the surgery which now provides an extra 8 GP sessions (half days) per week. It was also noted that the winter influenza campaign has started, with free flu jabs for over 65s. 	

Signed by Chair.....

091908	To note the current financial situation The Council noted that the present financial situation is satisfactory. See Appendix 2 for details. Cllr Gordon explained that queries relating to the Year End 31 st March 2019 AGAR submission were minor and referred to the inclusion of assets purchased post year end.	
091909	To authorise any requests for payments The Council resolved to approve the payments in Appendix 3 to these minutes. Proposed: Cllr Gordon, Seconded: Cllr Rouse	Clerk
091910	To review and authorise changes to Financial Standing Orders and Grant Application Forms, proposed at the Finance Meeting dated 17/07/19 The Council resolved to approve the changes outlined in Appendix 4 to these minutes. Proposed: Cllr Gordon, Seconded: Cllr Vaux	Clerk
091911	To receive a report from the Communications Working Group Cllr Gordon presented the website and explained that some documents are still to be added plus further photography once available. The Clerk will spend the forthcoming week completing the outstanding areas and will then distribute the link to all Councillors for final feedback within 10 days. Cllr Vaux thanked Cllr Gordon for her contribution to date on the project, and to the wider Communications Group. It was also noted that the Group is a task and finish group which will be disbanded following completion of the website. The Clerk will serve written notice to Vision ICT on 1 st October 2019.	Cllr Gordon/ Clerk Clerk
091912	To receive a report from the Open Spaces Working Group Cllr Rouse reported the Nursery are happy with the earmarked area for daffodil planting, date tbc. No update regarding Section 106 funds. The Pollination Project requires some preparation and expenditure, in order for the event to happen on Saturday 12 th October. Cllr Rouse asked the Council to agree to authorise the Open Spaces Working Group to spend the following from allocated funds agreed for Open Spaces 10 th July 2019. <ul style="list-style-type: none"> • Yellow Rattle Seeds - £64.00 • Strimmer and fuel - £45.00 • Rotavator and fuel - £52.00 The Council resolved to authorise the above costs. Proposed: Cllr Rouse, Seconded: Cllr Vaux	Cllr Rouse/Cllr Goodenough/ Clerk

Signed by Chair.....

	there is no need to organise the event this year. However, the Council resolved to work with SPCA on future Christmas Events.	
091918	To consider matters for including in the next issue of the Loddon Valley Link. The Council requested that the Clerk prepare an article including information on the following: Pollinator Promise, Dog Waste issues, Traffic calming update. This would then be reviewed and edited by the Chairman before submission to the Loddon Valley Link's editor before 16 th September 2019.	Clerk/Chair
091919	To confirm the date of the next Parish Council meeting as 9th October 2019 The Full Council will next meet on 9 th October 2019 and the Finance Committee will meet on 16 th October 2019.	

There being no further public business, the meeting closed at 9.20pm

Signed by Chair.....

Appendix 1

September 2019 Sherfield Park Community Association Report to the Sherfield Park Parish Council

Community Centre updates

The new room is now complete. Invitations have been designed to be sent out for the official opening in September. The room now has a feature wall colour and blinds. We are just deciding on final touches to complete the look.

The redecoration has now started and will be done over the next few months as and when rooms are available.

The before and after school clubs have now started has as the boxing keep fit classes. We also have some more new classes currently in discussion.

The Centres Winter Wonderland is well under way and will be on December 7th but before that we have the Bee-Bops and our charity race night to look forward to.

Cinema night was a great success with over 200 people attending

Centre Lease

Centre lease is still ongoing, though we are just awaiting the latest one to execute and lodge again with the Land registry

The Hub

The Hub has had a rebrand and is called 'SPYC'. The Sherfield Park Youth Club is now split into 3 age groups:

Years 3-6 6:15 – 7:15 (Mini Hub)

Years 7 & 8 7:30 – 8:30 (The Zone)

Years 9 – 12 8:30 – 9:30 (Chill & Chat)

Lots of new weekly activities for each group

Carl Lesh

Chairman

Sherfield Park Community Association

Signed by Chair.....

Appendix 2



ITEM 091908 - PRESENT FINANCIAL SITUATION

Monthly sheet July 2019

Balance Bought Forward	87,222.05
VAT Refund	895.55
Interest	10.84
HCC Grant	429.00
	88,557.44

02 July 2019	BT	Broadband	59.20
05 July 2019	Plusnet	PC Mobile Phone	6.50
12 July 2019	Steve Vaux	Clerks Expenses	87.57
12 July 2019	SPCA	Room Hire	25.20
12 July 2019	SSE	Electricity Bill - 21/03/19 to 19/06/10	39.71
02 July 2019	SSE	Set up for standing order	15.00
01 July 2019	Vision ICT	Web Hosting	72.14

Signed by Chair.....

12 July 2019	Steve Brocklebank	Manhole Maintenance	585.00
22-Jul-19	SSE	Electricity	15.00
22-Jul-19	Netwise	New web site	959.00
22-Jul-19	Archer Safety Signs	Traffic Calming Signs	333.54
24-Jul-19	Direct Bulbs	Daffodil Bulbs	200.00
24 July 2019	HMRC	PAYE	215.60
24 July 2019	S Vaux	Salary	198.40
24 July 2019	R Oats	Salary	147.37
24 July 2019	T Hamer	Salary	516.33
		Total Payments	3,475.56
Balance as at 31st July 2019			85,081.88
Current Account Balance			31/07/2019 19,153.35
Deposit			20/07/2019 65,928.53
			85,081.88

Signed by Chair.....

Monthly sheet August 2019

Balance Bought Forward 85,081.88
Interest 11.20

85,093.08

1-Aug-19	BT	Broadband	231.40
5-Aug-19	Plusnet	PC Mobile Phone	6.50
14-Aug-19	HALC	3 x Training Courses	240.00
14-Aug-19	Youth Club Grant	Installment	1,392.30
14-Aug-19	Roots	Grass cutting #1277	48.00
14-Aug-19	Roots	Grass cutting #1316	48.00
14-Aug-19	BDBC	New bins	484.80
14-Aug-19	Steve Brocklebank	New PC sign installation	180.00
20-Aug-19	SSE	Electricity	15.00
27-Aug-19	R Oats	Salary	147.37
27-Aug-19	HMRC	PAYE	165.80
27-Aug-19	T Hamer	Salary	516.53
		Total Payments	3,475.70

Balance as at 31st August 2019 81,617.38

Current Account

Balance 27-Aug 15,677.65

Deposit 20-Aug 65,939.73

81,617.38

Signed by Chair.....

Appendix 3



SEPTEMBER REQUESTS FOR PAYMENT – 091909

BT	Monthly office broadband charge	GP00546968	DD	£59.99	DD 01/09/19
PlusNet	Monthly office phone charge	12927996	DD	£6.50	DD 05/09/19
Viking	Stationery order	A106317/2	EP	£46.46	
Tracy Hamer	Clerks Expenses		EP	£25.00	HCC Festive Lighting Permit
Richard Oats	New boots		EP	£50.00	
Roots	Grass cutting		EP	48.00	
SSE	Electricity		SO	£15.00	DD 02/09/19
Vision ICT	Web hosting	10072	EP	£72.14	
HMRC	Staff Tax & NI		EP	TBC	PAYE
Staff Salary	Parish Clerk	September Salary	EP	TBC	Tracy Hamer
Staff Salary	Litter Warden	September Salary	EP	TBC	Richard Oats
			PAYMENT TOTALS	£208.60	

Signed by Chair.....

Appendix 4



To review existing grant application forms - the Grant Awarding Policy was discussed and changes have been proposed to ensure the eligibility of applications is fair and transparent – amended items as highlighted.

GRANT AWARDING POLICY

Sherfield Park Parish Council sets aside a budget each year to be awarded in grants to organisations for projects that will be of benefit to the residents of our Parish. This policy document has been drawn up to demonstrate a fair and transparent process for grant awards for financial assistance.

To qualify for a grant, an organisation must first complete a grant application form and submit it to the Parish Clerk. The applicant must be able to demonstrate that any funding provided by the Parish Council will be commensurate to the benefit to the Parish, or its inhabitants, by improving services **or** facilities for residents of the Parish and promote the community. The Parish council will consider each application on its individual merits and eligibility. **A** grant awarded is not an indication that funding will be continued in future years and organisations should not therefore presume that funding will continue. The Grant Policy will be reviewed annually.

The Parish Council will not normally make grants to organisations outside of the Parish unless it can be demonstrated that there are direct benefits to the Sherfield Park Parish.

All organisations applying for financial assistance **should** have an accounting system and dedicated bank account and be providing a service and benefit to the community, with evidence that the organisation is located in or provides services to the parish of Sherfield Park. **If necessary,** the Parish Council **may request** proof of financial sustainability and viability of the organisation, with details on the funds held by the organisation, the project budget and how, where and when the grant will be spent. **All grant applications will be considered by Sherfield Park Parish Council.**

Other factors that the Parish Council will take into account when considering a grant application include;

- Whether the Parish Council has the power to make this grant
- Whether the applicant has demonstrated some degree of fundraising on a 'self-help' basis and the financial need of the organisation
- Level of benefit or value that the donation will make to the parish
- Whether the group has received a donation in the past
- Whether the applicant has applied to other bodies for funding for the same project

All grant applications will be assessed for eligibility in accordance with the requirements of this policy by the Clerk. It will then be presented to the next available Finance Committee for consideration, who will then make a recommendation to Full Council, who will make the final decision. Grants can only be awarded by resolution of the Full Council and are dependent on the availability of funds and the suitability of the application. Successful applicants will receive payment following its approval at the Full Council meeting. Grants will be paid **by Bank Transfer.** Grants will not be made retrospectively and cannot be made to individuals.

Signed by Chair.....

Organisations are responsible for ensuring that they are in compliance with all applicable legal and statutory requirements. Should for any reason the organisation disband or the project not be completed the Council may ask for all or part of the monies to be repaid.

Note: Once submitted, this application and supporting financial documents will be circulated to the Council and considered a public document. Should you require that any information contained in either the application or the supporting documents to remain confidential, please attach a note to explain which items must remain confidential, and why.

PROCEDURE

1	Grant requests must be supported by a completed Sherfield Park Parish Council Grant Application Form.
2	Completed application forms and the supporting documentation should be emailed to the Parish Clerk at clerk@sherfieldparkparishcouncil.gov.uk
3	The Parish Council would welcome a representative at the relevant meeting to answer any questions which may arise whilst the grant is being considered.
4	If successful, the grant is made in a single payment or instalments.
5	The Parish Council may require feedback in the form of a statement of how the money was used.
6	Details of which organisations have received a grant during the year are included in the Finance report given at the Annual Parish Assembly each year.

If you require any further information, please contact the Clerk on clerk@sherfieldparkparishcouncil.gov.uk

Signed by Chair.....

To consider changes to financial instructions – minor changes to Section 4.1 in the Financial Regulations to make provision for occasions when the Parish Council requires paid support for items or services requiring specific outsourcing.

4.1. Expenditure may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is determined by:

- **the Council for items over £500**
- **the Clerk, in conjunction with the Chair or Finance Chair, for any items below £500**
- **in the absence of the Clerk, the Chair and the Finance Chair**

Such authority is to be evidenced by a minute or by an authorisation slip signed by two, of the Clerk, Chair or Finance Chair, as appropriate.

Signed by Chair.....

Appendix 5

Sherfield Park Parish Council Complaints Procedure

1. Introduction

- 1.1. This procedure covers complaints about the Council's administration or its procedures, a complaint against a Council's employee (such as the Clerk; the Littler Warden etc.) or a complaint against a Parish Councillor.
- 1.2. Complaints about a policy decision made by the Council will be referred to the Council for consideration.
- 1.3. This procedure is based on the framework suggested by the National Association of Local Councils.

2. What is a Complaint?

- 2.1. There are two main categories of complaints: **routine complaints** and **habitual or vexatious complaints**. Most complaints fall under the first category and only occasionally move to the second option which is covered in section 5 in more detail.
- 2.2. A routine complaint is defined as an expression of dissatisfaction by one or more members of the public about the Council's action or lack of action or about the standard of a service - whether the action was taken by the Council or a person or organisation acting on behalf of the Council.
- 2.3. A habitual or vexatious complaint is defined as unreasonable complaints, enquiries or outcomes that are repeatedly or obsessively pursued.
- 2.4. Please note that some types of complaints are handled outside this procedure.

For example:

- 2.4.1. Financial irregularities are handled by the Council's own auditor or by the Audit Commission
- 2.4.2. Criminal activities are handled by the Police
- 2.4.3. Complaints about a councillor's conduct are subject to the jurisdiction of the Standards Board or the Commissioner for Wales. As a result, complainants must contact the appropriate body directly or the Monitoring Officer for further information.

Signed by Chair.....

This procedure is therefore aimed at those situations where a complaint has been made about the administration of the council or about its procedures.

It is not really an appropriate forum for a complaint against individuals, as the provisions available above should cover these situations.

3. Complaints Procedure

- 3.1. The Council will handle complaints in full council or nominate councillors who are authorised to deal with complaints but are not directly involved with the case.
- 3.2. If the complaint is handled by the full council then two nominated councillors will not take part in the proceedings. They will then be available to handle any appeal, if required.
- 3.3. The Clerk will represent the council through the proceedings, but a nominated councillor may act instead if the situation requires it.

4. Complaints Process

4.1. Before the Meeting

- 4.1.1. You will be asked to put the complaint about the council's procedures or administration in writing to the Clerk or other nominated proper officer.
- 4.1.2. If you do not wish to put the complaint to the Clerk or other proper officer, you may be advised to put it to the Chairman of the Council.
- 4.1.3. The Clerk or other proper officer will acknowledge the receipt of the complaint and advise you when the matter will be considered by the council or by the committee established for the purposes of hearing complaints.
- 4.1.4. You will be invited to attend the relevant meeting and bring with you such representative as they wish.
- 4.1.5. You will be asked to provide the council with copies of any documentation or other evidence at least 7 working days in advance of the meeting.
- 4.1.6. The Council will provide you with copies of any documentation upon which they wish to rely at the meeting at least 7 working days in advance of the meeting.

4.2. At the Meeting

- 4.2.1. The Chairman of the meeting will introduce everyone and explain the procedure.
- 4.2.2. You (or your representative) will be asked to outline the grounds for complaint.

Signed by Chair.....

- 4.2.3. If relevant, the Clerk or other proper officer will explain the Council's position before proceeding to questions from the Clerk or other proper officer, from members of the council and from you.
- 4.2.4. You and the Clerk or other proper officer will be asked to summarise your position.
- 4.2.5. Both parties will then be asked to leave the room while the Council members decide whether the grounds for the complaint have been made. If a point of clarification is necessary, both parties to be invited back.
- 4.2.6. Both parties will be then asked to return in the room to hear the decision, or to be advised when a decision will be made.

4.3. After the Meeting

- 4.3.1. The decision will be confirmed in writing within 7 working days together with the details of any action to be taken.
- 4.3.2. The results of the proceedings will be reported at the next Council meeting after the appeal period has passed, ensuring that agreed confidentiality issues are appropriately respected.

4.4. Appeals

- 4.4.1. If you're not happy with the decision reached, you are entitled to appeal the decision within 14 days of receipt of the result of the proceedings.
- 4.4.2. The councillors nominated to handle the appeal will, within 21 days of receiving the appeal, examine the way in which the Council dealt with the complaint.
- 4.4.3. If procedures were correctly handled by the Council, then you will be notified that the appeal has not been successful.
- 4.4.4. If the complaint was not handled correctly it will be referred to the Council for consideration.
- 4.4.5. You will be notified of the result of the appeal process within 14 days.

5. Habitual and Vexatious Complaints

- 5.1. The Council's aim is to manage each case properly, consistently, fairly and respectfully and ensure that the complaint and not the complainant is at the centre of any procedure and decision making.

Signed by Chair.....

- 5.2. The possibility of there being an unreasonably persistent and | or vexatious complaint must be brought to the attention of the Chairman or Vice Chairman to ensure that the complaint has been dealt with according to the Council's complaints procedure.
- 5.3. The Chairman or Vice Chairman must contact the complainant to resolve the situation. Throughout this process, the Council must keep open the lines of communication and provide appropriate support such as clarifying the reason for the outcome; offering relevant support for a complainant with special needs; suggesting an independent representative to help present their case etc.
- 5.4. If a meeting is required to resolve the situation, the complainant may nominate another councillor to hear their views. A complainant might also wish to bring a representative and the Council must give appropriate support to both the complainant and their representative.
- 5.5. During the resolution meeting, the Chairman or the Vice Chair must:
- ✓ Listen to the grievance
 - ✓ Assure the complainant of confidentiality with personal details
 - ✓ Carefully explain what actions the Council has taken within their remit to solve the complaint
 - ✓ Offer any relevant support about the complaints procedure
 - ✓ Suggest complaint routes available if the complaint falls outside the Council's remit
 - ✓ Explain how the complainant's actions are of concern and how they are hampering the complaints process
 - ✓ Explain what actions the Council may take
 - ✓ Seek an assurance that the persistent | unreasonable behaviour will cease
 - ✓ Ensure that the outcome and relevant details of the meeting have been noted
- 5.6. If the complainant continues to behave in an unreasonable and | or vexatious way, the Chairman or the Vice Chairman should seek the approval from the Council to follow the policy and agree what action(s) to take. For example: restrict or refuse any further contact.
- 5.7. The complainant must be advised in writing of this action, including any further actions the complainant may take with other bodies including the right to obtain independent advice.
- 5.8. The Council may have to initiate further action if the complainant behaves in ways which can impede the investigation, hinder the complaints service for others or behave in a way that is offensive, abusive or threatening.

Signed by Chair.....

- 5.9. Any action taken because of a proven persistent and | or vexatious complaint will be proportionate to the degree of aggravation caused.
- 5.10. The Council must record the decision to apply the vexatious policy and hold all relevant correspondence except all personal details about the complaint and the complainant, which must be stored appropriately in line with the General Data Protection Act.
- 5.11. The Clerk must notify all councillors and members of staff as appropriate.
- 5.12. Any new complaint from any person who has come under the vexatious policy must be treated on its merit.
- 5.13. The decision to apply the vexatious policy must be reviewed after 6 months and the complainant must be notified if the decision to apply the policy is reversed.

6. Other Useful Information

To raise an issue or complaint please contact the Clerk.

- e-mail: clerk@sherfieldparkparishcouncil.gov.uk
- mobile: 07421 704 209
- address: The Parish Office; 30 Sunwood Drive; Sherfield on Loddon; Hook; Hampshire; RG27 0FP

If your complaint is about the Clerk, please contact our Chairman, contact details via the website – www.sherfieldparkparishcouncil.gov.uk

Signed by Chair.....

FINANCE COMMITTEE - TERMS OF REFERENCE

1. The Finance Committee is constituted to monitor all Parish Council income and expenditure.
2. The primary objective of the Committee is to assist the Parish Council in overseeing the proper financial management, financial risks, management strategy, internal and external audit, policy and treasury transactional matters. This includes the preparation of the annual budget, delegated to it by the Council, and in reviewing and making recommendations on major financial transactions and the annual rate precept to the Full Council.
3. The Finance Committee has no decision making powers but instead makes recommendations to Sherfield Park Parish Council for agreement.
4. The Financial Regulations of Sherfield Park Parish Council govern the conduct of all financial transactions of the Council.
5. The Clerk/Responsible Financial Officer (RFO) is responsible for the proper administration of the Parish Council's financial affairs and is responsible for the maintenance of any documents and records necessary for the effective fulfilment of the Committee's duties as listed above.
6. Membership numbers are not limited but is subject to a minimum of three serving Parish Councillors. All serving Councillors may request to be appointed to the Committee.
7. The quorum necessary for the transaction of business shall be three, one of whom must be Chair of the Committee or his/her nominee in the event of enforced absence and meetings will normally be held prior to the full council meetings.
8. The Clerk to the Council shall act as the Secretary of the Committee. The Clerk shall minute the proceedings and resolutions of all meetings of the Committee including recording the names of those present and in attendance.
9. Minutes of Committee meetings shall be circulated promptly to all members of the Committee and shall be considered and approved at the next full Parish Council meeting.
10. The Finance Committee allows members of the public to address the Finance Committee meeting about items on the agenda. Members of the public may speak for 3 minutes in accordance with the Council's Standing Order. However, in accordance with the Council's Standing Orders, members of the public may be excluded from the meeting if confidential business is to be transacted.
11. Items to be discussed at the meetings are limited to those that are included on the agenda for the meeting. The agenda shall be circulated by e-mail to all Committee members in advance, giving three clear days' notice, also stating venue, time and date of the meeting.
12. At the Annual Meeting of Sherfield Park Parish Council the Chair and membership of the Finance Committee are reviewed and voted on annually together with these Terms of Reference for the Finance Committee.

Signed by Chair.....

13. At the first meeting of the Finance Committee following the Annual Meeting of Sherfield Park Parish Council the Finance Committee will elect the Vice Chair before any other business is conducted.

Signed by Chair.....

TERMS OF REFERENCE FOR THE COUNCIL's
Open Spaces Working Group

Terms of Reference

Approved December 2018
Updated July 2019

Signed by Chair.....

1. Authority

- 1.1. The Open Spaces Group is constituted as a working group to support Sherfield Parish Park Council (SPPC). Its terms of reference are set out as below, as approved by the full Council, and subject to amendment at future Council meetings. Its authority is limited to making recommendations and undertaking actions resolved by the full Council, but all decisions will be made by the full Council. It will therefore not meet in public.
- 1.2. The Group is authorised by the full council to request the attendance of councillors from within the council, employees, contractors or members of the public, if it considers this necessary to discharge its duties.

2. Overall Purpose/Function

- 2.1. The purpose of the working group is to support the SPPC to ensure that the Parish's Open Spaces are maintained to the standards expected by its parishioners, dealing with enquiries for maintenance and improvements, and developing Open Spaces to keep Sherfield Park a pleasant and safe place to live and work in.
- 2.2. The group will make recommendations to the SPPC for consideration and resolution, and will act on the Council's behalf when authorised through resolutions agreed at Council meetings.

3. Duties & Responsibilities

- 3.1. Developing a full understanding of the ownership of all areas of the estate, especially as areas are adopted by the Borough Council from Croudace, and therefore the responsibilities for maintenance of all our open spaces. This includes establishing clearly which areas/duties fall to the Parish Council's responsibility.
- 3.2. Accessing grants, including S106 monies, to fund improvements to the parish's open spaces.
- 3.3. Reviewing and preparing proposals for maintenance or developments in parish open spaces for presentation and adoption by resolution of the full Council.
- 3.4. Working with the Borough Council, County Council and Croudace to ensure the maintenance of:
 - 3.4.1. Roads and pavements
 - 3.4.2. Lighting
 - 3.4.3. Sports fields
 - 3.4.4. Communal Green areas
 - 3.4.5. Balancing ponds
 - 3.4.6. Ponds
 - 3.4.7. Woodlands

Signed by Chair.....

3.4.8. Play Areas

3.4.9. Footpaths

3.4.10. Communal Fitness equipment

3.4.11. Bus Shelters

3.4.12. Litter and graffiti control/cleanup

3.5. To maintain a log of requests for maintenance and developments of open spaces in the parish, and supporting the Clerk with referrals to appropriate bodies for their resolution.

3.6. Undertaking any other related activities on behalf of the Parish Council.

4. Membership/Attendance/Quorum

4.1. The core members of the Group shall be as follows:

- At least three councillors agreed by the Council

4.2. The quorum shall be three councillors. Others may attend or be invited to attend for specific topics as required.

5. Frequency and Administration of Meetings

5.1. The Group will agree its own meeting schedule, which will be at a minimum every quarter, including a meeting to inform budget setting.

5.2. The Group will elect its own Chair at the start of the year, and a scribe who will prepare the agenda, circulate the papers and take action notes of the meetings. Agenda and papers will be circulated to the full council, to enable others to attend if they wish. Notes will be circulated within 48 hours of the meeting for approval by the Group, and then circulated to the full council.

5.3. The notes of the meeting shall be verbally reported to the next full Council meeting, with the action notes attached to the minutes for a permanent record. Any recommendations for decisions will be presented to the Council in writing in the usual way.

Approval Date: December 2018

This version approved:

Next review due Date: September 2020

Signed by Chair.....

PLANNING COMMITTEE - TERMS OF REFERENCE

1. The Planning Committee is constituted to represent Sherfield Park Parish Council in planning matters referred to Sherfield Park Parish Council by the Local and other Planning Authorities.
 2. The Planning Committee holds delegated authority from Sherfield Park Parish Council as defined (under item 15.b xiv) of the Council's Standing Orders.
 3. The Planning Committee is not the Local Planning Authority and as such does not have the power to refuse or allow planning applications. The Planning Committee on behalf of Sherfield Park Parish Council is a statutory consultee in the planning process.
 4. Membership numbers are not limited but are subject to a minimum of three serving Parish Councillors. All serving Councillors may request to be appointed to the Committee.
 5. The Committee will be quorate in accordance with the Council's Standing Order (items 1.u&v) and meetings will normally be held in line with published planning applications received.
 6. The Clerk acts as secretary to the Committee and is responsible for the maintenance of any documents and records necessary for the effective fulfilment of the Committee's duties as listed above.
 7. The Committee may in exceptional circumstances and if necessary for timing reasons, agree its response to planning applications by email, subject to the normal quorum and public notification.
 8. Details of planning applications shall be circulated with the agenda by e-mail to all Committee members in accordance with the Council's Standing Order of three days clear notice.
 9. If it is considered that an application or other planning matter is of great importance to the Parish, the Committee may refer it to the next Full Council Meeting of Sherfield Park Parish Council in order that the Parish Council's response can be debated and agreed by all Parish Councillors.
 10. The Planning Committee will take reasonable steps to inform an applicant and their neighbours about the Planning Committee meeting at which their application will be considered, in order to give them an opportunity to attend the meeting to address their comments to the Committee.
 11. The Planning Committee allows members of the public to address the Planning Committee meeting about planning applications and other items on the agenda. Members of the public may speak for 3 minutes in accordance with the Council's Standing Order (item 1.g) and only before the Planning Committee has begun its own deliberations. If required, the committee members may seek clarification of the proposals from the public within the debate. In accordance with the Council's Standing Order (item 1.d) members of the public may be excluded from the meeting if confidential business is to be transacted.
 12. The Planning Committee has an obligation to consider all comments made about planning applications from all third parties whether they are provided prior to or during the meeting.
- Signed by Chair.....

13. The Clerk will submit the Planning Committee's recommendations to the Planning Authority or other relevant body and will ensure that communications arrive within the timescale required by the Planning Authority.
14. Where an application is subject to an appeal, the Committee is authorised to make written representation or to elect a member or members of the Committee to attend the hearing or inquiry to present the Council's views to the Planning Inspector.
15. The Planning Committee may nominate a representative from the Committee (or the Clerk if appropriate) to attend the Planning Authority's Development Control and other meetings to represent the Parish Council's views in respect of planning applications and other planning matters.
16. The Planning Committee has a policy not to offer pre-application comment except in cases determined by the Committee.
17. The Chair and membership of the Planning Committee are reviewed and voted on annually at the Annual Meeting of Sherfield Park Parish Council.
18. At the first meeting of the Planning Committee following the Annual Meeting of Sherfield Park Parish Council the Planning Committee will elect the Vice Chair before any other business is conducted.
19. These Terms of Reference for the Planning Committee shall be reviewed annually at the Annual Meeting of Sherfield Park Parish Council.

Signed by Chair.....

Terms of Reference

The Policies and Personnel Working Group

Approved September 2018

Updated July 2019

Review Date: July 2020

Signed by Chair.....

6. Authority

- 6.1. The Policies and Personnel Group is constituted as a Working Group to support Sherfield Parish Park Council (SPPC). Its terms of reference are set out as below, as approved by the full Council, subject to amendment at future Council meetings. It's authority is limited to decisions made by the full Council.
- 6.2. The Group is authorised by the full Council to request the attendance of individuals from within the Council, employees or councillors, if it considers this necessary to discharge its duties.

7. Overall Purpose/Function

- 7.1. The purpose of the Group is to support the SPPC with employment policies and processes, and wider policies the Council is required to adopt and regularly review. The Group will also support the Council when councillor vacancies arise, and in managing any issues with the conduct of employees and councillors.
- 7.2. The Group will make recommendations to the SPPC for consideration in these areas, and will act on the Council's behalf when authorised through resolutions agreed at Council meetings.

8. Duties & Responsibilities

- 8.1. Reviewing and preparing revisions of all SPPC Policies and Procedures for presentation and adoption by resolution of the full Council. This will include employment related policies and undertaking risk assessments.
- 8.2. Undertaking the recruitment of staff as decided by full Council, including drafting contract terms and conditions
- 8.3. Reviewing staff performance in accordance with the Council's Standing Orders, including appraisals, drafting objectives, and following the Council's policy for any performance issues
- 8.4. Recommending to the Council for resolution the rates of pay and hours of staff before budget preparation prior to the start of each financial year, and any in-year changes required
- 8.5. Recommending training of staff and Councillors, and advising the full Council of likely training costs as appropriate for resolution
- 8.6. Working with the Parish Clerk to managing the process of replacing councillors when vacancies arise
- 8.7. Following the complaints policy should any issues be raised about the performance or activities of Council employees or councillors, making recommendations to the Council as appropriate
- 8.8. Undertaking any other related activities on behalf of the Parish Council.

Signed by Chair.....

9. Membership/Attendance/Quorum

9.1. The core members of the Group shall be as follows:

- Chair of the Council
- Vice Chair of the Council
- At least one other councillor agreed by the Council.

9.2. The quorum shall be three councillors including either the Chair or the Vice Chair of the Council. The Chair of the Group will not be the Chair of the Council. Others may be invited to attend for specific topics as required.

10. Frequency and Administration of Meetings

10.1. The Group will meet as required, or at least twice a year (one of which will be held to inform budget-setting).

10.2. The Group will elect its own Chair at the start of the year, and a scribe who will prepare the agenda, circulate the papers and take action notes of the meetings. Agenda and papers will be circulated to the full council, to enable others to attend if they wish. Notes will be circulated within 48 hours of the meeting for approval by the Group, and then circulated to the full council.

10.3. The notes of the meeting shall be verbally reported to the next full Council meeting, with the action notes attached to the minutes for a permanent record. Any recommendations for decisions will be presented to the Council in writing in the usual way.

Approval Date: September 2019

This version approved: September 2019

Next review due Date: September 2020

Sherfield Park Parish Council – Risk Register

Signed by Chair.....

Risk Area	Risk Identified	Raw risk (H/M/L)	Controls in place	Residual Risk	Action required	Review date
Section One : Areas where there may be scope to use insurance to help manage risk						
Property	Loss or damage to property and contents owned by the council	H	<ul style="list-style-type: none"> Register of assets and investments reviewed annually Assets all covered by insurance renewed annually Security cameras and alarms installed at parish office 	M	<ul style="list-style-type: none"> Bi-monthly inspection of bus shelters for damage Ensure asset register reviewed annually prior to audit Renew insurance in June 2020, including details of assets included. Security system used to secure office at all times Check security system is being recorded on a monthly basis Annual health check by accredited security company 	Bi-monthly Annual June 2020 Continual Monthly Annually
Public liability	Damage to third party property or individuals by parish employees; damage sustained by others by or in parish owned assets.	H	<ul style="list-style-type: none"> Parish office checked for health & safety issues Insurance cover for public liability £12m 	L	<ul style="list-style-type: none"> Renew insurance in June 2020 with sufficient public liability cover Annual review of health & safety of parish office and bus shelters 	June 2020 Annual
Exposure to Third Party actions	Consequential loss of income or the need to provide essential services following critical damage, loss or non - performance by a third party	L	Parish has no sources of income other than precept, and no 'essential' services. Litter picking the only service provided by parish.	L	If required a rota of volunteers/councilors to litter pick.	As required.
Theft	Loss of cash or assets through theft or dishonesty.	M	<ul style="list-style-type: none"> Financial Regulations reviewed and audited annually Financial managements systems audited annually Parish office alarmed and has security cameras Bus shelters, bins and noticeboards of 	L	<ul style="list-style-type: none"> Annual review of Financial Regulations Annual audit of financial systems Annual review of alarm and security systems Annual review of security of bus shelters, bins and noticeboards. 	Annual

Signed by Chair.....

Risk Area	Risk Identified	Raw risk (H/M/L)	Controls in place	Residual Risk	Action required	Review date
			robust construction			

Signed by Chair.....

Risk Area	Risk Identified	Raw risk (H/M/L)	Controls in place	Residual Risk	Action required	Review date
Section Two - Working with others to help to manage Risk						
Employment – paying employees correctly	Errors in paying employees.	M	<ul style="list-style-type: none"> Parish contracts with payroll provider Financial regulations sets out system for paying employees 	L	<ul style="list-style-type: none"> Review payroll provider annually Annual audit of payroll system 	Annual May 2020
Banking	Fraud and corruption by inappropriate borrowing or lending.	M	<ul style="list-style-type: none"> Parish bank accounts managed in accordance with standing orders and financial regulations Bank balances noted monthly at council Bank signatories and electronic banking authorisers approved by council Annual audit 	L	<ul style="list-style-type: none"> Annual review of Financial Regulations Annual review of Standing Orders Annual review of signatories and e-banking authorisers Annual audit 	Annual May 2020
Value for Money requirement	Fraud or corruption in the awarding of contracts for hiring or purchase of equipment or services (including professional services such as lawyers, accountancy, etc)	L	<ul style="list-style-type: none"> Award of contracts follow standing orders and financial regulations 	L	<ul style="list-style-type: none"> All contracts for hiring or purchasing of equipment or services require 3 quotes and decision at council Annual review of all contracts held by council (including website, cloud, security etc) Annual audit 	As required Annual May 2020

Signed by Chair.....

Risk Area	Risk Identified	Raw risk (H/M/L)	Controls in place	Residual Risk	Action required	Review date
Section Three - Self Managed Risk						
Financial records	Loss of control of finances; loss of records	H	<ul style="list-style-type: none"> In compliance with Standing Orders and Financial Regulations, Finance Reports are produced monthly and actual v budget figures produced quarterly Files backed up on the Cloud. 	L	<ul style="list-style-type: none"> Monthly finance reports reviewed at council Quarterly review of budget v actual at Finance Committee Annual audit of systems Annual review of the contract for our back-up systems 	Monthly Quarterly May 2020
Business activities	Breach of legal powers of councils	L	Parish has no current business activities.	L	If considering business activities to source advice from HALC and other councils who have experience of similar activities.	Ongoing
Employment law and Inland Revenue regulations	Breach of legal requirements regarding payment of employer's tax and National Insurance	M	<ul style="list-style-type: none"> Use of Payroll contractor Clerk and appropriate councilors trained in council finance Annual audit 	L	<ul style="list-style-type: none"> Advice sought from HALC if required Bi-annual review of Clerk and councilor training needs Annual audit 	As required 6-monthly May 2020
VAT	Not meeting HMRC regulations	M	<ul style="list-style-type: none"> Clerk trained in VAT regulations for councils Payments/reconciled on monthly basis Annual audit 	L	<ul style="list-style-type: none"> Advice a sought as required from HMRC Annual audit 	As required May 2020
Annual precept/ Budgets	Failure to set and manage precept income as regulated; spending not as budgeted.	M	<ul style="list-style-type: none"> Compliance with Standing Orders and Financial Regulations Budget reviewed and agreed in January annually, informed by previous years' spending Clerk and appropriate councilors trained in council finance Budget published on parish website Annual accounts published on parish 	L	<ul style="list-style-type: none"> Standing Orders and Financial Regulations reviewed with reference to national recommended templates annually Budget agreed January Budget published on website Annual audit Annual accounts and governance statement published on website 	Feb 2020 Jan 2020 May 2020 June 2020

Signed by Chair.....

Risk Area	Risk Identified	Raw risk (H/M/L)	Controls in place	Residual Risk	Action required	Review date
			website by the end of June annually <ul style="list-style-type: none"> Annual audit 		<ul style="list-style-type: none"> Annual review of Clerk and councilor training requirements 	Annual
Grants	Failure to comply with powers when funds granted to local community bodies	M	<ul style="list-style-type: none"> All grants based on approved form with supporting information All grants considered and approved/denied by council, specifying which power the parish is applying Annual audit 	L	<ul style="list-style-type: none"> Annual review of the Grant forms Review Clerk and councilor training to ensure powers are well understood Access advice from HALC when needed Annual audit 	Annual As required May 2020
Policies	Failure to meet employment and statutory regulations including GDPR, FOI, Equality, Employment Laws	M	<ul style="list-style-type: none"> Some policies reviewed by Policies & Personnel Group, adopted by council Clerk leads on FOI Policies published on website Clerk and appropriate councilors attended recent training in key areas Annual audit 	M	<ul style="list-style-type: none"> Full set of policies to be completed by P&P All policies to be reviewed annually by P&P Annual review of Clerk and councilor training to ensure sufficient knowledge and expertise in these areas within the council Advice sought from HALC as required Annual audit 	On-going Annually Annually As required May 2020
Transparency Code	Failure to meet regulations to be open and transparent	M	<ul style="list-style-type: none"> Council and Committee agendas, papers and minutes are published in accordance with Standing Orders Each councilor has completed and published a Register of Interests All councilors receive at least basic councilor training, including when to declare pecuniary and non-pecuniary interests All required document are published annually by end of June as set out in 	L	<ul style="list-style-type: none"> Ensure up to date with legislation through training Review and update councilor's register of interests annually in May Publish all documents as listed in Standing Orders by end of June Continue to publish agendas & papers 5 working days before meetings Continue to publish minutes with a month of meeting 	Annual May 2020 June 2020 On-going On-going May 2020

Signed by Chair.....

Risk Area	Risk Identified	Raw risk (H/M/L)	Controls in place	Residual Risk	Action required	Review date
			Standing Orders <ul style="list-style-type: none"> Register of Members' Interests, Gifts and Hospitality maintained by Clerk Annual audit 		<ul style="list-style-type: none"> Annual audit 	
Electronic data security	Data being stolen or hacked	H	<ul style="list-style-type: none"> Firewalls on office equipment Firewall on Clerk's laptop to block attacks Anti-virus and malware protection installed (MacAfee) Laptop is password protected Data is backed up securely in the Cloud Registered with ICO Website meets current GDPR legislation 	L	<ul style="list-style-type: none"> Laptop passwords should be changed every December and June, with sufficient password strength Password is not documented (consider an accredited Password Management application) 	Annual
IT equipment	Clerk's laptop fails	H	<ul style="list-style-type: none"> Back-up of data is secure in Cloud offsite (Team KnowHow) Laptop hardware and software lifecycle monitored to ensure replacement in timely manner (3-5 years) 	L	<ul style="list-style-type: none"> Ensure all valuable data is being backed up (Dec & June) Perform monthly health checks on laptop Laptop hardware to be replaced within 5 years Ensure laptop software is updated in a timely way (office suite, any packages relied on) 	Monthly Monthly ASAP
Electronic data Storage	Loss of data	H	<ul style="list-style-type: none"> Persistent (continuous) back-up into the Cloud (data storage in 2 places to mitigate loss of 1) 	L	<ul style="list-style-type: none"> Annual subscription December and June validation of back-ups being successfully applied 	May Dec & June
Reputation	Parish is subject of negative publicity due to poor decisions; poor	M	<ul style="list-style-type: none"> Decision making and transparency compliant with Standing Orders, Financial Regulations and statutory 	L	<ul style="list-style-type: none"> Annual review of communications and social media policies Annual review of Standing Orders 	Feb 2020

Signed by Chair.....

Risk Area	Risk Identified	Raw risk (H/M/L)	Controls in place	Residual Risk	Action required	Review date
	transparency of actions; or negative social media/press.		requirements <ul style="list-style-type: none"> • Meetings held in public and topical public meetings held to engage with residents and hear views • Communications and social media policies in place to ensure appropriate interaction with social media and press • Hold an Annual Parish Meeting where all residents can come and ask questions/have their say on topics or issues. 		and Financial Regulations and our compliance	

Risk Register Approved: September 2019

Review Date: September 2020

Signed by Chair.....

Appendix 6

ITEM 091914 – Accounts software

Option 1

Rialtus Suite by RBS

www.rbssoftware.co.uk

Cost - £295 for software purchase, plus £225 to set up chartered accounts and training. Annual support fee of £121.

Option 2

Scribe

www.scribeaccounts.com

Cost - £283 annual cost. Includes set up, support and training. Web based rather than software purchase.

Signed by Chair.....