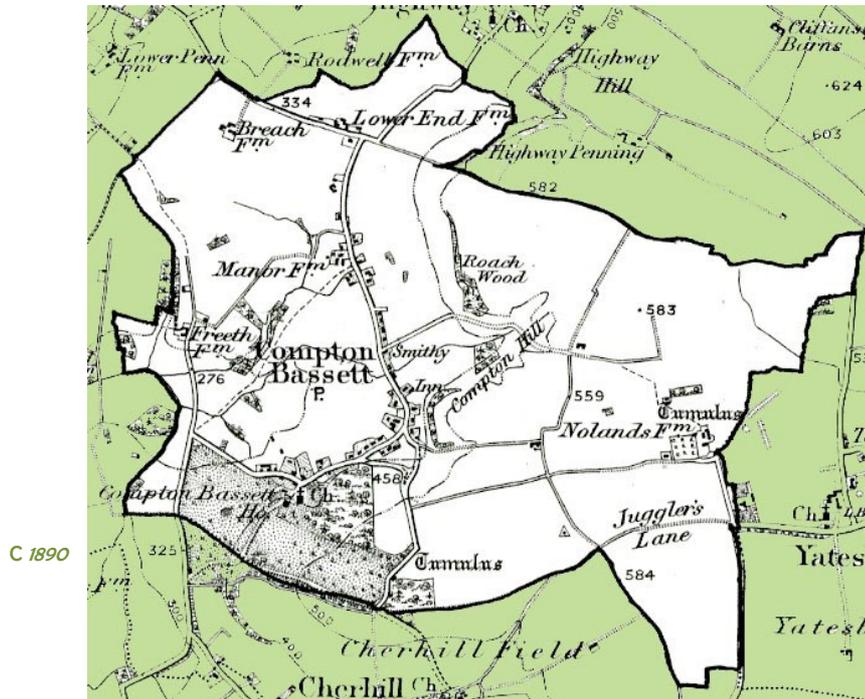


Compton Bassett Parish Council



Compton Bassett Parish Council

Members' Handbook

2015

Compton Bassett Parish Council

Welcome to the Compton Bassett Parish Councillors' Handbook.

This handbook has been prepared to provide information for new and current councillors outlining their role and duties as well as providing information for the public.

Compton Bassett Parish Council

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Compton Bassett Parish Council

The Role of the Parish Council

Parish Councils are an essential part of the structure of local democracy and have a vital role in acting on behalf of the communities they represent.

They:

- give views, on behalf of the community, on planning applications and other proposals that affect the parish
- undertake projects and schemes that benefit local residents
- work in partnership with other bodies to achieve benefits for the parish
- alert relevant authorities to problems that arise or work that needs to be undertaken
- help the other tiers of local government keep in touch with their local communities

Parish Councils are Statutory Bodies, having powers under a number of different Acts (the Local Government Act 1972, the Public Health Act 1936, etc.). Very few Councils use all their available powers. It is up to each Council to choose what is appropriate for the community they serve.

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Powers and Duties of Parish Councils

Function	Powers & Duties	Statutory Provisions
Bus shelters	Power to provide and maintain shelters	Local Government (Miscellaneous Provision) Act 1953, s. 4
Bye-laws	Power to make bye-laws in regard to pleasure grounds Cycle parks Open spaces and burial grounds	Public Health Act 1875, s. 164 Road Traffic Regulation Act 1984, s.57(7) Open Spaces Act 1906, s.15
Crime prevention	Powers to install and maintain equipment and establish and maintain a scheme for detection or prevention of crime	Local Government and Rating Act 1997, s.31
	Power to contribute to police services e.g. PCSOs	Police Act 1996, s.92
	Duty on Parish Councils to consider crime reduction in every policy and action	s17 Crime and Disorder Act 1998 (as amended)
Drainage	Power to deal with ponds and ditches	Public Health Act 1936, s.260
Dogs	Power to make a Dog Control Order Power to take enforcement action against those who commit an offence against a Dog Control Order	Cleaner Neighbourhoods and Environment Act 2005
Entertainment and the arts	Provision of entertainment and support of the arts	Local Government Act 1972, s.145
Flyposting and Graffiti General Power of Competence	Power to take enforcement action against those that flypost or graffiti Power to do anything that an individual may do (eligible Councils only)	Cleaner Neighbourhoods and Environment Act 2005 Localism Act 2011, s.1

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Gifts to the Parish	Power to accept	Local Government Act 1972, s.139
Highways	<p>Power to maintain footpaths and bridle-ways</p> <p>Power to light roads and public places</p> <p>Provision of litter bins</p> <p>Powers to provide parking places for bicycles and motor-cycles, and other vehicles</p> <p>Power to enter into agreement as to dedication and widening</p> <p>Power to provide roadside seats and shelters</p> <p>Consent of parish council required for ending maintenance of highway at public expense, or for stopping up or diversion of highway</p> <p>Power to complain to highway authority as to unlawful stopping up or obstruction of highway or unlawful encroachment on roadside.</p> <p>Power to provide traffic signs and other objects or devices warning of danger</p> <p>Power to plant trees and lay out grass verges etc. and to maintain them</p>	<p>Highways Act 1980, ss.43,50</p> <p>Parish Councils Act 1957, s.3;</p> <p>Highways Act 1980, s.301</p> <p>Litter Act 1983, ss.5,6</p> <p>Road Traffic Regulation Act 1984, ss.57,63</p> <p>Highways Act 1980, ss.30,72</p> <p>Parish Councils Act 1957, s.1</p> <p>Highways Act 1980, ss.47,116</p> <p>Highways Act 1980, s.130</p> <p>Road Traffic Regulation Act 1984, s.72</p> <p>Highways Act 1980, s.96</p>
Investments	Power to participate in schemes of collective investment	Trustee Investments Act 1961, s.11
Land	<p>Power to acquire by agreement, to appropriate, to dispose of</p> <p>Power to accept gifts of land</p>	<p>Local Government Act 1972, ss.124, 126, 127</p> <p>Local Government Act 1972, s.139</p>
Litter	<p>Provision of receptacles</p> <p>Power to take enforcement action against those that litter</p>	<p>Litter Act 1983, ss.5,6</p> <p>Cleaner Neighbourhoods and Environment Act 2005</p>

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Lotteries	Powers to promote	Lotteries and Amusements Act 1976, s.7
Open spaces	Power to acquire land and maintain	Public Health Act 1875, s.164 Open Spaces Act 1906, ss.9 and 10
Parish documents	Powers to direct as to their custody	Local Government Act 1972, s.226
Public buildings and village hall	Power to provide buildings for public meetings and assemblies	Local Government Act 1972, s.133
Public conveniences	Power to provide	Public Health Act 1936, s.87
Sustainable communities	Able to be represented on a panel of representatives to be consulted on proposals that would contribute to sustainable communities	Sustainable Communities Act 2007
Town and country planning	Right to be notified of planning applications	Town and Country Planning Act 1990, Sched.1, para. 8
Tourism	Power to encourage visitors and provide conference and other facilities	Local Government Act 1972, s.144
Traffic calming	Powers to contribute financially to traffic calming schemes	Highways Act 1980, s.274A

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Transport	Powers in relation to car-sharing schemes, taxi fare concessions and information about transport Powers to make grants for bus services	Local Government and Rating Act 1997, s.26, 28 and 29 Transport Act 1985, s.106A
War memorials	Power to maintain, repair, protect and alter war memorials	War Memorials (Local Authorities' Powers) Act 1923, s.1; as extended by Local Government Act 1948, s.133
Water supply	Power to utilise well, spring or stream and to provide facilities for obtaining water from them	Public Health Act 1936, s.125

Compton Bassett Parish Council meets approximately every 6 weeks although further meetings may be added if needed. The Council also hosts an Annual Parish Meeting to encourage parishioners to make their views known and holds the Parish AGM in May.

The Council raises funds by the annual Precept (which is added to the Council Tax bill and collected by Wiltshire County Council on behalf of the Parish Council). The precept amount required in a given year is determined when the annual budget is set.

The Council is consulted on relevant Planning Applications and is consulted by the County Council's Highways department on works within the parish. The councillors and Clerk may attend various workshops and consultation meetings with other authorities in order to be aware of proposals and legislation that may affect the community.

A successful local Council depends for its success on the councillors and the Clerk playing complementary roles to ensure the council devises the appropriate policies. It is therefore important that the Clerk and the councillors understand each other's role and that they work closely and harmoniously together.

Compton Bassett Parish Council

Code of Conduct and Register of Interests

(For further information see page 11)

Parish Councillors are bound by the same Code of Conduct as all local Councillors. If a matter comes before the Parish Council in which a Councillor has a personal or prejudicial interest, this must be declared before the item is discussed and if necessary the relevant councillor will take no part in the discussion or even absent himself/herself from the meeting room. Depending on the nature of the personal or prejudicial interest the councillor may not be permitted to vote on the item.

A newly elected councillor has to sign an undertaking, as part of their written declaration of acceptance of office, that they will observe the Council's code of conduct. A signed declaration and undertaking must be received by the Clerk of the parish council before a newly elected member can carry out any duties as a councillor. In addition, all councillors have to complete a register of interests within 28 days of the election, which anyone can lawfully ask to see.

The code of conduct sets out the rules governing the behaviour of councillors in local authorities across the country. Prospective candidates are advised to read the code before standing for election so that they are aware of what will apply to them and be sure that they are willing to complete the requirements for the register of interests.

Standing Orders

(For further information see page 15)

The Parish Council operates in accordance with its Standing Orders which deal with financial, legal and contractual requirements. These enable the Council to take a consistent and properly regulated approach to activities and issues. The Standing Orders, policies and procedures are reviewed on an annual basis or as main legislation changes.

Financial Regulations

Financial regulations govern the conduct of the financial transactions of the Council and may only be amended by resolution of the Council. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of financial control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk and for the prevention and detection of fraud and corruption. These financial regulations are designed to demonstrate how the Council meets these responsibilities.

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The Freedom of Information (FOI) Act

(For further information see page 28)

The FOI gives an individual or group the right to ask any public body for all the information they have on any subject requested. Unless there's a good reason, the organisation must provide the information within 20 working days, including any personal information which is being held by them. Anyone can make a written request for information – there are no restrictions on age, nationality, or where the person lives. The Council has a Model Publication Scheme which outlines what information is available to the public and the costs of providing the information. They can ask for all types of information - but some information might be withheld to protect various interests which are allowed for by the Act. If this is the case, the public authority must tell the applicant why they have withheld information. If the request is for information about the individual, then the request will be handled under the Data Protection Act.

Representing the Council

Councillors may be requested, or volunteer, to be a Council representative on another body. This could include attending as the Council's representative to pass on information or ask a question. Also, as most Councillors live or work in the village they may often be stopped by residents who have information, ideas, or problems which they wish to be resolved.

It is of paramount importance that Councillors represent both the Council and themselves in the correct manner to ensure that both are not misquoted or misrepresented and views belonging to one or the other are not confused in conversations or meetings.

Elections

- Ordinary elections are held every 4 years. These elections usually coincide with elections for the district or county councils. In Parish Council elections all councillors retire and may offer themselves for re-election.
- Councillors can also be co-opted if a vacancy arises between elections. Successfully co-opted candidates become councillors in their own right and are no different to any other member. Chair and Vice-Chair should be elected councillors where possible.

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The role of the Parish Councillor

Being a parish councillor requires time and commitment. A councillor will usually spend a couple of hours a week on parish business and this will increase if they are a member of a permanent or short-term committee.

Main purpose:

- Representing the views of all residents within the parish.
- As part of a local council he or she will have responsibility for looking after local services which may include: communications, internet access, road safety, village hall, etc.
- Deciding on how much to raise through the council tax (the Precept) in order to deliver the council's services.
- Influencing and shaping the long term development policy for the parish, and as part of the planning process, comment on planning applications in the parish.
- Improve the quality of life and the environment in the local area.
- Working to identify issues which are important to the lives of the local residents.
- Working to bring about improvements through local projects, lobbying other service providers and working in partnership with other parishes and agencies.

A Councillor shall not agree to do anything on behalf of the council, unless appropriate powers have been delegated to him or her.

Further information:

<http://www.nalc.gov.uk/library/publications/801-good-councillors-guide/file>

<http://www.slcc.co.uk/UserFiles/File/New%20Clerk%20Support/The%20Essential%20Clerk%20Booklet.pdf>

<http://www.cpalc.org.uk/>

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CODE OF CONDUCT

Compton Bassett Parish Council has adopted a Code of Conduct to promote and maintain high standards of behaviour by its elected and co-opted councillors 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. This Code of Conduct is based on the principles of selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.

This code applies to all elected and co-opted councillors and members of any committee or sub-committee of the Council, or a member of, and represents the Council on any joint committee or joint subcommittee of the Council, and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee.

Definitions

For the purposes of this Code, a 'meeting' is a meeting of the Council, any of its committees or sub-committees.

For the purposes of this Code, and unless otherwise expressed, a reference to a member of the Council includes elected and co-opted members of the Council.

The Monitoring Officer shall normally be the Parish clerk

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

Compton Bassett Parish Council

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 any interests relating to the categories set out in Appendices A and B.

A member shall register with the Monitoring 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, intimidation or inappropriate behaviour.

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. The member 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.

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Dispensations

On a written request made to the Council's Monitoring Officer, the Council may grant a member a dispensation to participate in a discussion and vote on a matter at a meeting even if he/she has an interest in Appendices A and B if the Council believes that the number of members otherwise prohibited from taking part in the meeting would impede the transaction of the business; or it is in the interests of the inhabitants in the Council's area to allow the member to take part or it is otherwise appropriate to grant a dispensation.

Appendix A

Interests defined by regulations made under section 30(3) of the Localism Act 2011 and 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	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	Any contract made between the member or between his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners (or a body in which such a person is a partner in a firm, a director of an incorporated body or holds the beneficial interest in securities*) and the Council — (a) under which goods or services are to be provided or works are to be executed (b) which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the Council.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.

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

**'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) 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) any gifts or hospitality worth more than an estimated value of £50 which the member has received by virtue of his or her office

As approved by the Parish Council on 2nd July 2015

Signed:

(Taken from NALC website and amended for CBPC)

Compton Bassett Parish Council

STANDING ORDERS

Councillors

1. Following election or co-option to the Council, each Councillor will be issued with a copy of the Code of Conduct and Standing Orders of the Council. They will sign the form of Declaration of Acceptance of Office in the presence of the Clerk of the Council, or of a Councillor who has been specifically designated by the Council for this purpose.
2. All Councillors will observe the Code of Conduct at all times when on Council business and no member will act in such a way that will bring the Council into disrepute, behave offensively in meetings or obstruct the Council's business.
3. The Code of Conduct adopted by the Council will define when a Councillor will declare a personal or prejudicial interest in an item for discussion at a Council meeting. The Councillor will declare that interest and the nature of the interest at the earliest opportunity.

Meetings

Annual General Meeting

1. If the Annual General Meeting is in an election year it must be held within 14 days after that election. If it is not an election year then the Annual General Meeting will take place on an appropriate day in May.
2. If the outgoing Chairman is available then he/she will preside until a new Chairman has been elected. If the Chairman is not available the Vice- Chair will preside over the meeting. The first business of the Annual General Meeting will be the election of the Chairman (and Vice Chairman, if appropriate) and to receive their acceptance of office.
3. The retiring Chairman will report on the activities of the Council for the preceding year.

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Annual Parish Meeting

An Annual Parish Meeting will normally be called by the Chairman of the council, any two councillors or any six electors and will normally take place between 1 March and 1 June, to communicate and celebrate local activities and to listen to and debate current issues in the community. Electors of the Parish may contribute to the agenda and discussion items for the meetings. The Chairman or Vice-Chairman will chair the meeting. Note: The Annual General Meeting and the Annual Parish Meeting will normally be held on different occasions.

Parish Council Meetings

1. Meetings will be held in appropriate, accessible accommodation. Unless no other accommodation is available the meetings will not be held in premises used for the supply of alcohol.
2. Meetings are held every six weeks and Councillors will be advised of the meetings by the issue of a summons and agenda delivered by e-mail, post or by hand, at least seven clear business days before the meeting.
3. Public notices will be posted on the Village Notice Board and Website at least seven clear business days before the meeting informing members of the public of the venue, time, date and business to be transacted at the meeting.
4. Meetings will be open to the public and press but they may be temporarily excluded from the meeting if the business is regarded as confidential.
5. Members of the public may speak at Council meetings at the discretion of the Chairman of the meeting.
6. The agenda for the meeting will be agreed by the Clerk, Chairman and Vice Chairman as appropriate. The agenda will always include an item to enable Councillors to declare interests. An opportunity for public questions will be made at the appropriate point in the agenda.
7. The Council may only take decisions on items clearly specified on the agenda; if agreed by the chairman, any urgent items which are not on the agenda may be discussed, but no decision may be made, at that meeting.
8. The Chairman of the Council will preside at the meeting and will be responsible for the conduct of that meeting. If the Chairman is not present then the Vice Chairman will preside. If they are not present then the first matter on the agenda will be the election of an appropriate Councillor who will chair the meeting. Whoever chairs the meeting will assume the duties of the Chairman for the meeting.

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9. The quorum for the Council will be one third of the total Councillor places but in any case not fewer than 3. If there be insufficient members present then no business will be transacted and a fresh notice will be issued to reconvene the meeting at a later date.
10. If at any time during the meeting it ceases to be quorate then the meeting will be adjourned and any further business carried forward to the meeting when next convened.
11. Voting at the meeting shall be by a show of hands unless a majority of Councillors request a ballot. Only the proposer and seconder will be recorded in the minutes unless a Councillor requests that their vote is noted. A Councillor may also request that the Clerk records how each Councillor has voted, including abstentions. Any request of this nature will be made before moving on to the next item of business.
12. In cases of equal votes the Chairman (or other person presiding) will have a second or casting vote.
13. A minute of the meeting will be kept by the Clerk or other nominated person in the Clerk's absence with actions clearly highlighted. The initial circulated draft minutes will remain as draft minutes until they are approved by the Parish Council at their next meeting and signed by the person presiding at that meeting. Draft minutes may be published but must clearly show they have not yet been formally approved.
14. With regard to planning applications - if there is a personal interest in a given planning application, a statement can be made to the Parish Council meeting but then the person must leave the meeting while discussions take place

Finance

Responsible Finance Office

A Responsible Finance Officer has to be appointed by the Council to manage the Council's financial affairs in accordance with Proper Practices. This is a statutory office which can be taken on by the Clerk of the Council.

Estimates and Precept

The Responsible Finance Officer will compile estimates of income and expenditure annually for the Council's consideration. The Council will review the budget not later than the end of December each year in preparation for the annual precept to be set, and submitted to the Collection Authority in January. During the year the budget will be regularly reviewed against actual expenditure and income. Amendments to the budget will be discussed in Council and any changes minuted.

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Income and Expenditure

The Responsible Finance Officer will supply regular updates of income and expenditure throughout the year and detail actual figures against the budget estimates. Significant underspends or overspends will be brought to the attention of the Council and action taken to address any discrepancies, as necessary. Underspent revenue will be identified and can be transferred to reserves by a Council resolution.

Accounting and Audit

1. The Responsible Finance Officer will determine all accounting procedures and financial records of the Council in accordance with the Accounts and Audit Regulations.
1. The Responsible Finance Officer will complete the annual financial statements of the Council including the annual return as soon as practicable after the end of the financial year and will submit an annual report to the Council in a timely manner. The Council will review the annual report each year and ensure that there is an adequate, effective system of internal audit of the Council's accounting, financial and other procedures in line with Proper Practice.
2. An Internal Auditor will be appointed by the Council to carry out the work required to ensure compliance with Proper Practice each year. The person appointed will be competent and independent of the operation of the Council.
3. The Responsible Finance Officer will also submit the financial statements and annual return to an External Auditor to carry out the work required to ensure compliance with Proper Practice each year by the due date agreed by the Council.
4. The Council will consider any changes recommended by the internal and external auditors and implement them as necessary.

Banking arrangements and Cheques

1. The Council's banking arrangements, including the Bank Mandate, will be made by the Responsible Finance Officer and approved by the Council. They will be reviewed by the Council on a regular basis to ensure that value for money is achieved.
2. The Council will nominate and authorize by Resolution at least three members with the delegated authority to sign cheques on behalf of the Council. The cheque stub should also be initialled by the persons signing the cheque.
3. All items of expenditure will be authorised by the Council and the payments approved. The Responsible Finance Officer will examine invoices and verify and certify the expenditure. Cheques will be completed for all transactions and signed by two authorised Councillors.

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Loans and Investments

1. All loans and investments will be negotiated in the name of the Council and will be set for a period approved by the Council.
2. All certificates and other documents relating to loans and investments will be retained in an agreed, secure place by the Responsible Finance Officer.
3. All borrowings will be in the name of the Council and will not be entered into until necessary approvals have been given. Any loan application must be approved by Council, especially the purpose, terms and conditions of the loan. All borrowing must be reviewed by the Council on an annual basis.

Contracts and Purchase Orders

1. An official order or letter will be issued for all work or service paid for by the Council. All Councillors and officers are responsible for obtaining good value for money at all times. An officer placing an order on behalf of the Council will ensure that good value and appropriate terms are obtained for the transaction.
2. Orders for values £500 to £2000 require a minimum of two quotations (unless agreed otherwise and formally minuted) and for values above £2000, three quotations are required. Contracts exceeding £50,000 require additional safeguards and will follow Proper Practice.
3. All quotations for work will be examined by the Council and the work awarded on the basis of value for money, and the reasons for accepting the quotation will be recorded. The Council is not obliged to accept the lowest quotation if it does not represent value for money, but the reasons for not accepting the lowest quotation will be recorded.

Assets

The Responsible Finance Officer will ensure that an appropriate and accurate Register of Assets is maintained by the Council. It will be reviewed at least annually, in conjunction with a health and safety inspection of assets, as appropriate.

VAT

The Responsible Finance Officer will promptly complete any VAT Return that is required. Any repayment claim due in accordance with the VAT Act 1974 section 33 will be made at least annually coinciding with the financial year end.

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Risk Assessment

1. A risk assessment will be undertaken annually of all the activities of the Council and a risk assessment report will be approved by the Council. This risk assessment will also cover the appropriateness of the internal audit arrangements.
2. If the Council undertakes a new activity not covered by the existing risk assessment, an assessment will be undertaken before the activity commences.

Insurance

1. Following the annual risk assessment the Council will review the level of insurance cover and ensure that it is adequate and appropriate for the activities of the Council. Minimum cover will include Public Liability, Employers Liability, Money and Fidelity Guarantee.

Freedom of Information

The Council is subject to the Freedom of Information Act and has adopted the Model Publication Scheme for Parish Councils. The Clerk will ensure the Council conforms to the requirements of the Act allowing public access to the appropriate documents.

Clerk to the Council

1. The Council may appoint a number of employees to assist it in the performance of its duties. The Council will appoint a Clerk to the Council which will be on an employed basis, unless the Clerk is a member of the Council, acting in an unpaid capacity.
2. The Clerk will act as the Proper Officer of the Council, and he/she will: receive the Declarations of Acceptance of Office and notices disclosing interests; sign documents on behalf of the Council and issue agendas and notices of meetings; receive and distribute plans and documents on behalf of the Council; and also advise the bank of changes to mandates with the bank.
3. The Clerk can act as Responsible Financial Officer, if appointed by the Council, or be responsible for managing a Finance Officer or other employees of the Council.

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4. As an employee of the Council the Clerk is covered by employment legislation dealing with employment rights, discrimination in employment, unfair dismissal, redundancy and similar matters. The Clerk will therefore have a contract of employment stating the terms and conditions under which he/she is employed. This will effectively be administered by the Chairman or designated Councillor acting with the authority of the Council.

Committees and Working Groups

The Council from time to time may set up committees and working groups to undertake work on behalf of the Council. The Council will set their terms of reference, and they will report periodically to the Council.

Emergency Business

Should it not be appropriate to convene a special meeting for emergency business then any emergency business will be handled by the Clerk in consultation with the Chairman and one other Councillor. Actions will be reported promptly to the Council.

Alteration or Reversal of previous decisions

Decisions of the Council will not be revised within 4 months, except where a special item is placed on the agenda bearing the name of two Councillors, and is considered and approved by the Council.

Standing Orders

1. These and any other standing orders will be reviewed annually by the Clerk and the Chairman, and any amendments will be approved by the Council.
2. During the course of meetings of the Council, the Chairman's decision as to the interpretation of the standing orders will be final. In cases of doubt, the Council will seek the advice of the NALC.
3. The Council may resolve to suspend a Standing Order, in order to progress the business of the Council, and such decision will be included in the minutes. The suspension will not be taken lightly and it will be time-limited.

These Standing Orders were adopted by the Parish Council at a meeting of the Council on: 2nd July 2015

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Risk Assessment

(Sample only, please see website for up-to-date information)

This document is produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise the risks. This will also enable the Council to make an acceptable declaration in its return to the external auditors. The risks have been divided into a number of categories.

Annual risk assessment report

Subject	Risk identified	LxI =R	Mitigation	Action
Precept	Precept inadequate to enable the council to carry out its statutory duties.	2x4=8	Robust process for budget setting, and correct calculation of precept request.	Produce a FRM which lays out due process
Financial records	Inadequate records and checks. Financial irregularities.	1x4=4	The Council Financial Regulations Manual defines appropriate checks.	Produce a FRM which lays out due process
Banking	1/Banking errors 2/ incorrectly written cheques	1x4=4	Reconciliation before each parish council meeting, reported to the council. Procedure defined in FRM	Clerk/ FO to set up process Produce a FRM which lays out due process
Reporting and auditing	Errors not identified	2x3=6	Financial review is a part of each council meeting	Produce a FRM which lays out due process
Petty cash	n/a			
Grants allocated	Money improperly spent	1x4=4	Robust process for making grants.	Process needs to be developed. Produce a FRM which lays out

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				due process
Councillor allowances	Councillors over-paid or submit invalid claims	1x5=5	Submissions checked	Conformant with national guidelines
Grants received	Grants not spent in accordance with requirements of granting body	1x3=3	Review of intentions before commitments are made.	Existing procedures adequate
Rental income	Not applicable at present			
Best value accountability	Work awarded incorrectly. Best value not demonstrable. Overspends	1x4=4	Quotes sought for all relevant expenditure, above a certain value	Quotation value to be determined. Process defined. Produce a FRM which lays out due process
Salaries and associated costs	Salary paid incorrectly, unpaid tax to IR, failure to make pension contribution.	1x3=3	Salary payments agreed at Council meetings. Time worked log to be maintained.	Process for checking payments to IR and pension fund. Produce a FRM which lays out due process
Publishing	Failure to publish minutes and other documents a in a timely fashion, as required by regulations.	2x2=4	Clerk to organise. Timing set out in standing orders	Existing procedures adequate
Employees	Fraud by staff	1x5=5	Fidelity guarantee insurance ? Appropriate processes should reduce opportunity for fraud.	Check to see if relevant or worthwhile. Produce a FRM which lays out due process
VAT	Reclaiming / charging	2x2=4	Defined process for VAT	Produce a FRM which lays out due process

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Legal powers	Illegal or inappropriate decision made	1x5=5	Decisions checked with standing orders and FRM	Produce a FRM which lays out due process
Minutes, agendas, notices, statutory documents	Inaccurate, unapproved, or missing documentation. Failure to adequately publicise meetings, agendas and minutes	2x2=4	Minutes and agenda are produced in the legally prescribed manner by the clerk, and published appropriately. Minutes are approved and signed at the following Council meeting. Agenda displayed according to legal requirements. Business conducted at council meetings managed by the chair.	Existing procedures adequate.
Members' interests	Conflict of interests	3x3=9	Declarations of interest by members at council meetings. Register of members interests forms reviewed annually (at the AGM).	Existing procedures adequate
insurance	Adequacy, cost.	2x2=4	Annual review of insurance arrangements. Quotes for arrangements sought.	Check for requirement for fidelity and employee liability.
Data protection	Inadequate policy provision	1x4=4	Policy in place and adhered to.	Existing procedures adequate

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Freedom of information	Inadequate policy provision	2x2=4	Policy in place and adhered to.	Existing procedures adequate
Legal liability	Non-compliance with legislation	2x5=10	Council members must comply with the requirements of the Standing Orders of the council, and the Local Government Act 2000, Part III "code of contact".	Existing procedures adequate
Council elections	Failure to hold proper elections	2x5=10	Compton Bassett Parish Clerk ensures compliance	Existing procedures adequate

Physical Equipment or Areas

Assets 1/War memorial 2/Land memorial is sited upon 3/memorial hand rail 4/bus shelter 5/notice board 6/telephone box	Loss or damage	1x3=3	An annual review of assets is undertaken for insurance provision. (At the AGM.)	Existing procedures adequate
maintenance	Degradation of assets	1x2=2	No formal maintenance plan in place. Ad hoc discussions at appropriate times. Financial provision identified, and incorporated in to budget.	Existing procedures adequate

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Meeting location	Adequacy, health and safety.	1x2=2	Benson hall considered fit for purpose.	Existing location adequate
Council records - paper	Loss through theft, fire damage.	3x3=9	Parish council records stored at the home of the clerk	To be re-located to filing cabinet in village hall.
Council records - electronic	Loss through theft, fire damage.	2x2=4	Parish council electronic records are stored on the laptop owned by the clerk.	Back-up document storage needs to be considered.

The following risk convention has been adopted:

Risk can be described as the combination of the possibility of an event happening (Likelihood = L) and the consequences of such an event, if it were to occur, (Impact = I).

Combining numerical scores for the Likelihood and the Impact gives a value for the Risk of an event ($L \times I = R$), and helps us to understand and manage such potential events.

Risk		Likelihood				
		1	2	3	4	5
		rare	unlikely	possible	probable	inevitable
Impact	5 severe	5	10	15	20	25
	4 significant	4	8	12	16	20
	3 moderate	3	6	9	12	15
	2 minor	2	4	6	8	10
	1 negligible	1	2	3	4	5

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**Information available from
Compton Bassett Parish Council under the
Model Publication Scheme (FIA)**

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current information only.</p>	Handbook, and website	
Who's who on the Council and its Committees	Handbook and website	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Handbook and website	
<p>Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum</p>	Hard copy and/or website	
Annual return form and report by auditor	Hard copy and/or website	

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Finalised budget	Hard copy and/or website	
Precept	Hard copy and/or website	
Financial Standing Orders and Regulations	Hard copy and/or website	NA
Grants given and received	Hard copy and/or website	NA
List of current contracts awarded and value of contract	Hard copy or website	NA
Members' allowances and expenses	Hard copy or website	
<p>Class 3 – What our priorities are and how we are doing</p> <p>(Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p>	Hard copy or website	
Parish Plan (current and previous year as a minimum)	Hard copy and/or website	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy and/or website	
<p>Class 4 – How we make decisions</p> <p>(Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	<p>Handbook, website.</p> <p>Record of decisions in minutes and website.</p>	

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Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website	
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy and/or website	
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy and/or website	
Responses to consultation papers	Hard copy and/or website	
Responses to planning applications	Hard copy and/or website	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Handbook and/or website	
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Handbook and/or website	

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<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal instructions to staff and policies relating to the delivery of services</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	Handbook and/or website	
Information security policy	Handbook and/or website	
Records management policies (records retention, destruction and archive)	Handbook and/or website	
Data protection policies	Handbook and/or website	
Schedule of charges (for the publication of information)	Hard copy and/or website	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Handbook and website	
Assets register	Handbook and website	

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Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Hard copy and website	
Register of members' interests	Hard copy and/or Village website / Wiltshire Council Website	
Register of gifts and hospitality	Hard copy and/or website	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	Handbook and website. Some information may only be available by inspection.	
Services for which the council is entitled to recover a fee.	Photocopying	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

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ASSET REGISTER

Description	War memorial	Land memorial is sited	Memorial Hand Rail	Bus Shelter	Notice Board	Telephone Box
Serial / ID number					NA	
Date of purchase			2014			
Purchase price						£1
Insurance coverage						
Warranty information						
Estimated life of the asset:						
Depreciation method						

SCHEDULE OF CHARGES FOR SERVICES

This describes the basis for the charges for services.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost
	Photocopying @ 15p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class

Compton Bassett Parish Council

Councillor/Clerk Roles

Councillor	Contact	Responsibilities
Pete Szczesiak	01249 815006 peter.szczesiak01@gmail.com	Chair, Focus on Five, Hills Liaison committee, Legal Duties
Dr. Dave Coward	01249 760273 dave.coward@royalmail.com	Vice Chair, Risk Assessment
Dr. Peter Alberry	01249 760373 p.alberry@btinternet.com	Neighbourhood Plan, Hills, Village Hall Rep. Speed-watch.
Peter Barnett	01249 812274	Hills Liaison committee, Transport & Parish Steward link
Dave Jackson	01249 816232	
John Reis	01249 760219 johnreis@btinternet.com	Heritage Warden
Emelien Waite	01249 811076	Governance, Focus on Five.
Diane Zeitzen	cb.pariahclerk@gmail.com	Parish Clerk, Responsible Financial Officer

Village website: <http://www.comptonbassett.com/>