

St Erme Parish Council

REPORT

for the

Annual Meeting held on 19th May 2021
at the St Erme Community Centre
at 7.30pm

Please register to attend the meeting by
12.00noon 19th May 2021
to
clerk@stermeparishcouncil.org.uk

Appendix 1

To receive and approve the inventory and asset register of council property and to appoint a controller for 1st April 2021 to 31st March 2022

ASSET												
REF	DESCRIPTION OF ASSETS	IDENTIFICATION	DATE ACQUIRED	PURCHASE COST	CURRENT/INSURED VALUE	CUSTODIAN OR SITE	DISPOSAL/ DISCHARGE	DATE CHECKED				
1	Masonry Bus Shelter		1989			Bottom of Eglos Road	Nov-14	xxxxxxx				£5,564.00
2	Masonry Bus Shelter		1989			Chapel Road	Nov-14	xxxxxxx				£5,564.00
3	Polycarbonate Bus Shelter		15th March 04			Top Eglos Road	Nov-14	xxxxxxx				£4,144.90
4	Parish Seat		1980's	£343.00	£343.00	Trispen Hill						
5	Parish Seat		1st December 03	£343.00	£343.00	Bottom of Eglos Road						
6	Picnic Bench		1st December 05	£500.00	£500.00	School Playing Field						
7	Litter Bin		27th May 05	£200.00	£200.00	Trispen Hill (Notice Board Area)						
7	Hippo Litter Bin		28th October 05			School Playing Field	Aug-08	xxxxxxx				£350.00
8	Dog Bin		1st March 06	£1.00	£0.00	Entrance to Football Field						
9	Wooden Notice Board		1990's			Bus Shelter at Bottom of Eglos Road	Oct-12	xxxxxxx				£100.00
10	Wooden Notice Board		1st July 05			Trispen Hill	May-18	xxxxxxx				£345.00
11	Junior Swings		1st October 05	£2,838.00	£2,838.00	School Playing Field						
12	Cradle Swings		1970's	£2,645.00	£2,645.00	School Playing Field						
13	Climbing Frame		1994			School Playing Field	Jun-07	xxxxxxx				£0.00
14	Plant Tubs x 2		3rd August 05			Trispen Hill (Notice Board Area)	Dec-18	xxxxxxx				£140.00
15	Chain of Office		1995	£100.00	£100.00	Clerk						
16	Filing Cabinet		1998			Clerk	Oct-18	xxxxxxx				£75.00
17	Sentry Fire Safe		May-06	£528.00	£528.00	Clerk						
18	SMP Climbing Frame/Slide		Jun-07	£6,995.00	£6,995.00	School Playing Field						
19	Notice Board	(DONATION)	5th March 2007	£1.00	£1,890.00	Trencreek Park Entrance						
20	Double Sided Notice Board		2nd July 2007	£3,286.00	£3,286.00	Top of Eglos Road						
21	Single Notice Board		2nd July 2007	£1,890.00	£1,890.00	By Trispen Stores, Trispen Hill						
22	Welcome Sign		2nd July 2007	£231.00	£231.00	A39 towards Truro						
23	Welcome Sign		2nd July 2007	£231.00	£231.00	Near Carland Roundabout A39						
24	Litter Bin		13th Nov 2008			School Playing Field	Sep-09	xxxxxxx				£144.00
25	Keate Charity"	Acc 291920001T	1657	£754.41		CCLA Investment Management Ltd						
26	Litter Bin	Broxap	29th Oct 2009			School Playing Field	Sep-19	xxxxxxx				£320.00
27	Samsung Laptop/software		8th March 2012			Clerk	Feb-17	xxxxxxx				£570.00
28	Brother Laser Printer		31st July 2014			Clerk	Mar-19	xxxxxxx				£254.25
29	Epson Projector		29th Feb 2016	£460.79	£460.79	Clerk						
30	Debibrillator		Oct-17	£1,000.00	£1,000.00	Trispen Post Office - outside wall						
31	Debibrillator Cabinet		14th October 2017	£554.00	£554.00	Trispen Post Office - outside wall						
31	Notice Board		4th October 2016	£590.00	£590.00	Bottom of Eglos Road - Bus Shelter						
32	Lenovo Laptop		7th February 2017	£404.00	£404.00	Clerk						
33	Church Green	Title Deed				TR4 9BW - outside the Church						
34	Picnic Bench	Broxap	4th July 2017	£624.95	£624.95	Truthan View						
35	Picnic Bench	Broxap	4th July 2017	£624.95	£624.95	Trispen Football Field						
36	Picnic Bench	Broxap	4th July 2017	£624.95	£624.95	Trispen Football Field						
37	Picnic Bench	Broxap	4th July 2017	£624.95	£624.95	St Erme Cricket Field						
38	Picnic Bench	Broxap	4th July 2017	£624.95	£624.95	St Erme Cricket Field						
39	Picnic Bench	Broxap	4th July 2017	£624.95	£624.95	St Erme Cricket Field						
40	Seat (Martindale)	Broxap	31st July 2017	£410.00	£410.00	St Erme Church Yard						
41	Seat (Martindale)	Broxap	31st July 2017	£410.00	£410.00	St Erme Church Yard						
42	Seat (Martindale)	Broxap	31st July 2017	£410.00	£410.00	Truthan View						
43	Litter Bin (Derby)	Broxap	16th June 2017	£245.95	£245.95	St Erme Church Yard						

Appendix 2

7) To appoint representatives to outside bodies:

- **Truro & Roseland community Network Area x1 (plus 1 reserve)**
Meet bi-monthly either by Microsoft Teams and a venue in the network area
- **Cornwall Association of Local Council's x1 (plus 1 reserve)**
Usually meet once or twice a year
- **Police Liaison Group x 1 (plus 1 reserve)**
Meet bi-monthly either by Microsoft Teams and a venue in the group area
- **LMP – Public Rights of Way x1**
Check the parish footpaths once/twice a year, help with volunteer projects, liaise with Cornwall Council and attend meetings if required
- **St Erme Cricket Club x 1**
Meet once a month through the Cricket season and when required out of season
- **St Erme Playing Field Trust (PFT) x1**
The PFT is responsible for the St Erme Community Centre and Sports Fields. They are also responsible for Trencreek Park.
Meet once a month at the St Erme Community Centre
- **St Erme Village Hall Committee x1**
Meet when required at the St Erme Village Hall

Appendix 3

The draft minutes of the remote extraordinary meeting held on Tuesday 27th April 2021 via Zoom

Those present:

Cllr Hodgkinson, Cllr Pound (Vice-Chairman), Cllr P Jones, Cllr Riggs and Cllr S Jones

In attendance:

Sally Trethewey (Clerk), Cllr Eathorne-Gibbons (Cornwall Councillor) and Kevin Barnes (member of the public)

Cllr Pound (Vice-Chairman) chaired the meeting.

20/21 To accept apologies.

Apologies were received and accepted from Cllr Trethewey (Chairman) due to work commitments.

21/21 Declarations of Interest in items on the Agenda

a) Councillors to disclose any declarations of interests on any agenda items.

There were no declarations of interest disclosed.

22/21 Dispensations

- **Member/s to request a dispensation for an item on the agenda that has just become apparent at this meeting.**

There were no dispensations requested.

23/21 To approve the minutes of the remote council meeting held on Tuesday 6th April 2021 via Zoom

The minutes previously circulated were agreed and it was therefore,

RESOLVED that the minutes of the remote meeting held on Tuesday 6th April 2021 via Zoom be approved as a true record and duly signed.

Public Participation (15 minutes)

The public are given 15 minutes to discuss any items on the agenda, after this period the members of the public may stay in the meeting but will not be able to comment or participate.

There were no questions.

24/21 Planning: -

- a) To consider any planning applications received up to the date of the meeting.**

There were no planning applications received.

25/21 Finance:

- a) To receive and approve the 'Statement of Accounts' as a true record and agree invoices for payment.**

To be approved at the extraordinary meeting being held on Tuesday 27th April 2021 via Zoom					
Name	Details of payment	Cost	VAT	Total	Paid By
Sage UK	Payroll	£ 7.00	£ 1.40	£ 8.40	Direct Debit
O2	Mobile Phone	£ 11.97	£ 2.39	£ 14.36	Direct Debit
Vision ICT Ltd	Annual Fee - Email hosting	£ 126.00	£ 25.20	£ 151.20	On-line Banking
AG Prowse Ltd	Repairs to Play Equip (M 34/20)	£ 223.54	£ 44.71	£ 268.25	On-line Banking
Mrs S Trethewey	Salary Month 1				On-line Banking
Mr G Brunsdon	Salary Month 1				On-line Banking
Mr M Pearson	Grass Maintenance	£ 185.00		£ 185.00	On-line Banking
TOTAL				£1,969.02	

The 'Statement of Accounts' previously circulated were approved. An additional invoice for M Pearson for Grass maintenance for £185.00 cost had been received since the statement of accounts was published. It was agreed to include this invoice for payment on the schedule. It was therefore,

RESOLVED that the 'Statement of Accounts' be approved as a true record and duly signed and for the clerk to arrange payment of the invoices by on-line banking.

- b) To receive and approve the financial statement and end of year accounts for year ending 31st March 2021.

The financial statement for the end of year accounts had been previously circulated, there were no questions from members. It was proposed and seconded with all in favour and therefore,

RESOLVED that the 'Financial Statement' for the end of year accounts for year ending 31st March 2021 be approved as a true record. The Clerk and Chairman will arrange a convenient time for the Chairman to sign the accounts with social distancing guidelines being observed

- c) To receive the 'Internal Examination of the Council's Procedure's' for year ending 31st March 2021

The 'Internal Examination' report was previously circulated to members, there were no questions and no areas of concern highlighted. There was one advisory item which is to look at the last review dates of the Council's Policies and update where required. The clerk will look into this and will add to an agenda of a future meeting if required.

- d) To agree and answer each Section of the Annual Governance Statement for year ending 31st March 2021

The Chairman read out each question of the Annual Government Statement and members answered each question in turn. It was therefore,

RESOLVED that the 'Annual Governance Statement' for year ending 31st March 2021 be approved as a true record. The Clerk and Chairman will arrange a convenient time for the Chairman to sign the accounts with social distancing guidelines being observed.

- e) To receive, approve and sign the Statement of Accounts for the Annual Audit Return for year ending 31st March 2021

The Statement of Accounts previously circulated were agreed by all and it was therefore

RESOLVED that the 'Statement of Accounts for the Annual Audit Return' for year ending 31st March 2021 be approved as a true record. The Clerk and Chairman will arrange a convenient time for the Chairman to sign the accounts with social distancing guidelines being observed.

- f) To agree and authorise payment by Direct Debit for the annual Data Protection Fee to the 'Information Commissioners Office' of £40.00.

Members discussed this item, and it was agreed and therefore

RESOLVED that the Clerk arrange for a Direct Debit to be set up to pay the annual 'Data Protection' fee to the Information Commissioners Office.

- g) To consider and agree on the distribution of grants to parish organisations for 2021/2022 as per the Council's Grant Policy.

Members discussed this item, and it was agreed and therefore,

RESOLVED to allocate the following monies to be paid out on receipt of application requests as per the council's Grant Policy as follows:

St Erme Church - £1,500

St Erme Cricket Club - £1,250

St Erme Silver Circle - £250

St Erme Playing Field Trust - £500

Misc - £500

26/21 To discuss the return of face to face meetings of the Council commencing from May 17th 2021 as advised by CALC and carry out a risk assessment and review associated procedures.

Under regulations made under section 78 of the Coronavirus Act 2020 local authorities in England have express powers to hold public meetings virtually by using video or telephone conferencing technology, but these regulations will not apply to meetings on or after May 7th.

Local authorities who are subject to elections are legally required to hold their annual meeting within 21 days of the election, which this year will take place on 6th May. We are currently waiting advice from the Cornwall Association of Local Councils and the outcome of a High Court Judgment on whether these regulations can be extended after the 6th May 2021.

Members therefore have considered the risks to employees, members and the public for holding face to face meetings at the St Erme Community Centre. A risk assessment and procedures has been carried out ready for face-to-face meetings if required. This involved looking at the venue we use and their own COVID procedures that are in place along with their capacity. This will be a working risk assessment and will be updated following government guidelines.

Members discussed and have agreed to hold their first face to face meeting on May 19th subject to government guidelines.

Members will be required to review and update the Supplementary Financial Regulations and Supplementary Standing Orders that were adopted under the Coronavirus Act 2020.

27/21 To receive and resolve to adopt the updated Code of Conduct as advised by Cornwall Council.

This item will be put on the agenda of a future meeting and the current 'Code of Conduct' will remain in place until a new code is adopted.

28/21 The date and time of the 'Annual Meeting' of the Council will be held on Wednesday 19th May 2021 at the St Erme Community Centre at 7.30pm

The above date and time were agreed subject to government guidelines.

SIGNED

CHAIRMAN

DATED

Appendix 4

Clerk to update on the following:

Highways:

a) To update on the CNA Highways Scheme submission for St Erme

We have received an update stating that the proposed timescales are going out to consultation in May (post elections) and anticipated commencement of works in November.

Mark O'Brien said that he has not seen any revised plans but will check if they include the changes we requested. He stated that we will have a chance to respond the statutory consultation.

b) 'Interactive Speed 'signage for the Parish

Cllr Hodgkinson, Cllr P Jones and the Clerk met to look at the locations for the 'mobile speed signs at the agreed locations. The form has been submitted to highways for consideration and we are waiting to hear back

c) Emergency access road through Killigrew Gardens - Consultation

This item will be on the agenda of the June meeting.

d) The A39 and junctions from the village.

This item will be on the agenda of the June meeting.

Training events, invitations & meetings

Code of Conduct Training via Microsoft Teams

17th May 2021 10.00am to 12.00pm

21th May 2021 10.00am to 12.00pm

25th May 2021 10.00am to 12.00pm

Police Liaison meeting

Date: Tuesday 22nd June 2021

Time: 1.00pm to 2.30pm,

Venue: Shortlanesend Village Hall

Correspondences - previously e-mailed to members.

Updates from GOV.UK: -Coronavirus (COVID-19)

Town and Parish Council COVID-19: - fortnightly updates

CALC - Election Updates, COVID Updates and Returning to Face to Face meetings

NALC's: Chief executive's weekly bulletins

Appendix 5

16) Finance:

- a) To receive the financial statement of accounts, including expenditure against budget and to approve payments.

To receive and approve the following for payments by on-line banking					
To be approved at the meeting held on Wednesday 19th May 2021					
Name	Details of payment	Cost	VAT	Total	Paid By
Sage UK	Payroll	£ 7.00	£ 1.40	£ 8.40	Direct Debit
R Larter	Internal Audit Fee	£ 175.00		£ 175.00	On-line Banking
Printerland	Ink Toner	£ 106.57	£ 21.31	£ 127.88	On-line Banking
Cornwall ALC Ltd	Annual Membership fee	£ 466.67	£ 75.64	£ 542.31	On-line Banking
Playsafety	Annual Inspection	£ 147.50	£ 29.50	£ 177.00	On-line Banking
Vision ICT Ltd	Website Hosting	£ 120.00	£ 24.00	£ 144.00	On-line Banking
O2	Mobile Phone	£ 11.97	£ 2.39	£ 14.36	Direct Debit
Mrs S Trethewey	Expenses	£ 18.00		£ 18.00	On-line Banking
Mrs S Trethewey	Salary Month 2				On-line Banking
Mr G Brunsdon	Salary Month 2				On-line Banking
TOTAL				£2,592.20	

BUDGET EXPENDITURE 2021/2022															
<u>RUNNING COSTS</u>	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Actual	Budget	Last Year
Clerks Salary/Int Rev															
Hall Hire													£0.00	£295.00	£32.00
Administration	£162.97	£411.04											£574.01	£2,700.00	£2,077.00
Subscriptions	£200.00	£466.67											£666.67	£900.00	£749.44
Insurances													£0.00	£900.00	£782.30
Audits		£175.00											£175.00	£500.00	£375.00
Councillors Allow													£0.00	£100.00	£0.00
Chairmans Funds													£0.00	£100.00	£0.00
Loan Repayments													£0.00	£6,300.00	£6,156.99
Defibrillator													£0.00	£500.00	£116.00
<u>REVENUE RESERVES</u>															
Gratuity Fund													£0.00	£6,676.00	£0.00
Election Expenses													£0.00	£2,300.00	£0.00
Office Equipment													£0.00	£700.00	£0.00
Misc/Repairs													£0.00	£500.00	£0.00
Play Equipment	£938.54												£938.54	£3,000.00	£0.00
CNA Highways Scheme													£0.00	£6,366.00	£0.00
<u>OPTIONAL COSTS</u>															
Neighbourhood Plan													£0.00	£500.00	£0.00
Books/Training													£0.00	£500.00	£0.00
S137													£0.00	£2,000.00	£2,721.00
Grants													£0.00	£2,000.00	£1,700.00
Transfer of Open Space costs													£0.00	£2,000.00	£0.00
K6 Kiosk													£0.00	£100.00	£49.25
Noticeboards													£0.00	£0.00	£800.00
Replacement Dog/Litter Bin													£0.00	£450.00	£0.00
LMP Signage/Mapping													£0.00	£400.00	£0.00
Repairs to Historical F/Posts													£0.00	£500.00	£0.00
Repairs to Wooden Benches													£0.00	£100.00	£0.00
<u>ENVIRONMENTAL</u>															
Devolution Costs													£0.00	£2,000.00	£0.00
Street Cleaning													£0.00	£100.00	£106.81
Street Cleaning Salary															
FPN Salary															
FPN Equipment													£0.00	£170.00	£100.00
Weed Maintenance													£0.00	£1,200.00	£990.00
Grass Verges	£185.00												£185.00	£3,300.00	£1,840.00
Dog Bin Emptying													£0.00	£45.00	£35.63
Weed Ripper/Sweeper													£0.00	£1,000.00	£275.00
Footpath Maintenance													£0.00	£1,100.00	£1,125.00
VAT	£216.70	£154.24											£370.94		£657.65
TOTAL	£3,187.91	£2,592.20											£5,780.11	£68,669.00	£36,785.96
													-C/F Funds	-£3,316.00	
													Budget	£65,353.00	

b) To receive and approve payments and direct debits delegated to the clerk for year ending 31st March 2022.

The following schedule of payments can be paid by the Clerk via on-line banking, for payment outside of meetings; any payments made will be shown on the schedule of payments at the next meeting of the Council:

- Basic Salaries and approved overtime
- Maintenance Contracts – M Pearson
 - Grass maintenance
 - Public Rights of Way maintenance
 - Weed treatments

- Sage UK (Payroll) – Direct Debit
- O² Mobile (Mobile Phone) - Direct Debit
- Public Works Loan Board (Loan repayments) - Direct Debit
- The Information Commissioner Office (Data protection fee) - Direct Debit
- Microsoft 365 (Computer Software) - reimburse the Clerk on receipt

The Clerk is also able to may payments in relation to the following:

- Items highlighted and delegated to the Clerk within the Council's Financial Regulations and Supplementary Financial Regulations

Appendix 6

17) To review and agree the dates of the St Erme Parish Council meetings for 2021/2022

Scheduled Meetings for 2021/2022

Wednesday 19th May 2021 (Annual Meeting of the Council)

Tuesday 1st June 2021

Tuesday 6th July 2021

Tuesday 7th September 2021

Tuesday 5th October 2021

Tuesday 2nd November 2021

Tuesday 16th November 2021 (Public Precept Meeting)

Tuesday 7th December 2021

Tuesday 11th January 2022

Tuesday 1st February 2022

Tuesday 1st March 2022

Tuesday 15th March 2022 (Annual Parish Meeting)

Tuesday 5th April 2022

Tuesday 3rd May 2022

Tuesday 7th June 2022

All meetings are usually held at the St Erme Community Centre commencing at 7.30pm, unless otherwise stated on the agenda.

Occasionally Extra Ordinary meetings of the Council.

Appendix 7

21) To receive our external play equipment annual inspection reports and address any issues highlighted

The annual 'Safety Inspection' was carried out by ROSPA Play Safety on 23rd April 2021.

All items comply with appropriate standards. There are a few remedial works required as follows:

St Erme Community Sports Field:

Toddler equipment:

Remedial task required (tunnel carpet loose, needs fixing back to cover screws)

Gym equipment:

Remedial task required (rust corrosion on the leg press arm and surfer arm)
Sunken safety surface (safety surface is not a requirement for this item)

School Playing Field:

Slide/Tower:

Treat corrosion and repaint at the top of slide.

Carousel-Overhead:

New grease nipple and greasing required.

Rocker – Surfboard:

Replace missing bolts

Seating Picnic Table:

Remedial works to replace slat and tighten screws –
We will need to look at replacing this item in the next twelve months.

Recommend:

Ownership Signage
Fit new rubbers to gates closures
Safety surface edge gaps to fill & repair surface cracking under the swings.

Options to consider:

- There are no high risks so no urgent works required.
- Arrange to carry out maintenance on the remedial tasks.
- Ask for quotations.
- Consider purchasing a new bench over the next 12 months.

Appendix 8

22) To receive and adopt the following revised documents/policies:

- Code of Conduct – May 2021

The items highlighted in red in the document below are the recommended changes for Town & Parish Council's.

Cornwall
Code of Conduct
For
City, Community, Parish and Town Councils



St Erme Parish Council

Cornwall Council

Code of Conduct for Members and Co-opted Members of Local Councils

General principles of public life

The Localism Act 2011 requires the Council to adopt a Code of Conduct for Members that is consistent with the following principles:

Selflessness – Members should serve only the public interest and should never improperly confer an advantage or disadvantage on any person.

Honesty and integrity – Members should not place themselves in situations where their honesty and integrity may be questioned. The public nature of a Member's role means the distinction between acting in your official capacity and your private life may become blurred and a Member's honesty and integrity may therefore be questioned.

As a result, a Member must ensure that, as far as possible, there is clear separation between what they do in their private life and in their capacity as a Member. This is especially the case when a Member's activity in their private life relates to the functions of the Council and/or their corporate responsibilities as a Member such that a reasonable member of the public may perceive that the conduct comes within the scope of this Code of Conduct.

Objectivity – Members should make decisions on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits.

Accountability – Members should be accountable to the public for their actions and the manner in which they carry out their responsibilities and should co-operate fully and honestly with any scrutiny appropriate to their particular office.

Openness – Members should be as open as possible about their actions and those of their authority and should be prepared to give reasons for those actions.

Leadership – Members should promote and support these principles by leadership and, by example, and should act in a way that secures or preserves public confidence.

Cornwall Council also expects its Members to observe the following principles:

Duty to uphold the law – Members should uphold the law and, on all occasions, act in accordance with the trust that the public is entitled to place in them.

Personal judgement – Members may take account of the views of others, including their political groups, but should reach their own conclusions on the issues before them and act in accordance with those conclusions.

Respect for others – Members should promote equality by not discriminating unlawfully against any person, and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation or disability. They should respect the impartiality and integrity of the authority's statutory officers and its other employees.

Stewardship – Members should do whatever they are able to do to ensure that their authorities use their resources prudently, and in accordance with the law.

Whilst these overriding principles are not formally part of the Code of Conduct, they underpin the purpose and provisions of the Code of Conduct and are principles in accordance with which Members should conduct themselves.

Introduction and Interpretation

1. This Code of Conduct has been adopted by Cornwall Council to support its duty to promote and maintain high standards of conduct by Members of the Council as required by the Localism Act 2011. The Standards Committee assumes ownership of the Code on behalf of the Council and also monitors the operation of the Code in conjunction with the Monitoring Officer.

2. In this Code:

“disclosable pecuniary interest” means an interest described in Part 5A of this Code and which is an interest of a Member or an interest of (i) that Member’s spouse or civil partner; (ii) a person with whom that Member is living as husband or wife; or (iii) a person with whom that Member is living as if they were civil partners, and that Member is aware that that other person has the interest as found on page 11 of this Code

“dispensation” means a dispensation granted by the Standards Committee of the Council or other appropriate person or body which relieves a Member from one or more of the restrictions set out in subparagraphs 3(5)(i), 3(5)(ii) and 3(5)(iii) of Part 3 of this Code to the extent specified in the dispensation

“interest” means any disclosable pecuniary interest or any disclosable non-registerable interest where the context permits

“meeting” means any meeting of the Council, the Cabinet and any of the Council’s or the Cabinet’s committees, sub-committees, joint committees, joint sub-committees, area committees or working groups

“Member” includes an Elected Member and a Co-opted Member

“non-registerable interest” mean an interest as defined in Part 5B of this Code as found on page 13 of this Code

“register” means the register of disclosable pecuniary interests maintained by the Monitoring Officer of the Council

“sensitive interest” means an interest that a Member has (whether or not a disclosable pecuniary interest) in relation to which the Member and the Monitoring Officer consider that disclosure of the details of that interest could lead to the Member, or a person connected with the Member, being subject to violence or intimidation

“trade union” means a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992

3. This Code is arranged as follows:

Part 1	Application of the Code of Conduct
Part 2	General obligations
Part 3	Registering and declaring interests
Part 4	Sensitive interests
Part 5A	Pecuniary interests
Part 5B	Non-registerable interests.

Part 1 – Application of the Code of Conduct

1.1 This Code applies to you as a Member of the Council.

1.2. This Code should be read together with the preceding general principles of public life.

1.3. It is your responsibility to comply with the provisions of this Code.

1.4 Subject to paragraphs 1.5 and 1.6 of this Code, you must comply with this Code whenever you:

- (a) conduct the business of the Council, which in this Code includes the business of the office to which you have been elected or appointed; or
- (b) act, hold yourself out as acting or conduct yourself in such a way that a third party could reasonably conclude that you are acting as a representative of the Council or use knowledge you could only have obtained in your role as a representative of the Council

and references to your official capacity are construed accordingly.

1.5 Where you act as a representative of the Council:

- (a) on another authority which has a Code of Conduct, you must, when acting for that other authority, comply with that other authority's Code of Conduct; or
- (b) on any other body, you must, when acting for that other body, comply with this Code of Conduct, except and insofar as it conflicts with any lawful obligations to which that other body may be subject.

1.6 Where you are also a member of an authority other than the Council you must make sure that you comply with the relevant Code of Conduct depending on which role you are acting in. Your conduct may be subject to more than one Code of Conduct depending on the circumstances. Advice can be sought from the Monitoring Officer or one of his team.

Part 2 – General obligations

- 2.1 You must treat others with respect.
- 2.2 You must not treat others in a way that amounts to or which may reasonably be construed as unlawfully discriminating against them.
- 2.3 You must not bully or harass any person.
- 2.4 You must not intimidate or attempt to intimidate others.
- 2.5 You must not conduct yourself in a manner which is contrary to the Council's duty to promote and maintain high standards of conduct by Members.
- 2.6 You must not accept any gifts or hospitality that could be seen by the public as likely to influence your judgement and you are responsible for declaring all gifts and hospitality received over the value of £50 from a single source in one year, either in the form of a single gift or as a cumulative total . You also must register any gifts or gifts or hospitality over £50 within 28 days of receiving either the gift or hospitality.
- 2.7 You must not do anything which compromises or is likely to compromise the impartiality of those who work for or on behalf of the Council.
- 2.8 You must not disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where –
 - (i) you have the consent of a person authorised to give it;
 - (ii) you are required by law to do so;
 - (iii) the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees in writing not to disclose the information to any other person before the information is provided to them; or
 - (iv) the disclosure is –
 - (a) reasonable and in the public interest; and
 - (b) made in good faith; and
 - (c) in compliance with the reasonable requirements of the authority, which requirements must be demonstrable by reference to an adopted policy, procedure or similar document of the Council or evidenced by advice provided by the Monitoring Officer or his nominee.
- 2.9 You must not prevent or attempt to prevent another person from gaining access to information to which that person is entitled by law.
- 2.10 You must not conduct yourself in a manner which could reasonably be regarded as bringing your office or the Council into disrepute.
- 2.11 You must not use or attempt to use your position as a Member of the Council improperly to confer on or to secure for yourself or any other person an advantage or disadvantage.

- 2.12 You must when using or authorising the use by others of the resources of the Council:
- (i) have the prior formal permission of the Council;
 - (ii) act in accordance with the reasonable requirements of the Council;
 - (iii) ensure that such resources are not used improperly for political purposes (including party political purposes); and
 - (iv) have regard to any statutory or other requirements relating to local authority publicity.
- 2.13 You must not authorise the use of the Council's resources by yourself or any other person other than by your participation in a formal decision made at a meeting and in accordance with the Council's standing orders or other procedural rules.
- 2.14 You must give reasons for all decisions in accordance with any statutory requirements and any reasonable additional requirements imposed by the Council.
- 2.15 When reaching decisions on any matter you must have regard to any relevant advice provided to you by the Council's Proper Officer, RFO or Monitoring Officer.
- 2.16 You must comply with the requirements of the Monitoring Officer in assisting with any assessment or investigation relating to an alleged breach of the Code of Conduct and comply with any sanction that is imposed upon you for breaching the Code of Conduct.
- 2.17 You must complete Code of Conduct training within 6 months of taking office and then must attend refresher training every 2 years if practicable or as required by the Monitoring Officer. This training can be held virtually.

Part 3 – Registering and declaring interests and withdrawal from meetings

- 3.1 The provisions of this Part of this Code are subject to the provisions of Part 4 of this Code relating to sensitive interests.
- 3.2 Within 28 days of becoming a Member you must notify the Council's Monitoring Officer of any disclosable pecuniary interest that you have and your membership of any trade union(s) at the time of giving the notification.
- 3.3 Where you become a Member as a result of re-election or your co-option being renewed you need only comply with paragraph 3.2 of this Code to the extent that your disclosable pecuniary interests and your trade union membership(s) are not already entered on the register at the time the notification is given.
- 3.4 You are not required to notify non-registerable interests to the Monitoring Officer for inclusion in the register.
- 3.5 If you are present at a meeting and you are aware that you have a non-

registerable interest, a disclosable pecuniary interest or an interest by virtue of any trade union membership in any matter being considered or to be considered at the meeting you must disclose that interest to the meeting if that interest is not already entered in the register and, unless you have the benefit of a current and relevant dispensation in relation to that matter, you must:

- (i) not participate, or participate further, in any discussions of the matter at the meeting;
- (ii) not participate in any vote, or further vote, taken on the matter at the meeting; and
- (iii) remove yourself from the meeting while any discussion or vote takes place on the matter, to the extent that you are required to absent yourself in accordance with the Council's standing orders or other relevant procedural rules.

3.5A Where a Member has a non-registerable interest in a matter to which paragraph 3.5 relates that does not benefit from a valid dispensation and that interest arises only from the Member's participation in or membership of a body whose objects or purposes are charitable, philanthropic or otherwise for the benefit of the community or a section of the community the Member may with the permission of the Chairman of the meeting or until such time as the Chairman directs the Member to stop, address the meeting to provide such information as they reasonably consider might inform the debate and decision to be made before complying with paragraphs 3.5(i), (ii) and (iii).

3.6 If a disclosable pecuniary interest or any membership of a trade union to which paragraph 3.5 relates is not entered in the register and has not already been notified to the Monitoring Officer at the time of the disclosure you must notify the Monitoring Officer of that interest within 28 days of the disclosure being made at the meeting.

3.7 Where you are able to discharge a function of the Council acting alone and you are aware that you have a non-registerable interest, a disclosable pecuniary interest or an interest by virtue of any trade union membership(s) in a matter being dealt with, or to be dealt with, by you in the course of discharging that function you must :

- (i) not take any steps, or any further steps, in relation to the matter (except for the purpose of enabling the matter to be dealt with otherwise than by you); and
- (ii) if the interest is a disclosable pecuniary interest or membership of a trade union, notify the Monitoring Officer of that interest within 28 days of becoming aware of the interest if the interest is not entered in the register and has not already been notified to the Monitoring Officer.

3.8 Within 28 days of becoming aware of any new disclosable pecuniary interest or trade union membership, or change to any disclosable pecuniary interest or trade union membership already registered or notified to the Monitoring Officer, you must notify that new interest or the change in the interest to the Monitoring Officer.

3.9 All notifications of disclosable pecuniary interests and trade union

membership to the Monitoring Officer, excepting those made verbally at meetings, must be made in writing.

3.10 You must notify the proper officer of your Council in writing of the detail of all disclosable pecuniary interests that are notified or confirmed to the Monitoring Officer.

Part 4 – Sensitive interests

4.1 Members must notify the Monitoring Officer of the details of sensitive interests but the details of such interests shall not be included in any published version of the register.

4.2 The requirement in paragraph 3(5) of Part 3 of this Code to disclose interests to meetings shall in relation to sensitive interests be limited to declaring the existence of an interest and the detail of the interest need not be declared.

Part 5A – Disclosable Pecuniary Interests

In this Part of the Code the expressions in the middle column have the meanings attributed to them in the right hand column

(a)(i)	“body in which the relevant person has a beneficial interest”	means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director or in the securities of which the relevant person has a beneficial interest
(a)(ii)	“director”	includes a member of the committee of management of an industrial and provident society
(a)(iii)	“land”	includes an easement, servitude, interest, or right over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income
(a)(iv)	“relevant authority”	means the authority of which you are a member
(a)(v)	“relevant person”	means you, your spouse or civil partner, a person with whom you are living with as husband and wife or a person with whom you are living with as if you are civil partners
(a)(vi)	“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

The following table sets out the disclosable pecuniary interests that have been prescribed by the Secretary of State for the purposes of the Code of Conduct and the Localism Act, 2011.

Interest		Description
(b)(i)	Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain
(b)(ii)	Sponsorship	Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by you in carrying out your duties as a member, or towards the election expenses of you. This includes any payment or financial benefit from a trade union(as defined above)
(b)(iii)	Contracts	Any contract which is made between the relevant person (or a body which in which the relevant person has a

		beneficial interest) and the relevant authority under which goods and services are to be provided or works are to be executed and which has not been fully discharged
(b)(iv)	Land	Any beneficial interest in land which is within the area of the relevant authority
(b)(v)	Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer
(b)(vi)	Corporate tenancies	Any tenancy where, to your knowledge, the landlord is the relevant authority and the tenant is a body in which the relevant person has a beneficial interest
(b)(vii)	Securities	Any beneficial interest in securities of any body where that body, to your knowledge, has a place of business or land in the area of the relevant authority and either the total nominal value of the securities exceeds £25,000 or one hundredth of the total of the 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 in any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class

Part 5B – Non-registerable interests

You have a non-registerable interest where a decision in relation to a matter being determined or to be determined:

- (i) might reasonably be regarded as affecting the financial position or wellbeing of you; a member of your family or any person with whom you have a close association; or anybody or group which you are a member of more than it might affect the majority of council tax payers, rate payers or inhabitants in your electoral division or area; and
- (ii) the interest is such that a reasonable person with knowledge of all the relevant facts would consider your interest so significant that it is likely to prejudice your judgement of the public interest;

save that business relating to the following functions will not give rise to non-registerable interests:

- (iii) school meals or school transport and travelling expenses, where you are a parent or guardian of a child in full time education, or are a parent governor of a school, unless it relates particularly to the school which the child attends;
- (iv) statutory sick pay under, where you are in receipt of, or are entitled to the receipt of, such pay;
- (v) an allowance, payment or indemnity given to Members;
- (vi) any ceremonial honour given to Members; and
- (vii) setting of the council tax

and for the avoidance of doubt the above exceptions to the definition of non-registerable interests do not negate the requirements arising from having a disclosable pecuniary interest.

END OF REPORT