

Associated Papers for LWPC Meeting 27th October 2015

Agenda Item 2 Councillor Dispensation

If there is an item on this agenda for which you have a pecuniary interest you will not be able to take part in any of the discussion or vote on a resolution. However, if you wish the council to consider your request for dispensation **you need to write to the Clerk ahead of the meeting** stating your reasons on why you should be given a dispensation.

Agenda Item 5 Routine Correspondence

Only correspondence contained elsewhere in this pack has been received since the last meeting.

Agenda Item 6 Clerk's Report

| Minute | Action | Complete ✓ |
|---------------|--|-------------------|
| 15/070 | Minutes circulated to councillors and placed on website. | ✓ |
| 15/074 a | External Audit notices placed on website and notice board. | ✓ |
| 15/074 c | A review of the agreement sign with BT in relation to the adoption of the red telephone kiosk does not make provision for replacing the kiosk if destroyed. BDC has confirmed that the kiosk is not listed. Your insurers have advised that where a council has adopted a kiosk half do not insure and the other half insure for the replacement value which is estimated to be in region of £2,500 to £3,000. | ✓ |
| 15/074 d | Payments made to suppliers. | ✓ |
| 15/075 | Planning response sent to BDC. | ✓ |
| 15/076 | Quote being obtained from David Gotts for footpath cutting. | |
| 15/081 | Policy and Protocol added to website. | ✓ |
| | Clerk Hours | |
| | As at 18th October 2015 - 152.25 hours worked / 116 hours paid. | |

**Agenda Item 7a Responsible Finance Officer (RFO) Report
Reconciliation**

| Account | Statement Date | Statement Balance | Actual Balance | Unpresented Cheques | Credits not shown | Difference |
|--------------------|----------------|-------------------|----------------|---------------------|-------------------|------------|
| Treasurers Account | 30/09/15 | £10,544.04 | £9,444.98 | £1,099.06 | £0.00 | £0.00 |
| Business Instant | 20/05/15 | £2,517.54 | £2,517.54 | £0.00 | £0.00 | £0.00 |
| Cash | 20/10/15 | £0.00 | £0.00 | | | £0.00 |
| | | £13,061.58 | £11,962.52 | £1,099.06 | £0.00 | |

Statement of Accounts vs Budget

| | Budget | Actual | | Reserves | Budget | Actual |
|------------------------|------------------|-------------------|------------------------|------------------|------------------|-------------------|
| Assets Brought Forward | | £7,929.71 | | | | |
| Income | | | Expenditure | | | |
| Precept | £6,691.00 | £6,691.00 | Clerks Salary | | £2,811.00 | £1,067.14 |
| Bank Interest | £0.00 | £0.22 | Admin | | £810.00 | £387.89 |
| Grants | £0.00 | £0.00 | Insurance | | £280.00 | £223.23 |
| Donation | £0.00 | £0.00 | Audit Inspections | | £100.00 | £66.00 |
| Other | £0.00 | £284.17 | Annual Subscriptions | | £210.00 | £192.00 |
| VAT Repayment | £0.00 | £501.85 | Donations | | £50.00 | £0.00 |
| | | | Dog & Litter Bins | | £250.00 | £0.00 |
| | | | Grass Cutting | | £700.00 | £700.00 |
| | | | Maintenance | | £0.00 | £0.00 |
| | | | Closed Churchyard | | £950.00 | £70.00 |
| | | | Clive Memorial | £3,400.00 | £0.00 | £600.00 |
| | | | Speed Watch | | £250.00 | £0.00 |
| | | | Legal Fees | | £0.00 | £0.00 |
| | | | Street Lighting | | £280.00 | £0.00 |
| | | | Other | | £0.00 | £132.00 |
| | | | VAT Paid | | £0.00 | £6.17 |
| Total | £6,691.00 | £7,477.24 | Total | £3,400.00 | £6,691.00 | £3,444.43 |
| | | | Assets Carried Forward | | | £11,962.52 |
| Total | | £15,406.95 | Total | | | £15,406.95 |

Agenda Item 8b Status of planning applications

| Application Reference | Address | Planning Details | LWPC Minute | Parish Council Comments | Babergh DC Comments |
|-----------------------|-----------------------------|------------------------------------|-------------|-------------------------|---------------------|
| B/15/00705/FHA | 2 The Street | Construction of vehicular access. | 15/059b | Support | Approved 15/09/2015 |
| B/15/01101 | The Old Vicarage, Haymarket | Fell 1 No. Deodar Cedar tree. | 15/074a | Noted | Approved 11/09/2015 |
| B/15/01242 | Malting Cottage, Haymarket | Reduce overhang of 1 No. Ash tree. | 15/074b | Noted | Approved 30/09/2015 |
| B/15/01063 | School House, Church Road | Erection of side conservatory. | 15/074c | Support | |

Agenda item 14 Policies & Procedures

TRAINING AND DEVELOPMENT POLICY

1 Introduction

Little Waldingfield Parish Council is committed to ensuring its Councillors and staff are trained to the highest standard and kept up to date with all new legislation. To support this, funds are allocated to a training budget each year to enable staff and councillors to attend training and conferences relevant to their office. Prospective Councillors and applicants for the post of Clerk should be made aware of the content of this policy and the expectations placed upon them contained within it.

2 Policy Statement

The council is committed to ensure that it continues to fulfil its duties and responsibilities to residents professionally. To that end the Council's intention is that Councillors, Clerk and any other workers of the Council are suitably equipped with knowledge and skills to carry out their roles and maintain effective working practices. The Council will procure or provide such training and development opportunities as it deems necessary and relevant for the delivery of its work.

3 Training and Development Activity

The council consists of seven elected Councillors and employs one part-time Parish Clerk. In addition, volunteers from within the parish provide invaluable support for its work. Training and development for each of these groups will be regularly reviewed but will contain as a minimum requirement:

3.1 For Councillors

- a. Attendance at induction sessions explaining the role of Councillors
- b. Provision of a Councillor Information Handbook containing copies of the Standing orders, Financial Regulations, Code of Conduct, policies of the Council and other information deemed relevant
- c. Access to relevant courses provided by bodies such as the *Suffolk Association of Local Councils* (SALC).
- d. Expenses for attending briefings, consultations and other general meetings for Councillors in Suffolk
- e. Circulation of documentation such as briefings and newsletters/magazines

3.2 For the Clerk

- a. Induction session explaining the role of the Clerk
- b. Provision of copies of the Standing Orders, Financial Regulations, Code of Conduct, policies of the Council and other information deemed relevant.
- c. Completion of the Introduction to Local Council Administration course or similar.
- d. Gaining the *Certificate in Local Council Administration* (CiLCA) within 12 months of appointment (this is a condition of employment) in order to retain Quality Parish Council status and the General Power of Competence.
- e. Any other training relevant to the proficient discharge of their duties such as IT, Legal powers, Finance and understanding the planning system, identified through regular training needs assessments.
- f. Attendance at relevant local meetings of bodies such as the Society of Local Council Clerks (SLCC) and briefings by SALC.
- g. Subscription to relevant publications and advice services.
- h. Provision of *Local Council Administration* by Paul Clayden and other relevant publications, which will remain the property of the Council.
- i. Arranging mentoring opportunities with suitably qualified Clerks from neighbouring parishes.
- j. Regular feedback from the Chairman of the Council in their performance.

3.3 For Volunteers on Parish Council activities

- a. Briefings on relevant health and safety matters and the scope of their work prior to starting.
- b. Assessment of their skill, knowledge and capacity to complete the task in hand.
- c. Briefing on the safe use of any equipment provided by the Council.
- d. Training for volunteers will not be beyond that which is necessary for their role.

4. Training needs identification

4.1 Training requirements for Councillors will usually be identified by themselves, the Chairman and Clerk. Opportunities to attend courses will be investigated by the Clerk and brought to the attention of the full council.

4.2 Annually, the Council will formally review the training needs of Councillors and the Clerk at a meeting of the Parish Council.

4.3 Training needs for the Clerk will be identified through the recruitment process for new clerks, including application form and interview, formal and informal discussions and annual staff appraisal. The Clerk is expected to keep up-to-date with developments in the sector and highlight to the Council any training required.

5. Resourcing Training

5.1 Annually, an allocation will be made in the budget each year as required to enable reasonable training and development.

5.2 Annually, the Council will consider an allocation in the budget for the payment of a subscription to the Society of Local Council Clerks, Institute of Local Council Management and Suffolk Association of Local Councils to enable the Clerk and Councillors to take advantage of their training courses and conferences.

5.3 Purchases of relevant resources such as publications will be considered on an ongoing basis.

6. Evaluation and review of training

6.1 All training undertaken will be subsequently evaluated by the Council to gauge its relevance, content and appropriateness. Any additional training needs highlighted as a result will be brought into the training identification process in section 4 above.

6.2 Training will be reviewed in the light of changes to legislation or any quality systems relevant to the Council; new qualifications; new equipment; complaints received or incidents which highlight training needs and requests from Councillors, the Clerk or volunteers.

6.3 The Clerk will maintain a record of training attended by themselves and Councillors.

This policy was adopted by Little Waldingfield Parish Council on

EQUALITY POLICY

Little Waldingfield Parish Council ("Council") is committed to a policy of equality of opportunity for all our residents, customers, staff and potential staff and will fulfil its legal responsibilities under all legislation concerning equal opportunities.

The Council will actively develop positive practices which promote equality of opportunity and enable residents and customers to fully participate and staff to realise their full potential. No resident, customer, job applicant or employee will receive less favourable treatment on the grounds of gender, race, colour, creed, nationality, ethnic or national origin, physical or mental disability, sexual orientation, marital status, or will be disadvantaged by any condition which cannot be justified. The Council will ensure that all decisions on participation, recruitment, selection, training, promotion and career development are based on abilities, merits, and objective job related criteria.

All staff are required to behave in a non-discriminatory manner and to create a culture in which people can feel confident of being treated with fairness, dignity and tolerance. It is the responsibility of all Council Members and employees to adopt and implement this policy as part of their professional activities and conduct.

This policy was adopted by Little Waldingfield Parish Council at its meeting on

FREEDOM OF INFORMATION REQUEST

Making a Freedom of Information (FOI) request from Little Waldingfield Parish Council

To make a request under the FOI Act please contact the Clerk in writing by letter or e-mail providing the following details:

- Your title, initials and last name
- Your address for correspondence including the postcode
- Your e-mail address if applicable
- A contact telephone number
- Details of the information you are requesting

Send your application to the council address / email address as follows:

Little Waldingfield Parish Council
Cragston
Sudbury Road
Newton
Sudbury
Suffolk CO10 0QH.

Email clerk@littlewalingfieldpc@hotmail.co.uk

Council's response

The request will be registered upon receipt and the Clerk will send you an acknowledgment setting out the date of the commencement of the statutory period of 20 working days. You will be advised of the amount that you will be likely to pay for the information and payment will be required before the information is provided.

The Council must provide the information within your request within 20 working days or explain to you why it is unable to do so. If the information requested is only available by viewing in person the Clerk will make arrangements with you to view the information.

What to do if you are unhappy with the FOI response

If you are unhappy with information provided you may request an internal review of this matter from the Council. If, after an internal review, you are still unhappy with the decision, you have a right of appeal to the Information Commissioner at the following address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone 01625 545745.

This policy was adopted by Little Waldingfield Parish Council at its meeting on

Agenda Item 15 Meeting dates in 2016

It is proposed that LWPC meets on the following Tuesdays in 2016:

- 19th January
- 15th March
- 17th May Annual Meeting of the Parish Council
- 19th July
- 20th September
- 15th November

With the Annual Parish Meeting being held on Tuesday 26th April 2016.