

EUXTON PARISH COUNCIL



Meeting arrangements: Full Council Meeting

Thursday, 20 April 2023, 7.15 pm start

Annexe, Euxton PC Community Centre, Wigan Road, Euxton

A G E N D A

Doc. Ref

1. Apologies
2. Declarations of Interest and Dispensation Considerations
Members are reminded of their responsibility to declare any interest in respect of any matters contained or brought up at any point in this meeting, in accordance with the current Code of Conduct. Council will consider dispensation requests.
3. Minutes of Council Meetings
Approve the signing as a correct record, Full Council of 16 March 2023
4. Public Participation
Matters brought to the Parish Council by residents. The Chair may limit a member of the public to 3 minutes of speaking in order to ensure the smooth running of the meeting. Overall this section will typically be limited to 20 minutes although the Chair may, at their discretion, extend this.
5. Statutory Business
Planning - Consider planning report from Lead Member for Planning, approve responses and ratify responses made between meetings or to meet deadlines
6. Financial Items
 - 6.1 Approve Expenditures for this month, and any submitted after the agenda Item 6.1
 - 6.2 Approve expenditure to the 31 March 2023 and year-end reports Item 6.2
 - 6.3 CIL report to 31 March 2023 and CIL123 list update Item 6.3
7. Policy Review: Health & Safety Policy Item 7
8. Policy Review: Recording at Council meetings Item 8
9. Policy Review: Member/Employee Protocol Item 9
10. Matters for information
Notify the Chair prior to the meeting starts of any item to be brought up under this section. Only items of information, referral to another authority, or matters offered for consideration at a future meeting can be raised. No legal decisions can be taken.

D. Platt
CLERK

Published: 013/04/23

Full Council meetings 2023 18 May, 15 June, 20 July, 21 September, 19 October, 16 November

Newsletter deadlines: 08/05/23 for June issue; 07/09/23 for September issue; 09/11/23 for December issue; 07/02/24 for March issue;

Date, Valid, Ref	Description/Location (click to be directed to www)	Comment/Recommendation
Ref. No: 23/00244/FULHH Received: Thu 16 Mar 2023 Validated: Thu 16 Mar 2023	Erection of detached outbuilding (retrospective) 37 Greenside Euxton Chorley PR7 6AS	EPC does not raise any observations for the building when used as a games room. It reserves the right to raise observations if used for any other purpose.
Ref. No: 23/00234/FUL Received: Tue 14 Mar 2023 Validated: Mon 20 Mar 2023	Construction of new canopy to loading area English Trading Company Unit 1 Gibson Drive Buckshaw Village Chorley PR7 7JR	No observations
Ref. No: 23/00277/DEMCON Received: Mon 27 Mar 2023 Validated: Mon 27 Mar 2023	Application for prior determination for the proposed demolition of a block of pre-fabricated units International Fire Training Centre Washington Hall West Way Euxton Chorley PR7 6HJ	Former Midgely House (student accommodation). Recently used as non-residential staff rooms. No observations.
Ref. No: 23/00232/AGR Received: Tue 14 Mar 2023 Validated: Mon 03 Apr 2023	Agricultural determination for the erection of a portal frame barn for the storage of machinery (harvesters) and produce (turf) Runshaw Hall Farm Runshaw Hall Lane Euxton Chorley PR7 6HH	No observations
Ref. No: 23/00304/CLPUD Received: Mon 03 Apr 2023 Validated: Mon 03 Apr 2023	Application for a certificate of lawfulness for a proposed single storey rear extension (following demolition of existing conservatory) 107 Countess Way Euxton Chorley PR7 6PT	Family room extension. No observations.

List of Payments made between 10/03/2023 and 31/03/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
10/03/2023	Peoples Pension	354	208.39		Pension payments
10/03/2023	Timpson	355	29.00		Keys cut
15/03/2023	Screwfix	356	24.99		Hardware
17/03/2023	Southern Electric	357	106.26		Electricity
22/03/2023	RBS Bank	358	0.35		Charges
22/03/2023	Water Plus	359	31.25		Water
27/03/2023	Southern Electric	360	70.08		Electric
28/03/2023	Sutcliffe Play	361	171.77		Repair parts
28/03/2023	Amberol Limited	362	168.32		Planter liners
28/03/2023	Leaflet Delivery UK	363	360.00		Newsletter March
28/03/2023	I P Jones Fencing	364	991.08		Fencing north end
30/03/2023	Made by Cooper Ltd	366	612.00		Coronation bags
30/03/2023	British Telecom	367	181.09		Telephony
31/03/2023	Unity Trust Bank	365	18.00		Charges
31/03/2023	Euxton PC Community Centre	368	157.50		Room rentals
31/03/2023	Lancashire Wildlife Trust	369	2,130.00		M.green pond
31/03/2023	DWG (NW) Ltd	370	2,645.00		Chapel Bk path
31/03/2023	Garden Escapes	371	912.00		Replacement parts
Total Payments			8,817.08		

**Bank Reconciliation Statement as at 14/04/2023
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
RBS Current Account	31/03/2023	212	572.88
RBS High Interest	31/03/2023	137	53,083.37
RBS Debit Card	31/03/2023	127	4,000.00
Public Sector Deposit Fund	31/03/2023	59	134,801.49
Unity Trust (Current)	31/03/2023	60	5,115.93
Unity Trust (Saver)	31/03/2023	45	105,798.79
Barclaycard	20/03/2023	3	0.00
TSB	31/03/2023	50	0.01
Co-op	05/04/2022	18	1.40
			303,373.87
<u>Unpresented Cheques (Minus)</u>			<u>Amount</u>
08/03/2023	337	HMRC	1,196.13
31/03/2023	368	Euxton PC Community Centre	157.50
31/03/2023	369	Lancashire Wildlife Trust	2,130.00
31/03/2023	370	DWG (NW) Ltd	2,645.00
31/03/2023	371	Garden Escapes	912.00
			7,040.63
			296,333.24
<u>Receipts not Banked/Cleared (Plus)</u>			
			0.00
			0.00
			296,333.24
		Balance per Cash Book is :-	296,333.24
		Difference Excluding Adjustments is :-	0.00
<u>Adjustments to Reconciliation</u>			
17/09/2020	112	TESCO	0.00
			0.00
		Unreconciled Difference is :-	0.00

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
INCOME						
120 Housekeeping						
1090 Income Publicity	698	0	(698)			0.0%
140 Council						
1100 Grants and Donations RCVD	1,709	0	(1,709)			0.0%
200 Amenity/Utility						
1100 Grants and Donations RCVD	22,454	0	(22,454)			0.0%
1550 Income Allotments	3,025	0	(3,025)			0.0%
1570 Income RRM	250	0	(250)			0.0%
220 Other						
1076 Precept	174,291	0	(174,291)			0.0%
1080 Bank Interest Received	3,841	0	(3,841)			0.0%
1620 Income CIL	62,102	0	(62,102)			0.0%
TOTAL INCOME	268,370	0	(268,370)	0	0	0.0%
EXPENDITURE						
100 Employees						
4000 Employees	87,076	100,000	12,924		12,924	87.1%
120 Housekeeping						
4010 Payroll Services	663	1,200	537		537	55.3%
4020 Office Premises	8,833	7,000	(1,833)		(1,833)	126.2%
4070 Mileage	2,305	3,000	695		695	76.8%
4075 Employee Training	698	4,000	3,302		3,302	17.4%
4080 General Office	5,915	5,300	(615)		(615)	111.6%
4081 Covid Response	953	0	(953)		(953)	0.0%
4090 Communications	6,136	4,250	(1,886)		(1,886)	144.4%
4100 Insurance	6,154	4,000	(2,154)		(2,154)	153.8%
4120 Audit	738	1,650	913		913	44.7%
4130 Legal Fees/Planning Investig	55	5,000	4,945		4,945	1.1%
140 Council						
4211 Councillor Training	60	500	440		440	12.0%
4220 Elections and Parish Poll Fund	1,199	0	(1,199)		(1,199)	0.0%
160 Grants/S137						
4250 Grants	205	6,000	5,795		5,795	3.4%
4260 Christmas Celebrations	893	3,000	2,107		2,107	29.8%
180 Special Events/Projects						
4300 Euxton Gala	0	1,500	1,500		1,500	0.0%
4310 Road Safety/SPID	0	2,500	2,500		2,500	0.0%
4340 Community Engagement	276	600	324		324	45.9%
4350 ECO/Trees/Foot/Cycle	1,730	5,000	3,270		3,270	34.6%
4380 Heritage Projects	0	2,000	2,000		2,000	0.0%
4390 Defibrillator Project	290	4,000	3,710		3,710	7.3%
4410 Monarch Passing	500	500	0		0	100.0%
4581 War Memorial	0	500	500		500	0.0%
200 Amenity/Utility						

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4500 Utilities	2,634	1,400	(1,234)		(1,234)	188.1%
4510 Gardens/Planting/Competitions	8,510	10,000	1,490		1,490	85.1%
4520 Allotments	2,640	14,618	11,978		11,978	18.1%
4530 Millennium Green	7,203	8,000	797		797	90.0%
4540 All Purpose Committee	2,500	2,500	0		0	100.0%
4550 Balshaw Lane area 3 renewal	0	5,000	5,000		5,000	0.0%
4560 Multi/All Weather Greenside (n	0	5,000	5,000		5,000	0.0%
4570 Amenity/Open Space RRM	18,010	42,000	23,990		23,990	42.9%
4580 Land Fund/Amenity	(2)	0	2		2	0.0%
4581 War Memorial	185	0	(185)		(185)	0.0%
4585 Street Sweeping Machine Fund	3,350	4,250	900		900	78.8%
TOTAL EXPENDITURE	169,708	254,268	84,560	0	84,560	66.7%
Total Income	268,370	0	(268,370)			0.0%
Total Expenditure	169,708	254,268	84,560	0	84,560	66.7%
Net Income over Expenditure	98,662	(254,268)	(352,930)			
plus Transfer From EMR	6,099					
less Transfer From EMR	0					
Movement to/(from) Gen Reserve	104,761	(254,268)	(359,029)			

Report to Euxton Parish Council for 2022-23 Year

Community Infrastructure Levy

Overview of how to allocate CIL receipts to Local Communities / Parishes / Town Councils

Local authorities must spend the levy on infrastructure needed to support the development of their area, and they will decide what infrastructure is needed. The levy is intended to focus on the provision of new infrastructure and should not be used to remedy pre-existing deficiencies in infrastructure provision unless those deficiencies will be made more severe by new development.

The table below is a quick guide on how the CIL is allocated to Parish / Town Councils, or how it is allocated in the event of no Parish / Town Council.

Parish Council ✓ Neighbourhood Plan ✓ = 25% uncapped, paid to Parish	Parish Council ✓ Neighbourhood Plan ✗ = 15% capped at £100/dwelling, paid to Parish
Parish Council ✗ Neighbourhood Plan ✓ = 25% uncapped, local authority consults with community	Parish Council ✗ Neighbourhood Plan ✗ = 15% capped at £100/dwelling, local authority consults with community

Follow the link below for details on CIL allocations: [Spending the Levy](#)

CIL Overview

Civil Parishes:	28 Oct Total Payment Actual	28 April Total Payment Actual
Euxton	£62,102.32	£144,403.50

CIL Breakdown

CP Area	Planning App Ref	Amount Received 1 Apr - 30 Sept	Amount Received 1 Oct - 31 Mar
Euxton	19/00906/REM	£3,531.94	£0.00
Euxton	19/00906/REM LPI	£17.63	£0.00
Euxton	20/01142/REM	£7,960.19	£0.00
Euxton	20/01142/REM LPI	£0.00	£212.40
Euxton	20/01341/REM LPI	£0.00	£10.36
Euxton	20/01379/FUL	£894.45	£0.00
Euxton	21/00635/REMMAJ	£48,007.64	£144,022.91
Euxton	21/00635/REMMAJ LPI	£0.00	£157.83
Euxton	22/00165/FUL	£1,690.47	£0.00

LPI = Late payment Interest. Late payment Interest against a development is only calculated once payment for CIL is actually cleared.

Please note:

- 1) A Manual Payment Voucher for the total amount of CIL due will be raised by no later than 28 April 2023.
- 2) Regarding the Community Infrastructure Levy, this report details monies to be paid and monies forecast. However, the forecast may change dependent upon instalments being defaulted / appeals / developments notifying us of commencement / Late Payment Interest being applied etc.

Euxton Parish Council

as@ April 2023

CIL 123 LIST

£

Requests against CIL receipts

Balshaw Play area 3	80,000	
Greenside All Weather £100k less grant of £20K	90,000	(10k contingency)
Yarrow Valley path system	15,000	
SPID	8,000	
Schools ECO Challenge	8,000	
	<hr/>	
	201,000	

CIL receipts received/anticipated

October 2022 (received)	62,102	
April 2023 (projected)	144,404	
	<hr/>	
	206,506	

HEALTH AND SAFETY POLICY OF

EUXTON PARISH COUNCIL

Adopted by Council at a Meeting held on: 20/04/06
Revised at Meeting held on: 18/02/10
Revised at Meeting held on: 20/04/23

Signed:
Chairman

EUXTON PARISH COUNCIL
Unit 16 CBTC Euxton Lane
Euxton
Chorley
Lancashire
PR7 6TE

1. GENERAL STATEMENT OF POLICY

- 1.1 Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, instruction, training and supervision as they need for this purpose.
- 1.2 The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below.
- 1.3 The policy will be kept up to date, particularly as the Council's activities change in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed every year by the Council. Although risk assessment is a continuing process, it shall be part of the annual review.

2. RESPONSIBILITIES

- 2.1 Overall and final responsibility for health and safety in the Council and for compliance with the Health and Safety at Work etc. Act and Regulations* made under the Act and the Occupiers Liability Act is that of Euxton Parish Council. The Clerk is responsible for this policy being carried out at all the Council's premises.
- 2.2 All employees have the responsibility to co-operate with the Clerk and Councillors to achieve a healthy and safe workplace and to take reasonable care of themselves and others.
- 2.3 Whenever an employee, supervisor or manager notices a health or safety problem which they are not able to put right, they must tell the appropriate person named above.
- 2.4 Consultation between management and employees is provided by immediate day to day discussion with the Clerk.
- 2.5 The Accident Record Book is kept with the Clerk.

3. FIRST AID

- 3.1 First Aid boxes are located as follows:

Box 1: Clerk's House
Box 2: The Pavilion, Greenside, Euxton
- 3.2 Appointed persons responsible for boxes are:

Box 1&2: The Clerk

4. FIRE SAFETY

- 4.1 Fire extinguishers shall be visually inspected monthly in the Pavilion by the Clerk.
- 4.2 Fire exits shall be kept free from obstructions.
- 4.3 Notices shall be displayed giving directions for the evacuation of buildings in the event of fire.

* See Note at foot of Page 3

5. TRAINING

5.1 The Clerk has overall responsibility for training.

6. GENERAL ADVICE

6.1 General advice to all employees is attached as Annex 5.

7. SPECIFIC POLICIES

7.1 Policies for particular premises and activities are attached as Annexes:

1. Grounds Maintenance.
2. Caretaking and Cleaning.
3. Lifting and Handling.
4. Sweeping Machine Operation.
5. General Advice to Employees.
6. Notice to Contractors.

8. EMPLOYMENT OF CONTRACTORS

8.1 The notes to be given to contractors are attached at Annex 6.

9. REPORTING AND RECORDING ACCIDENTS

9.1 Accidents shall be reported to the Clerk who will record them in the Accidents Record Book.

10. SMOKING

10.1 Smoking is not allowed at the Pavilion site.

NOTE

Electricity at Work Regulations 1989
The Management of Health & Safety At Work Regulations 1999
Manual Handling Operations Regulations 1992
The Personal Protective Equipment At Work Regulations 1992
The Health & Safety (Display Screen Equipment) Regulations 1992
The Provision and Use of Work Equipment Regulations 1998
The Workplace (Health, Safety & Welfare) Regulations 1992
The Control of Substances Hazardous to Health (COSHH) Regulations 2002
The Fire Precautions (Workplace) Regulations 1997, as amended 1999
The Health & Safety (Young Persons) Regulations 1997
Any subsequent Acts or revisions of the above Acts or Regulations

1. Only authorised members of staff, who have received training and instruction in the operation of machinery and equipment may do so.
2. All dangerous moving parts of machinery must be guarded. Guards must not be removed except for the purpose of repair and maintenance. All machinery must comply with statutory regulations for guarding and use.
3. The engines of any motorised equipment must be stopped before any inspection or adjustment is carried out. In the case of electrically operated machines the plug lead must be disconnected.
4. Children must not be allowed to play in an area where machinery is in use. Machinery must not be left unattended where children (or others) may interfere with them.
5. Stones and similar objects must be cleared from the path of equipment to prevent such objects being projected from machinery.
6. Fuel tanks must only be filled in the open, with the engine stopped. No risk of naked flames, or smoking is allowed in the vicinity of a fuel tank or storage can.
7. Fuel may only be stored in a safety can of a type approved, and in a store designated by the Clerk.
8. The manufacturers instructions regarding the safe use of chemicals must be adhered to.
9. Appropriate protective clothing such as gloves and overalls, face masks and boots must be used when operating with machinery and chemicals including herbicides and pesticides.
10. Ladders and stepladders must be in good condition and free from defects and securely positioned at all times when in use.
11. Pathways on Council owned premises shall be inspected annually.

1. It is essential that care is exercised to follow all labelled instructions on containers and packages. Products should be stored away from extreme low temperatures, heat sources and naked lights, particularly those products containing hydrocarbon and other flammable solvents.
2. Appropriate protective clothing, such as gloves and overalls must be worn when handling corrosive substances.
3. Care must be taken to avoid ingestion, inhalation and skin contact of all chemical substances. Spillage must be cleaned up immediately while observing all precautions.
4. Consideration must be given to the possibility of hazardous by-products that may arise from reaction between various products, or from products exposed to heat or fire. Particularly in the case of bleach which will produce chlorine gas if mixed with acidic cleansers (e.g. Harpic) or other acidic substances.
5. Step-ladders which are used to gain access to heights must be in good condition and free from defects.
6. All electrical cleaning equipment must have been wired up by a competent person. Any deterioration in electrical connections or wiring should be reported immediately.
7. Floors must be treated only with approved non-slip products. The method of application and quantities to be applied should be that recommended by the manufacturer.
8. YOU SHOULD REPORT:
 - a) Structural faults which appear dangerous.
 - b) Floor coverings, etc. which cause a tripping hazard.
 - c) Faulty gas, electric, paraffin fixtures, fittings and equipment.
 - d) All accidents, however small, should be reported.

YOU SHOULD NOT:

- e) Attempt to repair gas, electric, paraffin fixtures, fittings or equipment, unless competent to do so.
- f) Attempt to move obviously heavy furniture alone.

YOU SHOULD:

- g) In the event of your having to stand on something to reach windows, etc. do ensure the object on which you will stand is solid and reliable.
- h) Dispose of aerosol cans in the recommended way.
- i) Dispose of soiled materials in sealed bags.

LIFTING AND HANDLING**Annex 3**

1. The 1992 Regulations apply to lifting, pushing, pulling, carrying and moving by hand or by bodily force. More work injuries are caused through "handling goods" than any other single action.

Manual lifting is included in this and an incorrect technique can cause:

Hernia (or rupture), torn back muscles, "slipped disc", cuts, bruises, crush injuries to fingers, hands and forearms, crush injuries to toes, cuts and bruises to the legs and feet.

2. The following basic rules are produced to help reduce these accidents:

Never attempt to lift anything beyond your capacity. If in doubt get a second person or others to help.

If mechanical aids are provided, use them.

If an object is to be lifted manually:

- a) Bend the knees and crouch to the object.
- b) Get a firm grip using the whole hand and not the finger tips.
- c) Keep the back straight.
- d) Tuck the chin in.
- e) Position the feet so that one is behind the other alongside the object, pointing in the direction of movement after lifting.
- f) Push off with the rear foot. Straighten the legs and raising the object, move off in required direction in one smooth movement.
- g) Avoid pinching fingers when releasing object.
- h) When lifting is done by two or more persons one should be appointed leader to ensure movements are co-ordinated.
- i) Protect your toes with safety footwear.
- j) Wear protective gloves when handling objects with sharp or jagged edges.

SWEEPING MACHINE OPERATION

Annex 4

1. Operate the Pavement Sweeping machine in accordance with the operating manuals and the training received.
2. Appropriate protective clothing such as gloves and overalls, face masks, eye protectors and boots must be used when operating, maintaining, using or fixing the machine.
3. Only authorised members of staff, who have received training and instruction in the operation of the sweeper may do so.
2. All dangerous moving parts of machinery must be guarded. Guards must not be removed except for the purpose of repair and maintenance. All machinery must comply with statutory regulations for guarding and use.
3. The engines of any motorised equipment must be stopped before any inspection or adjustment is carried out. In the case of electrically operated machines the plug lead must be disconnected.
4. Children must not be allowed to play in an area where machinery is in use. Machinery must not be left unattended where children (or others) may interfere with them.
5. Fuel tanks must only be filled in the open, with the engine stopped. No risk of naked flames, or smoking is allowed in the vicinity of a fuel tank or storage can.
7. Fuel may only be stored in a safety can of a type approved, and in a store designated by the Clerk.
8. The manufacturers instructions regarding the safe use of chemicals must be adhered to.
9. Care and attention should be given when operating the sweeper in the presence of the public, around the village or private property.

GENERAL ADVICE TO ALL EMPLOYEES

Annex 5

1. TIDINESS

Keep floors, passages etc. clear of stores, packages and litter.

Put waste paper in the bin. Do not throw broken glass, razor blades or other dangerous items loose in the waste bin. Dispose of these with care and ask for advice from your Supervisor if in doubt.

2. FALLS AND COLLISIONS

Walk, do not run. Look where you are going.

Use care in opening doors outward.

Take care on stairs and use the handrail.

Mop up spills of liquid, do not leave it to someone else.

Do not climb on chairs, window sills to reach shelves or to open windows.

Use a step-ladder.

3. FIRE PRECAUTIONS

READ AND UNDERSTAND FIRE PRECAUTION NOTICES

Ensure that you know the lay-out of the fire exits and emergency routes. Report or remove where possible any obstruction of fire exits and passages. Keep cloths and towels away from heaters and convectors etc.

Do not stand close to an electric fire, if use permitted, nor stand them near to anything that will burn.

4. HORSEPLAY

Avoid horseplay, sky larking, practical jokes, it can be dangerous.

NOTICE TO CONTRACTORS

Annex 6

For Euxton Parish Council to comply with Health and Safety Legislation, all outside contractors employed to do work on Council Premises are to be made aware of the expected requirements related to health and safety. A contractor accepting a contract from the Council shall be deemed to have agreed to comply with the following requirements:

1. As a contractor, you will supply and ensure that your employees wear and use protective equipment or anything provided in the interest of health, safety or welfare of any of the relevant statutory provisions.
2. You and your employees will ensure that all equipment, plant machinery and apparatus brought onto or used on the Council premises are safe and without risk to health, and are maintained to a standard that will not constitute an offence under the Act or any of the relevant statutory provisions.
3. You and your employees will conform, in all respects, to your legal duties and responsibilities as laid down by the Health and Safety at Work Act 1974, and relevant statutory provisions.
4. The Council will retain the right to stop any operation, plant or equipment, or the action of any of your employees if it is considered that there is a hazard to the safety and health of employees or others. The Council will not accept any responsibility for any increased costs arising out of such action.
5. In the event of the Council taking this action, your site representative will be notified verbally and will have confirmation in writing by the Council's representative to order such a stoppage.
6. The Council will be indemnified by you or your insurers in respect of any claims, costs or expenses arising out of any incidents on Council premises involving you or your employees.
7. The Council may notify an inspector, appointed under the Authority of the Act, of any breach of the Regulations.

Euxton Parish Council

Recording at Council Meetings

Guidance for members of the public, and Councillors

The inception of Statutory Instrument 2095 on 5 August 2014 'The Openness of Local Government Bodies Regulations 2014' gives the right to record, film, video, photograph Parish Council meetings open to the public (Full Council, Committee, Sub-Committee meetings).

This guidance note sets out some general information intended to help individuals who may be intending to report on meetings.

Anyone wishing to carry out any type of recording is encouraged to telephone or email the Clerk to the Council (see below) before the meeting, so that arrangements can be discussed in advance.

Videoring, filming, photography and recording (but not limited to)
(hence forward referred to as capture)

- The right to capture a Council meeting is limited to the duration of the public meeting. Capture must not begin until the meeting is called to order, and must cease when the Chairman closes the public meeting.
- Capture equipment cannot be left in the meeting room at times when the public is excluded.
- Some members of the public attending the meeting may object to being captured, or should not be captured eg. children or vulnerable adults and the Council asks those carrying out capture to respect this.
- The Council expects that captures will not be edited before use in a way that misrepresents proceedings and, if the recording (edited or otherwise) is to be shown elsewhere Council would request that an unedited revision of the complete proceedings is supplied to the Clerk.
- Any type of capture should not interrupt or disturb the proceedings, for example:
 - o Oral commentary is not permitted.
 - o Equipment must be in place and set up for the meeting start.
 - o Excessive noise, intrusive lighting, and the use of flash photography are not permitted. Capture equipment should not be noisy, have alarms or bleeps which will be distracting, or will be set to silent.
 - o Speakers will not be asked to repeat statements for the purpose of recording, and will not be spoken or gestured to in any way.
 - o 'Roaming' while capturing is not permitted - those operating equipment must stay within area designated to them.

Item 8

- If, in the Chairman's opinion, a person carrying out capture is interrupting proceedings, disruptive or causing a disturbance, they can be ordered to stop their activity, or to leave the meeting. The list of disruptive behaviour is not exhaustive.
- The Council reminds anyone who does carry out any type of capture of a Council meeting that requirements of general law apply to their activities for example:
 - o The requirements of the Data Protection Act 1998 may apply to personal information about living individuals including visual image;
 - o There may be legal liability for defamatory or offensive statements, including statements made by people being filmed that are 'published' by the person filming.

Euxton Parish Council accepts no liability for any material created by those capturing a Council meeting, accepts no consequences of the publication or circulation of such material captured and accepts no cost implications or losses from any subsequent actions against any/all or any part of any published material by those capturing a Council meeting.

EUXTON PARISH COUNCIL

COUNCILLOR/EMPLOYEE RELATIONS

Introduction

Effective working relationships between elected Parish Councillors and employees of the Parish Council are key, if the Parish Council is to work effectively. There are also critical in maintaining public confidence in the workings of the Council.

This protocol is intended to guide Members and employees of the Parish Council in their relationships with one another. It is not intended to be prescriptive or comprehensive and simply seeks to offer guidance on some of the issues which can arise. It does not in anyway replace the Code of Conduct by which Councillors are legally bound, nor does it replace any employee Code of Conduct which the Parish Council may put in place. However, the protocol may assist in interpreting what is required under either Code.

Status of the protocol

This protocol has been endorsed by the Standards Committee of Chorley Council and approved by Euxton Parish Council.

Roles and responsibilities

Understanding the different roles and responsibilities of Councillors and employees is key to maintaining good relations.

Parish Councillors decide on the priorities for the Parish Council, set the budget, represent their constituents (including those who have not voted for them) and collectively make decisions on behalf of the Parish Council.

Parish Councillors are responsible to the electorate and serve only so long as their term of office lasts. A Parish Councillor can only serve for a maximum of 4 years before submitting themselves to the electoral process.

Employees of the Council implement the decisions made by Members. They can only make decisions themselves on behalf of the Council if the Council has decided to delegate a decision making responsibility to the employee. Employees give information and advice to the Council and support Parish Councillors.

Parish Council employees are employed and are responsible to the whole Council and not to any individual Councillor. Employees of the Council are managed by the Parish Clerk in accordance with Council procedures. The Parish Clerk is responsible to the whole Council.

Reasonable expectations of employees

It is reasonable for a Parish Councillor to expect the Parish Council employees:

- To do their job effectively and efficiently;
- To behave in a manner which does not bring the Council in to disrepute;
- To be helpful, respectful and courteous;

- To provide assistance to Members in carrying out their role;
- To deal with Members enquiries fairly and efficiently;
- To be open and honest with Members;
- To work with all Members equally and fairly;
- To keep confidentiality where it is proper to do so;
- To be sensible about contacting Members at potentially inconvenient times unless in an emergency or otherwise agreed;
- To remember that they are employed by the whole Council and not by any individual Member.

Reasonable expectations of Parish Councillors

Employees can reasonably expect the Parish Councillors:

- To accept that the Councils employees are managed by the Parish Clerk;
- To be helpful, respectful and courteous;
- Not to ask employees to breach Council policy or procedure or to act unlawfully;
- Not exert, influence or pressure or to request special treatment;
- Not to raise concerns about an employee in a public setting and to raise such concerns in an appropriate manner in accordance with Council policy;
- To respect that employees have a right to a private life and be sensible about making contact at potentially inconvenient times unless in an emergency or otherwise agreed.

Specific issues

Personal relationships

Good working relationships are critical between Members and employee but close familiarities could prove embarrassing to other Councillors and employees and give rise to potential conflicts of interest. Such close familiarities should therefore be avoided '*wherever possible*'.

Giving instructions to employees

Only the Parish Clerk can give instructions to employees of the Council and only the Full Council or a properly constituted committee can give instructions to the Parish Clerk. Individual Parish Councillors should not therefore attempt to direct the work of employees.

Chairs and Vice Chairs

Chairs and Vice Chairs of the Parish Council have additional responsibilities. Because of those responsibilities, their relationships with employees may differ from, and be more complex than those of Councillors without those responsibilities, and this is recognised in the expectations they are entitled to have. However, such Councillors must still respect the impartiality of officers, must not ask them to undertake work of a party political nature, or to do anything which would put them in difficulty in the event of a change in the composition of the authority.

Complaints about employees or services

Parish Councillors have a right to criticise the report, advice or action of employees. However it has to be recognised that employees will find it difficult to answer back to

such criticism and therefore any criticism must not be in the form of a personal attack and must be constructive and well founded.

Parish Councillors must avoid undermining public respect for employees and should therefore avoid making any criticism of an employee at a public meeting, in the press or by way of any other public statement. Making such criticisms would be damaging to the public image of the Parish Council. It would also undermine the mutual trust and courtesy which underpins effective working relationships. If a Parish Councillor wishes to raise an issue about an employee they should use any established channels in place or, direct their concerns through the Chair/Vice Chair.

Information sharing

All Parish Councillors have a right to expect to be kept informed about matters on which they maybe required to make decisions or which affect the Parish. The Clerk should aim to ensure that all Members are kept fully informed in relation to important issues.

If the Parish Council organises a meeting to consider a local issue then all Parish Councillors must be invited to attend that meeting.

So far as documents and other information held by the Parish Councillor concerned much of it will be in the public domain and Parish Councillors have the same right as any member of the public to see that information. So Parish Councillors have the same right as the public to have access to agendas, reports and minutes of meetings which are held in public and have the right to access information given by the Freedom of Information Act. Parish Councillors have additional rights to access information as well. Clearly they are entitled to have access to reports of matters which are to be considered at Council meetings in a private session. In addition Parish Councillors have the right to access any other Parish Council information where they can show they have a 'need to know'. Any request to access Parish information should be made to the Parish Clerk. If the Parish Clerk is uncertain as to whether the Councillor is entitled to access that information then they should refer the question to the Council for a decision.

The process of gathering information to respond to Members requests can be time consuming and expensive for the Parish Council so Members should consider before they make an information request whether they really need the information and should be prepared to discuss with the Parish Clerk whether less, more easily obtained information would be sufficient.

Correspondence

Correspondence between Members and employees should not normally be copied to any other party. In particular, when using email, the use of blind copies should be avoided. There are exceptions to this general rule. If the original correspondence was copied to other parties then it is legitimate to send a response to those parties. There may also be occasions where the correspondent gives rise to concern for the employee for example in relation to possible breaches of the Code of Conduct or that the Council may be brought into disrepute by the actions of the Councillor. In such cases it is legitimate for the employee to share correspondence with the chair of the Parish Council or, where appropriate, the Monitoring Officer of Chorley Council.