

# EUXTON PARISH COUNCIL



Meeting arrangements: Full Council Meeting

Thursday, 16 March 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 February 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 Receive financial reports Item 6.2
  - 6.3 Asset Register update Item 6.3
7. Policy Review: Councillor Vacancy Procedure Item 7
8. Policy Review: FOI Publication Scheme Item 8
9. Policy Review: Communications 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: 08/03/23

Full Council meetings 2023 20 April, 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: 23/00150/FULHH   Received: Sun 19 Feb 2023   Validated: Mon 20 Feb 2023	Single storey rear/side extension 2 Newport Close Buckshaw Village Chorley PR7 7GP	No observations
Ref. No: 23/00109/FUL   Received: Tue 07 Feb 2023   Validated: Tue 07 Feb 2023	Use of land for the storage of plant equipment and buses/coaches (Use Class B8) Bugle Inn Motor Company LTD Land Used for Storage West Way Euxton	This is the area formerly occupied as the Forensic Science Laboratory at Washington Hall. No observations.
Ref. No: 23/00150/FULHH   Received: Sun 19 Feb 2023   Validated: Mon 20 Feb 2023	Single storey rear/side extension 2 Newport Close Buckshaw Village Chorley PR7 7GP	Bin 2 Std B1
Ref. No: 23/00191/FUL   Received: Thu 02 Mar 2023   Validated: Thu 02 Mar 2023	Erection of single storey extension to north elevation to form additional storage and repositioning of chiller units onto flat roof. Spar And Post Office 12 Runshaw Lane Euxton Chorley PR7 6AU	The proposal may have an adverse effect on parking for the residents occupying the flats above the shop units. This in turn may adversely affect the parking available for customers to the shops.
Ref. No: 23/00117/FUL   Received: Thu 09 Feb 2023   Validated: Thu 09 Feb 2023	Erection of a detached dwelling house Land In Between School And Number 1 Primrose Hill Road Euxton	No observations

## Current Bank A/c

Payments made between 17/02/2023 and 31/03/2023

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>£ Amount</u>	<u>Transaction</u>
17/02/2023	Everglades Nursery	291D	10.00		1.67	4510 200	8.33	Tree
20/02/2023	Water Plus	322	15.57			4500 200	15.57	Water
21/02/2023	TESCO	323	7.50		1.25	4570 200	6.25	Cleaning liquid
21/02/2023	Water Plus	324	35.74			4500 200	35.74	Water
22/02/2023	Lancashire Confidential Shredd	325	3.60		0.60	4080 120	3.00	Shredding
22/02/2023	Amazon	326	26.95		4.49	4530 200	22.46	Paint
27/02/2023	Mesh Direct	327	128.98		21.50	4510 200	107.48	Tree guards
28/02/2023	Amazon	328	22.95		3.82	4570 200	19.13	Weed killer
28/02/2023	EBAY	329	48.56			4410 180	48.56	Coronation flags
28/02/2023	Amazon	330	39.49		6.58	4570 200	32.91	Weedkiller
01/03/2023	Easy Websites	339	98.40		16.40	4080 120	82.00	Website/emails
01/03/2023	Chorley Business & Techhnology	340	402.00		67.00	4020 120	335.00	Office Mar23
01/03/2023	Plusnet	341	6.55		1.09	4080 120	5.46	Mobile
01/03/2023	EE Mobile & Broadband	350	81.60		13.60	4080 120	68.00	Mobiles
08/03/2023	Defib Store Ltd	331	271.20		45.20	4390 180	226.00	Pads
08/03/2023	Made by Cooper Ltd	332	2,844.00		474.00	4540 200	2,370.00	Coronation
08/03/2023	Origin Amenity Solutions	333	1,634.40		272.40	4510 200	1,362.00	Wildflower seeds
08/03/2023	RBS Bank	334	3.15			4080 120	3.15	Charge
08/03/2023	B&D Print Svs Ltd	335	1,079.00			4090 120	1,079.00	March Newsletter
08/03/2023	Various	336	6,278.91			505	6,278.91	Salaries March 2023
08/03/2023	HMRC	337	1,196.13			4000 100	1,196.13	Tax&NI contr. Mar23
08/03/2023	British Telecom	338	181.09		30.18	4080 120	150.91	Telephony
09/03/2023	C&W Berry Ltd	342	81.85		13.64	4530 200	68.21	Hardcore
09/03/2023	Royal British Legion Ind	343	116.59		19.43	4510 200	97.16	Coronation
09/03/2023	HiViz Workwear	344	591.83		98.64	4570 200	493.19	Workwear/PPE
09/03/2023	HiViz Workwear	345	14.82		2.47	4570 200	12.35	Workwear/PPE
09/03/2023	JRB Enterprise Ltd	346	2,493.60		415.60	4570 200	2,078.00	Dog bags
09/03/2023	Studholme Bell Ltd	347	417.60		69.60	4010 120	348.00	Salary svs
09/03/2023	Wide Shoes	348	75.97		12.66	4570 200	63.31	PPE
09/03/2023	Water Plus	349	15.57			4500 200	15.57	Water
<b>Total Payments:</b>			<b>18,223.60</b>	<b>0.00</b>	<b>1,591.82</b>		<b>16,631.78</b>	

## AUDIT ASSET LIST

Description	£	Date if known	Stored/Operated from	Change in 2022/2023
Buildings - pavilion	100,000 e			
Euxton War Memorial Monument	1	Jul'15	Corner School Lane/Wigan Road	
K6 Kiosk (former BT) phone box	1	Nov'21	corner Talbot Drive/Balshaw Lane	
Play equipment/areas				
Balshaw Lane Play Area	200,000 e		Balshaw Lane	
Primrose Hill Play Area	150,000 e		Primrose Hill Road	
Greenside Recreation Ground	5,500		Greenside	
Southport Road Shelter	7,500		Southport Road	
Millennium Green seats/bins	3,500 e		Millennium Green	
Skate Park, Southport Road	170,000	Feb'13	Southport Road	
Greenside Gym Equipment	8,000	Mar'13	Greenside	
Greenside Play Area	108,000	Apr'18	Greenside	
Bowling Green	99,000	Apr'18	Greenside	
Land - (community value)				
Primrose Hill Play Area	1		Primrose Hill Road	
Balshaw Lane Play Area	1		Balshaw Lane	
Pockets of Land at Talbot Row Shops	1		Talbot Row, Highways Avenue	
Balshaw Villa Corner garden	1		Corner Balshaw Lane and Wigan Road	
Chapel Brook	30,000	Oct'21	Woodland at Chapel Brook	
Cabin and store	6,925	Aug'21	Allotment site	
Store	1,890	Sept'21	Greenside Bowling site	
Badge of Office (gold)	1,200 e		With the Chairman/or Clerk	
Chain of Office (gold plate)	600 e	Aug'04	With the Chairman/or Clerk	
Vice Chairman's badge of office (silver)	562	Jul'17	With the Chairman/or Clerk	
Office equipment (lap top)	1001	April'18	Clerk's office	
Gazebo canopy 'Instant Shelters' branded	559	May'18	Garage at Greenside	
Willow Artwork of a Cannon 'EcoArts'	900	Feb'19	Roundabout BV Buckshaw Hall	
Dell laptop	1,898	Jul'22	CBTC office or with Clerk/D.Clerk	1,898
Ricoh MP C3504 photocopier	1,920	Nov'22	CBTC office	1,920
Defibrillator public units in box x 3	6,276	Nov'16	3 locations in village (skate/greens/library)	
Defibrillator public units in box x 1	2,088	July'18	1 locations in village (MGreen)	
Defibrillator public unit in box x 1	1,590	Feb'21	K6 Kiosk corner Talbot Drive/Balshaw Lane	
Street Furniture (17 wayside seats)	7,000	various	Locations around the village	
Street Furniture (2 wayside seats)	812	Nov'16	Millennium Green decking	
Picnic plastic benches x 2 'TBR Products brown'	1,082	Sep'17	Millennium Green (one is Lions Centennial)	
Seats at Bowling Green x3 'Marmax plastic green'	1,079	May'18	Bowling Green path	
Recycled plastic seats x 2 'Furnitubes brown'	975	Jul'18	Balshaw Villa Garden	
Buddy bench on Greenside Garden 'Marmax black'	442	Oct'18	Greenside Garden	
Benches x4 'Marmax Rainbow'	817	Oct'18	Balshaw Lane play area	
Benches x 2 'Broxap Picnic brown'	1,132	Jul'19	Millennium Green	
Benches on x 4 'Marmax Rainbow'	1,172	Jul'19	Primrose play area	
Buddy bench on Greenside Garden 'memorial'	442	Mar'20	Greenside garden	
Moulded seats with backs (Earth Anchors)	2,967	Mat'22	3x Millennium Green, 2x Village	2,967
Noticeboards (x6)	2,500 e	various	All over the village	
Notice/map combination boards x 5	3,300	various	All over the village	
Map Board x1	798	various	Library, St Mary's Gate	
Information Board on Millennium Green 'pond life'	930	Feb'19	Millennium Green decking	
Ornamental 'Euxton' sign (x1)	540	Jul'16	Euxton Lane corner opp Bay Horse	
Ornamental 'Euxton' signs (x5)	2,450	Dec'16	All over the village	
Flagpoles x 4	367	Mar'20	Pavilion or in location around the village	
Barrier basket containers x 4 'Plantscape black'	792	Nov'17	Pavilion or on site at Comm.Cnt	
Flower towers x 4 'Plantscape metal'	4,000	Oct'18	4 locations in village	
Stone look planter containers x 1 'Amberol stone'	289	Nov'17	School Lane	
Stone look planter containers x 4 'Amberol stone'	1,037	Nov'18	Bowling Green perimeter path	
1m2 tub containers x 3 'Plantscape black'	1,460	Oct'19	Euxton Lane traffic island east side	
1m2 tub containers x 3 'Amberol black'	1,098	Feb'20	Euxton Lane traffic island west side	
Barrier containers x 3 'Amberol black'	614	Feb'20	Balshaw Lane at Pelican crossing	
Solar Light column	3,395	Aug'05	Southport Road land	
Floodlight system at skate park	8,530	Dec'19	Southport Road land	
Powered blower (petrol) Stihl BR280	330	Oct'09	Pavilion	
Trailer (small)	450	Jan'11	Pavilion	
Dennis FT510 Mower and Cartridges	7897	Sep'18	Pavilion	
Stihl Strimmer model FS 91 X2	600	Jun'19	Pavilion	
Stihl Hedgecutter model HS45 24"/60cm X2	456	Jun'19	Pavilion	
Stihl Blower model B600	491	Dec'19	Pavilion	
Elan City Speed Indicator Devices	7325	Nov'21	4 sites around village	
PA system	223	Dec'21	CBTC office	
Office furniture (Desks, chairs, cabinets etc)	500	Apr'22	CBTC office	500
Blower (Bowling) BABLOWER BGA57	235	Nov'22	Bowling unit	235
Awning (Bowling)	223	Nov'22	Bowling side, attached	223
Powered bushcutter (petrol) Stihl FS461CEM	959	Jan'23	Pavilion garage	959
	978,624			8,702

**Procedure for a Casual Vacancy**

1. In the event a Councillor vacancy occurs, once accepted, the clerk will immediately contact Chorley Council electoral officer of that vacancy and request the initiation of the advertising of the notice of vacancy.
2. Chorley Council issue a notice which is to be displayed in the ward where the vacancy occurs. This will be displayed from the date of the notice which is signed by the Clerk, to a date 14 working days after.
3. If Chorley Council receives a request for an election within the period it will then issue notices to the Clerk for display advertising for candidates for a bye-election. The whole election process is administered by Chorley Council whether a poll occurs or not, and the costs of such are charged to the parish council.
4. If the advertisement (at step 2) does not initiate the 10 signatures of electors in the period of time required by legislation (14 working days) the Clerk will receive a notice from Chorley Council to say it can co-opt to the casual vacancy.
5. The casual vacancy will be advertised within 21 days of issuing of the notice at step 4.
6. The co-option notice will include a closing date for acceptance of requests for consideration, location(s) of seat(s), how many seats are vacant and in which wards they are located.
7. The notice will be placed on all the Parish Council notice boards, on its website, on its social media, and in its next published newsletter.
8. All candidates will be expected to put their request for consideration in writing with the following additional information; reason for wishing to be a Councillor, previous community/council work, other skills they can bring to the council and specify, if there is more than one vacant seat, which seat they are applying for/or if they are applying to all the seats.
9. Following the closing date at step 6, the application letters will be copied out to the Councillors on Private papers with the agenda for consideration at the Council's next Full Council meeting.
10. No discussion or debate will take place in Council session, or intervention from the candidates or public be allowed.
  - *If there is more than one vacancy, the candidates who have indicated which seat they are applying for ie, the ward, or all the vacancies, will be included in the correct voting round. Each vacancy will be filled separately.*
  - *If there is more than one vacancy to be filled and an applicant has not specified in their application which vacancy they are applying to, the Clerk will clarify this prior to consideration. If an applicant does not respond to the request for clarification, the applicant will be considered to the vacancy of the ward they live in or, if they do not live in the ward, to the first vacancy which arose.*
11. Each candidate will need to be proposed and seconded by Councillors in attendance, to move forward to the next stage.
12. Each nominated and seconded candidate will be voted upon. The voting may possibly be by paper ballot, if agreed.
13. If there is more than one applicant been nominated and seconded for a seat, the applicant with the least number of votes cast will be deleted and the vote taken again and again etc. until there is a majority for one candidate.

Euxton Parish Council

## Information available from Euxton Parish Council under the model publication scheme

### Freedom of Information Act Compliance

Information to be published	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b>		
Who's who on the Council	Noticeboard, Newsletter, Website Hard copy - contact the Clerk	Free 5p per sheet
Councillors on Committees	On Committee agenda on website Hard copy - contact the Clerk	Free 5p per sheet
Contact details for Parish Clerk and Council members (named contacts where possible with contact details)	Noticeboard, Newsletter, Website Hard copy - contact the Clerk	Free 5p per sheet
Location of main Council office and accessibility details	Noticeboard, Newsletter, Website Hard copy - contact the Clerk	Free 5p per sheet
Staffing structure	Hard copy - contact the Clerk	5p per sheet
<b>Class 2 - What we spend and how we spend it</b>		
Annual return form and report by auditor	Noticeboard (at the time), website Hard copy - contact the Clerk	Free 5p per sheet
Finalised budget	Website in minutes of Council meet Hard copy - contact the Clerk	Free 5p per sheet
Precept	Website in minutes of Council meet, newsletter Hard copy - contact the Clerk	Free 5p per sheet
Borrowing Approval letter	N/A	
Financial Regulations	Website Hard copy - contact the Clerk	Free 5p per sheet
Grants given and received	All Purposes minutes on website when approved Newsletter at the time, budget reports minuted Hard copy - contact the Clerk	Free 5p per sheet
List of current contracts awarded and value of contract	Hard copy - contact the Clerk	5p per sheet
Community Infrastructure Levy (CIL) reports	Website and reported regularly in Agenda for meetings. Hard copy – contact the Clerk	Free 5p per sheet
Members' allowances and expenses	N/A	

<b>Class 3 - What our priorities are and how we are doing</b>		
Parish Plan (current and previous year as a minimum)	N/A	
Annual Report to Parish (current and previous year as a minimum)	Website and Newsletter (at the time) Hard copy - contact the Clerk	Free 5p per sheet
Local charters drawn up in accordance with DCLG guidelines	N/A	
<b>Class 4 – How we make decisions</b>		
Timetable of Council meetings	Noticeboard, Newsletters, Website Hard copy - contact the Clerk	Free 5p per sheet
Agendas of Council meetings	Noticeboard (at the time), Website Hard copy - contact the Clerk	Free 5p per sheet
Minutes of meetings - nb this will exclude information that is properly regarded as private to the meeting.	Noticeboard (at the time), Website Hard copy - contact the Clerk	Free 5p per sheet
Reports presented to Council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website with agenda (if available electronically), Paper agenda at meetings for the public Hard copy - contact the Clerk	Free 5p per sheet
Responses to consultation papers	Minutes of meeting on Website, Noticeboard (at the time) Hard copy - contact the Clerk	Free 5p per sheet
Responses to planning applications	Minutes of meeting on Website, Noticeboard (at the time) Hard copy - contact the Clerk	Free 5p per sheet
Bye-laws	Hard copy - contact the Clerk (if any)	5p per sheet
<b>Class 5 – Our policies and procedures</b>		
Policy statements - Any policies and procedures for the provision of services and about the employment of staff, or Internal policies relating to the delivery of services (if applicable): Eg. Equality and diversity policy, Health and safety policy, Recruitment policies (including current vacancies), Policies and procedures for handling requests for information, Complaints procedures (including those covering requests for information and operating the publication scheme) any other policies	Website - selected major policies Hard copy - contact the Clerk (if any)	Free 5p per sheet

## Euxton Parish Council

Policies and procedures for the conduct of council business (if any): Standing Orders, Committee and sub-committee terms of reference, Delegated authority in respect of officers, Code of Conduct	Website - selected major policies Hard copy - contact the Clerk (if any)	Free 5p per sheet
Schedule of charges (for the publication of information)	Website in this document Hard copy - contact the Clerk	5p per sheet
<b>Class 6 – Lists and Registers</b>		
Any publicly available register or list ‘belonging to the Parish Council’ (if any are held this should be publicised; in most circumstances existing access provisions will suffice) if belonging ‘others’ we will not display.	Hard copy - contact the Clerk (if held)	5p per sheet
Asset Register	Agenda/Minutes on Website Hard copy - contact the Clerk	Free 5p per sheet
Register of members’ interests	Website and available at meetings to view Hard copy - contact the Clerk	Free 5p per sheet
Register of gifts and hospitality	Hard copy - contact the Clerk	5p per sheet
<b>Class 7 – The services we offer</b>		
None		
<b>Additional Information</b>		
None		

Euxton Parish Council, Unit 16 CBTC East Terrace, Euxton, Chorley, Lancashire, PR7 6TE

Tel: 01257 234004 Email: [clerk@euxtoncouncil.org.uk](mailto:clerk@euxtoncouncil.org.uk) [www.euxtoncouncil.org.uk](http://www.euxtoncouncil.org.uk)

**SCHEDULE OF CHARGES** - This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @0.05p per sheet (black & white)	Actual cost 0.047p (including vat) plus time.
	Photocopying (colour)	Not available but may be possible to be scanned and emailed.
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class - at the time
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		



## COMMUNICATIONS PROTOCOL

The Code of Recommended Practice on Local Authority Publicity 2001<sup>1</sup> outlines a number of criteria and guidelines for local authorities to consider when publishing information for its public. This Practice document has been referred to when formulating this protocol. Also included in the revision of this document in September 2011 is the Model Protocol on Communications from the Governance Toolkit for Parish and Town Councils.

### Legislation

The Parish Council has powers which enable it to produce and circulate publicity regarding its functions and responsibilities. These powers are contained in sections of the Local Government Act 1972<sup>2</sup> (111, 142, 144 and 145).

Prohibition of political publicity – in the Local Government Act 1986 Part II Section 2<sup>3</sup> it specifically prohibits a Parish Council from publishing anything which “appears to be designed to affect public support for a political party”.

Transparency – the Local Government Transparency Code 2015<sup>4</sup> advises on what a Council should be publishing to be transparent.

### Purpose of Parish Council Publicity

Primary Function – transparency and satisfying legislation

Raise awareness of:

- fulfil its legal obligations to notify the public of its meetings (forthcoming/past)
- the services and responsibilities of the Council
- Council activities, initiatives, achievements and successes
- how the Council represents the views of the electorate

Ensure the electorate has information on the proposed decisions the Council are to make and has made:

- agenda and minutes
- annual report, budgets, precept etc

Ensure the electorate has information on how to contact the Council:

- contact details for the Council and for Councillors

To consult on issues which it believes affects its community:

- consult on the Council budget and/or policies
- consult on any Council plans or surveys
- consult on any projects

To advertise:

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<sup>1</sup> [Recommended code of practice for local authority publicity - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

<sup>2</sup> [Local Government Act 1972 \(legislation.gov.uk\)](http://legislation.gov.uk)

<sup>3</sup> [Local Government Act 1986 \(legislation.gov.uk\)](http://legislation.gov.uk)

<sup>4</sup> [Transparency Code 2015 larger councils](#)

- a Council event
- a Council employment vacancy or Councillor casual vacancy
- a Council election

To display or inform the electorate of available information on Council business:

- Council meeting minutes
- responses to planning applications
- annual report and annual return
- Council's budget
- Council policies

### Secondary Function – community engagement

If space allows, the Council's publications could carry local village information for the benefit and knowledge of residents:

- to publicise local groups or organisations events
- an event of another authority/organisation it believes will matter or be of interest or assistance to residents
- advertise local events, initiatives, organised by legitimate organised bodies
- planning applications the Council is consulted on
- issues/developments or consultations it feels its community will be affected by

All the above will be published with regards to the conditions set out below.

### Methods of Communication

The Parish Council produces; agenda, minutes, annual report, newsletter, website, leaflets, posters, noticeboard notices, press releases, social media (this list is not exhaustive and may be subject to changes in the future).

#### Noticeboard

- First and foremost to display Council documents to satisfy its legal obligations.
- Display required information from statutory bodies such as; Auditor, Electoral Officer etc
- Display contact details for the Council and its Councillors.
- If space allows, display local events, information or helpful contacts.

#### Newsletter

- Publish documents such as the annual report, precept budget, project updates.
- Notify residents of forthcoming meetings, activities etc.
- Primarily publicise Council activities and raise awareness of its successes.
- Report on progress made with projects or developments in the area.
- Carry advertising from local businesses, or the Council.
- Ensure items are not published which may be construed to be organised, political, run or protected by the Council or its Council insurance.
- If space allows, publish articles from local organised groups on activities in the village which clearly explains, if there is any, what the Council's involvement is.

Website

As the items above and...

- To display information, which has been previously published such as, minutes of meetings, precept budget etc.
- To display information which could not normally be published in a newsletter or noticeboard due to their size, items such as; Council documents, Councillor's photographs, planning lists, press releases and project photographs etc.
- Ensure any items displayed from other organisations or individuals cannot be construed to be organised, political, run or protected by the Council's insurance.

Social Media

As all the above items through the social media routes of:

- Facebook and/or
- Twitter

## Responsibilities for Communications

## A. Parish Council Correspondence

- (i) The point of contact for the Parish Council is the Clerk, and it is to the Clerk that all correspondence for the Parish Council should be addressed.
- (ii) The Clerk should deal with all correspondence following a meeting.
- (iii) No individual Councillor or Officer should be the sole custodian of any correspondence or information in the name of the Parish Council, a committee, sub-committee or working party. In particular, Councillors and Officers do not have a right to obtain confidential information/documentation unless they can demonstrate a 'need to know'.
- (iv) All official correspondence should be sent by the Clerk in the name of the Council using Council letter headed paper.
- (v) Where correspondence from the Clerk to a Councillor is copied to another person, the addressee should be made aware that a copy is being forwarded to that other person (e.g. copy to XX).

## B. Agenda Items for Council, Committees, Sub-Committees etc

- (i) The agenda is set by the Clerk. The Clerk will liaise with the Chairman on requested items but the Clerk has the final word on what appears on the agenda.
- (ii) Agenda should be clear and concise. It should contain sufficient information to enable Councillors to make an informed decision, and for the public to understand what matters are being considered and what decisions are to be taken at a meeting.
- (iii) Items for information should be kept to a minimum on an agenda.
- (iv) Where the Clerk or a Councillor wishes fellow Councillors to receive matters for "information only", this information will be circulated via the Clerk.

### C. Communications with the Press and Public

- (i) The Clerk will clear all press reports, or comments to the media, with the Chair of the Council or the Chair of the relevant committee.
- (ii) Press reports from the Council, its committees or working parties should be from the Clerk or an officer or via the reporter's own attendance at a meeting.
- (iii) Councillors who are asked for comment by the press should make it clear that it is a personal view and ask that it be clearly reported as their personal view.
- (iv) If Councillors receive a complaint from a member of the public, this should be dealt with under the Council's adopted complaints procedure, or via a Council agenda item.

### D. Communications with Parish Council Staff

- (i) Councillors must not give instructions to any member of staff, unless authorised to do so (for example, three or more Councillors sitting as a committee or sub-committee with appropriate delegated powers from the Council).
- (ii) No individual Councillor, regardless of whether or not they are the Chair of the Council, the Chair of a committee or other meeting, or are styled "Leader" of the Council, may give instructions to the Clerk or to another employee which are inconsistent or conflict with Council decisions or arrangements for delegated power.
- (iii) Telephone calls should be appropriate to the work of the Parish Council.
- (iv) E-mails:
  - Instant replies should not be expected from the Clerk; reasons for urgency should be stated;
  - Information to Councillors should normally be directed via the Clerk;
  - E-mails from Councillors to external parties should be copied to the Clerk;
  - Councillors should acknowledge their e-mails when requested to do so.
- (v) Meetings with the Clerk or other officers:
  - Wherever possible an appointment should be made;
  - Meetings should be relevant to the work of that particular officer;
  - Councillors should be clear that the matter is legitimate Council business and not matters driven by personal or political agendas.

## 4. Process

The Clerk is the editor of Council publications and will work using this protocol as reference to ensure compliance. If there is any doubt as to the content of a submission for any of the Council publications the Clerk will not publish the item and seek further advice, whether that be from the Chair, legal or professional.

## 5. Examples of Council Publication principles

- Council policies and aims should be as objective as possible, concentrate on facts or explanations or both.

- Council should only comment or respond to documents of others in an objective, balanced, informative and accurate way. It should set out reasons for views, not show prejudice or attack, or be party political.
- Service provisions should be reported factually.
- Contentious issues should be handled with care, presented clearly, fairly and as simply as possible.
- Nothing should be published which would defame other authorities or personally attack people working for those authorities.
- No personal attacks (or what might appear to be) on any person, or position, should be published.
- Public funds should not be used to mount publicity campaigns where its primary purpose is to persuade the public to hold a particular view on a question of policy.
- A general publication should never be limited or exclusively delivered or available to a specific area/part/group of the village. If it is a general publication it should be available to the whole village/electorate. This would not apply if the publication was an area specific publication.
- It should be minded that some information mechanisms such as a website are not considered to be fully accessible and should not solely be used for certain types or forms of consultations/communication.
- Items written or published for individual Councillors should not be disrespectful or derogatory to others in the Council or other local authority positions.
- Items written or published for individual Councillors should not personalise issues or be written for personal image raising purposes.
- Publicity should not be, or liable to misrepresentation as being party political, or influence public opinion on policy. Material should never contain political slogans, logos or political party catch-phrases.
- An article by an individual Councillor should never campaign for their election or selection on any forthcoming elections, referendums and/or petitions.
- Council should exercise the utmost care in ensuring all items it publishes are legitimate, legal, official and/or organised and do not promote anything unethical, irresponsible or the lowering of moral standards.
- Never publish or display items from other organisations or individuals which may be construed to be organised, run or protected by Council insurance.