

# BULFORD PARISH COUNCIL

## STANDING ORDERS

### & PROCEDURES



**REVISION 4**  
**MARCH 2023**

## TABLE OF AMENDMENTS

Amdt No	Amendment Content and Paragraphs Changed	Meeting Date Agreed
Initial Issue	Formally adopted by Council, together with Appendices	12 <sup>th</sup> April, 1999
Revision 2	Formally adopted by Council, together with Appendices	13 <sup>th</sup> July, 2009
Revision 3	Formally adopted by Council, together with Appendices	9 <sup>th</sup> February 2016
Revision 4	A list of the material changes from Revision 3 is at <a href="#">Appendix 12</a> to these Standing Orders.	10 <sup>th</sup> May 2020
Revision 4 Amendment 1	Job description revision for Clerk, Caretaker and additional entry for Standby Caretaker. Induction Procedure revision. Allotments procedure revision.	11 <sup>th</sup> January 2022
Revision 4 Amendment 2	Adjustment of the <a href="#">CONTENTS</a> pages. Reference to Standby Caretaker in <a href="#">COUNCIL EMPLOYED OFFICERS</a> . Change from <a href="#">CATG to LHFIG</a> Changes to text and note for <a href="#">COMMITTEES AND SUB-COMMITTEES</a> to reflect the introduction of active Standing Committees and removal of Planning response guidance. <a href="#">Changes to Hirings</a> Procedure in Parish Clerk Job Specification Removal of litter picking and bin emptying for Solstice path duty from Caretaker and Standby Caretaker Job Specifications. Changes to Hirings Procedure in <a href="#">Caretaker</a> and <a href="#">Standby Caretaker</a> Job Specifications. New <a href="#">email</a> addresses in Information Handling at Appendix 8. Introduction of the Social Media Policy at <a href="#">Appendix 8a</a> . Addition of Active Standing Committee Terms of Reference at <a href="#">Appendix 13</a> .	13 <sup>th</sup> February 2023

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## STANDING ORDERS & PROCEDURES

### COUNCIL MEETINGS

1. Meetings fall into five categories (See Para 3, Note 1)
  - a. Annual Council Meetings, including Transitional Meetings, of which one per year is required.
  - b. Ordinary Council Meetings, of which a minimum of three per year (excluding the Annual Council Meeting) are required.
  - c. Annual Parish (Public) Meetings, of which one per year is required.
  - d. Extraordinary Council Meetings, which may be summoned by the Chairman (or, in the Chairman's absence, by the Vice-Chairman) at any time; such a Meeting may also be called by any four Members of the Council on submission of a summons to the Parish Clerk stating the nature of the business to be considered. Extraordinary Meetings, once properly convened, are governed by the same rules as Ordinary Meetings, and by the statutory requirements regarding publication of an Agenda and Minutes.
  - e. Committee and sub-Committee Meetings are Council Meetings where a specific task has been delegated to specified people. Committee (and sub-committee) Meetings, once properly convened, are governed by the same rules as Ordinary Meetings, and by the same statutory requirements regarding publication of an Agenda. They do not count against the required number of Ordinary Council Meetings.
2. The procedures for the conduct of the Annual Council Meeting and for Ordinary Council Meetings are dealt with in the following Standing Orders.

### ANNUAL PARISH MEETING

3. The procedures and general principles governing the Annual Parish Meeting are as follows:-
  - a. This Meeting is for members of the Parish for the purpose of discussing, debating, and, where appropriate, voting on Parish matters of interest to the general public. Its purpose is to discuss Parish matters with a view to supplying direction and original thought to the Parish Council in a helpful and constructive way. (See Para 3, Note 2)
  - b. Any member of the public may attend and join in the discussion or debate, but only those resident in and on the Electoral Roll of the Parish may vote, and only then when a Quorum of two qualified voters is present at the Meeting, unless a document has to be executed, in which case the Quorum is three.
  - c. Any vote that is lawfully taken and recorded must be formally considered by Council as an Agenda item as soon as possible after the Annual Parish Meeting. However, the Council is not bound by such a vote.
  - d. The Annual Parish Meeting must be widely publicised not less than 30 clear working days in advance of the Meeting and at the same time must have a published Agenda to which any member of the public may contribute upon notification in writing to the Clerk. At the Meeting's discretion, any subject may be discussed, but a Resolution may not be put nor a vote taken on any subject that does not form part of the published Agenda.
  - e. The Annual Parish Meeting is not a function of the Parish Council, and Councillors have no obligation to attend, but may do so as members of the public. However, if they are present, the Chairman of the Council is legally obliged to take the Chair of the Annual Parish Meeting, (and the Vice-Chairman in the Chairman's absence). If both the Chairman and Vice-Chairman are absent, those present at the Meeting shall elect a Chairman from amongst themselves in the normal way. In Bulford Parish, the Clerk to the Council is required to act as Clerk to the published Annual Parish Meeting (but not to any other ad hoc public meeting that may come together from time to time).

- f. Unless the Council, for good reason, Resolves otherwise, the Annual Council Meeting:-
- a. in an election year, shall be held on the second Monday of the month following the day of elections to the Council.
  - b. in a year which is not an election year, shall be held on the second Monday in May.

Notes:

*(1) For any Meeting (other than the Annual Public Meeting) to be legal, an Agenda must be publicly published not less than 3 working days in advance. "Working Days" include Saturdays but exclude Sundays and public holidays and the day of the Meeting itself. If any Meeting occurs without an Agenda conforming with this requirement, the entire proceedings of that Meeting are illegal and void.*

*(2) The Annual Parish Meeting is not intended to be a means whereby the Council can be attacked and criticised (except indirectly by means of a Resolution and vote) and barracking must not be allowed by the Chairman. Any such conduct is in any case pointless, as no Member of the Council is present in any Council capacity. For the same reason, the Meeting should not be used simply to enquire about details of Council Policy, as any Member of the public may do this at any time either on direct application to the Clerk to the Council, by discussion with any Councillor, or by attendance at any Council Meeting.*

*(3) It should be noted at this point that it is not legally possible for Council to delegate powers to a single Councillor (including the Chairman). It may legally delegate powers to a Committee (which in turn may delegate powers to a sub-Committee), but a Committee or sub-Committee must consist of more than one Councillor, may only sit with the Public admitted, with a published, legal Agenda, followed by properly constituted and published legal Minutes taken by the Clerk. However, Council may legally delegate powers to a properly appointed Clerk or to a Member properly appointed as an "Officer without Remuneration". Whenever Council requires detailed, preliminary work to be done without legal formality in order to facilitate subsequent consideration by Council, this may only be done through a Working Party which may consist of any number of Councillors (including only one); all conclusions arrived at by this means must be in the form of recommendation only and must be subject to consideration and Resolution as an Agenda item in full Council.*

## **ORDINARY COUNCIL MEETINGS**

4. Ordinary Meetings of the Council shall be held at the Village Hall at 7.30 pm on the second Monday of every month unless the Council decides otherwise in sufficient time (See Para 10, Note1) . All Meetings will end at 10.00 pm unless the Council, as a point of order, Resolves to continue beyond this time. A schedule of the planned Meetings shall be published by the Clerk on the Parish Notice Boards immediately following the Annual Council Meeting.

5. If the Council has not otherwise met, the three statutory Ordinary Meetings shall be held on the second Monday of any three months of the year, as decided by Council.

## **MINUTES OF MEETINGS**

6. The Minutes of all Council Meetings will remain as "Draft" until such time as they are approved by the Council at the next Meeting. The Clerk will prepare the Draft Minutes and will discuss them with the Chairman before delivering them to Councillors and other entitled persons within a period of 10 days of the Meeting to which they refer. Within the same time frame, copies of the Draft Minutes (clearly marked "Draft — Subject to Amendment by Council") will be posted by the Clerk on the Council Notice Boards. When the Minutes have been approved, if they have been amended, the Clerk will post new copies on Council Notice Boards, if they have not been amended, will amend the Draft categorisation on the original copies. A copy of the approved minutes will also be posted on the Parish Council website.

7. The Minutes of all Council Meetings will be kept as brief as possible. Apart from each Councillor's Report, the Minutes should record only the outcome of Resolutions put to the vote and should not record the debate leading to the Resolution unless reference is necessary for the sake of clarity and understanding. The Minutes must also record the details of a Recorded Vote whenever this has been requested by any single Councillor.

## **CHAIRMAN OF THE COUNCIL**

8. The elected and appointed Chairman will preside over all Meetings if present. In their absence, the elected and appointed Vice Chairman will preside. In the absence of both the Chairman and Vice Chairman at any Meeting, those Members present at the Meeting shall elect a Chairman, from amongst their number, to take the Chair for that Meeting only (See Para 10, Note 2).
9. Any person properly presiding at a Meeting shall exercise all the powers and duties of Chairman in relation to the conduct of that Meeting.
10. The duties and responsibilities of the Chairman are as follows:-
  - a. To conduct Council Meetings in accordance with these Standing Orders & Procedures and the law (in this the Parish Clerk has a responsibility to advise and to draw the Chairman's attention to irregularities that may be proposed or be about to occur during a Meeting) and, particularly, to protect the Meeting against outside interference.
  - b. To conduct Council Meetings in such a way as to ensure that a debate is carried out in a fair and orderly fashion, with each and every Councillor who may wish to speak receiving the opportunity to express their views. At the same time, the Chairman should ensure that any contribution to the debate is both relevant, and to the point of the Resolution to which the debate is leading, and is not repetitive.
  - c. To exercise a casting vote, in addition to the vote to which he is entitled as a Councillor, in the event of a vote by Councillors being otherwise tied.
  - d. To rule on Points of Order. In this, his ruling is final and may not be debated or discussed during the Meeting in progress, though a complaint may be laid against his ruling as an Agenda Item at a subsequent Meeting. A Point of Order may be raised by any Councillor at any time without notice and relates to the conduct, as opposed to the substance, of the Meeting.
  - e. To ensure that Council business is moved forward between Meetings, to maintain good and appropriate liaisons with other authorities, and to make such exploratory contacts as may be necessary to enable a clear understanding to put a to Council with the options fully explained. However, the Chairman shall not conduct official correspondence on behalf of the Council. Official letters (as directed by Council) are the sole responsibility of the Clerk. Moreover, the Chairman may not make decisions on behalf of Council (See Para 3, Note 3).
  - f. Together with the Clerk, to decide on the priorities of the Agenda items for each Meeting so that, as far as is possible, all Meetings finish by 10.00 pm. In so doing, an agenda item may be postponed and the item submitted by a Council Member to a later Meeting, provided only that it has been agreed with the Councillor concerned.
  - g. Generally, to supervise the Clerk in their duties and to ensure that the image that the Council presents to the Public and to other Agencies is one of professional competence. In this respect, the Chairman must remain aware that the Clerk is the officially appointed Officer to the Council, and, as such, has statutory responsibilities which cannot be denied or interfered with in any way; if the Chairman and the Clerk can not agree on any matter of substance, the matter must be referred to Council for a decision.
  - h. Together with the Clerk, and with reference to the Financial Risk Register, to present a draft Budget to the Council for Resolution, so that spending plans may be decided upon and a Precept for the next Financial Year may be submitted to the proper authority within the time frame laid down by law.

Notes:

*(1) The start time of any Meeting must not be set so early as to preclude, or make difficult, attendance by working members of the public*

*(2) Only a Member of Council, legally, may take the Chair (and this excludes the Clerk).*

## **PROPER OFFICER**

11a. Where a statute, regulation, or order confers functions or duties on "the proper officer of the Council", in the following cases, they shall be the Clerk:

- (1). To receive Declarations of Acceptance of office.

- (2). To receive and record notices disclosing Interest.
- (3). To receive and retain plans and documents and to arrange the safe-keeping of the same.
- (4). To sign notices on behalf of the Council.
- (5). To receive copies of byelaws made by Wiltshire Council.
- (6). To certify copies of byelaws made by the Council.
- (7). To sign summonses (including Agendas) to attend Meetings of the Council.

b. In any other case the "Proper Officer" shall be the person nominated by the Council; in the event of default of nomination for any reason, it shall be the Clerk.

## **QUORUM**

12. Three Council Members, one of whom may be the Chairman, shall constitute a Quorum.

13. If a Quorum is not present when the Council meets, or, if during a Meeting the number of Councillors present falls below the Quorum, the business of that Meeting shall be transacted at the next Meeting or, if urgent, on such other day as the Chairman may call as an Extraordinary Meeting. A Quorum for a particular item shall not include those Councillors debarred by reason of a declared Prejudicial Interest.

## **VOTING**

14. Members shall vote by show of hands, or by written, confidential ballot conducted by the Clerk if the Council so decides. The election of Chairman or Vice-Chairman and a Co-option to Council will normally be by written ballot unless there is only one candidate and the Council Resolves otherwise.

15. If any one Member so requires, a Recorded Vote shall be taken and the Clerk shall record in the Minutes of the Meeting the names of the Members who voted on any Resolution so as to show whether each Member voted for, against, or abstained.

16.a. Subject to (b) and (c) below, the Chairman may give an original vote on any matter put to the vote and, in the case of an equality of votes, should give a casting vote even if he gave no original vote.

b. If the person presiding at the Annual Meeting would have ceased to be a Member of the Council but for the statutory provisions which preserve the membership of the Chairman and Vice-Chairman until the end of their term of office, they may not give an original vote in an election for Chairman.

c. The person presiding must give a casting vote whenever there is an equality of votes in an election for Chairman or Vice-Chairman but must not use this prerogative to vote for themselves.

## **ORDER OF BUSINESS**

17. The normal Order of Business at an Ordinary Parish Council Meeting is as shown as [Appendix 4](#) to these Standing Orders and Procedures (together with explanatory notes where appropriate). Exceptions and periodic occurrences are specified below:-

18. In an election year, Councillors must execute Declarations of Acceptance of Office either in each other's presence, or in the presence of a proper officer previously authorised by the Council to take such a declaration (See Para 11a), before the Annual Council Meeting starts.

19. At each Annual Council Meeting the first business shall include the following:

a. To elect a Chairman and a Vice Chairman.

b. To receive the Chairman's and Vice Chairman's Declaration of Acceptance of Office.

c. In the ordinary year of election of the Council, to take action to fill any vacancies left unfilled at the election by reason of insufficient nominations.

d. To decide when any Declarations of Acceptance of Office, which have not been received as provided by law, shall be received.



e. To review the appointment and delegated powers of any Officers without Remuneration, the composition and delegated powers of any Committees or sub-Committees, and the nominations of Councillors with Special Responsibilities and those representing Council on Other Bodies.

f. To inspect, (or cause to be inspected by a Councillor or by the Clerk), any deeds and trust instruments in the custody of the Council (See Para 20, Note 1).

## **ANNUAL COUNCIL MEETING**

20. The law requires that the first order of business at an Annual Council Meeting shall be the election of a Chairman (followed by a Vice Chairman). Therefore, invariably, there will be the period from the last Meeting (2<sup>nd</sup> Monday of April to the 2<sup>nd</sup> Monday of May) during which Council business will have been conducted by the existing Chairman, Councillors with Special Responsibilities, and Councillors either Representative of Council or In Attendance on Other Bodies that is not yet reported to Council. Clearly, these matters require to be reported to Council before the election of a new Chairman and Vice Chairman and before Special Responsibilities, Representation, and Attendance are reviewed and possibly re-assigned.

*Notes:*

*(1) A list of the Deeds & Trusts to be inspected is at [Appendix 7](#). A task will be allocated to a Council Member who will report at the next Regular Council Meeting where it will be reported in the Minutes.*

21. Therefore, the Annual Council Meeting will be immediately preceded by a Transitional Council Meeting with the existing Chairman presiding and with the existing Councillors with Special Responsibilities in place. Once Reports have been made, have been debated, and decisions made as to whether any matter should be referred to an Agenda Item or for consideration by the new Council, the Meeting will be closed and Council will move immediately to the Annual Council Meeting where the first order of business will be the election of a Chairman and Vice Chairman, followed by a review of the Special Responsibilities assigned to Councillors (including Representation and Attendance on Other Bodies). A review and confirmation of the appointment of and the delegation of powers to any Council Officers without Remuneration is required at this point.

22. The procedure for the election of the Chairman and Vice Chairman is as follows:-

a. A nomination must first be made. Since this is a nomination and not a Proposal, a Second is not required and all valid nominations must be accepted and voted upon. Any Councillor may make a nomination and may nominate himself.

b. Those nominated must then indicate their willingness to stand. If no nomination is willing to stand, a further round of nominations must take place and this must continue until a willing nomination is found.

c. If only one candidate emerges from this process, Council may Resolve to vote by a show of hands; otherwise, voting will be by written, confidential ballot. Written votes will be given to, opened, and the result declared by the Clerk.

d. The winner of the vote must have an absolute majority over all the other nominations combined. If this majority is not forthcoming, the nomination with the lowest number of votes will be eliminated and drop out and the vote will take place again; this will be repeated until a winner with an absolute majority results.

23. The Orders of Business for both the Transitional and Annual Meetings are shown at [Appendix 5](#) to these Standing Orders and Procedures. Both meetings will take place on the same day and will be conducted, one after the other, without rising. However, each Meeting will have a separate Agenda and Minutes.

24. At every Meeting other than the Annual Meeting, if the Chairman and Vice-Chairman be absent, the first business shall be to appoint a Chairman to preside over that Meeting alone

25. In every year, not later than the Meeting at which the Budget for the next financial year is Resolved, the Council shall review, as an Agenda Item, the pay and conditions of service of any existing employees.

26. A motion to vary the order of business as published in the Agenda for the Meeting (but not to delete matters or to insert unpublished matters):-

- a. May be proposed by the Chairman, or by any Member, and, if proposed by the Chairman, may be put to the vote without debate and without being seconded.
- b. In all other cases, after being Seconded, shall be put to the vote without debate.

## **CONTROL OF BUSINESS IN MEETINGS**

### **RESOLUTIONS MOVED ON NOTICE**

27. Any matter that is submitted by a Member of Council to the Clerk, not later than one full week before a Meeting, must be placed upon the next Agenda. The Chairman may, only with the agreement of the interested Councillor, postpone the matter to the Agenda for a later Meeting, if in their judgement, other matters are more pressing and the Agenda is overfull with respect to the standing requirement to end Council Meetings by 10.00 pm.

28. Except as provided by these Standing Orders, no Resolution may be moved or voted upon unless the business to which it relates has been published in the Agenda.

29. If any subject matter comes before the Council that is within the province of a constituted Committee or Working Party, it shall be referred to that Committee or Working Party before consideration by the full Council. However, if the Chairman considers it to be a matter of urgency and time permits, may allow it to be dealt with (to the extent allowed by law) at the Meeting at which it was put.

30. Every Resolution must be relevant to some subject over which the Council has power or which affects the Parish.

### **RESOLUTIONS THAT MAY BE MOVED WITHOUT NOTICE**

31. Resolutions dealing with the following matters may be moved without notice:
- a. To appoint a Chairman of the Meeting, if the Chairman and Vice-Chairman are absent.
  - b. To correct the Minutes.
  - c. To approve the Minutes and to deal with Matters Arising from the Minutes.
  - d. To alter the order of business.
  - e. To proceed to the next business.
  - f. To close or adjourn the debate.
  - g. To refer a matter to a Committee or to a Working Party.
  - h. To appoint a Committee or Working Party or any members thereof.
  - i. To adopt a report.
  - j. To authorise the sealing of documents.
  - k. To amend a Resolution.
  - l. To withdraw a Resolution or an Amendment.
  - m. To extend any time limit for speeches.
  - n. To exclude the public.
  - o. To silence or eject a Member from the Meeting.
  - p. To give the consent of the Council where such consent is required by these Standing Orders.
  - q. To suspend, for the duration of the current Meeting only, any Standing Order (other than the Standing Order relating to permanent amendment) provided it is legal to do so.
  - r. Any matter, arising from the Minutes, which does not involve either direct or indirect unbudgeted expenditure and which, in the judgement of the Council, is uncontroversial and routine.
  - s. To adjourn the Meeting, or to continue the meeting beyond 10.00 pm.

### **RESOLUTIONS ON EXPENDITURE**

32. Unbudgeted expenditure may only be approved as a result of a published Agenda Resolution that draws attention to the fact that unbudgeted expenditure is or may be involved.

## QUESTIONS

33. A Member may ask the Chairman or, through him the Clerk, any question concerning the business of the Council that forms part of the Agenda or of a particular discussion. No unconnected questions shall be asked, except during any part of the Meeting that may be set aside for questions. Every question shall be put and answered without discussion. A Member, if asked a question by the Chairman, may decline to answer if personal considerations are involved.

## RULES OF DEBATE

34. No discussion shall take place upon the Minutes except upon their accuracy. Corrections to the Draft Minutes shall be made by Resolution and must be initialled by the Chairman.

35a. A Resolution or Amendment shall not be discussed unless it has been proposed and seconded, and unless proper notice has already been given; it shall, if required by the Chairman, be reduced to writing and handed to him before it is further discussed or put to the Meeting.

b. A Member shall direct their speech to the question under discussion, or to a personal explanation, or to a question of order.

c. An Amendment shall be either:

- (1) To leave out words.
- (2) To leave out words and insert or add others.

d. An Amendment shall not result in the complete negative of the Resolution before the Council, and the Chairman's ruling on whether the proposed Amendment constitutes a complete negative or not shall be final.

e. If an Amendment be carried, the Resolution, as amended, shall take the place of the substantive Resolution and shall become the Resolution upon which any further Amendment may be moved.

f. A further Amendment shall not be moved until the Council has disposed of every Amendment previously moved.

g. The mover of a Resolution or of an Amendment shall have a right of reply after any debate and before a vote is taken.

h. A Member, other than the Mover of a Resolution, shall not, without leave of the Chairman, speak more than once on any Resolution except to move an Amendment or further Amendment, or on an Amendment, or on a point of order, or in personal explanation, or to move a closure.

i. A Member may make a point of order or a personal explanation. A Member wishing to speak for these purposes shall be heard as soon as the person speaking at the time has finished. A personal explanation shall be confined to some material part of a former speech by him which appears to have been misunderstood.

j. A Motion or Amendment may be withdrawn by the Proposer with the consent of the Council, which shall be signified without discussion, and no Member may speak upon it after permission has been asked for its withdrawal unless such permission has been refused.

k. When a Resolution is under debate no other Resolution shall be moved except the following:

- (1) To amend the Resolution.
- (2) To proceed to the next business.
- (3) To adjourn the debate.
- (4) That the "question be now put".
- (5) That a Member (named) be not further heard.
- (6) That a Member (named) do leave the Meeting.
- (7) That the Resolution be referred to a Committee or to a Working Party.
- (8) To exclude the Public and Press.
- (9) To adjourn the Meeting.

36a. The ruling of the Chairman on a Point of Order shall not be discussed.

b. Members shall at all times address the Chairman, and shall not enter into personal debate or argument with another Member of Council.

c. If two or more members speak, the Chairman shall call upon one of them to speak and the others shall stop speaking until called.

d. Whenever the Chairman speaks during a debate all other Members shall be silent.

## CLOSURES

37. At the end of any speech a Member may, without comment and without a Second, move “that the question be now put”, “that the debate be now adjourned”, or “that the Council do now adjourn”. If such a motion is seconded, the Chairman shall put the motion, but, in the case of a motion “to put the question”, shall do so only if it is their opinion that the question before the Council has been sufficiently debated and that all Members who wish to do so have been allowed to speak. However, if the motion “to put the question” is carried, the Chairman shall call upon the Mover of the original Resolution to exercise or waive his right of reply and shall put the question immediately after that right has been exercised or waived. The adjournment of a debate or of the Council after the motion shall not prejudice the Mover’s right of reply at the resumption.

## DISORDERLY CONDUCT

38a. At a Meeting, no Member shall, persistently disregard the ruling of the Chairman, wilfully obstruct business, or behave irregularly, offensively, improperly or in such a manner as to scandalise the Council or bring it into contempt or ridicule.

b. If, in the opinion of the Chairman, a Member has broken the provisions of sub-paragraph a. of this Order, the Chairman shall express that opinion to the Council and thereafter the Chairman or any Member may move “that the Member named be no longer heard” or “that the Member named do leave the Meeting”, and the motion, if seconded, shall be put forthwith and without discussion.

c. If either of the motions mentioned in paragraph b. is disobeyed, the Chairman may suspend the Meeting or take such further steps as may reasonably be necessary to enforce them.

## RIGHT OF REPLY

39. The Mover of a Resolution shall have a right of reply immediately before the Resolution is put to the vote. If an Amendment is proposed, the Mover of the Amendment shall be entitled to speak immediately before the Amendment is put to the vote. A Member exercising this right shall not introduce new matter. After this right has been exercised or waived, a vote shall be taken without further discussion.

## ALTERATION OF RESOLUTION

40. A Member may, with the consent of his Second, move amendments to their own Resolution.

## RESCISSION OF A PREVIOUS RESOLUTION

41. A decision of the Council shall not be reversed within six months.

## VOTING ON APPOINTMENTS

42. Where more than two persons have been nominated for any position to be filled by the Council and of the votes given there is not an absolute majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken, and so on until a majority of votes is given in favour of one person.

## COUNCIL EMPLOYED OFFICERS

43. The Council will employ a Clerk to the Council and Village Hall Caretaker (See Note 1). Terms and Conditions of Employment are contained in their individual contracts. The Council will put in place the means

for a Workplace Pension in accordance with Government legislation. Employees will be able to opt in or out of the arrangement. Where an Employee has opted in Council will ensure that sufficient funds are identified in the Precept to meet Employer obligations under the scheme.

*Notes:*

*(1). The Job Specifications of the Clerk to the Council and of the Village Hall Caretaker are attached as [Appendix 1](#) , [Appendix 2](#) and [Appendix 2a](#) respectively to these Standing Orders & Procedures.*

## DISCUSSIONS AND RESOLUTIONS AFFECTING EMPLOYEES OF THE COUNCIL

44. If, at a Meeting, there arises any question relating to the appointment, conduct, promotion, dismissal, salary, or conditions of service, of any person employed by or contracted to the Council, it shall not be considered until the Council, Committee, or Working Party (as the case may be) has decided whether or not members of the public or the person concerned shall be excluded from the meeting.

## EXPENDITURE

45a. Orders for the payment of money, at some time, shall have been authorised by Resolution of the Council and cheques will be signed by not less than two Council Members who are nominated for this purpose. These Members shall be nominated at the Annual Council Meeting

b. This is without prejudice to the Clerk's authorisation to pay routine, budgeted (and therefore previously Resolved), non-Project payments without further reference to Council other than the two signatories required on the cheque; however, under this authority, the Clerk is to provide the Councillor with Special Responsibility for the Supervision of the Parish Accounts with a monthly list detailing all payments made in this way.

c. the Parish Clerk has authorisation to make electronic banking transactions for the payment of pre-approved large value purchases. Any electronic banking transaction must be approved by a minimum of two signatories and recorded in the minutes by the Clerk. (Email approval is also acceptable.)

## SEALING OF DOCUMENTS & PARISH TRUSTS

46a. A document shall not be sealed (signed) on behalf of the Council unless the terms of the document have been authorised by Resolution.

b. Any two Members of the Council may seal, on behalf of the Council, any document required by law to be issued under seal (signature). However, unless good reason exists to the contrary, one Member will normally be the Chairman.

47. Parish Land that has been acquired by the Parish Council shall be held upon trust for the purposes for which it was acquired, for use by the inhabitants of the Parish. Where this is the case, a Committee of Management, who shall be the Trustee within the meaning of the Charities Act, will administer it.

48. The Committee of Management shall consist of all elected Members of the Council and the period in Office of Members shall run concurrently with their period in office as Councillors; all Members of Council shall automatically become Members of the Committee.

49. Upon election or co-option to the Council, each Member, in addition to signifying his Acceptance of Office, shall sign to acknowledge his automatic election to the Committee of Management (as shown at [Appendix 6](#)). However, any Member who is adjudged bankrupt, who is convicted of any offence (other than traffic offences), or who is incapacitated from acting, or who writes to resign from the Council, shall cease to be a Member of the Committee of Management.

50. Since the Council itself and any Committee of Management are the same in all but name, in all matters these Standing Orders & Procedures apply to the Committee, together with any special provisions that may be made by each Trust document. Any Councillor who has resigned from the Committee of Management shall not vote where trust matters are concerned.

## COMMITTEES AND SUB-COMMITTEES

51. The Council may:-

- a. At any time appoint Standing Committees, and may at any other times appoint such other Committees as are temporarily necessary, but subject to any statutory provision in that behalf:-
- b. Not appoint any Member of a Committee so as to hold office later than the next Annual Meeting.
- c. May appoint persons other than Members of the Council to any Committee or Working Party.
- d. May at any time dissolve or alter the membership of a Committee.

52. The Chairman and Vice-Chairman shall be ex-officio voting Members of every Committee.

53a. The Chairman of a Committee or the Chairman of the Council may summon an Extraordinary Meeting of that Committee at any time. An Extraordinary Committee Meeting shall also be summoned on the requisition in writing of not less than a quarter of the Members of the Committee. The summons shall set out the business to be considered at the special Meeting and no other business shall be transacted at that Meeting.

- b. Any Committee may appoint sub-Committees for purposes to be specified by the Committee.
- d. The Chairman and Vice-Chairman of the Committee shall be ex-officio members of every sub-Committee appointed by it.
- e. Except where ordered by the Council in the case of a Committee, or by the Council or by the appropriate Committee in the case of a sub-Committee, the quorum of a Committee or sub-Committee shall be one-half of its members rounded up to the nearest whole number.
- f. These Standing Orders on the Rules of Debate (except that part relating to speaking more than once) shall apply to Committee and sub-Committee meetings.
- g. Terms of Reference for active Standing Committees are at [Appendix 13](#).

Notes:

*(1) The Chairman of any Committee or sub-Committee shall be elected by the members of the Committee as a first order of Business.*

## **WORKING PARTIES**

54a. The Council may appoint Working Parties, and shall specify the names, and number of Members.

- b. The Clerk shall confirm to the Members of any Working Party the Terms of Reference of the Working Party.
- c. The Chairman of any Working Party shall be elected by the members of the Working Party as a first order of Business.
- d. A Working Party shall make recommendations to the Council.
- e. A Working Party may consist wholly of persons who are not Members of the Council (if volunteers can be found).
- f. If all the Members of a Working Party cannot agree on any matter, it shall be resolved by vote. However, there shall be no Quorum but the numbers involved in such a vote shall be made known to Council when the recommendations are presented as shall the names of who voted for the recommendation and those who voted against. Any Working Party Member may give his reasons to Council for their vote, whether for or against.

55. Members of Committees, sub-Committees, and Working Parties entitled to vote shall vote by show of hands, or, if at least two members so request, by written ballot.

56. Chairmen of Committees, sub-Committees, and Working Parties in the case of an equality of votes, shall have a second or casting vote.

#### PRESENCE OF NON-MEMBERS OF COMMITTEES AT COMMITTEE MEETINGS

57. Any Member of Council may attend any Committee or sub-Committee Meeting but may not vote unless appointed to the Committee; however, a Member who has proposed a Resolution which has been referred to any Committee of which they are not a Member, may speak to the Committee to explain his Resolution to the Committee but may not vote.

### ACCOUNTS AND FINANCIAL ARRANGEMENTS

58. The following arrangements apply:

- a. The Chairman, together with the Clerk, shall present to the Council for approval a proposed Budget for the coming financial year in a reasonable time so that a Precept may be submitted to the proper authority within the legal timeframe. This Budget, apart from proposed Project Expenditure, will be based on expenditure for the previous Financial Year plus the RPI, together with an assessment of financial risk, but the RPI will not be taken into account for individual items of expenditure where it would be manifestly inappropriate to do so.
- b. The Budget Meeting will take place annually on a date specified by Council, will be a formal Ordinary Council Meeting with a published Agenda, but will conduct no business other than matters relating to the Council Budget.
- c. Any Councillor who may wish to propose Project Expenditure in the Budget shall give to the Clerk, not later than a date previously specified by Council, a written proposal where possible in the form of a Project Business Case, together with an estimate of cost, for consideration by Council at the Budget Meeting.

59. The "Responsible Financial Officer", within the meaning of the term as required by audit regulations, shall be the Clerk to the Council.

60. A Councillor with "Special Responsibility for Overseeing the Council Accounts" shall be appointed by Council Resolution. This Councillor shall be responsible for checking (including periodic spot checks) the Clerk's day to day conduct of the Council's financial affairs. If this Councillor and the Clerk are unable to agree on any matter, it shall be brought to the full Council, by way of the Agenda, for Resolution. This Special Responsibility shall be reviewed and confirmed at the Annual Council Meeting (See Para 60, Note 1).

*Notes:*

*(1) No Councillor should be appointed to this Responsibility for more than one consecutive year*

61. Except as provided by statute and these Standing Orders (See Para 45), all accounts for payment and all claims upon the Council shall be laid before the Council.

62. Any Member of Council is entitled to view, at any time and without delay, the full Council accounts, on application to the Clerk. In the absence of any such demand, it shall suffice that the Clerk shall confirm to Council at every Meeting (so that such confirmation is properly recorded in the Minutes of the Meeting) that the Council is operating within its approved Budget (including Contingency but excluding Reserves).

63. The full Audit Report shall be made available to all Councillors on receipt by the Clerk, and all comments and recommendations by the Auditor shall be reported to Council without omission and shall be considered and debated by Council as an Agenda item on receipt without delay.

### DECLARATIONS OF INTEREST

64. "Interest", in this context, is divided into "Personal" and "Prejudicial", as defined below. It may be defined as any matter that lies before the Council, the resolution of which might bring benefit, gain, or loss (either directly or indirectly and not necessarily financial) to any Member of Council (including the Chairman), to their employees or their employer, to any member of their family, or to a close friend. Whilst anyone may

properly suggest to a Councillor (including the Chairman) that an "Interest" on their part might exist, an actual declaration of "Interest" is a personal matter and Council may not intrude further or interfere in the decision of the person concerned (See Para 70, Note 1).

65. The definitions of "Personal" and "Prejudicial" Interest are as follows:-

- a. Personal Interest: Interest, as defined in para 69 above, that does not contain financial considerations.
- b. Prejudicial Interest: Interest, as defined in Para 69 above, that involves any financial benefit, gain, or loss.

In both cases, the criteria to be applied as to whether or not an "Interest" (either Personal or Prejudicial) should be declared is, "Is the Interest involved sufficient to cause a reasonable person to consider that it would affect, in any way, the judgement or actions of the person concerned?"

66. It is possible for a Councillor to have a minor "Interest" that does not meet the criteria and, where this is the case, they must not declare an "Interest". Where, in the personal opinion of the Councillor concerned, the criteria is met, they must declare an Interest in the matter to be considered. At the same time they must state whether their "Interest" is "Personal" or "Prejudicial" and, in either case, they must explain to Council the reasons that lie behind their declaration.

67. A Councillor declaring a "Personal Interest" in a matter, having made the declaration and having explained the reasons for it, may remain in the Council Chamber, may join in any debate about the matter, and may vote on the issue.

68. A Councillor declaring a "Prejudicial Interest" in a matter, may not debate the matter in question, may not vote upon it, and must leave the Council Chamber before the matter is taken by Council, unless:-

- a. The disability imposed upon the Councillor in question by these sections has been removed by the appropriate department of the Wiltshire Council (See Para 70, Note 2).
- b. The matter relates to a report to Council by a Committee, sub-Committee, or Working Party and is not itself part of a debate or Resolution.
- c. A member of the public is to ask questions of Council on the matter in question, in which case the Councillor concerned may remain to answer, but they must continue as defined above when public intervention has come to a stop (See Para 70, Note 3).

69. The Clerk shall record in a book, to be kept in indefinitely for the sole purpose, particulars of any notice given by any Member of the Council of an "Interest" as described above, and the book shall be available during reasonable hours of any working day for inspection by any Member of Council or by any member of the Parish. Declarations of Interest are also to be recorded in the minutes.

70. If a candidate for any contract or appointment under the Council is to his knowledge related to any Member of, or the holder of any office under the Council, they and the person to whom they are related to shall disclose the relationship in writing to the Clerk. A candidate who fails to do so shall be disqualified for appointment, and, if already appointed, may be dismissed without notice. The Clerk shall report to the Council any such disclosure, where upon a decision will be taken as to what weight to put upon the declared relationship. The Clerk shall make known the content of this Standing Order to every candidate before appointment.

Notes:

*(1) Should any person (whether a Member of Council or a member of the Public) lay a formal complaint (normally to the Standards Board of Wiltshire Council), that any Councillor (including the Chairman) properly should have declared an interest and has failed to do so, the penalties that may be imposed are severe.*

*(2) This may be removed, after application, where the number of Councillors declaring a "Prejudicial Interest" in a matter reduces the remainder to less than 50% of the Council Members.*

*(3) This provision, whilst legally correct, can not apply to Bulford Parish Council as Council Standing Orders preclude members of the public from audience of Council whilst the Council is in Formal Session: it is included in these Standing Orders only in the interests of accuracy*



## **CANVASSING OF A RECOMMENDATION BY MEMBERS**

71. Canvassing of Members of the Council or of any Committee, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. The Clerk shall make known the purport of this Order to every candidate.

72. A Member of the Council or of any Committee shall not solicit for any person any appointment under the Council or recommend any person for such appointment or for promotion; nevertheless, any such Member may give a written testimonial of a candidate's ability, experience, or character for submission to the Council.

73. Standing Orders Nos.71 and 72 shall apply to tenders as if the person making the tender were a candidate for an appointment.

## **INSPECTION OF DOCUMENTS**

74. A Member may inspect any document in possession of the Council or a Committee, and shall be supplied with a copy upon request.

75. All Minutes kept by the Council and by any Committee shall be open for inspection by any Member of Council or by any Member of the Public.

## **UNAUTHORISED ACTIVITIES**

76. No Member of the Council, of any Committee, sub-Committee or Working Party shall, in the name of or on behalf of the Council, issue orders, instructions, or directions to any agency or individual on behalf of Council, unless authorised to do so by the Council, Committee, sub-Committee (as appropriate ( but not Working Party)).

## **ADMISSION OF THE PUBLIC AND PRESS TO MEETINGS**

77. The Public shall be admitted to all meetings of the Council and its Committees and sub-Committees, but may, however, be temporarily excluded by means of the following Resolution: "That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public (including the Press) shall be temporarily excluded and they are instructed to withdraw". Unless it is of itself confidential, the reason for confidentiality must be declared and recorded in the Minutes.

78. The Clerk shall afford to the Press reasonable facilities for taking their report of any proceedings at which they are entitled to be present.

79. If a member of the public interrupts the proceedings at any Meeting, or refuses to comply with the rulings from the Chair, the Chairman may, after warning, order that they be removed from the Council Chamber.

## **CONFIDENTIAL BUSINESS**

80. No employee or contractor or Member of the Council or of any Committee, sub-Committee, or Working party shall disclose to any person not a Member of the Council any business declared to be confidential by the Council, the Committee, sub-Committee, or Working Party as the case may be. Any Member in breach of the provisions of this Standing Order shall be removed by the Council from any Committee, sub-Committee, or Working Party of the Council.

## **LIAISON WITH WILTSHIRE COUNCILLORS AND OTHER AGENCIES**

81. Notice of Meetings, together with Agendas, shall be sent, together with an invitation to attend, to the Wiltshire Councillor for the Division. From time to time and whenever appropriate, representatives of the Police and Military will be invited to attend; whether or not they attend, unless the Council Resolves otherwise, the Clerk will ensure that a copy of all Minutes is supplied to representatives of both authorities.

## **CONTRACTS**

82. Whenever it is the intention of Council to enter into a contract for goods, works, or services, details of the proposal will be submitted for tender to appropriate contractors. However, the Council may waive this requirement if it considers that:-

- a. There are good grounds for doing so.
- b. There will be no financial advantage in the tender procedure.

83. The number and type of contractors who will be invited to tender will be resolved by Council as part of an Agenda item dealing with the subject. However, all Council Members will not become involved in nominating the contractors to be so invited, but this will be left to the discretion of the Clerk and Chairman plus one other nominated Member of Council who will decide between them after consultation with any other appropriate authorities (if they exist).

84. Invitations to tender, in all cases, will be based upon a detailed Specification, professionally prepared if required. Preparation of this Specification will be a separate cost and need not be the subject to its own tender process. The practice of using a contractor to prepare the Specification (who will have the opportunity to tender for the contract in due course) on a basis of no charge if successful in their subsequent tender, is permitted. However, the cost, in the event that they are not successful, must be established beforehand and the basis of the arrangement must be approved by Council by Resolution as an Agenda item.

85. Tenders shall be opened by the Clerk only, in the presence of Council (or of a Committee to which the responsibility may be delegated by Council), on the date specified in the Agenda and not before.

86. Neither the Council nor any Committee, or sub-Committee is bound to accept the lowest tender, provided good reason exists and is identified. If no tenders are received, or if all the tenders are identical, the Council will review the Specification or the list of invitations to tender (or both) or may Resolve to make arrangements for procuring the goods or services or for executing the work directly.

## **DATA PROTECTION AND INFORMATION SECURITY**

87. Council recognises its responsibility to comply with the General Data Protection Regulations (GDPR) which replaces the Data Protection Act 1998. The act regulates the use of personal data. This does not have to be sensitive data; it can be as little as a name and address.

88. The GDPR sets out high standards for the handling of personal information and protecting individuals' rights for privacy. It also regulates how personal information can be collected, handled and used. The GDPR applies to anyone holding personal information about people, electronically or on paper. Council has also notified the Information Commissioner that it potentially holds personal data about individuals. When dealing with personal data, Council staff and any Council members must ensure that:

- a. Data is processed fairly and lawfully
- b. This means that personal information should only be collected from individuals if staff and Councillors have been open and honest about why they want the personal information.
- c. Data is processed for specified purposes only
- d. Data is relevant to what it is needed for
- e. Data will be monitored so that too much or too little is not kept; only data that is needed should be held.
- f. Data is accurate and kept up to date
- g. Personal data should be accurate, if it is not it should be corrected.
- h. Data is not kept longer than it is needed
- i. Data no longer needed will be shredded or securely disposed of.
- j. Data is processed in accordance with the rights of individuals

k. Individuals must be informed, upon request, of all the personal information held about them.

l. Data is kept securely

m. Only staff and Council members can access the data. It cannot be accessed by members of the public.

## STORING AND ACCESSING DATA

89. Council recognises its responsibility to be open with people when taking personal details from them. This means that staff and Council members must be honest about why they want a particular piece of personal information.

90. Council may hold personal information about individuals such as their addresses and telephone numbers. These will be securely kept at the Council Office and are not available for public access. All data stored on the Council Office computers is password protected. Once data is not needed any more, is out of date or has served its use and falls outside the minimum retention time of our document retention policy, it will be shredded or securely deleted from the computer, as is applicable.

91. Council is aware that people have the right to access any personal information that is held about them. If a person requests to see any data that is being held about them

a. They must be sent all of the personal information Council holds about them

b. There must be an explanation of why it has been stored

c. There must be a list of who has seen it

d. It must be sent within 40 days

## CONFIDENTIALITY

92. Council members and staff must be aware that when complaints or queries are made, they must remain confidential unless the subject gives permission otherwise. When handling personal data, this must also remain confidential.

## NOMINATED OFFICER

93. Council will appoint annually a Data Control Officer who will be responsible for overseeing data handling, ensuring that Standing Orders fall in line with the latest regulations and carrying out in conjunction with the Parish Clerk a review of the data held.

94. A procedure outlining the procedure for internal and external electronic communication is at [Appendix 8](#) to this document which will minimise the risk of data breach.

## COUNCIL MEMBERS SPECIAL RESPONSIBILITIES

### ALLOTMENTS, PARKS & CEMETERY

95. Allotments - The Councillor with Special Responsibility for Allotments will be appointed on an annual basis.

96. An Allotment Holders' Meeting will be held in January each year at which allotment holders must be present and at which rules of conduct and associated matters, together with any problems arising during the year, may be discussed. Although any Councillor may attend, Council will be represented at this Meeting by the Councillor with Special Responsibility for Allotments together with the Clerk. Short Minutes will be taken by the Clerk and will be reported to Council at the next Council Meeting.

97. Allotment holders must pay, to the Clerk in cash, their rental charges for the year at this Meeting.

98. The annual rental for an allotment will be set by Council and will be reviewed annually at the Parish Budget Meeting.

99. A copy of the rules applying to the allocation of allotments and the Allotment Contract Agreement is attached at [Appendix 3](#)

100. Parks - The Councillor with Special Responsibility for liaison with the Parish Steward will be appointed on an annual basis. The chosen Councillor will report to the Council on the condition of Parks within the Parish and recommend any repairs or enhancements. They will also present to Council the outcome of the RoSPA report on playground facilities and equipment giving recommendation on the rectification work necessary.

101. Cemetery - The Councillor with Special Responsibility will monitor the condition of the Cemetery. They will be responsible for recommending any repairs or enhancements required.

## HIGHWAYS

102. The Councillor with Special Responsibility for Highways will be appointed on an annual basis. Their duties are to act as first point of contact with the WUC Area Highways Officer, to lead on highways issues through the Report It system and normally represent the Council at the Local Highways and Footways Improvement Group (LHFIG) providing appropriate reports. They are responsible for the management of Traffic Calming Devices in the ownership of the Council, organising the deployment programme and ensuring that their deployment is carried out by personnel who are suitably Street Works trained and authorised. A register of those qualified will be kept by the Parish Clerk.

## TOWN & COUNTRY PLANNING

103. The Councillor with Special Responsibility for Town & Country Planning will be appointed on an annual basis.

104. The Planning Authority for the Bulford Parish is Wiltshire Unitary Council, which discharges its responsibility primarily through Area or Strategic Planning Committees. Parish Councils have the right of audience on Parish matters at these Planning Committees, (Although only Unitary Councillors may vote).

105. The Planning Authority has a statutory obligation to notify Parish Councils of Planning Applications that fall within their Parish and to afford them the opportunity to comment on any application.

106. For reasons connected to the planning cycle and since Council, in law, may not delegate powers other than to a full Committee or to an appointed Officer, Bulford Parish Council appoints a Council Planning "Officer without Remuneration" from amongst its Members.

107. An explanation of the Procedure and Sequence of Events as applied to planning applications is given in [Appendix 9](#).

## PARISH STEWARD

108. Wiltshire Unitary Council re-introduced the Parish Steward scheme in 2016. The Councillor with Special Responsibility for liaison with the Parish Steward will be appointed on an annual basis.

109. An explanation of the scheme and a description of the duties involved is at [Appendix 10](#).

## RIGHTS OF WAY

110. The Councillor with Special Responsibility for Rights of Way will be appointed on an annual basis. Their duties are to act as first point of contact on Rights of Way, and to lead on issues through the Report It system.

## VILLAGE MAINTENANCE CONTRACT

111. The Councillor with Special Responsibility for the Village Maintenance Contract will be appointed on an annual basis. Their duties are to monitor the performance of the Contractor in terms of delivery and quality and provide a report to Council.

## EVENTS COMMITTEE

112. The Councillors with Special Responsibility for the Bulford Parish Council Events will be appointed on an annual basis. Their duties are to plan and co-ordinate such activities making use of Working Groups as necessary. They are also responsible for ensuring that the activity is delivered within the resource allocated.

## AREA BOARD AND REPRESENTATION AT OTHER BODIES

113. It is normal that the Chairman attends Area Board on behalf of the Council but it may be delegated if deemed appropriate to another Member of the Council (but not the Parish Clerk). The attendee will provide a full report of proceedings with any relevance to Bulford Parish Council. Representation at 'Other Bodies' will be decided based on the Member most qualified to attend on behalf of the Council.

## POLICE LIAISON

114. The Councillor with Special Responsibility for Police Liaison will be appointed on an annual basis. Their duties are to act as first point of contact with the Police Authority, to lead on Police issues and will normally represent the Council at the Neighbourhood Tasking Group (NTG) providing appropriate reports.

## SUPERVISION OF PARISH ACCOUNTS

115. The Councillor with Special Responsibility for Supervision Of Parish Accounts will be appointed on an annual basis. The duties of this office are to monitor the management of the Parish Accounts as described in Para 45b of these Standing Orders.

## CODE OF CONDUCT ON COMPLAINTS

116. The Council shall deal with complaints of maladministration allegedly committed by the Council or by any Officer or Member of the Council in the in accordance with advice given by Wiltshire Unitary Council.

Notes:

*(1) Unless good reason to the contrary exists, this advice will be solicited and given in writing.*

## MEETING WITH CONTRACTORS AND MEMBERS OF THE PUBLIC

117. Parish Councillors and the Parish Clerk must exercise their own judgement when agreeing to meet with Members of the Public or Contractor's and, if in any doubt, to ensure that they are accompanied during the meeting.

## STANDING ORDER MANAGEMENT

### VARIATION, REVOCATION AND SUSPENSION OF STANDING ORDERS

118. Any part of these Standing Orders may be temporarily suspended once in any one calendar year by Resolution for the duration of one Meeting, provided it is legal to do so. A Resolution to permanently add, vary, or revoke a Standing Order shall only be Resolved after debate following publication as an Agenda item in the prescribed way (See Note 1). For this purpose only, a Quorum shall be not less than 75% of the Members of the Council at the time (rounded to the nearest whole number) and this Quorum must be unanimous; in the case of a tied vote, the Chairman shall exercise a vote in addition to his ordinary vote in the normal way.

Notes:

*(1) Editorial amendments (that do not alter the meaning of the written word) and amendments that are required by law or by alterations to Wiltshire Council procedures shall be made to these Standing Orders and Procedures by the Clerk in conjunction with the Chairman without Council debate or Resolution. The Clerk or Chairman must inform Council at the earliest opportunity of changes brought about in this way.*

## PUBLICATION AND DISTRIBUTION OF STANDING ORDERS

119. It is the responsibility of the Clerk to ensure that a copy of these Standing Orders is made available to each Member of Council at the time of the Member's Declaration of Acceptance of Office.

120. A statement as to the existence of these Standing Orders will be permanently published on the Parish Notice Boards and a copy will be made available to any member of the Public on request, at a charge to cover the cost (the cost to be determined by Council). A copy of the Standing Orders will also be posted on the Council website.

## BULFORD PARISH COUNCIL

### JOB SPECIFICATION OF THE CLERK TO THE COUNCIL

#### GENERAL

1. The Clerk is the servant of the Council, whose duty and loyalty in all matters relating to Council business are towards the Council and its Members. Whilst the Chairman of the Council exercises direct supervision of their work, and is responsible for the conduct of Council meetings and the implementation of Council priorities, the Clerk serves all Members of the Council equally and must respond to individual Members' requests. Nevertheless, they are the officially appointed Officer to the Council and, as such, have certain statutory responsibilities that cannot be denied or interfered with in any way. Should the Clerk feel that they cannot discharge these statutory responsibilities or that the will of the Council is being denied or frustrated in some way, they have a duty to report the matter to the Council for resolution.
2. The Parish Clerk is responsible to the Council through the Chairman for advice on Local Council procedures, administration, and law as described by the current version of "Local Council Administration in English Parishes and Welsh Communities", by Charles Arnold-Baker. When doubts or the need for interpretations arise, it is their responsibility to obtain advice from appropriate officers of the Association for Local Councils, with whom they are required to maintain a working relationship.
3. The Parish Clerk is required to have a good knowledge of the organisation and departmental responsibilities of Wiltshire Unitary Council and for establishing liaison, maintaining good working relationships with its Officers. They are also required to establish and maintain good working relationships with the Clerks to the Councils of neighbouring Parishes.

#### SPECIFIC DUTIES

##### MEETINGS, MINUTES, AND AGENDAS

4. The Parish Clerk is responsible for the preparation and distribution of the minutes of all meetings of the Council, and, unless specifically excused, of the meetings of the Council Committees that may be constituted from time to time. This duty includes attendance at informal meetings with the representatives of other organisations, and the taking of notes of what transpires, both as a record and as a basis for briefing Council at a later date. This duty also extends to the Annual Parish Meeting.
5. In conjunction with the Chairman, the Parish Clerk is responsible for the preparation, distribution, and publication, as required by law, of Agendas (together with associated correspondence and briefs) for all Council Meetings. This duty also extends to the Annual Parish Meeting.

##### CORRESPONDENCE

6. The Parish Clerk is to release all official correspondence as required by either the Chairman, by any Councillor with a designated Special Responsibility, or by the Council itself. All correspondence must be dealt with expeditiously and in any case within seven days. In a case where correspondence is received that the Chairman considers should be held over for more than two weeks for Council consideration, the Parish Clerk is responsible for the prompt dispatch of a holding reply to the originator.
7. To maintain a simple register of action required, action taken, and outgoing letters requiring reply.
8. To ensure that follow up action is taken on any outgoing letters requiring reply, to which there has been no response within 21 days.
9. To make a formal report to the Council at each Meeting of the present status.
10. To ensure that the Council Chairman, Committee Chairman, or any Councillor with Special Responsibility, as appropriate, is kept informed of important developments and occurrences that may take place between Council Meetings.

## PLANNING

11. To ensure that, in accordance with Council Standing Orders & Procedures, the immediate distribution of all planning applications, that are received from Wiltshire Unitary Council Planning Department for statutory comment by Council, to all Councillors so that they may call in an application for consideration by Council.
12. To carry out, in conjunction with the Councillor with Special Responsibility for Planning, the processing (within the 21 day limitation) of all such applications whenever applications are not called in.

## FINANCIAL

13. The Parish Clerk will conduct of the Council's financial affairs, to include the following:
  - a. To act as "Responsible Financial Officer" to the Council, within the meaning of the term as required by audit regulations.
  - b. To prepare an annual budget, for presentation by the Chairman, so that the Council may decide on the Precept required and on the sums to be allocated to each separate heading and with respect to the identified Financial Risk.
  - c. To carry out the general maintenance of the Council's bank account, and ensure that the account never becomes overdrawn.
  - d. To ensure that Council's designated Reserves do not become committed without a specific Resolution by the Council itself.
  - e. To carry out prompt payment, (consistent with the maintenance of low bank charges) of all invoices raised against Council, after approval by the Council.
  - f. To Supervise expenditure against Budget, and confirmation to the Council at every Meeting that the Council is operating within Budget. In this respect, they are also required to give a verbal statement as to the reconciled bank balance(s) in any Council bank account(s).
  - g. To prepare the Council's accounts for annual audit in the form laid down by the Audit Commission.
  - h. To Supervise the Insurance Cover required by Council and the responsibility for advising Council as to the most appropriate form and degree of cover required.
  - i. To be responsible for controlling and accounting for all monies received and returned as part of the hiring process for the Village Hall.

## VILLAGE HALL

14. The Clerk will carry out the duties of Line Manager to the Caretaker of the Village Hall. They are directly responsible to Council for:-
  - a. Supervising of the Village Hall Caretaker and Standby Caretaker in their duties as laid down in his Job Description.
  - b. To carry out all financial transactions relating to the Village Hall.
  - c. To report to Council, at the earliest opportunity, any irregularity, abuse, or damage to the Hall and the Recreation Ground that is considered to be beyond their competence or authority to correct. In this respect, any urgent matter is to be reported to the Chairman for their ruling in the interim, until the matter can be reported and decided by the Council.
  - d. To act as nominated, personal responsibility for the issue of the Public Entertainment Licence, as well as responsibility for liaison with Environmental Health
  - e. To lead on matters regarding Fire Safety Precautions, liaising with the appropriate authority to ensure that an annual fire inspection is carried out. The Parish Clerk is also responsible for the submission to Council of the authority's recommendations, the monthly fire safety checks, and the maintenance of the Register.



f. To maintain an Accident Book for the record of all accidents that may occur to any person within the Hall or within the area surrounding the Hall.

g. To organise the Portable Application Testing (PAT) of equipment held in the Village Hall ensuring that this is carried out by a certified individual or contractor, and that a register of this equipment and its testing is maintained.

#### HIRINGS

15. With regard to Hirings you are responsible for:

a. Ensuring that the Online Booking Procedure has been completed and the Hirer has read and understood the Terms and Conditions of the Hire and taking the non-refundable Booking Fee (presently £12).

b. Ensuring that all new Hirers are given a full Induction by the Caretaker or Standby Caretaker in accordance with the instructions contained in the briefing document [Appendix 11](#) to Bulford Parish Council Standing Orders.

*Note:*

(1) The Online Booking Procedure can be found on <https://www.bulfordparishcouncil.co.uk/villagehall>

#### MISCELLANEOUS

16. Responsibility, as may be designated by Council from time to time, for the supervision of any new or existing contracts to which Council may be a party.

17. The Parish Clerk will also have the following miscellaneous duties:

a. To supervise any Additional Employees, if appointed by Council.

b. To maintain any Statutory Registers including the "Acceptance of Office" Register.

c. To maintain the Registers for any Parish Trusts that may exist for the administration of Parish land.

d. To maintain the Register of Members' Interests.

e. To maintain the Register of Allotments and the timely receipt of all rents for credit to the Council's account.

f. To maintain a register of Parish Council Members who are Street Works trained.

18. Although the Parish Council does not have membership of these bodies, the Parish Clerk will be expected to attend where appropriate, as the representative of the Council, the Conferences of the Association of Local Councils, the Society of Local Council Clerks, and other similar and relevant bodies.

CARETAKER TO BULFORD VILLAGE HALL  
JOB SPECIFICATION

GENERAL

1. The Line Manager for the Caretaker is the Parish Clerk who is directly responsible in turn to the Parish Council. You are to take all instructions from them and, in the first instance, must refer any area of doubt that you may have in the course of your duties to them for a decision. You are to adhere to the latest guidance as given by the Health and Safety Executive on the Manual Handling and Storage and Disposal of Materials (See Note 1).

*Note:*

(1) The guidance can be found on [www.hse.gov.uk](http://www.hse.gov.uk).

2. The following General Duties are to be carried out:

- a. You must keep the Lobby area clean and maintained to a good standard at all times.
- b. You will be issued with the keys to the Hall and you must ensure that these are kept secure and neither lent nor otherwise entrusted to any other person, other than someone who may be carrying out your duties temporarily, when specifically authorised by the Parish Clerk. You must check the smooth operation of all external locks and other security devices and report any defects to the Parish Clerk without delay.
- c. You are to familiarise yourself with the locations and operation of the stop cock for the water main, the fuse board and electrical main's switch, and the stop cock for the gas supply, so that you are able to turn or switch off any or all of these services in the event of an emergency.
- d. You must familiarise yourself with the operation of the central heating and for its settings so that you may control it in accordance with the instructions of the Parish Clerk. You may not alter the settings without authority of the Parish Clerk except in an emergency (such as a sudden freeze during the night) when you must inform the Parish Clerk as soon as possible thereafter.
- e. You must visually inspect both the inside and the outside of the Hall and its immediate surrounding area not less than twice a week for any potential hazards, for damage (including graffiti), for litter and for general appearance. Anything that, in your judgement, requires action other than by yourself, must be reported to the Parish Clerk without delay.

CLEANING AND MAINTENANCE

3. The following are to be cleaned weekly:

- a. All lavatories, basins, sinks, and floors.
- b. Kitchen work surfaces, oven (if used) sinks, and floor. Clean tea towels to be provided weekly or after each hiring.
- c. Committee Room dusted, vacuumed, and sink area cleaned.
- d. Changing Rooms and Referee's Room, dusted, vacuumed, and showers and basin areas cleaned.
- e. Main Hall, dusted, vacuumed and all internal bins emptied and cleaned.
- f. An inspection of the Recreation Ground for Debris and in particular Broken Glass.
- g. Refuse is to be placed at the Hall gate on Monday evenings for collection by the authorities on Tuesday mornings and taken back to the Village Hall as soon as it has been collected.

4. The following are to be cleaned monthly:
  - a. All kitchen equipment, oven, hob, fridge, utensils, and crockery to be checked for wear and tear and breakage, and cleaned as necessary. Damage must be reported to the Parish Clerk without delay.
  - b. Main Hall floor cleaned and buffed.
5. Every Three Months: kitchen fridge to be defrosted and cleaned.
6. Every Six Months: all windows to be cleaned internally.

#### SECURITY AND ASSOCIATED DUTIES

7. The following Security Duties are to be carried out:
  - a. You must ensure that the Hall is securely locked, that alarms are set and functioning correctly, the central heating is operating and correctly set, and that the external security lighting is operating correctly whenever the Hall is to be left empty and unattended (particularly at nightfall). Any malfunction must be reported immediately to the Parish Clerk, or, if they are not available, to the Chairman or Vice Chairman, or failing that, to any Councillor who may be available.
  - b. You are to inspect all Fire Equipment in the Hall for visual damage and ensure that all equipment is in its proper place. Any visual damage must be reported to the Parish Clerk as soon as possible. You are also to carry out quarterly battery checks on fire detecting equipment.

#### HIRINGS

8. With regard to Hirings you are responsible for:
  - a. Ensuring that all hiring procedures are carried out in accordance with guidance from the Parish Clerk.
  - b. Carrying out a full Induction in accordance with the instructions contained in the briefing document [Appendix 11](#) to Bulford Parish Council Standing Orders).
  - c. Meeting with the Hirer at the Hall before the time of the hire. Together with the Hirer, inspecting the Hall for damage, after which the Hirer must sign the Defects Book to confirm that there is no damage other than that noted in the book and that the hall is in good order.
  - d. Reminding the Hirer that they may be liable (pending a decision by the Parish Council) if damage occurs during the period of the Hiring or if there is an unauthorised over-run of the hired period.
  - e. On completion of the Hiring, or at an agreed later time (no new Hiring may take place during any time gap), together with the Hirer, you must note any time over-run and inspect the Hall for damage and report this to the Parish Clerk. (See Note 1).

*Notes:*

*(1). Any damage caused by the Hirer, that in your judgement constitutes an emergency, must be reported without delay to the Parish Clerk.*
  - f. From time to time you may be required (with adequate warning) to be on site during the course of a Hiring to ensure that a function is conducted in an orderly manner and the behaviour of the hirer is not detrimental to the site or facilities.
  - g. The hire fee includes one hour either side of the booking period for setting up and clearing away. Additional setting up time in excess of 1 hour is to be reported to the Parish Clerk. If the Hall is free the evening before a wedding, the hirer may have access to decorate the hall at no extra cost.
  - h. You must exercise your own judgement when meeting with hirers of the Village Hall or when they are investigating a breach of behaviour by members of the public: When, in their opinion, there is any risk of argument that might lead to violence, to seek assistance from a member of Council or the Police

i. All Hirers must be made aware at the time of Induction that when an accident occurs they must enter the details into the Accident Book (maintained by you in accordance with the Parish Clerk's instructions) and, that complaints or claims will not be entertained unless they are entered at the time of the accident and drawn to the attention of yourself when the Hall is handed back after the hiring. You are responsible for reporting any accidents to the Parish Clerk as quickly as is justified by the seriousness of the accident.

#### DELIVERIES

9. You are responsible for taking delivery of any letters, stores, or other goods that are intended solely for the administration of the Village Hall, for unpacking them and for their safe storage.

#### FURNITURE

10. You are required to move and arrange within the Hall such items of Village Hall furniture as may be required but with due regard to current Health & Safety and Lifting & Handling regulations. If you require help, you should inform the Parish Clerk.

#### CLEANING MATERIALS

11. You must liaise with the Parish Clerk where cleaning materials are concerned. You must ensure that domestic cleaning machinery and equipment is maintained in a clean and usable condition and must report any defects as they arise to the Parish Clerk.

#### ELECTIONS

12. You must comply with instructions from the Parish Clerk with regard to arranging the necessary facilities for the Village Hall to be used as a Polling Station if this is required by a Returning Officer.

STANDBY CARETAKER TO BULFORD VILLAGE HALL  
JOB SPECIFICATION

GENERAL

1. The Standby Caretaker is under the direction of the Parish Clerk who is directly responsible in turn to the Parish Council. You are to take all instructions from them and, in the first instance, must refer any area of doubt that you may have in the course of your duties to them for a decision. You are to adhere to the latest guidance as given by the Health and Safety Executive on the Manual Handling and Storage and Disposal of Materials (See Note 1).

Note:

(1) The guidance can be found on [www.hse.gov.uk](http://www.hse.gov.uk).

2. The following General Duties are to be carried out:

- a. You must keep the Lobby area clean and maintained to a good standard at all times.
- b. When required you will be issued with the keys to the Hall and you must ensure that these are kept secure and neither lent nor otherwise entrusted to any other person, other than someone who may be carrying out your duties temporarily, when specifically authorised by the Parish Clerk. You must check the smooth operation of all external locks and other security devices and report any defects to the Parish Clerk without delay.
- c. You are to familiarise yourself with the locations and operation of the stop cock for the water main, the fuse board and electrical main's switch, and the stop cock for the gas supply, so that you are able to turn or switch off any or all of these services in the event of an emergency.
- d. You must familiarise yourself with the operation of the central heating and for its settings so that you may control it in accordance with the instructions of the Parish Clerk. You may not alter the settings without authority of the Parish Clerk except in an emergency (such as a sudden freeze during the night) when you must inform the Parish Clerk as soon as possible thereafter.
- e. You must visually inspect both the inside and the outside of the Hall and its immediate surrounding area for any potential hazards, for damage (including graffiti), for litter and for general appearance. Anything that, in your judgement, requires action other than by yourself, must be reported to the Parish Clerk without delay.

CLEANING AND MAINTENANCE

3. If there is an extended period of substitution for the Caretaker the following are to be cleaned weekly:

- a. All lavatories, basins, sinks, and floors.
- b. Kitchen work surfaces, oven (if used) sinks, and floor. Clean tea towels to be provided weekly or after each hiring.
- c. Committee Room dusted, vacuumed, and sink area cleaned.
- d. Changing Rooms and Referee's Room, dusted, vacuumed, and showers and basin areas cleaned.
- e. Main Hall, dusted, vacuumed and all internal bins emptied and cleaned.
- f. An inspection of the Recreation Ground for Debris and in particular Broken Glass.
- g. Refuse is to be placed at the Hall gate on Monday evenings for collection by the authorities on Tuesday mornings and taken back to the Village Hall as soon as it has been collected.

4. If there is an extended period of substitution for the Caretaker the following are to be cleaned monthly:
  - a. All kitchen equipment, oven, hob, fridge, utensils, and crockery to be checked for wear and tear and breakage, and cleaned as necessary. Damage must be reported to the Parish Clerk without delay.
  - b. Main Hall floor cleaned and buffed.
5. If there is an extended period of substitution for the Caretaker then every Three Months: kitchen fridge to be defrosted and cleaned.
6. If there is an extended period of substitution for the Caretaker then every Six Months: all windows to be cleaned internally.

#### SECURITY AND ASSOCIATED DUTIES

7. The following Security Duties are to be carried out:
  - a. You must ensure that the Hall is securely locked, that alarms are set and functioning correctly, the central heating is operating and correctly set, and that the external security lighting is operating correctly whenever the Hall is to be left empty and unattended (particularly at nightfall). Any malfunction must be reported immediately to the Parish Clerk, or, if they are not available, to the Chairman or Vice Chairman, or failing that, to any Councillor who may be available.
  - b. You are to inspect all Fire Equipment in the Hall for visual damage and ensure that all equipment is in its proper place. Any visual damage must be reported to the Parish Clerk as soon as possible. If there is an extended period of substitution for the Caretaker you are also to carry out quarterly battery checks on fire detecting equipment.

#### HIRINGS

8. With regard to Hirings you are responsible for:
  - a. Ensuring that all hiring procedures are carried out in accordance with guidance from the Parish Clerk.
  - b. Carrying out a full Induction in accordance with the instructions contained in the briefing document [Appendix 11](#) to Bulford Parish Council Standing Orders).
  - c. Meeting with the Hirer at the Hall before the time of the hire. Together with the Hirer, inspecting the Hall for damage, after which the Hirer must sign the Defects Book to confirm that there is no damage other than that noted in the book and that the hall is in good order.
  - d. Reminding the Hirer that they may be liable (pending a decision by the Parish Council) if damage occurs during the period of the Hiring or if there is an unauthorised over-run of the hired period.
  - e. On completion of the Hiring, or at an agreed later time (no new Hiring may take place during any time gap), together with the Hirer, you must note any time over-run and inspect the Hall for damage and report this to the Parish Clerk. (See Note 1).

#### *Notes:*

*(1). Any damage caused by the Hirer, that in your judgement constitutes an emergency, must be reported without delay to the Parish Clerk.*

- f. From time to time you may be requested (with adequate warning) to be on site during the course of a Hiring to ensure that a function is conducted in an orderly manner and the behaviour of the hirer is not detrimental to the site or facilities.
- g. The hire fee includes one hour either side of the booking period for setting up and clearing away. Additional setting up time in excess of 1 hour is to be reported to the Parish Clerk. If the Hall is free the evening before a wedding, the hirer may have access to decorate the hall at no extra cost.
- h. You must exercise your own judgement when meeting with hirers of the Village Hall or when they are investigating a breach of behaviour by members of the public: When, in their opinion, there is any risk of argument that might lead to violence, to seek assistance from a member of Council or the Police

i. All Hirers must be made aware at the time of Induction that when an accident occurs they must enter the details into the Accident Book (maintained by you in accordance with the Parish Clerk's instructions) and, that complaints or claims will not be entertained unless they are entered at the time of the accident and drawn to the attention of yourself when the Hall is handed back after the hiring. You are responsible for reporting any accidents to the Parish Clerk as quickly as is justified by the seriousness of the accident.

#### DELIVERIES

9. If there is an extended period of substitution for the Caretaker you will responsible for taking delivery of any letters, stores, or other goods that are intended solely for the administration of the Village Hall, for unpacking them and for their safe storage.

#### FURNITURE

10. You are required to move and arrange within the Hall such items of Village Hall furniture as may be required but with due regard to current Health & Safety and Lifting & Handling regulations. If you require help, you should inform the Parish Clerk.

#### CLEANING MATERIALS

11. You must liaise with the Parish Clerk where cleaning materials are concerned. You must ensure that domestic cleaning machinery and equipment is maintained in a clean and usable condition and must report any defects as they arise to the Parish Clerk.

#### ELECTIONS

12. If there is an extended period of substitution for the Caretaker you may be asked to comply with instructions from the Parish Clerk with regard to arranging the necessary facilities for the Village Hall to be used as a Polling Station if this is required by a Returning Officer.

#### RULES APPLYING TO THE ALLOCATION OF ALLOTMENTS

1. Only residents of Bulford Parish may apply to the Clerk for the allocation of an allotment; applications must be confirmed in writing and, if, at any one time, the number of applicants exceeds the number of available allotments, a Waiting List will be maintained by the Clerk who will notify the next on the Waiting List as soon as an allotment becomes available.
2. Normally only one allotment per person may be allocated but In the event of there being no Waiting List and one being available, the allocation of an allotment to a second member of a current Holder's family shall be permitted.
3. Should a Waiting list for allotments subsequently develop, this second allotment shall be subject to withdrawal upon one year's written notice.



BULFORD PARISH COUNCIL

ALLOTMENT CONTRACT AGREEMENT

Clerk: Nichola Grove, The Village Hall, Watergate Lane,  
Bulford Village, Wiltshire, SP4 9DY  
Phone: 07598351537

An agreement made this ... day of ...(Month)..., Two Thousand and ..(Year).. between Bulford Parish Council and the Tenant.

It is agreed as follows:

1. The Council agrees to let and the Tenant agrees to take the allotment garden (up to a maximum of two) specified below on a yearly tenancy from the first day of January..... subject to the terms and conditions specified at a rent of £6 per annum payable on or before the same date in each succeeding year to the Clerk. The allocation of two allotments is no longer an option but at the discretion of the Council a second allotment may be allocated on the strict understanding that should the demand for allotments exceed the availability the Council will terminate the contract for this second allotment at one year's notice. In the event of there being no waiting list and if a vacant allotment is available, the allocation of an allotment to a second member of a current Holder's immediate family may be permitted. However, the same criteria as above will apply should a waiting list for several allotments subsequently develop.

2. Council will hold an Annual Meeting for the collection of rent and informal discussion. Any decisions arising from discussion will be made by full Council and the meeting is not a forum for attack and criticism.

3. Situation of Garden                      Plot No.                      Date of Entry                      Annual Rent (£)

Churchill Ave			
Clayton Rd			
Crescent Road			

4. Terms and conditions

a. The Council shall pay all rates and taxes in respect of the Allotment Garden. However, the Tenant will be responsible for the arrangement, cost and removal of any infestation of wild life, vermin or swarms within their allotment area.

b. The Tenant shall keep his Allotment garden clean and free from weeds and cultivated in a proper manner.

c. The Tenant shall not sub let or assign or part with possession of the Allotment Garden or any part thereof without authorisation from Council.

d. All proposals for the siting of any building or structure should be agreed by Council and in any case must not exceed six feet by four feet in floor area and six feet six inches to the eaves. External surfaces are to be dark in colour and maintained in good condition by the Tenant to the satisfaction of the Council. Upon vacating the Allotment garden the Tenant is responsible for clearing any building structure and the cost of any work carried out by the Council due the Tenants failure in this respect will be charged to the out-going tenant.

e. The Tenant shall not cause or suffer any nuisance to the occupier of any other Allotment garden and shall keep clean and tidy and in good order the hedges, paths and roads adjoining his garden.

f. The Tenant may bring any dog onto the Allotment garden as long as it is kept under control.

g. Any Tenant wishing to bring livestock onto the garden must first ask the Council who will consider each request individually. Cockerels are not permissible in any circumstance and no livestock will be permitted for commercial gain.

h. The Tenant shall not pilfer, trespass upon, or damage the crops on any other Allotment garden. Any such offence will result in the repossession of the Allotment by the Council.

i. Any agreement involving the supply of water is considered a private arrangement between the allotment holder and the water supplier and as such is, and will remain outside of the Councils jurisdiction.

j. Bonfires: - These may only be lit if the tenant agrees to maintain it subject to the following conditions:-

- (1) that the wind direction is away from localised residents
- (2) that the fire is not left unattended until it has died down
- (3) should any complaint be received from a local resident then the fire must be raked out immediately and the complaint reported to a member of Council as soon as possible. Wilful disregard of any of the bonfire conditions may result in the loss of the tenancy.

k. This agreement may be cancelled with 90 days notice in writing to quit if:-

- (1) the rent is in arrears by more than 40 days.
- (2) the Tenant is not duly observing any of the terms or condition of his tenancy.

*Note: Standard WARNING letters will be issued to tenants if either of these criteria are not met. If for any reason the the situation has not been rectified within the prescribed period then a FINAL WARNING will follow. Examples of the WARNING and NOTICE TO QUIT letters are Annex A to this CONTRACT AGREEMENT.*

Signed by.....  
Clerk to Bulford Parish Council

Date:.....

Signed by .....  
Tenant

Date:.....

Bulford Parish Council Allotments – Standard Warning  
Allotment.....Location.....

Council is aware that you are in contravention of your Allotment Tenancy Agreement for the following reasons:

.....  
.....

In accordance with Allotments Contract Agreement, Council requires that this situation is rectified within 30 days of receipt of this communication.

If there are any mitigating circumstances why you are unable to comply with this requirement you are to contact the Parish Clerk.

Clerk to Bulford Parish Council  
Telephone: 07598 351537

Bulford Parish Council Allotments – Final Warning  
Allotment.....Location.....

Post the Standard Warning you will have received, Council is aware that you are still in contravention of your Allotment Tenancy Agreement for the following reasons:

.....  
.....

As you have not provided evidence of any mitigating circumstances why you are unable to comply with the Tenancy Agreement, then Council requires under this FINAL WARNING that unless this situation is rectified within a further 30 days of receipt of this communication, formal Notice to Quit procedure will be initiated.

Clerk to Bulford Parish Council  
Telephone: 07598 351537

Bulford Parish Council Allotments – Notice to Quit  
Allotment.....Location.....

You remain in contravention of your Allotment Tenancy Agreement for the following reasons:

.....  
.....

This communication is your formal Notice to Quit In accordance with Allotments Contract Agreement. You will have 90 days to remove any plants, temporary buildings and personal items from the allotment. You are requested to inform the Parish Clerk when you have cleared the site.

BULFORD PARISH COUNCIL

ORDINARY COUNCIL MEETINGS

ORDER OF BUSINESS

1. PRELIMINARY BUSINESS

- a. All those Councillors Present, those In Attendance, And Councillors Absent With and Without Apology to be listed
- b. To receive such Declarations of Acceptance of Office (if any) as are required by law to be made, or, if not then received, to decide when they shall be received. No appointment under Council and no election or co-option to Council may act until the Declaration and Acceptance of Office is complete.

2. COUNCIL IN INFORMAL SESSION

At every Council Meeting, other than the Annual Council Meeting, a period shall be set aside at the beginning for representatives of other authorities, and Members of the Public (who may be present) to address the Council on any matter. The duration for this facility shall be at the discretion of the Chairman and shall depend upon the number of people present who wish to speak, the importance of the subject matter under discussion, and the amount of business that the Council has on the Agenda. Under normal circumstances the period set aside for this purpose shall be not less than 20 minutes.

3. COUNCIL IN FORMAL SESSION

Once the Council has moved into Formal Session, no-one may have audience of the Council other than the Members. Therefore, it follows that reports from or discussion with representatives from other bodies (eg County, Police, or Military) must also be dealt with whilst the Council is in Informal Session. However, at the discretion of the Chairman, during Formal Session information may be sought from someone present who may have specialist knowledge but who is not a Member of the Council, provided that person does not enter into any sort of debate or seek to influence the Council in any way.

a. Approval of the Minutes

The Draft Minutes of the previous Meeting must be Proposed, Seconded, and Resolved to be a true record of proceedings or, alternatively, amended. No debate may take place except upon their accuracy. Once Resolved to be a true record, the Minutes shall be signed as such by the person presiding over the Meeting.

b. Matters Arising from the Minutes

Any Matter Arising that requires unbudgeted expenditure may not be decided upon at this point but must be referred to a subsequent Agenda

c. To receive Members' Declarations of Interest (Paras 64 to 70 of the main document refers).

d. Co-option of a new Member

e. Chairman's Report

f. Clerk's report on Finance and Correspondence

g. Reports by Councillors with Special Responsibilities including Representation on and Attendance at Other Bodies (See Note 1).

h. Standing Agenda Items

i. Other Agenda Items

j. Date of Next Meeting

Notes:

*(1) These reports are intended to be short, relevant reports by the appointed Councillors of occurrences that have taken place within their Specialities since the last Meeting; they may not be used as a means of introducing new business.*

BULFORD PARISH COUNCIL

TRANSITIONAL AND ANNUAL COUNCIL MEETINGS

ORDERS OF BUSINESS

TRANSITIONAL COUNCIL MEETINGS

1. PRELIMINARY BUSINESS

As for Ordinary Council Meetings

2. COUNCIL IN INFORMAL SESSION

As at Ordinary Council Meetings, there is a period set aside to allow for reports by official organisations and Representatives from Other Bodies. Members of the Public may attend but they may not speak at this Meeting.

3. COUNCIL IN FORMAL SESSION

a. Approval of the Minutes

b. Matters Arising from the Minutes

c. To receive Members' Declarations of Interest

d. Co-option of a new Member

e. Chairman's Report

f. Clerk's report on Finance and Correspondence

g. Reports by Councillors with Special Responsibilities including Representation on and Attendance at Other Bodies

4. Chairman closes the Transitional Council Meeting and moves on to the Annual Council Meeting

ANNUAL COUNCIL MEETINGS

1. COUNCIL IN FORMAL SESSION

a. To elect a Chairman

b. To elect a Vice-Chairman

c. Chairman's Report (if the newly elected Chairman so wishes)

d. Review of Councillors' Special Responsibilities including Representation on and Attendance at Other Bodies.

e. Review of appointment of the Council Planning Officer without Remuneration and delegation of powers.

f. To inspect (or to arrange inspection of) any Deeds and Trust Documents relating to Council.

h. Standing Agenda Items

i. Other Agenda Items

j. Date of Next Meeting

ACKNOWLEDGEMENT OF APPOINTMENT TO A COMMITTEE OF MANAGEMENT

1. I acknowledge and accept that, by virtue of my appointment to Bulford Parish Council, I am also appointed to the Management Committees of the Parish Trusts for the sites known as “The Nine Mile River Site” and “Ragged Robin Copse”.

2. I declare that I am not a registered bankrupt, have no criminal record, nor am I ,otherwise, incapacitated from acting.

Signed

.....  
(AN Other)

Date:.....

In the Presence of:

.....  
Clerk to the Council

Date.....

BULFORD PARISH COUNCIL  
LIST OF DEEDS & TRUSTS

**RECREATION GROUND**

1.	26 September	1938	Agreement to sell - Mrs J M Seymour
2.	22 November	1938	Confirmation of agreement to sell – Mrs J M Seymour
3.	19 September	1939	Conveyance of hand – J M Seymour
4.	18 August	1939	Official search
5.	05 February	1940	Trower, Still & Keeling costs £74.55
6.	Various Dates		Schedule of Deeds and Documents of Title (Various)
7.	June	1968	Statutory Declaration regarding Watergate Lane
8.		1972	Epitome of the Title
9.	05 October	1972	Conveyance of Plot 1074 to Vallis & Mathews £12750.00
10.	19 – 26 July	1972	Valuation consent and outline building permission for above (Plus Copy)
11.	29 January	1979	Conveyance of plot to Mr & Mrs Flint £6000.00 (Plus Copy)
12.	18 September	1978	Release from stipulation No 2 of conveyance
14.	08 August	1978	Consent of sale of plot to Mr & Mrs Flint
15.	21 May	2002	Trust Deed and copy for Recreation Ground (Plus Copy)
16.	2000 -2003		Letters/replies from Bonallack & Bishop regarding addition to Trust Deed
17.	24 June	1920	Various leases re Seymour Farm
18.	05 October	1938	Abstract of Title – J M Seymour
19.	18 October	1966	British Railway sale to D J Street

**CHURCH PATH AND CEMETERY**

1.	08 August	1974	Conveyance of additional land for cemetery
2.	65/70/77		Agreements for tenancy of allotment (3 off)
3.	08 August	1974	Two copies of Registration and Charges
4.	No Date		One copy of Section X1V Act 1842
5.	12 October	1983	Deed of Grant (footpath right-of-way St Leonards)

**LEAZE PLAY AREA**

1.	08 October	1969	Original lease
2.	01 May	1991	Renewal lease
3.	Not Dated		Surrender of lease dated 01 May 2001(2 Copies)
4.	2000/2002		13 letters regarding the surrender of the lease

**ALLOTMENTS**

1.	24 July	1975	Original lease for Churchill Avenue (Swattons Close)
2.	06 April	1978	Original lease for Clayton Road and Meadow Road
3.	21 September	1981	Agreement lease for Churchill Avenue (Swattons Close)
4.	13 July	2003	Letter from Legal & Property Services
5.	14 November	2003	Memo from Legal & Property Services

**RAGGED ROBIN COPSE**

1.	05 December	1991	Certificate of official search
2.	13 July	1992	Land Registry and Conveyance
3.	17 August	1992	Certificate of the Result of the Search.(18 pages)
4.	28 August	1992	List of documents sent to Land Registry (2 copies)
5.	05 October	1992	Completion of registration
6.	31 July	1992	Epitome of Title (41 pages)
7.	01 March	1995	Trust Deed
8.	03 March	2002	Letters of complaint from Mr Flint re Orchard End House (2 pages)

**WATER STREET (PARKING AREA)**



1. 06 October 1992 Conveyance from State of Defence to Kenney
2. 09 June 1997 Property Register to BPC (3 Pages) No transfer

### **WATER STREET (SEAT AREA)**

1. 29 March 1994 Transfer of part original and one copy
2. 11 April 1994 Property Register (3 pages and map)

### **NINE MILE RIVER SITE**

1. 11 May 1990 Licence from Secretary of State for Defence (copy of letter)
2. 13 June 1991 Licence from Secretary of State for Defence (copy of letter)
3. 13 June 1997 Licence from Secretary of State for Defence
4. 29 April 1998 Land Registry and Conveyance
5. 30 March 1999 Trust Deed original (1 duplicate, 2 copies)
6. Various Dates 2002 Four letters regarding track rear of Meadow Road

### **LIGHTING AND WAYLEAVE AGREEMENTS**

1. 11 November 1931 Original consent for J M Seymour
2. 07 June 1968 Supplemental Wayleave Agreement from Church to Churchill Avenue
3. 23 October 1968 Wayleave consent across Recreation Ground
4. 06 March 1969 Supplemental Wayleave Agreement Coach Road, Church Lane
5. 12 September 1985 Agreement to carry out work - £11,102.06

### **NEW VILLAGE HALL**

1. No Date 1972 Schedule of Deeds & Documents of Title
2. 31 July 1975 Agreement for Minor Building Works
3. 28 October 1976 Certificate of the Result of the Search
4. Various Schedule to Permission 94 )ff 1973 - 1982
5. 25 May 1979 Wessex Water Supply Agreement
6. Various Sports Pavilion Drawing and Subsequent Alteration

### **SITES FOR BUS SHELTERS**

1. 03 October 1973 Agreement Marne Road
2. 03 October 1973 Agreement Tidworth Road
3. 08 November 1971 Agreement Bulford Road
4. 28 April 1995 Agreement Salisbury Road

## ELECTRONIC MAIL AND INFORMATION HANDLING.

### Email Addresses

The following email addresses are centrally controlled within the Parish Council:

Address	Owner	Function
<a href="mailto:clerk@bulfordparishcouncil.co.uk">clerk@bulfordparishcouncil.co.uk</a>	Parish Clerk	External And Internal Communication
<a href="mailto:caretaker@bulfordparishcouncil.co.uk">caretaker@bulfordparishcouncil.co.uk</a>	Caretaker	Internal Communication
<a href="mailto:caretaker-sb@bulfordparishcouncil.co.uk">caretaker-sb@bulfordparishcouncil.co.uk</a>	Standby Caretaker	Internal Communication
<a href="mailto:bpctandcplanning@gmail.com">bpctandcplanning@gmail.com</a>	Planning Officer	External Communication For Planning Activity

### External Communication

All formal external communication from and to the Parish Council is to be directed through the Parish Clerk except for the purposes of town and country planning. The Parish Clerk will be copied with all planning information sent or received.

Where a member of the Parish Council is to communicate externally then they can either route through the Parish Clerk or by choice if using their personal email address they are not to expose another member of the Parish Councils contact details in that email unless previously agreed. To keep other members of the Parish Council informed of their activity they are to use the Blind Copy facility (bcc). Where a reply has been received to that external communication is deemed to be of substance it is to be either circulated internally to all the members of the Parish Council or routed to the Parish Clerk for that purpose, including any data or attachments received.

### Internal Communication

Internal communication is deemed normal business and a member of the Parish Council can either include fellow councillors in the primary addresses or as copy addressees. It is normal to keep fellow councillors informed of meaningful activity on behalf of the council. For the purposes of internal addressees they are to include all councillors, the Parish Clerk, Army Liaison Officer and the local Wilshire Unitary Councillor.

### Information Handling

An annual review of the contact information and personal details will be carried by the Nominated Data Controller and the Parish Clerk and recommendation for disposal of information no longer required will be placed before Council for ratification.

### BULFORD PARISH COUNCIL SOCIAL MEDIA POLICY

The aim of this policy is to set out a Code of Practice to provide guidance to Parish Councillors, Council employees and others who engage with the Council using online communications, collectively referred to as social media. The Council will ensure that training is provided where necessary for members and employees in connection with this policy.

Social media is a collective term used to describe methods of publishing on the internet.

This policy covers all forms of social media and social networking sites which include (but are not limited to):

- Bulford Parish Council's website
- Facebook, Twitter, Instagram and other social networking sites
- YouTube and other video clips and podcast sites
- LinkedIn
- Blogs and discussion forums
- Email

The use of social media does not replace existing forms of communication.

The principles of this policy apply to Parish Councillors and Council employees and also applies to others communicating with the Parish Council.

Members and employees are to comply with the Information Handling procedure as laid down in Appendix 8 to Standing Orders. Any account used for Parish Council business and correspondence will be subject to any request under the Freedom of Information Act 2000. Members are responsible for ensuring the security of devices, apps and packages used and all devices should be password protected.

The policy sits alongside relevant existing policies which need to be taken into consideration.

The current Code of Conduct applies to online activity in the same way it does to other written or verbal communication.

Individual Parish Councillors and Council employees are responsible for what they post in a Council and personal capacity.

In the main, Councillors and Council employees have the same legal duties online as anyone else, but failure to comply with the law may have more serious consequences.

Council Social media may be used to:

- Distribute agendas, post minutes and dates of meetings
- Receive and administer Village Hall bookings.
- Advertise events and activities
- Promote good news stories with a linked website or press page
- Advertise job vacancies
- Retweet or share information from partner agencies such as Principal Authorities, Police, Library, Health etc.
- Announce new information
- Post or share information from other Parish Council related community groups such as schools, sports clubs, community groups and charities
- Refer resident queries to the clerk and all other Councillors
- Share any other information that is relevant to the community

## CODE OF PRACTICE

When using social media (including email) Parish Councillors and Council employees must be mindful of the information they post in both a personal and Council capacity and keep the tone of any comments respectful and informative.

Online content should be accurate, objective, balanced and informative.

Parish Councillors and Council employees must not:

- Hide their identity using false names or pseudonyms
- Present personal opinions as that of the Parish Council
- Present themselves in a way that might cause embarrassment to the Council
- Post content that is contrary to the democratic decisions of the Parish Council
- Post controversial or potentially inflammatory remarks
- Engage in personal attacks, online fights and hostile communications
- Use an individual's name unless given written permission to do so
- Publish photographs or videos of minors without parental permission
- Post any information that infringes copyright of others
- Post any information that may be deemed libel
- Post online activity that constitutes bullying or harassment
- Bring the Parish Council into disrepute, including through content posted in a personal capacity
- Post offensive language relating to race, sexuality, disability, gender, age, religion or belief
- Conduct any online activity that violates laws, regulations or that constitutes a criminal offence

Publishing untrue statements about a person which is damaging to their reputation is libel and can result in a court action and fine for damages.

This also applies if someone else publishes something libellous on your social media site. A successful libel claim will result in an award of damages against you.

Posting copyright images or text on social media sites is an offence. Breach of copyright will result in an award of damages against you.

Publishing personal data of individuals without permission is a breach of Data Protection legislation and an offence.

Publication of obscene material is a criminal offence and is subject to a custodial sentence.

Councillors' views posted in any capacity in advance of matters to be debated by the Council at a Council or committee meeting may constitute predisposition, predetermination or bias and may require the individual to declare an interest at Council meetings.

Misuse of social media content that is contrary to this and other policies could result in action being taken.

## MONITORING OF ACCOUNTS

The Council's social media accounts will be monitored regularly by the Parish Clerk. Anyone with concerns regarding content placed on social media sites that denigrate Parish Councillors, Council employees or residents together with any content which in their view falls outside the guidance provided in this document should report them to the Parish Clerk.

## PERSONAL USE OF SOCIAL MEDIA

As the use and popularity of social media grows, the lines between what is public and private, personal and professional have blurred. The council respects employees' and councillors' right to personal use of social media.

Councillors and employees not bring the reputation of the council or colleagues into disrepute. Actions which adversely affect the council's reputation may become a matter for the council.

If councillors and employees already use social networks or blogs for personal use, any comments or images should not reflect on the council in a negative manner.

When using social media for personal purposes, councillors and employees must not imply they are speaking for the council. The use of the council email address, council logos or other council identification should be avoided and it should be made clear that what is said is not representative of the views and opinions of the council.

A clear distinction should be made between profiles/postings as an individual or those as a councillor or member of employees. Profiles/postings in relation to council business should be transparent and respectful.

Councillors and employees should comply with other council policies when using social media. For example, do not breach council confidentiality, or the code of conduct. If in doubt, don't post it.

Councillors and employees should be mindful of their privacy settings.

This policy will be updated in the event of further guidance being provided centrally.

## TOWN & COUNTRY PLANNING

### The System within the Planning Authority

1. Within the Planning Authority itself, the authority to deal with Planning Applications is delegated to the professional (non-elected) Planning Officers unless:

- (a). A Wiltshire Unitary Councillor calls an application in for decision.
- (b). One of the Statutory Consultees (e.g. Highways, Environment Agency etc) disagrees with the Planning Officer's recommendation.

2. In the event of either of these events, the Application will be put before the Area Planning Committee for a decision. To give Wiltshire Unitary Councillors the opportunity to object, a Confidential Weekly List of all Planning Applications received is circulated to all Wiltshire Councillors. Parish Councils receive a copy of the Weekly List without the confidential, preliminary advice that Wiltshire Councillors receive from their own Officers. However, the non-confidential version of this List is sufficient for the purposes of the Parish Council.

### The System within Parish

1. The Sequence of Events for dealing with a planning application is as follows:

(a) The Parish Clerk and the delegated Planning Officer will receive notification from the Planning Authority of any new applications pertinent to the Parish. The Parish Clerk is responsible for notifying, without any delay on the day of receipt, all Parish Councillors of the broad details of that application ( See Notes 1 & 2).

*Note:*

1. *Hard copy of planning application documentation is no longer available from the Planning Authority.*
2. *Any Parish Councillor is able to view online the details of the application.*

(b) The delegated Planning Officer is authorised to prepare a recommended response to the application which is circulated to all members of the Parish Council for comment or approval. If no adverse response is received from members of the Parish Council within 5 working days then the delegated Planning Officer is authorised to forward that response on behalf of the Parish Council to the Planning Authority. This procedure is without prejudice to the delegated Planning Officer's right to call in an application.

(c) Any Parish Councillor can call in an application for debate and Resolution. This right has to be exercised as a matter of urgency and within a period of not more than three days from receipt of the Clerk's notification or the right is lost.

(d) In the event of an Application being called it will be taken in to the Agenda of the next scheduled Parish Council Meeting. If the next scheduled Parish Council Meeting is not before the required response date then extension of time will be requested from the Planning Authority (See Note 1). If neither of these arrangements can be made, the Chairman must call an Extraordinary Meeting of the Council to consider the Application so that Council meets its obligations within the stipulated time frame.

*Note:*

1. *This may be possible depending on the the Area Planning Committee Meeting cycle, or there is insufficient Agenda room to allow the particular Application to be tabled.*

### PARISH STEWARD SYSTEM

- a. A sheet is sent out by Wiltshire Unitary Council to all Councils indicating the days in which the Parish Steward will be available in a specific area.
- b. The Parish Steward nominated liaison representative is to complete a list of the top 5 Priority Highway activities post the Parish Council Meeting or after consultation with the members of the Council.
- c. The Top 5 Priorities should be for work on Wiltshire Council highway and with enough detail so the Parish Steward understands the work requirements.
- d. The Parish Steward nominated liaison representative will pass this list directly to the Parish Steward and provide any information and guidance necessary (See Note 1).

*Note:*

*1. The direct relationship between the nominated liaison representative and the Parish Steward has developed and it is quite normal that instructions on the priority and nature of work to be passed verbally.*

- e. The scheme's success will be judged on the usage by town or parish councils with identifying their priorities.

## **REQUIRED INDUCTION PROCEDURE PRIOR TO THE USE OF BULFORD PARISH VILLAGE HALL**

### **INTRODUCTION**

1. Before signing and taking responsibility for the Village Hall, for the purposes of your hire, you must ensure that you undertake this Induction, which will be given by the Caretaker or in his absence by another nominated person (See Note 1).

*Notes:*

*(1) Where shown below, the phrase "if required" is applicable to those approved Regular Hirers of the Village Hall for whom repeated explanation would be superfluous for subsequent hirings.*

### **EMERGENCY EXITS**

2. An explanation of the location and type of Emergency Exits.

### **KEYS**

3. An explanation of the keys you will be receiving (if any) and which facilities they will make available to you.

4. A demonstration (if required) of how to unlock and lock the building and shutters so as to ensure that the building is secure, with all lights and heating switched to the required setting, at the end of the hire period.

### **KITCHEN**

5. An explanation of the layout of the kitchen and where crockery and cleaning materials can be found including directions on the use of cleaning materials.

6. An explanation and demonstration on the use of the gas cooker (if required).

7. The location of kitchen fire fighting equipment and an explanation on its use in an emergency (if required).

8. An explanation of the use of accident book so as to ensure that all necessary entries have been made when handing back the hall after the hire period.

### **MAIN HALL**

9. The location of the cleaning equipment.

10. The location of the chairs and tables. An explanation and demonstration of how to use the chair trolley and how to erect the tables (if required).

11. The location of the fire fighting equipment within the Main Hall and an explanation on its use in an emergency (if required).

12. An explanation that any decorations erected must be removed and are not to leave any lasting damage when removed that might degrade the hall in any way.

### **COMMITTEE ROOM**

13. The facilities that are available in the Committee Room.

14. The location of the fire fighting equipment within the Committee Room and an explanation on its use in an emergency (if required).



**GENERAL**

15. You must be aware of the Terms and Conditions of the Premises License and you must ensure that they are adhered to during your hiring. Whilst you may supply alcohol without charge during your hiring, you may not sell it unless you apply for and can show a Temporary Events Licence in advance of your proposed hiring. For how to apply for this licence, you should visit [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk).

16 . The use of indoor fireworks is forbidden within any part of the Village Hall itself. If you wish to use fireworks outside the Hall but within the perimeter of the Recreation Ground you must have the written permission of the Parish Council in advance of the proposed event, but you should be aware that this is very carefully controlled by Council with a minimum of 4 weeks' notice required. If permission is given by the Council for the use of fireworks in the Recreation Ground, in addition to any restrictions that may be imposed by Council, you will be required to comply with all current Health & Safety Legislation and you must make yourself familiar with any requirements.

17. An explanation and location where all rubbish is to be left at the end of the hire period, particularly if there are multiple bags.

18. You must ensure that all waste bottles, cardboard, and cans are separated from other rubbish.

19. An explanation of the Damages Book and a reminder of the procedure governing your deposit should damage have occurred during your period of hire.

20. An explanation of the use of the Accident Book so as to ensure that all entries are submitted when handing back the hall after the hire period.

*Note:*

*(2). Should you have any other questions you are to ask them at the end of this induction and the Caretaker will note them, together with their resolution on the bottom of this form.*

I agree that all the matters specified above have been fully explained to me and I certify that I will comply with them. I understand that, as the Hirer, I am responsible for the actions of everyone using the Hall and Recreation Ground during the period of my Hire.

Signed .....

Date.....

Print Name.....

Counter-Signed .....  
Caretaker

Date .....

## RECORD OF ADDITIONS, REMOVALS AND MATERIAL CHANGES

### General:

1. The document has been reformatted to allow it to become more readable and usable. The font has been changed throughout to Arial 10.
2. Reference to 'He' and 'Him' has been replaced throughout to make the document gender neutral. All traces of Latin have been replaced with English.
3. A Cover Page, Amendment List, Contents List and List of Appendices have been added. Text Hyperlinks have been used in the Amendment List, Contents List and List of Appendices to allow expedient cross-reference. They have also been added where appropriate throughout the text and Appendices.

*Note: To operate a Hyperlink, hold down the Ctrl key and click the left hand button.*

4. All notes have been placed at the end of a paragraph set with clear cross referencing.

### Material Changes by Paragraph/Appendix

*Note: LH sidebars indicate the location of a change*

5. Para 10h – reference to the Financial Risk Register.
- 6.. Para 12 – Quorum adjusted to three including Chairman.
7. Para 20 Note 1 – Text amended to show the present system (the signature sheet which was Appendix 8 has been removed).
8. Para 43 – Council responsibility for Workplace Pension if requested is stated.
9. Para 58a - reference to the Financial Risk.
10. Para 58c – reference to a Project Business Case.
11. Para 87-91 – Inclusion of Data Protection and Information Security to Standing Orders with cross reference to electronic communication procedure at Appendix 8.
12. Para 95-115 – Rework of Council Members with Special Responsibilities to describe their duties resulting in additional information in Appendix 3, Appendix 9 and Appendix 10.
13. Para 116 – Reference to Wiltshire Unitary Council.
14. Para 117 – Warning statement added in line with recommended amendment.
15. Para 118 – Alignment of Note to be adjacent to subject text.
16. Para 120 – Reference to posting Standing Orders on Website.
17. Appendix 1, Para 11 – Reference to Wiltshire Unitary Council.
18. Appendix 1, Para 14g – Capturing the organization of PAT.
19. Appendix 1, Para 15f – Addition of Street Works Register Maintenance.
20. Appendix 1, Para 16a – Labourers changed to Employees.
21. Appendix 1, Para 17 – Paragraph reworded to clarify the position as regards membership.
22. Appendix 2, Para 1 and Note 1 – Health and Safety Statement.

23. Appendix 2, Para 3f & g – Additional tasks resolved by Council.
24. Appendix 2, Para 7b – Additional task to test batteries.
25. Appendix 2, Para 8a & b – Rewording to check that Form and T&C's are complete and cross reference to Induction Brief.
26. Appendix 2, Para 8i – Direction to Caretaker on the steps to take in the case of a breach of behaviour.
27. Appendix 3 – Rules of Application and Allocation moved from main Standing Order text. Agreement form reworked to include Crescent Road allotments.
28. Appendices 4, 5 & 6 – Purely presentational, no material changes.
29. Appendix 7 – Rewritten to fully report the Deeds, Trusts and Supporting Documents held.
30. Appendix 8 – Introduction of Electronic Mail and Information Handling guidance with reference to Para 87-91 of the Standing Orders.
31. Appendix 9 – Planning Authority System moved from main body of Standing Orders and updated to the methodology applied by the present Council.
32. Appendix 10 – Parish Steward System explained.
33. Appendix 11 – Village Hall Induction Brief included with an amendment at Para 2 to explain the Emergency Exits to hirers.

## ACTIVE STANDING COMMITTEES TERMS OF REFERENCE

### VILLAGE HALL STANDING COMMITTEE

1. **Aim.** These terms of reference describe the role of the Village Hall Standing Committee (VHSC), its structure and objectives and to describe the way that it is to operate.
2. **Background.** Council has now received reports from a Building and Fire Safety survey which has identified a package of rectification and improvement work which will require management. It has therefore been resolved to form a Standing Committee to carry out detailed planning and pass recommendation to Council for decision.
3. **Standing Committee Objectives.** The VHSC will provide the following:
  - A detailed plan of works based on recommended priorities to allow Council to make informed financial, safety and logistical decisions.
  - Day to day management of the works.
  - Recommendations to Council throughout the programme of works if further decisions are required.
  - Regular progress reports to Council.
4. **Committee Meetings.** The VHSC will commence meetings immediately after Council has agreed to its formation and is to meet as frequently as required to enable effective management of the works to be undertaken.
5. **Composition.** The VHSC will consist of 2 members of Council and the Parish Clerk. The Council Chairman and Vice-Chairman are automatically ex-officio members to fall in line with Standing Orders.
6. **Delegation.** The VHSC will receive no delegated decision making powers. It will be for full Council to collectively make all decisions.
7. **Tenure.** The requirement to continue the VHSC will be reviewed by Council annually at the Annual Meeting in line with Standing Orders.