

App Ai POLICE Monthly Crime Report-October 2022 (Bishopsteignton)	2
App Ai POLICE Speedwatch report Oct 22	4
App Aii Cllr. A. MacGregor report 2211	5
App Aiii Cllr. R. Peart report Nov 22	6
App B 2211 Payment Authorisation	7
App C 221031 BANK REC PUBLIC	8
App D Clerks Report - General Update at 04.11.22	10
App E BPC.SOV1807.02 REVISION DRAFT	14
App F DRAFT RISK MANAGEMENT SCHEME 22-23	36



Devon & Cornwall Police

Building safer communities together

Crimes Recorded - 01/10/2022 to 28/10/2022 - JG3J

Offence	Recorded Crime 01/10/2022 to 28/10/2022	Recorded Crime 01/10/2021 to 28/10/2021	Recorded Crime % Difference
Violence with Injury	0	1	-100.0%
Violence without Injury	0	1	-100.0%
Burglary Non-Dwelling	1	0	-
Shoplifting	0	1	-100.0%
All Other Theft Offences	1	0	-
Criminal Damage	0	1	-100.0%
Public Order Offences	1	1	0.0%
Possession of Drugs	1	0	-
Total	4	5	-20.0%

- | 0 | 0 | -



Devon & Cornwall Police

Building safer communities together

Incidents Recorded - 01/10/2022 to 28/10/2022 - JG3J

Incident Closing Category	Incidents - 01/10/2022 to 28/10/2022	Incidents - 01/10/2021 to 28/10/2021	Incidents % Difference
Anti Social Behaviour	0	1	-100.0%
Crime Recorded	1	2	-50.0%
Public Safety	8	8	0.0%
Transport	1	2	-50.0%
Total	10	13	-23.1%

DEVON & CORNWALL POLICE



COMMUNITY SPEED WATCH

UPDATE- October 2022

Community Speed Watch has started up again after lockdown restrictions have been eased and the voluntary groups have been working in the areas of Cockwood, Starcross, Bishopsteignton and Shaldon.

The results are as follows:

River Teign (Bishopsteignton and Shaldon)

Number of Sessions this period	=	6
Total Vehicles exceeding limit	=	41
DVLA Valid vehicles	=	52
Accuracy	=	126%
Maximum Speed recorded in 30 limit	=	47mph(+56%)
Police Actions this Period		
Letter sent 1	=	33
No letter sent	=	10
Overall		
	=	
	=	
	=	
Maximum Speed recorded in 20 limit	=	41mph(+104%)
Maximum Speed recorded in 30 limit	=	65mph(+116%)
Maximum Speed recorded in 40 limit	=	49mph(+22%)
Date		
Time		
Type		
Location		
Recorded		
Letters		
Vehicles		
Percent		
2022-10-29	10:30- 11:30	JG001 A381 Newton Road-Jacks Patch, Bishopsteignton
	>	Traffic Heading East
		20
		450
		4%
2022-10-08	10:30- 11:30	JG014 Exeter Road, Teignmouth-Outside Richard Newton Hall
	>	Traffic Heading South
		12
		12
		265
		4%
2022-10-07	08:30- 09:30	JG005 A379 Bridge Road, Shaldon-Bridge Rd where bridge meets Shaldon ..
	>	Traffic Heading South
		9
		9
		Unknown
		n/a
Totals		41
		21



District Councillor Report for Bishopsteignton Parish Council

For 7 November 2022

1. Teignbridge Lottery has now gone live. Tickets are £1, generating a range of prizes. The balance will cover administration costs and a contribution to charities and good causes projects across the district. First prize in the draw will be £25,000.
2. Rogue Landlords operating below the standards required might find themselves subject to fines of up to £10,000. Teignbridge has just successfully fined a Teignmouth landlord for failing to provide repairs to a property. This followed complaints from a tenant. Mediation is always seen as the first step, but persistent refusal is likely to lead to action.
3. Household support. Devon has received an additional £5m to assist householders with cost-of-living difficulties. Plans are being drawn up presently in respect of how best to share that fund and Teignbridge officers are working hard to secure a share.
4. The final meeting of the Local Plan Working Group was on the 31st Oct and the list of land allocations include 70 houses in Bishopsteignton. The two sites are Bakers Yard and Forder Lane. Officers are adamant that the solutions to the road safety issues have been resolved, but I remain unconvinced.

The next steps for the Local Plan is the final decision for full council (15th December) to approve plans to put forward for public consultation from 23rd January 2023 for 8 weeks. This is two weeks longer than the statutory requirement. I have asked for Parish and Town councils to be given access to the consultation questions early so as to provide extra time for public engagement locally and to start to prepare their responses prior to the consultation period proper.

Also included in the plans are locations for green energy generation. Sites identified as potentially a wind turbine site, or a solar PV farm, will be in it. This will be of interest to those involved with Action for Climate in Teignbridge and Sustainable Bishop.

5. TE3 - Higher Exeter Road is unlikely to see any development prior to the end of this year's council year. The site is up for sale still.
6. Riverside boatyard was rejected, although I suspect an appeal will be pursued. The owner has employed a leading planning barrister.
7. Staffing continues to be an issue for several departments. Planning for instance, is short of expertise for landscape and for heritage roles. Waste and recycling teams remain 20% below headcount levels required to operate without delays to some runs each week.

Andrew MacGregor

Councillor for Bishopsteignton Ward

Tel: [07947 325037](tel:07947325037)



County Councillors Report to Bishopsteignton Parish Council

Police

We have a new Chief Constable. The Police & Crime Panel endorsed the appointment of DCC Will Kerr OBE. He is currently Deputy Chief Constable for Police Scotland. A very experienced officer, before Scotland he held senior appointments in the Police Service of Northern Ireland and the National Crime Agency.

Hate Crime - 2,564 hate crimes were recorded in the 12 months to June 2022. This is a 46% increase [+800] when compared to the baseline year, the 12 months to June 2019. Despite the observed increase, it is difficult to make objective inferences about performance based on increase or decreases in hate crime-victims may be more confident to report to the police. Conversely, the trend could also be interpreted as negative because it could be reflective of a 'real' increase in victimisation. 44% of all hate crimes were public order related and these were predominantly racially or religiously aggravated.

101 Call Waiting Times -101 or PI [Priority 1] none-emergency calls are those calls that are identified by the interactive Voice Response [VR] system as high priority. These include calls relating to domestic abuse, sexual offences, hate crime, missing persons, and road safety. In the year to July 2022, the average wait time on the PI line was 17 minutes - this is an increase of 11 minutes 57 seconds when compared to the baseline year the 12 months to July 2020. Unsurprisingly, fewer calls have been received in the latest period, fewer answered and a higher abandonment rate is evident.

Waste.

Starting on Monday 3rd October for three weeks, a Waste Composition Analysis of residual waste bins is underway across the county. 1,800 residual bins will be examined and will give an indication of which materials are in them, A similar project was carried out some 7/8 years ago with some enlightening and surprising results.

Recycling Rates 21/22 Devon County Council has retained its place as 2nd highest performing Waste Disposal Authority [WDA] in the country at 55.3%

Covid

As the weather cools down, COVID is heating up. Over the past three weeks those patients in our local hospitals [Derriford, RD&E, Torbay, and North Devon] diagnosed with COVID, numbers have moved up steadily from 51 to 138 to 185 so we are in a changeable position, thankfully we have not seen a corresponding rise of patients in Intensive Care with, just 2 on mechanical ventilation.

Cllr. Ron Peart

03/11/22

PAYMENTS AUTHORISATION

Appendix B for the full council meeting to be held 07.11.22

Voucher No	Payment Date	Description	Supplier/Payee	Cost Code	Net	VAT	Total	Notes
216	01.11.2022	Cleaning Services Contract	P. Walton	Toilets - Fore St	257.50	0.00	257.50	Contracted
217	01.11.2022	Cleaning Services Contract	P. Walton	Toilets - Lawns RG	257.50	0.00	257.50	Contracted
218	01.11.2022	Website hosting & management	Dot Combo Ltd	IT	50.00	0.00	50.00	Contracted
219	01.11.2022	Email hosting monthly fee	Very Good Email Co	IT	13.00	2.60	15.60	Contracted
220	08.11.2022	Tax & NI	HMRC	Employee Tax	373.60	0.00	373.60	
221	08.11.2022	Tax & NI	HMRC	Employee NIC	247.61	0.00	247.61	
222	08.11.2022	Tax & NI	HMRC	Employer NIC	324.89	0.00	324.89	
223	08.11.2022	Clerk's salary	Mrs. K Ford	Net Salary	2136.34	0.00	2136.34	Includes back dated 2022-23 pay increase
224	04.11.2022	Village Green Enhancements	Kedel Ltd	S106: Various	884.67	176.93	1061.60	Replacement posts, to be funded by S106
225	08.11.2022	Parish Online Annual Subs	Geosphere Ltd	Stationery/Clerical Expenses	128.00	25.60	153.60	
226	08.11.2022	Training: Clerk	DALC	Training - Clerk	35.00	7.00	42.00	DALC AGM & Conference
227	08.11.2022	Training - Councillors	DALC	Training - Members	35.00	7.00	42.00	DALC AGM & Conference
228	08.11.2022	Stationery	Amazon	Stationery/Clerical Expenses	140.06	28.01	168.07	Printer Toner & paper
229	08.11.2022	Stationery	Amazon	Burial Ground	4.99	1.00	5.99	Card for Deeds
230	08.11.2022	General Maintenance	Amazon	General Parish Maintenance	7.42	1.48	8.90	Multi-keys for floodlights
231	08.11.2022	BERT expenses	Mrs. K Ford	B.E.R.T.	14.99	0.00	14.99	Stationery
232	08.11.2022	Cemetery Maintenance	David Austin Rose Nursery Ltd	Burial Ground	94.64	18.96	113.60	New plants for memorial rose garden
					5005.21	268.58	5273.79	

On behalf of Bishopsteignton Parish Council, I agree that the debts detailed above shall be paid from Bishopsteignton Parish Council funds and that these transactions shall be carried out by the Clerk & RFO of Bishopsteignton Parish Council within the 24 hours following this meeting of Bishopsteignton Parish Council.

Signed: _____

Position: Chairman

Dated: 07.11.22





FINANCIAL STATEMENT At 31.10.22

1. BALANCES

Bank Balance	193793.44	as bank reconciliation above
of which Restricted/Earmarked Funds (detailed below)	189844.65	98.0% of Bank balance
BALANCE AVAILABLE/UNRESTRICTED FUNDS (Advised to hold 3 months worth of regular expenditure, approximately £13,000)	3948.79	2.0% of Bank balance

2. RESERVES - Restricted/Earmarked Funds

Burial Account	91899.60	Bishopsteignton Cemetery use only
Staff costs	12583.45	Staff salary, NI & Pension contributions
Administration costs	12749.53	Includes office cost, elections, audit, training, insurance, etc
Asset Management	18779.18	Includes toilets, Carpark, St. Johns, Open spaces, play areas, MUGA
Agency Grants	20.28	Includes P3 grant
BERT/Emergency Resilience	1450.28	
Queens Platinum Jubilee	-25.50	
Lawns Scout/Community Hub	-250.00	
Grant Awarding Funds	1250.00	Under GPC of Localism Act 2011
Monies held in Trust	876.34	Cricket Club, Bench donation, Playdays
CIL	39011.26	Spend must meet criteria, deadlines for spend
S106 Balance	0.00	Balance of monies claimed & spend to be claimed
Balance of other funding sources	2020.70	Includes various earmarked grants.
Pre-school Grant	7500.00	Earmarked as backstop support (was small business covid grant)
Climate Action Fund	3963.28	Grant awarded Nov '21
VAT	-1983.75	Balance of VAT payments & receipts
TOTAL	189844.65	

3. BANK RECONCILIATION (next page)

Bishopsteignton Parish Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 31/10/2022		
	Cash in Hand 01/04/2022		155,436.46
	ADD Receipts 01/04/2022 - 31/10/2022		101,613.55
	SUBTRACT Payments 01/04/2022 - 31/10/2022		257,050.01 63,256.57
	Cash in Hand 31/10/2022 (per Cash Book)		193,793.44
B	Cash in hand per Bank Statements		
	Petty Cash 30/09/2022	0.00	
	Lloyds Premier 30/09/2022	50,006.09	
	Current Lloyds TSB Treasury 30/09/2022	143,787.35	
			193,793.44
	Less unrepresented payments		
			193,793.44
	Plus unrepresented receipts		
	Adjusted Bank Balance		193,793.44
	A = B Checks out OK		



BISHOPSTEIGNTON PARISH COUNCIL

CLERKS REPORT – Appendix D GENERAL UPDATES @ 04.11.22

PARISH MAINTENANCE/AMC COMMITTEE:

Benches – Maintenance ongoing, as and when required. None of the benches currently require urgent attention. Agreed for members of AMC to assess the current condition and recent works, walks to be arranged.

Vehicular Access from The Lawns car park on to The Drive: A solid line and STOP to be painted at the exiting junction (joining The Drive from the car park) as agreed by BPC AMC (21.06.22, minute ref: 2206.04). BGS Ltd provided the most reasonable quote and have been appointed. Awaiting action.

Dropped kerb adjacent to coffee vendor: As the ramps are not fit for purpose (put it down to trial & error!) a drop kerb is required. Several quotes provided and a contractor has been appointed. Full council set a budget of £1k, to include all associated work to provide the right access, ensuring the width of removal bollards is appropriate and the ground cover will be sufficient for access in any weather. Work to be conducted w/c 07.11.22.

Playground Revamp: Now the children and public have been consulted results can be reviewed and detailed quotations can be sought before a Viridor grant application can be submitted. One further quote provided, this and existing quotes to be reviewed. Viridor application, phase 1, to be submitted as soon as definite quotes received. Work likely to commence March 2023.

Cemetery Garden of Rest Handrail: Quote received, approved by AMC as within approval limit. Contractor has provided detail drawings with measurements, awaiting production and installation to be completed. Costs which shall be met using burial account.

BPC Car Parks: The three car parks owned and managed by BPC, being both sides at the top of Bishops Avenue and the one at the Lawns, require some suitable signage and a policy for use to be adopted. This is a task delegated to the Asset Management Committee & Clerk for further consideration/preparation. No further action taken yet.

MUGA – Line Markings: Secondary netball court marking complete. Looking to mark the primary court in FY 2023/24, will add to this budget, work to take place in April.

Cockhaven Junction Enhancement: Despite the budget set by the council and highways approval there have been several factors causing a delay to this work getting started. One of the appointed contractors has now declared he is not able to complete the work until early 2023. Having considered several options, the AMC agreed to continue with the project however with changes to the design. This will now omit the creation of a red stone boundary wall which is to be replaced with an attractive bow-topped metal railing, approved by Devon Highways at 1200 high. Planting is not recommended until autumn 2023 therefore wildflowers seeds shall be sown to fill the space until planting can be completed. The scheme will still include relocation of the bench, gravel area with grid, steps to correct crossing point and a general tidy. It is hoped the costs will be than the original budget. Furthermore, it was suggested that the clerk to write to Otter Nurseries Jacks Patch to introduce the plan and invite the opportunity to sponsor or donate towards the enhancement. Awaiting response.

Trees: Cemetery - Ash Dieback: Inspection carried out by Devon Tree Services in Sept 22. Report advises no serious deterioration because of Ash Dieback, no immediate action required, recommends further inspection in August/Sept 2023 when in leaf.

CLERKS REPORT Cont'd - GENERAL UPDATE 04.11.22

There is a second Ash which needs checking, this is along the path edge, and it appears to have damage, inspection to be organised.

Village Green Enhancements: Wooden posts installed along the eastern edge of the VG are failing, several have collapsed. To be replaced with recycled plastic bollards as used on the northern edge. New posts order, delivery approximate 6 to 7-week lead time, before installation by BGS.

War Memorial: Requires professional steam clean and lettering repainted. One quote received, another to be provided following a site visit to be arranged after Remembrance. A third is required. Financial support from Bishopsteignton Heritage has been requested, awaiting response. When all quotes available funding application to be submitted to the War Memorials Trust. If not successful a budget heading will need to be established for the 2023-24 budget & precept.

PUBLIC RIGHTS OF WAY: Surface of FP13 (adjacent to School): Devon highway neighbourhood officer confirmed a full resurface is not in any future programme as it is not considered a safety defect. She would be happy for the Parish Council to arrange resurfacing. Community Enhancement Fund could be used, she would sign off, depending on if funds are still available. This will give 50% match funding up to £1000. CIL could be used to meet the balance. Quotes and further investigation into funding will be needed before further consideration. No action taken yet.

TEIGNBRIDGE TOGETHER:

A recently established online presence from Devon Connect where Town & Parish Councils and community groups are encouraged to share events, services, conversations and volunteering opportunities. Possibly work using to expand our network and coverage.

Website <https://devonconnect.org/teignbridge> and @TeignTogether on Facebook or Instagram - your local online community hub. What do you think?

CIVILITY & RESPECT PROJECT & PLEDGE: <https://www.nalc.gov.uk/our-work/civility-and-respect-project>

Throughout the sector, there are growing concerns about the impact bullying, harassment, and intimidation are having on local (parish and town) councils, councillors, clerks and council staff and the resulting effectiveness of local councils. NALC, One Voice Wales, the SLCC and county associations have responded to this by setting up a Civility and Respect Working Group to oversee the Civility and Respect Project.

PLEDGE

NALC, SLCC, and OVW believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector. The Civility and Respect Pledge is being introduced because there is no place for bullying, harassment and intimidation within our sector. The pledge will enable councils to demonstrate that they are committed to standing up to poor behaviour across our sector and to driving through positive changes which support civil and respectful conduct. All councils are being invited to make the Civility and Respect Pledge. More detail can be provided for BPC to make the pledge at a future meeting. What do you think?

POLICY WORK:

I am currently working through a review of all BPC policies, existing and additional which may be required, to ensure we are compliant with statutory regulations before we consider an application for a quality council award (foundation level).

Currently working on the following policies, new & revisions: Training policy, Complaints Policy, and the BPC Financial Regulations. All new drafts can be reviewed by the BPC Strategy & Governance Committee or Full Council whichever meets soonest.

INTERPRETATION BOARDS:

Bishopsteignton Heritage are leading on the production of several boards around the parish. So far, they have completed these at the four-parish boundary stone, St Johns Church front, and the Admirals graves in the Churchyard.

Two boards moving into production, for The Parish Cemetery and The Village Green. These will be funded by BPC, from the Burial Account for the former, and S106 for the latter.

Further boards are anticipated at Bishops Palace Walls (replacement board depending on continued agreement of the landowners) and The Lawns recreation ground, Old School (Community Centre), and a full village map. In future, other than the board at the Lawns and insurance cover for each new installation the cost of these will be met by BH.

BPC GRANTS:

Better promotion of this is needed and probably an improvement on the application process. Work in progress.

REGENERATION OF BISHOPSTEIGNTON COMMUNITY CENTRE

A working party is established to consider all possible outcomes for this under-utilised parish asset. BPC are represented by the clerk on this committee. At the last meeting, held 13.10.22, a way forward was agreed about clearing out the old museum rooms, currently used as storage by various organisations. I was involved in clearing out all BPC items with help from James Hooper. The Knapman Room, is quickly becoming an organised storage area for BPC & BH, with the recent rehoming of the BPC desk and chair. Shelving now required. Next meeting to be held 09.11.22

BOOKINGS @ THE MUGA:

Several regular bookings mean the court will be closed to the public at the same time, this is difficult to guarantee due to the fact it is never locked. Booking as follows For November onwards:

- Wednesdays 7.00 to 8.45 Chudleigh Canon Netball
- Potential 6-week block booking for Kingsteignton Tennis Club coaching and general club member use while their own court is being resurfaced. Ongoing.

DEFIBRILLATORS:

Awaiting new unit installation in the following locations:

- Teign View Road/top of Murley Crescent area
- Teign Close/Forder Lane junction, opposite Grange Park

Further units: Agreement in principle to install a unit at Cockhaven Arms, to liaise with management company to confirm when funds for another unit are available. Additional potential locations to be shown on a map, to ensure even coverage.

A map of current locations is provided on the BPC website. To be shared with Channel View and Pharmacy to display once new units' installation is complete.

Regular Inspections: Each defibrillator unit requires a monthly inspection to ensure it is fully operational. To date these have been carried out by Mr. Eddy Stephenson, with our thanks. He has provided training to me to carry on the inspections when required. Kindly, a volunteer has now come forward, who will take over from November.

REMEMBRANCE 2022

The working party have met several times this year and are working towards the civic ceremonies to be held at the War Memorial on Friday 11th & Sunday 13th Nov 2022. Despite rumours and portrayal in the Parish Chronicle this year's changes are not to take away from the churches and their own services. The working party has included input from Rev. Jane Frost and Methodist Church Warden Eddy Stephenson.

All members who are available and willing please attend either of the services:

CLERKS REPORT Cont'd - GENERAL UPDATE 04.11.22

- Friday 11th 10.40am
- Sunday 13th 10.35am. This service is followed by refreshments in the Community Centre and a relevant display in the BH Hub.

TIDY TEIGNBRIDGE FUND – FUNDING OPPORTUNITY

A second opportunity to gain funds from TDC which must be spent in keeping the parish tidy. For example, following the 2022 application BPC were awarded £1,900 towards the Cockhaven Junction scheme (still to be spent). Perhaps professional cleaning of the green pavement on approach to St Johns Church, or weeding and repointing the raised pavement opposite the community centre? Do you have any ideas? Application to be submitted by 30.01.23, will need supporting quotes.

FURTHER MEETINGS – FOR INFORMATION/TO BE ARRANGED:

- **BPC Finance Committee:** Monday 14 November 7.30pm @ BCC.
- **BPC Planning Committee:** Monday 21 November 7.30pm @ BCC.
- **Next Full Council:** Monday 5 December 7.30pm @ BCC.
- **Bishopsteignton Climate Action Projects Committee:** To be arranged.

FOR INFO:

For direct contact either phone: 07483 149812, 11am to 3pm, Monday to Thursday. or email: clerk@bishopsteignton-pc.gov.uk

Majority of my weekly hours will be worked from home, but I do intend to work from the Bishopsteignton Heritage Hub/visit the parish at least once per week, most likely Wednesday. I will always ensure Cllr. Head knows when I am there, and when I leave, in accordance with the BPC Lone Working Policy.



STANDING ORDERS

DRAFT

**amendments based on the 2018 NALC model
which was updated in April 2022**

**BPC.SO.V1807.02
ADOPTED xx.xx.22**

BISHOPSTEIGNTON PARISH COUNCIL
STANDING ORDERS

1. RULES OF DEBATE AT MEETINGS	3
2. DISORDERLY CONDUCT AT MEETINGS	4
3. MEETINGS GENERALLY	5
4. COMMITTEES AND WORKING PARTY/GROUPS	7
5. ORDINARY COUNCIL MEETINGS.....	8
6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND WORKING PARTY/GROUPS	10
7. PREVIOUS RESOLUTIONS	11
8. VOTING ON APPOINTMENTS	11
9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER.....	11
10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE....	12
11. MANAGEMENT OF INFORMATION	12
12. DRAFT MINUTES	13
13. CODE OF CONDUCT AND DISPENSATIONS.....	14
14. CODE OF CONDUCT COMPLAINTS.....	15
15. PROPER OFFICER	15
16. RESPONSIBLE FINANCIAL OFFICER	17
17. ACCOUNTS AND ACCOUNTING STATEMENTS	17
18. FINANCIAL CONTROLS AND PROCUREMENT	18
19. HANDLING STAFF MATTERS.....	19
20. RESPONSIBILITIES TO PROVIDE INFORMATION.....	20
21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION	20
22. RELATIONS WITH THE PRESS/MEDIA	21
23. EXECUTION AND SEALING OF LEGAL DEEDS	21
24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS	21
25. RESTRICTIONS ON COUNCILLOR ACTIVITIES	21
26. STANDING ORDERS GENERALLY.....	21
DOCUMENT CONTROL TABLE	22

BISHOPSTEIGNTON PARISH COUNCIL
STANDING ORDERS

1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the Chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the Chair of the meeting, is expressed in writing to the Chair.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chair of the meeting.
- k One or more amendments may be discussed together if the Chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the Chair of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;

BISHOPSTEIGNTON PARISH COUNCIL
STANDING ORDERS

- ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the Chair of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or working party/group for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the Chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the Chair of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the Chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the Chair of the meeting to moderate or

BISHOPSTEIGNTON PARISH COUNCIL

STANDING ORDERS

improve their conduct, any councillor or the Chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.

- c If a resolution made under standing order 2(b) is ignored, the Chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

Full Council meetings ●
Committee meetings ●
Working party/group meetings ●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the Chair of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The Chair of the meeting may direct that a written or oral response be given.
- i A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The Chair of the meeting may at any time permit a person to be seated when speaking.

BISHOPSTEIGNTON PARISH COUNCIL

STANDING ORDERS

- j A person who speaks at a meeting shall direct his comments to the Chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the Chair of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in his absence be done by, to or before the Vice-Chair of the Council (if there is one).**
- p **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- r **The Chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**
- See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.*
- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.**
- t The minutes of a meeting shall include an accurate record of the following:
- i. the time and place of the meeting;

BISHOPSTEIGNTON PARISH COUNCIL

STANDING ORDERS

- ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.
- u **A councillor or a non-councillor with voting rights who has a**
- **disclosable pecuniary interest or another interest as set out in the**
- **Council's code of conduct in a matter being considered at a meeting is**
subject to statutory limitations or restrictions under the code on his
right to participate and vote on that matter.
- v **No business may be transacted at a meeting unless at least one-third of**
the whole number of members of the Council are present and in no case
shall the quorum of a meeting be less than three.
- See standing order 4d(viii) for the quorum of a committee or working party/group meeting.*
- w **If a meeting is or becomes inquorate no business shall be transacted**
● **and the meeting shall be closed. The business on the agenda for the meeting**
● **shall be adjourned to another meeting.**
- x A meeting shall not exceed a period of 2 hours.

4. COMMITTEES AND WORKING PARTY/GROUPS

- a **Unless the Council determines otherwise, a committee may appoint a working party/group whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a working party/group of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;

BISHOPSTEIGNTON PARISH COUNCIL
STANDING ORDERS

- ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
- iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
- iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
- v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer, with sufficient notice before the meeting, if they are unable to attend;
- vi. shall, after it has appointed the members of a standing committee, appoint the Chair of the standing committee;
- vii. shall permit a committee other than a standing committee, to appoint its own Chair at the first meeting of the committee;
- viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a working party/group which, in both cases, shall be no less than three;
- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a working party/group and also the advance public notice requirements, if any, required for the meetings of a working party/group;
- xi. shall determine if the public may participate at a meeting of a working party/group that they are permitted to attend; and
- xii. may dissolve a committee or a working party/group.

5. ORDINARY COUNCIL MEETINGS

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall**

BISHOPSTEIGNTON PARISH COUNCIL
STANDING ORDERS

be the election of the Chair and Vice-Chair (if there is one) of the Council.

- f The Chair of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- g The Vice-Chair of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- h In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- i In an election year, if the current Chair of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chair of the Council has been elected. He may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**
- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:**
 - i. In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;**
 - iii. Receipt of the minutes of the last meeting of a committee;**
 - iv. Consideration of the recommendations made by a committee;**
 - v. Review of delegation arrangements to committees, working party/groups, staff and other local authorities;**
 - vi. Review of the terms of reference for committees;**
 - vii. Appointment of members to existing committees;**
 - viii. Appointment of any new committees in accordance with standing order 4;**
 - ix. Review and adoption of appropriate standing orders and financial regulations;**
 - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.**

BISHOPSTEIGNTON PARISH COUNCIL

STANDING ORDERS

- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND WORKING PARTY/GROUPS

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The Chair of a committee or a working party/group may convene an extraordinary meeting of the committee or the working party/group at any time.
- d If the Chair of a committee or a working party/group does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee or the working party/group, any 3 members of the committee or the working party/group may convene an extraordinary meeting of the committee or a working party/group.

BISHOPSTEIGNTON PARISH COUNCIL
STANDING ORDERS

7. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 6 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a working party/group.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chair of the meeting.

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a Motions should be relevant to the Council and its functions or issues that specifically affect the Parish or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 5 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 5 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of

BISHOPSTEIGNTON PARISH COUNCIL
STANDING ORDERS

the reason for rejection.

10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

A motion which would normally be dealt with by a committee or an employee can be dealt with at the present meeting if it is urgent or expedient. The following motions may be moved at a meeting without written notice to the Proper Officer:

- i. to correct an inaccuracy in the draft minutes of a meeting;
- ii. to move to a vote;
- iii. to withdraw, amend or defer consideration of a motion;
- iv. to refer a motion or matter to a particular committee or working party/group, appropriate body or individual;
- v. to appoint a person to preside at a meeting;
- vi. to change the order of business on the agenda;
- vii. to proceed to the next business on the agenda;
- viii. to require a written report;
- ix. to appoint a committee or working party/group and their members, nominate and appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of outside bodies
- x. to dissolve a committee or working party/group
- xi. to extend the time limits for speaking;
- xii. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xiii. to not hear further from a councillor or a member of the public;
- xiv. to exclude a councillor or member of the public for disorderly conduct;
- xv. to temporarily suspend the meeting;
- xvi. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvii. to adjourn or close a debate;
- xviii. to adjourn or close the meeting.

11. MANAGEMENT OF INFORMATION

See also standing order 20 & 21.

BISHOPSTEIGNTON PARISH COUNCIL
STANDING ORDERS

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. DRAFT MINUTES

Full Council meetings ●
Committee meetings ●
Working party/group meetings ●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10i (*motions at a meeting that do not require written notice*).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the Chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

"The Chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."

● e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a**

BISHOPSTEIGNTON PARISH COUNCIL
STANDING ORDERS

- **website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes and audio recordings of the meeting for which approved minutes exist shall be destroyed.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered by the Proper Officer before the meeting for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from**

BISHOPSTEIGNTON PARISH COUNCIL
STANDING ORDERS

participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;

- ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
- iii. **it is otherwise appropriate to grant a dispensation.**

14. CODE OF CONDUCT COMPLAINTS

- a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11. (*Management of Information*) report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another **staff member to assume the duties of the Proper Officer** in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

15. PROPER OFFICER

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
 - i. **at least three clear days before a meeting of the council, a committee or a working party/group,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**

BISHOPSTEIGNTON PARISH COUNCIL

STANDING ORDERS

- **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 3 days before the meeting confirming his withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in his office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer;
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(*see also standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in format consider suitable;
- xv. refer a planning application received by the Council to the Chair or in his absence the Vice-Chair (if there is one) of the Council within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary

BISHOPSTEIGNTON PARISH COUNCIL

STANDING ORDERS

meeting of the Council or Planning Committee;

- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(see also standing order 23).

16. RESPONSIBLE FINANCIAL OFFICER

The Council shall appoint appropriate person(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

(This is an overview and more detailed information can be found in BPC Financial Regulations)

- a “Proper practices” in standing orders refer to the most recent version of “Governance and Accountability for Local Councils – a Practitioners’ Guide”.
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council’s financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council’s receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council’s aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported andwhich includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council’s receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 1 of the annual governance and accountability return, as required by proper practices, for consideration and approval.

BISHOPSTEIGNTON PARISH COUNCIL
STANDING ORDERS

- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity.**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the

BISHOPSTEIGNTON PARISH COUNCIL

STANDING ORDERS

prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;

iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;

iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;

v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;

vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or working party/group with delegated responsibility.

e. Neither the Council, nor a committee or a working party/group with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**

g. **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

19. HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of council is subject to standing order 11c (*Management of Information*) above.
- b Should the Proper Officer need to be absent due to illness or other reason they should report that absence to the Chair or Vice Chair as soon as possible.
- c The Chair of the Parish Council shall conduct a review of the performance and annual appraisal of the work of the Proper Officer in a face to face meeting at least once a year.

BISHOPSTEIGNTON PARISH COUNCIL

STANDING ORDERS

- d If an informal or formal grievance matter is raised by the Proper Officer it should be referred to the Chair, vice-Chair or one of the Parish Councillors as appropriate.
- e Any persons responsible for all or part of the management of staff shall treat the written records and all discussions of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.
- f The council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected and encrypted.
- g Only persons with line management responsibilities shall have access to staff records referred to in subclauses e) and f) above if so justified.
- h Access and means of access eg. keys and/or computer passwords to records of employment referred to in subclauses e) and f) above shall be provided only to the Proper Officer and the Chair of the Council.

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21. responsibilities under data protection legislation

In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11. Management of Information

- a **The Council may appoint a Data Protection Officer.**
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

BISHOPSTEIGNTON PARISH COUNCIL
STANDING ORDERS

22. RELATIONS WITH THE PRESS/MEDIA

Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or clerk shall be referred to the clerk in accordance with the Council's media policy.

23. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 15(b)(xii) and (xvii). (Proper Officer)

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

Unless duly authorised no councillor shall:

- a inspect any land and/or premises which the Council has a right or duty to inspect; or
- b issue orders, instructions or directions.

26. STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 6 councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the Chair of a meeting as to the application of standing orders at the meeting shall be final.

BISHOPSTEIGNTON PARISH COUNCIL
STANDING ORDERS

Approving committee:	<i>Full Council</i>
Date of meeting where approved:	<i>xx.xx.xx</i>
Approval minute reference:	<i>TBC</i>
Policy title:	<i>BPC Standing Orders</i>
Internal reference number:	<i>SO.V1807.02</i>
Policy version reference:	<i>Version 02</i>
Policy effective from:	<i>July 2018</i>
Date for next review: unless NALC/SLCC recommend amendments sooner	<i>TBC</i>
To be reviewed by:	<i>Strategy & Governance Committee or Full Council</i>





BISHOPSTEIGNTON PARISH COUNCIL

RISK MANAGEMENT SCHEDULE 2022-23 *To be reviewed 07.11.22*

This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. In conducting this exercise, the following plan was followed:

- Identify the areas to be reviewed
- Evaluate the management and control of the risk and record all findings.
- Identify what the risk may be
- Review, assess and revise if required.

FINANCE/MANAGEMENT				
Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Precept	Adequacy of precept	L	Sound budgeting to underlie the annual precept. The precept meeting is held in November. At the precept meeting the Council receives a budget update report, including actual position and projected position to the end of the financial year. With this information the Council maps out the required monies for standing costs and projects for the following year and applies specific figures to budget headings.	Existing procedures adequate.
	Requirements not submitted to TDC.	L	The precept is then set based on the budget. The figure is submitted by the Clerk in writing to Teignbridge District Council.	Existing procedures adequate.
	Amount not received	L	The Clerk informs Council when monies are received (April and September).	Existing procedures adequate.
	Lack of Finances through excess spending	M	Effective insurance arrangements. Control of spend with regular reporting. Seek additional income from other sources and Council owned resources.	Existing procedures adequate.
Financial Records	Inadequate records	L L	The Council has Financial Regulations which set out the requirements. Internal and External Audit.	Existing procedure adequate. Review the Financial Regulations when necessary.
	Financial irregularities	L	Internal and External Audit.	Existing procedure adequate. Review the Financial Regulations when necessary

RISK MANAGEMENT SCHEDULE 2022-23 *To be reviewed 07.11.22*

Bank and Banking	Inadequate checks	L	The Council has Financial Regulations which set out the requirements for banking, including internet banking, cheques and reconciliation of accounts. A schedule of payments to be made requires three signatories and details of the accounts are reported monthly on the Council meeting minutes. Bank reconciliations and a statement of reserves are also presented quarterly to the Council on meeting minutes.	Existing procedure adequate. Review the Financial Regulations and bank signatory list when necessary. Especially after an AGM and an election.
	Bank mistakes	L	The bank does make occasional errors in processing cheques which are discovered when the Clerk reconciles the bank accounts, these are dealt with immediately by informing the bank and awaiting their correction.	Monitor the bank statements monthly.
Reporting & Auditing	Information miscommunication	L	The reporting of payments, bank reconciliation, reserves status and bank account statements is produced monthly and provided to all councillors as part of the PC meeting minute. A precept budget update including spend to date and predicted spend at the end of that financial year is provided to all council members each quarter and included as part of the PC meeting minutes. The auditor reviews the bank reconciliation, bank statements, payments and receipts, precept budget and all related electronic records.	Existing communication procedures adequate.
Direct costs	Goods not supplied but billed.	L	The Council has Financial Regulations which set out the requirements. At each Council meeting the Council approves a schedule of payment.	Existing procedure adequate. Review the Financial Regulations when necessary.
	Incorrect invoicing	L	Chair's signature is required for this schedule, which is kept as a record in the minute book.	
	Cheques incorrect	L	Although rarely used, any cheques require three signatures and counterfoils to be initialled.	
Grants and support payable	Power to pay/ Authorisation of Council to pay	L	All such expenditure goes through the required Council process of approval, with a minute taken and listed accordingly if a payment is made using the S137 power of expenditure.	Existing procedures adequate. Parish Councillors request an S137 rules if required.
Grants receivable	Receipt of Grant	L	The Parish Council does not presently receive any regular grants. Any one-off grant will come with terms and conditions to be satisfied.	Procedure would need to be formed if required.
Best value accountability	Work awarded incorrectly	L	Normal Parish Council practice would be to seek, if possible, three quotations for any substantial work required to be undertaken or for goods: in accordance with the BPC Responsible Procurement & Purchasing policy.	Existing procedure adequate. To be Included when reviewing Financial Regulations.
	Overspend on services	M	If a problem is encountered with a contract the Clerk or nominated Councillor shall investigate the situation, check the quotation/tender, research the problem and report to the full Council.	
Clerk	Fraud	L	The requirements of the Fidelity Guarantee Insurance to be adhered to	Existing procedures adequate. Membership of DALC, NALC and SLCC.
	Actions not undertaken	L	Clerk should be provided with relevant training, reference books, access to assistance and legal advice.	

RISK MANAGEMENT SCHEDULE 2022-23 *To be reviewed 07.11.22*

Election costs	Risk of an election cost	L/M	Risk is higher in election year. When an election is due the Clerk will obtain an estimate of costs from the District Council for a full election and an uncontested election. There are no measures which can be adopted to minimise the risk of having a contested election. A contingency fund has been established to meet the costs.	Existing procedures adequate. Review contingency fund when setting precept.
VAT	Reclaiming	L	The Council has Financial Regulations which set out the requirements. VAT to be claimed quarterly. Clerk to monitor VAT on a regular basis.	Existing procedures adequate.
Annual Governance & Accountability Return	Submit within time limits	L	Annual Return is completed and signed by the Council, submitted to the internal auditor for completion and signing then checked and sent on to the external auditor within the time limit.	Existing procedures adequate.
Insurance	Adequacy Cost Compliance Fidelity Guarantee	L L L M/L	An annual review is undertaken of all insurance arrangements in place this includes a review of the Asset Register. Employers Liability, Public Liability and Fidelity Guarantee are a statutory requirement.	Existing procedures adequate. Review provision and compliance annually.
Clerk	Accident/ harm caused in the workplace	L	Suitable Employer's liability Insurance policy in place and reviewed when necessary. Lone Working policy in place and regularly reviewed.	
Councillors	Insufficient skills within council membership to undertake actions effectively.	L	Widely publicise elections, engagement of the community, setting up of committees and working parties involving non councillors to get wider range of people with suitable expertise and skills involved.	
Community	Lack of credibility within the community	M	Action communication of information on the website, social media, and noticeboards. Prompt publication of minutes. Arrange public meetings when necessary. Regularly include an article in the Parish Chronicle.	Existing procedures adequate.
Freedom of Information Act	Policy Provision	M M	The Council has adopted the model publication scheme for Local Councils. The Council commits to make information available to the public as part of its normal business activities. Information that is not published under this scheme may be requested under the Freedom of Information Act or by submitting a Subject Access Request.	Monitor and report any impacts of requests made under the Freedom of Information Act
LIABILITY				
Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Legal powers	Illegal activity or payments	L	All activity and payments within the powers of the Parish Council to be resolved at Parish Council Meetings written into BPC minutes to be approved and published.	Existing procedures adequate
Minutes/ Agendas/	Accuracy and legality Non-compliance with	L L	Minutes and Agendas are produced in the prescribed method by the Clerk and adhere to the legal requirements.	Existing procedures adequate. Undertake adequate training.

RISK MANAGEMENT SCHEDULE 2022-23 *To be reviewed 07.11.22*

Notices Statutory documents	statutory requirements		Minutes are approved and signed at the next Council meeting. Minutes and Agenda are displayed according to legal requirements. Business conducted at Council meetings should be managed by the Chair.	Members to adhere to latest adopted Code of Conduct.
Members interests	Conflict of interest	M	Councillors have a duty to declare any interest at the meeting.	Existing procedures adequate.
	Register of members interests.	L	Register of Members interest forms to be reviewed at least on an annual basis.	Members take responsibility to update their register with the District Council.
PHYSICAL EQUIPMENT/ AREAS				
Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Assets	Loss or Damage	L	An annual review of assets is undertaken for insurance provision, annual accounts return and maintenance provisions.	Existing procedures adequate
	Risk/damage to third party(ies)/property Accident on Council owned land	L M	Effective public liability insurance. Monitoring of condition, regular inspection of trees, land, monitoring playgrounds, sports area and any other equipment.	Existing procedures adequate
Maintenance	Poor performance of assets.	L	All assets owned by the Parish Council are regularly reviewed and maintained. All repairs and relevant expenditure for these repairs are actioned/authorised in accordance with the correct procedures of the Parish Council.	Existing procedures adequate. Ensure inspections carried out.
	Risk to third parties	L	All assets are insured and reviewed annually. All public amenity land is inspected regularly.	Existing procedures adequate. Ensure inspections carried out.
Events on BPC Land organised by external bodies/commu nity.	Loss or Damage Risk/damage to third party(ies)/property Accident on Council owned land	M	Organisers of events to be held on any land/open space owned by BPC must apply in writing (completing necessary data gathering forms as requested). BPC to review each request before its permission is either granted or denied. An event cannot commence unless a suitable Risk Assessment has been conducted by the event organiser and copy provided to BPC via the Clerk. An event cannot commence unless suitable insurance cover has been arranged and documented proof provided to BPC via the Clerk.	Existing procedure adequate. Review relevant application forms when necessary.
Council records - paper	Loss through theft, fire, damage	L	The Parish Council records are stored at the Parish Council Office. Records include historical correspondence, minute books, land transfers, leases for lands, burial records and records such as insurance. A Fire-proof, lockable safe is used for land deeds.	Damage is unlikely so provision adequate. To be checked regularly.
Council records - electronic	Loss through theft, fire, damage corruption of computer	L M	The Parish Council's electronic records are stored on the Parish Council's laptop computer held by the proper officer. Sufficient firewall and anti-virus protection to be used. Back-ups of files are taken at regular intervals.	Back-up of electronic files produced regularly.

RISK MANAGEMENT SCHEDULE 2022-23 *To be reviewed 07.11.22*

Health and Safety	Parish Council Office Parish Council Activities	L L	Storage and working premises and facilities are considered adequate. Meetings held in Community Centre which is considered adequate. Risk assessments to be carried out for any new BPC activities and events. Public liability Insurance held. The council to ensure that any BPC activity undertaken is covered by insurance.	Existing locations adequate. Existing procedures adequate.
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The information above was agreed and approved by Bishopsteignton Parish Council and will be reviewed each year to ensure content and procedures are correct.

CHAIRMAN

PROPER OFFICER/RFO

SIGNED:

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PRINT:

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DATE:

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Date adopted **Minute reference** **Date of next review**