



**MEMBERS OF ODIHAM PARISH COUNCIL ARE SUMMONED TO ATTEND THE  
MEETING OF FULL COUNCIL TO BE HELD VIRTUALLY THROUGH ZOOM  
ON 16<sup>th</sup> FEBRUARY 2021 COMMENCING AT 7PM**

10<sup>th</sup> February 2021

*Andrea Mann* Parish Clerk

Members of the press and public can join the meeting:

---

**Join Zoom Meeting**

**<https://us02web.zoom.us/j/82407265814?pwd=cWFtT0xNMGJvUWJIRUw5bXV5cU5PQT09>**

**Meeting ID: 824 0726 5814**

**Passcode: 905193**

---

- |               |  |
|---------------|--|
| <b>213/20</b> | <b>To receive apologies for absence</b>  |
| <b>214/20</b> | <b>To receive declarations of interests and requests for dispensation relating to any item on the agenda.</b>  |
| <b>215/20</b> | <b>Approval of Minutes</b><br>To approve the minutes of the full Council meeting held on 19 <sup>th</sup> January 2021 (189/20-212/20).  |
| <b>216/20</b> | <b>Chair's Announcements</b>   |
| <b>217/20</b> | <b>Thank you to Sally Tunstell, North Warnborough and RAF Odiham Neighbourhood Watch Coordinator</b>   |
| <b>218/20</b> | <b>Public Session</b><br>An opportunity for residents to raise questions and issues within the Parish in accordance with Standing Orders. Please view details at <a href="http://www.odiham.org.uk/your-council/policies/">http://www.odiham.org.uk/your-council/policies/</a> or contact the Parish Office for further advice.                |
| <b>219/20</b> | <b>Previous Committee Minutes</b><br>To receive and NOTE the following minutes previously circulated to Members: <ul style="list-style-type: none"><li>- Planning &amp; Development Committee held on 26<sup>th</sup> January</li><li>- Finance Committee meetings held on 20<sup>th</sup> October and 1<sup>st</sup> December 2020.</li></ul> |
| <b>220/20</b> | <b>To consider Matters Arising from the Minutes not elsewhere on the Agenda and to review the Full Council Action Points list (page 4)</b>   |



- 221/20 Councillor Resignation (page 5)**  
To note Cllr Killick's resignation as the RAF Station Ward Councillor and the statutory notice of a Casual Vacancy.
- 222/20 Community Led Book Exchange (pages 6-8)**  
i) To receive a progress report from the Interim Deputy Parish Clerk.  
ii) To consider delegating expenditure of HCC's Library Transition grant to the Clerk in line with the grant budget and in consultation with Councillors on the working group.  
iii) To minute expenditure taken under delegated authority having secured email approval.
- 223/20 Odiham Village Centre Area Action Plan (pages 9-13)**  
i) To consider the Clerk's report produced in consultation with Hart DC and Cllr Coffey, including the proposed scope, governance and timeline to progress this work.  
ii) Subject to agreement on i), to consider a terms of reference for the Odiham Village Centre Steering Group.
- 224/20 Hampshire County Council's Consultation on Working Towards a new Local Transport Plan (pages 14-20)**  
To consider OPC's response to Hampshire County Council's consultation on working towards a new Local Transport Plan:  
<https://www.hants.gov.uk/transport/localtransportplan>
- 225/20 2021/22 Meeting Calendar (pages 21-22)**  
To approve the 2021/22 meeting calendar.
- 226/20 Annual Parish Assembly (page 23)**  
To consider the arrangements for the 2021 Annual Parish Assembly as explained in the Parish Clerk's report.
- 227/20 Health & Safety Policy (pages 24-35)**  
To adopt the revised Health & Safety Policy including a Policy Statement which will be published on the Council's website.
- 228/20 Standing Orders (pages 36-55)**  
To carry out the annual review of Standing Orders. Proposed changes are shown in red.
- 229/20 Document Retention Policy (pages 56-62)**  
To consider the adoption of a new Document Retention and Disposal Policy incorporating changes resulting from the General Data Protection Regulations and drafted using a SLCC model template.



### ***Financial Matters***

#### **230/20 February 2021 Payments**

To approve the payments listing for February 2021 and appoint two Councillors with signatory rights to complete the payment process.

(This listing will be circulated to Councillors by email before the meeting).

### ***Councillor Reports***

#### **231/20 Meeting reports from Councillors**

To receive any verbal reports from Councillors on their attendance at outside meetings.

#### **232/20 Reports from other Councillors**

To receive any verbal reports from Hart District Councillors and the Hampshire County Councillor representing Odiham.

#### **233/20 To note the date of the next meeting**

16<sup>th</sup> March 2021 at 7.30pm.

### ***Confidential Matters***

#### **234/20 To pass a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press to consider confidential contractual and staffing matters which meet the criteria of Schedule 12A of the Local Government Act 1972 Part 1.**

#### **235/20 Grounds Maintenance Contract 2021-24 (pages 63-64)**

To appoint the contractor to be awarded the 2021-24 grounds maintenance contract from 1<sup>st</sup> April 2021.

#### **236/20 The Bridewell Freehold (pages 65-96)**

To receive a progress report on The Bridewell Freehold including a review of the structural survey report.

#### **237/20 Staff related matter (page 97)**

To receive an update on a staff related matter.

<b>Full Council</b>				
<b>Date of meeting</b>	<b>Agenda ref no</b>	<b>Cllr to action</b>	<b>Details</b>	<b>Status</b>
<b>OUTSTANDING ON-GOING ITEMS</b>				
Dec 20	170/20	Clerk	Change previous minutes from draft and add to website (old & new).	Completed
	174/20	Clerk	Forward OPC logo to Lions for use in Village Connect publicity.	Completed
	177/20	Clerk	Add Safeguarding Children and Vulnerable Adults Policy to the website (old & new).	Completed
	178/20	Clerk	Risk Assessment for King Street toilets.	
	179/20	Clerk	Pass back to Odiham Consolidated Charities the decision to appoint one of their nominated trustees.	Completed
		Clerk	Add agenda item on next agenda for OPC to appoint the second nominated trustee.	Completed
	180/20	Clerk	Arrange to pay £50 donation to All Saints Church.	
	181/20	Clerk	Notify HCC of OPC's agreement to take ownership of 2 new bus shelters on B3349.	Completed
			Add bus shelter maintenance budget line for 2021/22.	
			Once installed, add shelters to insurance policy.	
			Once installed, arrange cleaning & maintenance regime.	
	182/20	Clerk	Add Publication Scheme to website. (old & new).	Completed
Jan 21	191/20	Clerk	Change previous minutes from draft and add to website (old & new).	Completed
	198/20	Clerk	Notify Odiham Consolidated Charities of OPC's nominated trustee.	Completed
	199/20	Clerk	Add adopted Councillor expenses policy to website. (old & new).	Completed
	201/20	Clerk	Notify grant recipients and arrange payments.	Completed
		Clerk	Promote next round of community grants Apr/May	
	202/20	Clerk	Notify HDC of OPC's decision to develop a Village Centre Strategy/Action Plan.	Completed
		Clerk	Present Village Centre Strategy/Action Plan timeline to next meeting.	On agenda
	203/20	Clerk	Complete HCC's questionnaire on the content of their new Rural Update, parish pages.	Completed
	204/20	Clerk	Add OPC's 2021/22 budget to website (old & new).	Completed
			Manage Scribe process for above.	
			Instigate process for permanent Deputy Parish Clerk post.	Underway
	205/20	Clerk	Formally notify Hart DC of OPC's 2021/22 precept.	Completed
			Add OPC's 2021/22 precept to website (old & new).	Completed
	210/20	Clerk	Inform HCC of OPC's current position on The Bridewell.	Completed
		Clerk	Seek legal advice on social enterprises.	Underway
		Clerk	Meet with The Bridewell Working Group to progress research and discussions.	Underway
	211/20	Clerk	Source further information from shortlisted contractors.	Completed
		Clerk	Notify unsuccessful contractors.	Completed
		Cllr Raw/Clerk	Review shortlisted returned information and discuss by Zoom.	Completed
		Cllr Raw/Clerk	Recommend final appointment to next meeting.	On agenda



The Bridewell  
The Bury  
Odiham  
Hampshire  
RG29 1NB

## ODIHAM PARISH COUNCIL

### RAF STATION WARD

### NOTICE OF A CASUAL VACANCY FOR A PARISH COUNCILLOR

#### Under section 87(2) of the 1972 Local Government Act

There is one vacancy on the above Council for the RAF Station Ward due to the resignation of Councillor.

A by-election will be held if ten registered electors from the RAF Station Ward in the Parish of Odiham give notice in writing requesting such an election to the Proper Officer within 14 working days of this notice.

The address of the Proper Officer is D Phillips, **Hart District Council**, Civic Offices, Harlington Way, Fleet, Hampshire, GU51 4AE.

Dated: 10<sup>th</sup> February 2021

Signed

*Andrea Mann*

Clerk to Odiham Parish Council



**REPORT ON:** Book Exchange Progress Report

**WRITTEN BY:** Interim Deputy Parish Clerk

**MEETING DATE:** 16<sup>th</sup> February 2021

**AGENDA ITEM:** 222/20

### **Transition Grant Award**

At Full Council in January it was reported that HCC had awarded a £10,000 transition grant to cover the costs of setting up the Book Exchange community library.

Official confirmation of the award arrived later in January. There were no conditions attached and formal acceptance of the award was returned to HCC by OPC.

### **Communication**

HCC's press release and subsequent social media posts from OPC and other community Facebook groups were published and an update on the Book Exchange was printed in the February edition of the Parish Magazine.

Since December over twenty members of the community have emailed to register an interest in volunteering to support the Book Exchange. This includes confirmation from three people who originally registered their interest to volunteer via the HCC library consultation in 2020.

### **HCC Advisory Support**

The HCC Library Transition team, as part of the transition grant award, have offered to provide advisory support to the new community led library until December 2021. On 25<sup>th</sup> January the Library Transition team had an initial meeting with the Deputy Clerk to discuss the decommissioning of the library, book stock information and the continuing role of HCC in the Library Working Group. It was agreed that Library Transitions would in the first instance support through the advisory service and would be happy to attend future Working Group meetings if needed.

### **Decommissioning of the Library**

The Library is being decommissioned during the 11<sup>th</sup> to 19<sup>th</sup> February. All items of furniture not required by the Book Exchange will be removed along with all IT equipment owned by HCC Library Service and IT services including broadband. HCC Library Staff are liaising with OPC staff to agree which smaller items will be left behind.

### **Working Group Meeting 29<sup>th</sup> January**

Members discussed the formation of sub working groups to divide the workload, focussing on book stock, volunteers, membership, communication and brand.

The Working Group discussed confirmation that the Business Plan that was submitted with the grant application had been confirmed and work could be progressed that was detailed in the plan.



Members were informed that discussion with HCC on the transfer of the Bridewell freehold to OPC was ongoing and that in the interim OPC would be seeking to arrange a user agreement with HCC to ensure the Book Exchange had access to the library space. This will be discussed in more detail by The Bridewell Working Group.

The Members reviewed the current Book Exchange governance structure noting that as OPC was the constituted body, and therefore able to apply for the transition grant, that all decisions relating to the grant would be made through OPC. It was discussed that the intention would be for the Book Exchange to move towards forming an independent constituted body by the end of the year. Initial ideas of what this might look like were discussed and agreed that the Working Group would investigate this further later in the year.

It was agreed that the Book Exchange would aim to be operationally ready by Easter with a COVID permitted 'soft' opening to enable systems, processes and routines to be embedded before an official launch at the end of May in the schools' half term holiday. It was noted that the biggest hindrance to opening would be COVID.

It was envisaged that the sub-groups would consist of two or three Members with the Deputy Clerk supporting each group.

The date of the next meeting to review the work of the sub-groups was agreed to be Friday 26<sup>th</sup> February.

### **Book sub-group met 2<sup>nd</sup> February**

Key points discussed:

- Current Book stock – data requested from HCC.
- Processes to manage book stock when not using a Library Management System
- Identify key non-fiction books that would not want to be lost (eg local history books) and create a reference section to remain in the Book Exchange.
- Maintain a 'steady state' of book stock through managing limits of books to be exchanged at any one time.
- Book donation collections, quality control and process for excess or poor quality books.
- Layout of library space
- To arrange a COVID safe visit after Lockdown.

### **Volunteer sub-group met 4<sup>th</sup> February**

Key points discussed:

- Volunteer recruitment- create a 'Registering Your Interest' form to capture more detailed information from volunteers including time commitment, availability and areas of interest to support.
- Volunteer handbook to cover code of conduct, policies and guide to the Book Exchange.
- Investigate further the requirement and process for DBS checks.
- Volunteer training to include, processes, health and safety, COVID safety, IT, book data collection processes.
- Communication to recruit more volunteers.



Next meeting arranged for 19<sup>th</sup> February.

### **Membership sub-group met 4<sup>th</sup> February**

Key points discussed:

- Membership eligibility
- Membership joining fee for over 18s
- Membership card
- Creation of a 'Friends Of' scheme to fundraise for the Book Exchange
- Creation of a 'Founding Member' scheme for initial start-up and ongoing funding.
- Develop link with schools to arrange curriculum led activities in the Autumn term.

### **Communication and Brand sub-group**

OPC engaged the design team who had previously developed the Your Odiham brand to support the High Street. The brand design would include a logo for the Book Exchange to be used on social media, building signage, book labels and ongoing publicity. This contract was awarded to The Langtons in the value of £1,000, as agreed with Councillors by email, and should be formally noted under agenda item 223/20iii.

The designs would be reviewed by the sub-group who are due to meet on 11<sup>th</sup> February.





**REPORT ON:** Odiham Village Centre Area Action Plan

**WRITTEN BY:** Parish Clerk

**MEETING DATE:** 16<sup>th</sup> February 2021

**AGENDA ITEM:** 223/20

## **Introduction**

At the previous meeting on 19<sup>th</sup> January, OPC resolved to develop a Village Centre Strategy/Action Plan which enhances and builds on OPC's own Strategic Plan, with support from Hart DC. The Clerk was asked to present a timeline to this meeting.

This report sets out the purpose of the Plan and the proposed scope, governance and timeline which has been drawn up through research and dialogue with the Hart DC Economic Development team.

## **Background**

OPC has been proactive in developing clearer plans which document OPC's priorities as a Parish Council and has a form of Strategic Plan which helps guide OPC's committee work. However, this does not set out priorities in terms of their impact on the community and what OPC aims to achieve through these projects. A Parish Council holding the General Power of Competence status can more or less react to any new opportunity or changing times but the underpinning objective of all OPC's work should be to add value to the community.

For the sake of this Action Plan, we assume this Plan will assist in:

- creating a stronger and more cohesive community
- supporting local business especially operating in the High Street
- supporting local schools and community interest groups
- supporting efforts to improving people's health and wellbeing.
- supporting development of stronger cultural identity and sense of belonging

## **Purpose of the Action Plan**

This Plan is intended to be a vision for the centre of Odiham over a set period of time, ie 5 years. It is intended to be used as guide for a co-ordinated delivery of improvements either delivered directly by OPC or by the partner organisations listed as project leads. The Plan will be adopted as OPC policy and will provide evidence to source funding or influence strategic spending. It may also influence the future plans and strategies of Hart District Council and other organisations.



The Plan should be a clear statement of:

- **Agreed intent or ambition** - this is the high level simple statement(s) of what we want to realise for the village. It's at this level we can get buy in and engagement of the community. That in turn leads to commitment and involvement at the project level (community business structures or project teams).
- **Identified issues** – developed through community consultation. Understanding local views and needs for valued services is crucial in ensuring community commitment and successfully delivering the plan outcomes.
- **Defined projects and objectives** – it is expected that projects such as High street business support, The Bridewell centre and community library etc will be scoped within the plan.
- **Recognition of Council and partners' roles** – this may involve existing organisations or establishing new forums or social enterprises such as community interest companies.
- **Budgets**
- **Possible funding sources** – the Plan can be used to secure external funding.
- **Timescales** – short and long term.
- **Impact measures** - social, environmental or economic with acknowledgement on how the outcomes meet OPC's objectives.
- **Review arrangements**

The Plan will incorporate new concepts as well as long standing issues and projects already underway. It will acknowledge gaps and success, reinforcing the things considered most important to the community which should be protected and preserved.

A Village Centre Strategy is not intended to be a supplementary planning document, and as such does not need to go through any statutory plan-making processes. There may however be an overlap with planning issues and the relevant Neighbourhood Plan policies and Conservation Area Character Appraisal may influence defined projects and the way in which these projects are delivered.

## Scope

Having looked at other action plans prepared by other authorities, the scope appears to differ depending on the size of the area and the opportunities and constraints with it.

It is proposed that Odiham's plans covers the village centre area and not just the High Street and named "Odiham Village Centre Area Action Plan, 2021-26". A map showing the geographical area should be included in the Plan.

The priority areas should be defined and developed by the "Steering Group" but these are an example of what the Plan might include:

Parking, access  
& travel

Property &  
Planning

Streetscape &  
Public Realm

Business  
Support

Place branding  
& marketing

Community  
Cohesion

Digital  
technology



Defined projects will fall under each priority area ranging from small, quick wins to larger scale projects which may ultimately prove challenging. Research suggests “lighter, quicker, cheaper interventions in public spaces generate interest in long term goals”. The Plan will help OPC to define projects under its “Supporting the High St” strategic priority and is likely to include projects already in progress.

Looking at examples of other local action plans, I would estimate each priority area being no more than 2 pages – to include any background evidence/data; key issues and actions; delivery options and key partners and timescales, budget etc.

## **Governance**

It is proposed that a Steering Group be formed to develop the Plan comprising of members and representatives from other community groups. This will hopefully ensure the adopted plan captures the most important issues and, through local ownership, stand the best chance of deliverability.

Proposed Steering Group membership:

- OPC Councillors (3 but not limited to) with support from OPC staff.
- Support from Hart DC Economic Development staff.
- 1 Hart DC Councillor.
- 1 Hampshire CC Councillor.
- 1 representative from InOdiham.
- 1 community representative from the High St businesses.
- 1 representative from the Neighbourhood Plan Monitoring Group.
- 1 community representative from a school or youth organisation (tbc).
- 1 community representative for health & disability (tbc).
- 1 community representative from a local faith organisation (tbc).
- 1 representative from the Odiham Society.
- 1 representative from U3A.

Community consultation will be required on the defined projects and a statement of community consultation should be evidenced in the final plan.

## **Proposed Timeline**

<b>February 2021</b>	<b>March 2021</b>	<b>April 2021</b>	<b>May 2021</b>	<b>July 2021</b>	<b>August 2021</b>	<b>September 2021</b>	<b>September 2021 onwards</b>
Agree governance and advertise for community reps	Agree community reps and Develop draft statement of issues	Community consultation on draft statement of issues (Spring newsletter)	Finalise statement of issues and responses	Steering group to agree responses and draft action plan	Consult on draft action plan	OPC to adopt final plan	Implement and deliver plan with periodic review

## **Odiham Village Centre Area Action Plan Steering Group Terms of Reference**

1. The Odiham Village Centre Area Action Plan Steering Group is constituted to research and develop a draft Odiham Village Centre Area Action Plan.
2. Membership shall comprise:
  - OPC Councillors (3 but not limited to) with support from OPC staff.
  - Support from Hart DC Economic Development staff.
  - 1 Hart DC Councillor.
  - 1 Hampshire CC Councillor.
  - 1 representative from InOdiham.
  - 1 community representative from the Haigh St businesses.
  - 1 representative from the Neighbourhood Plan Monitoring Group.
  - 1 community representative from a school or youth organisation (tbc).
  - 1 community representative for health & disability (tbc).
  - 1 community representative from a local faith organisation (tbc).
  - 1 representative from the Odiham Society.
  - 1 representative from U3A.
3. The quorum for Steering Group meetings shall be at least two Councillors supported by an OPC member of staff.
4. The Steering Group shall appoint its own Chairman.
5. The Steering Group shall, as far as practical, follow the following timeline:

<b>March 2021</b>	<b>April 2021</b>	<b>May 2021</b>	<b>July 2021</b>	<b>August 2021</b>	<b>September 2021</b>	<b>September 2021 onwards</b>
Develop draft statement of issues	Community consultation on draft statement of issues (Spring newsletter)	Finalise statement of issues and responses	Steering group to agree responses and draft action plan	Consult on draft action plan	OPC to adopt final plan	Implement and deliver plan with periodic review

6. Regular updates must be provided to full Council which retains overall responsibility for the Plan and decisions relating to it.

7. The Steering Group may decide to divide work between smaller task & finish groups but all work must be reported back to the Steering Group.
8. The Steering Group must acknowledge OPC's duty to provide for all demographics within the community and must not discriminate against protected characteristic.
9. Conflicts of Interest - Steering Group members should declare an interest where there is a potential financial or pecuniary benefit to themselves, or their company/organisation arising from the decisions or recommendations of the group.
10. Data Protection – the Steering Group's work must comply with the Data Protection Act and member must have regard to OPC's Data Protection Policies. Documents will be subject to requests for public inspection in accordance with the Freedom of Information Act/Environmental Information Regulations.



**REPORT ON:** Hampshire County Council's Consultation on Working Towards a new Local Transport Plan  
<https://www.hants.gov.uk/transport/localtransportplan>

**WRITTEN BY:** Parish Clerk

**MEETING DATE:** 16<sup>th</sup> February 2021

**AGENDA ITEM:** 224/20

#### About our Local Transport Plan

Hampshire has the largest sub-regional economy in south east England, is home to 1.3 million people and enjoys a unique natural environment. But to protect and enhance our county for generations to come, we need to adapt and plan ahead.

Transport is an absolutely fundamental aspect – it affects how we live, work and interact; how we experience places; how our businesses operate; and our health and wellbeing. **Our Local Transport Plan must get it right.**

#### How will the Local Transport Plan be developed?

Hampshire County Council has a statutory requirement to have in place a Local Transport Plan (LTP). The current LTP (LTP3) was produced in 2011 and was subject to a minor review in 2013. The new Transport Plan (LTP4) will supersede the current LTP and will form the primary transport policy for Hampshire County Council to 2050.

To develop the plan, we will carefully consider the evidence gathered from the [Hampshire 2050 Commission of Inquiry](#), and identify drivers of change. We will then set the vision, outcomes and guiding principles for the Local Transport Plan, before writing the full strategy. There will be a detailed process of engagement and consultation, with opportunities for stakeholders and the public to review the work and comment. This will take place during 2021.





HCC is seeking feedback on the following and requires responses by 28<sup>th</sup> February:


- Drivers of change
- Vision and outcomes
- Guiding principles and associated measures.

Questions:

### Drivers of change

From a local to global level there are some major changes ahead, presenting challenges and opportunities that we need to plan, respond and adapt to appropriately. Please share your thoughts on these [drivers of change](#) by responding to the questions below.

**How important do you consider each of the drivers of change to be, in terms of their implications for transport in Hampshire up to 2050? (Please select one option per row)**

	Very unimportant	Unimportant	Neutral	Important	Very important
 Changing Climate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
 Changing Economy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
 Changing Society	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
 Changing Environment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
 Changing Technology	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
 COVID-19 Pandemic	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

If there are any other drivers that you feel should be considered, please outline which and why below:

Characters remaining: 1000

### Drivers of change

**How do you think the Transport Plan should respond to the possible short and longer-term impacts associated with COVID-19? (Please specify in the box below)**

Characters remaining: 3000



## Vision and outcomes

The proposed [vision](#) and outcomes help to establish a focus on what we want to achieve by 2050, and hence to understand what success would look like. Please share your thoughts by responding to the questions below.

**How strongly do you agree or disagree with the following statements?** *(Please select one option per row)*

	Strongly disagree	Disagree	Neutral	Agree	Strongly agree
 The inclusion of a specific transport vision is beneficial	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
 The proposed vision appropriately reflects how Hampshire's transport system should look in 2050 (taking into account its role in delivering a better environment, economy and society)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Are there any changes to the proposed transport vision you would recommend – if so, what and why?**









Characters remaining: 3000





## Vision and outcomes

How important or unimportant are each of the proposed transport outcomes? (Please select one option per row)

	Very unimportant	Unimportant	Neutral	Important	Very important
 reduce transport-related carbon emissions to net zero (neutrality) by 2050	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
 a resilient and reliable transport network	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
 a transport network that protects and enhances our natural and historic environments	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
 improved air and noise quality	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
 a transport system that supports a connected economy (for people and goods), creates successful places (for living, working and visiting), and ensures Hampshire continues to prosper whilst reducing its emissions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
 support future housing, employment and regeneration needs sustainably	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
 a network that promotes active travel and active lifestyles to improve our health and wellbeing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
 a transport system that ensures that everyone has equal access to services, opportunities and life chances, delivering improved quality of life for all in Hampshire	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

If there are any other outcomes you feel should be included, please clarify which and why here:


Characters remaining: 1000



## Guiding principles

Based on the outcomes and their associated challenges, we have proposed two [guiding principles](#), which represent priorities which we believe should have particular emphasis within the Transport Plan. We have provided some examples of what this might mean in terms of the measures and approaches we could adopt. Please share your thoughts on these by responding to the questions below.

To what extent do you agree or disagree with each of the guiding principles? (Please select one option per row)

	Strongly disagree	Disagree	Neutral	Agree	Strongly agree
 Significantly reduce dependency on the private car and reduce the overall need to travel	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
★★★ Create a transport system that improves the quality of place and puts people first	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

If there are any other guiding principles that you feel should be considered as the emphasis for the Transport Plan, please outline which and why below:

Characters remaining: 1000

[← Back](#) [Reset](#) [Save](#) [Next →](#)

## Guiding principles

Which of these [measures](#) do you think the County Council should investigate further in order to significantly reduce dependency on the private car and reduce the overall need to travel? (Please choose all that apply)

- ☐ Delivering a step change in the quality of walking and cycling infrastructure, with a focus on utility and comfort, as well as safety
- ☐ Re-prioritising spaces in favour of walking and cycling to create attractive and safe environments
- ☐ Providing education, training and publicity to encourage active travel
- ☐ Mass transit networks, involving prioritised road space
- ☐ Enhanced ticketing options providing better value for money
- ☐ Developing a stronger partnership with public transport operators
- ☐ New models of car ownership and usage, such as shared mobility / subscription based mobility services
- ☐ Developing mobility hubs where public and shared mobility modes can be accessed along with other key services
- ☐ Establishing mobility credit schemes for those agreeing to no longer own a car
- ☐ Demand management measures based on pricing mechanisms (e.g. congestion charging or workplace parking levies)
- ☐ Changing parking supply, tariffs and location - such as reduction in urban centre parking supply in association with park and ride or mass transit systems
- ☐ Enhanced travel planning activity
- ☐ Seek to maximise the role of technology in meeting our daily needs (remote working, online services etc)
- ☐ Build upon the shifts in behaviour resulting from the Covid-19 pandemic
- ☐ Trialing flexible and demand responsive services, including serving rural communities
- ☐ Promoting community based shared mobility schemes
- ☐ Seeking to establish a more influential role with local planning authorities in determining sustainable and accessible development location and form
- ☐ Focusing on sustainability, rather than traffic impact of developments

[← Back](#) [Reset](#) [Save](#) [Next →](#)



## Guiding principles

Which of these [measures](#) do you think the County Council should investigate further in order to create a transport system that supports high quality and prosperous places and puts people first? *(Please choose all that apply)*

- ☐ Establishing a 'link and place framework' to guide the design of the transport network - recognising that routes and spaces have many different functions
- ☐ Reshaping and repurposing urban centres away from the private car to put people first
- ☐ Implementing charging zones, such as Clean Air Zones or Low Emission Zones, where there is poor air quality caused by transport
- ☐ Seeking measures, such as low traffic neighbourhoods, to remove through traffic from local centres
- ☐ Seeking contributions from developers to mitigate impacts on a 'zero harm' basis, in terms of air quality from transport
- ☐ Implementing plans to better manage / rationalise logistics and delivery and impacts on local communities
- ☐ Introducing measures within town / city centres to support the use of zero emission vehicles
- ☐ Safer traffic speeds, with more widespread introduction of lower speed limits where appropriate
- ☐ Designing streets for all ages and abilities
- ☐ Providing more support through education and training, particularly targeted at more vulnerable users such as children and older people
- ☐ Designing places in the right way (once it is put in the right sustainable locations)
- ☐ Greater dialogue with developers at an earlier stage
- ☐ Interchange / mobility hubs and mobility services which integrate multiple travel modes
- ☐ Working with operators to continuously improve the delivery of travel information, making use of technology to increasingly provide accurate, personalised and 'live' journey information
- ☐ Support and promote key transport strategic infrastructure that serve economic hubs, international gateways or improve connectivity in the sub-region

← Back   Reset   Save   Next →

 County Council

## Guiding principles

If you would recommend any other measures to support either of the guiding principles, please outline these below:


Characters remaining: 3000

← Back   Reset   Save   Next →



## End of Survey

If you would like to hear about future opportunities to comment on the emerging Local Transport Plan, please provide your email address below:

 In providing your email address above, you are providing consent to be contacted by Hampshire County Council regarding future opportunities to comment on the Local Transport Plan. We will not use these details for any other purpose.

If you would like to submit evidence that you feel should be considered in the development of the Local Transport Plan, please send this to [strategic.transport@hants.gov.uk](mailto:strategic.transport@hants.gov.uk)

Thank you for taking the time to complete this survey.

Click '**submit**' below to complete your response.

 Back

Reset

Save

Submit 



**REPORT ON:** 2021/22 Meeting Calendar

**WRITTEN BY:** Parish Clerk

**MEETING DATE:** 16<sup>th</sup> February 2021

**AGENDA ITEM:** 225/20

### **Introduction**

The 2020/21 meeting calendar was presented and agreed following a full review of the committee structure. The proposed 2021/22 calendar is presented on the assumption all committees will remain the same for the ensuing year.

OPC has managed to hold all scheduled meetings throughout the Covid pandemic by utilising powers given in the Coronavirus Act 2020 which allows meetings to be held remotely.

Other relevant (revised) rules in the Coronavirus Act, Part II of the Principal Regulations include:

- The requirement for parish councils to hold an annual meeting in each year were disapplied (as the Principal Regulations were originally drafted to only apply to meetings that are required to be held, or held, before 7<sup>th</sup> May 2021, as matters currently stand this will still mean there will still be a legal requirement to hold an annual meeting on or after 7<sup>th</sup> May 2021).
- The requirement to fix, at least three clear days before a meeting of a parish council, a time and place notice in some conspicuous place in the parish was disapplied.
- The requirements for parish meetings to assemble annually between 1 March and 1 June every year, or twice yearly where there is no separate parish council, and no earlier than 1800 hrs, were all disapplied.
- The public notice requirements of parish meetings was disapplied.

However, at the time of writing this report NALC state:

“Extending the remote meeting regulations:

The government is not currently planning to extend the remote meeting regulations beyond **7 May 2021**. Along with other local government bodies, NALC is continuing to press for this extension. We are also preparing guidance for local councils on preparing for and managing the return to physical meetings in May and beyond.”

This draft 2021/22 meeting calendar assumes face-to-face Council meetings will resume and the Annual Parish Assembly and Annual Council Meeting will go ahead, subject to there being no Covid restrictions in place.



The Bridewell  
The Bury  
Odiham  
Hampshire  
RG29 1NB

## **2021/22 Meeting dates**

All meetings, unless otherwise stated, are held on a Tuesday in The Parish Room, The Bury, Odiham, at 7.30pm.  
The agenda for each meeting will be posted on the council's noticeboards and at [www.odiham.org.uk](http://www.odiham.org.uk) giving the required 3 clear days' notice.  
Members of the press and public are invited to attend all meetings, unless stated on the agenda.

	May '21	Jun '21	Jul '21	Aug '21	Sep '21	Oct '21	Nov '21	Dec '21	Jan '22	Feb '22	Mar '22	Apr '22	May '22
Full Council	18 <sup>th</sup> (Annual)	15 <sup>th</sup>	20 <sup>th</sup>	17 <sup>th</sup>	21 <sup>st</sup>	19 <sup>th</sup>	16 <sup>th</sup>	21 <sup>st</sup> (inc planning applications if required)	18 <sup>th</sup>	15 <sup>th</sup>	15 <sup>th</sup>	19 <sup>th</sup>	17 <sup>th</sup> (Annual)
Planning & Development Committee	11 <sup>th</sup>	1 <sup>st</sup> 22 <sup>nd</sup>	13 <sup>th</sup>	3 <sup>rd</sup> 24 <sup>th</sup>	14 <sup>th</sup>	5 <sup>th</sup> 26 <sup>th</sup>	17 <sup>th</sup>	7 <sup>th</sup>	4 <sup>th</sup> 25 <sup>th</sup>	16 <sup>th</sup>	8 <sup>th</sup> 29 <sup>th</sup>	20 <sup>th</sup>	10 <sup>th</sup>
Traffic & Transport Committee		22 <sup>nd</sup> (After Planning)			14 <sup>th</sup> (After Planning)			7 <sup>th</sup> (After Planning)			8 <sup>th</sup> (After Planning)		
Finance Committee			20 <sup>th</sup> (After full Council)			19 <sup>th</sup> (After full Council)			18 <sup>th</sup> (After full Council)			19 <sup>th</sup> (After full Council)	
Amenity Area Committee	18 <sup>th</sup> (After full Council)			17 <sup>th</sup> (After full Council)			16 <sup>th</sup> (After full Council)			15 <sup>th</sup> (After full Council)			17 <sup>th</sup> (After full Council)
Community Committee		15 <sup>th</sup> (After full Council)			21 <sup>st</sup> (After full Council)			21 <sup>st</sup> (After full Council)			15 <sup>th</sup> (After full Council)		
Staffing Committee						6 <sup>th</sup> 10am						6 <sup>th</sup> 10am	

Changes in Covid legislation & guidelines may have an impact on the ability to hold face-to-face meetings. Details will be published on each agenda.

Tel: 01256 702716

website [www.odiham.org.uk](http://www.odiham.org.uk)

email: [clerk@odiham.org.uk](mailto:clerk@odiham.org.uk)



**REPORT ON:**        **Annual Parish Assembly**

**WRITTEN BY:**     **Parish Clerk**

**MEETING DATE:**   **16<sup>th</sup> February 2021**

**AGENDA ITEM:**    **226/20**

### **Introduction**

As explained in the previous agenda item, the Annual Parish Assembly should be held between 1<sup>st</sup> March and 1<sup>st</sup> June. The Coronavirus Act dispelled this requirement last year and no such meeting was held in Odiham but, as there are no current plans to extend these rules, OPC should start thinking about the 2021 meeting.

The meeting is for local government electors, it is not a council meeting but, where there is a parish council, the Chairman must preside. The agenda should allow for questions from members of the public and include current issues relevant to the local community.

Clearly we don't know how Covid will continue to affect our daily lives so I suggest we make plans to livestream the meeting.

The Cross Barn is large enough to allow Councillors to socially distance and has livestreaming facilities.

### **For Decision**

Further to discussion with the Cross Barn, it is proposed that OPC makes plans to hold an Annual Parish Assembly at the Cross Barn on Tuesday 13<sup>th</sup> or Wednesday 14<sup>th</sup> April at 6.30pm and, subject to Covid permitting, Councillors and staff attend in person and the meeting livestreamed to residents.

Subject to agreement, staff will then work with Councillors to agree an agenda, guest speakers and the method of accepting questions from members of the public.



**Odiham**  
Parish Council

## **HEALTH AND SAFETY POLICY**

**Adopted ??**



## **POLICY STATEMENT:**

This is the Health and Safety Policy Statement of Odiham Parish Council:

Odiham Parish Council recognises and accepts its responsibility for providing a safe and healthy environment for its members; staff; volunteers; visitors; and for anyone affected by its activities. For the purpose of this Policy, Councillors are defined as volunteers unless otherwise stated.

The Council maintains this policy for the management of health and safety as its top priority and will do all that is reasonably practicable to ensure effective organisation and planning are established and maintained. The Council will also ensure that appropriate and effective audit and review mechanisms are used to inform the work of the Council, which undertakes to commit appropriate resources to manage health and safety.

Our statement of general policy, below, is based upon that required by virtue of the Health and Safety at Work etc. Act 1974. The principles of the Act and its underpinning Regulations as later published are taken by the Council as a minimum requirement for the safe and effective management of the Council and its activities.

Our statement of general policy is:

- To provide adequate control of the health and safety risks arising from our activities;
- To consult with our staff on matters affecting their health and safety;
- To provide and maintain safe equipment;
- To provide sufficient information, instruction, and supervision of staff, volunteers and visitors as far as is reasonably practical;
- To ensure all staff and volunteers are competent in their Council-related activities, and to provide adequate training as far as is reasonably practical;
- To prevent accidents and activity-related ill health as far as is reasonably practical;
- To maintain safe and healthy conditions for conducting the Council's business and the public facilities it provides; and
- To review and revise this Policy as necessary at regular intervals, but at least annually.

Approved by the Council on:

Signed: ..... Chairman

... Responsible Officer

## **1. Responsibilities**

1.1 The full Council has overall responsibility for Health and Safety. The Council:

- Provides a lead in developing a positive health & safety culture through its decisions, policies and individual behaviour.
- Ensure adequate resources are available to implement adequate health & safety systems.

1.2 The Parish Clerk will fulfil the role of 'Competent Person' responsible for the implementation of the policy. The Parish Clerk shall:

- Keep informed of relevant Health and Safety policy legislation and inform the Council accordingly.
- Advise the Council on the resources and arrangements necessary to fulfil the Council's responsibilities under the Health and Safety at Work legislation.
- Make effective arrangements to implement this Policy.
- Ensure that matters of Health and Safety are regularly discussed at OPC meetings.
- Ensure that regular risk assessments are carried out of working practices, with subsequent consideration and review of any necessary corrective/protective measures.
- For major works, request method statements from contractors prior to the works starting and retain these in a file.
- Maintain a file of risk assessments for all staff and voluntary activities.
- Ensure all staff and volunteers are given access to this policy before starting any task or activity or as soon as practical upon joining the Council.
- Ensure that work activities by the Council do not unreasonably jeopardise the health and safety of members of the public.
- Maintain a central record of notified accidents.
- When an accident or hazardous incident occurs, take immediate action to prevent a recurrence or further accident and to complete the necessary accident reporting procedure.
- Act as the contact and liaison point for the Health and Safety Inspectorate.

1.3 All employees and voluntary helpers will:

- Co-operate fully with this Policy.
- Take reasonable care for their own health and safety, to use appropriate personal protective clothing and, where appropriate, ensure that appropriate first aid materials are available.
- Take reasonable care for the health and safety of other people who may be affected by their activities.
- Not operate any item or equipment or machinery unless they have been trained or authorised.

- Not misuse any plant, equipment tools or materials so as to cause risks to health and safety or carry out any repairs.
- Not undertake any unauthorised activity or task without prior consent and training.
- Wear appropriate PPE which has been provided to them.
- Report any accidents or hazardous incidents to the Parish Clerk.
- Report to management any medical condition or medication which could affect the safety of themselves or others.
- Co-operate with the management on the implementation of the medical or occupational health providers (employees only).

#### 1.4 When it is necessary to employ, engage or facilitate outside contractors, the Contractor shall:

- Provide a method statement, risk assessments and evidence of Public Liability Insurance not less than £10M.
- Consider all potential hazards imposed upon OPC employees, volunteers or members of the public.
- Ensure all control methods are in place to minimise all risks to OPC employees, volunteers, members of the public and their own staff.
- Ensure their own staff are trained and competent in undertaking the work they have been instructed to carry out.
- Manage the provision of PPE for their workers.
- If necessary, agree to arrange for a building or facility to be closed throughout the works or schedule their works at a time when less footfall is expected.

## 2. Arrangements

### 2.1 Risk assessments

- The Parish Clerk will complete a risk assessment for every building, facility and equipment owned by OPC.
- The Parish Clerk will complete risk assessments for all employee activities. In some instances a verbal discussion and agreement on the potential risks and control methods will suffice.
- Risk assessments will be completed for all events and activities by the lead organiser who will act as the H&S Responsible Person at the event.
- Every member of staff and volunteer has a duty to risk assess their own actions before undertaking a new or different task.
- Risk assessments shall be reviewed regularly or following a significant change in circumstances or legislation.

### 2.2 First aid kit

- A First Aid kit is located in the Parish Office.
- Use of an item from any first aid kit must be notified to the Parish Clerk who will then arrange suitable replenishment.
- It is the duty of the Parish Clerk to ensure that the contents of the office first aid kit is always at least at the prescribed stock level and in date.

## 2.3 Fire safety

- Fire extinguishers and smoke alarms are sited at the specified locations in the Bridewell and are maintained by HCC.
- Fire extinguishers in the parish room and south chapel are maintained annually by Walker Fire.

## 2.4 Personal Protective Equipment (PPE)

- PPE will be provided to all employees and volunteers who are involved in activities where there is a potential risk of injury or exposure to the elements.

## 3. Accident and injury at work procedures

- 3.1 Although every effort will be made to ensure a safe environment, it is accepted that accidents can occur. Accidents and incidents occurring in the OPC offices and/or OPC premises shall be reported immediately to the Parish Clerk or senior employee on duty at the time of the accident.
- 3.2 If any of the following occur they must be reported to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) procedures (see <https://www.hse.gov.uk/riddor/index.htm>):
- Fatal accidents.
  - A specified injury to an employee as detailed in regulation 4.
  - An injury to a non-employee where that person is taken to hospital immediately following the injury.
  - Any employee diagnosed as suffering from a disease specified in the Regulations.
  - Any employee diagnosed with a cancer caused by work related exposure to a known carcinogen or mutagen.
  - Accidents resulting in a period of absence of more than 7 days.
  - Injuries to the public where they have to be taken to hospital.
  - Some dangerous occurrences.
- 3.3 All accidents resulting in injury and near misses will be investigated to identify any unsafe acts, equipment or working practices to determine whether changes need to be made to equipment, training or systems of work to reduce, as far as possible, the likelihood of the same occurring in the future.
- 3.4 All accidents resulting in injury and near misses will be reported to the Council in accordance with OPC's Data Protection Policy.

#### **4. Communication to employees and volunteers:**

- The H&S Policy Statement will be published on OPC's website.
- The H&S Law Poster will be displayed on internal noticeboards at The Bridwell.
- A copy of this Policy will be provided to all staff and volunteers carrying out a task or function on behalf of the Council.
- New employees and volunteers will be required to sign to confirm they have read this Policy.
- H&S will be a regular item for discussion in Staff Meetings and meetings of the Staffing Committee.
- Formal H&S training will be offered to staff where this is considered appropriate.
- Any new activity or project involving volunteers will involve a dedicated H&S briefing or training session.

#### **5. Hazards and risks**

##### **5.1 Fire**

Evacuation procedures in the event of outbreak of smoke and/or fire:

- Visitors and other persons in the building should immediately proceed and assemble in an orderly manner to the Mayhill Junior School playground, which is the fire assembly point.
- The Parish Clerk or senior employee should arrange for a register to be called.
- The Parish Clerk or senior employee should ensure the emergency services are summoned.
- Employees and visitors shall not remove a fire appliance from its designated place unless it is to be used in an attempt to extinguish a fire.
- Any use of a fire extinguisher should be reported to the Parish Clerk.

##### **5.2 Display Screen Equipment**

OPC complies with the H&S (Display Screen Equipment) Regulations 1992 by:

Staff:

- All staff who regularly use DSE as part of their work must complete a DSE risk assessment for their work station to assess and reduce risks of ill health. This should be completed as soon as possible after starting work or following a change in equipment. This should be a home work station where a member of staff has been sanctioned to work from home.
- The risk assessment(s) will be discussed with the Parish Clerk to agree and implement control methods which will minimise risk.

- OPC will offer free eye tests to employees, in accordance with the Regulations, for employees who spend a significant amount of their working day using a display screen.

#### Volunteers:

- All volunteers who regularly use DSE as part of their work or voluntary activities on Council owned or managed premises must complete a DSE risk assessment for their work station to assess and reduce risks of ill health. This should be completed as soon as possible after starting the voluntary activity or following a change in equipment.
- The risk assessment(s) will be discussed with the person in charge of the voluntary activity to agree and implement control methods which will minimise risk.
- All volunteers who regularly use DSE at home as part of their voluntary activity are encouraged to complete a risk assessment for their home work station. Volunteers should discuss concerns with the person in charge of the voluntary activity for advice on how control methods may help to minimise risk.
- All risk assessments should be reviewed regularly and following any change in circumstances.
- Employees and volunteers should read further details on the DSE Regulations at: <https://www.hse.gov.uk/pubns/ck1.htm>

### 5.3 Manual Handling

The incorrect handling of loads causes high numbers of injuries each year and can result in pain, time off work and sometimes permanent disability.

- All employees and regular volunteers will be required to undertake manual handling training.
- Manual handling should be avoided wherever possible but, where operations cannot be avoided, these general principles should be followed:
  - o Assess the load and the task
  - o Plan the route
  - o Position feet
  - o Get a good grip
  - o Keep the load close to the body
  - o Maintain good posture throughout the procedure
  - o Use the leg muscles
  - o Use body momentum
- Where it is possible to move a load without lifting the load should be pushed and not pulled.

## 5.4 Driving for Work

- All employees required to drive as part of their working day, either as part of their normal duties or when driving to and from a meeting or training event etc shall provide a copy of their driving licence to the Parish Clerk.
- No member of staff or volunteer disqualified from driving will be permitted to drive for work related activities whatsoever or permitted to drive any Council owned vehicle.
- Employees and volunteers driving their own vehicles for work related activities should ensure they hold the relevant insurance cover and provide a copy to the Council.
- Employees and volunteers are responsible for ensuring their own vehicles are road worthy with a valid MOT certificate where required and should not volunteer to drive for work related activities if they are aware of any issues.
- Employees and volunteers should not drive for work related activities if they are tired, feeling unwell or under the influence of drugs, alcohol or prescribed medication which affects their ability to drive.
- Any employee or volunteer driving to work related appointments should prioritise safety over time and never rush to make an appointment on time.

## 5.5 Working at Height

Falls from height are one of the biggest causes of workplace fatalities and major injuries. Common causes are falls from ladders and through fragile roofs. Generally, Council employees and volunteers have limited need to work from heights themselves and as such should avoid working at height where it is reasonably practical to do so.

OPC acknowledges the following tasks require staff or volunteers to work from height:

- Displaying flags on the High Street.
- Arranging books.
- Setting up/clearing away from events.
- Managing the Speed Indicator Device (SID).

Where work at height cannot be avoided:

- Use the correct equipment – for use in The Bridewell a kick step should be sufficient.
- Ensure the equipment is suitable, stable and strong enough for the job.
- Don't overload or overreach.
- Take precautions when working near fragile surfaces.
- Provide protection from falling objects.
- Consider space to fall should be by clearing space around the ladder or kick step.

- When a ladder is required, always ensure a second person is present to hold the ladder stable.

## 5.6 Lone Working

There may be occasions when employees are lone working, either in the parish office or on site. In this situation to ensure employees are as safe as possible all members of staff must ensure they:

- Have access to a working phone; for off-site workers this shall be a mobile phone.
- Outside of the public opening hours for the office, ensure that the Bridewell door is locked.
- The front and rear parish office doors should remain locked at all times.
- All windows are shut and window security locks are in place.
- Inform a second person where they are working and how long they expect to be lone working.
- When working in The Bridewell, always ensure the sign at the front door indicates when someone is in the building.

## 5.7 Smoking

- OPC complies with the legislation that became law in July 2007 therefore smoking is not permitted in any part of OPC owned or managed buildings.

## 5.8 Drugs and Alcohol

- No non-prescription drugs are permitted in any Council owned or managed buildings at any time.
- No alcohol should be consumed on the premises unless by prior agreement for pre-arranged functions or events.
- Anyone found to be under the influence of drugs or alcohol may be subject to gross misconduct charges or asked to step down from voluntary activities.

## 5.9 Premises

- The office should be kept clean and tidy.
- The office temperature should be at least 16C in accordance with HSE guidance. There is no H&S guidance on the maximum temperature but staff and volunteers should raise any concerns with line management.
- Office windows should have blinds or other shading systems in good working order.
- Outside access to the building must be safe and properly maintained.
- Stairs and corridors must be unobstructed.
- All cables, leads and wires should be properly secured so that they do not constitute a trip hazard.
- All filing cabinets, shelves and cupboards should be stable and secure and kept closed when not in use.



- Any spillage must be mopped up and the floor dried.

#### 5.10 Dangerous substances

- Under the Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended), OPC must conduct a suitable and sufficient assessment of the risks to health from exposure to any hazardous substance.
- COSHH sheets will be sourced wherever possible and used to assess potential harm and substances will only be used where necessary.
- This list is not exhaustive, but substances used by OPC may include: Tippex, photocopier toner, WD40, de-icer, glass cleaning fluids and cleaning solvent.
- All lids/tops must be properly secured after a substance has been used and should be stored safely and clearly labelled in a secure place.
- Photocopier toner can cause eye and skin irritation. The photocopier toner cartridge should be changed in accordance with the manufacturer's instructions; in addition, vinyl or rubber gloves should be worn during this operation.

#### 5.11 Electrical Equipment

- No employee or volunteer should use any electrical appliance which they have not been authorised to use.
- No employee or volunteer should carry out any repair to any electrical appliance on Council owned property.
- Lighting sockets must not be left empty: a suitable bulb or fluorescent tube must be in place.
- Any faulty equipment, wiring, plugs or bulbs must be reported to the Parish Clerk.
- All electrical equipment will be PAT tested annually.

#### 5.12 New and expectant mothers

- Expectant mothers should make their employer aware they are pregnant as soon as practical in order for any required adjustments to be made.
- Each workstation will be assessed and OPC will strive to make all reasonable adjustments to work stations or working practices which may cause harm to them or their unborn child.
- A new or expectant mother should not lift heavy loads, stand for long periods of time or do anything they consider will be a risk to them or their unborn child.
- OPC will consider temporarily adjusting working conditions or offer suitable alternative work if this is deemed necessary.

### 5.13 Disabilities

- OPC will make all reasonable adjustments for disabled workers and volunteers.
- Employees and volunteers must make OPC aware they have a disability in order for OPC to make these adjustments and may call on third party professional advice if required.

### 5.14 Working Time Regulations

All employees and volunteers will adhere to the Working Time Regulations which limits the working time to less than 48 hours per week, requires set rest hours, holiday entitlement, rest periods, 11 hours between shifts in any 24 hour periods and rest break if working over 6 hours.

The full legislation can be viewed at  
<https://www.legislation.gov.uk/ukxi/1998/1833/contents/made>

### 5.15 Home Working

This policy applies to employees who are equipped and authorised to work from home. Anyone requiring advice or support to help meet best H&S standards at home should speak to the Parish Clerk or their appointed Councillor support or committee.

### 5.16 Stress

OPC acknowledges its legal duty to protect employees from stress at work. The HSE defines stress as “the adverse reaction people have to excessive pressures or other types of demand placed on them”.

There are six main areas of work design which effect stress levels:

- Demands
- Control
- Support
- Relationships
- Role
- Change

Stress affects people differently and signs of stress will display differently in different people, a person suffering with stress may not even be aware themselves.

Any employee suffering from stress should speak to the Parish Clerk to discuss what reasonable control methods can be put in place.

Failure to resolve stress in the workplace through reasonable control methods may be referred to the Staffing Committee in confidence.

Further detail is available at: <https://www.hse.gov.uk/stress/what-to-do.htm>

## **6 Monitoring and evaluation**

- 6.1 It will be necessary for OPC to determine, from time to time, whether or not health and safety responsibilities are being discharged properly. Monitoring may take place through a number of mechanisms, including spot checks on employee behaviour, a full safety inspection and reports to the full Council by the Parish Clerk.
- 6.2 Reports of all accidents, near-misses and sickness linked to work shall be monitored on a regular basis. Recommendations may follow on the need for greater safeguards, more training or the need to change an employee's work practices.
- 6.3 Employees shall be consulted on any proposed changes to this policy.

## **7 Review**

The full Council shall review this policy at least once every three years from the date of adoption or following a change in legislation or circumstances.



# Odiham

## Parish Council

### Standing Orders

**Amended and Adopted 14<sup>th</sup> January 2020**  
**Revised 16<sup>th</sup> February 2021**

Formatted: Superscript

### Edit History:

Rev. No	Date	Revision details	Minute Ref
1	07.07.14	Adopted	
2	03.11.14	Amended and adopted	
3	13.04.15	Amended and adopted	
4	18.05.15	Reviewed	
5	09.05.16	Reviewed	
6	03.10.16	Amended and adopted	
7	09.01.17	Updated	
8	08.05.17	Amended and adopted	
9	14.05.18	Amended and adopted	
10	13.05.19	Amended and adopted	
11	14.01.20	Amended and adopted	
12	16.02.21	Reviewed	

# CONTENTS

1. Meetings.....	4
2. Ordinary Council meetings .....	6
3. Committees and sub-committees .....	8
4. Extraordinary meetings of the council, committees and sub-committees.....	8
5. Rules of debate at meetings.....	109
6. Disorderly conduct at meetings .....	10
7. Previous resolutions.....	11
8. Voting on appointments .....	1211
9. Motions requiring written notice.....	12
10. Motions not requiring written notice .....	12
11. Management of Information .....	13
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.....	16
17. Accounts and accounting statements .....	1746
18. Financial controls and procurement.....	17
19. Handling staff matters .....	1918
20. Responsibilities to provide information .....	19
21. Responsibilities under Data Protection Legislation .....	19
22. Relations with the Press/Media .....	2019
23. Execution and Sealing of Legal Deeds .....	19
24. Communication with District Councillors .....	20
25. Restrictions on Councillor activities .....	20
26. Standing orders generally .....	20

# 1. Meetings

Mandatory for full Council meetings



Mandatory for committee meetings



Mandatory for sub-committee meetings



## Note

- a) *Different symbol shapes are used to facilitate printing on black and white printers.*
- b) *Mandatory items are in bold.*
- c) *Changes to model Standing Orders relevant only to Odiham Parish Council are in italics*

- 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' public notice for a meeting does not include the day on which the 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 day's 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 or another topic at the discretion of the Chairman.
- f The period of time designated for public participation at a meeting in accordance with Standing Order 1 (e) shall not exceed *10 minutes* unless directed by the Chairman of the meeting.
- g Subject to Standing Order 1 (f) above, a member of the public shall not speak for more than *3 minutes unless directed by the Chairman.*
- h In accordance with Standing Order 1(e) above, a question shall not require a response at the meeting nor start a debate on the question. The Chairman of the meeting may direct that a written or oral response be given.
- i A record of a public participation session at a meeting shall be included in the minutes of that meeting.

- j A person shall raise his or her hand when requesting to speak and, *if required by the Chairman*, stand when speaking (except when a person has a disability or is likely to suffer discomfort).
- k Any person speaking at a meeting shall address his comments to the Chairman.
- l Only one person is permitted to speak at a time. If more than one person wishes to speak the Chairman of the meeting shall direct the order of speaking.

- m **Subject to Standing Order 1 (n) 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 to 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.**

*Persons reporting at a meeting are kindly requested to give notice that they are doing so before they begin.*

- n **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- o **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.**

- p **The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.**

- q **The Chairman 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 or her casting vote whether or not he or she gave an original vote. (See also standing orders 2 (h) and (i) below.)**

- r **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the Councillors or Non-Councillors with voting rights present and voting.**

- 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 or her 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;
  - ii. the names of Councillors present and 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.
- viii. *actions to be taken and by whom.*

● 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 or her 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 (4 Councillors for OPC) and in no case shall the**  
 ▲ **quorum of a meeting be less than 3 (committees).**

● 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 or a series of meetings on a single occasion shall not *normally* exceed a period of 2  
 hours.

y *The Chairman of the meeting may allow experts in a specific field to address the meeting to offer  
 advice or clarity on agenda items.*

● zZ *Documents for all public meetings will be added to the website on the Friday prior to the meeting.*  
 ■ *Any member of the public requiring a paper copy of the pack must request this to the parish office as*  
 ▲ *they will not be available at the meeting.*

a1 The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local  
 Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 section  
 78 allows local councils to hold remote meetings. The regulations give automatic authority  
 to hold remote meetings and amend standing orders as required. These regulations remain  
 in force until 7<sup>th</sup> May 2021.  
When required these Regulations or other amendments, revisions or extensions will apply  
 and may temporarily change or suspend Standing Orders.

Formatted: Superscript

Formatted: Indent: Left: 1.5 cm

## 2. 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 new 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 a day in May as the Council may direct.
- 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  
 directs.
- e The first business conducted at the annual meeting of the Council shall be the

election of the Chairman and Vice-Chairman of the Council.

- f **The Chairman of the Council, unless he or she has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his or her successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chairman of the Council, unless he or she resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he or she shall preside at the meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he or she shall preside at the meeting until a new Chairman of the Council has been elected. He or she may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.**
- j Following the election of the Chairman of the Council and Vice-Chairman of the Council at the annual meeting of the Council, the order of business shall include:
  - i. **In an election year, delivery by the Chairman 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 Chairman of his or her acceptance of office form unless the Council resolves for this to be done at a later date;**
  - ii. *Receive and note* the minutes of the last meeting of the Council and to receive and note minutes of and/or to determine recommendations made by committees;
  - iii. Appointment of members to existing committees;
  - iv. Review of representation on or work with external bodies and arrangements for reporting back;
  - v. *If applicable*, 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;
- k **NOTE: A Councillor does not have to be present to be appointed as Chairman, to a Committee or as Chair of a Committee. They will need to be nominated and seconded by Councillors present at the meeting.**
- l The following need to be in the annual cycle of business
  - i. Review and adoption of appropriate Standing Orders and Financial Regulations;
  - ii. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses;
  - iii. Review of inventory of land and assets including buildings and office equipment;
  - iv. Review and confirmation of arrangements for insurance cover in respect of all

- insurable risks;*
- v. Review of the Council's and/or employees' subscriptions to other bodies;
- vi. Setting the dates, time and place of ordinary meetings of the full Council up to and including the next annual meeting of full Council.
- vii. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence;
- m The following need to be reviewed at least every two years or following a change in legislation or sector advice:
  - i. Review of the Council's complaints procedure included in the Statement of Commitment to the Parish of Odiham 2019-23;
  - ii. Review of the Council's policies, procedures and practices in respect of its obligations under the Freedom of Information and Data Protection legislation (see also Standing Order 11,20 and 21);
  - ~~iii.~~ Review of the Council's policy for dealing with the press/media; (this is the same as viii).
  - ~~iv.~~ Review of the Council's Protocol for Public and Press Reporting at meetings; (abolished as Openness of Local Council Bodies Regulations 2014 takes precedence).
  - ~~v-iii.~~ Review of the Council's Social Media and Electronic Communications Policy;
  - ~~vi-iv.~~ Review of the Council's Data Protection Policy;
  - ~~vii-v.~~ Review of the Council's Document Retention Policy;
  - ~~viii-vi.~~ Review of the Council's employment policies and procedures;
  - ~~ix-vii.~~ Review of the Council's Reserves Policy;
  - ~~x-viii.~~ Review of the Council's Press and Media Policy and Communication Guidelines;

### 3. Committees and sub-committees

- a. **Unless the Council determines otherwise, a committee may appoint a sub-committee or working 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 sub-committee of the advisory committee may be non-councillors.**
- d. *All committees and sub-committees of the Council act with the full power and authority of the Council in lawfully discharging functions that fall within their respective terms of reference, agreed budgets and current Council policies.*
- e. The Council may appoint standing committees and other committees or working groups as may be necessary and:
  - i. shall approve their terms of reference;

- ii. shall approve the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the full Council;
- iii. shall permit a committee other than in respect of the ordinary meetings of a committee to determine the number and times of its meetings;
- iv. shall subject to standing order 3 (b) and (c) above, appoint and determine the terms of office of members of such a committee;
- v. may subject to standing order 3 (b) and (c) above 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 3 days before the meeting that 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;
- viii. shall determine the place, notice requirements and quorum for a meeting of a committee and sub-committee which shall be no less than 3;
- ix. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance notice requirement, if any, required for the meeting of a sub-committee;
- x. shall determine if the public may participate at a meeting of a committee or sub-committee that they are permitted to attend;
- xi. may dissolve a committee or sub-committee.

## 4. Extraordinary meetings of the council, committee and sub-committees

- a **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chairman of the Council does not call an extraordinary meeting of the Council within 7 days of having been requested in writing to do so by 2 Councillors, any 2 Councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting must be signed by the 2 Councillors.**
- c The Chair of a committee (or a sub-committee) may convene an extraordinary meeting of the committee or sub-committee at any time.
- d If the Chair of a committee (or a sub-committee) does not call an extraordinary meeting *within 5 days* of having been requested by to do so by 2 members of the committee or sub-committee, any 2 members of the committee or sub-committee may convene an extraordinary meeting of a committee (or a sub-committee).

## 5. Rules of debate at meetings

- a Motions on the agenda shall be considered in the order that they appear on the agenda unless the order is changed at the discretion of the Chairman 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 Chairman 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 A Councillor may move an amendment to his or her 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.
- h If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chairman of the meeting.
- i Subject to Standing Order 5 (k) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chairman of the meeting.
- j One or more amendments may be discussed together if the Chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- k A Councillor may not move more than one amendment to an original or substantive motion.
- l The mover of an amendment has no right of reply at the end of the debate on it.
- m 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.
- n Unless permitted by the Chairman 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;
  - ii. to move or speak on another amendment if the motion has been amended since he or she last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation;
  - v. to exercise a right of reply.
- o During the debate of 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 irregularity in the proceedings of the meeting that they are concerned by.
- p A point of order shall be decided by the Chairman and his or her decision shall be final.
- q 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 sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting;
  - ix. to suspend particular Standing Order(s), except those which reflect mandatory statutory or legal requirements.
- r Before an original or substantive motion is put to the vote, the Chairman 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 or her right of reply.
- s Excluding motions moved under Standing Order 5 (r) above, the contribution or speeches by a Councillor shall relate only to the motion under discussion and shall not exceed *3 minutes* without the consent of the Chairman of the meeting.

## 6. 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 Chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If the person(s) disregard the request of the Chairman of the meeting to moderate or improve their conduct, any Councillor or the Chairman of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made in accordance with Standing Order 6(b) above is ignored, the Chairman of the meeting may take further reasonable steps to restore order to progress the meeting. This may include temporarily suspending or closing the meeting.

## 7. Previous resolutions

- a A resolution shall not be reversed within 6 months except either by a special motion, which requires written notice by a least *2 Councillors* to be given to the Proper Officer in accordance with Standing Order 9 below, or by a motion moved in pursuance of the recommendation of a committee or sub-committee.
- b When a motion moved pursuant to Standing Order 7 (a) above has been disposed of, no similar motion may be moved within a further 6 months.

## 8. Voting on appointments

Where more than 2 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 removed from 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 voting may be settled by the casting vote exercisable by the Chairman of the meeting.

## 9. Motions requiring prior notice to be given to the Proper Officer

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given notice to the Council's Proper Officer at least *5 clear days* before the next meeting. Clear days do not include the day of the notice or the day of the meeting.
- c A motion can be proposed by any Councillor or Non-councillor with voting rights. If two or more Councillors have submitted a proper motion it must be included in the agenda.
- d If the Proper Officer considers a motion received in accordance with Standing Order 9(b) above is not clear in meaning, they will contact the mover to discuss a re-submission so that the motion can be understood.
- e If the wording or subject of a proposed motion is considered improper in that it falls outside the statutory functions, powers and obligations of the Council, the Proper Officer shall consult with the Chairman or Vice Chairman 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 Chairman with advice from the Proper Officer, in consultation with the Chairman and/or Vice Chairman as to whether or not to include the motion in the agenda shall be final.
- g Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

## 10. Motions not requiring prior notice

The following motions may be moved at a meeting without prior 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 defer consideration of a motion;

- iv. To refer a motion to a particular committee or sub-committee;
- 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 member to a committee, sub-committee or working group;
- x. To extend the time limits for speaking;
- xi. To exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. To not hear further from a Councillor or a member of the public;
- xiii. To exclude a Councillor or member of the public for disorderly conduct;
- xiv. To temporarily suspend the meeting;
- xv. To suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. To adjourn the meeting; or
- xvii. To close the meeting.

## 11. Management of Information

- 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

- a Draft minutes of a meeting would normally be circulated to Councillors normally within five working days of the meeting. 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 of the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the minutes shall be



- moved in accordance with Standing Order 10 (a) (i) above.
- c The accuracy of draft minutes, including any amendment(s) made to them shall be confirmed by resolution and shall be signed by the Chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
  - d If the Chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he or she shall sign the minutes and include a paragraph in the following terms or to the same effect:  
 "The Chairman 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 Subject to the publication of draft minutes in accordance with Standing Order 12(f) and standing Order 20 (a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

## 13. Code of conduct and dispensations

See also Standing Order 1 (u).

- a All Councillors and non-Councillors with voting rights shall observe the Code of Conduct adopted by the Council.
- b Unless he or she 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 or she has a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which the Councillor had the interest.
- c Unless he or she 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 or she has another interest if so required by the Council's Code of Conduct. They may return to the meeting after it has considered the matter in which the Councillor had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer and the Chairman of the Council or Committee** 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 or by a meeting of the Council, or committee or sub-committee for which the dispensation is required 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;
- iv. an explanation as to why the dispensation is sought.
- g **A dispensation may be granted in accordance with Standing Order 13 (e) if having regard to all relevant circumstances any of the following applies:**
  - i. **without the dispensation the number of persons prohibited from 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; or**
  - ii. **granting the dispensation is in the interest 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 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 above, 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 Chairman of the Council of this fact, and the Chairman 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 to what action, if any, to take in accordance with Standing Order 14 (d) below
- 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 Council that a Councillor or non-Councillor with voting rights has breached the Council's Code of Conduct, the Council shall consider any recommendations from the Monitoring Officer.**

## 15. Proper Officer

- a The Proper Officer shall be either (i) the Clerk or (ii) other staff members(s) nominated by the Council to undertake the role of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
  - i. **At least 3 clear days before a meeting of the Council, a committee or a sub-committee,**
    - **serve on Councillors by delivery of 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**

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

***See Standing Order 1(b) for the meaning of clear days for a meeting of the full Council and Standing Order 1 (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 unless a Councillor has given prior notice at least 3 days before the meeting confirming his withdrawal of it;
- iii **Convene a meeting of full Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
- iv **Facilitate inspection of the minutes 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 the 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~~ as 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 requirement 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 the Council's Financial Regulations;
- xiv Record every planning application notified to the Council and the Council's response to the local planning authority electronically;
- xv Refer a planning application received by the Council to all members of the planning committee within 2 working days of receipt;
- xvi Manage access to information about the Council via the publication scheme.

## 16. Responsible Financial Officer

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

## 17. Accounts and accounting statements

- 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 summarising:
  - 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 a quarter being reported and which includes a comparison with the budget for the financial year and highlight any actual or potential overspends.
- d As soon as possible after the financial year end 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 full 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.
- 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 a 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 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 accounting records and systems of internal control;
  - 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 for payments;
- 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 not 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 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 sub-committee with delegated responsibility.
- e Neither the Council, nor a committee or a sub-committee 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~~ £189,330 for a public service or supply contract or in excess of ~~£4,551,413~~ £4,733,252 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~~ £378,660 for a supply, services or design**

contract; or in excess of ~~£4,554,413~~ ~~£4,733,252~~ for a works contract; or ~~£820,370~~ ~~£884,720~~ 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. The handling of staff matters relating to the Parish Clerk is delegated by Council to the Staffing Committee to be managed according to the terms of reference agreed by Council.*
- ab. The handling of staff matters for all other staff is delegated by the Council to the Parish Clerk in consultation with the Staffing Committee to be managed according to the terms of reference agreed by Council.*
- bc. The management of grievances or disciplinary matters shall be according to the current policies on these matters approved by Council.*

## 20. Responsibilities to provide information

See also Standing Order 21.

- a. 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.
- b. The **Council** will publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

## 21. Responsibilities under Data Protection

### Legislation

- a. The Proper Officer acts as the Data Compliance Officer for the purposes of administering the Council's Data Protection Policy.
- 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.

## 22. Relations with the press/media

All requests from the press or other media for an oral or written statement or comment from the Council, its Councillors or staff shall be processed in accordance with the Council's policy in respect of dealing with the press and/or other media.

## 23. Execution and sealing of legal deeds

- a A legal deed shall not be executed on behalf of the Council unless the same has been authorised by a resolution.
- b **In accordance with a resolution made under standing order 23 (a) any 2 Councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer or legal practitioner shall witness their signatures. The Proper Officer may also sign, on behalf of the Council, where the Council has made a resolution to this effect.**

## 24. Communication with District Councillors

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the Councillor(s) of the District and County Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the County or District Council shall be sent to the ward Councillor representing the area of the Council.

## 25. Restrictions on Councillor activities

Unless authorised by a resolution, no Councillor shall:

- i. inspect any land and/or premises which the Council has a right or duty to inspect; or
- ii. 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 **(in bold)** may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to permanently add to or vary or revoke one or more of the Council's Standing Orders not mandatory by law shall not be carried unless two-thirds of the Councillors at a meeting of the Council vote in favour of the same.
- c The Proper Officer shall provide a copy of the Council's Standing Orders to a Councillor as soon as possible.
- d The Chairman's decision as to the application of Standing Orders at meetings shall be final.



**Odiham**  
Parish Council

## **DOCUMENT RETENTION AND DISPOSAL POLICY**

**Adopted ?**



## **1. Introduction**

The Council accumulates a vast amount of information and data during the course of its everyday activities. This includes data generated internally in addition to information obtained from individuals and external organisations. This information is recorded in various different types of document.

Records created and maintained by the Council are an important asset and as such measures need to be undertaken to safeguard this information. Properly managed records provide authentic and reliable evidence of the Council's transactions and are necessary to ensure it can demonstrate accountability.

Documents may be retained in either 'hard' paper form or in electronic forms. For the purpose of this policy, 'document' and 'record' refers to both hard copy and electronic records.

It is imperative that documents are retained for an adequate period of time. If documents are destroyed prematurely the Council and individual officers concerned could face prosecution for not complying with legislation and it could cause operational difficulties, reputational damage and difficulty in defending any claim brought against the Council.

In contrast to the above the Council should not retain documents longer than is necessary. Timely disposal should be undertaken to ensure compliance with the General Data Protection Regulations so that personal information is not retained longer than necessary. This will also ensure the most efficient use of limited storage space.

## **2. Scope and Objectives of the Policy**

The aim of this policy is to provide a working framework to determine which documents are:

- Retained – and for how long; or
- Disposed of – and if so by what method.

There are some records that do not need to be kept at all or that are routinely destroyed in the course of business. This usually applies to information that is duplicated, unimportant or only of a short-term value. Unimportant records of information include:

- 'With compliments' slips.
- Catalogues and trade journals.
- Non-acceptance of invitations.
- Trivial electronic mail messages that are not related to Council business.
- Requests for information such as maps, plans or advertising material.
- Out of date distribution lists.

Duplicated and superseded material such as stationery, manuals, drafts, forms, address books and reference copies of annual reports may be destroyed.

Records should not be destroyed if the information can be used as evidence to prove that something has happened. If destroyed the disposal needs to be disposed of under the General Data Protection Regulations.

### **3. Roles and Responsibilities for Document Retention and Disposal**

Councils are responsible for determining whether to retain or dispose of documents and should undertake a review of documentation at least on an annual basis to ensure that any unnecessary documentation being held is disposed of under the General Data Protection Regulations.

Councils should ensure that all employees are aware of the retention/disposal schedule.

### **4. Document Retention Protocol**

Councils should have in place an adequate system for documenting the activities of their service. This system should take into account the legislative and regulatory environments to which they work.

Records of each activity should be complete and accurate enough to allow employees and their successors to undertake appropriate actions in the context of their responsibilities to:

- Facilitate an audit or examination of the business by anyone so authorised.
- Protect the legal and other rights of the Council, its clients and any other persons affected by its actions.
- Verify individual consent to record, manage and record disposal of their personal data.
- Provide authenticity of the records so that the evidence derived from them is shown to be credible and authoritative.

To facilitate this the following principles should be adopted:

- Records created and maintained should be arranged in a record-keeping system that will enable quick and easy retrieval of information under the General Data Protection Regulations.
- Documents that are no longer required for operational purposes but need retaining should be placed at the records office.
- The retention schedules in Appendix A: List of Documents for Retention or Disposal provide guidance on the recommended minimum retention periods for specific classes of documents and records. These schedules have been compiled from recommended best practice from the Public Records Office, the Records Management Society of Great Britain and in accordance with relevant legislation.

Whenever there is a possibility of litigation, the records and information that are likely to be affected should not be amended or disposed of until the threat of litigation has been removed.

### **5. Document Disposal Protocol**

Documents should only be disposed of if reviewed in accordance with the following:

- Is retention required to fulfil statutory or other regulatory requirements?
- Is retention required to meet the operational needs of the service?
- Is retention required to evidence events in the case of dispute?
- Is retention required because the document or record is of historic interest or intrinsic value?

When documents are scheduled for disposal the method of disposal should be appropriate to the nature and sensitivity of the documents concerned. A record of the disposal will be kept to comply with the General Data Protection Regulations.

Documents can be disposed of by any of the following methods:

- Non-confidential records: place in waste paper bin for disposal.
- Confidential records or records giving personal information: shred documents.
- Deletion of computer records.
- Transmission of records to an external body such as the County Records Office.

The following principles should be followed when disposing of records:

- All records containing personal or confidential information should be destroyed at the end of the retention period. Failure to do so could lead to the Council being prosecuted under the General Data Protection Regulations.
- The Freedom of Information Act or cause reputational damage.
- Where computer records are deleted steps should be taken to ensure that data is 'virtually impossible to retrieve' as advised by the Information Commissioner.
- Where documents are of historical interest it may be appropriate that they are transmitted to the County Records office.
- Back-up copies of documents should also be destroyed (including electronic or photographed documents unless specific provisions exist for their disposal).

Records should be maintained of appropriate disposals. These records should contain the following information:

- The name of the document destroyed.
- The date the document was destroyed.
- The method of disposal.

## **6. Data Protection Act 1998 – Obligation to Dispose of Certain Data**

The Data Protection Act 1998 ('Fifth Principle') requires that personal information must not be retained longer than is necessary for the purpose for which it was originally obtained. Section 1 of the Data Protection Act defines personal information as: Data that relates to a living individual who can be identified:

a) from the data, or

b) from those data and other information which is in the possession of, or is likely to come into the possession of the data controller.

It includes any expression of opinion about the individual and any indication of the intentions of the Council or other person in respect of the individual.

The Data Protection Act provides an exemption for information about identifiable living individuals that is held for research, statistical or historical purposes to be held indefinitely provided that the specific requirements are met.

Councils are responsible for ensuring that they comply with the principles of the under the General Data Protection Regulations namely:

- Personal data is processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met.
- Personal data shall only be obtained for specific purposes and processed in a compatible manner.
- Personal data shall be adequate, relevant, but not excessive.
- Personal data shall be accurate and up to date.
- Personal data shall not be kept for longer than is necessary.
- Personal data shall be processed in accordance with the rights of the data subject.
- Personal data shall be kept secure.

External storage providers or archivists that are holding Council documents must also comply with the above principles of the General Data Protection Regulations.

## **7. Scanning of Documents**

In general once a document has been scanned on to a document image system the original becomes redundant. There is no specific legislation covering the format for which local government records are retained following electronic storage, except for those prescribed by HM Revenue and Customs.

As a general rule hard copies of scanned documents should be retained for three months after scanning.

Original documents required for VAT and tax purposes should be retained for six years unless a shorter period has been agreed with HM Revenue and Customs.

## **8. Review of Document Retention**

This Policy will be reviewed on a regular basis (at least every three years in accordance with the Code of Practice on the Management of Records issued by the Lord Chancellor).

This document has been compiled from various sources of recommended best practice and with reference to the following documents and publications:

- Local Council Administration, Charles Arnold-Baker, 9th edition, Chapter 11.
- NALC LTN 40 – Local Councils' Documents and Records, January 2013
- NALC LTN 37 – Freedom of Information, July 2009
- Lord Chancellor's Code of Practice on the Management of Records issued under Section 46 of the Freedom of Information Act 2000.

## APPENDIX A – LIST OF DOCUMENTS FOR RETENTION AND DISPOSAL

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Minutes	Indefinite	Archive	Parish Office	Original signed paper copies of Council minutes of meetings must be kept indefinitely in safe storage. At regular intervals of not more than 5 years they must be archived and deposited with the Higher Authority Archives
Agendas	5 years	Management	“ “	Bin (shred confidential waste)
Accident/incident reports	20 years	Potential claims	“ “	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Scales of fees and charges	6 years	Management	“ “	Bin
Receipt and payment accounts	Indefinite	Archive	“ “	N/A
Receipt books of all kinds	6 years	VAT	“ “	Bin
Bank statements including deposit/savings accounts	Last completed audit year	Audit	“ “	Confidential waste
Bank paying-in books	Last completed audit year	Audit	“ “	Confidential waste
Cheque book stubs	Last completed audit year	Audit	“ “	Confidential waste
Quotations and tenders	6 years	Limitation Act 1980 (as amended)	“ “	Confidential waste. A list ) be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Paid invoices	6 years	VAT	“ “	Confidential waste
Paid cheques	6 years	Limitation Act 1980 (as amended)	“ “	Confidential waste
VAT records	6 years generally but 20 years for VAT on rents	VAT	“ “	Confidential waste
Petty cash	6 years	Tax, VAT, Limitation Act 1980 (as amended)	“ “	Confidential waste
Timesheets/diaries	Last completed audit year 3 years	Audit (requirement) Personal injury (best practice)	“ “	Bin
Wages books/payroll	12 years	Superannuation	“ “	Confidential waste
Insurance policies	While valid (but see next two items below)	Management	“ “	Bin
Insurance company names and policy numbers	Indefinite	Management	“ “	N/A

Certificates for insurance against liability for employees	40 years from date on which insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI 2753) Management	" "	Bin
OPC play equipment inspection reports	21 years	Insurance	" "	Bin
For Burial Grounds <ul style="list-style-type: none"> <li>• Register of fees collected</li> <li>• Register of burials</li> <li>• Register of purchased graves</li> <li>• Register/plan of grave spaces</li> <li>• Register of memorials</li> <li>• Applications for interment</li> <li>• Applications for right to erect memorials</li> <li>• Disposal certificates</li> <li>• Copy of certificates of grant of exclusive right of burial</li> </ul>	Indefinite	Archives, Local Authorities Cemeteries Order 1977 (SI. 204)	" "	
For Allotments Register, contract and plans	Indefinite	Audit Management	" "	N/A
Investments	Indefinite	Audit Management	" "	N/A
Title deeds, leases, agreements, contracts	Indefinite	Audit Management	" "	N/A
Members' allowances register	6 years	Tax, Limitation Act 1980 (as amended)	" "	Confidential waste
Information from other bodies e.g. circulars from county associations, NALC, principal authorities	Retained for as long as it is useful and relevant		" "	Bin
Local/historical information	Indefinite – to be securely kept for benefit of the Parish		" "	Councils may acquire records of local interest and accept gifts or records of general and local interest in order to promote the use for such records (defined as materials in written or other form setting out facts or events or otherwise recording information).