



**MEMBERS OF ODIHAM PARISH COUNCIL ARE SUMMONED TO ATTEND
THE MEETING OF ODIHAM PARISH COUNCIL
AT THE BRIDEWELL, THE BURY, ODIHAM, HAMPSHIRE, RG29 1NB
TUESDAY 20th FEBRUARY 2024 at 7.30pm**

14th February 2024

Andrea Mann, Clerk

Members of the public are welcome to attend or join online

Join Zoom Meeting

<https://us02web.zoom.us/j/88485256405?pwd=eDhpSFRMcHcwNjcySUIJQkwwaVWwQT09>

Meeting ID: 884 8525 6405

Passcode: 976189

-
- 256/23 To receive apologies for absence**
- 257/23 To receive declarations of interests and requests for dispensation relating to any item on the agenda**
- 258/23 Approval of minutes**
To approve the minutes of the Council Meeting held on 16th January 2024 (230-255/23).
- 259/23 Chair's announcements**
- 260/23 Public session**
An opportunity for residents to raise questions and issues within the Parish in accordance with Standing Orders. Please view details at <https://odihamparishcouncil.gov.uk/council/policies-and-publications> or contact the Parish Office for further advice.

Councillor Reports

- 261/23 Meeting reports from councillors**
To RECEIVE any verbal reports from Councillors on their attendance at outside meetings.
- 262/23 Reports from other councils**
To RECEIVE any verbal reports from Hart District councillors and the Hampshire County councillor representing Odiham.

General

- 263/23 Meeting action points (pages 4-5)**
To consider matters arising from the Minutes not elsewhere on the agenda
- 264/23 "Transforming The Bridewell into a thriving Community Hub"**
- i) To receive an update from the working group meeting 06.02.24 including progress on the submission of a pre-application planning application for determining whether the future vision plans are acceptable to the planning authority.
 - ii) To agree delegation to the working group to meet with an architectural consultancy to discuss their fee proposal for supporting OPC with future works.



- 265/23 Review of OPC's policies and updates (pages 6-29)**
- i) To review updated schedule of policies and agree next priorities.
 - ii) To complete the annual review of Standing Orders, as required for audit purposes (pages 7-27).
 - iii) To consider adopting a draft Complaints Procedure to replace the complaints process set out in OPC's Statement of Commitment (pages 28-29).
- 266/23 2024/25 meeting calendar (pages 30-31)**
To review and agree the 2024/25 meeting dates for the civic year running from May 2024 to May 2025.
- 267/23 Solar farm policy (pages 32-35)**
- i) To note correspondence sent to the MP requesting change in solar farm policy, as agreed by councillors by email (page 32).
 - ii) To note the MP's response (pages 33-35).
 - iii) To agree further correspondence from OPC (circulate to councillors by email).
- 268/23 Hart's draft trees and woodland strategy (pages 36-37)**
To note the response written by Cllrs McFarlane and Sanger and submitted to Hart, as agreed at the previous meeting.
- 269/23 Speed Indicator Devices (page 38)**
To consider the Deputy Clerk's report and agree whether further measures are required to increase recording time.
- 270/23 Odiham Consolidated Charities**
To consider the proposal from the charity on one OPC nominated trustee position (set out in the email to Councillors).
- 271/23 Flood Forum representative**
To appoint a councillor as a representative on the Hart Flood Forum and consider whether this remit should extend to other flooding related matters.
- 272/23 Climate Change projects**
- i) To consider delegation to the office, in consultation with Cllr McFarlane, to arrange a follow up wildlife, public event during April to promote the hedgehog highways.
 - ii) To consider energy efficient audits [REDUCE ENERGY | Join the Green Revolution \(nrgreduced.com\)](https://nrgreduced.com) for The Bridewell and King St public toilets.

Community Committee Matters

- 273/23 80th anniversary of D-Day (page 39)**
To receive an update from the Community Committee working group meeting and receive suggestions for enhancing the event.
- 274/23 Community grant awarded to Leapfrogs pre-school**
To consider a request from Leapfrogs to revise their application relating to the grant award totalling £640 so that it can be spent on replacing one carpet, not two (total cost £1980) due to uncertainty on securing full funding within the year.



Financial Matters

275/23 Asset Register (pages 40-42)

To complete the annual review of OPC's Asset Register, as required for audit purposes. (Refer to property valuation report under item 280/23).

276/23 Broadband contract (page 43)

To consider a new fixed contract as set out in the Clerk's report.

277/23 Insurance (page 44)

To consider a policy renewal set out in the Clerk's report and policy schedule.

278/23 Payments Listing (to follow)

To approve the payments listing for the period 17th January-20th February 2024 and appoint 2 Councillors to complete the payment approval process for outstanding payments.

Planning Matters

279/23 Ratification of planning decisions made by the informal meetings of the Planning & Development Committee held on 30th January 2024 and 19th February

<https://odihamparishcouncil.gov.uk/wp-content/uploads/2024/01/Notes-240130-DRAFT-1.pdf>

280/23 Neighbourhood Plan review

To receive a verbal update from the Chair of Planning & Development.

281/23 To confirm date of next meeting

19th March 2024.

Confidential Matters

282/23 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

283/23 Review of Asset Portfolio (pages 45-59)

To carry out a review of OPC's asset portfolio and agree any required actions.

Full Council				
Date of meeting	Agenda ref no	Cllr to action	Details	Status
OUTSTANDING ON-GOING ITEMS				
Nov-23	168/23	Clerk	Change previous minutes from draft and add to website.	Complete
	170/23	Clerk	Add presentation and responses to website.	Complete
	175/23	Clerk	Update website for councillor co-option.	Complete
		CllrMT	Complete acceptance of office and DPI form before joining first meeting.	Complete
		CllrMT	Specify chosen committees.	Complete
	176/23	Clerk	Update website with new committee memberships.	Complete
	177/23iii	Clerk/Bridewell WG	Respond to conditions in Bridewell listed building permissions.	Complete
	177/23iv	Clerk	Order new noticeboard.	Complete
		Clerk/AO	Arrange installation.	In progress
	178/23	Clerk	Circulate Staff Handbook.	Complete
		Clerk	Add H&S Policy review to next agenda.	Complete
	179/23i	CllrSB	Hold first meeting for the "shoots along the routes" tree planting project.	Complete
	179/23ii	CllrAMc	Arrange for hedgehog highway surrounds to be distributed as per decision.	On agenda
	179/23iii	Clerk	Add biodiversity legislation declaration to website.	Complete
	180/23	Clerk	Make enquiries to re-instate work on installing a bus shelter on the east side of Alton Rd.	Enquiry sent
	181/23	Clerk	Notify OCC of CllrPV's nomination and support for business plan for affordable homes.	Complete
		CllrPV	Report back from first OCC meeting following appointment as trustee.	
	182/23	Clerk/CllrSB	Continue research on heritage trail app.	Project discontinued.
	184/23	Clerk	Respond to OdSoc accepting request to work together to improve signage from High St to Bury & consider early next financial year.	Complete
	185/23	Clerk	Send letter of support to The Cross Barn in support of a Lottery heritage grant application.	Complete
	186/23	Deputy Clerk	Arrange process of displaying and rotating SIDS.	Complete, see agenda
		Deputy Clerk	Update webpage and promote.	In progress
	188/23	Clerk	Complete admin for pledging support for bronze award of the Armed Forces Employers' Recognition Scheme.	Complete
	189/23	Clerk/CllrsLC&AMc	Set up payments online and complete payment approval process.	Complete
	190/23	Clerk/Finance Com	Refer interim internal audit report to Finance Committee.	Complete
	191/23	Clerk	Instruct new contract for IT support.	Complete
	192/23	Clerk	Make investment to the CCLA public sector deposit fund.	Complete
	193/23	Clerk	Offer G Rothery bequest funds to RAF Air Cadets, explaining terms of request.	Complete
	194/23	Clerk/CllrCG	Confirm numbers for RAF gifts and make BACs payment to CllrCG.	Complete
		CllrCG	Arrange for vouchers to be sent.	Complete
	195/23	Clerk	Submit OPC's response to the Farnborough airport extension proposals.	Complete
	196/23	Clerk	Add TOR and appointment of Tree Warden to next agenda.	Complete
	198/23i	Clerk	Complete admin for accepting Locality grant.	Complete
	198/23ii	Clerk	Award contract to planning consultant for supporting OPC with NP review.	Complete
	201/23	Clerk	Implement decision relating to staffing matters.	Complete
	202/23	Clerk	Notify lettings agency of extension to tenancy agreement and price increase.	Complete
Dec-23	205/23	Clerk	Change previous minutes from draft and add to website.	Complete
	211/23	Clerk	Update website with Cllr Tate's committee selections.	Complete
	212/23iii	CllrLC/Clerk	Submit planning condition application for Bridewell kitchenette.	Complete
		Clerk	Submit covering letter urging Hart to stick to statutory timescales in order to meet grant condition.	N/A
	212/23iii	Clerk	Add revised Bridewell WG terms of reference to website.	Complete
	212/23iv	Deputy Clerk	Arrange for "no parking signs" at front of Bridewell.	Complete
	213/23i	Clerk	Add revised Safeguarding Policy to website.	Complete
	213/23ii	Clerk	Add revised Disciplinary and Grievance policies to website.	Complete
	213/23iii	Clerk	Add revised Training Policy to website.	Complete
	214/23i	Clerk	Add revised H&S Policy and Statement to website.	Complete
	214/23ii	Clerk	Award contract for Fire Risk Assessment and refer report to H&S working group.	Complete
	214/23iii	Clerk/CllrLC/CllrAMc/CllrDS	Arrange working group meeting to draw up process for reviewing OPC's H&S.	
	215/23	CllrSB/Clerk	Arrange expenditure of grant for conservation hand tools and first aid training.	In progress
	216/23i	Clerk	Set up working group to consider a project plan for the war memorial and Remembrance statues.	
	216/23ii	Clerk	Send holding email re offer of poppies and statues.	Complete
	216/23iv	AO/Amenities	Arrange for poppy seeds to be placed at war memorial.	
	217/23	Clerk/DepClerk/Comms WG	Place order for comms strategy support, complete questionnaire and hold first meeting.	Complete
			Draft comms plan and return to council for adoption.	In progress
	218/23	Deputy Clerk	Confirm OPC's agreement for records to be included in HCC's digitalisation project.	Complete

Full Council				
Date of meeting	Agenda ref no	Cllr to action	Details	Status
OUTSTANDING ON-GOING ITEMS				
	219/23	Clerk/Deputy Clerk	Add community event dates to website, revise 24/25 budget as required and book distributor for newsletter.	Complete
	220/23	Deputy Clerk/Clerk	Notify Mayhill of grant decision and make payment.	Complete
	221/23	Clerk/CllrsLC&PV	Set up payments online and complete payment approval process.	Complete
	222/23	Clerk	Add revised Financial Regulations to website.	Complete
	224/23	Clerk	Add Tree Warden terms of reference to website and promote appointment.	Complete
	226/23	Clerk	Submit planning comments to Hart.	Complete
	227/23	Clerk	Continue research on professional planning support and refer to next agenda.	
Jan-24	231/23	Clerk	Change previous minutes from draft and add to website.	Complete
	237/23ii	Clerk	Add February agenda item to review OPC's asset portfolio.	On agenda
		Clerk/Bridewell working group	Meet to agree next steps in delivering The Bridewell business plan.	Complete, on agenda
	238/24	Clerk	Draft 3 year business plan by compiling OPC's adopted strategic plan, statement of commitment and emerging comms plan.	In progress
		All	Review draft with members before adding to April full Council agenda.	In progress
	239/23	Clerk	Add annual risk assessment to website and make available for auditing purposes.	Complete
	240/23	Clerk/CllrAMc	Draft letter of support to "Saving The Bell" campaign group as support for funding applications to be signed by the Chair.	Complete
	241/23	CllrsAM&DS	Respond to HDC's draft Trees and Woodland Strategy.	Complete
	242/23	Clerk	Circulate HCC's future services consultation to councillors for completing individually.	Complete
	243/23	Deputy Clerk	Notify successful grant recipients and make payment.	Complete, see agenda
	245/23	Office	Arrange for staging to be disposed off if no home found by Easter.	In progress
	246/23	Clerk	Publish 24/25 budget on website.	Complete
	247/23	Clerk	Submit 24/25 precept request to HDC.	Complete
		Clerk	Add 24/25 precept details on website.	Complete
		Clerk	Prepare public statement for 24/25 precept for publication (method tbc).	Refer to Spring newsletter
	248/23	Clerk/CllrsLC&PV	Set up payments online and complete payment approval process.	Complete
	249/23	Clerk	Award contract for laying weed suppressant and slate on garden of remembrance beds.	Complete
			Complete works and promote.	
	250/23	Clerk	Award one year extension contract for the main grounds contract.	Complete
	252/23	Clerk/CllrPV	Publish and circulate NP consultation docs in accordance with Reg 14.	Complete
	255/23	Office	Order heras fencing and arrange installation.	Complete
		Office	Source further quotes and progress listed building consent for metal gates on chapels.	

REVIEW OF OPC POLICIES - 16.01.24

Policy Name	Latest review	Essential/ Desirable/ Optional	Recommended next review
Governance			
Code of Conduct	Sep-23	Essential	Sep 26 - review at least every 3 years or following change in legislation or guidance.
Publication Scheme	Sep-23	Essential	Sep 26 - unless change in ICO model scheme.
Standing Orders	Feb-23	Essential	Feb 24 - annual review required.
Scheme of Delegation	Jan-22	Desirable	Jan 25 - unless change in circumstances.
Business Continuity Plan	Feb-23	Desirable	Feb 25 - unless change in circumstances.
Finance			
Financial Regulations	Dec-23	Essential	Dec 24. Note new model Financial Regulations anticipated March/April 2024.
Statement of Internal Controls	Aug-23	Desirable	Aug 24 - unless change in circumstances.
Claiming expenses by Cllrs Policy	Jul-23	Optional	Jul 27 - new Council.
Report on the Independent Remuneration Panel for Hart Parish Councils			Jul 27 - new Council.
Investment Policy	Jul-23	Essential	Jul 24.
Reserves Policy	Aug-23	Optional	Aug 24.
Grant Giving Policy	Sep-23	Essential	Sep 24.
Council Strategy			
Strategic Plan	May-22	Desirable	Due. Work in progress.
Statement of Commitment to the Parish of Odiham 2019-23	Feb-20	Desirable	Combine with Strategic Plan. Work in progress.
Casual Vacancy and Co-option Policy	Feb-21	Optional	Jun 23 - new Council. Due (don't change when co-options under consideration).
Complaints Procedure			New. Required following removal of Statement of Commitment to the Parish of Odiham.
Data Protection			
Data Protection Policy	Jul-23	Essential	Review May 2027 - unless change in legislation.
Document Retention Policy	Jul-23	Desirable	Review May 2027 - unless change in legislation.
Consent form for communication with OPC	Jul-23	Desirable	Review May 2027 - unless change in legislation.
Privacy Notice - General	Jul-23	Essential	Review May 2027 - unless change in legislation.
Privacy Notice - Staff, Cllrs and Role Holders	Jul-23	Essential	Review May 2027 - unless change in legislation.
Subject Access Request Policy	Jul-23	Desirable	Review May 2027 - unless change in legislation.
Cyber Security Policy			New
Health & Safety			
Health & Safety Policy	Dec-23	Essential	Dec 24.
Safeguarding Policy	Dec-23	Desirable	Dec 25.
Environment			
Environment & Climate Change Policy	Feb-22	Desirable	Feb 24.
Biodiversity Action Plan	Aug-22	Essential	Reviewed Sept 23. Essential under the Natural Environment and Rural Communities Act 2006.
Managing assets			
Memorial Bench Policy	Feb-23	Optional	Feb 25.
Hiring OPC's land and equipment	Aug-22	Optional	Aug 24.
Tree Policy	May-19	Optional	Overdue. Consider an enhanced policy for consideration as a Supplementary Planning Document.
Communication			
Media Relations Policy and Communication Guidelines	May-19	Desirable	New Comms Strategy in progress. Recommendation not to publish due to copyright.
Principles Governing OPC's Engagement and Consultation Process	May-19	Optional	New Comms Strategy in progress. Recommendation not to publish due to copyright.
Social Media and Electronic Communication Policy	Jun-20	Desirable	Review proposed and retain as published policy.
Staffing			
Disciplinary and Grievance Arrangements	Dec-23	Desirable	Dec 25.
Training and Development Policy	Dec-23	Desirable	Dec 25.
Staff Handbook	Dec-23	Optional	Dec 24.
Sickness absence policy	Oct-23	Desirable	Oct 25.
Flexible working policy	Oct-23	Desirable	Oct 25.
Emergency dependants leave policy	Oct-23	Desirable	Oct 25.
Lone working policy	Oct-23	Desirable	Oct 25.



Odiham

Parish Council

Standing Orders

Amended and Adopted ~~21st February 2023~~

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 and adopted	
13	15.02.22	Reviewed and adopted	
14	21.02.23	Reviewed and adopted	
15	20.02.24	Reviewed	

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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.*
-  z *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.*
-  

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;

~~viii.~~ [Review of the Statement of Internal Controls, Investment Policy and Reserves Policy](#)

~~vii-ix.~~ [Health and Safety Policy](#)

- m The following need to be reviewed at least every two years or following a change in legislation or sector advice:

i. [Councillor Code of Conduct](#)

~~i-ii.~~ [Review of the Council's complaints procedure included in the Statement of Commitment to the Parish of Odiham 2019-23;](#)

iii. [Publication Scheme](#)

iv. [Scheme of Delegation](#)

v. [Business Continuity Plan](#)

vi. [Claiming expenses by councillors](#)

vii. [Grant Giving Policy](#)

viii. [Casual Vacancy and Co-option Policy](#)

ix. [Review of the Council's policies, procedures and practices in respect of its obligations under the Freedom of Information and Data Protection legislation \(see also Standing Order 11,20 and 21\);](#)

x. [Safeguarding Policy](#)

xi. [Environment and Climate Change Policy](#)

~~ii-xii.~~ [Policies relating to the management of the Council's amenities](#)

~~iii-xiii.~~ [Review of the Council's Social Media and Electronic Communications Policy;](#)

~~iv.~~ [Review of the Council's Data Protection Policy;](#)

~~v.~~ [Review of the Council's Document Retention Policy;](#)

~~vi-xiv.~~ [Review of the Council's employment policies and procedures;](#)

~~vii.~~ [Review of the Council's Reserves Policy;](#)

~~viii-xv.~~ [Review of the Council's Press and Media Policy and Communication Guidelines;](#)

2. 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.

3. 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).

4. 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 seconded 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.

5. 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.

6. 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.

7. 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. Voting on appointment may be conducted by secret ballot if requested by any Councillor.

8. 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.

9. 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.

10. 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.**

11. 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.

12. 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.**

13. 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.**

14. 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, 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.

15. 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

16. 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.

17. 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 187 (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 ~~£213,447~~ £214,904 for a public service or supply contract or in excess of £ ~~£5,336,997~~ £5,372,609 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 £ 426,955 for a supply, services or design contract; or in excess of £ 5,336,937 for a works 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.**

18. 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.*
- b *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.*
- c *The management of grievances or disciplinary matters shall be according to the current policies on these matters approved by Council.*

19. 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.

20. 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.

21. 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.

22. 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.**

23. 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.

24. 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.

25. 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 COMPLAINTS PROCEDURE Adopted ??

1. Odiham Parish Council is committed to providing a quality service for the benefit of the people who live or work in its area or are visitors to the locality. If you are dissatisfied with the standard of service you have received from this council or are unhappy about an action or lack of action by this council, this Complaints Procedure sets out how you may complain to the council and how we shall try to resolve your complaint.
2. This Complaints Procedure applies to complaints about council administration and procedures and may include complaints about how council employees have dealt with your concerns.
3. This Complaints Procedure does not apply to:
 - 3.1. Complaints by one council employee against another council employee, or between a council employee and the council as employer. These matters are dealt with under the council's disciplinary and grievance procedures.
 - 3.2. Complaints against councillors. Complaints against councillors are covered by the Code of Conduct for Members adopted by the Council on 19th September 2023 and, if a complaint against a councillor is received by the council, it will be referred to the Monitoring Officer of Hart District Council.
4. The appropriate time for influencing Council decision-making is by raising your concerns before the Council debates and votes on a matter. You may do this by writing to the Council in advance of the meeting at which the item is to be discussed. There may also be the opportunity to raise your concerns in the public participation section of Council meetings. If you are unhappy with a Council decision, you may raise your concerns with the Council, but Standing Orders prevent the Council from re-opening issues for six months from the date of the decision, unless there are exceptional grounds to consider this necessary and the special process set out in the Standing Orders is followed.
5. You may make your complaint about the council's procedures or administration to the Clerk. You may do this in person, by phone, or by writing to or emailing the Clerk. The addresses and numbers are set out below.
6. Wherever possible, the Clerk will try to resolve your complaint immediately. If this is not possible, the Clerk will normally try to acknowledge your complaint within five working days.
7. If you do not wish to report your complaint to the Clerk, you may make your complaint directly to the Chairman of the Council who will report your complaint to the Council.
8. The Clerk or a complaints panel set up by the Council will investigate each complaint, obtaining further information as necessary from you and/or from staff or members of the Council.



9. The Clerk or the Chairman of the Council will notify you within 20 working days of the outcome of your complaint and of what action (if any) the Council proposes to take as a result of your complaint. (In exceptional cases the twenty working days timescale may have to be extended. If it is, you will be kept informed.)
10. If you are dissatisfied with the response to your complaint, you may ask for your complaint to be re-assessed by a separate complaints panel or to the full Council (as appropriate) and (usually within eight weeks) you will be notified in writing of the outcome of the review of your original complaint.

Contacts

The Clerk of Odiham Parish Council
clerk@odihamparishcouncil.gov.uk

The Bridewell
The Bury
Odiham
Hampshire
RG29 1NB

Tel: 01256 702716



REPORT ON: 2024/25 Meeting Calendar
WRITTEN BY: Parish Clerk/Deputy Clerk
MEETING DATE: 20th February 2024
AGENDA ITEM: 266/23

Introduction

The proposed 2024/25 meeting calendar for the ensuing year is presented for approval on the basis there are no changes to the current governance structure and the following decisions remain. These are:

- Full Council meetings are scheduled on the third Tuesday of a month.
- The August full Council meeting has been scheduled but OPC reserves the right to cancel if there is minimal business to be discussed.
- Planning & Development Committee meetings are scheduled every three weeks on Zoom. Decisions will be submitted to Hart under the Clerk's delegated authority and ratified at the next available full Council meeting.
- Community Committee financial matters will be referred to full council and Community Committee discussions on projects and events will be held by Zoom. Any recommendations made by Zoom will be ratified at the next full Council meeting.
- Traffic and transport related matters remain under full Council.
- The half yearly Staffing Committee meetings have been adjusted so that the first meeting is held in May to elect a committee chairman.



2024/25 Meeting dates

All meetings, unless otherwise stated, are held on a Tuesday in The Library Room, The Bridwell, The Bury, Odiham, at 7.30pm.

The agenda for each meeting will be posted on the council's noticeboards and the website giving the required 3 clear days' notices before each meeting.

Members of the press and public are invited to attend all meetings, unless stated on the agenda.

	Apr '24	May '24	Jun '24	Jul '24	Aug '24	Sep '24	Oct '24	Nov '24	Dec '24	Jan '25	Feb '25	Mar '25	Apr '25	May '25
Full Council	16 th	21 st (Annual) <i>Consider changing?</i>	18th	16th	20th	17th	15 th	19th	17th	21st	18th	18th	15th	20 th (Annual)
Planning & Development Committee (Zoom)	15 th or 17 th	14th	4 th 25th	15 th or 17 th tbc)	6 th 27th	16 th , or 18 th (tbc)	8 th 29 th	18 th or 20th	10th	7 th 4 weeks) 28th	17 th or 19th	11 th	1 st 22nd	13 th
Finance Committee	16th (After full Council)			16th (After full Council)			15 th (After full Council)			21 st (Before full Council)			15 th (After full Council)	
Amenity Area Committee		21st (After full Council)			20th (After full Council)			19th (After full Council)			18th (After full Council)			20 th (After full Council)
Staffing Committee		24 th 11am					11 th 11am							22 nd 11am
Budget Workshop (councillors only)								7 th (Zoom available)						
OPC Community events	30 th Annual Parish Assembly	-	6 th D-day beacon lighting					10 th Remembrance 28 th Christmas tree lighting		28th		11th		13th



The Bridewell
The Bury
Odiham
Hampshire
RG29 1NB

The Rt Hon Mr Ranil Jayawardena MP

26th January 2024

Dear Ranil

National Planning Policy on Solar Generation of Electricity including Solar Farms

We would like to bring to your attention a matter which is causing increasing concern to Odiham Parish Council, which is the lack of national policy to inform local decisions on applications for planning permission for the installation of solar generation systems both at the level of individual properties or as extensive banks in 'farms'.

Yet another application for a sub 50 MWatt solar generation facility bordering Odiham Parish has been received. This will make at least 6 either in or bordering the Parish. Whilst OPC is entirely supportive of reducing reliance on fossil fuels and the need for renewable power generation, we do have concerns that taking agricultural land out of food production at this scale is not sustainable. Food security is likely to be an escalating priority as climate change bites. Importing more food stuffs from other countries is likely to increase our carbon footprint, not decrease it, given that maritime traffic is one of the largest sources of emissions globally. Furthermore, until the National Grid is updated to take the output from these farms, we question whether this is a timely intervention. As the applications are currently looked at individually, there does not seem to be any consideration or weight given to the cumulative effect locally or nationally. The limit of 50 MWatt before an installation is considered a national infrastructure project seems to be acting as a perhaps unintended 'loophole' here.

This last point is an important consideration when looking at the role of local installation of solar generating capacity on roofs. This capacity feeds directly into the user and can be implemented immediately. The denial of planning permission for the installation of panels on the grounds of conservation/aesthetic issues should be urgently reviewed. What exactly is the priority here? Unless we get climate change under control, the future of the historic buildings in question is at risk given the likelihood of increased dramatic weather events. Odiham is already seeing this in the areas of the Parish vulnerable to flooding.

Whilst we appreciate the individual decisions on these matters are made at the District Council level, we are also aware that national policy is lacking and does ultimately take precedence in any appeal. We therefore ask that you take this matter to the relevant Ministers and lobby for swift action. This is not a matter that requires large investment – although subsidies for home installations of renewable energy and low carbon sources are always an incentive and welcome. It does however need Government to take a strong lead.

Yours sincerely

Cllr Dr Angela McFarlane, Chair
Odiham Parish Council

cc: The Rt Hon Steve Barclay MP, Secretary of State for Environment, Food and Rural Affairs
The Rt Hon Graham Stuart MP, Minister of State for Energy Security and Net Zero



HOUSE OF COMMONS

LONDON SW1A 0AA

RJ45692-SH
26th January 2024

Dear Cllr Dr McFarlane,

Thank you for your email regarding support for solar panels on rooftops.

I really believe that we live in a special part of our green and pleasant land, and that's exactly how I want to keep it. Looking after our environment is one of the great challenges of the modern age, but it's something to which we can all contribute personally, as well as through local and national government.

These are important issues so, as your local Member of Parliament, I conveyed these concerns to Ministers at the Department for Energy Security and Net Zero directly, in order to be able to update you on HM Government's latest position. I have now received a reply and enclose a copy of their correspondence for your reference.

Thank you again for taking the time to write to me.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Ranil', followed by a long horizontal flourish.

RANIL JAYAWARDENA

Enc.

Cllr Dr Angela McFarlane
Barley House Hook Road
North Warnborough
Hampshire
RG29 1EU



**Department for
Energy Security
& Net Zero**

Rt Hon Ranil Jayawardena MP
House of Commons
London
SW1A 0AA

Andrew Bowie MP
Minister for Nuclear and
Renewables

**Department for Energy Security
& Net Zero**
55 Whitehall
London
SW1A 2HP

www.gov.uk

Our ref: MCSL2024/00985
Your ref: RJ45168

22 January 2024

Dear Ranil,

Thank you for your email dated 18 January, enclosing correspondence from your constituent, regarding support for rooftop solar.

The UK has huge potential for solar power: it is a cheap, versatile, and effective technology that is a key part of the Government's strategy for net zero, energy independence and clean growth. As set out in the British Energy Security Strategy and the Energy Security Plan, we are aiming for 70 gigawatts of ground-mount and rooftop solar capacity by 2035. This would see a more than quadrupling of our current installed capacity, and we will need to maximise deployment of all types of solar to achieve this ambition.

Deploying rooftop solar remains a key priority, the Government is looking to facilitate and promote extensive deployment of rooftop solar on industrial and commercial property, such as warehouses, factories and buildings, in order to make maximum usage of available surfaces for business as well as environmental and climate benefits.

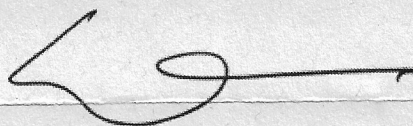
The Government has committed to make it easier for solar panels to be installed on the rooftops of commercial and industrial buildings such as warehouses and factories, as well as car parks, through changes to permitted development rights. In 2020, the Government introduced the Smart Export Guarantee to ensure that small-scale low-carbon electricity generators, such as small businesses with solar panels, get payment for the renewable electricity they export to the grid.

The Government is also providing fiscal incentives to encourage businesses to install rooftop solar, for example, through tax relief and business rate exemptions for installing and generating solar power. The Government is also exploring options to facilitate low-cost finance from retail lenders to help businesses with the up-front costs of solar installation. Furthermore, the Government recently set up the joint Government/industry UK Solar Taskforce to drive forward the actions needed to deliver the ambition of 70GW solar power by 2035.

The Taskforce identified the need to address barriers relating to rooftop solar installation as a priority and established a dedicated rooftop subgroup to focus on this area.

Thank you for writing to highlight your constituent's concerns. I trust this information will be helpful.

Yours aye,

A handwritten signature in black ink, consisting of a stylized 'A' followed by a horizontal line with a small loop at the end.

Andrew Bowie MP
Minister for Nuclear and Renewables



The Bridewell
The Bury
Odiham
Hampshire
RG29 1NB

23rd January 2024

Andrew Ratcliffe, Landscape Strategy Manager
Hart District Council

Dear Andrew

Hart DC Trees & Woodland Strategy consultation

The draft Hart Trees and Woodland Strategy is welcome and contains some ambitious but laudable targets. We appreciate that Parish Councils could take an important role and are happy to engage with Hart to see how this can best be achieved. We are already engaged with HCC through the Shoots for Routes initiative and received a grant from Hart to establish our community orchard. OPC owns a number of parcels of land which could support better tree cover.

The section on diversity in tree planting, this has been recognised as important for a number of years now. Interesting to see HCC verge planting on the A.287, after a line of Oaks failed they planted a line of Ash which is also very likely to suffer 100% loss!

Although we totally understand the recommendation to use native species, with climate change and the myriad of pests and diseases hitting our natives, 'alien' trees are likely to become of greater value. Recommendations as to which aliens are preferable will be very welcome.

The strategy should stress the need for better establishment with sufficient after care. There is little point in planting trees to see them die from want of after care. As an example, following the planting of the Odiham Community Orchard, OPC found funds to support watering by our landscape contractors for the first year. Given this covered the summer of 2022, it almost certainly saved the trees and we have so far had no losses.

It could be a useful addition to the strategy that where permission is given to remove tree due to disease or other failing, that there is a requirement to replant with a recommendation on suitable alternatives. This is a planning matter but could be considered in the target for better inter-departmental working at Hart DC.

Another aspect that relates to planning is the agreements reached with developers to ensure biodiversity benefits from new developments. We have a case in Odiham where 5 years on the environmental management plan continues to fail and is still not signed off. It is a very ambitious and complicated plan for what is not a very large area. Advice in line with the proposed tree strategy could have resulted in a more pragmatic and deliverable management plan for this site.

We particularly welcome the emphasis throughout on Community Engagement which is crucial to foster an appreciation of trees and a greater concern for their establishment and welfare.

Overall this is a promising proposed strategy but it will require considerable commitment from HDC, with money for staffing and resources, to implement.

Target	Canopy cover	OPC response
1		We note lower cover for Odiham Ward and would like to understand this in terms of local soil type eg preponderance of chalk grassland
2	Diversity - Age	We welcome this, especially in relation to 1 above
3	Diversity - Species	See above
4	Species suitability	Very welcome and useful
5	Publicly owned trees	Care after planting is a vital criterion here especially in relation to community engagement tool
6	Public ownership	Clearer guidance on exact ownership and responsibility will be helpful
7	Influence	Liaison with private landowners will be important in Odiham Parish
8	Benefits	
9	Environment	Information on suitable species to plant to mitigate effects of climate change will be important – the significance of non-tree based ecosystems eg chalk grassland is also key so understanding where not to cover with trees should also be part of the strategy

Yours sincerely



Cllr Dr Angela McFarlane, Chair
Odiham Parish Council

REPORT ON: SIDs
WRITTEN BY: Deputy Parish Clerk
MEETING DATE: 20th February 2024
AGENDA ITEMS: 269/23

We have been trialing the SIDs in various approved locations over the parish since December. They appear to be having a presence and people are noticing them. The new SID however does not hold the battery charge and only works for a maximum of 5 days before it stops storing the data until the battery is replaced. A replacement battery has been supplied by the SID supplier and tested but the length of battery life hasn't improved. The settings on the SID have also been adjusted to reduce the activation clicks but this has also failed to show any improvements

I have put together three options on how we could solve this issue.

1	Solar Panel	Solar panel quote from traffic technology is £670 We do not have the budget for this, so would have to use money from reserves. This quote was circulated separately.
2	Increase the frequency of battery changes	Currently the contractor charges £75 to put the SID up and then take it down again. He is charging £35 for each additional battery change which at the minute is once a week after the week it is put up so an additional £70 We have a budget of £1,500 for the SIDs this year.
3	Stay the same	Another option is that we carry on with the three-week cycle of having the SID up and change the battery once a week as we currently do.

REPORT ON: D DAY 80th ANNIVERSARY.
WRITTEN BY: DEPUTY CLERK
MEETING DATE: 20th FEBRUARY 2024
AGENDA ITEM: 273/23

This report is intended to update Council on the plans to commemorate the 80th anniversary of D-Day.

The community committee met on Thursday 1st February to discuss matters around the 80th anniversary of D-Day and the official beacon lighting.

Beacon Lighting

The event will follow official guidance as closely as possible:

static1.squarespace.com/static/640a0ac2b261e5337f7adb4e/t/65be3c65b8be025f302acaad/1706966158657/D-Day+80+Anniversary+Guide+v148.pdf

Entertainment:

The Town Crier, Military Wives Choir and Cove Brass band have confirmed.

Food and Drink

Deputy clerk to contact Peopones who has a van on colt hill and other local food vans to see if they would like to serve. The idea of fish and chips with the use of pre bought tickets was suggested, however the companies that the deputy had contacted last year were not keen, and they would not be able to cope with the demand of the event.

The Bowls Club has been asked to run a bar and initial feedback is positive.

Bowls club

The Bowls club has been asked if we can have use of the toilets and some electricity for the PA system. Initial feedback is positive.

Other community organisations

The clerk is reaching out to the RBL and Rotary contacts asking for suggestions, whether they want to support the event and if they know of anyone who has any person memories of D-Day they could share them and to personally invite them to the event.

Equipment:

Cllr Greensides has offered to enquire about use of the RAF's PA system. Deputy clerk to enquire with Wessex sound as a back up.

Health and safety:

OPC will manage the event risk assessment and insurance.

Deputy Clerk has contacted Odiham Fire Station to see if they will help with the Beacon Lighting and the Fire risk assessment - awaiting reply- initial email sent 30th Jan and response was expected within 2 weeks.

First aid- Deputy clerk to get a quote for first aid cover for 2 hours.

Publicity

There will be an article in the Spring newsletter and further publicity will follow nearer the time online and on noticeboards.

Further suggestions are welcome

Odiham Parish Council
Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
1000 - General Account							
4 x Gopak tables	02.03.22	684.66		Library room	10 years	Hirers	
5 x Gopak tables	01.01.21	1.00		Library room	10 years	Hirers	
Chapel Cottage & 2 sheds	1860	279,258.00	587,000.00	Cemetery		Private tenancy	
Chapel of Rest (North)	1860	232,714.00	329,000.00	Cemetery		Equipment store	
Chapel of Rest (South)	1860	232,714.00	335,000.00	Cemetery		Unused	
Dell laptop	19.09.23	772.36		Office	3 years	Shared	
General Contents (The Bridewell)	2022	7,030.00		Parish Office		Hirers and tenants	
Gopak table trolley	17.01.23	249.81		Bridewell	10 years	Hirers	
Logitech Meetup camera	27.02.22	550.00		Library room	5 years	Hirers	
Microwave	21.11.23	78.94		Bridewell kitchen	5 years	Shared	
Office Equipment	2015	5,280.00		Parish Office	10 years	Parish Office	
Parish Room	09.07.1901	232,714.00	193,000.00	LR Title HP629711		Licence to Odiham Society	
Raybit conference mic	21.11.23	83.22		Bridewell	5 years	OPC	
Server	29.11.22	2,400.00		Server room, Library Roo	5 years	OPC	
The Bridewell	01.03.22	1.00	1,545,000.00	The Bury		Offices & community hub	
Viewsonic CDE6250 & mobile stand	27.02.22	1,350.00		Library room	5 years	Hirers	
		995,880.99	2,989,000.00				
2000 - Amenity Areas							
4 x new interment beds	06.02.23	2,621.00		Cemetery		Garden of Remembrance	
Beacon Field (part of Sports Centre Trust)	18.10.1962			LR Title HP633716		Public open space	
Buften Field Play Area	01.05.2013			LR Title HP620834		Play area	
Cemetery (extension)	October 1913			LR Title HP646774		Current burial land	
Cemetery (old section)	1860			LR Title HP678718		Older section of burial grou	
Chamberlain Gardens (bowling green/tennis cc	09.01.1948		1.00	LR Title HP633716		Tennis courts, bowls club, p	
Chapel Pond Drive Play Area	2013	1.00		LR Title HP35700		Play area	
Colt Hill Amenity Area	09.03.1988	2,000.00		LR Title HP633740		Public woodland	

Odiham Parish Council
Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Defibrillator	30.03.21	1,390.00		Leapfrogs, Recreation Gr	5 years	Public	
Fruit trees	30.11.21	1,435.00		Community Orchard	20-50 years	Community orchard	
Interpretation boards	04.03.22	1,293.94		Community Orchard	10 years		
Land adjacent to Cemetery (orchard)	13.03.1995			LR Title HP499517		Community orchard	
Land off Hook Rd (allotment)	17.10.2013			LR Title HP765526		Allotment entrance	
Lockable bollard	01.10.21	165.00		Cemetery			
NW Rec Ground (Allotments)	1927			LR Title HP646510		Allotment site	
Odiham Recreation Ground	20th May 1921			LR Title HP629711		Public open space, play ar	
Outdoor wooden furniture	19.09.23	248.33		Bridewell courtyard	3 years	Shared	
Picnic benches	18.04.23	625.00		Open Spaces	4 years	Public use	
Play Equipment, MUGA & Trim Tr		197,956.00					
Public toilets, King Street	2012	1.00	183,000.00	LR Title HP671284		Public	
Street Furniture		43,319.00		Refer to bench audit			
Tarmac paths to play areas, Re	17.11.20	4,880.00		Recreation Ground	15 years		
The Firs Amenity Area	06.08.2004	1.00		LR Title HP646774		Public woodland	
		255,936.27	183,001.00				
3000 - Community							
3 x noticeboards	01.01.21	2,070.87		2 High St, 1 NW verge	10 years		
Book shelves	01.03.22	1.00		Library and ante room		Licence to OBE	
Defibilirator	2015	1,382.00		Co-op, High St	2 years	Public	
Defibrillator	01.07.22	1.00	1,390.00	Esso Garage, Hook Roac	5 years	Public	
Flags	16.09.22	581.86		Bridewell	3 years		
Library stock	24.05.21	1.00	37,500.00	The Bridewell, Library Ro		Licence to OBE	
Public access PC	25.02.22	735.00		Library room	3 years	Public use	
		4,772.73	38,890.00				

5000 - Traffic and Transport

Odiham Parish Council
Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Broxap shackles	18.02.21	3,504.00		High Street parking bays	10 years	Community events	
Hand tools	30.08.23	336.54		Bridewell	3 years	Conservation Volunteers	
Road closure signs	07.06.22	400.00		North Chapel	5 years	Equipment store	
SID	30.08.23	3,014.00		Bridewell/community	5 years	Traffic calming	
Speed Indicator Device (SID)	2015	3,290.00		Bridewell/community	2 years	Traffic calming	
Velocity speed gun	15.08.23	182.69		Bridewell	3 years	Speedwatch	
		10,727.23					
Grand Total:		1,267,317.22	3,210,891.00				

REPORT ON: Broadband contract
WRITTEN BY: Parish Clerk
MEETING DATE: 20th February 2024
AGENDA ITEMS: 276/23

Background

OPC's broadband contract with BT expired in June 2023 and has since been continuing on a rolling contract. The contract is for 2 copper lines @ £44 per month – one serves the OPC office and the other serves the Library Room and allows public usage.

It has for some time been OPC's wish to upgrade the broadband to a new fibre line but this decision has not been made due to the increase in costs from approx. £1,056 per annum to £5,700 for a 5 year period.

Recently OPC's IT consultant has made adjustments to the routers on the first floor when preparing the space for co-working and this seems to have improved reliability for all building users.

Our BT account manager is now regularly phoning and urging OPC to switch to a new, fixed term contract to protect the broadband service to The Bridewell in preparation for copper lines being switched off – the Government's target is the end of 2025 but BT said the actual date was still unconfirmed.

BT is offering transfer to a new 2 year fixed contract at £37.95 per line per month. This offer protects OPC from variable rates (due to increase by 7.9% from 1st April) and will ensure service past the copper line switch off date. This contract can be upgraded at any time but not stopped.

For decision

To consider the new contract offer from BT.

REPORT ON: Insurance
WRITTEN BY: Parish Clerk
MEETING DATE: 20th February 2024
AGENDA ITEMS: 277/23

Background

OPC's current policy with Zurich expires 31st March 2023. This is a bespoke policy for parish & town councils and a one year policy was accepted @ £6,575.

The 23/24 budget is £7,000

Following correspondence with Zurich to ensure the schedule includes changes throughout the year and meets current needs, Zurich has offered another one year policy @ £6,752.74 less adjustments of £443.57 = £6,309.17.

One other insurer was asked to quote but this was not followed up because they advised they were unlikely to be able to match Zurich prices.

Note the Zurich policy does not cover North and South Chapels. Separate enquiries with <https://www.accessinsurance.co.uk/church> and <https://www.ecclesiastical.com/church/> are in progress and quotes will be presented to the meeting if received in time.

For decision

- i) To consider the fee proposal from Zurich.
- ii) To consider further quotes received for the cemetery chapels.