

COWLEY PARISH COUNCIL
AGENDA/SUMMONS OF MEETING
TO BE HELD AT 7.30PM ON 3RD NOVEMBER 2025
IN COWLEY MANOR HOTEL
<https://www.cowleypc.org.uk>

1.	Welcome and introductions
2.	Attendance to be recorded (anticipated as Parish Councillors Laura Li, Beverly Ayling Smith, Linda Dawson, District Councillor Julia Judd, members of the public & County Councillor Mark Harris
3.	Apologies for absence to be received, accepted and recorded from Parish Councillor Stuart Drysdale
4.	Council to consider applicants for co-option for the vacancy created by the resignation of Richard Hamilton
5.	Council to invite Declaration of Interest for matters on the agenda
6.	Minutes of the previous Parish Council Meeting held on 1st September 2025 to be approved
7.	Council to approve its independent internal auditor as Iain Selkirk
8.	Council to approve its budget and precept for 25/26
9.	Council to approve amended standing orders as attached
10.	Council to approve draft Communication policy as attached
11.	Council to approve Code of Conduct as distributed via email
12.	<p>Council to approve the summary of training “ process and procedures” undertaken on 1st October 2025 as attached including</p> <ul style="list-style-type: none"> a) Register of interest forms – Localism act 2011 b) Legal process for calling a meeting c) Quorum of meetings d) Decisions made at meetings are legal decisions and are acted upon until proven other wise e) Declaration of interests – Code of conduct f) Dispensation process for DPI g) Complaints regarding the Parish Council h) Code of Conduct relating to individual Councillors matters – CDC Monitoring Officer
13.	Council to note that following concerns raised by a member of public to a Parish Councillor regarding Nothill application reference 24/01591/FUL, the Clerk has reviewed its processes and offered Councillors training on the legal process and

	<p>procedures (see above) and sought advice from GAPTC and Council are asked to agree to follow that advice</p> <ul style="list-style-type: none"> a) Timeline of process published as attached b) Review Code of Conduct – see above c) Review Standing Orders – see above d) Refer the matter to the Monitoring Officer of CDC
14.	<p>Council to note correspondence received from members of the public via the Clerk (standard item) noting that except where specific item is included on the agenda no decisions can be made by the Council</p> <ul style="list-style-type: none"> • Matters relating to the resignation of Cllr Richard Hamilton
15.	<p>Council will invite members of the public to speak to the Council, after which the public session will be closed, and members of the public will be invited to remain to observe the remainder of the meeting</p>
16.	<p>Council to note minutes of public meeting held on 6th October 2025</p>
17.	<p>Council to discuss flooding/drainage matters (standard agenda item)</p> <ul style="list-style-type: none"> • Ditch clearing running up from Manor Barn • Updates from residents - • Updates from Councillors
18.	<p>Council to note update from District Councillor Julia Judd</p>
19.	<p>Council to note report/update from County Councillor Mark Harris</p>
20.	<p>Council to approve the financial reports and payment list as discussed at the meeting</p>
21.	<p>Council to consider Highway matters (standard agenda item)</p>
22.	<p>Council to discuss traffic/parking issues (standard agenda item)</p>
23.	<p>Council to note updates on Public Footpaths & Rights of Way (PROW) (standard agenda item)</p>
24.	<p>Council confirmed its next meeting</p> <p>dates previously agreed as 12th January, 9th March- all at 7pm</p>
25.	<p>Followed by Close of meeting</p>

DRAFT MINUTES OF MEETING
HELD AT 7.00PM ON 1st September 2025
IN COWLEY MANOR HOTEL

<https://www.cowleypc.org.uk>

1.	Welcome and introductions
2.	Attendance recorded as Parish Councillors Laura Li, Beverly Ayling Smith, Stuart Drysdale & invited guests Karen McFarlane and Alethea Bumpstead and 2 members of the public
3.	Apologies for absence received, accepted and recorded from Parish Councillors Linda Dawson, Richard Hamilton, District Councillor Julia Judd County Councillor Mark Harris did not attend
4.	There were no Declaration of Interest for matters on the agenda
5.	Minutes of the previous Parish Council Meeting held on 14th July 2025 were approved
6.	Council invited members of the public to speak to the Council, after which the public session was closed, and members of the public were invited to remain to observe the remainder of the meeting No points were raised Public Session closed at 19.01
7.	Council discussed flooding/drainage matters (standard agenda item) <ul style="list-style-type: none"> • Ditch clearing running up from Manor Barn (MofP) – Councillor Hamilton has reported that a site meeting has taken place but no specific outcome within this financial year. Council agreed to encourage residents and Councillors to report via “ fixmystreet” app/website • Updates from residents -none • Updates from Councillors- see above
8.	Council invited representatives from Cowley Adventure/ Girl Guiding to speak to Council <ul style="list-style-type: none"> • Introductions and roles • Background- 4k members and 1k volunteers, HQ in Cowley Lane since 1969, extending its land in 1989 and 2023. Charity now able to promote facilities mid-week for local schools to help financing activities. Local businesses support through community /volunteers • Rebranding – came about through one of the above volunteering sessions Local business suggested rebranding which would reflect its location and its activities, hence Cowley Adventure. It is still true to its originally ethos.

	<ul style="list-style-type: none"> • There is a WhatsApp group to communicate with residents. No plans for further expansion. It is full during weekends and term times. Some availability during school holiday times, promoting these times through other local schools/agencies • A future plan for the toilet building within one of their fields as it is now collapsing (asbestos identified) and has to be removed and replaced with a new wooden shed with accessible access. No planning permission yet submitted. • Traffic management – coaches has always accessed the site (since 1970's). Coaches have increased in size and there is now more on-street parking. PCSO had previously supported traffic management with places on cones (pre-covid) and the management team are looking at seeking support from the PCSO team again. The Management team has spoken to local coach operators and are looking at restricting size to 30 seaters. This is publicised on website and at time of booking. Member of the public expressed concern over the coaches being used. There will be an opportunity for residents to visit the site. It was suggested the management team put out branded cones for specific dates. • Member of the public suggested that the management team extend an invitation to a member of the public to join their management team (as was previously the case) • A newsletter may be an opportunity for sharing with the residents.
9.	<p>Council noted correspondence received from members of the public via the Clerk (standard item) noting that except where specific item is included on the agenda (identified as MoP), no decisions can be made by the Council</p> <ul style="list-style-type: none"> • White Line poll – Council agreed in May 2025 to hold pending whilst green parking is being prepared – Clerk was instructed to remove from agenda – 6 month rule applies
10.	Council noted update from District Councillor Julia Judd has been distributed
11.	Council noted report/update from County Councillor Mark Harris not received
12.	<p>Council considered planning matters (not enforcement matters see item 21)</p> <ul style="list-style-type: none"> • 25/02295/TPO – Manor Farm – Council confirmed it does not wish to submit comments
13.	<p>Council approved the financial reports and payment list as discussed at the meeting</p> <p>Council approved national pay award (within terms of contract)</p> <p>Council approved vire from reserves to cover under- provisions in budget 25/26</p>
14.	Council considered Highway matters (standard agenda item)

	<ul style="list-style-type: none"> • “20mph speed restrictions” new initiative from GCC inviting councils to express an interest – clerk has registered interest as per Council decision in November 2023 • A417 missing link updates distributed via email • Update on HGV restrictions at Green Dragon – from previous meeting – Clerk has approached Elkstone PC as requested • Boundary map distributed via email. Elkstone PC confirmed Highgate House is in Elkstone Parish.
15.	<p>Council discussed traffic/parking issues (standard agenda item)</p> <ul style="list-style-type: none"> • Green Parking in hotel grounds work update appear to have been created in line with numbers required • noted concerns raised over temporary parking in field under Grade 2 listed status (MoP email). Enforcement appears to be aware • parking of trade vehicles- update appears to have improved • Planning conditions enforcement – Council has raised a concern.
16.	<p>Council noted no updates on Public Footpaths & Rights of Way (PROW) (standard agenda item)</p>
17.	<p>Council noted Defibrillator updates have been received with no matters of concern</p> <ul style="list-style-type: none"> • Update on Defibrillator training (Cllr Drysdale) 2 dates during September and have some attendees confirmed • VET and annual support invoices paid
18.	<p>Council noted update from community resilience working group (Cllr Li/Cllr Drysdale)</p> <ul style="list-style-type: none"> • Process to involve more of the residents, including questionnaire • Working group to finalise the questionnaire and then distribute • Wider range of residents to be invited to be on the working group
19.	<p>Council noted that if there are any enforcement matters to be discussed, Council are advised to agree to move to close session as enforcement is a legal matter</p> <p>Council is advised that any enforcement concerns should be made to CDC on https://www.cotswold.gov.uk/planning-and-building/planning-permission/report-breach-of-planning-regulations/</p>
20.	<p>Council noted update on Roll of Honour received.</p>
21.	<p>Council confirmed its next meeting</p> <p>Future meeting dates agreed as 10th November (budget), 12th January, 9th March- all at 7pm</p> <p>Council agreed a parish meeting date (6th) to discuss budget for 26/27 (venue suggested Cowley adventure) 7pm</p>

22.	Followed by Close of meeting 20.10
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Parish meeting held on 6th October 2025

Commencing at 7pm

At Cowley Adventure

Cowley

Present Councillors

Beverly Ayling-Smith, Linda Dawson, Laura Li, Stuart Drysdale and the Clerk

Members of the Public 6

Welcome from Chair of Parish Council (Chair of meeting)

- Open afternoon 26th October at Cowley Adventure (2pm)
- Rationale for using Cowley Adventure for meeting

Discussion from members of the public

- Cricket pitch village hall -potential for standard and invite agenda item at PC meeting (send invite via Cllr Drysdale) (January meeting)
- Use of Cowley Adventure for pc meetings- budget (November agenda) and decision (May agenda)
- Communication channels legal and opt in Mail Chimp (January Policy agenda)
- Village Whatsapp (agenda item at January)
- Mail shot (leaflet) village- annual newsletter – November budget and practicalities
- Welcome pack for new residents – November budget and practicalities
- Road issue -safety issues
- drainage issues - next meeting –Clerk to research emails from Highways and bring to pc meeting as a supporting item. November Agenda item
- Fix My Street highlighted – Invite County Councillor as specific agenda items relating to Highway
- Community resilience working party update (january agenda)
- Conservation as a village -potential conservation working party (January agenda)

Close of meeting at 20.00

Cowley Parish Council

STANDING ORDERS 2025 UPDATE

National Association of Local Councils (NALC)

INTRODUCTION	10
1. RULES OF DEBATE AT MEETINGS	12
2. DISORDERLY CONDUCT AT MEETINGS	13
3. MEETINGS GENERALLY	14
4. COMMITTEES AND SUB-COMMITTEES	17
5. ORDINARY COUNCIL MEETINGS	18
6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES	19
7. PREVIOUS RESOLUTIONS	20
8. VOTING ON APPOINTMENTS	20
9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER	20
10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE	21
11. MANAGEMENT OF INFORMATION	22
12. DRAFT MINUTES	22
13. CODE OF CONDUCT AND DISPENSATIONS	23
14. CODE OF CONDUCT COMPLAINTS	24
15. PROPER OFFICER	25
16. RESPONSIBLE FINANCIAL OFFICER	26
17. ACCOUNTS AND ACCOUNTING STATEMENTS	26
18. FINANCIAL CONTROLS AND PROCUREMENT	27
19. HANDLING STAFF MATTERS	28
20. RESPONSIBILITIES TO PROVIDE INFORMATION	28
21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION	29
22. RELATIONS WITH THE PRESS/MEDIA	29
23. EXECUTION AND SEALING OF LEGAL DEEDS	29
24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS	31
25. RESTRICTIONS ON COUNCILLOR ACTIVITIES	31
26. STANDING ORDERS GENERALLY	31

INTRODUCTION

This is an update to Model Standing Orders 14 and 18.

HOW TO USE MODEL STANDING ORDERS

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

DRAFTING NOTES

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is NALC's view that all model standing orders will generally be suitable for councils.

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights. Model standing orders use gender-neutral language (e.g. "Chair").

A model standing order that includes brackets like this '()' requires information to be inserted by a council. A model standing order that includes brackets like this '[]' and the term 'OR' provides alternative options for a council to choose from when determining standing orders.

RULES OF DEBATE AT MEETINGS

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

- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they considers has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
- q A point of order shall be decided by the chair of the meeting and their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 5 minutes without the consent of the chair of the meeting.

DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

MEETINGS GENERALLY

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

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

of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.

- m A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.
- n The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.
- o Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).
- p The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.
- q Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.
- r The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.

- s Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their 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 who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting

when matters that they held interests in were being considered;

vi. if there was a public participation session; and

vii. the resolutions made.

- u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.**
- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

- w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- o
- g
- x A meeting shall not exceed a period of **2** hours.

COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee 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 The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
 - vi. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
 - vii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
 - viii. shall determine if the public may participate at a meeting of a committee;
 - ix. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - x. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xi. may dissolve a committee or a sub-committee.

ORDINARY COUNCIL MEETINGS

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**
- f **The Chair of the Council, unless they has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chair of the Council, if there is one, unless they resign or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. they may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**
- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
 - i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;

- v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- vi. Review of the terms of reference for committees;
- vii. Appointment of members to existing committees;
- viii. Appointment of any new committees in accordance with standing order 4;
- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chair of a committee [or a sub-committee] may convene an extraordinary meeting of the

committee [or the sub-committee] at any time.

- d If the chair of a committee [or a sub-committee] does not call an extraordinary meeting within **7** days of having been requested to do so by **2** members of the committee or the sub-committee], any **2** members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].

PREVIOUS RESOLUTIONS

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

VOTING ON APPOINTMENTS

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

MOTIONS FOR A MEETING THAT REQUIRE WRITTEN 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 written notice of its wording to the Proper Officer at least **10** clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.

- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least **7** clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to 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 committee or sub-committee and their members;
 - 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.

MANAGEMENT OF INFORMATION

See also standing order 20.

- 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.**

DRAFT MINUTES

Full Council meetings ●
Committee meetings ●
Sub-committee meetings ●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.

- d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:
- “The chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but this view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless they have 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 they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
- c Unless they have 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 they have 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 they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- f A dispensation request shall confirm:
- i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;

- iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered [by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required
- h A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
- i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

CODE OF CONDUCT COMPLAINTS

- a **Upon notification by the Principal Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.**

PROPER OFFICER

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

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

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least **7** days before the meeting confirming their withdrawal of it;
- iii. convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(*see also standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments

- to be made by the Council in accordance with its financial regulations;
- xiv. refer a planning application received by the Council to the Council within **five** working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council
 - xv. manage access to information about the Council via the publication scheme; and
 - xvi. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(see also standing order 23).

RESPONSIBLE FINANCIAL OFFICER

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

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 to summarise:
 - i. the Council’s receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council’s aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported andwhich includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council’s receipts and payments (or income and expenditure) for the the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 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 the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least **7** days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
- i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below [60,000] or 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. 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. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - iv. 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;
 - v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- d. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

- e. **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of Council is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of the Council of absence occasioned by illness or other reason and that person shall report such absence to the Council at its next meeting.
- c The chair of the Council and the vice-chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of Proper Officer The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Council (Confidential business)
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff shall contact the chair and the vice-chair of the Council in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of Council (confidential business)
- e Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- f In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

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. ***If gross annual income or expenditure (whichever is higher) does not exceed £25,000 The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.***

OR

[If gross annual income or expenditure (whichever is the higher) exceeds £200,000] **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their 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.**

RELATIONS WITH THE PRESS/MEDIA

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

EXECUTION AND SEALING OF LEGAL DEEDS

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

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

The above is applicable to a Council without a common seal.

COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

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

RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a. Unless duly authorised 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.

STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 2 councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.

Cowley Parish Council Communications Policy

To be reviewed annually at AGM

Introduction

This Communications Policy applies to all Members and Staff of the Parish Council. Its purpose is to provide clear guidance on managing communications internally, with the media, the public, and each other, ensuring accuracy and professionalism in all communications.

Council Commitment

The Parish Council is committed to providing accurate and timely information about its functions, decisions, and actions. Care must be taken to ensure communications are clear, lawful, and respectful.

Legal Context

This policy operates within the legal frameworks provided by:

- The Public Bodies (Admission to Meetings) Act 1960
- The Local Government Acts 1972 and 1986
- The Freedom of Information Act 2000
- The Data Protection Act 1998 (and subsequent GDPR updates)
- The Council's Standing Orders

General Communication Guidelines

- Council decisions and actions should be documented in writing and formally approved at a Council Meeting.
- Anonymous correspondence will not be acknowledged or responded to.
- Miscommunication risks should be mitigated by seeking formal written approval for significant communications.
- Miscommunication risks should be mitigated by Clerk seeking written confirmation, explanation or verification where in doubt, before responding
- Communications constituting debate, discussion, or decisions should be carried out at Council meetings in public view or working groups, reported to Council meetings, unless otherwise prohibited by GDPR or where agreed in line with standing orders.
- Any discussion carried out in a closed meeting due to GDPR or permitted in line with standing orders, will have the outcome minuted and reported publicly while keeping in accordance with GDPR and data privacy.

Official Communications

- Official statements must align with the Council's corporate position. Members and staff must avoid misrepresenting Council views or providing personal opinions in an official capacity.
- When authorised to communicate on behalf of the Council, individuals must explicitly state their role and authority, signing communications as "on behalf of Cowley Parish Council"

Personal Communications

- Councillors and staff must not use their official titles in personal communications.
- Personal views on Council decisions or actions should not be expressed publicly in a way that misrepresents or conflicts with the Council's stance.
- To mitigate a risk of misunderstanding or misrepresentation, Councillors must make clear when they are communicating 'not as a councillor' or 'as a councillor'

Communicating Internally

- All internal communications are subject to FOI and must follow the Council Code of Conduct.
- Internal communications should be for logistical and information-sharing purposes and not constitute debate, discussion, or decisions
- No communications should constitute debate or discussion leading to a Council decision. All decisions must be made in public meetings unless explicitly delegated.
- Any working group, sub-committee, or meeting of Councillors outside of a Council

meeting should be reported at the next Council meeting.

Communicating with the Public

- The Parish Council values open communication with members of the public and aims to respond courteously and promptly to inquiries.
- All official communications with the public should be clear, factual, and professional and via the Clerk /Proper Officer
- Councillors and staff should only convey the Council's agreed position, avoiding personal opinions or speculation.
- For clarity, significant public communications should be provided in writing and formally approved by the Council.
- When engaging with the public informally (e.g., at events or casual meetings), Councillors must ensure they do not misrepresent the Council's views or commit the Council to any actions without proper authority. Actions can only be agreed at Council meetings.
- Anonymous inquiries or correspondence may not be acknowledged or responded to, except in exceptional circumstances approved by the Clerk.
- The Clerk is the primary contact for all media enquiries, including interviews, statements, or articles. If the Clerk is unavailable, the media should contact the Chair
- Only the Clerk is authorised to communicate on behalf of the Council unless another individual has been expressly authorised by a Council resolution.
- All communications with the media must reflect the corporate views and positions of the Council.
- Councillors or staff speaking in a private capacity must not use Council titles (e.g., "Councillor" or "Clerk") and must clarify they are not representing the Council.

Communication in Writing (Including Emails)

- Official Council email addresses should be used for all correspondence to ensure transparency and compliance with Freedom of Information laws. Personal email accounts should not be used for Council business and may be subject to legal scrutiny.
- Councillors must ensure respect and professionalism in their written communications, in line with the Code of Conduct.
- Council business discussions should occur in public meetings unless otherwise specified in the Standing Orders. Emails should not be used for debate
- Confidential information must remain protected, and GDPR requirements must be observed.

Other Forms of Communication (Phone, Text, Online Platforms)

- Councillors and staff may use other practical means of communication for sharing logistical information for the purposes of expediency but should be aware that all channels used will be subject to FOI.
- Any meeting of Councillors should be noted in the next Council meeting.

Social Media and Online Platforms

- The Clerk manages the Council's official website, ensuring compliance with legal and professional standards.
- The Council has agreed to use MailChimp as an additional communication channel with members of the public. Members of the public subscribe to receive updates.
- MailChimp is used to distribute notices of the Council in addition to the legal requirements of posting onto its website and noticeboard(s).
- The Chair of the Council is delegated to operate and manage the MailChimp activity
- The Parish Council does not use any other online platforms, messaging facility to inform the public on official Council business
- Councillors and staff may maintain personal online presences but must not imply Council representation or use official titles in personal posts.

Persistent Correspondence – Individuals and Groups

- The Council may limit responses to repeated or vexatious correspondence, particularly if it becomes abusive or places undue strain on resources.
- Decisions to limit correspondence must be formally resolved by the Council, with individuals informed of the decision and provided with a right to appeal.

- Correspondence from groups lacking clear official representation (e.g., without a signature from a secretary or chairman) may not be acknowledged.
- Groups will be informed if the Council decides not to respond further to their communications.

CODE OF CONDUCT: COWLEY PARISH COUNCIL

INTRODUCTION

Pursuant to section 27 of the Localism Act 2011, **COWLEY PARISH COUNCIL** has adopted this Code of Conduct to promote and maintain high standards of behaviour by its members and co-opted members whenever they conduct the business of the Council, including the business of the office to which they were elected or appointed, or when they claim to act or give the impression of acting as a representative of the Council.

This Code of Conduct is based on the principles of selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.

DEFINITIONS

For the purposes of this Code, a 'co-opted member' is a person who is not a member of the Council but who is either a member of any committee or sub-committee of the Council, or a member of, and represents the Council on any joint committee or joint subcommittee of the Council, and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee.

For the purposes of this Code, a 'meeting' is a meeting of the Council, any of its committees, sub-committees, joint committees or joint sub-committees.

For the purposes of this Code, and unless otherwise expressed, a reference to a member of the Council includes a co-opted member of the Council.

MEMBER OBLIGATIONS

When a member of the Council acts, claims to act or gives the impression of acting as a representative of the Council, he/she has the following obligations.

1. He/she shall behave in such a way that a reasonable person would regard as respectful.
2. He/she shall not act in a way which a reasonable person would regard as bullying or intimidatory.
3. He/she shall not seek to improperly confer an advantage or disadvantage on any person.

4. He/she shall use the resources of the Council in accordance with its requirements.
5. He/she shall not disclose information which is confidential or where disclosure is prohibited by law.

REGISTRATION OF INTERESTS

6. Within 28 days of this Code being adopted by the Council, or the member's election or the co-opted member's appointment (where that is later), he/she shall register with the Monitoring Officer the interests which fall within the categories set out in Appendices A and B.
7. Upon the re-election of a member or the re-appointment of a co-opted member, he/she shall within 28 days re-register with the Monitoring Officer any interests in Appendices A and B.
8. A member shall register with the Monitoring Officer any change to interests or new interests in Appendices A and B within 28 days of becoming aware of it.
9. A member need only declare the existence but not the details of any interest which the Monitoring Officer agrees is a 'sensitive interest'. A sensitive interest is one which, if disclosed on a public register, could lead the member or a person connected with the member to be subject to violence or intimidation.

DECLARATION OF INTERESTS AT MEETINGS

10. Where a matter arises at a meeting which relates to an interest in Appendix A the member shall not participate in a discussion or vote on the matter. He/she only has to declare what his/her interest is if it is not already entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it.
11. Where a matter arises at a meeting which relates to an interest in Appendix A which is a sensitive interest, the member shall not participate in a discussion or vote on the matter. If it is a sensitive interest which has not already been disclosed to the Monitoring Officer, the member shall disclose he/she has an interest but not the nature of it.
12. Where a matter arises at a meeting which relates to an interest in Appendix B, the member shall not vote on the matter. He/she may speak on the matter only if members of the public are also allowed to speak at the meeting.

13. A member only has to declare his/her interest in Appendix B if it is not already entered in his/her register of interests or he/she has not notified the Monitoring Officer of it or if he/she speaks on the matter. If he/she holds an interest in Appendix B which is a sensitive interest not already disclosed to the Monitoring Officer, he/she shall declare the interest but not the nature of the interest.
14. Where a matter arises at a meeting which relates to a financial interest of a friend, relative or close associate (other than an interest of a person in Appendix A), the member shall disclose the nature of the interest and not vote on the matter. He/she may speak on the matter only if members of the public are also allowed to speak at the meeting. If it is a 'sensitive interest' the member shall declare the interest but not the nature of the interest.

DISPENSATIONS

15. On a written request made to the Council's proper officer, the Council may grant a member a dispensation to participate in a discussion and vote on a matter at a meeting even if he/she has an interest in Appendices A and B if the Council believes that the number of members otherwise prohibited from taking part in the meeting would impede the transaction of the business; or it is in the interests of the inhabitants in the Council's area to allow the member to take part or it is otherwise appropriate to grant a dispensation.

APPENDIX A

Interests described in the table below.

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain by the member or by his/her spouse or civil partner or by the person with whom the member is living as if they were spouses/civil partners.
Sponsorship	Any payment or provision of any other financial benefit (other than from the Council) made to the member during the 12 month period ending on the latest date referred to in paragraph 6 above for expenses incurred by him/her in carrying out his/her duties as a member, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the member or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the Council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land held by the member or by his/her spouse or civil partner or by the person with whom the member is living as if they were spouses/civil partner which is within the area of the Council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the member or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.
Licences	Any licence (alone or jointly with others) held by the member or by his/her spouse or civil partner or by the person with whom the member is living as if they were spouses/civil partners to occupy land in the area of the Council for a month or longer.
Corporate tenancies	Any tenancy where (to the member's knowledge)— (a) the landlord is the Council; and (b) the tenant is a body that the member, or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest held by the member or by his/her spouse or civil partner or by the person with whom the member is living as if they were spouses/civil partners in securities* of a body where— (a) that body (to the member's knowledge) has a place of business or land in the area of the Council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the member, or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

*'director' includes a member of the committee of management of an industrial and provident society.

*'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

APPENDIX B

An interest which relates to or is likely to affect:

- (i) any body of which the member is in a position of general control or management and to which he/she is appointed or nominated by the Council;

- (ii) any body—
 - (a) exercising functions of a public nature;
 - (b) directed to charitable purposes; or
 - (c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)of which the member of the Council is a member or in a position of general control or management;

- (iii) any gifts or hospitality worth more than an estimated value of £50 which the member has received by virtue of his or her office.

Training points October 1st

Register of Interests	Within 28 days of taking office	Localism Act 2011 requires that all members should register their pecuniary (financial interests) along with those of spouse/civil partners- register is maintained by CDC and published Failure to disclose a DPI is a criminal offense resulting in potential fines upto £5k, disqualification for up to 5 years and further action by DPP	Councillors must live, own land or work within 3 miles of the parish. Therefore Councillors should consider carefully the box relating to land owned on the register of interests forms. The District Council distribute a support document for explanation.	If a new DPI has not yet been registered, the Councillor must declare at the meeting The Councillor must note participate in any discussion , participate in any vote taken including during the public session.
		There are 2 types of interest to be declared at a meeting Pecuniary - financial interest /gain (including business /employment/profession) by councillor or spouse/civil partner wider financial interests (trust funds and assets including land and property If a new DPI comes to light, the register should be amended within 28 days via the monitoring officer at CDC	Non Pecuniary (personal) Relates to must avoid placing themselves under obligations to people that might try to inappropriately influence their work a councillor can stay but need to consider how this may be perceived	
Application Received by pc				
emailed to councillors		This is for INDIVIDUAL councillors to do due diligence – Does a Councillor want to call an extra meeting Is there any conflict of interests – Personal contacts or disclosable	Councillors should be aware that planning is often an emotive matter and it is of the upmost importance that all process are not only carried out fairly but appear to be carried	If councillors require legal advice for themselves with regard to their rights to participate and vote at a meeting, they may approach their monitoring officer for general guidance

Training points October 1st

		pecuniary interest – has interests been declared on register of interests Is there any chance of bias or perceived bias	out fairly to an unbiased observer This is an opportunity for prior thinking not for outside of council discussions.	or obtain legal advice from a solicitor. NALC's solicitors are unable to provide legal advice to individual councillors.
Deadline date		Normally 21 days consultation period unless an extension is requested		
Date of next meeting		R1 - Monthly	Was this outside of the standard consultation period	
meeting	Extraordinary called by Chair	Chair can call an extraordinary meeting at anytime 2 or more councillors can request an extraordinary meeting via Chair.	CPC s/o The Chairman of the Council may convene an extraordinary meeting of the Council at any time. Same rules apply (except for where 2 or more Councillors call a meeting after Chair has refused within specified time limit)	
agenda published		Published agenda means published in at least 2 places, a notice board and website. Clerk published on website at time of issuing summons/agenda to councillors. Councillors are asked (and accepted responsibility for putting on notice board)	There is no legal responsibility for using social media or other electronic means- At this stage, Council had not agreed a standard process of using MailChimp or email distribution lists	

Training points October 1st

clear days		must be 3 clear days not including a Sunday, bank holiday, day of publication or day of meeting		
meeting date and place		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.	Council obtained the use of the Cowley manor Hotel as there are no other premises available free at that time. The Council had been using the Manor Hotel (Private room with no alcohol available) since 5/23	
attendance	7	Section 25 of localism act says that a Councillor should not be regarded as having a closed mind based on previous decisions. The Councillor should consider their stance as from the position of a reasonable onlooker.	Councillors should not come to a meeting with a fixed view on a matter and a closed mind when it comes to making the determination (predetermination) Predetermination is not the same as predisposition.	3 or more councillors must be present. A meeting can go ahead without a clerk, in which case a councillor takes minutes
declaration of interest at a meeting		Councillors can apply for a dispensation via a written request to the officer of the council Reasons could be that a great proportion of the council could not take part and would impeded the pc's ability to function	An officer cannot force a member to make a judgement about potential bias- advice should be sought from the CDC monitoring officer	Council may permit a councillor to speak on a matter (in the public session) in which they have an interest that is not a disclosable pecuniary interest (DPI), which they are otherwise not permitted to speak about at the meeting.
Declaration of interest at a meeting		CPC s/o state Unless he has been granted a dispensation, a councillor shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest.	The Councillor may return to the meeting after it has considered the matter in which he had the interest.	

Training points October 1st

declaration of interest at a meeting		Only a councillor can say whether they are biased or not, and the officer of the council can not force a member to make a judgement. The role of the officer is to provide advice and guidance and to encourage fully consider their bias	If a Councillor is felt to act inappropriately within the Code of Conduct can be reported to the CDC monitor officer who can investigate it Consideration given to if the councillor is still a councillor	The complaint must pass the public interest test The complaint can be taken to the LG and SC ombudsman if the DC is felt to have acted unfairly but the PC is not subject to LG ombudsman
		CPC s/o Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.	Following initial complaint to CDC monitoring officer, an Initial assessment is followed by Investigation Decisions	Sanctions can only be taken by the PC Including negative publicity Formal warning Training Censure, Removal from Committees Suspension, Disqualification
Management of meeting		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	The Chair of the meeting is responsible for leading, ensuring the business is conducted in an orderly and efficient manner and is conducted within the Council's rules (standing orders)	Where a declaration is made in the meeting, it is imperative that the declaration is minuted clearing.
decision of pc		Council must act fairly towards the applicant, appear to be acting fairly, approach all matters with an open mind	A meeting of which the minutes are duly signed is deemed, until the contrary is proved, to have been properly held and the members present duly qualified.	

Training points October 1st

	drafted response.			
Minutes and future actions	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.	staff: 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 reason	It is generally considered acceptable to exclude the press and public if the agenda item relates to the consideration of tenders, leases, purchases of assets, for matters relating to staffing covered by the data Protection Act and to consider complaints against the council or a code of conduct complaint.	A council should also avoid disclosing in minutes, resolutions or other information that is confidential or for some other special reasons not in the public interest

Note

The training session also used 2 case studies to discuss any differences in procedures.

Time line of Nothill applications 24/01591/FUL : 24/00169/OTHER: 25/01025/FUL

planning description	reference number	notified to pc	emailed to councillors	meeting	agenda published	clear days	meeting date	attendance and declaration of interest	decision of pc	comment submitted	minutes agreed	CDC decision
self build annex email from applicant received	24/01591/FUL	30/07/2024 07/04/2025	30/07/2024 07/04/2025	AGM extra ordinary called by Chair 05/08/2024	08/08/2024 invited to Parish Assembly/AGM	9th,10th 12th,13th,14th	15/08/2024	Tim Knox, Linda Dawson, Beverly Ayling-Smith no declaration of interests clerk sent apologies due to illness	The Council agreed to object to the application and drafted the response.	16/08/2024	23/09/2024	refused 24/9/24 allowed on appeal
additional comments notified		11/06/2025	11/06/2025 pc 11/04/2025 - enforcement info falls under confidential matters		03/07/2025	4th, 5th, 7th,8th,9th,10th, 11th, 12th	14/07/2025	Linda Dawson, Richard Hamilton Laura Li, Beverly Ayling Smith, Stuart Drysdale -	Council agreed not to submit any further comments	none	01/09/2025	
enforcement team involved by CDC	24/00169/OTHE	11/04/2025	11/04/2025	AGM	01/05/2025	2nd,3rd,4th,6th,7th, 8th,9th,10th,	12/05/2025	Beverley Ayling-Smith, Linda Dawson, Richard Hamilton, Laura Li, Declaration of interest Richard Hamilton	Council agreed to submit "no comment" as their comment	no comment	14/07/2025	refused allowed on appeal
conversion of barn for use	25/01025/FUL	Apr-25	Apr-25	AGM	01/05/2025	2nd,3rd,4th,6th,7th, 8th,9th,10th,	12/05/2025					

Budget/precept 26/27

	<u>budge</u> <u>t</u>	<u>ACUTAL YEAR</u> <u>TO DATE</u>	<u>BALANCE</u> <u>AVAILABL</u> <u>E TO</u> <u>SPEND</u>	<u>provisiona</u> <u>l budget</u> <u>26/27</u>	<u>tax base 25/26 72.7</u>
budget to date					
PRECEPT	6200	6200		11000	151.30 av band d
birdlip pc bus shelter		0			£84.21 av band d 25/26
inter account trans		0			
cil		0			
VAT to be reclaimed		0			
other receipts		3			
		0			
INCOME	6200	6203		11000	
SALARIES	2653	3155	-502	6000	under provided 24/25 - needs £5400 -vie from reserves
ADMIN	800	402	398	500	
INSURANCE	350	288	62	300	
DEFIBRILLATOR COSTS	150	271	-121	300	earmark
GRANTS	120	500	-380	500	overspent from vie from reserves
SUBSCRIPTIONS	150	92		150	
MAINTENANCE OF ASSETS	150	0	150	150	earmark
bank charges		42	-42	60	
training	200	90	110	200	
AUDIT	150	150	0	160	
PAYROLL COSTS	130	164	-34	170	
dog bins	225		225	225	
room hire	0	34	-34	272	
WEBSITE	300	170	130	300	
ELECTION COSTS	250	0	250	250	to reserves
TRAFFIC CALMING PROJECTS	322	0	322	322	
Contingency to reserves	250		250	141	to reserves
EXISTING COMMITMENTS	6200	5360	532	10000	
		0	0		
resilence project				500	unknown cost
newsletter -print/delivery?			0	500	
	0		0		
Expenditure	6200	5360	840	11000	Expenditure

Financial reports 3rd November 2025

<u>payee</u>	<u>date</u>	<u>CHQ NO</u>	<u>AMOUNT</u>	<u>CURRENT A/C TOTAL FOR YEAR TO DATE</u>
opening current account balance	01/04/2025			6754.39
b holder	30/04/2025	1015	-171.30	6583.09
I selkirk	15/05/2025	1016	-150.00	6433.09
b holder	15/05/2025	1017	-26.00	6407.09
pata uk	15/05/2025	1018	-149.40	6257.69
community heart beat VET	15/05/2025	1019	-120.00	6137.69
gaptc	15/05/2025	1020	-40.19	6097.50
b holder	15/05/2025	1021	-137.65	5959.85
b holder refund	15/05/2025	receipt	121.37	6081.22
gaptc training	05/06/2025	1023	-90.00	5991.22
zurich insurance	05/06/2025	1024	-288.40	5702.82
b holder	30/04/2025	so	-158.65	5544.17
b holder	31/05/2025	so	-280.00	5264.17
b holder	30/06/2025	so	-280.00	4984.17
service charges	30/04/2025	dd	-5.75	4978.42
service charges	31/05/2025	dd	-6.25	4972.17
precept	30/04/2025	receipt	4650.00	9622.17
hmrc	30/06/2025	1025	-524.00	9098.17
b holder	30/06/2025	1026	-26.51	9071.66
a curtis	03/07/2025	1027	-170.00	8901.66
bh backpay	20/08/2025	1028	-50.38	8851.28
pata uk	20/08/2025	1029	-15.00	8836.28
bank charges	30/07/2025	dd	-6.75	8829.53
bank charges	30/06/2025	dd	-5.75	8823.78
b holder	31/07/2025	so	-280.00	8543.78
b holder	31/08/2025	so	-280.00	8263.78
heartbeat trust annual support	20/08/2025	1030	-151.20	8112.58
hmrc	26/08/2026	1031	0.00	8112.58
b holder	26/08/2025	1032	-42.28	8070.30
roll of honour	15/07/2025	1033	-500.00	7570.30
hmrc	31/08/2025	1034	-377.20	7193.10
ICO	31/08/2025	1035	-52.00	7141.10
b holder	16/09/2025	1036	-16.38	7124.72
cowley adventure room hire	01/09/2025	1037	-34.20	7090.52
bank charges	18/10/2025	dd	-6.25	7084.27
bank charges	30/08/2025	dd	-5.75	7078.52

bank charges	30/09/2025	dd	-5.75	7072.77
b holder	31/09/2025	so	-280.00	6792.77
b holder	31/10/2025	so	-280.00	6512.77
precept	25/09/2025	receipt	1550.00	8062.77
hmrc to oct 25	28/10/2025	1038	-360.80	7701.97
b holder expenses/sal	28/10/2025	1039	-108.00	7593.97

Bank reconciliation

BANK RECONCILIATION

	01/04/2025	OPENING BANK BALANCE		<u>6754.39</u>
		EXPENDITURE FOR PERIOD	5360.42	
		INCOME FOR PERIOD	6200.00	
		NET EXPENDITURE		
as at above		BANK BALANCE AS ABOVE		<u>7593.97</u>
	25/09/2025	BAL PER S/M		9034.42
		LESS U/P CHEQUES		
			1038	-360.80
		so		-280.00
			1030	-151.20
			1033	-500.00
		dd		-6.25
			1037	-34.20
			1039	-108.00
				-1440.45
		<u>reconciled balance</u>		<u>7593.97</u>
Deposit account	31/03/2025	interest	2.74	253.50
		<u>Total bank balance</u>		<u>7847.47</u>

Employment reconciliation

	PATA		CASH BOOK		
PAYROLL	30/10/25				
GROSS	3155.48	3155.48	0.00		
TAX	1262.00	1262.00	0.00		
NET	1893.48	1893.48	0.00		
EXPENSES	april/may	june/july	aug/sept	oct	
MILEAGE	24.00	24.00	24.00	72.00	*3
POSTAE	8.80	8.80	8.80	8.80	
PRINTING	1.50	1.30	1.50	10.80	training and documents
stationery	34.30	34.10	34.30	91.60	
salary	137.00	-7.59	7.98	0.00	
	171.30	26.51	42.28	91.60	

**earmarked
reserves**

	Mar-23	Sep-23	31/03/2024	31/03/2025	31/08/2025
election costs			550	800	800.00
dog bin	500.00	500.00	317	542	542.00
contingency	250.00	250.00	500	750	750.00
birdlip	<u>1268.00</u>	<u>1268.00</u>			
	2018.00	2018.00			
to birdlip balance at 31/3/23	4356.13				
assets			150	300	300.00
defibrillator			150	150	150.00
general			<u>6180</u>	4028	1021.00
	<u>6374.13</u>		<u>7847</u>		
grants				120	
community plan				<u>500</u>	<u>500.00</u>
				<u>7190</u>	<u>4063.00</u>

ASSET REGISTER

	Date acquired	Cost/value £	Notes
Former BT phone kiosk in Cowley, being used			
1 for defibrillator	2014	1.00	Purchase price
2 Cowley defibrillator	2015	1600.00	Purchase price
Metal & Perspex bus shelter adjacent to A435	Not		
3 Cowley	known	8000.00	estimate replacement estimated
4 Oak notice board, Cowley	2014	800.00	replacement
5 dog bin	2024	<u>150.00</u>	Purchase price
		<u>10551.00</u>	31/03/2025

Budget against actual

budget to date	budget	ACUTAL YEAR TO DATE	BALANCE AVAILABLE TO SPEND	waiting to receive
PRECEPT	6200	6200		0
birdlip pc bus shelter		0		0
inter account trans		0		0
cil		0		0
VAT to be reclaimed		0		0
other receipts		3		-3
		0		0
INCOME	6200	6203		-3
SALARIES	2653	3155	-502	
ADMIN	800	402	398	
INSURANCE	350	288	62	
DEFIBRILLATOR COSTS	150	271	-121	
GRANTS	120	500	-380	
SUBSCRIPTIONS	150	92		
MAINTENANCE OF ASSETS	150	0	150	
bank charges		42	-42	
training	200	90	110	
AUDIT	150	150	0	
PAYROLL COSTS	130	164	-34	
dog bins	225		225	
room hire	0	34	-34	
WEBSITE	300	170	130	
ELECTION COSTS	250	0	250	
TRAFFIC CALMING PROJECTS	322	0	322	
Contingency to reserves	250		250	Y/E ADJUSTMENT
EXISTING COMMITMENTS	6200	5360	532	
		0	0	
resilence project				
newsletter -print/delivery?			0	
	0		0	
Expenditure	6200	5360	840	
from /TO reserves	3127			

