

**Notice of Meeting: FULL COUNCIL**

**Date and Time: Wednesday 15<sup>th</sup> March 2023 19.00**

**Venue: The Old Courthouse**

**Members of the Public are invited to attend in person**

**AGENDA**

**22/03/186 Apologies for absence**

**22/03/187 To receive any declarations of interest** under the provisions of sections 27-34 and Schedule 4 of the Localism Act 2021

**22/03/188 Approval of Minutes of previous meeting**

188.1 Full Council Meeting 15<sup>th</sup> February 2023 – previously circulated

188.2 Matters Arising (not covered in the agenda) – for information only

**22/03/189 Opportunity to hear questions or statements from members of the public**

**22/03/190 County Councillor Report**

**22/03/191 District Councillors Report** – previously circulated

**22/03/192 Chairs Report and Announcements**

**22/03/193 Clerks Monthly Report** – previously circulated

**22/03/194 Finance**

194.1 Draft Income/Expenditure to 28<sup>th</sup> February 2023 – previously circulated

194.2 Draft Reserves to 28<sup>th</sup> February 2023 – previously circulated

194.3 Bills for Payment – previously circulated

194.4 Late bills for payment (to be circulated)

**22/03/195 To be tabled Motion under Standing order 1b to amend standing orders June 2022 to include amends from model standing orders March 2023.** – previously circulated

**22/03/196 Proposal to appoint the Deputy Clerk as Responsible Finance Officer (RFO) and the Clerk as Deputy RFO** – previously circulated  
**Proposed Cllr M Stott Cllr P Harris**

**22/03/197 Proposed change of date of Annual Town Meeting to 31st May**

**22/03/198 Parks & Open Spaces**

- 198.1 Spiders Net Decision Required – To accept recommendation from Town Environment to repair the Spiders net and allocate the costs up to £4500 allocated from the open spaces reserve.
- 198.2 Fruit Tree Walk
- 198.3 Riverside Path & Bridge – previously circulated.

**22/03/199 Project update – previously circulated**

**22/03/200 Proposal to adopt the following policies**

- 200.1 Communication Policy – Communications Working Group – previously circulated.
- 200.2 Social & Media Policy – Communications Working Group – previously circulated.
- 200.3 Councillor /Officer Protocol – HR Committee – previously circulated

**22/03/201 Strategy/ Business Plan 2023-26 –**

**22/03/202 Planning Matters to be discussed :**

- 202.1** Flood Alleviation Work to the South of Church Street ES7345  
<https://www.nottinghamshire.gov.uk/planningsearch/plandisp.aspx?AppNo=ES/4375>
- 202.2** Letter regarding Bilsthorpe Incinerator

**22/03/203 Removal of Brackenhurst Sign – verbal update**

**22/03/204 Proposal to live stream meetings – previously circulated.**

**22/03/205 To receive and note the most recent committee meeting minutes from the following standing committees that have taken place since the last Full Council meeting**

- 205.1 Planning & Highways Meeting – 1<sup>st</sup> March 2023 – previously circulated
- 205.2 Town Environment Meeting – 8<sup>th</sup> March 2023 -previously circulated

**22/03/206 Items for discussion at next meeting**

**22/03/207 Items for Communication**

**22/03/208 Date of next meeting – 19<sup>th</sup> April 2023**

Lesley Wright  
Clerk to Southwell Town Council  
09/03/2023

**Minutes of Meeting:** FULL COUNCIL  
**Date and Time:** Wednesday 15<sup>th</sup> February 2023 19.00  
**Venue:** The Old Courthouse

Present: Cllrs Stott (Chair), Blaney, Brock (Vice Chair), L Harris, P Harris, Martin, Perry, Rainbow, Reynolds, Roberts, Thompstone. Lightwood

In attendance L Wright, Clerk. 3 members of the public, 1 member of the press

### **AGENDA**

**22/02/167 Apologies for absence - Cllr P Scorer & M Jeffrey -approved**

**22/02/168 To receive any declarations of interest** under the provisions of sections 27-34 and Schedule 4 of the Localism Act 2021-none received.

**22/02/169 Approval of Minutes of previous meeting**

169.1 Full Council Meeting 11<sup>th</sup> January 2023 –

**Proposed Cllr D Martin Seconded K Roberts**

with the following changes – Agenda item 153 to be agreed by Full Council, item 154 to be deferred to Town Council

**Agreed Unanimously**

Extraordinary Meeting 26<sup>th</sup> January 2023 –

**Proposed Cllr D Martin Seconded Cllr K Roberts**

**Agreed Unanimously**

169.2 **Matters Arising** -, the Clerk stated that the reports on the Car Park lights had been received and quotes would now be obtained

**To suspend standing orders to move Agenda item 176 to after 169 and subsequently reinstate before agenda item 170**

Proposed Cllr D Martin Seconded Cllr R Blaney

**Agreed unanimously.**

**22/02/170 Opportunity to hear questions or statements from members of the public.**

**To suspend standing orders and subsequently after item 170**

Proposed Cllr Roberts Seconded Cllr R Blaney

**Agreed unanimously.**

A member of public stated how important the spiders net was to the children of Southwell and how it met the criteria for 'make space for girls'. FOSP offered to work with the Council on replacement equipment in the future.

A resident expressed concern over the security of Froggatt's Field for Dogs, the lack of light on the Burgage from the town to the Old Courthouse, overhanging shrubbery blocking light near Kings Court – Cllr Jackson to report this.

## **22/02/171 County Councillor Report**

171.1 Minster School caretaker's bungalow – this is now the property of NCC and they are looking at the possibilities for the building

171.2 Easthorpe Yellow Lines – these were added after the houses were built.

Cllr Jackson also reported -

- He is looking into who owns the street lights to Lowes Wong School
- There was a successful meeting between Via and STC
- NCC had increased next year's budget for road repairs and increased staffing levels.
- -consultation is taking place for the diversion of FP 81
- He does know who has cut the Nottingham Road hedge, but will continue to investigate.

Cllr Jackson was asked

- was it possible for 20mph signs to be extended throughout the towns in other councils?
- what are the criteria for potholes in relation to cyclists, as this will be should be different form that of a larger vehicle ?

## **22/02/172 District Councillors Report – Reports from District Councillors Brock, P Harris and Rainbow - noted**

## **22/02/173 Chairs Report and Announcements**

173.1 EV Chargers -the EV chargers are soon to be commissioned and a clear communication is required on the restriction of parking in these bays.

173.2 Oak Tree Planting – the event was successful and the Chair thanked the Deputy Lieutenant, Councillors, Residents and Staff for their participation.

173.3 Monthly Clerk's Report – a report to be added to the subsequent agendas. Also papers on the live streaming of meetings and a recommendation from the Communications WG for a policy approval.

## **22/02/174 Finance**

174.1 Draft Income/Expenditure to 31<sup>st</sup> January 2023 – previously circulated

174.2 Draft Reserves to 31<sup>st</sup> January 2023 – previously circulated

174.3 Bills for Payment – previously circulated

174.4 Late bills for payment (to be circulated)

Cllr P Harris objected to the payment of 2 suppliers

**To approve item 174 with the exception of 2 suppliers , to be discussed to closed session**

Proposed Cllr S Reynolds Seconded Cllr P Rainbow

**Agreed unanimously.**

## **22/02/175 Market Reserves**

**To approve the use of Market Reserves to renovate the two noticeboards on the Market Square and make alterations to the fish stall – to be allocated from Market reserves**

Proposed Cllr L Harris Seconded K Roberts

**Agreed unanimously.**

## **22/02/176 s137 Grant Application – the applicant explained the grant request. Cllr P Harris, Chair of Governance & Finance reported that there was no monies available this year.**

**To refer the grant application to G & F to determine if funds will be available in 2023-2024**

Proposed Cllr P Harris Seconded Cllr R Blaney

**Agreed Unanimously**

**22/02/177 Parks & Open Spaces**

177.1 Trees on the Burgage

**Proposal to defer closed session due to sensitivity.**

Proposed Cllr K Roberts Seconded Cllr S Reynolds

**Agreed unanimously.**

177.2 Spiders Net Decision Required

**To accept proposal for initial investigation work and review when the results have been received. Monies to be allocation from Open Spaces Reserve**

Cllr R Blaney Seconded Cllr K Roberts

**Agreed unanimously.**

177.3 Fruit Tree Walk – the Clerk asked where which reserves the monies for this project were to the allocated, this is to be decided once the Tenders have been received.

**Proposal to go out obtain 3 quotes for this project**

Proposed Cllr P Harris Seconded Cllr S Perry

**Agreed by majority 9 for, 3 against**

**Proposal to order 20 grafted Fruit Trees for £400 from the open spaces reserves**

Proposed Cllr P Harris Seconded Cllr S Perry

**Agreed unanimously.**

**22/02/178 Motion – King Street Car Park –**

**To apply for a Easement order on the cut through between Kings Street Car Park and Market Square**

Proposed Cllr P Harris Seconded Cllr L Harris

**Agreed unanimously.**

**22/02/179 UKSPF Grants to be applied for – the Clerk explained that due to time constraints only one grant could be applied for. Cllr Roberts to assist the Clerk the following day**  
**Proposal to apply for a grant for Church Street Toilets and commit to funding of £6k, allocation of funds to be decid**

**22/02/182 Items for discussion at next meeting**

Jubilee Tree Walk  
Project Update  
Removal of the Brackenhurst sign  
Communication Policy  
Live streaming of meetings

**22/02/183 Items for Communication**

EV charging information

**22/02/184 To resolve on whether the Council will move into closed session in accordance with the Public Bodies (admission to meetings) Act 1970 as amended by Section 100 of the Local Government Act 1972 for the following confidential items:  
Proposed Cllr K Roberts's Seconded Cllr M Stott  
Agreed unanimously.**

184.1 HR Update – to be discussed at the next HR meeting.

184.2 Statutory Nuisance Risk- to be referred to the next Risk Assessment panel meeting which the Clerk will convene next week.

Proposal to suspend standing order to extend the meeting after 21.00 to discuss the agenda items moved to close session.

Trees on the Burgage and Excluded Bills for Payment

Proposed Cllr M Stott Seconded Cllr D Martin

Agreed except for 1 councillor -

Proposal failed.

**22/02/185 Date of next meeting – 15<sup>th</sup> March 2023**

Meeting Closed 21.00

Signed

Date

Chair of Full Council

## **WARD MEMBERS' (Peter Harris & Malcolm Brock) REPORT FOR March 2023**

Since our last report there has been Licensing Committee, General Purposes Committee [deals with Taxis and Polling Stations], a Planning Committee and a one meeting of the Cabinet. There will be a meeting of the Council on March 9

### **Saracen's Head**

You will be aware that there is mounting local concern regarding the condition of the Saracen's Head. Oliver Scott (Senior Conservation Officer) reports that his team now has met with the Greene King contractors and 'work will progress in a timely fashion on the north range'. Moreover, the conservation team has made 'a thorough inspection of the interior wall paintings' and the interior in general. The Council has met with Greene King's contractors. Exterior work on the north side of the North Range [Grade 2\* at risk] will start when the weather is appropriate for high quality heritage work. N&SDC officer Amy Schofield attended a pre-start meeting and work will progress in a timely fashion on the north range. The interior of the building is also on the agenda. The officer made a thorough inspection of the wall paintings and general interior, and Greene King have been made aware of concerns about the interior, including the condition of the wall paintings. Historic England remain involved in the current situation and are applying pressure to Greene King from their end. The Council is awaiting a formal response

### **Council Meeting**

Housing rents will increase by 5% next year and proposals to increase them by 3% were rejected and suggestions for a 7% increase not taken forward. A 30 year Business Plan for housing strategy is to be developed. The Council has accepted that the wording of a Cost of Living Challenge will be alerted to Cost of Living Crisis. The contracting of littering enforcement to an independent company WISE is to be extended to a further three year contract.

The March meeting on March 9 will hear answers to questions about the efficacy of the bike hire scheme in Newark Town Centre. The meeting will set the Council Tax for 2024-2025. The proposed percentage increase in the District's tax of nearly 3% is not articulated in the report - but just below the Government's set trigger increase level of 3% or £5. This means for a D band house the District's tax is now proposed to be £189.16. Similarly tax increases for the County Council, Police and Fire and Rescue Service were given as actual costs. The District Council has again proposed not to have a 'special rate' for houses in Newark. The tax for a Southwell Band D house will now total £2,356.95 a year.

### **Cabinet**

Cabinet approved the kerbside glass collection. The approval followed a residential consultation across the District where some 95% of respondents voted in favour. However, the survey had 6315 responses which equates to 5.1% of the District's population. There were 579 responses from residents in Southwell (6%)

### **General Purposes Committee**

It is proposed that due to the sale of Easthorpe Hall, the East Ward Polling Station is likely to be in the back outhouse of the Hearty Goodfellow. The Hockerton polling station will return to the Spread Eagle.

### **Policy and Performance Improvement Committee**

A report on the Council's performance heard that 155 houses across the District have been supported to provide emergency housing for 244 Ukrainians. The Humanitarian Assistance Report Team [HART] continues to be in operation as an emergency community first response. The Household Support Fund is operating and the Community Support Scheme [in which the Town Council was unsuccessful this round] gave out £156k. However, much of the District's support for growth is centred on Newark with reports of the spending of £3.8m there. On June 5 the District is organising a Volunteer Thank You event. On Sept 8 a Sports Award event will be held.

### **Planning Committee**

(i) Pear Tree Cottage Kirklington Road 22/023309/S73

This was variation of condition 11 application seeking design changes which would increase the floor area by 45 sq m. STC Planning Committee objected unanimously. NSDC Conservation Team reported '.....amended plans address some of the concerns.....'

The application proposed some significant material changes. '.....to a black timber and metal cladding (in lieu of natural timber cladding) and from slate tiles to a black metal standing seam roof'

Officers recommended approval of this application. The committee approved the application, though the decision was not unanimous.

(ii) Sainsbury's Planning Application

It has been brought to the attention of MB that that a document I shall refer to as the 'Tubb Report 2', I understand, has been submitted to NSDC. It is of particular interest to some other parties. I understand this to be a report which further investigates retail information regarding Southwell. The outcome, seemingly, is that the author has changed his mind and now views the application favourably.

I present this as a matter of fact observation and have made no comment. I understand that the Chair of Planning (STC) is now also familiar with this document.



## District Council Report March 2023

### Outcome of the Consultation on a Kerbside Glass Collection Service

The results of the consultation on kerbside glass collection were presented to the NSDC cabinet meeting on 21st February.

This service was considered by the Policy, Performance Improvement Committee and was unanimously decided that a recommendation go to Cabinet and a resident's consultation/survey be undertaken to access views before implementing the service.

A short 5 question survey was available for residents between Friday 13th January and Sunday 12th February. The survey was advertised by social media, local councils and was also included in the information literature received by every household in the district.

The survey was completed by 6,315 residents.

This equates to 5.1% of the district's population.

98% of respondents gave a Newark and Sherwood postcode.

There were 579 responses from Southwell which equates to 6% of our residents.

92.7% (5,854) of respondents were in general support of the proposal to introduce a kerbside glass recycling service in Newark and Sherwood.

7.3% (461) were not in support.

Most support and positive interest came from Farnsfield, (99%) Trent ((98%) and Rainworth South and Blidworth (97%)

Southwell was joint 10th on the list, of 21, with 95% responding in support of introducing a service.

Reasons for not wanting the service -

not generating much glass waste, the cost to the Council would be too much, having insufficient space to accommodate a further bin and frequency of collection.

What happens next -

February 23 Budget confirmed

Feb/Mar 23 Order the vehicles required

Mar/May 23 Audit to establish properties with communal bins

June 23 Letter to every household

June/July 23 Households can opt out of the service

Aug 23 final numbers, bins ordered

Aug/Oct 23 Glass rounds designed

Jan/March 24 Bins delivered

Feb 24 Staff recruitment

April SERVICE COMMENCES

NSDC responses to the cost of living crisis:

Through its day to day services, the Council already provides a wide range of support to those who are most in need and at the

Cabinet meeting in December, set aside a fund of £150,000 to further help...

£20,000 on supermarket vouchers to be dispensed through food banks.

£30,000 on fuel vouchers.

£5,000 on advertising Citizens Advice etc

£40,000 on further debt advice

£4,500 on Healthy food project

£2,800 on Local food clubs

£10,000 Household and hygiene packs

£10,000 energy boxes

£10,000 help for businesses

£15,000 Shop local campaign inc social media

The above also includes monies from the shared prosperity fund and the HRA.

Cllr Penny Rainbow

Ward member, Southwell

## Agenda item 193

### Clerks Report March 2023

Another busy month for both office and ground staff.

Unfortunately ground staff have been kept busier than normal with litter picking due to 3 incidents of broken glass on the WMRG and Skatepark. CCTV and the Police have been informed and are both increasing the monitoring of the area.

#### **Projects**

The EV chargers are now operational in Bramley Car Park, complete with signage

The order for the renovation of the Rodney noticeboard has been placed

The noticeboard outside the Court House is being renovated ready for installation – location to be agreed with Conservation Officer

Acrylic for the Leeway noticeboard has been delivered

The bike racks are installed at the Old Court House. We are awaiting confirmation of locations for Southwell Minster and Bull Yard

All benches have been re stained.

#### **Repairs and Maintenance**

Fresh air fitness stepper has been repaired

Inspection has been carried out on the space net – Looks positive

The trim trail at WMRG has now been removed

Insurance payment agreed on the repair to War Memorial, WMRG

WMRG gates renovation has been started by the staff, to be completed in over the next few weeks

The stair lift at the Courthouse has been repaired

Summer hanging baskets ordered

Market square noticeboard base has been delivered

Work has started on the Fish stall conversion

Bench on Leachcroft Hill replaced

The memorial bench (donated by A Rainbow) has been delivered and is waiting to be installed

Work has started on the Tree Maintenance – Church Street CP, Froggats, Riverside and Burgage complete, WMRG to follow  
All pruning now complete with the exception of Riverside which requires a TWCA as this is now a conservation area

Large tractor has been serviced, it has required quite a lot of work and is still awaiting a safety switch  
Smaller tractor has now been sent for a service  
Squires Pond Play area will be closed w/c 27 March for cleaning and reinstating worn areas with soil and turf to eliminate trips hazards

### Training

Ivan completed a basic tree inspection course  
Steve attended a Fruit tree training course  
All groundstaff have renewed their first aid training  
All groundstaff have been enrolled in extra online training  
Electrical Safety Awareness – x1  
Ladder Safety Awareness – x3  
Legionella Awareness – x2  
Lone Working Awareness – x3  
Manual Handling Awareness – x3  
Working at Height Awareness – x3

Alice and Lesley have attended a managing Elections course  
Abi to attend social media training  
Alice to attend Pension training  
Lesley & Alice meeting to discuss the lengths man scheme

### Health & Safety

Electrical safety inspections have been completed in Church Street, Kings Street, Long stay car parks and the Market Square. The Market and long stay Car park are unsatisfactory – awaiting quotes for repairs and replacement lights  
Courthouse Quarterly fire inspection- passed  
The trim trail at WMRG has new been removed

### Events

Coronation weekend planning with the Minster

**Priorities for next month**

Confirmation of Events calendar

Planning Annual Town Meeting

Complete work on Noticeboards and Benches

Complete work on WMRG gates

Froggatts Field Fence replacement

Prioritise projects – agreed at TE and FC

Flags and bunting to be ordered for the Coronation weekend.

Grass cutting when required

CASH POSITION BEFORE ANY PAYMENTS ARE MADE				£	
CCLA Deposit Account				£ 375,000.00	
NatWest Current Account					
Natwest Direct Saver					
Natwest Car Park Account					
Ref No	Supplier A/c Name	Analysis Description	Amount	VAT	Invoice Total
3395	BE FUEL CARDS	DIESEL	£ 35.80	£ 7.16	£ 42.96
3396	DALC	TREE SURVEY TRAINING	£ 140.00	£ -	£ 140.00
3397	THE MOWER SHOP	ASPEN 2-5 LITRE	£ 61.25	£ 12.25	£ 73.50
3398	NSDC	CONTAMINATED WASTE CHARGE	£ 134.08	£ -	£ 134.08
3399	NSDC	CONTAMINATED WASTE CHARGE	£ 119.78	£ -	£ 119.78
3400	OPUS ENERGY	SUPPLY 2 KING STREET	£ 28.20	£ 1.41	£ 29.61
3401	OPUS ENERGY	KING STREET	£ 13.17	£ 0.66	£ 13.83
3402	OPUS ENERGY	CHURCH ST CAR PARK	£ 54.07	£ 2.70	£ 56.77
3403	OPUS ENERGY	MARKET PLACE	£ 31.37	£ 1.57	£ 32.94
3404	OPUS ENERGY	MEMORIAL DRIVE	£ 38.84	£ 1.94	£ 40.78
3405	OPUS ENERGY	RECREATION GROUND	£ 14.45	£ 0.72	£ 15.17
3406	OPUS ENERGY	OLD COURT HOUSE	£ 171.72	£ 34.34	£ 206.06
3407	PHS GROUP	CHURCH STREET TOILETS	£ 1,053.74	£ 210.75	£ 1,264.49
3408	PHS GROUP	OLD COURT HOUSE - DUST MAT	£ 99.39	£ 19.88	£ 119.27
3409	SCREWFIX	EQUIPMENT	£ 51.47	£ 10.29	£ 61.76
3410	SECURITY PLUS	CASH COLLECTION CHARGE	£ 110.00	£ 22.00	£ 132.00
3411	SLCC	TRAINING - AB	£ 35.00	£ 7.00	£ 42.00
3412	SLCC	TRAINING - LW	£ 30.00	£ 6.00	£ 36.00
3413	SOUTHWELL MINSTER	CONTRIBUTION TO CONTRIBUTION	£ 500.00	£ -	£ 500.00
3414	SSE	THE BURGAGE	£ 537.04	£ 107.40	£ 644.44
3415	T&M CLEANING	FEBRUARY COURT HOUSE CLEANING	£ 148.00	£ -	£ 148.00
3416	ULTIMATE PRINT	YOUNG ENTREPRENEURS BANNER	£ 58.00	£ 11.60	£ 69.60
3417	ULTIMATE PRINT	MEAT FREE MONDAY PATCH	£ 40.00	£ 8.00	£ 48.00
3418	ULTIMATE PRINT	RTOUR OF BRITATIN BANNER	£ 58.00	£ 11.60	£ 69.60
3421	VODAFONE	CARD COLLECTION CHARGE	£ 10.05	£ 2.01	£ 12.06
3422	PAPERWORK	60K TICKETS	£ 381.00	£ 76.20	£ 457.20
3423	METRIC	PARKING MACHINE CONTRACT	£ 312.18	£ 62.44	£ 374.62
3424	METRIC	PARKING MACHINE CONTRACT	£ 359.73	£ 71.95	£ 431.68
3425	BONSERS	REPAIRS TO WAR MEMORIAL (WMRG) INSURANCE CLAIM	£ 458.00	£ 91.60	£ 549.60
3426	SCREWFIX	MATERIALS - WMRG GATE RENOVATION	£ 65.22	£ 13.04	£ 78.26
3427	PALATINE PAINTS	DANISH OIL - SQUIRES PLAY AREA RENOVATION	£ 37.86	£ 7.57	£ 45.43
3428	SHEET PLASTICS	ACRYLIC - MARKET SQUARE NOTICEBOARD	£ 373.96	£ 74.79	£ 448.75
3430	NSDC	2023.24 REFUSE CHARGE - MARKET	£ 3,303.04	£ -	£ 3,303.04
3431	NSDC	2023.24 REFUSE CHARGE - WMRG	£ 1,131.52	£ -	£ 1,131.52
3432	NSDC	2023.24 REFUSE CHARGE - COURT HOUSE	£ 313.04	£ -	£ 313.04
3433	LUCY JOHNSON	TOILET CLEANING - FEBRUARY	£ 574.00	£ -	£ 574.00
3434	GREEN SOUTHWELL	PROPOSAL FOR MGT OF BERYL'S MEADOW (TE22/03/114 REFERS)	£ 300.00	£ -	£ 300.00
3435	HANDICENTRE	CREW LANE GOODS	£ 191.36	£ 38.27	£ 229.63
3436	HANDICENTRE	QUEEN STREET GOODS	£ 105.37	£ 21.07	£ 126.44
3437	MRS E A ROSE	50% FAIRTRADE BANNER COST	£ 75.00	£ -	£ 75.00
3438	VISION ICT	HOSTED EMAIL ACCOUNTS	£ 21.60	£ -	£ 21.60
3439	BEST SPORTS	SAFETY BOOTS - SE	£ 90.00	£ -	£ 90.00
3440	STC	PAYE/NIC	£ 3,102.39	£ -	£ 3,102.39
3440	STC	PENSION	£ 4,020.96		£ 4,020.96
3440	STC	SALARIES	£ 11,062.39	£ -	£ 11,062.39
3442	WATERPLUS	OLD COURT HOUSE	£ 35.40	£ -	£ 35.40
3443	WATERPLUS	SCOUT HUT	£ 129.18	£ -	£ 129.18
3444	WATERPLUS	BURGAGE	£ 168.75	£ -	£ 168.75
3445	WATERPLUS	CHURCH STREET TOILETS	£ 73.20	£ -	£ 73.20
3446	WATERPLUS	CHURCH STREET CAR PARK	£ 154.82	£ -	£ 154.82
3447	WATERPLUS	KING STREET	£ 91.96	£ -	£ 91.96
3448	JIGSTER	ANNUAL BITDEFENDER SUBSCRIPTION	£ 75.00	£ -	£ 75.00
				£ -	£ -
				£ -	£ -
	Total		£ 30,580.35	£ 936.21	£ 31,516.56
Signature 1			Date		
Signature 2			Date		

<b>CASH POSITION BEFORE ANY PAYMENTS ARE MADE</b>				£	
CCLA Deposit Account				£ 375,000.00	
NatWest Current Account				£ 35,189.14	
Natwest Direct Saver				£ 1,084.23	
Natwest Car Park Account				£ 2,693.13	
Ref No	Supplier A/c Name	Analysis Description	Amount	VAT	Invoice Total
3449	BRAMLEY PUBLICATIONS	HALF PAGE IN BRAMLEY	£ 360.00	£ 72.00	£ 432.00
3450	ALICE DUNN	FLAGS FOR CORONATION	£ 136.95	£ -	£ 136.95
3451	LOCKSHOP DIRECT	2 X LOCKS FOR MARKET ELECTRIC	£ 39.12	£ 7.82	£ 46.94
3452	OBAM STAIRLIFTS	REPAIR TO STAIR LIFT	£ 205.75	£ 41.15	£ 246.90
3453	SOUTHERN ELECTRIC	CAR PARK LIGHTING - NOTTM ROAD	£ 34.73	£ 1.73	£ 36.46
3454	UNICOM	PHONE/MOBILE/BROADBAND	£ 191.93	£ 38.39	£ 230.32
3455	PAY BY PHONE	PAYMENT PROCESSING FEE	£ 51.86	£ 10.36	£ 62.22
3457	COUNTY SUPPLIES	PAPER TOWELS	£ 22.39	£ 4.48	£ 26.87
3458	JEREMY HOWARD	REPAIRS TO YN11FWR	£ 347.76	£ 69.55	£ 417.31
3459	KOMPAN	INVESTIGATE SPIDERS NET	£ 575.00	£ 115.00	£ 690.00
3460	BAT ECOLOGICAL LTD	BAT ECOLOGICAL SURVEY - ASH TREE SPINNEY	£ 1,778.00	£ 355.60	£ 2,133.60
3461	CAPITA/PAY 360	CARD PROCESSING FEE	£ 9.09	£ 1.82	£ 10.91
3462	SSE	BURGAGE -GAS	£ 476.18	£ 95.23	£ 571.41
3463	MOWER SHOP	AIR FILTER/STIGA BLADES	£ 45.70	£ 9.14	£ 54.84
				£ -	£ -
				£ -	£ -
	Total		£ 4,274.46	£ 822.27	£ 5,096.73
Signature 1			Date		
Signature 2			Date		

## Agenda item 195

It is recommended that, in the interests of effective meeting operation and administrative efficiency, the following changes be made to the Council's Standing Orders

Proposed Cllr Martin Stott, Seconded Cllr M Brock

Supported by Cllrs S Thompstone, P Handley, D Martin, R Blaney & S Reynolds

# Draft Amended Standing Orders adopted at the July 2022 Full Council Meeting – revised March 2023

## 1 Standing Order Generally

- a. All or any part of any Standing Order **except one that incorporates mandatory statutory requirements of the Local Government Act 1972, written in bold below**, may be suspended in relation to any specific item of business by a resolution agreed by a vote without dissent of the Members of the Council present. Such resolution shall state the reason for such suspension
- b. A proposal to permanently add, vary or revoke a Standing Order shall, when proposed and seconded and supported by three other Members, be adjourned without discussion to the next ordinary meeting of the Council where it shall be voted on. It shall be passed by a two thirds majority of Councillors present.
- c. The Proper Officer shall provide a copy of the Council's standing orders to a Councillor as soon as possible after they have delivered their acceptance of office form.
- d. The decision of the Chair of a meeting as to the application of standing orders at the meeting shall be final.

## 2 Ordinary Council Meetings including the Annual Meeting

- 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 a Council shall be held on such day in May as the Council decides.**
- c. Meetings of the Council shall be at 7pm. **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 who shall not be designated 'Town Mayor' and Vice-Chair, if there is one of the Council.**
- f. **The Chair of the Council, unless he/she/they has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**



- g. **The Vice-Chair of the Council, if there is one, unless he/she/they resigns or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- h. **In an election year, if the current Chair of the Council has not been re-elected as a Member of the Council, he/she/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, he/she/they shall preside at the annual meeting until a new Chair of the Council has been elected. He/she/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 of the Council at the Annual Meeting of the Council, the business of the annual meeting shall include:
  - i. **In an election year, delivery by the Chair of the Council and Councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date.**
  - ii. Confirmation of the accuracy of the minutes of the last meeting or Annual Meeting of the Council.
  - iii. Review and adoption of the Council's Standing Orders and Financial Regulations
  - iv. Confirmation that during the previous year the following have been reviewed by the Council:
    - the Terms of Reference for the standing committees,
    - the delegation arrangements to committees, sub-committees, staff and other local authorities, and review of the Scheme of Delegation.
    - the arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
    - the representation on or work with external bodies and arrangements for reporting back.
    - the inventory of land and other assets including buildings and office equipment.
    - a confirmation of arrangements for insurance cover in respect of all insurable risks.
    - the Council's and/or staff subscriptions to other bodies.
    - the Council's complaints procedure.
    - 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]
    - the Council's policy for dealing with the press/media.
    - the Council's employment policies and procedures.
    - the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
    - the time and place of ordinary meetings of the Council up to and including the next Annual Meeting of the Council.
  - v Appointment of any new committees and sub-committees in accordance with Standing Orders
  - vi Appointment of members to existing and new committees and sub-committees
  - vii Appointment of Members to external bodies

- viii 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. The business of the other meetings of the Full Council shall include:
  - i. To receive apologies for absence.
  - ii. To receive Declarations of Members' interests for items on the Agenda
  - iii. To receive presentations from individuals and organisations as agreed by the Chair at the pre-agenda meeting.
  - iv. Confirmation of the accuracy of the minutes of the last meeting of the Council and signing as such by the Chair
  - v. To receive and answer questions from Members of the public.
  - vi. To consider referring issues raised by Members of the public under standing order 6h to a committee of the Council.
  - vii. To dispose of business, if any, remaining from the last meeting.
  - viii. To deal with business expressly required by statute to be done.
  - ix. To receive and consider reports, information, presentations, resolutions, recommendations, on the strategic direction of the Council
  - x. To receive and consider financial reports and authorise expenditure,
  - xi. To receive, note and raise questions in relation to the minutes and draft minutes of the last meeting of a committee.
  - xii. To receive such communications as the person presiding may wish to lay before the Council.
  - xiii. To answer questions from Councillors.
  - xiv. To receive tabled briefings and orally in exceptional circumstances from the Southwell division County Councillor; and Southwell ward District Councillors and enable questions to be asked of those County and District Councillors.
  - xv. To receive tabled briefings from Town Councillors, Sub Committees and Working Groups.
  - xvi. To receive correspondence.
  - xvii. To consider referring issues raised under standing order 4k[xvi] to a committee of the Council.
  - xviii. Confirm the date of the next meeting of the Full Council.

### 3 Extraordinary Meetings of the Council,

- a. **The Chair of the Council may convene an extraordinary meeting of the Council at any time.** The time and place of the meeting will be subject to Standing Order 6. Less than four days' notice may be given with the written consent of the Vice-chair and the Chair of each Standing Committee.
- 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 must be signed by the two Councillors.** The agenda will contain details and motions to be considered by the extraordinary meeting
- 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, subject to Standing Order 6.
- d. If the Chair of a committee or a sub-committee does not or refuses to call an extraordinary meeting within five clear days of having been requested by to do so by two Members of the committee or the sub-committee, any two Members of the committee and the sub-committee may convene an extraordinary meeting of a committee and a sub-committee, subject to Standing Order 6.

- e. Extraordinary meetings of the Council are subject to Standing Order 6 except in extraordinary circumstances such as civil emergencies and shall take place at 7pm in the Town Council offices.

#### **4a 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 which it is tabled for 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. A motion can be tabled at a meeting of the relevant Committee.
- c. 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 **six** clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- d. The Proper Officer may, before including a motion on the agenda received in accordance with standing order 4c above, correct obvious grammatical or typographical errors in the wording of the motion.
- e. If the Proper Officer considers the wording of a motion received in accordance with standing orders 4c above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least four clear days before the meeting.
- f. 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.
- g. Subject to standing order 4e above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- h. Motions received shall be recorded in a book for that purpose and numbered in the order that they are received.
- i. Motions rejected shall be recorded in a book for that purpose with an explanation by the Proper Officer for their rejection.

#### **4b Motions at a meeting that do not require written notice**

##### **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 amend the motion.
- iv. to defer consideration of a motion.
- v. to refer a motion to a particular committee or sub-committee.
- vi. to appoint a person to preside at a meeting.
- vii. to change the order of business on the agenda.
- viii. to proceed to the next business on the agenda.
- ix. to require a written report.
- x. to appoint a working group or task and finish group and its members.
- xi. to extend the time limits for speaking.
- xii. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest.
- xiii. to not hear further from a Councillor or a Member of the public.

- xiv. to exclude a Councillor or Member of the public for disorderly conduct.
- xv. to temporarily suspend the meeting.
- xvi. to suspend a particular standing order [unless it reflects mandatory statutory requirements].
- xvii. to adjourn the meeting; or
- xviii. to close a meeting

## 5 Committees and sub-committees

- a. The Standing Committees, and other Committees as the Council deems appropriate, of the Council shall be

	Number of Members	Quorum	Indicative Number of times p.a.	Usual timing
The Council	15	5	10	Monthly, 3 <sup>rd</sup> Wednesday; excl Aug & Dec
Planning and Highways Committee	10	4	12	Monthly. 1 <sup>st</sup> Wednesday of the month
Governance and Finance Committee	9	4	6	Bi-monthly 2 <sup>nd</sup> Wednesday of the month to alternate with Town Environment Committee
Town Environment Committee	9	4	6	Bi-monthly 2 <sup>nd</sup> Wednesday of the month to alternate with Governance and Finance Committee
Human Resources Committee	5	3	4	Quarterly
Subcommittees & Working Groups	5	3	variable	to be agreed for Subcommittees by the Council and for Working Groups by the appointing Committee

- b. Any Member may attend any meeting, and shall have speaking rights, but only an elected Member of that Committee, Sub Committee, or Working Group will have voting rights.
- c. **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** at the time of its appointment. The Council has determined that Committees shall not appoint or establish sub-committees or advisory committees. A working group shall not have delegated powers or authority.
- d. **The Members of a committee may include non-Councillors unless it is a committee which regulates and controls the finances of the Council.** Non-Councillors will not form a majority on any Committee or Sub-Committee of the Council.
- e. **Unless the Council determines otherwise** by suspending Standing Order 5b or 5d, **all the Members of an advisory committee and a sub-committee of the advisory committee may be non-Councillors.**
- f. The Council will appoint standing committees as in Standing Order 5a and any Advisory Committee and/or Sub-Committee[s] as may be necessary, and:
- shall determine their terms of reference.
  - shall, subject to standing orders 5a above, determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of full Council.
  - shall, subject to standing orders 5b, 5c and 5d above, appoint the Members of such a committee for the year until the next annual meeting.

- iv. shall, after it has appointed the Members of a standing committee and sub-committees, appoint the Chair of the committee.
- v. shall establish when they shall report back and to which meeting of the Council.
- vi. may dissolve a committee.

## 6 Meetings Procedure

- a. Unless the Council determines otherwise, all meetings of the Council, its committees and sub-committees will be held in the Council offices and commence at 7pm. **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. Working group meetings may be held at other times and places as agreed by Members of the working group.
- c. The Chair of the Council and the Chairs of a Committee on the advice of the Proper Officer may conduct the Council or Committee meeting virtually using appropriate software, having first ensured that such software is generally available free of charge to Councillors. Such meetings will be recorded and published on the Council's website. Meetings may be 'hybrid' if allowed by legislation i.e., in a mix of face-to-face and virtual, providing that all Members of the Council and any members of the public can be part of the meeting. The Chairs of virtual meetings will ensure equality of access to the meeting as in Standing Order 8.
- d. The usual notice for a notice of a meeting will be three clear days. Notice will be sent to all Councillors, any non-Councillors who are members of the Committee or Sub-Committee and posted on the Council's notice board and website. To avoid 'drip-feeding' of papers and meeting confusion the notice of a meeting shall normally include all papers, reports, etc, that are to be considered at the meeting, but late papers shall be included in a complete set of papers to be sent out, electronically one clear day before the meeting.
- e. **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 Saturday, 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.** (For the avoidance of doubt: for a meeting on a Wednesday, Notice is therefore normally required to be issued the previous Thursday; should there be an intervening day of the Christmas break, a day of the Easter break, a bank holiday or a day appointed for public thanksgiving or mourning, then notice would be required to be issued the previous Wednesday).  
Notice will be sent to all Councillors, any non-Councillors who are members of a Committee, Sub-Committee, or working party, and shall be posted on the Council's notice board and website.
  - i. Late Papers. The notice of a meeting shall normally include all papers, reports, etc, that are to be considered at the meeting. On exception when papers are not available, the agenda item in the notice of meeting will be annotated 'papers to follow'. Such late papers should be sent to the office no later than Monday lunchtime for a Wednesday meeting (ie 36 hours minimum before a meeting. The Chair and the Clerk will jointly determine whether any late paper may/may not be considered. The late papers may then be issued as a complete set at least 1 clear day before the meeting. Late papers can only be considered for agenda items on the notice of meeting; they cannot introduce new items/subjects.
- f. **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- g. Members of the public and press are permitted to attend all meetings of the Council, committees and sub-committees of the Council. **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.**

- h. 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, and any other local matters that they wish to raise, in a specifically allocated time on the agenda. The Council or Committee may vote on Standing Order 2k[vi] for the matter to be taken at other times in the meeting, to facilitate discussion.
- i. The period of time designated for public participation at a meeting in accordance with standing order 6f shall not exceed twenty minutes unless directed by the Chair of the meeting.
- j. Subject to standing order 6g, a single Member of the public shall not speak for more than three minutes.
- k. A Member may ask the Chairman of the Council or the Clerk any question concerning the business of the Council. Supplementary questions may be put.
- l. In accordance with standing orders 2k[v] and 2k[xiii], a question shall not require a response at the meeting nor start a debate on the question. A person to whom a question has been put may decline to answer immediately but after doing so must present a written response within five working days of the question being put.
- m. A person shall raise his hand when requesting to speak and remain seated when speaking
- n. A person who speaks at a meeting shall direct his comments to the Chair of the meeting.
- o. 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.
- p. **Subject to standing order 6(q), 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 of to report or to provide oral or written commentary about the meeting takes place or later to persons not present.**
- q. **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- r. **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.**
- s. **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in his absence be done by, to or before the Vice-Chair of the Council**
- t. **The Chair, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair (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.**
- u. **Subject to a meeting being quorate, all questions, motions and decisions at a meeting shall be decided by a majority of the Councillors and non-Councillors with voting rights present and voting.**
- v. **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 he/she/they gave an original vote.** Standing orders 2h and 2i above show the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.
- w. **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each Councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
- x. 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 those apologising for absence.
  - iii. interests that have been declared by Councillors and non-Councillors with voting rights.

- iv. whether a Councillor or non-Councillor with voting rights left the meeting when matters that they held interests in were being considered.
- v. if there was a public participation session.
- vi. the resolutions made. and
- vii. the result of a recorded vote, where this is required under Standing Order 6u
- y. **A Councillor or a non-Councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**
- z. **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.**
- aa. **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.
- bb. **A meeting shall not exceed a period of two hours, unless at any time during the meeting the Members present resolve by a majority of those voting, to extend the meeting for any reason, by 15 minute periods. The Chair of the meeting is entitled to a casting vote.**
- cc. The Openness of Local Government Bodies Regulations 2014 provides that **a person may** not orally report or comment about a meeting as it takes place if the person is present at the meeting of the Council or its committees but otherwise may:
  - I. **film, photograph or make an audio recording of a meeting.**
  - II. **use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later.**
  - III. **report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.**

## 7 Rules of Debate at Meetings

- a. A Councillor may place a proposal or recommendation on the agenda of the next meeting of the Council or committee by submitting it in writing with the names of the proposer and seconder or recommendation to the Clerk within six clear days of the meeting.
- b. Every proposal or recommendation shall be relevant to some subject over which the Council has power or duties, or which affects Southwell.
- c. The Clerk shall date every written notice of proposals or recommendation when received by them, shall number each notice in the order in which it was received and shall enter it in a book which shall be open to the inspection of Members of the Council and the public.
- d. Motions on the agenda shall be considered in the order that they appear unless the order is changed with the agreement of the meeting.
- e. If the subject matter of a proposal comes within the province of a committee of the Council, it shall, upon being moved and seconded, stand referred without discussion to such committee or to such other committee as the Council may determine for report. If the Chair considers it to be a matter of urgency, they may allow it to be dealt with at the meeting at which it was moved.
- f. A motion [including an amendment] shall not be progressed unless it has been moved and seconded.
- g. A motion on the agenda that is not moved by its proposer may be treated by the Chair of the meeting as withdrawn.
- h. 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.
- i. An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.



- j. If an amendment to the original motion is carried, the original motion becomes the substantive motion upon which further amendment[s] may be moved.
- k. An amendment shall not be considered unless early verbal notice of it is given during the discussion of the motion.
- l. A Councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- m. 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.
- n. Subject to standing order 7k above, only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chair of the meeting.
- o. 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.
- p. A Councillor may not move more than one further amendment to an original or substantive motion.
- q. The mover of an amendment has the right of reply at the end of debate on it.
- r. Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply at the very end of debate on the final substantive motion immediately before it is put to the vote.
- s. 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 since the Member last spoke.
  - ii. to make a point of order.
  - iii. to give a personal explanation; or
  - iv. in exercise of a right of reply.
- t. A point of order shall be decided by the Chair of the meeting and their decision shall be final.
- u. When a motion is under debate, no other motion shall be moved except those in Standing 4b:
- v. The contributions or speeches by a Councillor shall relate only to the motion under discussion or a motion under standing order 7u and shall not exceed three minutes without the consent of the Chair of the meeting.
- w. 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.
- x. Any matter raised by a proposal by a Member or by a committee of the Council that, in the opinion of the Chair of the Council or the Chair of the Governance and Finance Committee has an impact of the finances, either positively or negatively, of the Council shall be referred to the Governance and Finance Committee for its recommendation to the Council, before it is enacted.

## **8 Conduct and dispensations**

- a. No person shall obstruct the transaction of business, be offensive or act improperly at a meeting. The Chair shall request such person[s] to improve their conduct.
- b. If person[s] disregards the request of the Chair, any Councillor 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 under standing order 4b xiii above is ignored, the Chair of the meeting may temporarily suspend or move an amendment under 4b xvii to adjourn the meeting to a specified date and time under standing order 6.

- d. A Councillor not attending a committee meeting for six consecutive months shall only continue in office after a specific motion extending a leave of absence is approved, prior to the end of the six months absence.
- e. All Members with voting rights shall observe the code of conduct and adhere to policies adopted by the Council.
- f. Unless authorised by a resolution, no Councillor shall: Incur cost, issue orders, instructions or directions on behalf of the Council.
- g. 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 report this to the Council.
- i. **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 what action to take. Such action excludes disqualification or suspension from office.**
- h. Upon receipt of a complaint relating to the Proper Officer, the Proper Officer shall notify the Council Chair and the Chair shall nominate another staff Member to assume the duties of the Proper Officer until it has been determined and the Council has agreed what action to take.
- i. The Council may:
  - i. provide information or evidence to progress an investigation of the complaint or as required by law.
  - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter.
- j. Unless they have been granted a dispensation, Members with voting rights shall withdraw from a meeting when it is considering a matter in which they have a pecuniary interest or other interest set out in the Councils code of conduct. They may return to the meeting after the matter has considered.
- k. **Dispensation requests shall be in writing and submitted to the Proper Officer** before the meeting or requested verbally at the start of the meeting for which the dispensation is required.
- l. A decision to grant a dispensation shall be made by the Proper Officer, that decision is final.
- m. 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 in a discussion only or a discussion and a vote.
  - iii. the date of the meeting or the period for which the dispensation is sought
  - iv. and the reason why the dispensation was granted.
- n. **A dispensation may be granted in accordance with standing order 8(l) 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.**
  - iii. **it is otherwise appropriate to grant a dispensation.**

## 9 Previous Resolutions

- a. A resolution of the Council shall not be reversed within six months except by a special motion. This requires written notice by at least three Councillors to be given to the Proper Officer in accordance with standing order 4.
- b. A delegated decision by a committee can be reversed or negated by a minimum of five Councillors and the decision or report referred to the next meeting of the Council. This must be sent to the

Clerk of the Council within three days of the delivery of the minutes of the committee or sub-committee.

- c. When a motion moved pursuant to standing order 7 has been disposed of, no similar motion may be moved within a further six months.

## 10 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.

## 11 Handling confidential or sensitive information

- a. The agenda or papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or sensitive information. The agenda shall refer to a motion under Standing Order 11[b]. This shall be voted on by the Council. If this motion agreed, separate confidential minutes shall be circulated to Councillors and shall be treated as such.
- b. Councillors and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest.

## 12 Draft minutes

- a. Draft minutes of a meeting of the Council, committee and sub-committee shall be circulated to Councillors and published within seven working days of the meeting, unless an extension to this time is agreed by the Chair of the Council and the relevant Committee.
- b. 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.
- c. 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 4b i above.
- d. 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.
- e. If the Chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, the Chair shall sign the minutes and include a paragraph in the following terms or to the same effect:  
“The Chair of this meeting does not believe that the minutes of the meeting of the [ ] held on [date] in respect of [ ] were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- f. **Upon a resolution which confirms the accuracy of the minutes of a meeting, the notes of the meeting for which approved minutes exist shall be destroyed**

## 13 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, sub-committee and working or task and finish group, serve on Councillors by delivery or post at their residences or by email authenticated in such a 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** [See standing order 6e for the meaning of clear days for a meeting of the full Council and meetings of a committee.]
- ii. **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 6e for the meaning of clear days for a meeting of the full Council and meetings of a committee];
- iii. subject to standing order 4, include on the agenda all motions in the order received unless a Councillor has given written notice at least three days before the meeting confirming his withdrawal of it.
- iv. **convene a meeting of Council for the election of a new Chair of the Council, occasioned by a casual vacancy in his office.**
- v. **facilitate inspection of the minute book by local government electors.**
- vi. **receive and retain copies of byelaws made by other local authorities.**
- vii. retain acceptance of office forms from Councillors.
- viii. retain a copy of every Councillor's register of interests.
- ix. assist with responding to requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the Council's policies and procedures relating to the same.
- x. facilitate and support the inspection of documents, held by the Council, by Councillors
- xi. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.
- xii. manage the organisation, storage of, access to and destruction of information held by the Council in paper and electronic form.
- xiii. arrange for legal deeds to be executed; see also standing order 19.
- xiv. 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.
- xv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose.
- xvi. refer a planning application received by the Council to the Chair or in their absence the Vice-Chair of the Council and the Chair or in their absence Vice-Chair of the Planning Committee within two working days of receipt, to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of Planning committee.
- xvii. manage access to information about the Council via the publication scheme; and retain custody of the seal of the Council [if any] which shall not be used without a resolution to that effect. See also standing order 19.

## 14 Responsible Financial Officer

The Council shall appoint a Responsible Financial Officer [RFO] and if required an appropriate staff Member[s] to undertake the work of the RFO when the RFO is absent.

## 15 Scheme of Delegation

The Council will maintain a Scheme of Delegation that determines the powers and extent of all decisions and financial matters that are delegated, with appropriate procedures and limits. For the avoidance of doubt, where there may be conflict between Terms of Reference of Committees, individuals, Finance Regulations, etc, the Scheme of Delegation will take precedence.

## 16 Accounts and Accounting Statements

- a. All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices [as defined in the most recent version of Governance and Accountability for Local Councils – a Practitioners’ Guide] and the Council’s financial regulations.
- b. The Responsible Financial Officer shall supply, as soon as practicable, after 30 June, 30 September and 31 December in each year a statement to each Councillor:
  - i. the Council’s detailed receipts and payments for that quarter and the year to date.
  - ii. the Council’s detailed current income and expenditure comparison with budget.
  - iii. a report explaining any variance with current the budget year to date.
  - iv. a statement of the Council’s reserves, by classification, and movements of reserves.and which includes a comparison with the budget for that financial year, highlighting any actual or potential overspends.
- c. As soon as possible after the financial year end on 31 March, the Responsible Financial Officer shall provide:
  - i. each Councillor with a statement detailing the Council’s receipts and payments for the last quarter and the year to date; and
  - ii. to the full Council the accounting statements for the year in the form of Section 1 of the annual return, as required by proper practices, for approval.

The year-end accounting statements shall be prepared in accordance with proper practices [as defined in the most recent version of Governance and Accountability for Local Councils – a Practitioners’ Guide] and applying 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 return shall be presented to each Councillor before the end of the following month of May. The annual 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

Financial Regulations shall be reviewed and approved annually by the Full Council. Financial Regulations form part of the Standing Orders of the Council and are appended to this document.

- 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 Council’s receipts and payments for each quarter.
  - ii. the Council’s aggregate receipts and payments for the year to date.
  - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- b. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing orders is subject to the “light touch” arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**

- c. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

## **18 Human Resource Matters**

- a. A matter personal to a member of staff that is being considered by a meeting of Council or any committee of the Council is subject to standing order 11.
- a. The Human Resources Committee will deal with matters relating to the recruitment of staff and the staffing of the Council based on advice from the Clerk and Governance and Finance Committee. The Human Resources Committee will make recommendations to the Full Council on these matters for a decision by the Council.
- b. There will be a Staff Handbook drawn up by the Human Resources Committee in consultation with the staff and recommended to the Council for adoption on an annual basis.
- c. Subject to the Council's policy regarding the handling of grievance matters, the Clerk shall contact the Chair of the Council or in the Chair's absence, the Vice-Chair in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of Human Resources committee. Sufficient Members of the Council shall be asked by the Chair of the Committee to recuse themselves from the Committee's discussion to allow sufficient Members of the Council to attend and chair any Grievance or Disciplinary Panels [usually 2 Members required for each]
- d. Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by a Member of staff relates to the Chair or Vice-Chair of any committee or sub-committee, this shall be communicated to the Chair of the Council and shall be reported back and progressed by resolution of that committee or sub-committee.
- e. Subject to the Council's policy regarding absences from work, the Clerk shall notify the Chair of the Council of absence occasioned by illness or other reason. That person shall report such absence to Council at its next meeting.
- f. The Chair of the Council, or in the Chair's absence, the Vice-Chair of the Council, and the Chair of the Human Resources Committee shall review the Clerk's annual appraisal of the work of the staff.
- g. The Chair or in the Chair's absence, the Vice-Chair of the Human Resources Committee shall conduct a review of the performance and annual appraisal of the work of the Clerk. The reviews and appraisal, in writing, is subject to approval by a resolution of the Human Resources committee and shall be reported to the Council.
- h. Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential to the Council and securely stored.
- i. The Council shall keep all written records relating to employees secure. All paper records shall be secured and locked. Electronic records shall be password protected and encrypted.
- j. Only persons with line management responsibilities and Members of the Council shall have access to staff records referred to in standing orders 18g and 18h.
- k. Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 19g and 19h shall be provided only to the Proper Officer, and the Chair of the Council and the Chair of the Human Resources committee.

## 19 Execution and sealing of legal deeds

- a. A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b. **Subject to standing order 19a above, any two delegated Councillors may sign on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

Standing order 13 applies to this Order.

## 20 Requests for information

- a. **Requests for information held by the Council shall be handled in accordance with the Council's policy in respect of handling requests under the Freedom of Information Act 2000 and the Data Protection Act 1998.**
- b. **Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the Chair of the Council.** Chair shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000.

## 21 Correspondence with the Press and Media

- a. Requests from the press or other media for a verbal 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. Any responses shall be sent to all Councillors at the same time

## 22 Communicating with District and County Councillors

- a. An invitation to attend a meeting of the Council shall be sent to the Southwell ward Councillors of the District and the Southwell division Councillor of the County Council. The invitation will include a request to submit a written briefing for the Council, to be included in the Council's agenda. The agenda for each Council meeting shall be sent to the Southwell ward Councillors of the District and Southwell division Councillor of the County Council.
- b. Unless the Council determines otherwise, a copy of each letter sent to the District and County Council will be sent to the ward and division Councillors representing the area of the Council.

## 23 Restrictions on Councillor Activities

- a. 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.
  - ii. or issue orders, contracts, instructions or directions.
  - iii. No Councillor other than a Chair shall act as a spokesperson for the Council, the Chair representing the Council or Committee shall only speak on matters that have been agreed by the Council or Committee which they represent unless so authorised by the Council

## 24 Southwell Town Council's Policies

- a. The Council will list its current Policies and their Review Date as an Appendix to this document and will be reviewed annually, and form an integral part of the Council's Standing Orders

## 25 Code of Conduct Complaints

- a. Upon notification by the District Council that it has received or the receipt by the Proper Officer of an allegation 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 13 above, report this to the Council.
- b. Where the notification in standing order 15a relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact. The Chair shall nominate another staff Member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 8.
- c. The Council will:
  - i. provide information or evidence where such disclosure is necessary, to progress an investigation of the complaint or is required by law.
  - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter.
  - iii. **Upon notification by the District or Unitary Council that a Councillor or non-Councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

## 26 Responsibilities to Provide Information

- 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 the higher) exceeds £200,000]* The Council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

## 27 Responsibilities Under Data Protection Legislation

(below is not an exclusive list)

- a. **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- b. **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- c. **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.**
- d. **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.**
- e. **The Council shall maintain a written record of its processing activities.**



## 28 Definitions

- a The following definitions are provided to assist interpretation of these Standing Orders by the Chair of the Council

<b>Chair</b>	The Chair conducts the meeting and must be elected annually by the Annual Meeting of the Council,
<b>Vice-Chair</b>	Deputises for the Chair in line with rules in the Standing Orders
<b>Clerk to the Council</b>	The normal title for the Council's Proper Officer.
<b>Proper Officer</b>	The officer of the Council who runs the Council. The Proper Officer may have some powers allocated to them as shown in the Council's rules.
<b>Responsible Financial Officer</b>	Also referred to as the RFO. The RFO deals with the finances in according to the law and the rules of the Council
<b>Standing Orders,</b>	The rules of the Council. [These should be reviewed every year.]
<b>Council</b>	Some of the rules are laid down in law and cannot be altered. The properly conducted meeting of the Councillors elected or co-opted onto the Council and its policies
<b>Committee</b>	A properly conducted meeting of the Councillors as shown in the rules. A committee will have specific duties as defined by the Council's Terms of Reference for the Committee. Any Member of the Council can attend and speak but may not vote.
<b>Standing Committee</b>	An alternative name for a Committee
<b>Sub-Committee</b>	A properly conducted meeting of the nominated Councillors with specific duties and terms of Reference as defined by the establishing Committee, but any Member of the Council can attend and speak.
<b>Working Group</b>	A meeting convened by a nominated Councillor with a specific task and reporting date to the Council or establishing Committee
<b>Annual Meeting</b>	The meeting of the Council as defined in the rules. It must be held annually in May
<b>Ordinary Meeting</b>	A properly called meeting of the Council as defined in the rules on the third Wednesday of the month except in August and December
<b>Extraordinary Meeting</b>	Other meetings of the Council or Standing Committee as defined above
<b>'days'</b>	A period of time between 08h00 and 17h00 used for example in the timing of sending in motions and sending out agendas and minutes of the meetings
<b>'Working days'</b>	Days between Monday and Friday. It excludes days of the Christmas break, Easter break, bank holidays or days appointed for public thanksgiving or mourning.
<b>'clear days'</b>	An alternative term for 'working days'

## **Index**

**1 Standing Orders Generally**

**2 Ordinary Council Meetings**

**3 Extraordinary Meetings of the Council,**

**4a Motions for a Meeting that require written notice to be given to the Proper Officer**

**4b Motions for a Meeting that do not require written notice**

**5 Committees and Sub-Committees**

**6 Meetings Procedure**

**7 Rules of Debate at Meetings**

**8 Conduct and Dispensations**

**9 Previous Resolutions**

**10 Voting on Appointments**

**11 Handling Confidential or Sensitive Information**

**12 Draft Minutes**

**13 Proper Officer**

**14 Responsible Financial Officer**

**15 Scheme of Delegation**

**16 Accounts and Accounting Statements**

**17 Financial Controls and Procurement**

**18 Human Resource matters**

**19 Execution and Sealing of Legal Deeds**

**20 Requests for Information**

- 21 Correspondence with the Press and Media**
- 22 Communicating with District and County Councillors**
- 23 Restrictions on Councillor Activities**
- 24 Southwell Town Council's Policies**
- 25 Code of Conduct Complaints**
- 26 Responsibilities to Provide Information**
- 27 Responsibilities Under Data Protection Legislation**
- 28 Definitions**

### **The separation of the roles of RFO and Town Clerk**

The Town Clerk is the Council's proper officer but there is no requirement for the Clerk to also be the Responsible Financial Officer.

#### **Evidence for this**

In the NALC publication 'Local Councils Explained' it says:

Many councils separate the job of the Proper Officer and the RFO and it is recommended that they do. As also mentioned many councils also employ an assistant or deputy Proper Officer and deputy RFO to support the Proper Officer and RFO.

However, some small councils may employ one person who is the council's Proper Officer and RFO.

There are websites advertising council staff vacancies which show councils wishing to appoint an RFO separate from the Proper Officer.

### **The role of the RFO**

It includes but is not exclusive:

To provide day-to-day financial management of the Town Council under the direction of the Town Clerk.

To manage the Town Council's financial affairs within the legal framework for local authorities and to comply with current legislation, statements of recommended practice and accounting codes of practice.

To ensure that the Town Council complies with the Financial Regulations as approved from time to time by councillors.

Establish a sound system of internal control and arrangements for the management of risk, to carry out an annual review of the system of internal control,

To determine the accounting records and ensure they are maintained in accordance with proper procedures and are kept up to date.

To ensure that accounting control systems are observed

### **Effect on STC**

STC's Deputy Clerk undertakes much of the RFO work. The Clerk, as RFO, also undertakes responsibilities associated with this role. Southwell Town Council is a busy council where the Clerk has many duties and responsibilities including being the Council's Planning officer. If the RFO position was changed to the Deputy Clerk, it would leave the Clerk more time to concentrate on her other duties and help with her workload. The Clerk would take the position of Deputy RFO.

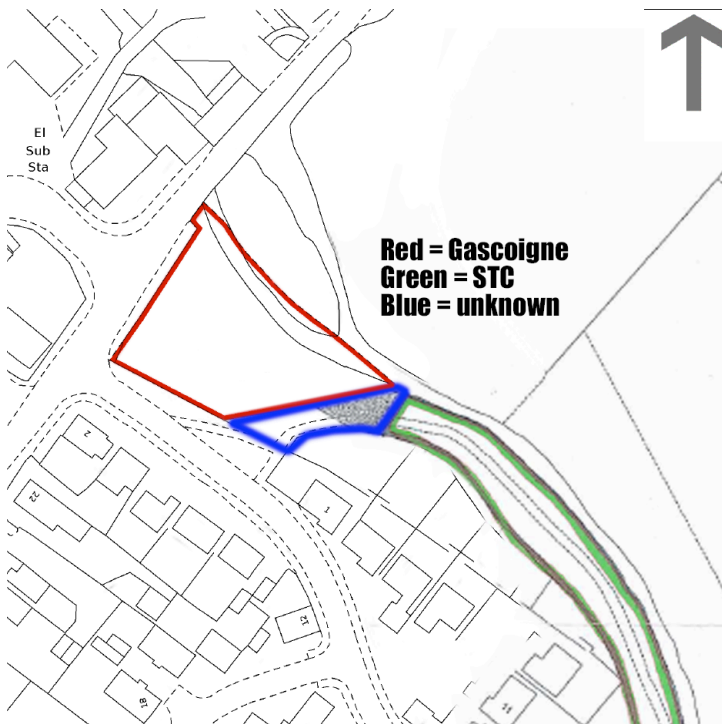
# Bridge at Riverside Southwell

The bridge at Riverside Southwell is an important asset which is used by many residents and visitors, and provides a vital link for less able users, bikes and prams between the Southwell Trail and the Riverside path.

Southwell Town Council staff have assessed the underneath of the existing bridge is rotten, unsafe and has restricted access for health and safety reasons – residents might think STC have responsibility. N&SDC & NCC do not accept responsibility for the bridge.

STC Clerk's comment: "It seems to look as if the responsibility has come over to Southwell in the devolution, but Full council will need to accept that responsibility.

No ownership of the land, highlighted in blue, makes it harder to apply for some grant funding.



## Proposal:

- 1 Full Council to accept responsibility for the bridge.
- 2 Southwell Town Council to claim ownership of the land highlighted in blue.
- 3 STC to seek three quotes for repair, in line with its procurement policy.
- 4 Full Council to decide funding options (to consider: STC replacement through CIL or grant, or equal joint funding with STC, N&SDC & NCC – Community Funding available again in May and/or another).

Proposed: Karen Roberts, Seconded: Stuart Thompstone  
Full Council – March 2023



For councillors to review and prioritise.

TE/GF/MWG/ET/Comms/HR/NP/FC	Cllr Lead	Agenda item if applicable	Description	STATUS	PM	Comment	Budget	Approved BY	Priority
FC	KR	FC 22/01/131	Skate Park	Awating gran	AB	Grant application in			
TE	KR	TE 22/05/136	Noticeboards renovation	In progress	AB	renovations well underway			
TE	KR	Complete	Benches renovation	In progress	AB	renovations well underway			
FC	KR	TE 22/07/011	Community Art Gallery	In progress	AW	AW putting plan together for curation, quotes received £495	£500 from Cil	Full Council	
TE	KR	TE 22/07/016	Cludd & Spires Pond revnovation	In progress	AB	Platform and Pond Safety. AB to assess status move signs and bike to be completed . Extra inspection required on trim			
TE	KR	TE 22/11/32.2	Norwood Gardens PLAY Upgrade	In progress	AB		£900 remaining	TE	
MWG	LH	FC 22/02/175	Fish man stall	In progress	AB	Quote received and agreed	£600	Full Council	
FC	MS	n/a	Upgrade electrical systems in workshop	In progress	AB	Steve Cook quoted and works scheduled for Feb 2023			
FC	PS	FC 20/0916/12	Neighbourhood plan	In progress	LW/AB	Once finalised AB/LW to plan consultation etc			
FC	MS		Office Renovations	In progress	AB	Painter to return to complete external of rear			
			Burgage War Memorial Repairs	In progress	AB	Repair/Replacment front slab			
MWG	LH	FC 22/02/175	Noticeboard Market Square	In progress	AB	To be renovated		Full Council	
TE	KR	TE 22/11/30	Notice Board outside OCH	In progress	AW	Under construction			
TE	KR	TE 22/11/36	Football storage requirement at WMRG	In progress	AB	Ongoing			
TE	KR	FC 22/02/177.2	Spider Net replacement or repair	In progress	AB	Repair is possible awating quote			
TE	KR		Cycle racks	In progress	AB	Postions agreed, racks painted ongoing , installation started			
FC	MB		King St Road Closure	In progress	LW	Further consultations required with businesses			
TE	PH	TE 22/07/015	Riverside path renovation	No progress	AB	Quote recived for 48k decsion required on if this project is to be funded			
TE	KR	n/a	Halloughton road clearance- lengthsman	No progress	AB	Ongoing Discussions with Via			
TE	KR	TE 22/0309/117	Hedgehog Friendly Southwell	No progress	AB	Ongong			
GF	PH	n/a	IT upgrade	No progress	AB	AB requested quote from Giles, AB to circulate			
TE	ST	TE 22/11/32.4	Trees at Norwood gardens verges	No progress	AB				
FC	KR	FC 22/2809/83	Riverside to Nature Reserve Application	No progress	AB				
FC	PH	FC 21/10/093	HVO fuel conversion	Not planned	AB	Needs to be re-visited			
TE	KR	TE 22/0309/118	Swift boxes	Not planned	AB	AB to contact Planninmg dept. Then need a quote to install in Archway			
GF	PH	23/24 improvements	Christmas Trees & Lights 2023/24	Not planned	AB	Need to get baterry lights ordered for 2023 with refund from 2022 trees no alternatively increase electrical supplies to number of trees paper for TE in May			
MWG	LH	MWG	Market trolley	Not planned	AB	Presently not required as Market stalls are semi permanent			
FC	MS	n/a	WM War Memorial Repairs	In progress	AB	WMRG war memorial with insurance company - Alice is disputing £200 excess.			
TE	KR	TE 22/11/33	Spraying Alternatives Pesticide free	Research	LW	Research and price up de-weeder		Full Council	
FC	MS	n/a	Ash Tree Spinney , Burage and War Memorial management plan	Research	LW	An ecological survey complete. Quote required for tree replanting			
TE	PH	TE 22/07/007	WMRG toilets	Research	AB	Quote requested from D&H, Newark Interior Solutions and Nick Coupe.Additional qutoe tp be obtained Derrys @ Newark AD/AB applied for Grant funding 5K			
TE	PH	TE 22/05/135 TE 22/07/0	Church Street Toilets	Research	AB	Quote requested from D&H, Newark Interior Solutions and Nick Coupe. Funding from SPF aplied for by "SPF Grant Fund Comittee"			
FC	SP	TE 22/11/35	Fruit Tree Walk	Research	AB	AB and SP working on plan Quote received and further quotes to bew obtained. Grafted trees approved	TBC	Full Council	



## **Communications Policy**

This policy defines the roles and responsibilities within the Council for working with the media and addresses the day-to-day relationship between the Council and the media.

It is not the intention of this policy to curb freedom of speech or to enforce strict rules and regulations for Councillors. Rather, it provides guidance on how to deal with issues that may arise when Councillors deal with the media.

The Policy will be reviewed bi-annually from the month of approval by the Full Council and recommendations for proposed changes to it will be considered within two months for approval by Full Council.

### **Southwell Town Council (STC) Correspondence**

- The point of contact for the Town Council is the Clerk, and it is to the Clerk that all correspondence for the Town Council should be addressed.
- The Clerk should deal with all correspondence following a meeting.
- No individual Councillor or Officer should be the sole custodian of any correspondence or information in the name of the Town Council, a committee, sub-committee or working party.
- All official correspondence should be sent by the Clerk in the name of the Council using Council letter headed paper.
- Where correspondence from the Clerk to a Councillor is copied to another person, the addressee should be made aware that a copy is being forwarded to that other person (e.g. copy to XX).

### **Communications with the press and public**

- The Clerk/Communication Officer will liaise the Chair and the Communications Working Group (CWG) regarding the clearance of all press reports and comments to the media
- Official STC reports from the Council, its committees or working parties should be from the Clerk/ Communications Officer and the Communications Working Group or via the reporter's own attendance at a meeting.
- If a Councillor has not been authorised by the Council to speak to the media on a Town Council issue, Councillors should make it clear that it is a personal view.
- If Councillors receive a complaint from a member of the public, this should be dealt with under the Council's adopted complaints procedure.

### **Councillor correspondence to external parties**

- As the Clerk should be sending most of the Council's correspondence from a Councillor to other bodies, it needs to be made clear that it is written in their official capacity and has been authorised by the Council.
- A copy of all outgoing correspondence relating to the Council or a Councillor's role within it, should be sent to the Clerk, and it be noted on the correspondence, eg. "copy to the Clerk" so that the recipient is aware that the Clerk has been advised.

### **Communications with Town Council staff**

- Councillors must not give instructions to any member of staff, unless authorised to do so by the Clerk.
- No individual Councillor, regardless of whether they are the Chairman of the Council, the Chairman of a committee or other meeting, may give instructions to the Clerk or to another employee which are inconsistent or conflict with Council decisions or arrangements for delegated power.
- Telephone calls should be appropriate to the work of the Town Council.

#### **Emails:**

- Instant replies should not be expected from the Clerk. The Clerk should respond to emails from Councillors within 2 working days (exceptions may apply).
- Information to Councillors should normally be directed via the Clerk.
- E-mails from Councillors to external parties should be copied to the Clerk.
- Councillors should acknowledge their e-mails when requested to do so.

#### **Meetings with the Clerk or other officers:**

- Wherever possible an appointment should be made.
- Meetings should be relevant to the work of that particular officer.
- Councillors should be clear that the matter is only Council business to be discussed at meetings.

### **Councillor/officer emails**

Officers are provided with a post related email account e.g. clerk@southwell-tc.gov.uk

Councillor are provided with an email account, yourname@southwell-tc.gov.uk specifically for your work as an officer or town Councillor.

The Council believes this is the most efficient and effective way of working together and keeping in touch with the community, when making use of this facility, there are some things you need to consider.

The Scheme of Delegation allows decisions to be made via email when appropriate.

- the law does not allow Councillors to act independently on behalf of Full Council.
- Council so you must remember to put the Disclaimer at the bottom whenever possible



- Council emails are not confidential; every email is stored in the archive and is available to the public through a freedom of information request. Although the emails will be cleared of any personal data before they are released, it is better to avoid disclosing anything personal or confidential in the first place; email is not a secure medium.
- no disclaimer will help if you send an email that contains illegal, offensive, obscene, racist, abusive material or libellous, defamatory, or discriminative material which may bring the Council into disrepute.
- Account holders within the domain, southwell-tc.gov.uk, consent to receive Summons and Notices of Meetings by electronic means.
- The number of email accounts may be amended from time to time as the Council sees fit.
- All outgoing emails from the domain regardless of the author shall observe relevant data protection legislation and, where there are multiple private addressees who have no association, such emails shall be distributed by blind copy only.
- Members may use the Council's email accounts for Council business only.
- Members may not delete emails from their Council email accounts except where allowed by Southwell Town Council's Document Retention Policy.
- Users should not send or forward any chain emails (e.g. jokes and virus warnings) from their Council email account as both of these can contain malware. In addition, almost all virus warnings and police warnings circulating via email are hoaxes designed to clog up email systems by scaring people into forwarding them across the internet.
- Remember that the authenticity of any email received cannot be guaranteed, especially with the prevalence of email "spoofing" (emails pretending to come from a source gathered through dubious means). Users should always avoid opening any attachments to emails that are unexpected.
- Please only send emails to the relevant people.



## **Press and Other Media Policy**

This policy defines the roles and responsibilities within the Council for working with the media and addresses the day-to-day relationship between the Council and the media.

It is not the intention of this policy to curb freedom of speech or to enforce strict rules and regulations for Councillors. Rather, it provides guidance on how to deal with issues that may arise when Councillors deal with the media.

The Policy will be reviewed bi-annually from the month of approval by the Full Council and recommendations for proposed changes to it will be considered within two months for approval by Full Council.

### **1 Key aims**

The Council is accountable to the local community for its actions and shall be proactive in making all reasonable efforts to make its decisions known to the community.

This will be through effective two-way communications. The media (press, radio, TV and internet) are crucially important in conveying information to the community, so the Council needs to maintain positive, constructive media relations and work with it to increase public awareness of the services and facilities provided by the Council. It may also be necessary to explain to the media the reasons for particular policies and priorities.

It is important that the media has access to Councillors, the Clerk and to background information to assist it in giving accurate information to the public. To balance this, the Council may need to defend itself from any unfounded criticism and will ensure that the public are properly informed of all the relevant facts using other available channels of communication if necessary.

### **2 Contact with the media**

Councillors, the Clerk and Officers should always have due regard for the long-term reputation of the Council in all their dealings with the media.

Confidential documents, confidential discussions, exempt minutes, reports, papers, and private correspondence must not be leaked to the media. If such a leak should occur, a Special Working Group will be established to investigate who was responsible and appropriate action will then be taken.

When the media wish to discuss an issue that is, or is likely to be, subject to legal proceedings then advice may need to be taken from the Council's solicitor (but only via the Clerk) before any response is made.

There are a number of personal privacy issues for Councillors, the Clerk and Officers that must be handled carefully and sensitively. These include the release of personal information, such as home

## Agenda item 200.2

address and telephone numbers (although Councillors contact details are in the public domain); disciplinary procedures and long-term sickness absences that are affecting service provision. In all these and similar situations, advice must be taken from the Clerk before any response is made to the media. The Council recognises that personal data (including photographs relating to a Councillor, the Clerk or Officers are protected under the Data Protection Act and this personal data will not be disclosed to the media without the consent of the person concerned.

When responding to approaches from the media, only the Chair and Clerk are authorised to give official responses on behalf of the Council. In specific cases the Chair and/or Clerk may authorise other Councillors to respond to media requests. All statements must reflect the Council's opinion.

There are occasions when it may be appropriate for the Council to submit a letter or statement, for example to explain important policies or to correct factual errors in information submitted by other correspondents. Such letters or statements should be kept brief and balanced in tone and correspondence should not be drawn out over several weeks. All correspondence must come from the Clerk.

Should a Councillor speak to or submit a letter to the press on any subject they should not use the term 'Town Councillor' or give the impression, directly or implied, that they are writing on behalf of the Council.

A Councillor must not raise matters relating to the conduct or capability of an Officer at meetings held in public before the press or in any other media.

The Council is under no obligation to provide a statement and in this case 'no comment' would usually be the appropriate response.

The Council acknowledges the right of the media to obtain information from the Council under the Freedom of Information Act. The Council will respond to such requests in accordance with the Act as laid out in the Council's Freedom of Information policy.

### **3 Attendance of media at council meetings**

The Local Government Act 1972 requires that agendas, reports, and minutes be sent to the media on request.

The media is encouraged to attend Council meetings. Seating and workspace will be made available.

### **4 Press releases**

All Council press releases must be issued by the Clerk in consultation with the Communications Working Group to ensure that the principles outlined in section three are adhered to, that there is consistency of style across the Council and that the use of press releases can be monitored.

### **5 Use of social media**

#### **The council use of website, Facebook, Instagram, and Twitter**

The Clerk will appoint a nominated officer to maintain and update the Council website and social media.

They are to be used to:

- Post notices and minutes of meetings
- Advertise events and activities
- Post good news stories
- Advertise vacancies
- 'share' information from partners i. e. Police, Library, district council, etc. if permitted to do so.
- Announce new information appropriate to the Council.
- Advertise Events
- Post or share information promoting bodies for community benefit such as schools, Scouts, sports clubs and community groups
- Post other items as the Council see fit.

## **5.1 rules for social media**

- Be responsible and respectful; be direct, informative, brief, and transparent.
- Never make false or misleading statements.
- Be mindful of the information posted on sites and make sure personal opinions are not published as being that of the Council.
- Keep the tone of comments respectful and informative, never condescending or "loud." Use sentence case format, not capital letters, do not write in red to emphasise points.
- Refrain from posting controversial or potentially inflammatory remarks. Language that may be deemed as offensive relating in particular to race, sexuality, disability, gender, age or religion or belief should not be published on any social media site.
- Avoid personal attacks, online fights, and hostile communications.
- Do not post comments that you would not be prepared to make in writing or face to face.
- Never name an individual third party unless you have written permission to do so.
- Seek permission to publish original photographs or videos from the persons or organisations in the video or photograph before they are uploaded. You must check that there is parental permission before photos of children are used.
- Respect the privacy of Councillors, staff, and residents.
- Never post any information or conduct any online activity that may violate laws or regulations, such as libel and copyright.
- Spell and grammar check everything.

All social media sites in use should be checked on a regular basis to ensure the security settings are in place.

## **6. Monitoring use of social media websites.**

6.2 Misuse of social media websites can, in certain circumstances, constitute a criminal offence or otherwise give risk to legal liability against you and the Council.

6.3 Residents and councillors should be aware that not all communication through social media requires a response, although an acknowledgement should be made if appropriate.

Agenda item 200.2

6.4 If a matter raised in any form of social media needs further consideration by the Council it may be raised at either the Public Question Time or as a full agenda item for consideration by a quorum of Councillors. Any response agreed by the Council will be recorded in the minutes of the meeting.

6.5 Reports of any concerns regarding content placed on social media sites should be reported to the Clerk for referral to the Council as required.

This policy will be reviewed annually.



## MODEL COUNCILLOR-OFFICER PROTOCOL

### Contents

INTRODUCTION.....	2
BACKGROUND .....	3
ROLES OF COUNCILLORS AND OFFICERS .....	3
Councillors .....	3
Chairs and vice-chairs of council and committees .....	4
Officers .....	5
The Relationship: General .....	6
Expectations .....	6
Some general principles .....	7
COUNCILLORS' ACCESS TO INFORMATION AND TO COUNCIL DOCUMENTS .....	7
CORRESPONDENCE .....	8
PRESS AND MEDIA .....	8
IF THINGS GO WRONG .....	8
Procedure for officers: .....	8
Procedure for councillors: .....	8

## INTRODUCTION

The purpose of this Protocol is to guide Councillors and officers of the council in their relations with one another. The Protocol's intention is to build and maintain good working relationships between Councillors and officers as they work together. Employees who are required to give advice to Councillors are referred to as "officers" throughout.

A strong, constructive, and trusting relationship between Councillors and officers is essential to the effective and efficient working of the council.

This Protocol also seeks to reflect the principles underlying the Code of Conduct which applies to Councillors and the employment terms and conditions of officers. The shared objective is to enhance and maintain the integrity (real and perceived) of local government.

The following extract from the Local Government Association guidance on the 2020 Model Councillor Code of Conduct states that:

"Both Councillors and officers are servants of the public and are indispensable to one another. Together, they bring the critical skills, experience and knowledge required to manage an effective local authority.

At the heart of this relationship, is the importance of mutual respect. Councillor-officer relationships should be conducted in a positive and constructive way. Therefore, it is important that any dealings between Councillors and officers should observe reasonable standards of courtesy, should show mutual appreciation of the importance of their respective roles and that neither party should seek to take unfair advantage of their position or seek to exert undue influence on the other party.

Councillors provide a democratic mandate to the local authority and are responsible to the electorate whom they represent. They set their local authority's policy framework, ensure that services and policies are delivered and scrutinise local authority services.

Chairs and vice chairs of committees have additional responsibilities. These responsibilities will result in increased expectations and relationships with Officers that are more complex. Such Councillors must still respect the impartiality of Officers and must not ask them to undertake work of a party-political nature or compromise their position with other Councillors or other Officers.

Officers provide the professional advice and managerial expertise and information needed for decision making by Councillors and to deliver the policy framework agreed by Councillors. They are responsible for implementing decisions of Councillors and the day-to-day administration of the local authority.

The roles are very different but need to work in a complementary way.

It is important for both sides to respect these differences and ensure that they work in harmony. Getting that relationship right is an important skill. That is why the code requires Councillors to respect an Officer's impartiality and professional expertise. In

turn Officers should respect a Councillor's democratic mandate as the people accountable to the public for the work of the local authority. It is also important for a local authority to have a Councillor-Officer protocol which sets out how this relationship works and what both Councillors and Officers can expect in terms of mutual respect and good working relationships."

This Protocol covers:

- The respective roles and responsibilities of the Councillors and the Officers;
- Relationships between Councillors and Officers;
- Where/who a Councillor or an Officer should go to if they have concerns;
- Who is responsible for making decisions.

#### BACKGROUND

This Protocol is intended to assist Councillors and Officers, in approaching some of the sensitive circumstances which arise in a challenging working environment.

The reputation and integrity of the council is significantly influenced by the effectiveness of Councillors and the Officer working together to support each other's roles.

The aim is effective and professional working relationships characterised by mutual trust, respect and courtesy. Overly close personal familiarity between Councillors and Officers is not recommended as it has the potential to damage this relationship

#### ROLES OF COUNCILLORS AND OFFICERS

The respective roles of Councillors and Officers can be summarised as follows:

- Councillors and Officers are servants of the public and they are indispensable to one another, but their responsibilities are distinct.
- Councillors are responsible to the electorate and serve only for their term of office.
- Officers are responsible to the council. Their job is to give advice to Councillors and to the council, and to carry out the council's work under the direction and control of the council and relevant committees.

#### Councillors

Councillors have four main areas of responsibility:

- To determine council policy and provide community leadership;
- To monitor and review council performance in implementing policies and delivering services;
- To represent the council externally; and
- To act as advocates for their constituents.

All Councillors have the same rights and obligations in their relationship with the Officer, regardless of their status and should be treated equally.

Councillors should not involve themselves in the day to day running of the council. This is the Clerk's responsibility, and the Officers will be acting on instructions from the council or its committees, within an agreed job description.

In line with the Councillors' Code of Conduct, a Councillor must treat others with respect, must not bully or harass people and must not do anything which compromises, or is likely to compromise, the impartiality of those who work for, or on behalf of, the council.



Officers can expect Councillors:

- to give strategic leadership and direction and to seek to further their agreed policies and objectives with the understanding that Councillors have the right to take the final decision on issues based on advice
- to act within the policies, practices, processes and conventions established by the council
- to work constructively in partnership with Officers acknowledging their separate and distinct roles and responsibilities
- to understand and support the respective roles and responsibilities of Officers and their associated workloads, pressures and reporting lines
- to treat them fairly and with respect, dignity and courtesy
- to act with integrity, to give support and to respect appropriate confidentiality
- to recognise that Officers do not work under the instruction of individual Councillors or groups
- not to subject them to bullying, intimidation, harassment, or put them under undue pressure.
- to treat all Officers, partners (those external people with whom the council works) and members of the public equally, and not discriminate based on any characteristic such as age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.
- not to request Officers to exercise discretion which involves acting outside the council's policies and procedures
- not to authorise, initiate, or certify any financial transactions or to enter into any contract, agreement or undertaking on behalf of the council or in their role as a Councillor without proper and lawful authority
- not to use their position or relationship with Officers to advance their personal interest or those of others or to influence decisions improperly
- to comply at all times with the Councillors' Code of Conduct, the law, and such other policies, procedures, protocols and conventions agreed by the council.
- respect the impartiality of Officers and do not undermine their role in carrying out their duties
- do not ask Officers to undertake work, or act in a way, which seeks to support or benefit a particular political party or gives rise to an Officer being criticised for operating in a party-political manner
- do not ask Officers to exceed their authority where that authority is given

Chairs and vice-chairs of council and committees

Chairs and vice-chairs have additional responsibilities as delegated by the council. These responsibilities mean that they may have to have a closer working relationship with employees than other Councillors do. However, they must still respect the impartiality of Officers and must not ask them to undertake work or anything else which would prejudice their impartiality.

## Officers

The primary role of Officers is to advise, inform and support all members and to implement the agreed policies of the council.

The Clerk is responsible for day-to-day managerial and operational decisions within the council, including directing and overseeing the work of other council Officers. Councillors should avoid inappropriate involvement in such matters.

In performing their role Officers will act professionally, impartially and with neutrality. Whilst Officers will respect a Councillor's view on an issue, the Officer should not be influenced or pressured to make comments, or recommendations which are contrary to their professional judgement or views.

Officers must:

- implement decisions of the council and its committees which are lawful, which have been properly approved in accordance with the requirements of the law and are duly recorded. This includes respecting the decisions made, regardless of any different advice given to the council or whether the decision differs from the Officer's view.
- work in partnership with Councillors in an impartial and professional manner
- treat Councillors fairly and with respect, dignity and courtesy
- treat all Councillors, partners and members of the public equally, and not discriminate based on any characteristic such as age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.
- assist and advise all parts of the council. Officers must always act to the best of their abilities in the best interests of the authority as expressed in the council's formal decisions.
- respond to enquiries and complaints in accordance with the council's standards protocol
- be alert to issues which are, or are likely to be, contentious or politically sensitive, and be aware of the implications for Councillors, the media or other sections of the public.
- act with honesty, respect, dignity and courtesy at all times
- the Clerk provide support and learning and development opportunities for Councillors to help them in performing their various roles in line with the council's training and development policy
- not seek to use their relationship with Councillors to advance their personal interests or to influence decisions improperly
- to act within the policies, practices, processes and conventions established by the council

Officers have the right not to support Councillors in any role other than that of Councillor, and not to engage in actions incompatible with this Protocol.

In giving advice to Councillors, and in preparing and presenting reports, it is the responsibility of the Clerk to express their own professional views and recommendations. If a Councillor wishes to express a contrary view, they should not pressurise the Officer to make a recommendation contrary to the Officer's professional view, nor victimise an Officer for discharging their responsibilities. Southwell Town Council's Officers will offer recommendations when asked and these will go to the relevant working groups and committees.

### The Relationship: General

Councillors and Officers are indispensable to one another. However, their responsibilities are distinct. Councillors are accountable to the public, whereas Officers are accountable to the council as a whole.

At the heart of this Protocol is the importance of mutual respect and also of civility. Councillor/Officer relationships are to be conducted in a positive and constructive way. Therefore, it is important that any dealings between Councillors and Officers should observe standards of courtesy and that neither party should seek to take unfair advantage of their position nor seek to exert undue influence on the other party.

Individual Councillors should not actively seek to undermine majority decisions of the corporate body, as this could then bring them into conflict with Officers who have been charged with promoting and implementing the council's collectively-determined course of action.

Councillors should not raise matters relating to the conduct or capability of an Officer, or of Officers collectively, in a manner that is incompatible with this Protocol at meetings held in public or on social media. This is a long-standing tradition in public service. An Officer has no means of responding to criticisms like this in public.

A Councillor who is unhappy about the actions taken by, or conduct of, an Officer should:

- avoid personal attacks on, or abuse of, the Officer at all times
- ensure that any criticism is well founded and constructive
- ensure that any criticism is made in private
- take up the concern with the chair

Neither should an Officer raise with a Councillor matters relating to the conduct or capability of another Councillor or Officer or to the internal management of the council in a manner that is incompatible with the objectives of this Protocol and in meetings held in public and on social media.

Potential breaches of this Protocol are considered below.

### Expectations

All Councillors can expect:

- A commitment from Officers to the council as a whole, and not to any individual Councillor, group of Councillors or political group;
- A working partnership;
- Officers to understand and support respective roles, workloads and pressures;
- A timely response from Officers to enquiries and complaints;
- Officer's professional and impartial advice, not influenced by political views or personal preferences;
- Timely, up to date, information on matters that can reasonably be considered appropriate and relevant to their needs, having regard to any individual responsibilities or positions that they hold;
- Officers to be aware of and sensitive to the public and political environment locally;
- Respect, courtesy, integrity and appropriate confidentiality from Officers and other Councillors;
- Training and development opportunities to help them carry out their role effectively;

- Not to have personal issues raised with them by Officers outside the council's agreed procedures;
- That Officers will not use their contact with Councillors to advance their personal interests or to influence decisions improperly.

Officers can expect from Councillors:

- A working partnership;
- An understanding of, and support for, respective roles, workloads and pressures;
- Leadership and direction;
- Respect, courtesy, integrity and appropriate confidentiality;
- Not to be bullied or to be put under undue pressure;
- That Councillors will not use their position or relationship with Officers to advance their personal interests or those of others or to influence decisions improperly;
- That Councillors will at all times comply with the council's adopted Code of Conduct.

Some general principles

Close personal relationships between Councillors and Officers can confuse their separate roles and get in the way of the proper conduct of council business, not least by creating a perception in others that a particular Councillor or Officer is getting preferential treatment.

Special relationships with particular individuals are not recommended as it can create suspicion that an employee favours that Councillor above others.

The Proper Officer (the Clerk) is the head of paid services and has a line-management responsibility to all other staff. Communications should be made directly with the Proper Officer, unless it is agreed by the Proper Officer that such communications may take place directly with other Officers over a particular matter. Councillors should not give instructions directly to the Proper Officer's staff without the express approval of the Proper Officer.

#### COUNCILLORS' ACCESS TO INFORMATION AND TO COUNCIL DOCUMENTS

Councillors are free to approach Officers to provide them with such information, explanation and advice as they may reasonably need in order to assist them in discharging their role as members of the council. This can range from a request for general information about some aspect of the council's activities to a request for specific information on behalf of a constituent. Such approaches should normally be directed to the Officer.

The legal rights of Councillors to inspect council documents are covered partly by statute and partly by the common law.

The common law right of Councillors is based on the principle that any member has a prima facie right to inspect council documents so far as their access to the documents is reasonably necessary to enable the member properly to perform their duties as a member of the council. This principle is commonly referred to as the "need to know" principle, in particular in relation to and not exclusively to HR and GDPR.

The exercise of this common law right depends therefore upon the Councillor's ability to demonstrate that they have the necessary "need to know". In this respect a member has no right to "a roving

commission” to go and examine documents of the council. Mere curiosity is not sufficient. The crucial question is the determination of the “need to know”. This question must be determined by the Clerk.

In some circumstances (e.g. a committee member wishing to inspect documents relating to the functions of that committee) a Councillor’s “need to know” will normally be presumed. In other circumstances (e.g. a Councillor wishing to inspect documents which contain personal information about third parties) a Councillor will normally be expected to justify the request in specific terms. Any council information provided to a Councillor must only be used by the Councillor for the purpose for which it was provided i.e. in connection with the proper performance of the Councillor’s duties as a member of the council.

For completeness, Councillors do, of course, have the same right as any other member of the public to make requests for information under the Freedom of Information Act 2000.

#### CORRESPONDENCE

Refer to the Communications Policy 13.7

#### PRESS AND MEDIA

Refer to Press and Media Policy 13.5

#### IF THINGS GO WRONG

Procedure for Clerk:

From time to time the relationship between Councillors and the Officer (or other employees) may break down or become strained. Whilst it is always preferable to resolve matters informally, it is important that the council adopts a formal grievance protocol or procedure.

The principal council’s (N&SDC) monitoring Officer may be able to offer a mediation/conciliation role or it may be necessary to seek independent advice. The chair of the council should not attempt to deal with grievances or work related performance or line management issues on their own. The council should delegate authority to a small group of Councillors to deal with all personnel matters.

The law requires all employers to have disciplinary and grievance procedures. Adopting a grievance procedure enables individual employees to raise concerns, problems or complaints about their employment in an open and fair way. See STC’s Grievance Policy

Where the matter relates to a formal written complaint alleging a breach of the Councillors’ Code of Conduct the matter must be referred to Newark and Sherwood District Council’s monitoring Officer in the first instance in line with the Localism Act 2011. The council may however try to resolve any concerns raised informally before they become a formal written allegation.

Procedure for Councillors:

If a Councillor is dissatisfied with the conduct, behaviour or performance of the Clerk or another employee, the matter should be reported to the chair and then raised with the Officer in the first instance. If the matter cannot be resolved informally, it may be necessary to invoke the council’s disciplinary procedure.

## **Agenda item 201**

### **Outline Draft Business Plan 2023 -2026**

#### **Southwell - a great place to live**

Southwell Town Council are due for re-election in May 2023. The purpose of this document is to highlight to the next council the past work of the council and give the incoming council a basis to work on for the strategic plan for 2023/27

The present Southwell Town Council have been working on the following principles from 2019 to 2023.

1. Maintaining a vibrant Town Centre, engagement with residents, relations with other villages and involvement of volunteering and inter-resident co-operation
2. Open Spaces, Play Provision, Land Purchase, and the Protection of Southwell's Heritage
3. Events & Tourism
4. Environmental issues
5. Southwell Traffic management
6. Renewal of the Neighbourhood Plan

There are varies projects which are being progressed by the council . A full list is attached including the status of each project. (this is be attached after this meeting)

The incoming council will need to produce a detailed monetary plan to including CIL and Reserves

#### **Proposal**

The incoming council to form a Working Group, reporting to Full Council to develop a strategic plan for 2023-2026, including strategic priorities, and both action and detailed monetary plans.

To include the Chair and Vice Chair of the council, a member of each committee, the Clerk and the Deputy Clerk.

Draft plan to be submitted to Full Council in September 2023

Proposed Cllr M Stott

Ref: ES/4375  
**David Marsh**  
T 0115 9932574  
E [development.management@nottscc.gov.uk](mailto:development.management@nottscc.gov.uk)  
W [Nottinghamshire.gov.uk](http://Nottinghamshire.gov.uk)



The Occupier  
Southwell Town Council  
The Old Courthouse  
Burgage  
NG25 0EP

03 March 2023

**Town and Country Planning (Development Management Procedure) (England) Order  
2015  
Notice under Article 15**

**PROPOSED DEVELOPMENTS: Flood alleviation works including construction of an earth bund, flow control structure, and related ground works, landscape planting, boundary works including fencing, and ancillary operations.**

**LOCATION: Land south of Church Street, Southwell, Nottinghamshire, NG25 0HG**

**APPLICANT: Nottinghamshire County Council**

I write to notify you that Revised Information has been received in respect of the above application, copies of the full application documents and plans submitted can be viewed online at [www.nottinghamshire.gov.uk/planningsearch/plandisp.aspx?AppNo=ES/4375](http://www.nottinghamshire.gov.uk/planningsearch/plandisp.aspx?AppNo=ES/4375)

Details of the application can also be inspected at Nottinghamshire County Council, Development Management, County Hall, West Bridgford, Nottingham, NG2 7QP and Castle House, Great North Road, Newark, Nottingham, NG24 1BY during normal office hours, **but you are advised to contact the case officer on 0115 9932574 before you travel to County Hall. If you are unable to view the application on the County Council's website please contact the case officer on 0115 9932574 to discuss how best to get the application details to you.**

If you wish to comment on the application you can do so via the above link, by e-mailing [development.management@nottscc.gov.uk](mailto:development.management@nottscc.gov.uk) or by writing to Nottinghamshire County Council, Development Management, County Hall, West Bridgford, Nottingham, NG2 7QP, within **14 days** from the date of this letter.

Comments already received in response to my original consultation letter will be taken into account.

Please note that any comments received after the end of the **14 day** period may not be able to be considered. If you have not responded within the time period it will be presumed that you do not wish to make any further comments. Please note that the Council will not issue an acknowledgement letter for any response you make concerning this additional consultation.

Nottinghamshire County Council's Development Management Team is committed to protecting your privacy and ensuring all personal information is kept confidential and safe- for more details see

<http://www.nottinghamshire.gov.uk/planning-and-environment/planning-applications/development-management-privacy-notice>

If you have any queries, please contact **David Marsh** on the above telephone number.

Yours faithfully

*David Marsh*

For Group Manager Planning

Nottinghamshire County Council



*full council*

This matter is being dealt with by:

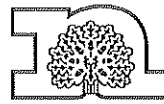
**Councillor Bruce Laughton**

Reference: RBL/CR

T 0115 9773499

E [cllr.bruce.laughton@nottsc.gov.uk](mailto:cllr.bruce.laughton@nottsc.gov.uk)

W [nottinghamshire.gov.uk](http://nottinghamshire.gov.uk)



**Nottinghamshire  
County Council**

*Ask for more detail*

Chairman/Clerk  
Southwell Town Council  
The Old Court House  
Burgage  
Southwell  
Nottinghamshire  
NG25 0EP

Dear Chairman/Clerk

23<sup>rd</sup> February 2023

This letter is to alert you that there is a likelihood of a planning permission application at the old Colliery site at Bilsthorpe for a two hundred-thousand-ton incinerator. This will have a considerable impact on both amenities, transport, and the environment in the local area. You can only imagine the impact on surrounding road networks including A614 and A616.

Already the RAGE group in Bilsthorpe are actively working to oppose this development and as a neighbouring community will be asking for your support.

Already there has been a meeting and Farnsfield and Eakring Parish Council have attended. This is 'hot of the press' and therefore I am writing to you so that you are aware of this possible development.

Whilst I cannot speak for your Parish Council I would appreciate it you would alert your community and support Bilsthorpe, who have in the past done their bit for the local area in having a domestic waste tip for over fifty years and a Colliery for over one hundred years.

Thank you in anticipation.

**Councillor Bruce Laughton**  
**Deputy Leader of Nottinghamshire County Council**  
**County Councillor for Muskham and Farnsfield Division**

## Agenda item 204

### Broadcasting Council Meetings – March Full Council Meeting

As councillors will be aware, during lockdown council meetings were conducted over Zoom. This practice continued for a time after restrictions were lifted – livestreaming the meetings on Facebook – but has now stopped.

The recent Facebook posts highlight the misinformation circulating in the town regarding council meetings/decisions and I feel it would be beneficial to all concerned if councillors would consider reintroducing livestreaming the meetings.

I am aware that our meetings are open to the public however, not all interested parties are able to attend in person. Also, the minutes only reflect decisions made and not the discussions that went before.

Two Clerks will initially be required at meetings to manage the livestreaming, but then after a few occasions, one Clerk should manage – obviously if something goes wrong i.e. the internet connection is lost, we would lose the livestream capability. This would be the case if there were one or two clerks in attendance.

Once the minutes have been approved by committee or full council, I recommend that the video be removed from Facebook.

Would council reconsider reintroducing livestreaming the committee and full council meetings?

Author – Alice Dunn, Deputy Clerk

**Minutes of Meeting: PLANNING & HIGHWAYS COMMITTEE**

**Date and Time:** Wednesday 1<sup>st</sup> March 2023 19.00

**Venue:** The Old Courthouse Burgage Southwell NG25 0EP

**Questions and planning responses from Members of the Public – none**

**Present:** Councillors D Martin, M Jeffrey, K Roberts, S Perry, L Harris, M Brock

**In Attendance:** L Wright – Clerk. 1 member of public

**PH22/03/103** Apologies for absence Cllr S Reynolds and P Scorer

**PH22/03/104** **To receive any declarations of interest.**  
*Members are hereby reminded of sections 26-34 and Schedule 4 of the Localism Act 2001, - None*

**PH22/03/105** **Approval of Minutes of previous meetings:**  
105.1 Planning Committee Minutes 1 February 2023  
Proposed Cllr M Jeffrey Seconded Cllr M Brock -  
Agreed unanimously by those present at the meeting  
105.2 Matters arising – for information only.

**PH22/03/106** **Planning applications – click to the NSDC ref below and it will link to the relevant application.**

STC Ref	NSDC ref	Location	Details	Decision	Observations
106.1	<a href="#">23/00141/LDCP</a>	Badgers Fiskerton Road	Certificate of Lawfulness for proposed removal of existing roof coverings, gutters & skylights and replace with new.	No objection Proposed L Harris Seconded S Perry Unanimous	Southwell Town Council considered application 23/00141/LDCP Badgers Fiskerton Road and agreed unanimously to no objection to this application
106.2	<a href="#">23/00206/HOUSE</a>	Oak Tree Cottage, 37 Easthorpe,	Erection of gates	No objection Proposed S Perry Seconded M Jeffrey Unanimous	Southwell Town Council considered application 23/00206/HOUSE Oak Tree Cottage, 37 Easthorpe, have no objection to this application with the proviso that there are no finials are on the gates
106.3	<a href="#">23/00190/LBC</a>	17 Market Place Southwell	Conversion of a former Estate Agent's office into a Hair Salon with apartment above, replacement of timber windows, internal refurbishment, and alterations	No objection Proposed M Jeffrey Seconded M Brock Unanimous	Southwell Town Council considered 23/00190/LBC 17 Market Place Southwell and agreed unanimously to no objection to this application
106.4	<a href="#">23/00189/FUL</a>	17 Market Place Southwell	Conversion of a former Estate Agent's office into a Hair Salon with	No objection Proposed M Jeffrey	Southwell Town Council considered 23/00189/FUL 17 Market Place Southwell

			apartment above, replacement of timber windows, internal refurbishment, and alterations	Seconded M Brock Unanimous	and agreed unanimously to no objection to this application
106.5	<a href="#">23/00191/HOUSE</a>	5 Merryweather Close, Southwell,	First floor extension. Render to front wall. Alterations to the existing single-storey extension and roof.	No objection Proposed M Jeffrey Seconded L Harris Unanimous	Southwell Town Council considered 23/00191/LBC 17 Market Place Southwell and agreed unanimously to no objection to this application
106.6	<a href="#">23/00162/HOUSE</a>	18 Chatham Street,	Single storey side extension, internal alterations and loft conversion.	Object Proposed D Martin Seconded M Jeffrey  Majority	Southwell Town Council considered 23/00162/House 18 Chatham Street and objected to this application by majority for the following reasons: It is incongruous with the area which is bordering on the conservation area -concur with the conservation officers comments
106.7	<a href="#">23/00223/LBC</a>	3 Willoughby House, Church Street,	Internal alterations	No objection Proposed M Jeffrey Seconded K Roberts Unanimous	Southwell Town Council considered 23/00223/LBC 3 Willoughby House, Church Street and agreed unanimously to no objection to this application
106.8	<a href="#">23/00040/HOUSE</a>	1a Micklebarrow Close	Single storey extensions to South and East elevations	No objection Proposed M Brock Seconded L Harris Unanimous	Southwell Town Council considered 23/00040/HOUSE 1a Micklebarrow Close and agreed unanimously to no objection to this application
106.9	<a href="#">22/02254/FUL</a>	Southwell Holy Trinity School Westgate	Removal of existing close boarded timber fence and installation of new heritage fence and fence panels along existing boundary line	No objection Proposed K Roberts Seconded M Brock Unanimous	Southwell Town Council considered 22/02254/FUL Southwell Holy Trinity School Westgate and agreed unanimously to no objection to this application with the proviso vegetation is not disturbed and the Countryside and Wildlife act is not contravened
106.10	<a href="#">23/00002/HOUSE</a>	37 Halloughton Road	Extension and internal remodelling of house including external render and cladding	No objection Proposed K Roberts Seconded L Harris Unanimous	Southwell Town Council considered 23/00002/HOUSE 37 Halloughton Road and agreed unanimously to no objection to this application
106.11	<a href="#">23/00255/HOUSE</a>	5 Glenfields	Remove existing conservatory and replace with garden room. Re-roof existing garage	No objection Proposed S Perry Seconded K Roberts Unanimous	Southwell Town Council considered 23/00255/HOUSE 5 Glenfields and agreed unanimously to no objection to this application

**PH22/03/107      Planning Applications Decided****107.1      Applications Approved   - Noted**

22/01576/HOUSE 110 Westgate  
 22/01758/HOUSE 140A Westgate  
 22/01829/HOUSE 54 Westhorpe  
 22/01830/LBC 54 Westhorpe  
 22/02301/FUL Land Adjacent Crink Lane  
 23/00049/LDCP 18 Dudley Doy Road

**STC Decision**

No objection

No objection

No objection

No objection

**107.2      Applications Refused**

22/02314/FUL      51A The Ropewalk

**STC Decision**

Object

**107.3      Tree Works Applications****107.4      Tree Works Approved**

107.4i	22/02475 /TWCA	Willows Burgage Lane	Birch ST1 and Birch T1 - fell to combat subsidence damage to property
107.4ii	23/00041/ TWCA	Normanton Prebend Church St	T1 Poplar, Sectional fell due to excessive decline. Large cavity approx 1.5m up spreading up the main stem, overall crown showing signs of dieback. T2, Yew, Reduce height/laterals by approx 1.5m T3, Yew, Reduce height/laterals by approx 1.5m.
107.4iii	23/00083/ TWCA	Burgage Green Burgage	1no Lime Tree - fell to ground level due to excessive basal rot 1no Rowan Tree - fell to ground level due to decline (works to be undertaken under 5 day exemption).

**PH22/03/108      Highways Report – noted****PH22/03/109      Review of STMP response – Responses agreed to be sent to Via . Cllr Martin and the committee thanked Mr Mackintosh and Mr Whitmore for their hard work****PH22/03/110      Date of next meeting: 5<sup>th</sup> April 2023****PH22/03/111      Items for discussion at next meeting****Meeting Closed 20.30****Signed****Chair of Planning & Highways****Date**



The Old Courthouse  
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**Minutes of Meeting:** **Town Environment Committee**

**Date and Time:** **8 March 2023 19:00**

**Venue:** **The Old Courthouse**

**The meeting is open to all members of the public**

**Present** Cllr K Roberts (Chair), Perry, Rainbow, Scorer, Thompstone. L Harris, P Harris ,  
Blaney (arrived 19.35)

**In Attendance -** Lesley Wright (Clerk), 2 members of the public

#### **Questions from members of the public**

- There is concern in the town regarding the condition of the Saracens Head, please can the Council inform the public on the actions being taken
  - Comms team to consider
- The car park behind the Methodist Church is still not resolved and parking fines are still being issued
  - A Councillor will send information regarding the regulations to the Clerk to forward to the Methodist Church
- Is it possible to have a clock installed on the Ropewalk as there is no digital bus stop
  - The clerk to contact NCC to request digital bus stop
- The council were thanked for the work on the benches

**TE 22/03/62** **Apologies for absence** – Cllr Blaney will be arriving later.

**TE 22/03/63** **To receive any declarations of interest**, under the provisions of sections 26-34 and Schedule 4 of the Localism Act 2011 - None

**TE 22/03/64** **Approval of Minutes of previous meetings:**  
64.1 Town Environment Committee Minutes 25 January 2023  
**Proposed P Rainbow, Seconded L Harris**  
Approved unanimously by those present at the meeting  
64.2 Matters Arising

- Still awaiting quotes for the WMRG toilet renovation
- Via have been instructed to replace the light column on the Market Square

**TE 22/03/65** **Presentation by Live & Local –**  
To agree in principle for STC becomes a promoter for Live & Local. The Clerk to meet with L & V to discuss the finer details before a final agreement is made  
**Proposed K Roberts, Seconded S Thompstone**  
Agreed Unanimously

- TE 22/03/66**      **Chair's Notices** – A memorial Oak has been offered to the town by NSDC, this will be planted and the top end of Lower Burgage – details to be sent to councillors.  
The application for the community grant has been unsuccessful.
- TE 22/03/67**      **Events**
- 67.1    Coronation update - work in conjunction with The Minster are ongoing. The Coronation will be live streamed in the Minster on the 6<sup>th</sup> May followed by a picnic.
- 67.2    Events Program – there has been some change of dates and events which need to be updated/included
- TE 22/03/68**      **Dog Bins**
- 68      Dog Bin/Litter Bin for Cundy Hill – defer to next meeting
- TE 22/03/69**      **Parks and Open Spaces**
- 69.1    Riverside Bridge and Gate –  
Ownership of the land and bridge is still under investigation.  
STC to make the bridge safer by installing permanent barriers. Clerk to approach Via to discuss the possibility of graded the slope by the steps for easier access to Riverside.  
**Proposed S Perry, Seconded P Harris**  
Agreed: 6. Abstention: 2
- 69.2    Spider Net on War Memorial Recreation Ground –  
The Clerk has received a verbal report and the main structure is in good condition.  
To give delegated authority to the Clerk to accept a repair quote up £4,575 for the cost to be allocated from the open space reserve.  
**Proposed K Roberts, Seconded P Harris**  
Agreed unanimously
- 69.3    Purchase of a new mower  
To purchase a Makita battery powered mower from 23/24 budget cost centre 1443.  
**Proposed L Harris, Seconded P Scorer**  
Agreed unanimously
- 69.4    Alternative brash area – defer to next meeting
- TE 22/03/70**      **Project Review & Prioritisation** – the projects were reviewed and the next projects to be progressed are: benches, noticeboards and projects agreed by Full Council, with a recommendation that the Fruit Tree walk and alternatives to spraying are progressed
- TE 22/03/71**      **Policies**
- 71.1    Tree Policy  
To move third intro paragraph to Key principles
- 71.2    Benches & Tables Policy  
To accept the above policies  
**Proposed K Roberts, Seconded L Harris**  
Agreed unanimously

- TE 22/03/72**      **Car Park Layout/Permits** – Car Park Working Group Meeting to meet 21st March @ 11am in the OCH. Clerk informed committee that the next car park order information is required by June
- TE 22/03/73**      **Ebikes** – alternatives available – the committee thanked the staff for their work and decided that a full review of future vehicle requirements was required
- To suspend standing order to extend the meetings after 21.00  
**Not agreed unanimously therefore meeting closed**
- TE 22/03/74**      **Working Group notes - to note**  
**74.1**      Communications Working Group – late paper  
**74.2**      Market Working Group – previously circulated
- TE 22/03/75**      **Items for Communication**
- TE 22/03/76**      **Items for discussion at next meeting**
- TE 22/03/77**      **Date of next meeting TBC**

Signed:  
Chair Town Environment

Date