

**ALVELEY AND ROMSLEY PARISH COUNCIL
NEAR BRIDGNORTH, SHROPSHIRE**

Chairman Pam Barker

Clerk to the Council:
David Rawlinson

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43 Church View Gardens
Kinver
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DY7 6EE

26th October 2021

Dear Councillor

You are hereby summoned to attend the next meeting of the Parish Council, which will be a Monthly Meeting' to be held on Tuesday 2nd November 2021 in the Pavilion, Daddlebrook Road, Alveley, at 7.45pm, preceded by an Open Forum at 7.30pm.

Yours sincerely

DRawlinson

David Rawlinson
Clerk to the Council

AGENDA

1. OPEN FORUM
2. TO RECEIVE APOLOGIES FOR ABSENCE –
3. TO RECEIVE DECLARATIONS OF ANY PECUNIARY/PREJUDICIAL INTEREST.
4. TO CONFIRM THE MINUTES OF THE MONTHLY PARISH COUNCIL MEETING HELD ON TUESDAY 12TH OCTOBER 2021.
5. TO CONSIDER URGENT PARISH MATTERS –
 - (i) Removal of The Bowling Green, Squirrel Public House, Alveley from the list of assets of community Value - the Parish Council has been notified by Shropshire Council that the Bowling Green was removed from its Register of Assets of Community Value on 19 October 2021 (five years after the initial application). I have confirmed from the Secretary of the Bowling Club that they are in the process of re-applying and that the Bowling Club would welcome the support of the Parish Council in this matter.
 - (ii) Queen's Platinum Jubilee – the Clerk **requests** authority to create a Task and Finish Group to plan how this event will be celebrated in Alveley and Romsely, especially during the long Bank Holiday weekend (2nd – 5th June 2022) and **requests** that one or more Councillors be nominated to join that Group which should also include representatives of the Village Hall, the Recreation Association,

St. Mary's Church, Alveley Primary School and Severn Valley Country Park – plus any other Community Group that wishes to join.

- (iii) Street Lighting Committee meeting – Possible dates are being canvassed with Cllrs. Narburgh, Ms. Voysey and Whale.
- 6. REPORT FROM SHROPSHIRE COUNCILLOR – Chairman to suspend Standing Orders to allow Cllr. Lynch to speak.
- 7. PARISH COUNCIL'S CODE OF CONDUCT – At the September monthly meeting, the Clerk updated the position with regard to the Council's approved Code of Conduct, in the light of the Local Government Association's (LGA's) new model Code. He advised that, at that time, Shropshire Council had not yet adopted the new model code. He also advised that the Parish Council's approved Code should be closely aligned with Shropshire Council's Code, and therefore that the Parish Council should defer any changes for the time being. The Parish Council agreed this course of action and intended to review the position in December 2021 (minute 056 of 7th September 2021 refers). The LGA Code has now been adopted by Shropshire Council without amendment, with effect from 1st December 2021. The Monitoring Officer has formally recommended that all of the Town and Parish Councils in Shropshire also adopt the LGA model code.

The LGA model Code of Conduct is attached and the Parish Council is **requested** to consider adopting it in full from 1st December 2021. The Parish Council is also **recommended**, if appropriate, to instruct the Clerk to arrange formal training for all Members in the new Code as soon as possible.

- 8. POLICE COMMUNITY CHARTER CONTRACT - attached is a copy of the Charter contract which was agreed by the Parish Council in July (minute 036(i) of 6th July). The Council has now been requested to update its priorities. If there has been no change, the contract can remain unchanged.
- 9. TO RECEIVE DETAILS OF PLANNING APPLICATIONS AND DECISIONS
 - 1. Planning Application received – none.
 - 2. Planning Applications received since the Agenda closed - Council to make recommendations to Shropshire Council
 - 3. Planning Decisions received from Shropshire Council

21/01716/FUL Application under Section 73A of the Town and Country Planning Act 1990 for the temporary siting of one residential caravan as a rural workers dwelling and associated works (retrospective), Severn Valley Alpacas Ltd, Valley View, Romsley, Alveley, Bridgnorth, Shropshire, WV15 6HW
Parish Council recommendation: Refuse permission, Decision: Grant Permission.

21/04228/FUL Erection of a dual pitched roof over existing garage and insertion of bay window to front in association with conversion to living accommodation, Jesston , The Woodlands, Alveley, WV15 6LQ
Parish Council recommendation: Grant permission, Decision: Grant Permission.

21/03706/FUL Erection of two storey rear extension (resubmission), Paper Mill, 121 Alveley, Bridgnorth, Shropshire, WV15 6HE
Parish Council recommendation: Grant permission, Decision: Grant Permission.

4. Planning Decisions received from Shropshire Council since the Agenda closed
To note

5. Other planning matters for information only – to note:

10. SOCIAL MEDIA – Clerk to report

11. FINANCIAL REPORT - attached

12. ITEMS FOR FUTURE MEETINGS

New Councillor induction (ongoing)

Climate emergency

Budget monitoring

Review of the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 2018

Review of the Council's policy for dealing with the press / media

13. TO CONFIRM THE DATE OF THE NEXT MEETING

The next meeting of the Parish Council will be a monthly meeting to be held on Tuesday 7th December 2021 in the Pavilion, Daddlebrook Road, Alveley, commencing at 7.30 pm, to include an Open Forum.

To: Cllr. Ms. P. M. Barker, Cllr. Mr. M. A. Haddon, Cllr. Miss I. D. Jakeman, Cllr. Mr. M. L. Love, Cllr. Mr. R. J. Narburgh, Cllr. Mr. C. D. Noble, Cllr. Mrs. S. L. Potter, Cllr. Mr. J. R. Taylor, Cllr. Ms. V. N. Voysey and Cllr. Mr. P. W. Whale

Cc. Cllr. Mr. E. L. Lynch

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Minutes of a monthly meeting of the Parish Council held on Tuesday 12th October 2021 in the Pavilion, Daddlebrook Road, Alveley, including an Open Forum, commencing at 7.30pm

062. PRESENT

Cllr. Ms. P. M. Barker (Chairman), Cllr. Mr. C. D. Noble (Vice-chairman), Cllr. Mr. M. A. Haddon, Cllr. Miss I. D. Jakeman, Cllr. Mr. M. L. Love, Cllr. Mr. R. J. Narburgh, Cllr. Mrs. S. L. Potter, Cllr. Ms. V. N. Voysey and Cllr. Mr. P. W. Whale.

063. IN ATTENDANCE

Mr. D. H. Rawlinson (Clerk)

064. OPEN FORUM

Cllr. Miss Jakeman reported that the boundary hedge at Elms Cottage, Alveley was obstructing access to the footpath for pedestrians. The Clerk was instructed to send a polite letter to the householder.

Cllr. Jakeman also referred to the problem of parking in the visibility splay at the junction of Arley Lane with Golden Acres. The Chairman advised that Cllr. Lynch had been discussing this and a number of other highway problems with the Shropshire Council Portfolio Holder for Highways, but that the situation was in abeyance following Cllr. Charmley's resignation.

Cllr. Hadden referred to the poor condition of the parking area in front of the shops at Cook's Cross. In the subsequent discussion, the possibility of a grant to the land owner was raised and it was also reported that car engines are being left running by customers of the Take-away.

065. APOLOGIES FOR ABSENCE

It **was resolved** to accept an apology for absence from Cllr. Mr. J. R. Taylor (personal) and to note the apology of Cllr. Mr. E. L. Lynch (Shropshire Councillor)

066. DECLARATIONS OF PECUNIARY/PREJUDICIAL INTEREST

None.

067. MINUTES OF THE MONTHLY PARISH COUNCIL MEETING HELD ON TUESDAY 7TH SEPTEMBER 2021

It was **resolved** that the minutes of the meeting held on 7th September 2021 were a true and accurate record.

068. URGENT PARISH MATTERS

- (i) Beauty Bank – It was confirmed that Cllr. Lynch has referred to Shropshire Council concerns which have been reported concerning groundwork activities at Beauty Bank, near the junction with Lindridge Lane. The Clerk

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advised that he had visited the area again on 10th October, but confirmed that the site was not clearly visible from the road because of high hedging and fencing. After discussion, the Clerk was **instructed** to raise this as a planning enforcement query with Shropshire Council.

- (ii) Parish Noticeboards – the Clerk advised that he was in discussion with officers of the Severn Valley Country Park (SVCP), with a view to routine maintenance being carried out by SVCP volunteers, with a donation from the Parish Council in recognition of any work done.

069. MEMBERSHIP OF COMMITTEES

Members reviewed the provisional list that had been agreed on 12th July 2021 (minute 038) in the light of subsequent developments. After discussion, it was **agreed** that:

- (a) Cllr. Love would be the Parish Council representative on the Village Hall Committee;
- (b) Cllrs. Haddon and Miss Jakeman would join the Staffing Committee;
- (c) Cllr. Whale would join the Street Lighting Committee;
- (d) The Chairman would be the Parish Council's 'named person' for Footpaths and Rights of Way.

The updated membership list is attached to these minutes.

It was also **agreed** that the Clerk would propose a future date for the Street Lighting Committee to meet and this would be confirmed at the next monthly Parish Council meeting.

070. BRITISH LEGION POPPY APPEAL AND REMEMBRANCE SUNDAY 2021

The Clerk advised Members that the usual practice of the Parish Council was to make a donation of £200 to the Poppy Appeal. It was **agreed** to donate this amount to the 2021 British Legion Poppy Appeal under Section 137 of the Local Government Act 1972.

The Clerk reported that no details were available at this stage of the local arrangements for Remembrance Sunday on 14th November 2021. At the suggestion of the Chairman, it was **agreed** that, for this year, the Clerk would deliver a wreath on behalf of the Parish Council to the Church, but there would not be an official attendee so that, if a service is held, any Councillor who wished could attend as a resident.

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071. TO RECEIVE DETAILS OF PLANNING APPLICATIONS AND DECISIONS

1. Planning Application received – the following were considered:

21/04228/FUL Erection of a dual pitched roof over existing garage and insertion of bay window to front in association with conversion to living accommodation, Jesston, The Woodlands, Alveley, WV15 6LQ.
After discussion, it was **agreed** to support this application.

21/04294/FUL Application under Section 73A of the Town and Country Planning Act 1990 for change of use of agricultural land to form new residential access and parking, Land at Paper Mill, 121, Alveley, WV15 6HE.

Members noted that this was a retrospective application. After careful consideration, most Councillors agreed that this is a totally inappropriate development in the Green Belt, which is out of character both with its immediate surroundings and with the rural setting in which it has been placed. A motion to oppose the application was **proposed** by the Chairman, **seconded** by the Vice-chairman and **carried nem-con**.

21/04409/FUL Erection of a replacement dwelling and installation of package treatment plant, Meadow Ridge, Birdsgreen, Alveley.

It was noted that the footprint of the replacement dwelling is the same as the existing property. The Chairman **proposed** to raise no objection; this was **seconded** by Cllr. Mrs. Potter and **carried unanimously**.

21/04271/FUL Conversion of existing Dutch Barn to provide 1No. dwelling, Dutch Barn, High Barns, Six Ashes.

The Clerk advised that this is an inappropriate development in the Green Belt which is significantly at odds with paragraphs 148 and 149 of the National Planning Policy Framework, especially as it involves a fundamental change of use.

During discussion, there was general agreement on the following points:

- It is incorrect to describe this as a conversion; the significant amount of work involved means that this is a new build or, at the very least, a rebuild.
- The proposed residential accommodation includes five bedrooms; this conflicts with Section 16 of the application form which describes the new residential unit as 'social, affordable or intermediate rent'.
- The appearance of the proposed accommodation is out of keeping with its rural situation.

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It was further **agreed** that there are no very special circumstances associated with this application which would outweigh the harm it would cause to the Green Belt, and that the application should be opposed.

21/04472/FUL Change of use of land for the siting of a static caravan for residential use, Land south of Royal Oak, Alveley.

Councillors considered this to be an inappropriate development in the Green Belt, and disputed paragraph 1.3 of the Planning Statement which claims that the proposed development 'represents an infill plot amongst existing development'. Many Members also considered that the designation of the proposed residence as a caravan, even if this is legally sound, is disingenuous and potentially misleading.

The Parish Council **resolved** that this application does not comply with paragraph 149.f) of the National Planning Policy Framework, as it cannot be regarded as 'infilling', and that the application should therefore be opposed.

2. Planning Applications received since the Agenda closed -

21/04632/FUL Erection of a replacement dwelling, Spring Cottage, 69 Alveley, Bridgnorth.

Members recognised the need for the existing dwelling to be removed or replaced. Many had reservations about the scale of the proposed dwelling and some aspects of its design.

After discussion, it was **resolved** that, if the Planning Authority imposes appropriate conditions to limit the scale and external appearance of the proposed dwelling, the Parish Council would raise no objection to the application.

3. Planning Decisions received from Shropshire Council

21/03476/FUL Erection of a two storey side extension following demolition of existing two storey side extension, High Barns Farm, Six Ashes, Bridgnorth, Shropshire, WV15 6EP

Parish Council recommendation: No objection Decision: Grant Permission

21/03405/FUL Erection of extension to dwelling, High Leasowe, Romsley Lane, Romsley, WV15 6HW

Parish Council recommendation: No objection Decision: Grant Permission

21/03032/FUL Erection of replacement swimming pool building following demolition of existing, Hammer Hill House, Romsley Lane, Romsley, WV15 6HW

Parish Council recommendation: Refuse permission Decision: Refuse permission

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1. Planning Decisions received from Shropshire Council since the Agenda closed – the following were noted:

21/03347/FUL Erection of a riding arena and retrospective permission for the change of existing buildings to stabling, Kingsnordley Farm, Kingsnordley, WV15 6EU.

Parish Council recommendation: No objection, subject to private use only
Decision: Grant permission.

21/03504/FUL Erection of detached garage, The Haybarn, Hall Close Farm, Alveley.

Parish Council recommendation: No objection, subject to ecology survey requirements being met Decision: Grant permission.

2. Other planning matters for information only – the following application was noted:

21/04505/CPL Application for a Lawful Development Certificate for the proposed erection of a garden room following demolition of existing conservatory, and extension of external patio, Cherry Orchard Farmhouse, Tuckhill, Six Ashes.

072. FUTURE COMMUNICATIONS ARRANGEMENTS

In presenting his report, the Clerk thanked Cllrs. Haddon and Taylor for their advice and support.

Microsoft Teams - Members were reminded that Microsoft Teams is a 'collaborative' IT platform which could be used to manage all the Council's meetings and related activities. He suggested that it goes beyond the current requirements of the Parish Council, but accepted that it could be relevant if the Council engaged in major new commitments such as neighbourhood planning. Some Members were concerned that reliance on Microsoft Teams would conflict with key aspects of Standing Orders and would reduce transparency. After discussion, it was **agreed** to take no further action at this stage.

Social Media – discussion focused on the possibility of the Parish Council joining Facebook. Some Members considered that this is a necessary step to enable the Parish Council to improve its communications with the local community. Others were of the view that Facebook is neither representative nor socially responsible. They felt strongly that the Council should approve a formal policy document which limits and controls all aspects of its potential involvement with Facebook or any other social media platforms. After discussion, it was **agreed** that the Clerk would liaise with Cllr. Haddon to bring a formal proposal to the next Parish Council meeting.

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073. FINANCIAL REPORTS

- (a) Future Banking Arrangements – the Clerk's report was received and, after discussion, it was **agreed** to defer a firm decision in the hope that Barclays and Lloyds Banks would resume processing applications to 'switch' business accounts. It was also **agreed** that the Clerk could visit the nearest Metrobank branch at Merry Hill to discuss the possibility of opening a Community Account with them.
- (b) Financial Report
 - 1. Examination of Quarterly Accounts to September 2021 – the Clerk advised that, as part of its internal control procedures, the Council has periodically appointed two Members to examine the accounts prior to a meeting and report back to the Council on their findings so that any necessary action may be taken. The Clerk wished to resume this practice, and it was **agreed** that Cllr. Miss Jakeman and Cllr. Mrs. Potter would examine invoices and accounts from April to September 2021 and report back to the Council at its November meeting.
 - 2. Bank Reconciliation at 30th September 2021 and Verification of Bank Balances at 31st August 2021 -
 - 2.1 The Parish Council **noted** the reconciliation statement.
 - 2.2 The Parish Council **instructed** the Chairman and Cllr. Narburgh to verify the bank balances at 31st August 2021 which were reported to the previous monthly meeting.
 - 3. Budget Monitoring
 - 3.1 Members considered a budget monitoring statement for the period 1st April to 30th September 2021. It was noted that, in the first half of the financial year, total payments were just over 30% of the approved budget.
 - 3.2 The Clerk reported that payments under miscellaneous office expenses had exceeded the approved budget as a result of the decision to increase the Chairman's allowance to £500 (minute 010 of 18th May 2021 refers), and the subsequent decision to renew the annual licence for Zoom Video Conferencing. The Parish Council **agreed** to meet this shortfall by a virement of £215 from the approved budget of £1,000 for Newsletters.
 - 3.3 Closed Churchyard – Members were reminded that a tree inspection was carried out in March 2021. The Clerk advised that, since then, work has been carried out to clear fallen deadwood, but a number of other tasks flagged up in the inspection report are outstanding and that these will need to be carried out by a professional arboriculturalist. In the recent past the Parish Council has employed Lewis Arborcare to do such work, and the Parish Council **authorised** the Clerk to seek a quotation from Lewis Arborcare for the outstanding work.

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- 3.4 The Clerk highlighted two future spending commitments which were not budgeted for i.e.
Four footpath kissing gates requested by Alveley Strollers and Striders - £1,440
Christmas tree and decorations - £1,560
Members noted that it has already been agreed to fund the first commitment from an allocated reserve (£500) and Neighbourhood Fund (£940) – minute 058(iv) of 7th September 2021 refers. The Parish Council **agreed** that the second commitment should be funded by a virement of £1,560 from the budget of £10,000 for Closed Churchyard paths, walls and gateways, which will not be fully spent in 2021/22.
- 3.5 The Parish Council **received** the budget monitoring report to 30th September 2021, and **requested** a further report at its December meeting.
4. External Audit of 2020/21 Financial Year Accounts - the Clerk reported that the external auditors, PKF Littlejohn, have now issued the external audit certificate for the Parish Council's 2020/21 accounts. This confirms that "the information in Sections 1 and 2 of the AGAR is in accordance with "proper practices" and that no other matters have arisen which are not in accordance with relevant legislation and regulations, or which the auditors need to draw to the Council's attention. There is now a requirement to publish a "Notice of conclusion of audit" which details the public's right of inspection. This notice, along with Sections 1, 2 and 3 of the AGAR must appear on the Council's website by 30th September 2021. The Clerk confirmed that he has fulfilled this requirement. The Parish Council **noted** the position and **endorsed** the Notice of conclusion of audit.
5. Vouchers/Invoices for Approval and Cheques for Signature - the Parish Council **approved** the updated schedule of vouchers and instructed Cllrs. Narburgh and Mrs. Potter to initial the vouchers and sign the cheques to be paid.
074. ITEMS FOR FUTURE MEETINGS
New Councillor induction
Review Parish Council's Code of Conduct
Climate emergency
Review of the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 2018
Review of the Council's policy for dealing with the press/ media
075. TO CONFIRM THE DATE OF THE NEXT MEETING
The next meeting of the Parish Council will be a monthly meeting to be held on Tuesday 2nd November 2021 in the Pavilion, Daddlebrook Road, Alveley, commencing at 7.30 pm, to include an Open Forum.

The meeting closed at 21.35

The Chairman thanked everyone for their attendance.

**APPOINTMENT OF MEMBERS TO COMMITTEES OF THE COUNCIL AND
OTHER BODIES FOR 2021 - 2022**

COMMITTEES

1. Planning – Cllrs. Miss I. D. Jakeman (Chairman), Mrs. S. L. Potter, Mr. J. R. Taylor and Ms. V. N. Voysey
2. Play Area – Cllrs. Mrs. S. Potter, Mr. R.J. Narburgh and Ms. V. N. Voysey with one representative from Alveley Recreation Association
3. Staffing – Cllrs. Mr. M. A. Haddon and Miss I. D. Jakeman
4. Street Lighting – Cllrs. Mr. R. J. Narburgh, Ms. V. N. Voysey and Mr. P. W. Whale

The Chairman and Vice Chairman are ex officio Members of all committees.
All Councillors entitled to attend and vote at a meeting of the Planning Committee.

VILLAGE APPOINTMENTS

1. Footpaths and Rights of Way officer – to remain vacant for the time being with the Chairman as the Parish Council's 'named person'.
2. Tree warden, Flood/Snow and Power Wardens – not made

APPOINTMENT OF REPRESENTATIVES TO THE FOLLOWING BODIES

1. Alveley Parish Memorial (Village) Hall – Cllr. Mr. M. L. Love
2. Alveley Recreation Association – Cllr Ms. P. M. Barker
3. SALC Bridgnorth & Shifnal Area Committee – Cllrs. Ms. P.M. Barker and C. D. Noble
4. C.P.R.E. (Bridgnorth & District Branch) – one vacancy to be filled
5. Local Joint Committee – Cllr. Mr. C. D. Noble
6. Lower Severn Flood Forum – request agenda and minutes
7. Severn Valley Country Park Advisory Group – Cllrs. Ms. P.M. Barker and Mr. M. A. Haddon

APPOINTMENTS TO CHARITABLE TRUSTS

1. Alveley Charity – Cllrs. Mrs S.L. Potter and Ms. V. N. Voysey
2. Whitall Meadows Trust – Cllr. Mr. R. J. Narburgh



Local Government Association

Model Councillor Code of Conduct 2020

Joint statement

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviors and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area; taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.

Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

Introduction

The Local Government Association (LGA) has developed this Model Councillor Code of Conduct, in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance. It is a template for councils to adopt in whole and/or with local amendments.

All councils are required to have a local Councillor Code of Conduct.

The LGA will undertake an annual review of this Code to ensure it continues to be fit-for-purpose, incorporating advances in technology, social media and changes in legislation. The LGA can also offer support, training and mediation to councils and councillors on the application of the Code and the National Association of Local Councils (NALC) and the county associations of local councils can offer advice and support to town and parish councils.

Definitions

For the purposes of this Code of Conduct, a “councillor” means a member or co-opted member of a local authority or a directly elected mayor. A “co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

For the purposes of this Code of Conduct, “local authority” includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a councillor:

1.1 I treat other councillors and members of the public with respect.

1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor-officer protocol.

2. Bullying, harassment and discrimination

As a councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

2.3 I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council

As a councillor:

3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a councillor:

4.1 I do not disclose information:

- a. given to me in confidence by anyone**
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
 - i. I have received the consent of a person authorised to give it;**
 - ii. I am required by law to do so;**
 - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
 - iv. the disclosure is:**
 - 1. reasonable and in the public interest; and**
 - 2. made in good faith and in compliance with the reasonable requirements of the local authority; and**
 - 3. I have consulted the Monitoring Officer prior to its release.**

4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3 I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a councillor:

5.1 I do not bring my role or local authority into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in you or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities

As a councillor:

7.1 I do not misuse council resources.

7.2 I will, when using the resources of the local or authorising their use by others:

- a. act in accordance with the local authority's requirements; and**
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.**

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

8. Complying with the Code of Conduct

As a Councillor:

8.1 I undertake Code of Conduct training provided by my local authority.

8.2 I cooperate with any Code of Conduct investigation and/or determination.

8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

Protecting your reputation and the reputation of the local authority

9. Interests

As a councillor:

9.1 I register and disclose my interests.

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority .

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

10. Gifts and hospitality

As a councillor:

- 10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.**
- 10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**
- 10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.**

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in “The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012”. You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

“Disclosable Pecuniary Interest” means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A ‘sensitive interest’ is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a ‘sensitive interest’ you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.
5. Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it

Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which **directly relates** to one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
8. Where a matter arises at a meeting which **affects** –
 - a. your own financial interest or well-being;
 - b. a financial interest or well-being of a relative, close associate; or
 - c. a body included in those you need to disclose under Other Registrable Interests as set out in **Table 2**

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

9. Where a matter **affects** your financial interest or well-being:
 - a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
 - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. Where you have a personal interest in any business of your authority and you have made an executive decision in relation to that business, you must make sure that any written statement of that decision records the existence and nature of your interest.

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain. [Any unpaid directorship.]
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the

	<p>councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council —</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
Land and Property	<p>Any beneficial interest in land which is within the area of the council.</p> <p>‘Land’ excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.</p>
Licenses	<p>Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer</p>
Corporate tenancies	<p>Any tenancy where (to the councillor’s knowledge)—</p> <p>(a) the landlord is the council; and</p> <p>(b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.</p>
Securities	<p>Any beneficial interest in securities* of a body where—</p> <p>(a) that body (to the councillor’s knowledge) has a place of business or land in the area of the council; and</p> <p>(b) either—</p> <p>(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were</p>

	spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.
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* 'director' includes a member of the committee of management of an industrial and provident society.

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

Table 2: Other Registrable Interests

You have a personal interest in any business of your authority where it relates to or is likely to affect:

- a) any body of which you are in general control or management and to which you are nominated or appointed by your authority
- b) any body
 - (i) exercising functions of a public nature
 - (ii) any body directed to charitable purposes or
 - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

Appendix C – the Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on [Local Government Ethical Standards](#). If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

Best practice 1: Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

Best practice 2: Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by councillors.

Best practice 3: Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

Best practice 4: An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.

Best practice 5: Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

Best practice 6: Councils should publish a clear and straightforward public interest test against which allegations are filtered.

Best practice 7: Local authorities should have access to at least two Independent Persons.

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to

review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

Best practice 9: Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

Best practice 10: A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

Best practice 11: Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council, rather than the clerk in all but exceptional circumstances.

Best practice 12: Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

Best practice 13: A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

Best practice 14: Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

Best practice 15: Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

The LGA has committed to reviewing the Code on an annual basis to ensure it is still fit for purpose.

West Mercia Police Community Charter

Parish Contact Contract

- ☒ INITIAL CONTRACT
☐ RENEWED CONTRACT

Parish Council:			
Contract Date: 06/04/2021		3 Month Review Date: 01/07/2021	
Council Chair	Cllr. Ms. Pam Barker	Tel: 01746 781357	Email: florence.zebedee5@gmail.com
Council Clerk	David Rawlinson	Tel: 07972040818	Email: clerk@alveleyandromsley pc.org.uk
PC / PCSO		Tel:	Email:
Top 3 community issues			
1	2	3	
Speeding	Road Traffic Collisions	Off Roding	
Other Comments	<p>The problem of speeding is greatest on the A442 within the 40mph limits and on Daddlebrook Road.</p> <p>Councillors report that there have been two collisions on the A442 in the last month or so.</p> <p>Damage to BOATs as a result of off-roading has been a regular complaint from residents over the last twelve months.</p>		
Agreed contact	<u>Contact type</u> Email Meeting Choose an item. Choose an item.	<u>Contact Frequency</u> MONTHLY FOUR MONTHLY Choose an item. Choose an item.	

SEND A COPY OF THE COMPLETED FORM TO YOUR PARISH COUNCIL CHAIR & CLERK AND TO THE PROBLEM SOLVING SUPPORT TEAM EMAIL BOX

ALVELEY AND ROMSLEY PARISH COUNCIL
REPORT BY CLERK OF COUNCIL

PARISH COUNCIL 2ND NOVEMBER 2021

Agenda item 11

FINANCIAL REPORT

1. **Purposes**

To deal with the following matters:

- (a) Deposits/receipts to 1st April to 31st October 2021;
- (b) Examination of Quarterly Accounts to September 2021;
- (c) Bank reconciliation at 26th October 2021;
- (d) Banking arrangements;
- (e) Internal Audit 2021/22;
- (f) Vouchers for approval and cheques for signature.

2. **Deposits/receipts to 1st April to 31st October 2021**

Shropshire Council Precept Payment	£53,331.00
Refund of VAT	£2,359.02
CCLA Public Sector Deposit Fund/HSBC Bank Interest	<u>£9.10</u>
	<u>£55,699.12</u>

3. **Examination of Quarterly Accounts to September 2021**

- 3.1 As part of its internal control procedures, the Council) periodically appoints two Members to examine the accounts prior to a meeting and report back to the Council on their findings so that any necessary action may be taken. At the last meeting, it was agreed that Cllr. Miss Jakeman and Cllr. Mrs. Potter would examine the quarterly accounts from April to September 2021 and report back to the Council at this meeting (minute 073(b)1. refers).

The Council is **requested** to receive a verbal report on the outcome of this examination.

4. **Bank Reconciliation at 26th October 2021**

Balances as at 26.10.21 -	
Bank	£
Business Money Manager Account	69,939.46
Community Account	18,250.96
CCLA Public Sector Deposit Account	<u>35,000.00</u>
	123,190.42
Less unpresented cheques -	
	202301 <u>696.00</u>
	<u>122,494.42</u>

ALVELEY AND ROMSLEY PARISH COUNCIL
REPORT BY CLERK OF COUNCIL

Cash Book		£
Opening balances as at	01/04/2021	87,696.19
Add receipts to	26/10/2021	55,699.12
Less payments to	26/10/2021	-20,900.89
		<u>122,494.42</u>

- 4.1 The Parish Council is **requested** to **note** this information.

5. **Banking Arrangements**

- 5.1 At the last meeting, it was agreed in principle to transfer the Parish Council's bank accounts from HSBC to another major bank, but to defer a firm decision in the expectation that Barclays and Lloyds Banks would resume processing applications to 'switch' business accounts in the near future. It was also **agreed** that the Clerk could visit the nearest Metro Bank branch at Merry Hill to discuss the possibility of opening a Community Account with them.

- 5.2 The Clerk has confirmed that Barclays and Lloyds Banks are still not accepting applications to 'switch' accounts. The Clerk has met with representatives of Metro Bank at their Merry Hill branch. They have confirmed that:

- The Parish Council is eligible for a Community Current Account;
- There is no monthly fee for this account;
- There is no transactional charge for up to 200 transactions per month;
- Telephone banking is available;
- As part of the application/switch process, the Key Officials (Chairman/Clerk) and authorised cheque signatories will need to attend the Merry Hill branch with proof of identity.
- There must be a signed minute to confirm that the Parish Council wishes to open an account with Metro Bank.

- 5.3 The Parish Council is **recommended** to authorise the Parish Clerk to apply for a Community Current Account with Metro Bank to replace its new Business Bank Account with HSBC.

6. **Internal Audit 2021/22 Financial Year**

- 6.1 The Clerk has received an email from Mrs. Hackett of SDH Accountancy & Audit Services regarding internal audit for 2021/22. Mrs. Hackett is available to carry out this work. She plans to continue auditing remotely: this caused no difficulties during the last financial year. Mrs Hackett has quoted £270 for the work; her bill for 2020/21 was £261.

ALVELEY AND ROMSLEY PARISH COUNCIL
REPORT BY CLERK OF COUNCIL

6.2 The Parish Council is **recommended** to appoint SDH Accounting as the Council's internal auditor for the 2021/22 financial year.

7. **Vouchers/Invoices for Approval and Cheques for Signature**

7.1 A schedule of vouchers/invoices is attached. The Parish Council is **requested** to **approve** the schedule of vouchers and to instruct two Councillors to initial the vouchers and sign the cheques to be paid.

ALVELEY AND ROMSLEY PARISH COUNCIL
2ND NOVEMBER 2021

SCHEDULE OF PAYMENTS AND CHEQUES TO BE APPROVED AND SIGNED

CHEQUE	PAYEE	NET	VAT	TOTAL	ITEM	COUNCIL POWER
S.O.	Payroll	645.70		645.70	October 2021 payroll	L.G.A. 1972 s. 112
202304	HMRC	171.07		171.07	PAYE and National Insurance	
202305	Royal British Legion Poppy Donation	200.00		200.00	Poppy appeal donation and wreath	L.G.A. 1972 s. 137
	Expenses -					
	Travel	12.71				
	Other	22.07				
202306	Clerk's expenses October 2021	34.78	2.92	37.70	Authorised expenses October 2021	L.G. (Finan. Prov) Act 1963 s 5
		<u>1,051.55</u>	<u>2.92</u>	<u>1,054.47</u>		

Signed

D Rawlinson

D.H. RAWLINSON
Clerk/R.F.O.

Chairman