



STANDING ORDERS

1. **Meetings of the Council**

- 1.1 Ordinary Meetings of the Council shall normally be held on the first Tuesday in each Month at 7.30pm. In exceptional circumstance, for example **if the Council has only six (or fewer) Councillors, the Council may decide to hold meetings every 2 months instead of monthly.**
- 1.2 Meetings of Council, its Committees and Working Groups shall be held on dates approved by the Council from time to time, and forward dates will be published on website and on meeting Minutes.
- 1.3 The Chair of the Council may at any time summon an extraordinary or a special meeting of the Council, providing that the summons complies with the relevant statutory requirements. If the Chair refuses to convene a meeting of the Council after a requisition for that purpose, signed by two Members of the Council, has been presented to him, any two members of the Council may, forthwith on that refusal, convene a meeting. If the Chair (without refusing so) does not within seven days of such presentation, convene a Meeting, any two Members of the Council may, on the expiration of those seven days, convene a meeting.
- 1.4 A summons to attend and Agenda for each meeting shall be sent electronically to each member of the council, to arrive at least 3 clear working days before the meeting date. Similarly public notices of each meeting shall be posted on the council's Notice Boards and on the council website.
- 1.5 The Statutory Annual General Meeting of the Parish Council shall be held on the second Tuesday in May except in a year in which local elections for County or District Councillors are taking place, when the AGM timing may need to be altered.
- 1.6 The Annual Parish Meeting is a public meeting required by statute to be held in the period between 1 March and 1 June each year at which any elector for the Parish then present may speak at any time, at the discretion of the Chair, on matters arising of direct concern to the Parish. Holding the APM in May, rather than in April, is preferable, so that end-of-year finances can be completed prior to the APM.
- 1.7 The Public and press shall be admitted to meetings of the Council and its Committees and Working Groups, which may, however, temporarily exclude them by passing an appropriate resolution.
- 1.8 Members of the public will however have the opportunity to ask questions during meetings when the Chair adjourns the formal meeting for this purpose.

2. **Chair of the Meeting**

- 2.1 The person presiding at a Meeting may exercise all the powers and duties of the Chair in relation to the conduct of the meeting.
- 2.2 If the Chair is absent, the Vice Chair shall preside.
- 2.3 If the Chair and Vice-Chair are absent, the meeting shall appoint a Chair before it proceeds to any business.

3. **Proper Officer**

- 3.1 The Clerk is the proper officer of the Council for any purpose in respect of which proper officer is mentioned in any statute, regulation or order.
- 3.2 The Clerk shall record the proceedings of Council, its Committees and its Working Groups.

3.3 If the Clerk is absent, the person presiding at the meeting may record the proceedings or may appoint another to do so.

4. **Quorum**

No business shall be transacted unless a quorum is present.

4.1 Three members of the Parish Council shall constitute a quorum at Parish Council meetings and committee meetings, except if the Council has six or fewer appointed councillors, in which case the quorum shall be reduced to two members of the Council.

4.2 A motion to suspend Standing Orders at Parish Council Meetings shall not be moved unless at least 6 members of the Council are present.

4.3 If a quorum is not present when the Council meets, the business not transacted shall be deferred to the next meeting or on such other day as the Chair may arrange.

5. **Voting**

5.1 Members of the Council vote by show of hands (except as provided by Standing Order 6).

5.2 If there be an equality of votes, the Chair shall have a second or casting vote.

5.3 If a member so requires, the Clerk shall record for the Minutes the names of members who voted for or against any motion or abstained from voting.

5.4 If a Member so requires, the Clerk shall record in the Minutes the members objection to the resolution passed.

6. **Voting on Appointments**

6.1 Whenever two or more people are nominated for any position to be filled by the Council, a ballot shall be held at which all the votes shall be given in writing.

6.2 If the ballot does not result in an overall majority, the name of the person having the least number of votes shall be struck off the list and a fresh ballot taken and so on until an absolute majority of votes is given in favour of one person.

7. **Order of Business**

7.1 In an elected year, Councillors shall execute Declarations of Interest and must accept the Code of Conduct. *At the Annual General Meeting of the Council the first business shall be:*

7.2 To elect a Chair of the Council who shall hold office until the next Annual General Meeting.

7.3 To receive the Chair's Declaration of Acceptance of Office.

7.4 To elect a Vice-Chair of the Council who shall hold office until the next Annual General Meeting.

7.5 To receive the Vice-Chair's Declaration of Acceptance of Office.

7.6 To elect Chairs of Advisory Working Groups, to appoint Members of Advisory Working Groups and other officers of the Council as from time to time may be required.

7.7 To appoint Representatives to Outside Bodies, with the exception of appointments to schools, governing bodies and other organisations which, may be made for longer periods.

7.8 To accept apologies. Members submitting apologies on the date of the meeting shall notify the Council Chair if unable to notify the Clerk.

7.9 To confirm the minutes, previously circulated, which shall be signed by the Chair as a correct record and initialled in the righthand corner of each page, subject to any agreed amendments.

7.10 To receive, by proposal, to consider, by discussion and confirm by seconding and voting, the proposals, reports and minutes of Working Groups.

7.11 To dispose of business, if any, remaining from the last meeting.

7.12 To receive a report from the presiding chair.

7.13 To receive, appended to the minutes, the payments report prepared by the Responsible Financial Officer

7.14 To receive a report from the Chair of the Council.

7.15 To receive a report from Chairs of Finance and Highways.

7.16 To receive a report from the District Councillor relating to activities of East Hants District Council on matters relating to the Parish.

- 7.17 To receive a report from the County Councillor relating to activities of Hants County Council on matters relating to the Parish.
- 7.18 To consider any matters raised by the electors relating to the Parish of Binsted.
- 7.19 Guest speakers at the Annual Parish meeting will normally speak at a time appointed.
8. **Motions moved on Notice**
- 8.1 Except as provided by Standing Order 9, no motion may be moved unless the mover has given notice in writing, of its terms and has delivered the notice to the Clerk, no later than three clear working days before the next Council meeting.
- 8.2 Notices of motion received shall be notified in the summons to the meeting, unless written confirmation of withdrawal of the motion is received.
- 8.3 If the subject matter of a motion is within the remit of a Working Group, it shall upon being moved and seconded, stand referred to that working group unless the Chair considers it to be a matter of urgency.
- 8.4 Every motion shall be relevant to a matter over which the Council has the power, or which affects the parishioners of Binsted.
9. **Motions moved without Notice**
- 9.1 To appoint a Chair of the meeting.
- 9.2 To correct or approve the minutes.
- 9.3 To alter the order of business, proceed to the next business, adjourn or close the debate.
- 9.4 To appoint a Working Group or any members thereof.
- 9.5 To refer a matter to a Working Group.
- 9.6 To adopt a report.
- 9.7 To amend a motion.
- 9.8 To suspend Standing Orders, in compliance with Standing Order 4.3
- 9.9 To exclude the public and the press.
- 9.10 To silence or eject from the meeting a member named for misconduct (see Standing Order 20.2).
- 9.11 To invite a member of the council having an interest in the subject matter under debate to remain.
- 9.12 To agree the adoption of reports and recommendations of working Groups or the Proper Officer of the council and any consequent resolution.
- 9.13 To set a time limit for speakers.
- 9.14 To give the consent of the Council where such consent is required by these Standing Orders.
10. **Amendments to Motions**
- 10.1 Amendments must be moved after the minutes are proposed and before a seconder is requested.
- 10.2 Amendments shall be relevant to the motion and shall not have the effect of negating the motion before the council.
- 10.3 Only one amendment may be moved and discussed at a time.
- 10.4 If an amendment is lost, other amendments may be moved on the original motion. If any amendment is carried, the motion as amended shall take the place of the original motion and shall become the motion upon which any further amendment may be moved.
- 10.5 An amendment shall be either;
- a) To omit words
 - b) To omit words and insert and add others
 - c) To insert or add words.
- 10.6 A further amendment shall not be moved until the Council has disposed of every amendment previously moved.
11. **Right of Reply**
- 11.1 The mover of a motion shall have a right to reply immediately before a motion is put to the vote.
- 11.2 If an amendment is proposed, the mover of the amendment shall be entitled to reply immediately.
- 11.3 A member exercising a right to reply shall not introduce any new matter.

11.4 After the right to reply has been exercised or waived, a seconder will be asked for and a vote shall be taken without further discussion.

12. Recission of Previous Resolution

12.1 A decision (whether affirmative or negative) of the Council and its Committees and Working Groups, shall not be reversed within six months save by a special motion, the written notice of which must bear the names of at least four members of the Council.

12.2 When a special motion has been disposed of, no similar motion may be moved within a further six months.

13. Discussions and Resolutions - affecting Employees of the Council

13.1 If any question arises at any meeting of the Council or its Working Groups relating to the appointment, promotion, dismissal, salary, conditions of service or as to the conduct of any employee of the Council, a motion to exclude the public and press shall be moved by the Chair, seconded and put without debate.

13.2 The appointment of the Clerk to the Council shall be the responsibility of the Chair and Vice-Chair of the Council and such other Councillors as may from time to time be considered appropriate by the Chair.

13.3 The appointment of other members of staff shall be the responsibility of the Chair and Vice Chair of the Council, in consultation with the Clerk.

14 Expenditure

14.1 Online banking payments must be authorised by three signatories on the bank mandate.

14.2 Expenditure on account of salaries, personal expenses (see Standing Order 14.3) sundry office and minor maintenance may be paid without reference to Council.

14.3 The Clerk and RFO's mileage, office and other incidental expense claims, must be approved by Chair of Finance and Governance Committee, and any single expenses claim exceeding £100 must be approved by one additional councillor, prior to presentation for payment.

14.4 Schedules of all payments by cheque or online banking shall be attached to the Minutes and presented to the Council for approval.

14.5 In cases of emergency, the Clerk, in consultation with the Chair of the Finance Committee, is authorised to approve expenditure up to £ 2,000, which shall be noted at the next Council meeting.

15 Sealing of Documents

15.1 Any two members of the council may seal, on behalf of the council, any document required by law to be issued under seal, provided that sealing has been authorised by a resolution of the council. One of the signatories shall be the Chair or Vice Chair.

16 Working Groups

16.1 Binsted Parish Council uses the terminology 'Working Groups' to refer to advisory committees (and any sub-committees) which are appointed to advise a council (pursuant to s. 102(4) of the 1972 Act.)

16.2 Working Groups are not executive committees and have no delegated powers to make decisions on behalf of the Council. They must bring their recommendations for decisions to full meetings of the Council, with final decisions always resting with the Council.

16.3 Such Working Groups may, by law, be wholly comprised of non-members of the Council. In practice, they are usually comprised of both councillors and those who are not members of the council. A Working Group which consists only of Council members is not legally an Advisory committee ('Working Group').

16.4 The names and remits of the Council's current Working Groups are set out in Appendix B. The Council may at any time appoint or dissolve Working Groups as considered necessary, subject to any statutory provisions.

16.5 Election of the Chair and Members of Working Groups shall normally take place at the Annual General Meeting. The Chair of each Working Group shall normally hold office until the next Annual General Meeting.

16.6 Membership is to be determined by the Council at its Annual General meeting or at a normal full Council or Committee meeting. Each Working Group should have no fewer than four members (including its Chair), and at least two of the members (preferably three) should be councillors. Each Working Group may invite up to 5 members of

the public to join the working group either on a permanent or ad-hoc temporary basis. Working Groups are empowered to co-opt any councillor or other person (in a non-voting consultative capacity) as situations demand.

16.6 A Council member who is not a member of a Working Group may attend the proceedings of that Working Group as a member of the public and may speak with the permission of the Chair but may not vote (in line with Standing Order 1.8.)

16.7 Members of the Finance Committee can join meetings of any Working Group and vote at such meetings.

16.8 No Member shall hold office in all Working Groups excepting the Council Chair and Vice Chair.

16.9 The quorum of a Working Group shall always be three of its members.

16.10 Voting at Working Group meetings shall be by show of hands.

16.11 If there be an equality of votes, the Working Group Chair shall have a second or casting vote.

16.12 At its first meeting, a Working Group shall appoint one of its Councillors to lead Liaison between the Council and the Working Group. This Lead must keep Working Group members informed and involved with progress; relate to the Council the ideas of the working group; and function as the primary contact with the Council.

16.13 Working Groups shall provide timely reports, by reporting on an ad-hoc basis to full Council at meetings.

16.14 Meetings of Working Groups are not usually, but may be, public meetings.

16.15 The Clerk shall if requested attend Working Group meetings but may not always be required to do so.

16.16 The Council is bound to accept recommendations of contractors and consultants, given their professional status. However, their recommended courses of action can be questioned, and in the case of a conflict, the final decision is made by the Council based on professional advice.

16.17 All Standing Orders shall apply equally to meetings of Working Groups.

16.18 Working Groups may re-schedule any meeting which does not start within 30 minutes of its expected start time.

17 Rules of Debate

17.1 No discussion shall take place upon the minutes except upon their accuracy.

17.2 Alterations to the minutes shall be made by resolution.

17.3 A member shall speak only on the matter under discussion

17.4 Members shall remain seated while speaking.

17.5 The Chair shall indicate the order in which members may speak

17.6 No speech shall contain offensive expressions or impute motives in reference to any member

17.7 When a resolution is under debate no other resolution shall be moved except the following:

- a. To amend the resolution
- b. To proceed to the next business
- c. To adjourn to debate or meeting
- d. That the question be now put
- e. That a member named be not further heard.
- f. That a member named do leave the meeting
- g. That the resolution be referred to an advisory committee
- h. To exclude the public

17.8 A member shall not speak more than once on any motion, except to move an amendment on a point of order, to move closure, or in personal explanation.

17.9 A personal explanation shall be confined to a material part of a former speech for the purpose of clarification.

17.10 Amendments to a motion shall be dealt with in compliance with Standing Order 10.

17.11 The mover of a resolution or an amendment shall have a right of reply.

17.12 Members shall address the Chair.

17.13 A member, when seconding a resolution or amendment may, if he then declares his intention to do so, reserve his speech until a later period of the debate.

17.14 A motion or amendment may be withdrawn with unanimous consent without discussion.

17.15 No speech shall exceed five minutes except by consent of the Chair.

18 Closure

18.1 At the end of any speech a member may, without comment, move "that the question be now put" "that the debate be now adjourned", or "that the Council do now adjourn". If such a motion is seconded and the Chair is of the opinion that the question before the Council has been sufficiently debated (but not otherwise) the Chair shall forthwith put the motion.

18.2 If the Motion "that the question be now put" is carried, the Chair shall call upon the right has been exercised or waived.

18.3 The adjournment of a debate or of the Council shall not prejudice the mover's right to reply at the resumption.

19 Disorderly Conduct

19.1 No member of the Parish Council shall persistently disregard the ruling of the Chair - by wilfully obstructing business, or by behaving offensively, improperly, or in such a manner as to scandalise the Council or bring it into contempt or ridicule.

19.2 If in the opinion of the Chair, a member so commits misconduct, the Chair shall express that opinion to the Council. Thereafter any member may move that member named, to leave the meeting and the motion. If seconded, shall be put forthwith without discussion.

19.3 If the motion is disobeyed the Chair may suspend the meeting or take such further steps as may reasonably be necessary to enforce them.

19.4 In the event of a general disturbance which renders the dispatch of business impossible. The Chair may without question, adjourn the meeting until he/she considers it expedient.

19.5 If a member of the public interrupts the proceedings at any meeting, the Chair shall warn them. If they continue the interruption the Chair shall order that removal from the meeting. In the case of a general disturbance the Chair shall order that part of the room be cleared.

20 Attendance at Council Meetings

20.1 Any member who fails to attend a meeting of the council, or of a Committee or Working Group of which s/he is a member, for six consecutive months shall be deemed to have resigned from the Council, Committee or Working Group unless leave of absence has been granted by the Council before the six-month period referred to above expires.

20.2 Members should submit apologies to the Clerk prior to the date of any Council, Committee or Working Group meeting. Members submitting late apologies on the day of the meeting and who are unable to speak to the Clerk personally, shall advise the Chair of the meeting, prior to that meeting.

21 INSPECTIONS OF DOCUMENTS

21.1 A member may, for the purpose of his duty (but not otherwise) inspect any document which has been considered by a Working Group or by the Council or its Committees, and which is not available for public inspection, and on request shall be supplied with a copy of such document.

21.2 All non-confidential elements of minutes and reports kept by the council or by any of its Working Groups shall be open for inspection by any elector of the Parish, by appointment.

22 Contracts

22.1 No fewer than three quotations shall be obtained for contracts exceeding £1,000.

22.2 The Clerk, after consultation with the Council Chair and Chair of Finance Committee may enter into a contract valued up to and including £1,000 on behalf of the Council with any person s/he considers competent for the purpose. Provided that no 'one' person shall be recurrently awarded contracts with an aggregate value exceeding £5,000 in any financial year.

23 Delegated Authority

23.1 Urgent decisions required between scheduled meetings of the Council, including on Planning matters, are in certain circumstances delegated to the Clerk, in consultation with the Council Chair. [Appendix A sets out the terms of the Council's Delegation Schemes and their method of operation.](#) Decisions made under these delegation schemes will be reported to, and recorded in, the minutes of the next Council meeting.

24 Confidential Business

24.1 No member of the Council shall disclose to any person not a member of the Council business declared to be "confidential" by the Council, its Committees or any of its Working Groups.

25 Declarations to the Press and Public

25.1 No member shall make a declaration to the press or public on any issue which is the subject of Council debate.

25.2 The Clerk, Council Chair or any relevant Working Group Chair, may make such declarations as are considered appropriate by them.

25.3 Correspondence, including that made electronically on behalf of the Council, must be signed by either the Clerk or Chair of the Council.

26 Payment of Travel Allowances

26.1 Where travel on Council business is outside the boundaries of the Civil Parish of Binsted, Council members and employees' claims for car travel expenses will be at the rate per mile HMRC agreed by the Council from time to time. Council members travelling on Council business within the Parish may be similarly reimbursed.

27 Code of Conduct for dealing with Complaints

27.1 Any complaints relating to procedures or administration of the Council shall be dealt with in accordance with a Code of Conduct which may be reviewed from time to time.

Review date: August 2022

Chair:

Appendix A: Delegation Schemes

The Council has agreed two Delegation Schemes to assist it to conduct its functions when normal meetings cannot be held. Anything falling beyond the limits of these Delegation Schemes must be referred to full Council. All decisions made under either delegation scheme will be published in full, as normal. The terms of these Delegation Schemes shall be reviewed annually by the Council at its Annual General Meeting.

General Delegation Scheme (agreed in July 2021)

If normal face-to-face meetings cannot be held, either due to circumstances outside the Council's control (such as restrictions on public meetings imposed by public health regulations) or because the Council is unable to form a quorate meeting, this Delegation Scheme allows the Clerk to implement recommendations made by councillors informally via a remote meeting. It is only to be used as a temporary measure, until formal, in-person meetings can be resumed.

This Scheme extends the delegations in place through the Council's normal Standing Orders, so that the Clerk can:

- Place orders for any items required.
- Respond to planning applications, having first consulted with councillors who could make recommendations.
- Make payments, including salary payments, for expenditure already agreed by the council by resolution.
- Arrange for the emergency repair of council-owned assets, in consultation with councillors.

The council cannot address the following matters through the Delegation Scheme:

- Appoint a Chair, Vice Chair or Clerk
- Sign off the Annual Return (AGAR)
- Make byelaws
- Borrow money
- Consider any matter required by law to be considered by full council.

Note:

- a) if Councils have not been holding formal face-to-face meetings for some time, councillors may be at risk of falling foul of the six-month rule for non-attendance (which would result in their disqualification). The Council may need to hold a formal face-to-face meeting to ensure that councillors are not disqualified.
- b) If a meeting is held remotely, the council should assist members of the public to access the meeting, for example by live streaming the meeting, so members of the public can observe it, or by encouraging the public to contact the council with any questions prior to the meeting which can be responded to during the remote meeting.

Delegation Scheme in relation to Planning Applications (agreed in May 2022)

If the council has six councillors or fewer, and decides to extend the interval between its meetings to two-monthly, the Council can delegate authority to the Clerk to respond to the following types of planning applications (ideally in consultation with Council Chair and/or Chair of Planning Committee and/or other councillors):

- For applications relating to tree work, the Clerk can simply respond to say that the Council will support the view of the planning authority's Tree Officer.
- Delegated authority is given to the Clerk to respond to less contentious applications, such as single storey extensions, porches, listed building consent, fences, etc. Where the Clerk's view is that there should be 'no objection' to the application, a 'No Objection' will be submitted, or no comments at all. If there is a view that a response is required that goes beyond 'no objection' or 'no comment', an Extraordinary Meeting should be held.

Note:

- The Clerk should always request extensions to planning application deadlines to enable a meeting to discuss it.
- When an extension to a planning application cannot be obtained, the Clerk consult the Chair and/or other councillors as to whether an Extraordinary Meeting is needed to discuss the application. All applications likely to create public interest, or be particularly contentious, should be dealt with in an Extraordinary Meeting.
- To give residents the opportunity to submit their own comments on planning application, it is considered good practice to add information on planning applications to the parish council's website, to assist transparency.

APPENDIX B: TERMS OF REFERENCE FOR COUNCIL, COMMITTEES AND ADVISORY COMMITTEES ('Working Groups')

1. It is noted that Full Council has the following duties:

- 1) To conduct all matters in accordance with Binsted Parish Council Standing Orders and Financial Regulations.
- 2) To agree a budget and precept annually.
- 3) To undertake overall management of the Council's finances, including payment approvals and budget monitoring.
- 4) To consider higher value quotations, tenders and estimates for work to be carried out for the Council.
- 5) To review and agree policies for risk management, health and safety and insurance.
- 6) To give delegated authority to the Finance and Staffing Committee for all matters pertaining Staff management, other than non-routine remuneration decisions, which shall remain the decision of the full Council.
- 7) To facilitate public consultations or exhibitions relating to any major local development schemes.
- 8) To promote and be the responsible body for any local development plans (such as a Neighbourhood Plan).
- 9) To help identify local housing needs and promote affordable housing schemes.
- 10) To help ensure roads and rights of way are kept in good condition, working with the Transport Working Group and the parish's volunteer Rights of Way team to ensure any issues are reported to the relevant authority.
- 11) To maintain and upkeep of all assets of the Parish Council, as listed on the council's Asset Register.
- 12) To manage and promote the Lengthsman Scheme.
- 13) To maintain good relations with local authorities, and with County, District and Parish Council Associations.
- 14) To communicate to the local community, by maintaining information on Parish noticeboards, the website, mailing lists and any relevant social media.
- 15) To fulfil a civic role through appointments to, and liaison with, community organisations and groups.
- 16) To support and encourage local community groups who help to define the character of the parish.
- 17) To support the local community by providing grants to organisations and charities benefitting parish residents.
- 18) To manage matters pertaining to Local Government reviews/electoral arrangements.
- 19) To consider any matter not specifically referred to or included within any other Committee's Terms of Reference.

2. Committees

The Council has two Committees: the Planning Committee; and the Finance and Governance Committee. Each of these have their own Terms of Reference and each has delegated powers only within its given remit. Anything falling beyond those limits must be referred to full Council.

The Clerk will attend all Committee meetings and will advise Councillors on whether a decision can be taken by the Committee or whether it needs to be referred to full Council.

The Terms of Reference for each Committee shall be reviewed annually by the Council at its Annual General Meeting.

2.1 Planning Committee

Membership

All councillors are automatically members of the Planning Committee, and they must, if possible, attend Planning Committee meetings and vote on planning decisions. A Planning Committee Chair and Vice-Chair shall be elected at the Council's Annual General Meeting.

Meetings of this Committee are held in public, to encourage the participation of residents in planning matters.

The Clerk (or RFO, acting as Clerk's Deputy) shall attend all Planning Committee meetings. If the Planning Committee meeting is held alongside Full Council meetings, the Planning Committee Chair shall chair the planning at the meeting.

Duties and Terms of Reference

- 1) To comment on all planning applications where the Local Planning Authority has consulted the Council, and to help publicise planning applications. It is noted that the Planning Committee has fully delegated powers for these matters, under Section 101 of the Local Government Act 1972.
- 2) To comment on applications for Tree Work on trees covered by Tree Preservation Orders, seeking advice from the Parish Tree warden (AND local authorities' Tree Officers) as appropriate.
- 3) Where appropriate, make recommendations to the Council about local development plans (including any initiatives such as a Parish Plan or Neighbourhood Development Plan).

- 4) The Planning Committee shall meet once a month if there are planning applications to consider. Any applications that cannot be considered due to their closing dates should be considered at the next full Council meeting or at an Extraordinary Planning Committee Meeting. If a Planning Committee meeting is not possible, Delegation Arrangements shall be put into effect, as described in Appendix A.
- 5) Residents shall be encouraged to address the Planning Committee on any application where they have concerns, and help shall be given to inform residents as to how to participate in the planning process.
- 6) The Chair of the Planning Committee is delegated authority to communicate with: South Downs National Park Authority (SDNPA) or East Hampshire District Council (EHDC) and the Planning Inspectorate over any planning matter under consideration by the Council, and with anybody or organisation that has a planning interest or function from whom it is necessary to seek advice, or hold discussions, in relation to a specific planning application or planning matter under consideration by the Council. This includes making representations on behalf of the council at any relevant SDNPA or EHDC meetings or hearings.
- 7) The Committee shall report on planning enforcement action, and, if required, attend hearings relating to appeals.
- 8) The Committee shall conduct all matters in accordance with Binsted Parish Council Standing Orders.

2.2 Finance and Governance Committee (formed December 2018)

Membership

Membership of Finance and Governance Committee shall comprise three councillors, one of which should be the Council Chair. Such membership shall be established at the Council's Annual General Meeting. Each meeting must be attended by at least two councillors.

Meetings of this Committee are not held in public, due to the sensitive and confidential nature of matters that may be discussed, especially in relation to staffing matters, and confidential matters will be redacted from the public record. The Clerk and RFO shall both attend all Finance and Governance Committee meetings.

Duties and Terms of Reference

1. To review the management of the council's finances, including audit preparations, management of Reserves, and preparation of the annual Precept (latter shall be taken to Full Council for approval).
2. To review (jointly with other Committees and Working Groups, as appropriate) contracts with third parties, to include: contracts for maintenance, for use of Council facilities, and works contracts.
3. To approve the purchase of items that were foreseen in the Precept/Reserves, but which exceed the approval limit of the Clerk/RFO (currently £1000 per item), such purchases to be reported at the next Full Council meeting.
4. To make recommendations to Council on purchasing items over £1,000 that were not foreseen in Precept/Reserves.
5. To obtain three quotations for all purchases above £1000, but it is noted that the Clerk and RFO will always seek to obtain best value for money, whatever the value of the purchase.
6. To agree and manage funding bids (jointly with other Committees and Working Groups, as appropriate.)
7. To ensure that BPC's Standing Orders, policies and procedures fully meet statutory requirements and best practice, where necessary revising existing policies, or developing new ones. The Committee will also consider recommendations made by internal or external auditors or other professional bodies relating to the council's policies and procedures. Proposed changes shall be taken to Full Council for approval.
8. To ensure the Council's duties arising from its role as Trustee for the 'Blacknest Fields and Holt Pound Oval Charitable Trust' are properly fulfilled.
9. To hold at least one meeting per year to review staff contracts, training, job descriptions and HR policies, and bring any significant recommendations arising from these to Full Council, including recommendations for staff pay.
10. To convene additional staff review meetings, as necessary, for example to recruit and fill staff vacancies; to deal with other emerging personnel issues; or to deal with grievance or disciplinary matters. If a staff member raises a grievance or disciplinary matter, this will be referred to three Councillors not on Finance and Governance Committee.
11. One member of Finance and Governance Committee shall be designated to: approve staff timesheets, payments for extra hours/Time Off in Lieu, leave requests, staff absences. S/he shall address any sustained staff absence.

3 Working Groups

General rules on Working Group Membership are set out in Standing Orders (Item 16).

Binsted Parish Council currently has two active and one inactive Working Groups¹:

3.1 Transport Working Group which has the purpose and remit of:

- 1) Identifying traffic issues from evidence-based research including parish surveys and other traffic monitoring
- 2) Consulting with residents to identify road traffic issues, 'green transport' topics including cycle lane provision and EV charging points, and road and aircraft noise
- 3) Meeting with relevant bodies who can provide advice about traffic mitigation opportunities
- 4) Considering and costing any options for traffic mitigation including speed monitoring devices and similar
- 5) Seeking costs for potential traffic mitigation and collaborating with Clerk on recommendations to Council for decision.

3.2 Holt Pound Oval Working Group (commissioned in January 2019 but active only since August 2022), which has the purpose and remit of *"identifying how the parish council's land at Holt Pound Oval can be used to generate best value for the parish community, for BPC's decision."* 'Community value' must take account of the asset's contribution to the parish's social, cultural and ecological needs and wellbeing, not just its financial value.

3.3 Binsted Recreation Fields WG (established in January 2019, but currently inactive) has the objective to *"improve the community's engagement in sports and wellbeing activities, focusing particularly on opportunities that use Binsted Recreation Grounds and Pavilion"*; and its remit *"includes any upgrading of the facilities, landscape or buildings that may be necessary."* This Working Group was suspended in 2020 (due to Covid; until it was known whether Binsted Inn would reopen; and pending formation of the Binsted Recreation Users' Group and the restoration of Councillor capacity.)

¹ Two other Working Groups that were formed after the 2018 Parish assets survey have now been dissolved:

Binsted Church Carpark Working Group (dissolved in 2019) debated whether users and residents wanted to expand the size of the Church & Wickham Institute carpark, using council-owned land to the rear of the current layby carpark. This WG was dissolved after it agreed they were not interested in such an expansion

Blacknest Fields Working Group (dissolved in April 2022) delivered its brief, namely to *"identify how the parish council's land at Blacknest Fields can be used to generate best value for the parish community."* The Working Group has been succeeded by the 'Friends of Blacknest Fields' group, which is providing assistance with wildlife recording, volunteer work parties and community events.