

12th May 2022

General Purposes Committee Meeting
held on 12th May 2022 at 10.30am
at Stantonbury Parish Office, 126 Kingsfold, Bradville,
For the purposes of transacting the business as set out below.

Minutes

Committee Members:	
Cllr Graham Davison (GAD)	Cllr Peter Kirkham – Chair (PK)
Cllr Abid Anwar (AA)	Cllr Sara Agintas (SA)

Newly voted Chair (Peter Kirkham) Welcome and Introduction to General Purpose Committee meeting. PK		
29/21	Present: Committee Members Attending were: Cllr Sara Agintas (SA) Cllr Abid Anwar (AA) Cllr Graham Davison (GAD) Cllr Peter Kirkham – Chair (PK) Non-Committee Members Attending were: Cllr Sandra Kennedy (SK) Cllr Linda Morgan (LM) Staff Attending: Mrs K Fane (KF) Minute-Taker Mrs Donna Moore (DM) - Temporary Acting Proper Officer	Actions
30/21	Apologies for Absence: None.	
31/21	Public Forum for members of the public to speak: None.	
32/21	Declarations of Interest: None.	
33/21	Minutes: Minutes were approved at the main meeting 19 th January 2022. Noted.	
34/21	Standing orders a) To discuss and review Standing Orders. DM advised throughout the Policy there were wording choices to be made. Committee were asked to make their option choice for recommendation to the Main Meeting. b) Committee to consider adding to Standing orders, "As much as reasonably possible councillors and staff try to hold non committee meetings virtually". (Pages 6/7/8). Agreed to add sentence to Item 3-Meetings Generally by 4 votes for.	DM/JH
	Additional Item-Committee Member Numbers GAD requested to speak to committee about member numbers. The Chair agreed. GAD discussed how he felt it better to limit the number of committee members for each committee to allow for more flexibility. With a minimum of 3 members. SK added she had	DM

	concerns for when members were sick/on holiday. DM was asked to confirm meeting quoracy and get back to committee.	
35/21	Building CCTV and Security: To discuss and create a working group and create a project form. DM advised Expert Security are currently our providers and SPC have ongoing issues with their service. Following discussion, it was resolved the staff look into alternatives and come back to committee to make option choice.	DM/RFO
36/21	Fire Protection Systems: Verbal report from Mrs Moore DM advised the contract expires in June. 3 companies had been reviewed and were within spending limit. GAD advised decision should be via committee who are presented with 3 anonymised quotes to choose from as other considerations apart from cost. Resolved committee presented with options to choose from.	DM/RFO
37/21	IT Project: Update from working group. GAD gave apologies and requested item deferred to next meeting. Agreed by 4 votes for.	GAD
38/21	Changing Parish email / website address To discuss to change website / email address to.gov.uk – need to create project form. GAD advised lots of work involved in doing this and suggested a project is created to investigate initial costings. AA to lead.	AA/DM/ JH
39/21	Policies classifications Committee to discuss and advise policy classification, to understand which policy's fall in the criteria already set. <ul style="list-style-type: none"> • Restricted • Public • Private Following discussion, it was agreed to defer to Main Council Meeting to decide.	DM
40/21	Quarterly work schedules of office staff To review work schedules as per the Term of Reference for this Committee. GAD clarified meaning of 'workload' and gave example to committee. Following discussion, it was resolved to: <ul style="list-style-type: none"> • Look into outsourcing procurement. • Look into outsourcing payroll. • Ask staff to give information on purchases made in last year. Chair made request to also involve JH.	DM/RFO/ ST/KF/ JH
41/21	Next General Purposes Committee Meeting Discuss and agree the next meeting date. Suggested next date Wednesday 29th June 2022. Following request to change date to Monday 27 th June 2022 it was resolved to leave the decision of the time to the Annual Meeting (Item 14/22 d).	

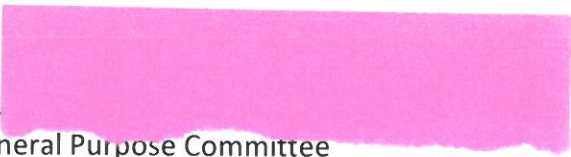
Meeting finished at 11.40am.

Document No: GPCTOR270722



General Purposes Committee

Terms of Reference

Signature: 
Chair of General Purpose Committee

Date: 27 Jul 2022

Signature:.....
Chair of Stantonbury Parish Council

Date:.....

Document History

Created by the Chairman of the Full Committee	22/02/2021
Revised by Cllrs Davison, Morgan & Kennedy.	22/02/2021
Adopted and Signed off at the Main Meeting	03/03/2021
Reviewed for recommendation by committee	01/07/2021
Reviewed for recommendation by committee	08/09/2021
Signed off for Adoption at the Main Meeting	06/10/2021

General Purposes Committee Terms of Reference.

The General Purposes Committee is a standing committee of the Parish Council.

The General Purposes Committee will comprise 4 members. In addition to Parish Councillors, the committee may comprise of members of the public.

No members of the committee (other than Councillors) will have voting rights.

The quorum of the committee shall be 3 members. A Councillor could act as a back-up with voting rights on behalf of another councillor if the quoracy of the meeting was threatened.

The General Purposes Committee shall meet a minimum of 4 times in every year or as required by the Chairman.

The primary objective of the committee is to: -

- Assist the Parish Council in overseeing the functionality of matters related to the administration of the support functions of the Council, Its Assets and general matters as required.

To fulfil this objective the committee shall undertake the following roles:

1. To set the annual budget for general purposes work (September).
2. To liaise with the finance committee with respect to budget planning and expenditure.
3. To recommend expenditure of over £750 in accordance with the Financial Regulations.
4. To review quarterly work schedules of Administration Staff.
5. To recommend staff levels and roles.
6. To review and recommend ongoing training.
7. To liaise with subcontractors acting on behalf of the Council (e.g., Parish CCTV Security Cameras, Thames Valley Police, Speed Watch, IT providers, Planning Contractor etc)
8. To review insurance requirements are in place and up to date (Kingsfold and Wylie).
9. To report items of risk to the Council.
10. To report quarterly to the Council.

11. All Parish Correspondence to residents to be sent in blue envelope.

Dog waste bin emptying

None of the twice weekly dog waste bins were emptied on Thursday 16th June 2022. This was then done on Sunday 19th June 2022. The bins were re-emptied on Monday 20th June 2022.



Bin number 42

None of the twice weekly dog waste bins have been emptied on Thursday 23rd June 2022. This was done on Friday 24th June 2022. Then re-emptied on Monday 27th June 2022.



Again, the Thursday emptying did not happen but was done on the Friday. 1st July 2022

Thursdays 7th July 2022 second empty not done. This was done on Friday 8th July 2022. All bins were emptied on Monday 11th July 2022.

Thursday 14.07.22 second empty was not done. But was done on Friday 15.07.22

Donna Moore

From: David Outram
Sent: 08 July 2022 13:16
To: Donna Moore
Subject: Phone and tablet

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Donna,

I would like to propose that the Rangers android phone and tables are replaced. The android phones are unable to add some apps for example Soldo card I have had to get the app on my personal phone. With the tables it takes a long time to log this on MKC web site this is due to the poor signal from the tablet. The tablet keeps having to be restarted as we get a message to say the sim card has been removed. Will not allow some apps like Google. In general, very slow when we are using them and trying to report items when out on patrols.

I propose that iPhone be purchased so that current apps will be able to be used as well as any new apps. It would also cut down that amount of sim cards that are currently being used as this would go from four to two.

If you need any further information, then please contact me.

Kind regards

DAVID

David Outram
Parish Ranger Supervisor



Stantonbury Parish Council
Parish Office, 126 Kingsfold, Bradville, Milton Keynes, MK13 7DX
Tel: 01908 227201

Rangers office 01908 880399
Ranger supervisor 07720695316

Facebook www.facebook.com/stantonburyparishcouncil/

e mail: info@stantonburyparishcouncil.org.uk or ranger@stantonburyparishcouncil.org.uk

Visit the Parish Council web site at www.stantonburyparishcouncil.org.uk

Please consider the environment and don't print this email unless you really need to:



QUOTATION



Specialised Canvas Services Ltd
Adelphi Way
Ireland Industrial Estate
Staveley
Chesterfield S43 3LS
01246 472949

charlotte.towers@flagmakers.co.uk

Ref No. 246840/1
Dated 22/06/2022
Contact Kerry Fane
Tel 01908 227201
Fax

Kerry Fane
Stantonbury Parish Council
126 Kingsfold
Milton Keynes
MK13 7DX
United Kingdom

Thank you for your enquiry - I am pleased to offer the following quotation:

Re : 10m Glassfibre Flagpole

Item	Qty	Pack	Description	Unit Price	Total
A	1	Unit(s)	10m Glassfibre flagpole complete with internal halyard, white finial and hinged base and studding	£500.00	£500.00
B	1	Unit(s)	Installation Item to be installed: Flagpole as above Quantity: 1 Date: TBC 1 Day to Do the foundations and remove old pole (old foundation will not be removed) 1 week later go back to install flagpole Full Address: Stantonbury Parish Council Parish Office, 126 Kingsfold, Bradville, Milton Keynes, MK13 7DX Further Details: Customer currently has a flagpole installed in their grounds. Would like to replace it with a new flagpole as above. Will require other flagpole removing.	£1,335.01	£1,335.01

Sub Total	£1,835.01
VAT	£367.00
TOTAL	£2,202.01

Delivery - Bulk Packed for delivery by carrier.

Prices - Priced per piece, excluding VAT & delivery.

Terms - Unless your company has an account with a member of the Specialised Canvas Group, all transactions must be pre-paid in full at point of order.

Cancellation - Cancellation of a confirmed order will incur a fee of 20% of order value, excluding VAT.

Conditions of Sale - All orders are subject to our standard terms and conditions of sale. Copies are available on request.

Artwork - Quotations for printed items include set up for one artwork type. An additional charge will apply for jobs with multiple artwork types.

Quotations are valid for 30 days from date issued.

We reserve the right to revise this quotation if your order does not match the quotation specification shown. Prices are based on our understanding of the specification and are subject to sight of artwork or drawings.

Stocking Fee - A Stocking Fee will apply to orders which are not collected within 5 days of notification of completion

Unless faulty, refunds cannot be made for bespoke manufactured or non standard products.

Items requiring a refund must be returned (at Senders cost) unused, in the original packaging, within 30 days from purchase date.

A 25% re-stocking charge will apply to cover the administration of returning goods.

Flagmakers is a division of Specialised Canvas Services Ltd.

Registration No: 2895710 VAT NO: 172778178

Please select your currency here | GBP ▼

☎ 01509 501 180 (tel:01509 501 180) | ✉ sales@flagsandflagpoles.co.uk (mailto:sales@flagsandflagpoles.co.uk)

Home (/) / Ground Flagpoles

Do you need a flagpole for your garden? Corporate premises or house build site? We cater for all these and more with our range of aluminium and fibreglass flagpoles. Most of our flagpoles are available with **NEXT DAY DELIVERY**, so if you buy it today, you can get it tomorrow.

Ever thought of giving a flagpoles a gift? Flagpoles make great Fathers Day gifts especially with a flag!

Ground Flagpoles

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6M VALUE FLAGPOLE - 5 SECTION
(/COLLECTIONS/GROUND-FLAGPOLES/PRODUCTS/6-METRE-VALUE-FLAGPOLE-1)
Prices from £70.50 GBP



3.6M VALUE FLAGPOLE (/COLLECTIONS/GROUND-FLAGPOLES/PRODUCTS/3-METRE-VALUE-FLAGPOLE)
Prices from £60.50 GBP



4.5M VALUE FLAGPOLE (/COLLECTIONS/GROUND-FLAGPOLES/PRODUCTS/4-5-METRE-VALUE-FLAGPOLE)
Prices from £64.50 GBP



6M DELUXE FLAGPOLE WITH EXTERNAL HALYARD SYSTEM (/COLLECTIONS/GROUND-FLAGPOLES/PRODUCTS/DELUXE-FLAGPOLES)
Prices from £141.50 GBP



6M DELUXE FLAGPOLE WITH INTERNAL HALYARD (/COLLECTIONS/GROUND-FLAGPOLES/PRODUCTS/DELUXE-FLAGPOLE-WITH-INTERNAL-HALYARD)
Prices from £237.50 GBP



6M DELUXE FLAGPOLE WITH ROTATING ARM (/COLLECTIONS/GROUND-FLAGPOLES/PRODUCTS/6M-DELUXE-FLAGPOLE-WITH-ROTATING-ARM)
Prices from £191.50 GBP



SOLD OUT

6M UNIVERSAL PORTABLE FLAGPOLE WITH SINGLE MILLSTONE BASE (/COLLECTIONS/GROUND-FLAGPOLES/PRODUCTS/6-METRE-UNIVERSAL-PORTABLE-FLAGPOLE-WITH-SINGLE-MILLSTONE-BASE)
Prices from £179.80 GBP



6M UNIVERSAL PORTABLE FLAGPOLE WITH TWIN MILLSTONE BASE (/COLLECTIONS/GROUND-FLAGPOLES/PRODUCTS/6-METRE-UNIVERSAL-PORTABLE-FLAGPOLE-WITH-TWIN-MILLSTONE-BASE)
Prices from £234.80 GBP



6M STEP-TAPERED BUILDERS FLAGPOLE WITH EXTERNAL HALYARD (/COLLECTIONS/GROUND-FLAGPOLES/PRODUCTS/6M-STEP-TAPERED-BUILDERS-FLAGPOLE-WITH-EXTERNAL-HALYARD)
Prices from £211.00 GBP



8M STEP-TAPERED BUILDERS FLAGPOLE WITH EXTERNAL HALYARD (/COLLECTIONS/GROUND-FLAGPOLES/PRODUCTS/8M-STEP-TAPERED-BUILDERS-FLAGPOLE-WITH-EXTERNAL-HALYARD)
Prices from £246.00 GBP



**6M TAPERED GARDEN FLAGPOLE
(/COLLECTIONS/GROUND-
FLAGPOLES/PRODUCTS/6M-TAPERED-BUILDERS-
FLAGPOLE)**

Prices from £229.00 GBP



**6M STEP-TAPERED BUILDERS FLAGPOLE WITH
ROTATING ARM (/COLLECTIONS/GROUND-
FLAGPOLES/PRODUCTS/6M-STEP-TAPERED-
BUILDERS-FLAGPOLE-WITH-ROTATING-ARM)**

Prices from £231.00 GBP



**6M TAPERED GARDEN FLAGPOLE WITH ROTATING
ARM (/COLLECTIONS/GROUND-
FLAGPOLES/PRODUCTS/6M-TAPERED-GARDEN-
FLAGPOLE-WITH-ROTATING-ARM)**

Prices from £263.00 GBP



**8M STEP-TAPERED BUILDERS FLAGPOLE WITH
ROTATING ARM (/COLLECTIONS/GROUND-
FLAGPOLES/PRODUCTS/8M-STEP-TAPERED-
BUILDERS-FLAGPOLE-WITH-ROTATING-ARM)**

Prices from £269.00 GBP

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What 3 words: [///calculate.pilots.positive](#)

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1. [Home \(https://www.gov.uk/\)](https://www.gov.uk/)
2. [Military awards and commemorations \(https://www.gov.uk/topic/defence-armed-forces/military-awards-commemorations\)](https://www.gov.uk/topic/defence-armed-forces/military-awards-commemorations)

Guidance

Union Flag flying guidance for UK government buildings

Designated days when the Union Flag must be flown on UK government buildings. UK government buildings are also encouraged to fly the Union Flag all year round.

From:

[Department for Digital, Culture, Media & Sport \(/government/organisations/department-for-digital-culture-media-sport\)](/government/organisations/department-for-digital-culture-media-sport)

Published

27 February 2013

Last updated

6 June 2022 —

Contents

- [Flying the Union Flag](#)
- [Designated days for flying the Union Flag on UK government buildings 2022](#)
- [Useful resources](#)

The Union Flag is the national flag of the United Kingdom of Great Britain and Northern Ireland, the Crown Dependencies and the Overseas Territories. It is a symbol of national unity and pride. The first Union Flag was created in 1606 and combined the flags of England and Scotland; the present Union Flag dates from 1801.

There are designated days when the Union Flag must be flown on UK government buildings by command of Her Majesty the Queen. However, UK government buildings are encouraged to fly the Union Flag all year around.

This guidance is aimed at UK government buildings. However, we would encourage local authorities and other local organisations to follow suit where they wish to fly flags.

Flying the Union Flag

Where UK government buildings only have one flagpole, the Union Flag should be flown every day except on certain occasions when you may wish to fly other flags, including but not limited to, the national flags of the constituent nations of the United Kingdom, the Armed Forces Day flag, the Commonwealth flag, county and other local flags, and other flags which may promote civic pride.

DCMS may issue ad-hoc guidance encouraging UK government buildings to fly such flags throughout the year, alongside the Union Flag

Where UK government buildings have more than one flagpole, and two flags are being flown, the Union Flag must always be flown in the superior position which is either:

- the highest flagpole
- the centre flagpole where there is an odd number of poles of the same height, or
- the left centre flagpole viewed from the front of the building, where there is an even number of poles of the same height

In England, it is now possible to fly more than one flag on the same flagpole if there is enough space.* If so, the Union Flag should always fly on top ('in the superior position').

UK government building flagpoles should not remain empty – the default should be flying the Union Flag if no other flag is being flown.

In Northern Ireland, designated flag flying for Northern Ireland government buildings is governed by legislation rather than this guidance.

Designated days for flying the Union Flag on UK government buildings 2022

- **6 February:** Her Majesty's Accession
- **1 March:** St David's Day (in Wales)
- **14 March:** Commonwealth Day (second Monday in March)
- **17 March:** St Patrick's Day (in Northern Ireland)
- **21 April:** Birthday of Her Majesty The Queen
- **23 April:** St George's Day (in England)
- **2 June:** Coronation Day
- **2 June:** Official celebration of Her Majesty's Birthday
- **13 November:** Remembrance Day (second Sunday in November)
- **14 November:** Birthday of the Prince of Wales
- **30 November:** St Andrew's Day (in Scotland)

Also:

The day of the opening of a Session of the Houses of Parliament by Her Majesty and the day of the prorogation of a Session of the Houses of Parliament by Her Majesty. Flags should be flown on these days even if Her Majesty does not perform the ceremony in person; flags need to be flown in the Greater London area.

Useful resources

The College of Arms, the Crown body with responsibility for flags and other heraldic matters for England, Wales and Northern Ireland, has published [frequently asked questions relating to the Union Flag](https://www.college-of-arms.gov.uk/resources/union-flag-faqs) (<https://www.college-of-arms.gov.uk/resources/union-flag-faqs>).

In England and Wales, flags are treated as advertisements for the purposes of the planning regime, but express advertisement consent is not required to fly the Union flag from a flagpole. The government has published [a guide on the planning rules in England on flying types of flag](https://www.gov.uk/government/publications/flying-flags-a-plain-english-guide) (<https://www.gov.uk/government/publications/flying-flags-a-plain-english-guide>).



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In Scotland, flag flying is outside the scope of the advertisement control regime.

*Note: The Town and Country Planning (Control of Advertisements) (England) (Amendment) Regulations 2021, which came into force on 24 June 2021, allows for two flags, including at least one national flag, to be flown from the same flagpole.

Published 27 February 2013

Last updated 6 June 2022 [+ show all updates](#)

1. 6 June 2022
Removed Platinum Jubilee guidance.
2. 31 May 2022
Added HM The Queen's Platinum Jubilee guidance.
3. 11 February 2022
Updated for 2022.
4. 24 June 2021
Updated final line to reflect The Town and Country Planning (Control of Advertisements) (England) (Amendment) Regulations 2021 coming into force on 24 June 2021.
5. 25 May 2021
Updated to reflect updated advertisement consent regulations in England from 24 June 2021.
6. 24 March 2021
Updated for 2021
7. 16 February 2021
Updated for 2021.
8. 22 January 2020
dates added for 2020
9. 27 February 2013
First published.

Related content

- [Flying flags: a plain English guide \(/government/publications/flying-flags-a-plain-english-guide\)](/government/publications/flying-flags-a-plain-english-guide)
- [Outdoor advertisements and signs: a guide for advertisers \(/government/publications/outdoor-advertisements-and-signs-a-guide-for-advertisers\)](/government/publications/outdoor-advertisements-and-signs-a-guide-for-advertisers)
- [Advertisements \(/guidance/advertisements\)](/guidance/advertisements)
- [Joint Declaration to promote bilateral strategic cooperation between the UK and Norway \(/government/publications/joint-declaration-to-promote-bilateral-strategic-cooperation-between-the-uk-and-norway\)](/government/publications/joint-declaration-to-promote-bilateral-strategic-cooperation-between-the-uk-and-norway)

Explore the topic

- [Military awards and commemorations \(/topic/defence-armed-forces/military-awards-commemorations\)](/topic/defence-armed-forces/military-awards-commemorations)

Vehicle Health Check Report

Glyn Hopkin Milton Keynes Nissan

Glyn Hopkin Ltd, Merton Drive, MK6 4AG, Tel: 01908 249862

Glyn Hopkin

Over **50** Dealerships...
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VHC Ref: 4650577BN15YJX352022 Service Advisor: Rvan Stimson Technician: Rvan Heddes

Customer Name	Registration	Vehicle Description	Mileage	MOT Due Date	WIP
Mr Hyde	BN15YJX	NISSAN NV200 ACENTA DCI	47549	30/11/2022	

Attention in the near future			Follow Up	Price
Amber	Cambelt/Timing Chain Check	Cambelt due/done?Every 5 years or 72K miles	05/08/2022	£690.58
Amber	N/S (Passenger) Front Tyre	Outer: 4.3mm Middle: 4.3mm Inner: 4.3mm Your Tyre is 57.50% Worn Remaining Legal Tread 2.7mm Current: Hankook 175/70/14 T 95 New: Continental 175/70/14 T 84	05/08/2022	£96.40

The alternative tyres are available overleaf

Total price £786.98

Authorised Work			Warranty	Completed	Price
Complete	Rear Brakes	N/S Drum Visual Check, O/S Drum Visual Check	No	09/05/2022	£600.11
Complete	Rear Brakes	O/S Rear brake drum require replacement - scored	No	09/05/2022	
Complete	Rear Brakes	Rear brake shoes require replacement - metal to metal	No	09/05/2022	
Complete	Rear Suspension	N/S/R anti-roll bar link worn/knocking	No	09/05/2022	£316.96
Complete	Rear Suspension	O/S/R anti-roll bar link worn- has play in joint	No	09/05/2022	£316.96

Total price £1,234.03

Items OK

Green	Front Brakes	N/S Disc Visual Check, O/S Disc Visual Check
Green	Front Brakes	N/S Pad 8.0mm Remaining, O/S Pad 8.0mm Remaining
Green	Air Conditioning Temperature	Air Conditioning not fitted
Green	Service Book	Not required
Green	Service Indicator	Not required
Green	Battery Test Results	Battery OK
Green	Brake Fluid Boiling Point	Brake fluid ok
Green	N/S (Passenger) Rear Tyre	Outer: 5.3mm Middle: 5.3mm Inner: 5.3mm Hankook 175/70/14 T 95
Green	O/S (Driver) Front Tyre	Outer: 5.3mm Middle: 5.3mm Inner: 5.3mm Hankook 175/70/14 T 95
Green	O/S (Driver) Rear Tyre	Outer: 7.6mm Middle: 7.6mm Inner: 7.6mm Hankook 175/70/14 T 95
Green	Spare	Outer: 7.7mm Middle: 7.7mm Inner: 7.7mm Goodyear 175/70/14 T 95
Green	Boot Compartment	Boot condition good
Green	Floor Mat	Floor mat condition ok
Green	Hoses/Pipes/Cables	Green Miscellaneous
Green	Master Cylinder/Servo/Fluid	Green Alternator Belt/Battery
Green	Wheel Bearings	Green Antifreeze Strength
Green	Wheel Alignment	Green Auxiliary Drive Belt Condition
Green	Vehicle Bodywork Condition	Green Battery Condition
Green	AdBlue Warning Light	Green Brake Fluid Condition
Green	Brakes/Clutch/Transmission OP	Green Brake Fluid Level
Green	Engine Noise/Smoke	Green Engine Oil Level
Green	Glass/Mirrors/Door Locks	Green Fuel System
Green	Number Plate	Green Power Steering Fluid
Green	Parking Brake Operation	Green Screenwash
Green	Wheel Trim	Green Water/Oil/Fluid Leaks
Green	Air Con/Heating/Ventilation System	Green Engine

Vehicle Health Check Report

Glyn Hopkin Milton Keynes Nissan

Glyn Hopkin Ltd, Merton Drive, MK6 4AG, Tel: 01908 249862

Glyn Hopkin

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Over **10** Exciting Brands...



VHC Ref: 4650577BN15YJX352022

Service Advisor: Rvan Stimson

Technician: Rvan Hedoes

Green	Horn/Wipers/Washers
Green	Mandatory Lights (interior)
Green	Mandatory Lights Front (external)
Green	Mandatory Lights Rear (external)
Green	Seatbelts
Green	Warning Lamps

Green	Filters
Green	Spark Plugs
Green	Driveshafts/Oil Leaks
Green	Exhaust System/Catalyst
Green	Front Suspension
Green	Steering

Customer Signature(s):

Date Signed: 09/05/2022

Date Printed: 08/07/2022

Total Identified Work **£2,021.01**

Total Declined Work **£786.98**

Total Completed Work **£1,234.03**

Parts

Included

Type	Part Number	In Stock	Qty	Final Price (incl. VAT)
OEM	01225N2031NUT	Yes	2.00	£6.70
OEM	01225N2031NUT	Yes	2.00	£6.70
OEM	432063LG0A-DRUM-BRAKE REARDRUM-BRAKE REAR	Yes	1.00	£124.55
OEM	D4060JX02B-SHOE SET-REAR BSHOE SET-REAR B	Yes	1.00	£97.56
OEM	1680600Q2N-TENSIONER ASSYTENSIONER ASSY	Yes	1.00	£186.58
OEM	54459EN10A-BOLTBOLT	Yes	1.00	£4.48
OEM	546184FA0A-ROD-CONNECTINGROD-CONNECTING	Yes	1.00	£116.78
OEM	546184FA0A-ROD-CONNECTINGROD-CONNECTING	Yes	1.00	£116.78
OEM	54459EN10A-BOLTBOLT	Yes	1.00	£4.48

Tyres

Included

Type	Manufacturer	In Stock	Final Price (incl. VAT)
Branded	Continental 175/70/14 T 84 A C 69	Yes	£96.40

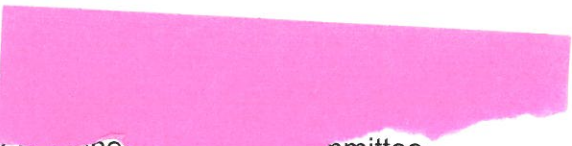
* Tyre and brake measurements are approximate and while we do not doubt the accuracy, we make no guarantee, warranty or representation as to the accuracy.

** Please note, this is a visual inspection of the vehicle only and does not constitute a full mechanical check.

Document No: COCSPC270722



The Code of Conduct for Councillors and Co-Opted Councillors Policy

Signature: 
The Chair of General Purposes Committee

Date: 27 JULY 2022

Signature:
The Chair of Stantonbury Parish Council

Date:

Document History

Code of Conduct for Councillors and Co-Opted Councillors reviewed & signed	19.05.21
Policy replaced with LGA model, COC 2020	22.06.22
Reviewed and adopted by LGA Model Councillor Code of Conduct	22.07.22
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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 [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 the Proper Officer, 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 your 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 authority 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 the financial interest or wellbeing of 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 or close associate; or
 - c. a financial interest or wellbeing of a body included 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 (referred to in paragraph 8 above) **affects** the 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 an Other Registerable Interest or Non-Registerable 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]

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [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.
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 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 — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land and Property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the 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.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer

Corporate tenancies	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (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.
Securitas	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i)) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

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

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

Table 2: Other Registrable Interests

<p>You must register as an Other Registerable Interest:</p> <p>a) any unpaid directorships</p> <p>b) anybody of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority</p> <p>c) anybody</p> <ul style="list-style-type: none"> (i) exercising functions of a public nature (ii) 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) of which you are a member or in a position of general control or management
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