



**Minutes of an Ordinary Meeting of Alderholt Parish Council,
The Committee Room, Alderholt Village Hall, Alderholt
7.00pm Monday 11th March 2019**

PRESENT; Cllr G Logan (Chairman)
Cllr A Hibberd (Vice Chairman)
Cllr S Greenland
Cllr H Morris
Cllr K Murton
Cllr M Smethers
Mrs M Humby (Clerk)
1 member of the public

Min No	Title	Owner
30/19	<p>WELCOME FROM THE CHAIRMAN INCLUDING HOUSEKEEPING AND APOLOGIES</p> <p>Cllr Logan welcomed all in attendance to the meeting and advised of fire escape procedure.</p> <p>Cllr Logan also offered condolences on behalf of the Parish Council on the sad news that Mark Richer, who had been a Parish Cllr from November 2013 to October 2014, had sadly passed away on 7th March.</p> <p>The following apologies were received and accepted; Cllr S Archer, Cllr Janet Walker, Cllr D Tooke</p> <p>Also Dorset County Cllrs Spencer Flower and Toni Coombs.</p>	
31/19	<p>TO RECEIVE DECLARATIONS OF INTEREST AND/OR CONSIDER THE GRANTING OF DISPENSATIONS</p> <p>None received.</p>	
32/19	<p>TO CONFIRM THE MINUTES OF THE PREVIOUS PARISH COUNCIL MEETING</p> <p>Cllrs unanimously resolved to agree the minutes of the Ordinary Parish Council meeting dated 11th February 2019 as a correct record of that meeting. They were signed by the Chairman</p>	
33/19	<p>CLERK'S REPORT AND NOTICES</p> <p>The clerk's report is attached to these minutes as Appendix A</p> <p>Cllrs agreed that Cllr Hibberd to attend the Shadow Dorset Council Meeting 14th March as an observer.</p>	AH
34/19	<p>TO RECEIVE THE COUNTY COUNCILLORS' REPORT</p> <p>County Cllrs were not present at this meeting but their report had been circulated and is attached to these minutes as Appendix B. It is also available under County Cllrs report page on the APC website.</p>	
35/19	<p>TO RECEIVE THE DISTRICT COUNCILLOR REPORT</p> <p>East Dorset District Cllr Gina Logan's report is attached to these minutes as Appendix C</p>	
36/19	<p>PUBLIC OPEN FORUM</p> <p>There was 1 member of the public present. The following questions</p>	

Chairman's initials
Date;



**Minutes of an Ordinary Meeting of Alderholt Parish Council,
The Committee Room, Alderholt Village Hall, Alderholt
7.00pm Monday 11th March 2019**

	<p>were dealt with;</p> <p>1. Blocked Gullies in the village which the resident will report directly.</p>																																																											
37/19	<p>FINANCE</p> <p>1. Cllrs unanimously agreed to sanction the following payments;</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>War on Waste - dog bin emptying</td><td style="text-align: right;">99.84</td></tr> <tr><td>Assist IT - 16th Feb to 15th Mar IT Support</td><td style="text-align: right;">139.20</td></tr> <tr><td>Viking - office stationery</td><td style="text-align: right;">102.88</td></tr> <tr><td>Viking - laminating pouches for APM</td><td style="text-align: right;">13.07</td></tr> <tr><td>Parish Online Membership</td><td style="text-align: right;">240.00</td></tr> <tr><td>War Memorial Restoration Co - Site Visit</td><td style="text-align: right;">420.00</td></tr> <tr><td>G Logan Expenses - EDDC Chair Civic Service</td><td style="text-align: right;">12.60</td></tr> <tr><td>K Brooker Expenses - Planning training - 21st Feb</td><td style="text-align: right;">20.70</td></tr> <tr><td>M Humby Travel expenses-MP Roundtable meeting</td><td style="text-align: right;">21.60</td></tr> <tr><td>DAPTC - Planning Training costs</td><td style="text-align: right;">325.00</td></tr> <tr><td>TOTAL PAYMENTS FOR SANCTION</td><td style="text-align: right;">1394.89</td></tr> </table> <p><u>CREDITS</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>ARA Rental Payment</td><td style="text-align: right;">1.00</td></tr> <tr><td>Co Op current account bank account interest</td><td></td></tr> <tr><td>Total of credits received to Co Op current account</td><td style="text-align: right;">1.00</td></tr> <tr><td>Other account credits received</td><td style="text-align: right;">0.00</td></tr> <tr><td>TOTAL CREDITS RECEIVED</td><td style="text-align: right;">1.00</td></tr> </table> <p><u>DDR's</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>BT</td><td style="text-align: right;">298.10</td></tr> <tr><td>TOTAL DDR'S</td><td style="text-align: right;">298.10</td></tr> </table> <p><u>PAYMENTS MADE IN BETWEEN MEETINGS</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Total of Payments made between meetings</td><td style="text-align: right;">0.00</td></tr> </table> <p><u>CASHPLUS DEBIT CARD</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Balance</td><td style="text-align: right;">737.41</td></tr> <tr><td>Cashpoint w/d fee Petty cash-Oct/18</td><td style="text-align: right;">2.00</td></tr> <tr><td>Discount Display-APM Banners</td><td style="text-align: right;">187.97</td></tr> <tr><td>Smartparts-laptop adaptor/charger</td><td style="text-align: right;">21.77</td></tr> <tr><td>APM Refreshments</td><td style="text-align: right;">23.94</td></tr> <tr><td>subtotal payments</td><td style="text-align: right;">235.68</td></tr> <tr><td>Total expenditure on Debit Card</td><td style="text-align: right;">501.73</td></tr> </table> <p><u>PETTY CASH</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Balance</td><td style="text-align: right;">32.36</td></tr> <tr><td>Credits</td><td style="text-align: right;">0.00</td></tr> <tr><td>Miscellaneous receipted expenditure</td><td style="text-align: right;">21.70</td></tr> </table>	War on Waste - dog bin emptying	99.84	Assist IT - 16th Feb to 15th Mar IT Support	139.20	Viking - office stationery	102.88	Viking - laminating pouches for APM	13.07	Parish Online Membership	240.00	War Memorial Restoration Co - Site Visit	420.00	G Logan Expenses - EDDC Chair Civic Service	12.60	K Brooker Expenses - Planning training - 21st Feb	20.70	M Humby Travel expenses-MP Roundtable meeting	21.60	DAPTC - Planning Training costs	325.00	TOTAL PAYMENTS FOR SANCTION	1394.89	ARA Rental Payment	1.00	Co Op current account bank account interest		Total of credits received to Co Op current account	1.00	Other account credits received	0.00	TOTAL CREDITS RECEIVED	1.00	BT	298.10	TOTAL DDR'S	298.10	Total of Payments made between meetings	0.00	Balance	737.41	Cashpoint w/d fee Petty cash-Oct/18	2.00	Discount Display-APM Banners	187.97	Smartparts-laptop adaptor/charger	21.77	APM Refreshments	23.94	subtotal payments	235.68	Total expenditure on Debit Card	501.73	Balance	32.36	Credits	0.00	Miscellaneous receipted expenditure	21.70	
War on Waste - dog bin emptying	99.84																																																											
Assist IT - 16th Feb to 15th Mar IT Support	139.20																																																											
Viking - office stationery	102.88																																																											
Viking - laminating pouches for APM	13.07																																																											
Parish Online Membership	240.00																																																											
War Memorial Restoration Co - Site Visit	420.00																																																											
G Logan Expenses - EDDC Chair Civic Service	12.60																																																											
K Brooker Expenses - Planning training - 21st Feb	20.70																																																											
M Humby Travel expenses-MP Roundtable meeting	21.60																																																											
DAPTC - Planning Training costs	325.00																																																											
TOTAL PAYMENTS FOR SANCTION	1394.89																																																											
ARA Rental Payment	1.00																																																											
Co Op current account bank account interest																																																												
Total of credits received to Co Op current account	1.00																																																											
Other account credits received	0.00																																																											
TOTAL CREDITS RECEIVED	1.00																																																											
BT	298.10																																																											
TOTAL DDR'S	298.10																																																											
Total of Payments made between meetings	0.00																																																											
Balance	737.41																																																											
Cashpoint w/d fee Petty cash-Oct/18	2.00																																																											
Discount Display-APM Banners	187.97																																																											
Smartparts-laptop adaptor/charger	21.77																																																											
APM Refreshments	23.94																																																											
subtotal payments	235.68																																																											
Total expenditure on Debit Card	501.73																																																											
Balance	32.36																																																											
Credits	0.00																																																											
Miscellaneous receipted expenditure	21.70																																																											

Chairman's initials
Date;



**Minutes of an Ordinary Meeting of Alderholt Parish Council,
The Committee Room, Alderholt Village Hall, Alderholt
7.00pm Monday 11th March 2019**

	<p>Balance 10.66</p> <hr/> <p><u>GARDEN VOUCHERS</u></p> <p>Balance 65.00</p> <p>Vouchers spent 0.00</p> <hr/> <p>Balance 65.00</p> <hr/> <p>2. Total cash book funds for the Council is £127273.47cr Noted</p> <p>3. Cllr Smethers to carry out next month's financial control checks</p>	MS
38/19	<p>TO NOTE THE MINUTES OF PARISH COUNCIL COMMITTEES</p> <p>1. Planning Committee Minutes 18th February 2019 Noted</p>	
39/19	<p>TO CONSIDER REPORTS FROM EXTERNAL BODIES AND REPRESENTATIVES</p> <p><u>97 Bus Project Update</u> -Cllr Logan reported on usage figures specific to Alderholt as previously requested by Cllrs. This report is attached to the minutes as Appendix D</p>	
40/19	<p>TO CONSIDER DRAFT APC STANDING ORDERS AMENDED AS PER CHANGES TO THE MODEL TEMPLATE BY NALC AND RECOMMENDATIONS FROM THE CLERK</p> <p>The clerk had circulated new NALC model standing orders which supersede APC current standing orders in line with legislation. Relevant information had been transferred from current APC standing orders and some additional amendments were also proposed. All points were discussed with Cllrs, with the following key points being amended;</p> <ol style="list-style-type: none"> 1. 3c- convening a committee meeting at shorter notice- unchanged as awaiting clarification from DAPTC on this 2. 3e-confirmation that the wording for the public session is only for discussion of items on the agenda 3. 3e-additional wording re procedures for committee public sessions to be decided within the terms of reference of that committee 4. 3f & 3g-confirmed time for public session to remain the same as per current standing orders. 5. 9b-time for motions to be received by clerk amended to 12 days to give office more time to organisation administration of agenda 6. 9d- time for amended motions to be received by clerk amended to 9 days to give office more time to organisation administration of agenda 7. 15bix and 20a-Removal of reference to a Data protection officer 	

Chairman's initials
Date;



**Minutes of an Ordinary Meeting of Alderholt Parish Council,
The Committee Room, Alderholt Village Hall, Alderholt
7.00pm Monday 11th March 2019**

	<p>as legally no longer applicable</p> <p>8. 17c- remove the reporting of finances independently for each quarter-instead it will be reported on a cumulative basis each quarter</p> <p>9. 18-staff matters- a staffing policy to be set up to replace this section-the clerk to seek advice from other clerks and then liaise with Cllrs Greenland and Smethers before reporting back to full council with a policy.</p> <p>10. 19-Transparency-noted that we fall between the 2 council limits (annual income between £25000 and £200,000). Agreed that current procedures for transparency are sufficient.</p> <p>11. 20-GDPR-noted that we have basic regulations in place-privacy notices and consent for holding all contact details. The Clerk advised that archiving and automatic deletion of documents still to be set up. Cllrs agreed this was not priority. Clerk to resend response from insurers to Cllr Smethers regarding Council cover for him to consider whether more insurance provision required. Also clerk to look into whether express permission required By Cllrs to publish their contact details.</p> <p>Following the above amendments, Cllrs unanimously agreed to adopt the amended standing orders which are attached to the minutes as Appendix E.</p> <p>Thanks were given to the clerk for her work on this.</p>	<p>MH/MS/SG</p> <p>MH/MS</p>
<p>41/19</p>	<p>TO CONSIDER APC ANNUAL MANAGEMENT RISK REVIEW 2018/19</p> <p>The clerk had circulated the APC risk management register which is a document with an overview of the potential risks to Alderholt Parish Council and the procedures in place for addressing this. It is a working document and is updated by the clerk either annually or as changes arise. Cllrs unanimously agreed that no additional points need to be added and that APC is covering all risks-recommended actions were agreed as follows;</p> <ol style="list-style-type: none"> 1. Page 2; Procedures for APC and ARA insurance were reviewed during 2018. Awaiting minor changes to wording (from ARA) to update this before renewal practices begin in August 2019 2. Page 3; Review Financial regulations-clerk to draft and submit to council for consideration 3. Page 5; Members Handbook to be finalised for new Cllrs after elections-clerk to update as many policies as possible for consideration by full council <p>A copy of the full document is attached to these minutes as</p>	<p>MH/ARA</p> <p>MH</p> <p>MH</p>



**Minutes of an Ordinary Meeting of Alderholt Parish Council,
The Committee Room, Alderholt Village Hall, Alderholt
7.00pm Monday 11th March 2019**

	Appendix F	
42/19	<p>TO CONSIDER CORRESPONDENCE RECEIVED</p> <p><u>Items to consider:</u></p> <ol style="list-style-type: none"> Dorset's Best Village Competition 2019 now open for applications. Cllrs agreed to enter again for 2019. Deadline for entries Monday 29th April 2019 Emails from 2 residents following the Annual Parish meeting on 4th March regarding advertising the meeting and duplication with A4A. Cllrs agreed to continue with the current method of advertising of the annual meeting; The current cost of A4 posters is negligible as they are printed in the office and Kerry distributes to key places -approx 10 in all to areas such as rec, school, co op, reading rooms, churches). Poster is also on APC noticeboard, website and Parish Magazine. Larger distribution to each householder would require paying for leaflet printing and would therefore impact on costs and the environment. Attendance varies on an annual basis dependant on whether there is a contentious local issue, other village events and the weather- generally Alderholt has a higher than average attendance (compared to some other local councils). Cllrs agreed that it's disappointing that APC didn't get the point across at the Annual meeting that A4A are a lobbying group and APC the elected body. APC are consistently involved with the Local Plan process and are currently involved in the Transport study process where points such as the system being used is being questioned. It's perhaps unfortunate that A4A had their meeting first although the minutes and other information are all available on the APC website. (NB.APC cannot hold this meeting any earlier than March and it was not just for the Local Plan). The APC media policy Facebook account (to be set up only to post links directing people to the APC website) has not yet been set up and the clerk will chase this with Cllr Archer. <p>The clerk to respond to the residents on both points</p> <p><u>Invitations/Meetings:</u></p> <ol style="list-style-type: none"> Invitation to NHS Dorset Clinical Commissioning Group - Our Dorset Supporting Stronger Voices Forum - 13th March 2019. No responses received Invitation to Chairman to attend Verwood Mayor's Civic Service at Verwood Methodist Church on Sunday 7th April 2019. Notification of LGPS Practitioner Training events 	<p>KB</p> <p>MH/SA</p> <p>MH</p>



**Minutes of an Ordinary Meeting of Alderholt Parish Council,
The Committee Room, Alderholt Village Hall, Alderholt
7.00pm Monday 11th March 2019**

	<p><u>General Correspondence</u></p> <ol style="list-style-type: none">1. Fordingbridge & District - Citizen of the Year 2019. The Rotary Club of Fordingbridge is seeking nominations for the 2019 Citizen of the Year Award. This award is intended to recognize local men & women who have voluntarily & selflessly served their local community, following Rotary's motto of "Service above Self". Deadline for nominations is 31st March 2019. APC have already nominated Alderholt residents for Dorset Awards but if anyone wishes to add to this, please advise at this meeting.2. Notification from Programme Officer advising of New Forest District Council Local Plan Examination hearings.3. Somerley Household Recycling Centre survey from Dorset Waste Partnership. The survey can be found at www.dorsetforyou.gov.uk/somerley-hrc-survey or paper copies can be obtained from libraries or Parish Office.4. Shaping Dorset Council Town and Parish Newsletter dated 13th February 20195. LGPS Bulletin 1806. Email from Dorset County Pension Fund re: Local Government Pension Scheme. The government has announced a 'pause' to the cost control process set to change public sector pension scheme benefits. Further information will be advised to employers as it becomes known. <p>All noted</p>	
--	---	--

Appendix A
Clerk's Report

Shadow Dorset Council Cabinet Meeting 14th March

DAPTC have advised of the above meeting in which consideration will be given of the way Town and Parish Councils are involved and engaged with Dorset Council. Parish Cllrs may wish to attend.

Simon Hoare, MP- Annual Round Table Meeting with Parish Chairman and Clerks

Cllr Logan and I attended the above meeting on Friday 1st March where local issues were discussed ranging from planning issues, speeding and even manhole covers! The newly appointed Director of Place for the new Dorset Council, John Sellgren was also in attendance and talked about the new Dorset Council. I reiterated the importance of continued communication with the new officers at Dorset Council, (particularly as many of the EDDC planning officers are not moving to the new Dorset Council). Simon Hoare agreed with this and John Sellgren confirmed the commitment of the new Dorset Council to this. John Sellgren also advised that the decision on whether the new Dorset Council, after the elections, continues with the East Dorset Local Plan would be given priority.

Chairman's initials
Date;



Minutes of an Ordinary Meeting of Alderholt Parish Council, The Committee Room, Alderholt Village Hall, Alderholt 7.00pm Monday 11th March 2019

Minutes from this will be circulated when available from the MP's office.

War Memorial

The assistant clerk met the contractor on site on Thursday 14th February. As agreed at the January meeting (min 11/19), work to clean and re-enamel lettering is appropriate (no additional work being required) and covered under the original quotation. There is a slight lean on the memorial (probably caused by traffic vibration). This is not currently a safety issue but the War Memorial Restoration company recommend that it is addressed before it becomes a bigger issue. They have indicated that this may be eligible for a grant and the assistant clerk is currently looking into the possibility.

Local Plan Review-additional residents comments

A4A (Action for Alderholt) held a public meeting and did a leaflet drop to residents in which they requested residents write to APC with their objections to development in Alderholt as detailed in the Local Plan Review. Any emails received in the Parish office are being acknowledged and held on file- details are available to Cllrs on request and will be included at the next LPLC meeting.

Parish Council Elections

The clerk has produced an APC fact sheet for existing Cllrs and anyone new wishing to consider standing in the elections. There is also a link available on the Dorsetforyou website including nomination papers. These are no longer being sent in paper copy to offices but the office will print up copies if required. The parish office also has details of electoral numbers required for the nomination papers.

Enquiries were made at the Annual Parish meeting from residents and the clerk will follow up on these sending out the fact sheet and any other relevant information.

A summary is as follows;

- 9 Parish Councillors for the whole parish of Alderholt (no wards)
- 5 year term of office 2019 – 2024 for parishes within new Dorset Council (this is normally 4 years)
- Terms of Office effective from Monday 6th May (although this is a public holiday)
- Current Councillors, apart from the Chairman and Vice Chairman, will retire on the fourth day after the elections. (Monday 6th May) The Chairman and Vice Chairman continue in office until the Chairman is elected at the Annual Council Meeting.
- Nomination papers must be delivered by hand and cannot be accepted if they arrive in the post. An appointments system will operate to receive nomination papers. Call 01305 838299 from Friday 1 March 2019 to book an appointment. The nearest location to Alderholt is Allenview House, Hanham Road, Wimborne , BH21 1AJ
- The Notice of Election will be published on the Dorsetforyou website.
 - ❖ Uncontested = if the number of candidates is equal to or less than the number of seats on a town or parish council (or ward). All candidates are therefore declared elected to the council but their term of office does not commence until the fourth day after polling day(6th May)
 - ❖ Contested = if the number of candidates exceeds the number of seats. Proceeds to a poll on 2 May 2019

Chairman's initials
Date;



Minutes of an Ordinary Meeting of Alderholt Parish Council, The Committee Room, Alderholt Village Hall, Alderholt 7.00pm Monday 11th March 2019

- Note; if Alderholt Parish Council has insufficient nominations to have at least 6 Councillors elected (either through an election process or because its uncontested) they will not meet the criteria for General Power of Competence and will lose this important financial power
- There is strict legal criteria for who is able to stand for election
- Purdah- this is the period of time immediately before elections when specific restrictions on communications activity are in place for nominees
- Parish Council Election costs will be paid for through Parish Council Funds

Event	Date
Publication of notice of election	Friday 15 th March
Purdah starts	
Delivery of nomination papers and withdrawal of nomination	Monday 18 th March Until Wed 3 rd April
Deadline for nominations	4pm Wednesday 3 rd April
Publication of statement of persons nominated	Thursday 4 th April
Publication of notice of poll	Wednesday 24 April
POLLING DAY	Thursday 2nd May 7am-10pm Alderholt Village Hall
Count for Parish and Town Cllrs	Saturday 4 th May Redlands Leisure Centre Weymouth
Delivery of return as to election expenses (parish council elections only)	Thursday 30 th May
New term of Office commences for Parish Councillors	Monday 6 th May
Alderholt Parish Council Annual Meeting (1 st meeting for Councillors)	Monday 13th May 2019 7.00pm Committee Room, Alderholt Village Hall

Appendix B

Verwood County Division Report – March 2019

Cllrs. Toni Coombs and Spencer Flower

Chairman's initials
Date;



**Minutes of an Ordinary Meeting of Alderholt Parish Council,
The Committee Room, Alderholt Village Hall, Alderholt
7.00pm Monday 11th March 2019**

Purple Haze - Appointment of Contractors – Grundon Sand & Gravel has been announced by the Somerley Estate. However, all matters are subject to the strict conditions included by the Inspector during the Examination in Public [EIP] some five years ago.

We need to get the message out to Verwood residents that certain questions remain unanswered. They should be encouraged to attend the Public Exhibition, which is taking place at the HUB on Wednesday 6 March between 2.30 -8.00pm.

The Inspector made the decision to leave certain matters to be resolved at the planning application stage:

1. Is the mineral above or below the water table? At the examination in public held in 2013 Hampshire CC stated to the inspector it was above – a potential contractor, who attended the hearing stated it was below. This is fundamental to the potential negative impact on the hydrology of the location.

2. The impact on Ebblake Bog and in particular the likely adverse changes to the hydrology, resulting from the removal of minerals, because the bog is at a much lower level must remain a significant concern. This is a SSSI [part of the Dorset Heathland], SPA, SAC, Ramsar site of international importance, which is only 500 metres away from the extraction site. This must surely be protected at all cost.

3. Question mark over the quality of the mineral, which comes from the same ancient river bed as Blue Haze on the other side of the B3081. Hampshire CC claim the mineral to be high quality, which has yet to be proven. Blue Haze is believed to be poor quality mineral, so the likelihood is that Purple Haze would also be of poor quality, so could only be used for low grade purposes. This will affect the market value, therefore potentially the only option to improve the mineral would be on-site washing. This would have a very serious impact on the hydrology at this location and cause permanent damage to the Ebblake Bog, which is very rare acid mire. It is highly unlikely that suitable mitigation measures could be put in place.

The expected increase in HGV traffic using the B3081 and the impact on Verwood residents, from dust and noise, whilst very important, will not carry anywhere near the same weight as the three considerations highlighted above.

I think these are the key [potentially deal breaking] factors, which the inspector stated had to be resolved BEFORE any planning application could be considered or permission granted. The writer has been invited and has accepted the invitation, to support, once again, the No to Purple Haze Campaign Group.

Sandleheath Road-Alderholt Following a petition from residents and a site visit by highways officers the works have now been ordered from the lining team, subject only to an improvement in weather so that the works can be carried out.

Currently the lining team have in excess of 70 works orders outstanding. The backlog is largely due to lining work typically not being completed during the winter months. The recent spell of wet weather has not helped either. We will update the PC when we know more regarding the actual commencement date.

See attached plan which gives a broad overview of the works. In summary, the works includes refreshing all existing SLOW markings (seven) four new SLOW markings and new edge lines at the narrowing approximately in the middle of Sandleheath road and five new '30' roundels.



**Minutes of an Ordinary Meeting of Alderholt Parish Council,
The Committee Room, Alderholt Village Hall, Alderholt
7.00pm Monday 11th March 2019**

The Somerley HRC - Discussions have continued with Hampshire County Council and representatives from Dorset Waste Partnership [DWP] seeking a way forward for Dorset residents, living in the eastern part of the Dorset Council area, to have continued free access to the Somerley HRC at the point of need.

As Local Councillors, we have requested that all Dorset residents affected by the introduction of a £5.00 per visit charge for non-Hampshire residents from January 2020 be consulted, so that DWP can make informed decisions regarding HRC provision and the potential impact on household waste facilities in Dorset. Resulting from our strong lobbying DWP are now conducting a public survey - return date Thursday 14 March 2019.

Shadow Dorset Council Budget 2019/20 – This first Dorset Council budget will ensure that services previously delivered by the borough, district and county councils will continue to be provided to residents unchanged. In addition there are also significant increases in year of year funding for social care, waste collection and homelessness provision.

As required by legislation this is a balanced budget, which has been achieved, despite facing significant financial pressures in common with many other councils across the country. Dorset has seen a 49% reduction in Central Government grant settlement since 2010, which forms part of the national austerity programme to get the annual deficit and national debt under control. Financial pressures have also come from the key demand lead services, such as social care for vulnerable elderly and disabled people, and critically support for children with special educational needs, as our population profile changes.

Officers and councillors from across the county, district and borough councils have been working together as a Budget Task and Finish Group during the last twelve months to bring the finances of the six councils into one new organisation. The net revenue budget of £295m pa has crucially been achieved without the need for any front-line service cuts.

The creation of the new Dorset Unitary Council in Dorset has as forecasted, enabled significant initial revenue savings to be made such as:

- The reduction in councillors from 204 to 82 with per annum savings of £400,000.
- The reduction in the number of senior officer roles and where there is duplication or overlap across central services like finance, HR, IT and others will achieve annual savings of over £5 million in a full year.
- Significant additional per annum savings on insurance, audit fees and other activities where the council will only pay for one organisation rather than six.
- These savings have been reinvested into council services for residents, protecting them from cuts.

It was also possible and necessary to invest in key front-line services for residents, whilst providing a balanced budget. Dorset Council will see an increase in funding to a number of important services, which include:

- An additional £5.8million per annum for the care and education of children
- An additional £900,000 per annum in funding to boost the number of foster carers.
- An additional £1.372million per annum for rubbish collection, recycling and street cleaning services delivered by Dorset Waste Partnership.



**Minutes of an Ordinary Meeting of Alderholt Parish Council,
The Committee Room, Alderholt Village Hall, Alderholt
7.00pm Monday 11th March 2019**

- An additional £1.5million per annum for social care services for vulnerable disabled and elderly adults.
- An additional £150,000 per annum towards tackling homelessness.

Despite some unfortunate headlines in the local media, this is a soundly based, balanced budget, which also includes for Council Tax Harmonisation on day one and no cuts to front-line services. This means that all taxpayers across the Dorset Council area will pay the same Council Tax and receive broadly the same services as now. There is still much work to do in the early years of the new council as we transform services, ensuring that the benefits of service re-design and economies of scale will release further significant efficiencies, which can be re-invested in the key demand lead services and go some way to easing pressure on revenue budgets in future years.

SGF/TBC March 2019

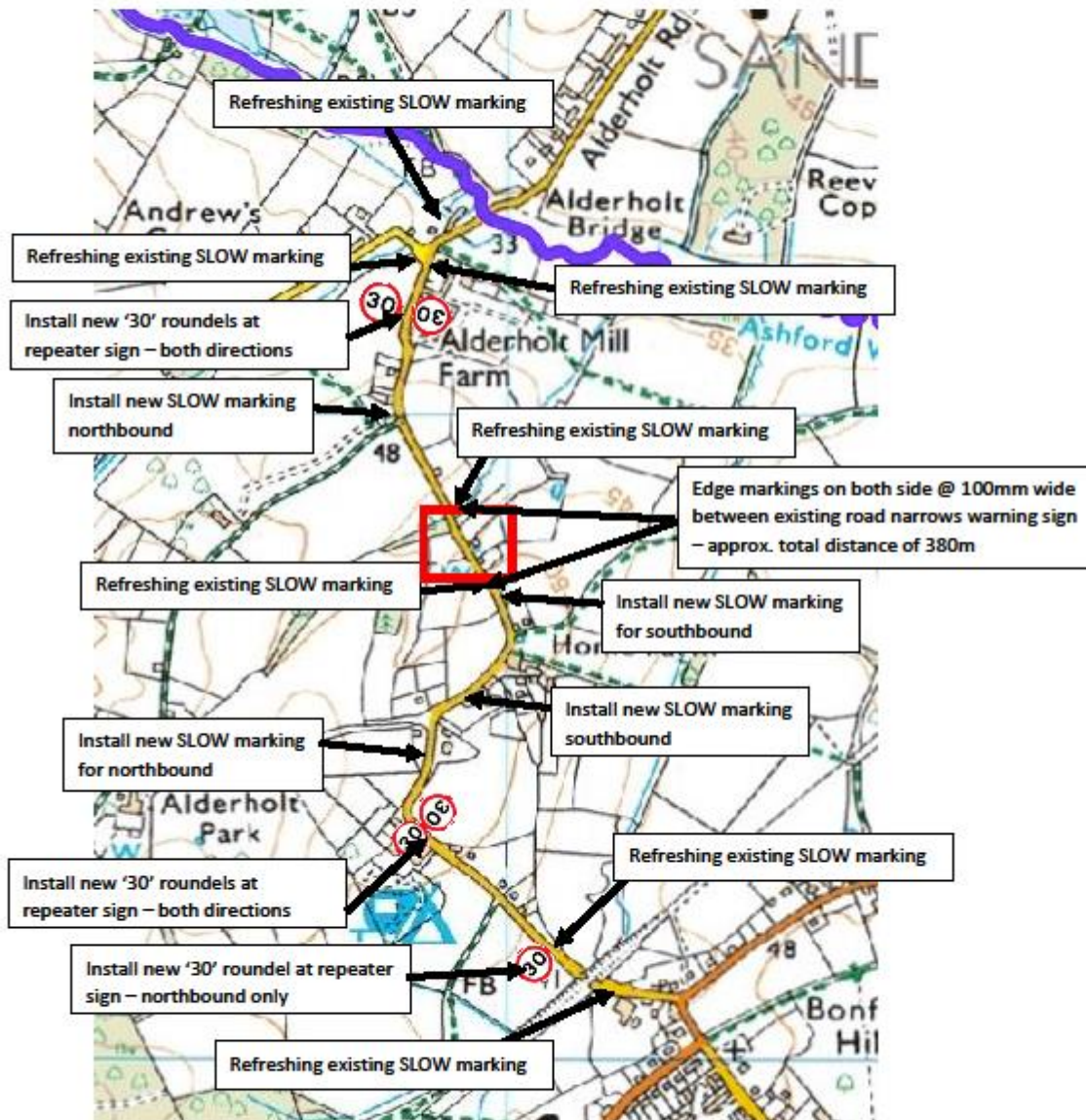


Minutes of an Ordinary Meeting of Alderholt Parish Council, The Committee Room, Alderholt Village Hall, Alderholt 7.00pm Monday 11th March 2019

Sandleheath Road, Alderholt

Budget code – 3017870

Summary – refresh 7 existing SLOW markings (all appear to be 2800mm) – 4 new SLOW markings @ 1600mm – 5 new '30' roundels @ 4300mm and approx. 380m of edge lining @ 100mm (190m both side of road)



Chairman's initials
Date;



**Minutes of an Ordinary Meeting of Alderholt Parish Council,
The Committee Room, Alderholt Village Hall, Alderholt
7.00pm Monday 11th March 2019**

Appendix C

GKL report to APC 11.03.2019

- I attended the recent EDDC Community Awards ceremony – celebrating local heroes from across the district. All nominees received a certificate and the winners of each of the 5 categories were presented with an engraved glass trophy. Alderholt had 3 nominations: Best Community Project – Norman Jones for the Village Hall, The ReCreate Festival organising team (Mike Botto) and for the Lifetime Achievement Award – Jean Mortimer whom I'm delighted to say was the winner of this category. So congratulations to all.
- New Dorset Council that comes into effect on 1st April 2019. The Shadow Council has adopted its Constitution and structure, agreed the budget for the year 19/20 at £295m without cutting front line services, and the schedule of meetings for the coming year.

What happens on day one – all remains the same, re telephone numbers, etc but the website address will change to www.dorsetcouncil.gov.uk The new Council will be issuing information to residents with their council tax bills.

With regard to planning there is one Authority but there will be 3 planning areas, Eastern (East Dorset with Purbeck), Northern, and Western & South (West Dorset, Weymouth & Portland). Eastern will have its area Planning Committees meeting alternately in Wareham and Wimborne.

Interim arrangements will be in place from 1st April to 6th May 2019 with transitional committees to conduct any business that arises. I've been appointed to the Licensing Committee whilst Cllrs Dyer, Coombs and Goringe have been appointed to the interim planning committee.

- Household Recycling Centre Somerley – following on from the CCllrs report, please complete the survey on line at the Dorset for you website, go to the APC website for a link or call into the Parish Office for a paper copy. The closing date for responses is 14th March 2019.

Appendix D

97 Usage figures Bus Report

With reference to APC November meeting minute 176/18

Cllrs also requested that the clerk contact DCT to obtain figures (for at least a week) on numbers using the bus from each location.

Chairman's initials
Date;



**Minutes of an Ordinary Meeting of Alderholt Parish Council,
The Committee Room, Alderholt Village Hall, Alderholt
7.00pm Monday 11th March 2019**

At the December meeting of 97Bus JWG the following data was provided:

Information from DCT for October and November 2018 tabled by TC.

The data showed a total of 506 passenger trips for October and 444 for November this level of usage reflects that of earlier months.

The total usage for the year is anticipated to be around 5750 passenger trips based on the average of January to November figures.

Fare income for the two months averaged £71.

For July and August the distribution of usage was as follows:-

Comments	July %	August %
Passenger trips commencing in Alderholt	28%	28%
Passengers getting on in Ringwood, Fordingbridge and Verwood combined	➤ 50%	➤ 50%
Passenger trips commencing in Fordingbridge	31%	31%
Passenger trips commencing in Cranborne	14%	16%

There was also a 2.5% usage from Verwood to Ringwood.

This shows that the bus service is well used across the whole route.

Cllr G Logan
3.3.2019



**Minutes of an Ordinary Meeting of Alderholt Parish Council,
The Committee Room, Alderholt Village Hall, Alderholt
7.00pm Monday 11th March 2019**

Appendix E

APC Standing Orders

INTRODUCTION..... Error! Bookmark not defined.

1. RULES OF DEBATE AT MEETINGS 224

2. DISORDERLY CONDUCT AT MEETINGS 226

3. MEETINGS GENERALLY 227

4. COMMITTEES AND SUB-COMMITTEES..... 230

5. ORDINARY COUNCIL MEETINGS..... 232

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES 234

7. PREVIOUS RESOLUTIONS 234

8. VOTING ON APPOINTMENTS 234

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER 235

10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE.. 235

11. MANAGEMENT OF INFORMATION 236

12. DRAFT MINUTES 237

13. CODE OF CONDUCT AND DISPENSATIONS..... 237

14. CODE OF CONDUCT COMPLAINTS..... 239

15. PROPER OFFICER 239

16. RESPONSIBLE FINANCIAL OFFICER 240

17. ACCOUNTS AND ACCOUNTING STATEMENTS 241

18. FINANCIAL CONTROLS AND PROCUREMENT 241

19. HANDLING STAFF MATTERS..... 243

20. RESPONSIBILITIES TO PROVIDE INFORMATION 243

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION 243

22. RELATIONS WITH THE PRESS/MEDIA 244

23. EXECUTION AND SEALING OF LEGAL DEEDS 244

**24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS
244**

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES 244

26. STANDING ORDERS GENERALLY..... 244

RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.

Chairman's initials
Date;



**Minutes of an Ordinary Meeting of Alderholt Parish Council,
The Committee Room, Alderholt Village Hall, Alderholt
7.00pm Monday 11th March 2019**

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

Chairman's initials
Date;



**Minutes of an Ordinary Meeting of Alderholt Parish Council,
The Committee Room, Alderholt Village Hall, Alderholt
7.00pm Monday 11th March 2019**

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

1. DISORDERLY CONDUCT AT MEETINGS

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

Chairman's initials
Date;



Minutes of an Ordinary Meeting of Alderholt Parish Council, The Committee Room, Alderholt Village Hall, Alderholt 7.00pm Monday 11th March 2019

further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

2. MEETINGS GENERALLY

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

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the **meeting is convened at shorter notice**** OR [The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting]. **Pending clarification from DAPTC as to when a meeting can be convened at shorter notice**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. Procedures for open forum sessions for Committee and sub committees will be determined in the terms of reference of each committee but shall not exceed the time limits set in point f and g below. (refer to 4.ix)
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed (30) minutes unless directed by the chairman of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more

Chairman's initials
Date;



Minutes of an Ordinary Meeting of Alderholt Parish Council, The Committee Room, Alderholt Village Hall, Alderholt 7.00pm Monday 11th March 2019

than (5) minutes.

- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i A person shall raise his hand when requesting to speak.
- j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one).**
- p **The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- r **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting**

Chairman's initials
Date;



**Minutes of an Ordinary Meeting of Alderholt Parish Council,
The Committee Room, Alderholt Village Hall, Alderholt
7.00pm Monday 11th March 2019**

- **vote whether or not he gave an original vote.**
- *See standing orders 5(h) and (i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.*
- **s Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
- t The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.
- **u A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**
- **v No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.
- **w If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.**

Chairman's initials
Date;



**Minutes of an Ordinary Meeting of Alderholt Parish Council,
The Committee Room, Alderholt Village Hall, Alderholt
7.00pm Monday 11th March 2019**

- x A meeting shall not exceed a period of (2) hours.

3. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer (3) days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - xi. shall determine if the public may participate at a meeting of a sub-committee that they are

Chairman's initials
Date;



**Minutes of an Ordinary Meeting of Alderholt Parish Council,
The Committee Room, Alderholt Village Hall, Alderholt
7.00pm Monday 11th March 2019**

permitted to attend; and

- xii. may dissolve a committee or a sub-committee.

Point e has been added by APC

e. The Council or a committee may appoint informal **working parties** to investigate a particular issue on behalf of the council or committee as may be necessary and;

- i. shall determine the terms of reference
- ii. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members.
- iii. Unless the Council determines otherwise, shall permit some or all the members of a working party to be non-councillors. Reasons for appointing non -councillors to be agreed and minuted.
- iv. shall permit the working party to appoint its own chairman at the first meeting of the working party
- v. Working parties have NO delegated powers.
- vi. All findings to be reported back to full council or committee in WRITTEN form with any proposals for consideration stated clearly in the report. Background evidence should be included in the report or sent to the clerk for Council files.
- vii. The report must be received by the office (12) clear days before the date of the Council or committee meeting at which the item is to be discussed (refer Standing Order 9)
- viii. Meetings are informal and do not have to comply with legislation required for council or committee meetings. They do not have to be held in a public place nor open to the public.
- ix. The clerk or officer is not required to attend meetings unless specifically requested in order to give guidance on a particular issue.
- x. Minutes of meetings are not required however informal notes including dates and attendees of meetings are useful for reference.
- xi. General correspondence or email for gathering information can be sent directly from the Working Party members but it must be stated clearly that this is on behalf of the Working Party and not the opinion of the full council.
- xii. In the event that the Working Party identifies something which requires urgent action, the Chairman and clerk should be notified and if in agreement the item should be actioned via the clerk and reported back to Council or committee at the next available meeting.
- xiii. Normally quotes and estimates are obtained through the Parish Clerk. However, if Council permits the working party to do so, any quotes and estimates must be in written form and in the name of the Parish Council, not a member. In all circumstances, Standing Order 18 and financial regulations must be followed. Clear records should be kept and copied to the office along with the final report.

Chairman's initials
Date;



**Minutes of an Ordinary Meeting of Alderholt Parish Council,
The Committee Room, Alderholt Village Hall, Alderholt
7.00pm Monday 11th March 2019**

xiv. If the Working Party is unable to function efficiently due to having no delegated powers, it must report back to the next council or committee meeting requesting that the Working Party be changed to a Committee or sub Committee in which delegated powers can be agreed. This can only be done by a resolution of the Council.

In all cases, Councillors and non-councillors should abide by the Code of Conduct, Standing Orders, Financial Regulations and any other relevant legislation.

4. ORDINARY COUNCIL MEETINGS

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.**
- f **The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chairman of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.**
- j **Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business shall include:**

Chairman's initials
Date;



**Minutes of an Ordinary Meeting of Alderholt Parish Council,
The Committee Room, Alderholt Village Hall, Alderholt
7.00pm Monday 11th March 2019**

- i. **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**
- ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
- iii. Receipt of the minutes of the last meeting of a committee;
- iv. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- v. Review of the terms of reference for committees;
- vi. Appointment of members to existing committees;
- vii. Appointment of any new committees in accordance with standing order 4;
- viii. Review and adoption of appropriate standing orders and financial regulations;
- ix. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- x. Review of representation on or work with external bodies and arrangements for reporting back;
- xi. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xii. Review of inventory of land and other assets including buildings and office equipment;
- xiii. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xiv. Confirmation of the arrangements for;
 - Review of the Council's and/or staff subscriptions to other bodies;
 - Review of the Council's complaints procedure;
 - Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
 - Review of the Council's policy for dealing with the press/media;
 - Review of the Council's employment policies and procedures;
 - Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xv. Determining the time and place of ordinary meetings of the Council up to and including the

Chairman's initials
Date;



**Minutes of an Ordinary Meeting of Alderholt Parish Council,
The Committee Room, Alderholt Village Hall, Alderholt
7.00pm Monday 11th March 2019**

next annual meeting of the Council.

**5. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES
AND SUB-COMMITTEES**

- a **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chairman of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chairman of a committee [or a sub-committee] does not call an extraordinary meeting within (7) days of having been requested to do so by (2) members of the committee [or the sub-committee], any (2) members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].

6. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least (3) councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

7. VOTING ON APPOINTMENTS

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

Chairman's initials
Date;



**Minutes of an Ordinary Meeting of Alderholt Parish Council,
The Committee Room, Alderholt Village Hall, Alderholt
7.00pm Monday 11th March 2019**

8. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least (12) clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least (9) clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

9. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;

Chairman's initials
Date;



**Minutes of an Ordinary Meeting of Alderholt Parish Council,
The Committee Room, Alderholt Village Hall, Alderholt
7.00pm Monday 11th March 2019**

- vi. to change the order of business on the agenda;
- vii. to proceed to the next business on the agenda;
- viii. to require a written report;
- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

10. MANAGEMENT OF INFORMATION

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**



**Minutes of an Ordinary Meeting of Alderholt Parish Council,
The Committee Room, Alderholt Village Hall, Alderholt
7.00pm Monday 11th March 2019**

11. DRAFT MINUTES

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

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chairman of this meeting does not believe that the minutes of the meeting of the (Alderholt Parish Council) held on [date] in respect of (Alderholt Parish Council) were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- e **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
-
-
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

12. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted

Chairman’s initials
Date;



**Minutes of an Ordinary Meeting of Alderholt Parish Council,
The Committee Room, Alderholt Village Hall, Alderholt
7.00pm Monday 11th March 2019**

by the Council.

- b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. **it is otherwise appropriate to grant a dispensation.**



**Minutes of an Ordinary Meeting of Alderholt Parish Council,
The Committee Room, Alderholt Village Hall, Alderholt
7.00pm Monday 11th March 2019**

13. CODE OF CONDUCT COMPLAINTS

- a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The Council may:
- i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

14. PROPER OFFICER

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

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;
 - ii. subject to standing order 9, include on the agenda all motions in the order received unless



**Minutes of an Ordinary Meeting of Alderholt Parish Council,
The Committee Room, Alderholt Village Hall, Alderholt
7.00pm Monday 11th March 2019**

a councillor has given written notice at least (9) days before the meeting confirming his withdrawal of it;

- iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- x. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xi. arrange for legal deeds to be executed;
(see also standing order 23);
- xii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiii. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xiv. refer a planning application received by the Council to the Chairman of the Planning Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the planning committee;
- xv. manage access to information about the Council via the publication scheme; and

15. RESPONSIBLE FINANCIAL OFFICER

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

Chairman's initials
Date;



**Minutes of an Ordinary Meeting of Alderholt Parish Council,
The Committee Room, Alderholt Village Hall, Alderholt
7.00pm Monday 11th March 2019**

16. ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- e The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council's aggregate receipts and payments for the year to date;

which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's receipts and payments for the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 1 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

17. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and

Chairman's initials
Date;



**Minutes of an Ordinary Meeting of Alderholt Parish Council,
The Committee Room, Alderholt Village Hall, Alderholt
7.00pm Monday 11th March 2019**

- v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity.**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- g. **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413**

Chairman's initials
Date;



**Minutes of an Ordinary Meeting of Alderholt Parish Council,
The Committee Room, Alderholt Village Hall, Alderholt
7.00pm Monday 11th March 2019**

for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.

19. HANDLING STAFF MATTERS

Refer to Staffing policy (to be set up).

18. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b **[If gross annual income or expenditure (whichever is higher) does not exceed £25,000] The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**

OR

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

APC does not fall within either category but is transparent with its data; all payments and receipts are recorded in the Council minutes which are then available on the website. Policies and the Annual Audit is available on the website as per legislation.

19. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

- a **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- b **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- c **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- d **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- e **The Council shall maintain a written record of its processing activities.**

Chairman's initials
Date;



**Minutes of an Ordinary Meeting of Alderholt Parish Council,
The Committee Room, Alderholt Village Hall, Alderholt
7.00pm Monday 11th March 2019**

20. RELATIONS WITH THE PRESS/MEDIA

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

21. EXECUTION AND SEALING OF LEGAL DEEDS

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

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

22. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council OR Unitary Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

23. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a. Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

24. STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least (3) councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon



**Minutes of an Ordinary Meeting of Alderholt Parish Council,
The Committee Room, Alderholt Village Hall, Alderholt
7.00pm Monday 11th March 2019**

as possible.

- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

Next Review Date; March 2020



**Minutes of an Ordinary Meeting of Alderholt Parish Council,
The Committee Room, Alderholt Village Hall, Alderholt
7.00pm Monday 11th March 2019**

Appendix F

This document is an overview of the potential risks to Alderholt Parish Council and the procedures in place for addressing this. This is a working document and it is updated by the clerk either annually or as changes arise. **Cllrs are requested to consider the report to ensure that APC is covering all risks and determine how to deal with any actions listed**

RECREATION GROUND - AMANDA HARRIS RECREATION GROUND and APC OWNED EQUIPMENT		
RISK DESCRIPTION	OWNER	ACTION TAKEN
Equipment damage Vandalism/fire/other	APC	Inspection Policy in place. Weekly visual inspection report – written report kept on file for insurance purposes Quarterly inspection by qualified inspector-written report kept on file for insurance purposes Minor repairs to be carried out by competent contractor with own Public liability insurance Major repairs to be carried out by-specialised contractor with own Public liability insurance Items insured under Insurance policy Annual provision for repair/replacement
Accident to clerk/councillors while carrying out weekly visual inspection	APC ARA	Inspection Policy in place. Visual inspection only- Equipment to be taped off if safety issue and then reported to be dealt with by qualified contractor. Provision of gloves/high viz jacket/litter pickers if required for pick up of litter/glass Public liability insurance Employers liability insurance Recreation ground maintained regularly by groundsman(ARA-through SLA)
Accident/injury to the public	APC Inspector ARA	Inspection Policy in place. Public liability insurance Weekly visual inspection report -written report kept on file for insurance purposes Quarterly inspection by qualified inspector -written report kept on file for insurance purposes Recreation ground maintained regularly by groundsman (ARA-through SLA) Accident report book maintained by clerk Safety signs in place

Chairman's initials
Date;



**Minutes of an Ordinary Meeting of Alderholt Parish Council,
The Committee Room, Alderholt Village Hall, Alderholt
7.00pm Monday 11th March 2019**

		Repairs to be carried out by qualified contractor efficiently Unsafe equipment/furniture to be fenced off/removed as soon as Council aware of problem (Refer to weekly inspection sheet) Closure signs put in place in children's play area when work being carried out if appropriate Tree Inspection carried out by qualified inspector (Refer APC Tree policy)
Accident to contractors	APC	Inspection Policy in place. Contractors to have their own public liability insurance Recreation ground maintained in good condition regularly by groundsman(ARA-through SLA) Weekly visual inspection carried out to ensure no obvious safety issues
ACTIONS FOR UPDATE;		None

RECREATION GROUND- SPORTS FIELDS, PAVILION, TENNIS COURTS AND SPORTS AND SOCIAL CLUB

RISK DESCRIPTION	OWNER	ACTION TAKEN
Equipment Building damage Vandalism/fire/theft/other	APC Alderholt Recreation Association/ Sports and Social Club/Tennis Club	Lease to ARA and underleases to S&SC, and Tennis Club Insurance-Procedures in place to regarding insurance practices between ARA and APC APC insure pavilion and garage store buildings. ARA take out own insurance for Trustees and public liability -reimbursed by APC . S&SC and tennis Club are responsible for their own insurances ARA, S&SC and Tennis Club responsible for their own areas and maintenance of buildings
Accident/injury to the public	APC Alderholt	Lease to ARA and underleases to S&SC, and Tennis Club Public liability insurance APC carry out Inspections and safety checks on APC owned equipment and land (as above) Recreation ground maintained regularly by groundsman(ARA-through SLA)

Chairman's initials
Date;



**Minutes of an Ordinary Meeting of Alderholt Parish Council,
The Committee Room, Alderholt Village Hall, Alderholt
7.00pm Monday 11th March 2019**

	Recreation Association/ Sports and Social Club/Tennis Club	ARA, S&SC and Tennis club to carry out their own inspections and risk assessment
Accident to contractors	APC Alderholt Recreation Association/ Sports and Social Club/Tennis Club	Lease to ARA and underleases to S&SC, and Tennis Club Public liability insurance Employers liability insurance ARA, S&SC and Tennis club are responsible for ensuring adequate Health and safety for contractors at large recreation ground
Trustee Liability	ARA/APC	Annual Insurance Policy (organised by Rec Assoc and paid for by APC). Joint procedures in place regards this.
ACTIONS FOR UPDATE;		Procedures for APC and ARA insurance were reviewed during 2018. Awaiting minor changes to wording (from ARA) to update this before renewal practices begin in August 2019

ESTABLISHMENT- ACCOUNTING PROCEDURES

RISK DESCRIPTION	OWNER	ACTION TAKEN
Incorrect accounting procedures	APC	RFO appointed (also clerk) Annual internal audit review undertaken by council

Chairman's initials
Date;



**Minutes of an Ordinary Meeting of Alderholt Parish Council,
The Committee Room, Alderholt Village Hall, Alderholt
7.00pm Monday 11th March 2019**

		<p>Internal annual audit reported to council External annual audit reported to council Financial regulations adopted and reviewed annually Invoices and cheques signed by 2 councillors and clerk. New electronic banking policy incorporated into financial regulations Direct debits payments reported mthly at meetings Salaries including overtime reported mthly at meetings (not part of public minutes) Cashplus card transactions reported at next meeting Internal transfers between bank accounts reported mthly at meetings Items for sanction , details of items paid in between meetings & bank reconciliation reported mthly at meetings and Cllr now appointed monthly to confirm above Minute when agreed noted in cashbook Expenditure powers quoted for large spending or if unknown Invoices retained and filed Vat recorded separately Petty cash –receipts to be kept and reported mthly with other records</p>
Budgetary controls	APC	<p>Precept setting linked to budgets Budgets monitored mthly by RFO and reported at finance committee meetings and as necessary to main council Any anticipated budget overspend reported at next meeting and changes to budgetary forecasts agreed at meetings Committees financial powers are limited and detailed in terms of reference</p>
Fraud	APC	<p>Fidelity insurance Internal annual audit External annual audit Invoices produced for officer and councillor expense claims Invoices and cheques signed by 2 councillors and clerk and new electronic banking policy ensures dual signatories Items for sanction , details of items paid in between meetings & bank reconciliation reported mthly at</p>

Chairman's initials
Date;



**Minutes of an Ordinary Meeting of Alderholt Parish Council,
The Committee Room, Alderholt Village Hall, Alderholt
7.00pm Monday 11th March 2019**

		meetings and checked by a Cllr monthly
IT fraud- Cyber-attack/ransomware	APC	Virus protection upgrade in 2018. Support system by professionals (external monitoring and support system) now in place though a contract and SLA. Contract renewed March annually. Renewal just agreed for 2019-20.
ACTIONS FOR UPDATE;	APC	Review Financial regulations

ESTABLISHMENT- ADMINISTRATION PROCEDURES

RISK DESCRIPTION	OWNER	ACTION TAKEN
Health and safety in office	APC	Employers liability insurance Public Liability Insurance Health and safety at work leaflet provided to employees Under 5 employees- no H & S written policy but staff encouraged to report any issues (urgent safety items reported to Chairman for action) Lone worker policy APC organised external contractor to do Fire inspection risk assessment 06/17. Reported to landlord(AVH) and they now have fire protection systems in place.
Theft at office		Insurance Confidential papers locked away each night Record of key holders kept on file and limited Computer password protected and files backed to the cloud.
Fire at office	APC Alderholt Village Hall	Insurance Computer Files Backed up to the cloud Fireproof Box Fire extinguishers in Committee Room Fire Exit procedure and notices displayed Landlord (Village Hall) has fire policy Agenda item at Meetings to advise of fire escape route from Building
Damage to equipment/documents	APC	Insurance for replacement of assets Budget provision for replacement of assets

Chairman's initials
Date;



**Minutes of an Ordinary Meeting of Alderholt Parish Council,
The Committee Room, Alderholt Village Hall, Alderholt
7.00pm Monday 11th March 2019**

		Computer files backed up to the cloud Fireproof box Deeds in safe custody
Failure to follow policy and procedures	APC	Standing orders adopted and reviewed regularly Financial regulations adopted and reviewed regularly Policies in place and reviewed regularly Training available to all members and clerk New councillors given copies of all council policies Internal and External auditor Clerk CiLCA trained
Failure of working parties/project leaders to follow procedures for spending of public monies	APC	Standing orders/financial regulations/terms of reference for committees and working parties Use of template documents RA1 and RA2 for working parties and project leaders when investigating projects and quotes for works
Protection of public records and details	APC	GDPR procedures in place Computer files backed to cloud on secure site Password protected computer files
ACTIONS FOR UPDATE;		Members handbook to be finalised for new Cllrs after elections- Clerk to update as many policies as possible

EMPLOYER LIABILITY		
RISK DESCRIPTION	OWNER	ACTION TAKEN
Incorrect Salary and Employment Conditions	APC	NALC Pay scales followed and reported Finance Committee and/or full council NALC model employment contract in place Annual Appraisal of employees External payroll provider contract
PAYE procedures followed correctly	APC DCC	External payroll provider contract Payments made online-double checked by Cllr based on invoices from payroll provider

Chairman's initials
Date;



**Minutes of an Ordinary Meeting of Alderholt Parish Council,
The Committee Room, Alderholt Village Hall, Alderholt
7.00pm Monday 11th March 2019**

	Payroll provider	Payroll invoices reported to APC meeting each month but not on public minutes Changes to salaries reported at meetings under confidential item Internal auditor Finance committee to deal with employment issues
Appraisal/ /training/ grievances	APC	Finance committee to deal with employment issues
Sickness/holiday Employment	APC	Annual Holiday leave sheet kept on file Leave/Sickness Policy adopted Sickness leave to be reported to Chairman There are now two members of staff who will normally cover each other. Budget provision for holiday/sickness backup
Health and Safety	APC	Lone worker policy Staff encouraged to report H & S issues to Council
ACTIONS FOR UPDATE;	APC	Staff policy to be set up to deal with employment issues including appraisal, pension and fair conditions

PARISH OFFICE		
RISK DESCRIPTION	OWNER	ACTION TAKEN
Fire in building Employees/Cllrs/ members of public and all users of Committee Room	APC Alderholt Village Hall	Insurance Fire extinguishers in Committee Room Fire Exit procedure and notices displayed Landlord (Village Hall) has fire policy Agenda item at Meetings to advise of fire escape route from Building
Accident to Employees/Cllrs/ members of public and all users of Committee Room in building	APC All employees	Health and safety at work leaflet provided to employees Under 5 employees- no H & S written policy but staff encouraged to report any issues (urgent safety items reported to Chairman for action) Accident book First Aid box

Chairman's initials
Date;



**Minutes of an Ordinary Meeting of Alderholt Parish Council,
The Committee Room, Alderholt Village Hall, Alderholt
7.00pm Monday 11th March 2019**

		Public liability insurance Employers liability insurance
Attack/violence to employees	APC	Lone worker policy Chain on Committee room door
Alternative provision if parish office not able to be used eg fire	APC	Low risk but if occurs, find alternative office space based on what's available in Alderholt at the time. Working from home for clerk (already in place) and option for assistant clerk in short term as documents stored away from office (in the cloud)
ACTIONS FOR UPDATE;	APC	None

COUNCILLORS CODE OF CONDUCT		
RISK DESCRIPTION	OWNER	ACTION TAKEN
Non declaration of Interests	Cllrs	Code of Conduct adopted by Council All members agreed and signed up to code of conduct and Nolan principles Register of Pecuniary interests to be completed at beginning of term of office or when co-opted Register of pecuniary interests updated annually Register of pecuniary interests available to public via EDDC and PC website Agenda item for declaration of interests at all meetings Cllrs encouraged to attend training sessions
Compliance with code of conduct	Cllrs	Code of conduct adopted by council All members agreed and signed up to code of conduct and Nolan principles Contact with EDDC monitoring officers for any concerns/queries Cllrs encouraged to attend training sessions
Interaction with public	Cllrs	APC policy of Cllrs not commenting individually on social media sites on behalf of Council
Decisions being challenged by members of public	Cllrs	Decisions agreed as a corporate body at council meeting No decisions delegated to an individual Cllr

Chairman's initials
Date;



**Minutes of an Ordinary Meeting of Alderholt Parish Council,
The Committee Room, Alderholt Village Hall, Alderholt
7.00pm Monday 11th March 2019**

		Officials Indemnity insurance
ACTIONS FOR UPDATE;		None. New code of conduct being considered by NALC and SLCC

RISK TO CLLRS/OFFICERS/VOLUNTEERS FOR ODD JOBS		
RISK DESCRIPTION	OWNER	ACTION TAKEN
Accident/injury	APC	APC Public liability insurance Authorisation to be agreed by resolution at Council/Committee meeting Risk assessment to be completed by lead volunteer (template doc RA3) Safety equipment in office-litter pickers/high viz jackets/gloves. More available through Highway officers
ACTIONS FOR UPDATE;		None

ALLOTMENTS		
RISK DESCRIPTION	OWNER	ACTION TAKEN
Accident/injury of a tenant	APC	APC Public liability insurance 3 yrly Tree Inspection by qualified tree surgeon Monthly inspections of site by Cllr representative Tenants responsible for their own plots and advised to report any problems
Fire/Vandalism/ damage to Plots	APC	Tenancy agreement Tenants to have their own insurance for items on plots
Discrepancies over plot entitlement	APC	Tenancy agreement
ACTIONS FOR UPDATE;		None

Chairman's initials
Date;



**Minutes of an Ordinary Meeting of Alderholt Parish Council,
The Committee Room, Alderholt Village Hall, Alderholt
7.00pm Monday 11th March 2019**

RIFLE RANGE		
RISK DESCRIPTION	OWNER	ACTION TAKEN
Accident/Fire/Injury to public	APC	APC Public liability insurance Lease to 1 st Alderholt Scouts March 2018 who are now responsible for day to day management of land
ACTIONS FOR UPDATE;		None

WAR MEMORIAL		
RISK DESCRIPTION	OWNER	ACTION TAKEN
Vandalism/fire/damage	APC	Low risk- no action required Insurance
Loss of names on memorial	APC	List of names kept on file PC and in fire safety box 07/17 Registered as Grade 2 listed building
ACTIONS FOR UPDATE;		None. Refurbishment agreed to take place Spring 2019
From 1st April, all reference in this whole document to EDDC and/or DCC will be replaced with the new Unitary; Dorset Council.		



**Minutes of an Ordinary Meeting of Aldersholt Parish Council,
The Committee Room, Aldersholt Village Hall, Aldersholt
7.00pm Monday 11th March 2019**

Meeting ended 8.53 pm

Minutes Approved;

Chairman's Signature;

Date;

Chairman's initials
Date;