

Standing Orders
For
Tollard Royal Parish Council

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	Official Signed Kay Allen

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Introduction

Standing orders are the written rules of a local council

Tollard Royal is a very small Parish Council and has compiled these Standing Orders to help clarify its rules and to help communicate how the Parish Council and its Councillors must operate.

Tollard Royal Parish Council is a 'corporate body'.

Tollard Royal Parish Council operates with 5 Councillors. 3 Councillors must be present for the Council to be quorate.

The purpose of the Council is to be aware of local issues and to represent our neighbours and to take decisions on behalf of the local community. The Council has a responsibility to be well informed, especially about diverse local views. We should not assume that we represent the interest of all our neighbours without consulting them on a regular basis.

Local councils have the legal power to take action, but they have very few duties that they have to do. They have greater freedom to choose what action they want to take.

The following Standing Orders set out what we MUST do to act legally, transparently and with good governance. They also create 'task and finish groups' to enable the Council to complete agreed works.

Included in this document are the Code of Conduct, Publication Scheme and Parish Charter.

Standing orders

1	Councillors
1.1	Following election or co-option to the Council, each Councillor will be issued with a copy of the Code of Conduct and Standing Orders of the Council. They will sign the form of ' <i>Declaration of Acceptance of Office</i> ' in the presence of the Clerk of the Council, or in the presence of a Councillor who has been specifically designated by the Council for this purpose. An individual cannot act as a Councillor until this form is signed.
1.2	All Councillors will observe the Code of Conduct at all times when on Council business and no member will act in such a way that will bring the Council into disrepute, behave offensively in meetings or obstruct the Council's business.
1.3	The Code of Conduct adopted by the Council will define when a Councillor will declare a personal or prejudicial interest in an item for discussion at a Council meeting. The Councillor will declare that interest and the nature of the interest at the earliest opportunity. Usually this will be the first item on the agenda at any Parish Council Meeting.
1.4	If a casual vacancy arises during the term of a Council then this vacancy must be advertised. An election must be held if 10 or more parishioners call for one. In the event that no election is called for then a vacancy can be filled by co-option.
1.5	If a councillor resigns, then this is with immediate effect from the time the Chair accepts the resignation.
1.6	When an agenda is issued by the Clerk this is a legal summons to attend Parish Council meeting. A Councillor could lose their place by failure to attend meetings. A Councillor ceases to be a member of the Council if they fail throughout a period of six consecutive months to attend a meeting, unless the Council approves this absence.
1.7	All Councillors must complete a registration of interest for both themselves and for their partner / spouse. This must be done by the end of May in an election year (or upon co-option) This data is recorded on the Wiltshire Council website. http://services.wiltshire.gov.uk/TownAndParish/ROI
2	Annual Parish Council Meetings
2.1	The Parish Council must hold an Annual Parish Council Meeting in May each year. If the Annual Meeting is in an election year it must be held within 14 days after that election on which day the new councillors will take office. If it is not an election year then the annual meeting will take place on an appropriate day in May.
2.2	The retiring Chair presides at the start of the Annual Meeting (even if he/she is not a member of the new council). The retiring Chair will report on the activities of the Council for the preceding year. The first business of the Annual Meeting will be the election of the Chair (and Vice Chair, if appropriate) and to receive their acceptance of office. As soon as the new Chair is elected and accepts office he presides over the remainder of the meeting. At this point, if the retiring Chair is retiring from the council or was not re-elected, he ceases to be a councillor. The retiring Chair may be re-elected as Chair.
2.3	The new Councillors should all sign a declaration of office. The new Chair also signs a declaration of office of Chair. Failure to sign these documents will cause the office of Chair or Councillor to become vacant. At this meeting Councillors areas of responsibility will be allocated. New areas can be created if appropriate. The dates of the ordinary Parish Council meetings for the coming year will be set.

3	Meetings
3.1	Meetings will be held in appropriate, accessible accommodation. Unless no other accommodation is available the meetings will not be held in premises used for the supply of alcohol or in a private dwelling. In Tollard Royal there is no village hall. 'The Old Cart Shed' is booked and rented from Rushmore Estate. The fee for this is allocated in the Parish Council Budget.
3.2	The Parish Council must hold at least 4 meetings each calendar year, one of which is the Annual Parish Council Meeting. Tollard Royal usually has 6 meetings a year and holds the Parish Council Meetings on the 2 nd Monday of every alternate month. An agreed frequency of meetings will be decided at the Annual Meeting and Councillors will be advised of the meetings by the issue of a summons and agenda delivered by email, post or by hand. Tollard Royal Parish Council has agreed that the agenda may be delivered by email. In any case the agenda must be published at least three clear business days before the meeting. (3 clear days do not include Sundays or Bank Holidays but can include a Saturday)
3.3	Public notices will ALWAYS be posted in village notice board informing members of the public of the venue, time, date and business to be transacted at the meeting. The notice will be posted at least three clear working days before the meeting. The notice will also be emailed and posted on the community website. www.tollardroyal.com
3.4	Meetings will be open to the public and press but they may be temporarily excluded from the meeting if the business is regarded as confidential.
3.5	Members of the public may speak at Council meetings at the discretion of the Chair of the meeting on matters relating to the agenda only. It will be the practice of Tollard Royal Parish Council to place a standing order on the Agenda at the beginning of each meeting for 15 minutes for public contribution. If this debate is constructive the Chairman may extend this time. Equally the Chair may halt any public debate after 15 minutes. To allow as many people as possible to speak the Chair may choose to restrict individual speaking time to 3 minutes. However the purpose of the Parish Council is to listen to the views of parishioners therefore the Chair may choose to keep a constructive conversation going for a reasonable period of time.
4	Creating the agenda:
4.1	The agenda for the meeting will be agreed by the Clerk, Chair (or Vice Chair) as appropriate. The Chair has responsibility for the proper conduct of the meeting and needs to be involved in the planning of the meeting. The agenda will always include an item to enable Councillors to declare interests. An opportunity for public questions on agenda items will be made available immediately before the commencement of each meeting. Any councillor may request an item to appear on the agenda. This request should be made in writing to the Clerk at least 7 days before the agenda must be published. The Clerk and the Chair can decide if this is a proper item to be included. The Clerk is ultimately responsibly for the Agenda as our Proper Officer. Usual format will be: <ul style="list-style-type: none"> • Record members Present • Record Apologies • Declarations of interest • Formal Announcements from the Chair • Agree minutes from previous meetings • Public Participation • Business on the Agenda
4.3	The Council may only take decisions on items clearly specified on the agenda; if agreed by the Chair, any urgent items, which are not on the agenda, may be discussed, but no decision may

	be made, at that meeting. In exceptional circumstances pressing legal or safety matters may be decided upon. In circumstances that involve safety that present a clear and present danger the Chair and Clerk and authorised to make immediate decision providing this is within the overall budget and precept. For genuine emergencies that would not be covered by the Parish Council Budget advice must be sought from the Unitary Councillor.
4.4	The Chair of the Council will preside at the meeting and will be responsible for the conduct of that meeting. If the Chair is not present then the first matter on the agenda will be the election of an appropriate Councillor who will chair the meeting. Whoever chairs the meeting will assume the duties of the Chair for the meeting.
4.5	The quorum for the Council will be one third of the total Councillor places but in any case not fewer than 3. If there are insufficient members present after 30 minutes of the start of the meeting then no business will be transacted and a fresh notice will be issued to reconvene the meeting at a later date.
4.6	If at any time during the meeting it ceases to be quorate then the meeting will be adjourned and any further business carried forward to the meeting when next convened.
4.7	Voting at the meeting shall be by a show of hands unless a majority of Councillors wants a ballot. Only the proposer and seconder will be recorded in the minutes unless a Councillor requests that their vote is noted. A Councillor may also request that the Clerk records how each Councillor has voted, including abstentions. Any request of this nature will be made before moving on to the next business.
4.8	In cases of equal votes the Chair (or other person presiding) will have a second or casting vote.
5	Creating the Minutes:
5.1	<p>A minute of the meeting will be kept by the Clerk or other nominated person in the Clerk's absence. The minutes, which are circulated, will be draft minutes until the Parish Council at their next meeting approves them and they are signed by the person presiding at that meeting.</p> <p>Minutes can be produced in court and other judicial processes as evidence of decisions of the council. They form part of the council archives and must be preserved.</p> <p>Minutes should be produced as quickly as possible. A draft should be sent to the Chair to allow for matters of accuracy. Minutes will normally be circulated as draft minutes within 10 days of the meeting. Tollard Royal Parish Council as agreed to circulate minutes by email. The minutes remain as DRAFT until signed and dated at the next meeting. Draft minutes will be posted on the Notice Board and website</p>
5.2	Declaration of interests must be recorded. With regard to planning applications - if a Councillor has a personal interest in a planning application then a statement can be made to the Parish Council meeting but then the person must leave the meeting while discussions take place.
5.3	Any 2 Councillors may submit a written request to the Chair for an extraordinary parish Council meeting. If the Chair has not called a meeting within 7 days of receiving such a request then the 2 councillors may call the meeting.
6	Communication Methods:
6.1	<p>Email is an efficient means of communication. Councillors have agreed to receive all communication by email. The Parishioners have also agreed to use email as a common means of communication. The Clerk will maintain a list of parishioners email addresses.</p> <p>NB: The notice board is the primary method of communication with the public and will be kept in good order by the Clerk and the Chair. Agendas and Minutes will be published on the Notice Board. Email and the website will be a secondary method of communication to</p>

	parishioners. The Parish Council has a Publication Scheme.
7	Finance:
7.1	Responsible Finance Office (RFO)
7.1.1	The Responsible Finance Officer is a statutory office and appointed by the Council. The Clerk of the Council will take on this role of managing the Council's financial affairs in accordance with proper practices. This role is supported by the Chair.
7.2	Estimates and Precept
7.2.1	The RFO will compile estimates of income and expenditure annually for the Council's consideration. The Council will review the budget not later than the January meeting preparation for the precept being agreed, and submitted to the Collection Authority in January. During the year the budget will be reviewed against actual expenditure and income. Amendments to the budget will be discussed in Council and changes minuted.
7.3	Income and Expenditure
7.3.1	The RFO will supply regular updates of income and expenditure throughout the year and detail actual figures against estimate. Significant underspends or overspends will be brought to the attention of the Council and action taken to address any discrepancies. Underspent revenue will be identified and earmarked to reserves by a Council resolution.
7.4	Accounting and Audit
7.4.1	The RFO will determine all accounting procedures and financial records of the Council in accordance with the Accounts and Audit Regulations
7.4.2	The RFO will complete the annual financial statements of the Council including the annual return as soon as practical after the end of the financial year and will submit and report on them to the Council. The Council will review each year and ensure that there is an adequate, effective system of internal audit of the Council's accounting, financial and other procedures in line with Proper Practice.
7.4.3	An Internal Auditor will be appointed by the Council to carry out the work required to comply with the Proper Practice. The person appointed will be competent and independent of the operation of the Council.
7.4.4	The RFO will submit the Annual Return to the External Auditor by the due date, ensuring the return is complete
7.5	Banking Arrangements and Cheques
7.5.6	The Council's banking arrangements, including the Bank Mandate, will be made by the RFO and approved by the Council. They will be regularly reviewed for efficiency.
7.5.7	The Council will nominate at least three members to be authorised by the Council to sign cheques
7.5.8	All items of expenditure will be authorised by the Council and the payments approved. The RFO will examine invoices and verify and certify the expenditure. Cheques will be completed for all transactions and signed by two authorised Councillors. The clerk will initial all counterfoils.
7.5.9	Any utility bill may be paid by Direct Debit provided that the instructions are signed by two authorised Councillors
7.5.10	On Line Banking will enable the Parish Council to process regular payments more efficiently. Typically these will include rental payments for the use of the hall "The Old Cart Shed", Payments to HMRC and payments for the grass cutting. It is agreed that the Chair of the Parish Council is authorised to make on line bank payments providing the governance set out below is followed. The Clerk as the RFO will email the chair with exact amounts payable The Chair will make these payments

	The Chair will report back to each Parish Council Meeting and record in the minutes each payment made. This will enable the auditor to track each payment against the bank statement.
7.6	Loans and Investments
7.6.1	All loans and investments will be negotiated in the name of the Council and will be set for a period approved by the Council
7.6.2	All borrowings will be in the name of the Council and will not be entered into until necessary approvals have been given. Any application will be approved by Council, especially the terms and purpose. These terms must be reviewed annually.
7.6.3	All investments of money under the control of the Council will be in the name of the Council and all certificates or other documents will be retained by the RFO
7.7	Contracts and Purchase Orders
7.7.1	An official order or letter will be issued for all work or service paid for by the Council. All Councillors and officers are responsible for obtaining good value for money at all times. An officer placing an order on behalf of the Council will ensure that good value and appropriate terms are obtained for the transaction. Decision needed quickly on the grounds of Safety can overrule the need to get more than one quote.
7.7.2	Orders for values: Under £500 the Clerk can accept 1 quote. £501 - £1000 – 2 quotes will be required. £1001 - £2000 – 3 quotes will be required. Contracts exceeding £2,000 require additional safeguards and will follow proper practice.
7.7.3	All estimates will be approved by the Council; while the Council is not obliged to accept the lowest quotation. The reasons for accepting the quotation will be recorded. The council will always consider good value and the Social Value Act 2013.
7.8	Assets:
7.8.1	The RFO will ensure that an appropriate and accurate Register of Assets is maintained by the Council. It will be reviewed at least annually, in conjunction with a health and safety inspection of assets if appropriate. These Standing Orders authorise the Clerk to spend up to £100 from the budget item 'contingency' on a single transaction to maintain assets in good order so as to protect assets and protect insurances. The Clerk may in consultation with the Chair also authorise ad hoc spend on administration such as authorising training that supports the Parish Council. In addition the Clerk may make decisions regarding Health & Safety issues and the efficient running of the Parish Council, in consultation with the Chair. All such spend must be reported at the next Parish Council meeting and properly minuted and shown in the accounts.
7.9	VAT:
7.9.1	The RFO will promptly complete any VAT Return that is required. Any repayment claim due in accordance with the VAT Act 1974 section 33 will be made at least annually coinciding with the financial year.
7.10	Insurance:
7.10.1	Following the annual risk assessment the Council will review the level of insurance cover and ensure it is adequate and appropriate for the activities of the Council. Minimum cover will include Public Liability, Employers Liability, Money and Fidelity Guarantee.
7.11	Risk Assessment:
7.11.1	A risk assessment will be undertaken annually of all the activities of the Council and a report

	approved by the Council. This assessment will also cover the appropriateness of the internal audit arrangements. The Risk Assessment will be reviewed annually.
7.11.2	If the Council undertakes a new activity not covered by the existing risk assessment an assessment will be undertaken before the activity commences.
7.12	Charity Donations will not normally be paid from Parish Council Funds. The Precept allocated to Tollard Royal is very low and as such village funds should not be used for charitable requests. Exceptional requests may be discussed and agreed upon at a Parish council Meeting. Charity requests may be passed to the Social Committee.
8	Freedom of Information:
8.1	The Council is subject to the Freedom of Information Act and has adopted the Model Publication Scheme for Parish Councils. The Clerk will ensure the Council conforms to the requirements of the Act allowing public access to the appropriate documents.
9	Clerk to the Council:
9.1	The Council may appoint a number of employees to assist it in the performance of its duties. The Council will appoint a Clerk to the Council who will be on an employed basis, unless the Clerk is a member of the Council, acting in an unpaid capacity.
9.2	The Clerk will act as the Proper Officer of the Council, and he/she will: receive the Declarations of Acceptance of Office and notices disclosing interests; sign documents on behalf of the Council and issue agendas and notices of meetings; receive and distribute plans and documents on behalf of the Council; and also advise the bank of changes to mandates with the bank.
9.3	The Clerk will act as Responsible Financial Officer or be responsible for managing a Finance Officer or other employees of the Council.
9.4	As an employee of the Council the Clerk is covered by employment legislation dealing with employment rights, discrimination in employment, unfair dismissal, redundancy and similar matters. The Clerk will therefore have a contract of employment stating the terms and conditions under which he/she is employed. This will effectively be administered by the Chair or designated Councillor acting with the authority of the Council.
10	Committees and 'Task and Finish Groups':
10.1	A decision cannot be taken by a single councillor. Under section 101 of the Local Government Act 1972, the council can delegate decisions to a committee, a sub-committee or the Clerk. The Council from time to time may set up committees and task-and-finish groups to undertake work on behalf of the Council. The Council will set their Terms of Reference, and they will report periodically to the Council. These sub committees are not subject to the full requirements of these Standing Orders. There is no need to produce Agendas, hold public meetings or keep minutes. Of course good practice and governance should be applied where applicable. Where reports are to be submitted to the Parish Council it is good practice to submit to the Clerk all papers for distribution in advance of the meeting so that all Councillors have time to read the papers. Papers may however be tabled at the meeting. Tollard Royal will adopt a practice of verbal reports to the Parish Council from any Task & Finish Group on an ad hoc basis that can then be minuted
10.2	Whilst being conscious that we are part of Government, we aim to run the Parish Council in a flexible, pragmatic manner that facilitates work being done given the small number of Councillors and the limited number of responsibilities. Responsibilities are split out between the Councillors. Typical responsibilities could include: <ul style="list-style-type: none"> • Highways, lighting, (and CATG rep) • Speeding • Footpaths • Pond

	<ul style="list-style-type: none"> • Orchard and Parish Green areas • Best Kept Village Competition • Asset maintenance • Planning • Emergency Planning • Phone Box – Defibrillator scheme • Parking • Drainage & Ditches • Provision of litter bins • Telecommunication Facilities • Signs • Traffic calming • War memorial • Admin & Finance • Power to make Bye-laws • Community Emergency Plan • Liaise with other local organisations to each council meeting and if needed seek approval to take an action or spend money.
10.3	<p>Tollard Royal has agreed the following Committees and Task & Finish Groups</p> <p>NOTE: it is possible to appoint special advisors and support to Committees. These individuals do not have to be councillors. However they will hold no voting rights or decision-making ability.</p> <ul style="list-style-type: none"> • Speed Watch • Highways – Drainage • Orchard & Green areas • Pond maintenance • Emergency Planning • Phone Box Defibrillator Scheme • Footpaths • Parking <p>The remit and purpose of the Committees will be reviewed at the Annual Parish Council Meeting when responsibilities are delegated. The Council may from time to time run a consultation exercise with parishioners to determine what people want from the Council.</p>
10.4	<p>Speed Watch: Delegated authority to organise volunteers, organise training as needed, organise the use of speed cameras as needed, liaise with the police as needed. A report back will be given to the Parish Council at the Ordinary Meetings. Should any expenditure be required the matter would be placed on the Agenda for an Ordinary Parish Council Meeting. There is no need to copy all the Councillors in on all general correspondence. This group may include non-councillors to help.</p>
10.5	<p>Highways and Drainage: Delegated authority to organise as necessary good maintenance of roads and drainage. There is no need to copy all the councillors in on all general correspondence. This group may include non-councillors to help.</p>
10.6	<p>Pond maintenance : Delegated authority to ensure a 1-year maintenance programme is put in place to keep the pond free from vegetation and in good order. The project will involve keeping an accurate regular record of the water table, monitoring the natural behaviour of the winterbourne pond, organising working parties to help maintain the pond as necessary.</p>

	An annual budget is allocated for pond general maintenance. The Parish Council must approve any expenditure over and above the general maintenance budget. There is no need to copy all the councillors in on all general correspondence. A full report on the pond will be given at each Annual Parish Council Meeting to discuss the on-going preservation of the pond and surrounding area. This committee may include non-councillors to help.
10.7	Street scene: Delegated authority to organise as necessary early stage of scoping out, fact-finding and consultation. Investigate and complete a fact finding mission and complete a report / proposal. This will be reported back to the Parish Council as required. There is no need to copy all the councillors in on all general correspondence. This committee may include non-councillors to help.
10.8	Emergency Plan: A delegated team will keep a village emergency plan. This will include a 'telephone tree' to help inform villagers in the event of an emergency. This team will keep the emergency equipment of sandbags and signs in good order.
10.9	Phone Box – Defibrillator Scheme: The village has purchased the village BT phone box and installed wifi / VOIP Phone and a defibrillator. A team will be responsible for ensuring all this equipment is in good order.
10.10	Footpaths: Delegated responsibility of footpath maintenance to contact the relevant authorities and report any issues. A report will be given to the Parish Council as needed. There is no need to copy all the Councillors in on all general correspondence. This committee may include non-councillors to help.
10.11	Parking: Parking has been a long-term problem for the village. The Parish Council has delegated responsibility to investigate the possible solutions to provide additional parking. This process may include a community consultation, correspondence with landowners and investigation of funding. A full report will be made to the Parish Council as required. There is no need to copy all the Councillors in on all general correspondence. This committee may include non-councillors to help.
11	Planning
11.1	<p>A delegated Councillor leads on planning. The full Parish Council will discuss all decisions where appropriate. When the Clerk receives a planning notice, the Parish Council has 3 weeks to comment on any planning application. This may mean the Chair has to call an Extraordinary Meeting. The Clerk will notify all Councillors by email of any planning notices stating the reference number. Councillors will all review the planning notice. The lead Councillor will agree with the Chair if an Extraordinary meeting is needed. The Clerk will then issue an agenda giving 3 clear working days of notice. The Clerk will record the decision and submit the correct documentation.</p> <p>TREES: Tollard Royal Parish Council has agreed that a public meeting is not always necessary to discuss planning application for the pruning or removal of trees unless contentious. All planning notices received in relation to trees will be posted on the notice board. Should any parishioner wish to object then an extraordinary meeting may be called. When a meeting is not called decisions can be taken by email correspondence and approved by the lead councillor and minuted as such at the next ordinary meeting. NOTE: only appointed Councillors may be involved in planning discussions. No other person can be appointed to this Committee.</p> <p>Should a tree on Parish land be designated as dangerous the Councillor who leads on planning can obtain an emergency order and determine if the Parish Council needs planning permission to fell the tree. The lead councillor and the Chair and the Clerk can make a decision on the grounds of safety.</p>
11.2	The clerk will usually send all formal letters and handle all correspondence. However Councillors may send general correspondence if they are pulling issues together, fact finding

	or finishing an agreed task. The Clerk should always be copied in so a record is maintained. Where appropriate the Chair can be copied in. It is not necessary to copy all Councillors. Councillors should be mindful that all correspondence could be asked for under a Freedom of Information request. Any letter sent by the council must be mindful of its legal position.
12	Emergency Business
12.1	Should it not be appropriate to convene a special meeting then any emergency business will be handled by the Clerk, in consultation with the Chair and one other Councillor. Actions will be reported promptly to the Council and minuted at the next ordinary Meeting. <i>(for example effluent running down a public road causing an immediate health hazard or a dangerous tree.)</i>
13	Alteration or Reversal of previous decisions
13.1	Decisions of the Council will not usually be revised within 4 months, except where a special item is placed on the agenda bearing the name of two Councillors, and is considered and approved by the Council.
14	Standing Orders
14.1	These and any other standing orders will be reviewed annually by the Clerk and the Chair, and any amendments will be decided by the Council. They can be amended as required and approved at any Parish Council Meeting.
14.2	During the course of meetings of the Council, the Chair's decision as to the interpretation of the standing orders will be final. In cases of doubt, the Council will seek the advice of the Wiltshire Association of Local Councils.
14.3	The Council may resolve to suspend a Standing Order, in order to progress the business of the Council, and such decision will be included in the minutes. The suspension will not be taken lightly and it will be time-limited.
15	Annual Parish Meeting
	The Annual Parish Meeting should not be confused with the Annual Parish Council Meeting. The Annual Parish meeting must be held between 1 st March and 1 st June. The Parish Council Chair, chairs this meeting with the Clerk recording the minutes. This meeting cannot be held in licence premises. It is usually held in The Old Cart Shed. This is a more informal meeting and gives villagers the opportunity to tell the Council what they want to see happen in the coming year. The Parochial Church Council, The Village Social Committee, Neighbourhood Watch and Speed Watch and the Community Newsletter will be encouraged to give a report to the village. This event is designed to be a social gathering. The Parish Council will organise and pay for refreshments. The event will be held BEFORE the Annual Parish Council Meeting so that any ideas and issues raised can be fed into the agenda of the Annual Parish Council Meeting. The Councillors will sit amongst the parishioners not act as a Council.

Nolan Principles

You are a member of the Tollard Royal Parish Council and hence you shall have regard to the following principles –known as the Nolan Principles

Selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Selflessness

Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their families or their friends.

Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that may influence them in the performance of their official duties.

Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness

Holders of public office should be as open as possible about all their decisions and the actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership

Holders of public office should promote and support these principles by leadership and example.

Code of Conduct for Tollard Royal Parish Council

You must promote and support high standards of conduct when serving in your public post, in particular as characterised by the following requirements, by leadership and example.

Accordingly, when acting in your capacity as a member or co-opted member:

1. You must act solely in the public interest and should never improperly confer an advantage or disadvantage on any person or act to gain financial or other material benefits for yourself, your family, a friend or close associate.
2. You must not place yourself under a financial or other obligation to outside individuals or organisations that might seek to influence you in the performance of your official duties.
3. When carrying out your public duties you must make all choices, such as making public appointments, awarding contracts or recommending individuals for rewards or benefits, on merit.
4. You are accountable for your decisions to the public and you must co-operate fully with whatever scrutiny is appropriate to your office.
5. You must be as open as possible about your decisions and actions and the decisions and actions of your authority, and should be prepared to give reasons for those decisions and actions.
6. You must declare any private interests, both pecuniary and non-pecuniary, that relate to your public duties, and must take steps to resolve any conflicts arising in a way that protects the public interest, including registering and declaring interests in a manner conforming with the procedures set out below.
7. You must, when using or authorising the use by others of the resources of your authority, ensure that such resources are not used improperly for political purposes (including party political purposes) and you must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.

[Members of Wiltshire Council will have regard to the Roles and Responsibilities of Wiltshire Councillors according to Appendix 1 and Wiltshire Council Behaviours Framework at Appendix 2.]

Registering and declaring pecuniary and non-pecuniary interests

8. You must, within 28 days of taking office as a member or co-opted member, notify your authority's monitoring officer of any disclosable pecuniary interest as defined by regulations made by the Secretary of State, where the pecuniary interest is yours,

your spouse's or civil partner's, or is the pecuniary interest of somebody with whom you are living as a husband of wife, or as if you were civil partners.

9. In addition, you must, within 28 days of taking office as a member or co-opted member, notify your authority's monitoring officer of any disclosable pecuniary or non-pecuniary interests which your authority has decided should be included in the register.
10. If an interest has not been entered onto the authority's register you must disclose the interest to any meeting of authority at which you are present, where you have a disclosable interest in any matter being considered and where the matter is not a sensitive interest.
11. Following any disclosure of an interest which is not on the authority's register or the subject of pending notification, you must notify the monitoring officer of the interest within 28 days beginning with the date of disclosure.
12. Unless dispensation has been granted, you may not participate in any discussion of, vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State. Additionally, you must observe the restrictions your authority places on your involvement in matters where you have a pecuniary or non-pecuniary interest as defined by your authority.

Publication Scheme

A council's Publication Scheme includes information that the council is expected to routinely publish and proactively make available to the public. As authorised by the 2000 Act, the Information Commissioner has created a 'model publication scheme' for all local councils.

7 classes of information must be made available to the public.

Class	Examples of information	Tollard Royal
Who makes up the council and their roles	Names of Councilors and the name of the Chair.	The Parish Charter contains all this information and this is published on the Notice Board and on the website
What the Council Spends and how it spends it	Annual Return form Precept Request Councilors Allowances	Budgetary information is available on request from the Clerk. Annual accounts will be posted on the Notice Board and on website
The Councils priorities	Annual report	This will be posted on the notice board each May
	Areas of responsibility	Responsibilities are allocated according to the Standing Orders. These will be allocated in May each year and recorded in the Minutes.
How the council makes decisions	Timetable of meetings Agenda's Responses to planning Councilors register of interests	Meetings are set in the Parish Charter and are publicised on the notice board The register of interest is held on Wiltshire's website WALC
The Councilors policies and procedures	Conduct of Business	These are set out in the Standing Orders
Lists and registers	List of assets	Available from the Clerk and on website
Council services		Set out in the Standing orders and agreed each year at the Annual Parish Council Meeting.

The Notice Board and website and email are the primary method of communication to the public. The Chair and the Clerk will maintain this.

The Parish Council keeps an email circulation list of Parishioners who prefer to use electronic communication methods. The Parish Council may also make use of the community website for public notices and the community newsletter.

All information is available from the Clerk.

Parish Charter

1. To democratically represent the views and wishes of the parishioners and champion these through the appropriate authority
2. To promote a sense of social unity within the parish
3. To encourage the development of the village in sympathy with its status within a Conservation area and AONB
4. To support the special needs of any disadvantaged parishioners
5. To prepare annual budgets which aim to balance the Parish Council's revenue with parishioner's expectations and the practical needs of the village.

Parish Council Structure

Name	Role	Phone No	E-Mail
Kay Allen	Chair	01725 552298	kayallenTRPC@gmail.com
John Carlyle-Clarke	Councillor	01725 516424	john@wormdrive.net
Richard Mitchell	Councillor	01725 516438	richardmitchelltrpc@gmail.com
Ali Worden	Councillor	01725 216249	aliwordentrpc@gmail.com
Adrian Jones	Councillor	01722446263	Adrian.jones.trpc@gmail.com
Graham Eames	Clerk	01725 530052	clerkTRPC@gmail.com

The Parish Council holds regular Parish Council Meetings in the Old Cart Shed, usually on the 2nd Monday of alternative months starting at 7:00pm Notices of regular and extraordinary meetings are posted on the Notice Board at least 3 clear working days prior to any meeting. The public and the press are always welcome to attend.

Freedom of Information

Under the Freedom of Information Act, we have a duty to adopt and maintain a publication scheme, which sets out the class of information we hold and how the public can access this. We have adopted the Model Publication Scheme as issued by the Information Commissioners Office. Information is available from the Clerk. A nominal charge may be made for photocopying.

Contact details

Graham Eames

Email: clerktrpc@gmail.com

Telephone: 01725 530052

Postal address: Lower Garden Cottage Tollard Royal

Schedule of meetings 2017 – 2018

Parish Council Meetings

9th January 2017 – set precept

13th March 2017

4th May Election

8th May Annual Parish Council Meeting - new council elected

Monday 10th July

Monday 11th September

Monday 13th November

2018

8th January

12th March

14th May

9th July

10th September

12th November – budget setting for 2018