



Established 1894

Angmering Parish Council

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MINUTES OF THE MEETING OF THE ANGMERING PARISH COUNCIL HELD ON MONDAY 9 AUGUST 2021 AT THE ANGMERING VILLAGE HALL, KING SUITE

Present: Councillors Nikki Hamilton-Street (Chair), Mike Jones, Alison Reigate (Vice Chair), Rhys Evans, Lee Hamilton-Street, Norma Harris, Sylvia Verrinder, Paul Bicknell and John Oldfield.

In Attendance: Katie Herr (Clerk), Tracy Lees, (Committee Clerk)

Acronym: Angmering Parish Council – APC; West Sussex County Council – WSCC; Arun District Council – ADC; Angmering Community Land Trust – CLT; Planning & infrastructure Committee (formally HTP) – PI; Community, Leisure, Environment & Wellbeing Committee – CLEW; Neighbourhood Plan – NHP; JEAAC - Joint Eastern Arun Area Committee; Sussex & Surrey Association of Local Councils – SSALC; Traffic Regulation Order – TRO.

AGENDA ITEM	MINUTE NO.	AGENDA POINT	ACTION FOR
1	21/044	APOLOGIES FOR ABSENCE Apologies were received and approved for Cllr. Kevin Haag, Cllr. David Marsh, WSCC Cllr. Deborah Urquhart and District Cllr. Mike Clayden. Apologies were not received from District Cllr. Andy Cooper.	
2	21/045	DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA. Cllr. Verrinder declared a non-pecuniary interest in item 12 relating to the Angmering Community Centre. No other declarations were made.	
3	21/046	APPROVAL OF MINUTES Approval of the minutes of the meeting of the committee from Monday 12 July 2021 were agreed by all and will subsequently be signed by the Chair.	
4	21/047	PUBLIC CONSULTATION No members of the public were present, and no questions had been submitted. Cllr. A Evans wanted to share his disappointment regarding some of the comments made on a Facebook post which had been posted by APC relating to Amazon vans driving through the village. He explained that he had invited these people to attend a council meeting so they could express their views	

direct to the parish council on more than one occasion but had not had a reply from any of them. He also commented that not all the comments came from people that lived in Angmering, in fact some as far as 15 miles away.

Cllr. Bicknell brought up that he had received several comments regarding the bus coming down the High Street and asked if this was temporary.

Action: The Clerk to investigate if this is a temporary bus route and to put an update on the APC website.

KH

5 21/048 THE CLERK'S REPORT ON MATTERS OUTSTANDING FROM PREVIOUS MEETINGS, BUT NOT INCLUDED ON THIS AGENDA, WHICH WILL INCLUDE SPECIFIC UPDATES ON:

a) The action list.

For the Action List see **Supporting Papers**

b) Any subsequent matters that have arisen since the agenda was set.
None.

The Clerk advised there were not any updates to her report and invited questions.

It was noted that Councillors had discussed or were working on the items included in the report.

Cllr. L Hamilton-Street asked if the current finish to Cow Lane is going to be the final layer or will something else be added.

Action: The Clerk to contact WSCC to ask and report back.

KH

Cllr. Verrinder advised that the Conservation Group were meeting on Friday 20 August and what would be taking place. Cllr. Verrinder also asked about item 12 (Village Market) the Clerk explained that plans were still to be drawn up and more information would follow when finalised.

Cllr. Bicknell commented on item 13 and asked if the Job Pack sent to the contractors could be obtained, the Clerk will ask if this is possible.

Action: contact the contractor and ask for a copy of the Job Pack.

KH

Cllr. Verrinder asked why Honey Lane was mentioned under Operation Watershed, the Clerk advised that this related to the first few properties.

6 21/049 CHAIRMANS REPORT

The Chair invited questions on her report.

No questions were asked.

7 21/050 REPORT FROM THE WEST SUSSEX COUNTY COUNCILLOR

Cllr. Urquhart was unable to attend the meeting and no report had been submitted.

8 21/051 REPORT FROM THE ARUN DISTRICT COUNCILLORS

Cllr Mike Clayden was unable to attend the meeting and no report had been submitted.

Cllr Andy Cooper did not attend the meeting and no report was submitted.

A discussion then took place regarding Green Waste / Brown Bins as councillors were very concerned over the amount of missed collections and promises not being upheld. Cllr. L Hamilton-Street had concerns over costs of the service not being provided and why APC residents were not getting the service they are paying for. Cllr. N Hamilton-Street explained that she had written a letter to Cllr. Shaun Gunner, Leader of the Council and Conservative Group for ADC regarding this and was still waiting for a reply.

9 21/052 NEIGHBOURHOOD PLAN

There are no updates regarding the Neighbourhood Plan

10 21/053 ANNUAL BUSINESS PLAN 2021/2022

Cllr. N Hamilton-Street asked for any updates and the Clerk advised that the plan had been discussed at the last CLEW meeting.

Cllr. L Hamilton-Street spoke regarding the IT update which is an autumn action. A questionnaire has been produced which will be sent out to all councillors.

Action: IT questionnaire to be sent to all councillors.

LHS

Cllr. R Evans updated all present on his plans for going out to meet the public and will send an email to all to schedule in dates/times for this to happen.

Action: Email to be sent to confirm councillor availability.

RE

Cllr. Jones talked about signage regarding dog fouling and asked if a new sign could be produced by the APC office.

Action: Cllr. Jones to provide an outline of the new sign so the office team can look at producing it.

MJ

Cllr. Bicknell requested that a column be added to the plan that stated when each action had been updated. This was agreed.

Cllr. Jones wanted to give his thanks for all the work the APC office team had been doing behind the scenes relating to this plan.

11 21/054 ENGAGING THE SERVICES OF A PLANNING CONSULTANT

Cllr. N Hamilton-Street explained the rationale behind this engagement and invited questions. A discussion took place.

Councillors agreed that this was a good idea and also a good choice of consultant. The costs involved were looked at and all agreed were acceptable.

Cllr. N Hamilton-Street also gave an overview of the consultant's background and advised that they had a lot of prior knowledge about Angmering, and that APC had worked with them successfully before.

The Clerk advised that Rustington Parish council were willing to share the costs relating to the planning application concerning the Land at Rustington Golf Centre.

Cllr. A Evans was keen that all responses to applications be looked at from all sides.

RESOLUTION: Cllr. Reigate **PROPOSED** that APC would move £3,000.00 into Professional Services to engage the services of a professional planning consultant. Cllr. Harris **SECONDED** and **ALL AGREED**.

12 21/055 QUARTERLY REVIEW OF THE BUDGET

Cllr. N Hamilton-Street asked if there were any questions, none were asked.

RESOLUTION: Cllr. Jones **PROPOSED** that £5,000.00 be moved from the Mayflower Improvement Fund to Angmering Community Centre - Routine Maintenance in order to fund replacement fire doors. Cllr. Oldfield **SECONDED** and **ALL AGREED**.

13 21/056 COMMUNITY GRANT APPLICATIONS

No grant application forms have been received.

The 2021/2022 budget for Community Grants is £3,800.00. The total grant pot available for the remainder of the year is £1,940.00.

14 21/057 2021/2022 FINANCIAL REPORT

The Clerk presented the report, no questions were asked regarding the report.

Cllr. Jones signed the reconciliations for July 2021.

15 21/058 QUESTIONS ON THE ALREADY CIRCULATED NOTES OF MEETINGS OF PARISH COUNCIL WORKING PARTIES, REPRESENTATIVES ON OTHER ORGANISATIONS OR NOTES ON OTHER MEETINGS ATTENDED

No questions were asked.

16 21/059 QUESTIONS FROM COMMITTEES HELD SINCE THE LAST MEETING

- The Planning and Infrastructure Committee.
Cllr. R Evans asked for clarification regarding the objection to the Chandlers site, particularly regarding the retail unit. Cllrs. N Hamilton-Street and Oldfield explained APC position and the reasoning behind it.
- CLEW Committee – None.
- Governance & Oversight Committee – None.

17 21/060 TO CONSIDER ANY URGENT MATTERS, FOR INFORMATION ONLY, ARISING SINCE THE PREPARATION OF THIS AGENDA

None.

DATE OF NEXT MEETING

The Committee's next meeting will be on **Monday 13 September 2021** at 7:30pm in the King Suite, Angmering Village Hall.

The meeting concluded at 20:12.

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Chairman

Date.....



Clerks Report September 2021

Agenda Item 6

1) **Planning Applications.**

South of Water lane – APC are currently trying to resolve an issue regarding S106 contributions for the Angmering Flood Alleviation Scheme. Cllr Deborah Urquhart has been investigating this with WSCC and their legal team.

North of Water Lane – Plans have been consulted on by ADC and changes are needed before reserved matters application is submitted.

Land at Rustington Golf Centre, A/129/21/PL – Application has been submitted for 191 houses on the golf course land. APC, along with other local parishes have put in a robust objection to these plans and will attend the council meeting at ADC once a date has been confirmed.

Chandlers Site A/110/21/PL – Application is now in and comments being welcomed. APC have put in their comments to ADC.

Land South of Littlehampton Road A/168/21/PL + A/169/21/PL + A/164/21/AG – Applications have been submitted. Meetings held with local parishes regarding this application have taken place. Concerns are shared amongst the parishes.

- 2) **ASRA Lease** – Work still ongoing. Waiting for solicitor to confirm updates to lease.
- 3) **Bramley Green Cycle Path** – The site has been measured up and quotes requested by WSCC. The office continue to request updates and push for the work to be completed urgently.
- 4) **CLT Deed of Variation** – Working on information to be brought to the next full council for agreement.
- 5) **Mayflower Park Lighting** – Awaiting update on response from grant request.
- 6) **Conservation Area** – Update to be given at PI regarding current status of the groups last meeting and next steps.
- 7) **Traffic Survey** – Investigation work still ongoing regarding information received back from WSCC.
- 8) **Dappers Lane** – We are in contact with the Compass bus company to amend their route so they do not use Dappers Lane. Once the works down Arundel Road have finished (October 2021) 2 weeks notice will be given and the route changed.
- 9) **Angmering Revealed** – Work continues on this event which will bring together clubs and associations and allow residents to see what Angmering has to offer. The unveiling
- 10) **Lloyd Goring Close Allotments** – Proposal still under review as notice needs to be served.
- 11) **Angmering Village Market** – Update will be taken to CLEW as Tracy is still finalising details.
- 12) **Cow Lane Resurfacing** – Final confirmation of completion of works requested.

- 13) **Angmering In Bloom** – Work continues with AIB to site some temporary planters using funding secured through ADC.
- 14) **Mayflower Way** – Tracy has been investigating the cost/process of WSCC adopting roads and the costs involved. Information has been received and next steps sought.
- 15) **Water Fountain** – Meeting held with Coastal Drains regarding positioning and time scale. Once confirmation has been received of a start date it will be shared. There will also be a tap for AIB/APC – key controlled.
- 16) **Sundowners Event** – Councillors and staff attended this well supported event – thank you for your support to all those who made themselves available. The food stalls sold out and it is hoped that more events will follow in 2022.
- 17) **Mayflower Park** – Work is being completed on the drainage for Crayfern Homes and CLT which involves works on Mayflower Park. Risk assessments, method statements and works maps have been received by the Clerk and are saved for future reference. Facebook posts will be made once completion dates have been confirmed.
- 18) **Internal Audit** – Date has been set for 1 December 2021 to be completed in person at the office with the Clerk.

Meeting Date	Agenda No:	Minute No:	Title	Action Required	Action to be taken	Comments & Next steps	Delegated To
10.08.20	4	20/068	Pulic Consultation: Cow Lane	Report back on what surface options are available from WSCC		Chased Emily again for confirmation of completion and photos	KH
12.10.20	15	20/114	Bore Holes at Community Centre	Instruct the company to go ahead and drill the bore holes, share report once received.		Latest update being sought 13/07/21	TL
14.12.20	10	20/149	Operation Watershed	Chase information on the Honey Lane project and report back.		Suggestion received from Deborah Urquhart of using Chandlers Site CIL money to repair the lane. Update - we are not entitled to CIL money from Chandlers Site - as per Michael Eastham email 05/08/2021	KH
14.12.20	10	20/149	Operation Watershed	The Clerk to check that Swillage Lane Pond would not affect the Honey Lane project and report back.		Chased WSCC - awaiting reply 01/09/2021	TL
08.03.21	4	20/198	Village Gates	Look into the possibility of installing village gates		Clerk would like to put this item on hold until works on Water Lane width have been completed as it may result in moving the signs.	KH
12.07.2021	5	21/030	Clerks Report	Put LoveWestSussex app on all iPads		No councillors have bought their ipads in yet 08/09/2021	KH
09.08.2021	10	21/053	ANNUAL BUSINESS PLAN	IT questionnaire to be sent to all councillors.			LHS/KH

Task has been started
Task to remain on the list



Chair's report September 2021

As the community begins to get back to some normality, we must continue to promote “hands-face-space” particularly when inside. Positive COVID rates in Arun continue fluctuate, however the amazing work being undertaken by the Angmering Medical Centre, Community Centre and volunteers to deliver the vaccinations, is supporting steps back to normality and living with the virus.

Angmering in Bloom heritage board St Nicholas garden – the work being undertaken to enhance the garden is coming along well, and I and other Councillors attended the unveiling of the board. The talk by Amie Friend from Worthing Archaeological Society really brought the site to life

Tree Preservation Orders – we are very fortunate to have a village full of mature trees. There are a number of TPO's around the village, that are listed on ADC website. Concerns have been raised by residents about those that aren't listed. Thank you to Tara for making enquires and understanding the process. I would ask that Councillors advise the office of any concerns around tree removal as a matter of urgency.

S106/CiL – as I write this, we have received a disappointing response from Karl Roberts that does not represent the time line or our understanding with regards the flood alleviation scheme. We have again raised this issue with our County Councillor Deborah Urquhart, and I will be submitting a question to ADC Full Council for their September meeting.

Eastern Arun Parish meeting – we hosted a meeting with the Parishes and Barrett David Wilson, to receive a presentation on the proposed development on the Rustington Golf Centre. All attendees raised concerns relating to the number of properties, the impact on the highways and the safety of residents leaving the development by foot or cycle and connecting to local area.

A comprehensive objection has been submitted and we await ADC decision.

Allotments at Lloyd Goring Close

We have had confirmation that legal process is now taking place to allow this site to be used to benefit the community. It is hoped that we should be in a position to start work early in 2022.

Sundowners – thank you to Tracy, Roy and Councillors who supported the event at Mayflower Park on Friday 3rd. It was fantastic to see so many people, enjoying the food, music and socialising, including Chair and Clerk of East Preston ! I understand that attendance was over 600 people.

Nikki Hamilton-Street



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SUPPORTING PAPER

ANGMERING PARISH COUNCIL VIRTUAL COMMITTEE MEETING

MONDAY 13 SEPTEMBER 2021

Agenda Item 11 - Repair Needed At Angmering Skate Park

As a result of the external Play Area Inspection carried out on 18 June 2021 repair work needs to be carried out on the Angmering Skate Park – see photos below



12 - Moderate Risk

Item: Concrete Bowl
Manufacturer: Not Identified
Surface Type: Concrete
Item Quantity: 1
Equipment Compliance: Yes
Surface Area Compliance: Yes

Total Findings: 1



Finding 1

The riding surface of the ramp is damaged in places - Repair all damaged surfaces

Multiple quotes were sought and are shown below.

Quote Request 1. 11 August 2021

Sorry for the delay I have just got back from annual leave.

The guys have taken another look and we feel this job is a bit too in depth for us and you would be better contacting a specialised skate ramp company.

Quote Request 2. 24 August 2021

I have been with a contractor we would have used and he has advised that it's a specialist trade that would need to do the repairs to the bowl. I asked if he knew anyone and unfortunately he doesn't. Sorry we could not help you on this occasion.

Quote Request 3. 19 August 2021

Thanks for your email and phone call.

After checking with our operations team unfortunately we cannot assist with repairs as the Skate isn't a product of *****

Quote Request 4. 17 August 2021

Carry out repairs to an existing skate bowl at Mayflower Way Park. Angmering

- **Preparation**
Grind out all relevant areas to a 5mm minimum gap. Clean around prepared areas.
- **Sika silicon concrete repair compound**
*Once all relevant areas have been prepared, fill in all gaps with a silicon jointing compound.
All larger gaps will be filled in with a sika grout compound*
- **Site Reinstatement**
Once all works have completed the skate bowl will be returned to its former glory.

Total cost includes material, equipment, expenses and Labour.

Total £1,350.00 + vat

Quote Request 5. 06 August 2021 - Skate ramp/bowl company

Quotation to fill cracks which are causing safety issues at Angmering bowl;

Labour & Materials £650.00 + Vat

Decision

Agreement is needed of which quote to approve and move forward with.



ANGMERING PARISH COUNCIL APC STANDING ORDERS 2021

**MODEL STANDING ORDERS 2018 FOR
ENGLAND (REVISED 2020)**

**ANGMERING PARISH COUNCIL
Authored by: Katie Herr/Tracy Lees
Date Updated: August 2021
Version: 1**

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Introduction

These model standing orders update the National Association of Local Council (NALC) model standing orders contained in “Local Councils Explained” by Meera Tharmarajah (© 2013 NALC). This publication contains new model standing orders which reference new legislation introduced after 2013 when the last model standing orders were published.

How to use model standing orders

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

Notes

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is NALC's view that all model standing orders will generally be suitable for councils.

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

A model standing order that includes brackets like this ‘()’ requires information to be inserted by a council. A model standing order that includes brackets like this ‘[]’ and the term ‘OR’ provides alternative options for a council to choose from when determining standing orders.

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.
- 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.

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- 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.
 - 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.

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- 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 3 minutes without the consent of the chairman of the meeting.

2. 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.

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- c If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. 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.**
- 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.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 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 than 3 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 and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chairman of the meeting may at any time permit a person to be seated when speaking.
- 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 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;

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- 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.
 - x A meeting shall not exceed a period of 2 hours, unless permission is sought from the majority of the councillors present.

4. 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.

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- 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 5 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;

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- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xii. may dissolve a committee or a sub-committee.

5. 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.

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- 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:
 - 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. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4;
 - ix. Review and adoption of appropriate standing orders and financial regulations;
 - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
 - xi. Review of representation on or work with external bodies and arrangements for reporting back;

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- xii. 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;
 - xiii. Review of inventory of land and other assets including buildings and office equipment;
 - xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
 - xv. Review of the Council's and/or staff subscriptions to other bodies;
 - xvi. Review of the Council's complaints procedure;
 - xvii. 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*);
 - xviii. Review of the Council's policy for dealing with the press/media;
 - xix. Review of the Council's employment policies and procedures;
 - xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
 - xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. 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.**

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- 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.

7. 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 4 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.

8. 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.

9. 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 7 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 5 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.

10. 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:

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- 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;
 - 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.

11. 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.

12. 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 () held on [date] in respect of () 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.

13. 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 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 the Proper Officer 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 by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting 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**

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- iii. it is otherwise appropriate to grant a dispensation.

14. 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.**

15. Proper officer

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:

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- 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 a councillor has given written notice at least 5 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 councilor'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. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the

Council except where there is a resolution to the contrary;

- xi. 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);
- xii. arrange for legal deeds to be executed;
(see also standing order 23);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the Chairman or in his absence the Vice-Chairman (if there is one) of the Council 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 and Infrastructure Committee.
- xvi. manage access to information about the Council via the publication scheme;
and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(see also standing order 23).

16. 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.

17. 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.
- c 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 receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council’s aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported andwhich 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 (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 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.

18. 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
 - 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 unless it proposes to use an existing list of approved suppliers (framework agreement).**

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- 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 £189,330 for a public service or supply contract or in excess of £4,733,252 for a public works contract; or £663,540 for a social and other specific services 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.**

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- 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 £378,660 for a supply, services or design contract; or in excess of £4,733,252 for a works contract; or £663,540 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

- a A matter personal to a member of staff that is being considered by a meeting of the Governance and Oversight Committee, is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chairman of Governance and Oversight Committee or, if he is not available, the vice-chairman (if there is one) of the Governance and Oversight Committee, of absence occasioned by illness or other reason and that person shall report such absence to the Governance and Oversight Committee at its next meeting.
- c The chairman of the Council, or in his absence, the vice-chairman shall conduct a review of the performance and annual appraisal of the work of the Clerk.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chairman of the Governance and Oversight Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of Governance and Oversight Committee.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Clerk relates to the chairman or vice-chairman of the Governance and Oversight Committee, this shall be communicated to another member of the Governance and Oversight Committee,

which shall be reported back and progressed by resolution of the Governance and Oversight Committee.

- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. 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 **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

21. Responsibilities under data protection legislation

Below is not an exclusive list. See also standing order 11.

- a The Council shall appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**

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- d **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.**
 - e **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.**
 - f **The Council shall maintain a written record of its processing activities.**

22. 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.

23. 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), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.**

24. 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.

25. 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.

26. 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 4 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 as possible.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

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The Model Standing Orders 2018 for England were revised in 2020.

Meeting policy was approved at:

Date:

Date of next review:



Established 1894

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APPLICATION FOR A GRANT FROM ANGMERING PARISH COUNCIL 2021 – 2022

GUIDELINES FOR APPLICATIONS

A grant is any payment made by the Parish Council, to be used by an organisation which is not directly controlled or administered by the Parish Council, for a specific purpose in the furtherance of the well-being of the local community.

The contribution made by the numerous organisations to the well-being of the local community is highly valued. In support of such voluntary efforts the Parish Council allocates a modest annual budget to award small grants to voluntary and community groups, subject to available resources. The purpose of the grant is to support voluntary and community initiatives which enhance the quality of life for residents in Angmering.

Funding is available, throughout the year, subject to budgetary constraints, and in line with the Parish Council's specified application deadlines (see page 9). Organisations wishing to apply for a grant from the Parish Council are advised to read the following Grant Criteria to ensure their application is eligible for a grant. It is also encouraged that applicants contact the Parish Council to discuss their project prior to applying for a grant.

GRANT CRITERIA

Applications will be considered from voluntary, community groups and organisations. Applications will not be considered from individuals or private sector organisations. All applicants must be able to submit a copy of the group's constitution / set of rules, which include the aims and objectives for the group.

In order to help ensure a fair distribution of funds, only one application, per financial year, per organisation may be submitted to the Parish Council.

Any grants awarded must be paid into the group's bank account, which must be in the same name as outlined on the group's constitution. The group's bank account must have at least two authorised signatories. Any monies awarded shall be the responsibility of the recipient organisation.

Applicants may apply for start-up funding, running costs, and / or the purchase of one-off pieces of equipment or capital projects. A clear budget breakdown must be provided with each application. Please refer to the following table for the maximum levels of funding that can be awarded for different types of expenditure:

PURPOSE OF GRANT	Up to a maximum of:
Start-up grant (for newly established groups, defined as those in existence for less than 12 calendar months), can include applications for running costs and equipment)	£750
Running costs	£250
One off cost (e.g. purchase of equipment)	£500
Capital costs (e.g. costs associated with building projects or alterations to premises)	£750

CONDITIONS AND EXCLUSIONS
Typically, awards will not be given for administration costs
Awards must be seen to be for the benefit of a significant number of Angmering residents
Awards will not generally be given to individuals
Awards must be used for or towards the specific project or item applied for
Once project completed, evidence must be provided that the award was used appropriately

THINGS TO NOTE

1. Organisations must be able to submit a copy of their previous year's accounts. In the case of new organisations, a full budget for the proposal must be submitted.
2. Applicants must provide an answer to all the questions on the application form.
3. Applicants must be able to demonstrate how a grant would benefit the community of Angmering.
4. Account will be taken of the extent to which funding has been sought or secured from other sources, including the group's own fundraising activities.
5. On-going commitments to award grants in future years will not be made by the Parish Council.
6. The Parish Council may make the award of any grant subject to such additional conditions and requirements as it considers appropriate. In addition, the Parish Council may decide to defer the application to a future meeting whilst further information is sought from the group.
7. In the event the grant is not used in part or in full, the group must notify the Parish Council with a full explanation. If the grant is not used for the purpose intended, the Parish Council reserves the right to request its return.
8. Please note: The Parish Council will acknowledge receipt of all applications submitted. Applicants can expect to be contacted approximately 4 weeks after each deadline date with the outcome of the Full Parish Councils decision.

APPLICATION FOR AN ANGMERING PARISH COUNCIL GRANT

Please ensure you read the **Guidelines for Applications** before completing this form.

In order to be eligible for a Parish Council Grant you or your organisation must:

- Complete **ALL** sections.
- Make sure the Declaration is signed correctly in **Section D**.
- Confirm your understanding of our Data Protection statement in **Section E**.

SECTION A: ORGANISATION DETAILS

NAME OF ORGANISATION/GROUP

4Sight Vision Support

DETAILS OF APPLICANT

To whom all correspondence should be sent

Name: Jessica Passmore

Position within the organisation: Community Fundraiser/Marketing & Communications Officer

Address: 36 Victoria Drive, Bognor Regis, West Sussex

Postcode: PO21 2TE

Telephone Number: 01243 838 001

Website: www.4sight.org.uk

WHAT TYPE OF ORGANISATION ARE YOU?

Tick relevant box

A Charity providing services available to residents of Angmering	Yes
An existing local group or organisation providing services available to residents of Angmering	
A new group or organisation, wishing to provide services for the residents of Angmering	

BRIEFLY DESCRIBE THE MAIN PURPOSE OF YOUR ORGANISATION/GROUP

We support people in West Sussex who are living with sight loss, by ensuring that their diagnosis is not a one-way road to isolation and loss of independence. We aim to make a positive difference in their lives by providing support, advice, advocacy and training to improve the quality of their life and help them to retain their independence after sight loss.

WHEN WAS YOUR ORGANISATION / GROUP FORMED?

In 1921; this year we are celebrating our 100th Anniversary. Please see attached a copy of our special edition 100th Anniversary newsletter.

HOW MANY MEMBERS DOES YOUR ORGANISATION HAVE?

This should include people who are involved in the activity

Adult	2174
Junior (under 16)	24

WHAT % OF YOUR MEMEBERS LIVE IN ANGMERING?

0.7%

IS YOUR ORGANISATION A REGISTERED CHARITY?

Tick relevant box

Yes	Yes	If yes, please provide the registered charity number below
No		Charity Number: ...1075447.....

PROJECTED INCOME

Tick relevant box

Please provide a summary of your most recent accounts and whether the figures below are:

A projection because the organisation has been running for less than 15 months ☐

Information from the organisation's latest accounts: Yes

<u>Account Year Ending</u>	
Total Income for the year	£357,447
Total expenditure for the year	£518,554
Surplus or deficit	(£161,107)
Total savings or bank reserves at year end	£246,530

SECTION B: DESCRIPTION OF ACTIVITY/PROJECT TO BE FUNDED

1. Please give a description of the purpose for which you are seeking a grant

We are seeking funding for our essential Outreach Services, so that we can continue supporting people with sight loss living in your parish. We do not charge our members subscription or for our services, as we do not want there to be a financial barrier to anyone receiving our help and support.

Our experienced Outreach team will provide contact with people who are living with sight loss to ensure they have access to support, advice, advocacy and training, so that they do not become socially isolated or lose their independence.

Please see attached letter for more information about how we can be there for people living with sight loss at their time of need.

2. How will / does your project or activity benefit the residents of Angmering?

This will benefit anyone living in the parish of Angmering who has got sight loss, as well as their family and carers.

3. Who will benefit from this activity? How many people and how often?

There are currently 16 members living in your parish who will benefit from this funding.

4. How will you know that your activity was successful? How will you record its success?

Success is measured through an annual member survey and informal feedback received in person, over the phone and by post, which is recorded on our database and used to inform decisions around the development and improvement of our services.

5. If this application is to undertake a new project, how do you know there is a need for this activity? Please include any appropriate evidence.

N/A

SECTION C: AMOUNT OF GRANT REQUESTED

1. What is the amount of the Grant you are seeking from Angmering Parish Council?

£250 to fund the cost of supporting 5 of the 16 members living in your parish of Angmering.

2. Please indicate in which category you feel your request for funding falls into:

Please tick the relevant box		
Start-up grant (for new groups, can include running costs and equipment)	£750*	
Revenue (running costs)	£250*	Yes
One off cost (e.g. purchase of equipment)	£500*	
Capital costs (e.g. costs associated with building projects or alterations to premises)	£750*	

(*Figures shown indicate the maximum grant allowance for this category)

3. What is the total cost of the project or activity?

It costs £50 for our Outreach team to provide support to one person for a year.

The total cost is £800 for the 16 members living in your parish of Angmering.

4. If the total cost of the activity for which you require a grant is more than the amount requested, do you have the remaining balance available?

Tick relevant box

Yes	Yes
No	

Have you applied for financial assistance elsewhere?

Tick relevant box

Yes	Yes
No	

If **YES**: Please indicate details of organisations/individuals approached and amounts requested and whether the contribution is secured or still pending consideration.

We have an active fundraising team that applies regularly to Trusts and Foundations, as well as to Town and Parish Councils across the county. Our work is also funded from individual donations and community fundraising events that take place throughout the year.

We have not received any other funding for our members in your specific geographical area.

5. Please give details of your own fund-raising efforts:

I am part of the fundraising team that is responsible for organising local community events. I also carry out regular applications to Town and Parish councils throughout West Sussex, to help secure funding for their residents.

6. If applying for running costs, please provide information on your endeavours to secure alternative sources of funding.

The fundraising team has worked hard to proactively apply to an ongoing established portfolio of trusts and foundations. However, it has and remains an incredibly challenging time for fundraising.

The Covid-19 restrictions during last year meant that we had to cancel events, street and store collections, as well as activities with donors and local businesses.

However, this year we have several fundraising activities planned, including a special Ball on 29th October to celebrate our 100th Anniversary.

7. Has your organisation received a grant from Angmering Parish Council before?

Tick relevant box

Yes	Yes	If yes , please state when and how much awarded?										
No		<table> <tr> <td>Amount</td> <td>Year awarded:</td> </tr> <tr> <td>£250</td> <td>2014</td> </tr> <tr> <td>£400</td> <td>2017</td> </tr> <tr> <td>£400</td> <td>2018</td> </tr> <tr> <td>£250</td> <td>2019</td> </tr> </table>	Amount	Year awarded:	£250	2014	£400	2017	£400	2018	£250	2019
Amount	Year awarded:											
£250	2014											
£400	2017											
£400	2018											
£250	2019											

How did you hear about this grant scheme?
We apply regularly each year.

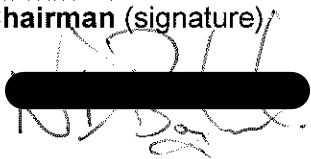
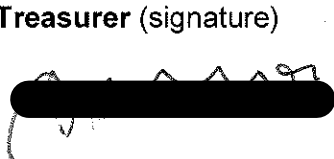
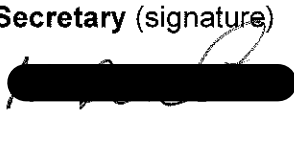
SECTION E: DECLARATION

Declaration

Please ensure that this form is signed by a minimum of two appropriate members of your group.

In signing this declaration, we agree that:

1. The information provided in this application is correct.
2. We have read, understand and accept the Terms & Conditions of Funding by Angmering Parish Council
3. We will complete and return a Project Completion Report (PCR) within six months of receiving funding.
4. We have adequate and appropriate cover for our activities

Chairman (signature) 	Treasurer (signature) 	Secretary (signature) 
Date: 12/8/21	Date: 12/8/21	Date: 12/8/21
Please print full name Norman Boyland	Please print full name Arthur Mayson	Please print full name Nik Demetriades

SUBMIT YOUR COMPLETED APPLICATION AND SUPPORTING DOCUMENTS TO:	APPLICATION DEADLINE:
Email: admin@angmering-pc.gov.uk Post: Katie Herr – Clerk Angmering Parish Council The Corner House The Square Angmering West Sussex BN16 4EA Tele: 01903 772124	The application form should be submitted on or before the 1 st Monday of every month

SECTION F: DATA PROTECTION

As Angmering Parish is a public body, we must comply with the Data Protection Act 1998. We are committed to protecting your privacy and will ensure any personal information is handled properly under the Data Protection Act.

We will use the information you give us on the application and supporting documents for:

- Grant application
- Monitoring grants
- Evaluating the way our funding programmes work and the effect they have
- Reporting statistics to Government

We may also give copies of this information to individuals and organisations such as:

Accountants, auditors and external evaluators.

Other organisations or groups involved in delivering the project.

Please tick the box the box to confirm your understanding of Data Protection ☒



Established 1894

Angmering Parish Council

The Corner House
The Square
Angmering
West Sussex BN16 4EA

Telephone: 01903 772124

E-mail: admin@angmering-pc.gov.uk

Website: www.angmeringparishcouncil.gov.uk

APPLICATION FOR A GRANT FROM ANGMERING PARISH COUNCIL 2021 – 2022

GUIDELINES FOR APPLICATIONS

A grant is any payment made by the Parish Council, to be used by an organisation which is not directly controlled or administered by the Parish Council, for a specific purpose in the furtherance of the well-being of the local community.

The contribution made by the numerous organisations to the well-being of the local community is highly valued. In support of such voluntary efforts the Parish Council allocates a modest annual budget to award small grants to voluntary and community groups, subject to available resources. The purpose of the grant is to support voluntary and community initiatives which enhance the quality of life for residents in Angmering.

Funding is available, throughout the year, subject to budgetary constraints, and in line with the Parish Council's specified application deadlines (see page 9). Organisations wishing to apply for a grant from the Parish Council are advised to read the following Grant Criteria to ensure their application is eligible for a grant. It is also encouraged that applicants contact the Parish Council to discuss their project prior to applying for a grant.

GRANT CRITERIA

Applications will be considered from voluntary, community groups and organisations. Applications will not be considered from individuals or private sector organisations. All applicants must be able to submit a copy of the group's constitution / set of rules, which include the aims and objectives for the group.

In order to help ensure a fair distribution of funds, only one application, per financial year, per organisation may be submitted to the Parish Council.

Any grants awarded must be paid into the group's bank account, which must be in the same name as outlined on the group's constitution. The group's bank account must have at least two authorised signatories. Any monies awarded shall be the responsibility of the recipient organisation.

Applicants may apply for start-up funding, running costs, and / or the purchase of one-off pieces of equipment or capital projects. A clear budget breakdown must be provided with each application. Please refer to the following table for the maximum levels of funding that can be awarded for different types of expenditure:

PURPOSE OF GRANT	Up to a maximum of:
Start-up grant (for newly established groups, defined as those in existence for less than 12 calendar months), can include applications for running costs and equipment)	£750
Running costs	£250
One off cost (e.g. purchase of equipment)	£500
Capital costs (e.g. costs associated with building projects or alterations to premises)	£750

CONDITIONS AND EXCLUSIONS
Typically, awards will not be given for administration costs
Awards must be seen to be for the benefit of a significant number of Angmering residents
Awards will not generally be given to individuals
Awards must be used for or towards the specific project or item applied for
Once project completed, evidence must be provided that the award was used appropriately

THINGS TO NOTE

1. Organisations must be able to submit a copy of their previous year's accounts. In the case of new organisations, a full budget for the proposal must be submitted.
2. Applicants must provide an answer to all the questions on the application form.
3. Applicants must be able to demonstrate how a grant would benefit the community of Angmering.
4. Account will be taken of the extent to which funding has been sought or secured from other sources, including the group's own fundraising activities.
5. On-going commitments to award grants in future years will not be made by the Parish Council.
6. The Parish Council may make the award of any grant subject to such additional conditions and requirements as it considers appropriate. In addition, the Parish Council may decide to defer the application to a future meeting whilst further information is sought from the group.
7. In the event the grant is not used in part or in full, the group must notify the Parish Council with a full explanation. If the grant is not used for the purpose intended, the Parish Council reserves the right to request its return.
8. Please note: The Parish Council will acknowledge receipt of all applications submitted. Applicants can expect to be contacted approximately 4 weeks after each deadline date with the outcome of the Full Parish Councils decision.

APPLICATION FOR AN ANGMERING PARISH COUNCIL GRANT

Please ensure you read the **Guidelines for Applications** before completing this form.

In order to be eligible for a Parish Council Grant you or your organisation must:

- Complete **ALL** sections.
- Make sure the Declaration is signed correctly in **Section D**.
- Confirm your understanding of our Data Protection statement in **Section E**.

SECTION A: ORGANISATION DETAILS

NAME OF ORGANISATION/GROUP

Angmering Sports and recreation association

DETAILS OF APPLICANT

To whom all correspondence should be sent

Name: Russell Storer

Position within the organisation: Treasurer

Address: The pavilion, Decoy Drive, Angmering,

Postcode: BN164DN

Telephone Number: [REDACTED]

Email: [REDACTED]

Website: N/A

WHAT TYPE OF ORGANISATION ARE YOU?

Tick relevant box

A Charity providing services available to residents of Angmering	✓
An existing local group or organisation providing services available to residents of Angmering	✓
A new group or organisation, wishing to provide services for the residents of Angmering	

BRIEFLY DESCRIBE THE MAIN PURPOSE OF YOUR ORGANISATION/GROUP

We provide and maintain the sports pitches at Decoy Drive recreation ground

WHEN WAS YOUR ORGANISATION / GROUP FORMED?

24/10/1991

HOW MANY MEMBERS DOES YOUR ORGANISATION HAVE?

This should include people who are involved in the activity

Adult	170
Junior (under 16)	110

WHAT % OF YOUR MEMEBERS LIVE IN ANGMERING?

70%

IS YOUR ORGANISATION A REGISTERED CHARITY?

Tick relevant box

Yes	✓	If yes, please provide the registered charity number below
No		Charity Number: ...1005156.....

--	--	--

PROJECTED INCOME

Tick relevant box

Please provide a summary of your most recent accounts and whether the figures below are:

A projection because the organisation has been running for less than 15 months ☐

Information from the organisation's latest accounts ☒

<u>Account Year Ending</u>	
Total Income for the year	£3138.00
Total expenditure for the year	£2928.58
Surplus or deficit	£209.42
Total savings or bank reserves at year end	£600.00

SECTION B: DESCRIPTION OF ACTIVITY/PROJECT TO BE FUNDED

1. Please give a description of the purpose for which you are seeking a grant

To Provide 4 of Pic-Nic tables out the front of the club house for Angmering or visiting people to use whilst watching football or cricket or just for to have a sit down and enjoy the recreation ground, the money will be used to purchase and fix the tables to the Ground.

2. How will / does your project or activity benefit the residents of Angmering?

There will be somewhere else for the resident to go and enjoy the green space we have in Angmering

3. Who will benefit from this activity? How many people and how often?

Anyone who chooses to use the recreation ground, it can be used everyday

4. How will you know that your activity was successful? How will you record its success?

By the number of people sitting down and using them.

5. If this application is to undertake a new project, how do you know there is a need for this activity? Please include any appropriate evidence.

There used to be benches outside the club house, there were purely wooden benches that have decayed over the years, we are often asked by people watching the sports if we can provide chairs, unfortunately the chairs we have are for use in the sports club and are not suitable for outside use,
We often get asked by members of the public if we have somewhere they can sit, and have picnic lunches, or just to watch their children play

SECTION C: AMOUNT OF GRANT REQUESTED

1. What is the amount of the Grant you are seeking from Angmering Parish Council?

£750

2. Please indicate in which category you feel your request for funding falls into:

Please tick the relevant box

Start-up grant (for new groups, can include running costs and equipment)	£750*	
Revenue (running costs)	£250*	

One off cost (e.g. purchase of equipment)	£500*	
Capital costs (e.g. costs associated with building projects or alterations to premises)	£750*	√

(*Figures shown indicate the maximum grant allowance for this category)

3. What is the total cost of the project or activity?

£1300.00

4. If the total cost of the activity for which you require a grant is more than the amount requested, do you have the remaining balance available?

Tick relevant box

Yes	√
No	

Have you applied for financial assistance elsewhere?

Tick relevant box

Yes	√
No	

If **YES**: Please indicate details of organisations/individuals approached and amounts requested and whether the contribution is secured or still pending consideration.

We have asked that the football clubs and Cricket contribute to the project, as their members will be using them and have requested them.
We have asked and secured
£100 – Angmering Village FC
£100 – Angmering Youth FC
£200 – Angmering Sports and Social Club
£100 - Angmering Cricket Club

We are awaiting Confirmation of £100 from
Angmering FC

5. Please give details of your own fund-raising efforts:

We have arranged various activities to raise the money from within the organisation, however due to COVID many of these were cancelled, hence why we have approached the clubs

6. If applying for running costs, please provide information on your endeavours to secure alternative sources of funding.

7. Has your organisation received a grant from Angmering Parish Council before?

Tick relevant box

Yes	<input checked="" type="checkbox"/>	If yes , please state when and how much awarded?
No	<input type="checkbox"/>	Amount £ 1063.80 Year awarded:2018

How did you hear about this grant scheme?

Via the Parish Council Website!

A **Cheque** can be arranged if required, please advise who it should be made payable to.

The cheque should be made out to:



SECTION E: DECLARATION

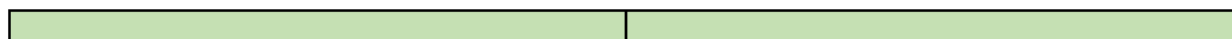
Declaration

Please ensure that this form is signed by a minimum of two appropriate members of your group.

In signing this declaration, we agree that:

1. The information provided in this application is correct.
2. We have read, understand and accept the Terms & Conditions of Funding by Angmering Parish Council
3. We will complete and return a Project Completion Report (PCR) within six months of receiving funding.
4. We have adequate and appropriate cover for our activities

Chairman (signature)	Treasurer (signature)	Secretary (signature)
Date:18/08/2021	Date:18/08/2021	Date: 18/08/2021
Please print full name Ron Hanmore	Please print full name Russell Storer	Please print full name Stacy Storer



SUBMIT YOUR COMPLETED APPLICATION AND SUPPORTING DOCUMENTS TO:	APPLICATION DEADLINE:
<p>Email: admin@angmering-pc.gov.uk</p> <p>Post: Katie Herr – Clerk Angmering Parish Council The Corner House The Square Angmering West Sussex BN16 4EA</p> <p>Tele: 01903 772124</p>	<p>The application form should be submitted on or before the 1st Monday of every month</p>

SECTION F: DATA PROTECTION
<p>As Angmering Parish is a public body, we must comply with the Data Protection Act 1998. We are committed to protecting your privacy and will ensure any personal information is handled properly under the Data Protection Act.</p> <p>We will use the information you give us on the application and supporting documents for:</p> <ul style="list-style-type: none"> • Grant application • Monitoring grants • Evaluating the way our funding programmes work and the effect they have • Reporting statistics to Government <p>We may also give copies of this information to individuals and organisations such as:</p> <p>Accountants, auditors and external evaluators. Other organisations or groups involved in delivering the project.</p> <p>Please tick the box the box to confirm your understanding of Data Protection <input checked="" type="checkbox"/></p>

Grant application – Angmering Sports and Recreation Association

The application is to support the purchase of 4 x Picnic benches for the use of the General Public, at the Palmer road recreation ground.

To be used for spectators at the football and cricket.

This may help in getting people to use the recreation ground more, once installed we are looking if feasible to open the tea bar for refreshments in the afternoons, we believe will encourage people to the ground, with our car park open too, this may relieve a bit of the congestion around school times.

Pros

- Fixed and available all year round
- Can be used whilst sport takes place or somewhere families could go for a picnic when the club is not open.
- With a seating area, people are less likely to allow their dogs to mess.

Cons

- Made of wood could be damaged by unsocial behaviour

What are the alternatives

Composite Picnic tables

Pros

- Longevity, stronger.

Cons

- Could only get 2.
- Could still be damaged by antisocial behaviour

Fold away tables and chairs.

Pros

- Easy to use
- Could purchase more

Cons

- Can't have moveable furniture at the side of the pitches (FA stipulation)
- Could be used as a weapon (thrown onto the field of play)
- Could be stolen easily
- Would only be available during the period of opening.