



MINUTES of the PARISH COUNCIL MEETING held on Monday 02 March 2026 commencing at 7.30pm held at Tattingstone Village Hall.

LIST OF ABBREVIATIONS USED INCLUDED AT APPENDIX B

PRESENT: Cllr R Abbott, Cllr B Plumbly, Cllr S Gipps, Cllr S Page (Chair) and Cllr B Stennett and Cllr Simon Harley.

01 OPENING

Cllr Page declared the meeting open at 7.30pm and thanked all for attending. A statement was read out by the Chair indicating that, in accordance with legislation, the public and councillors were permitted to film, record, photograph or use social media in order to report on the proceedings of the meeting, providing permission has been sought from the Clerk and/or Chair. Cllr Stennett recorded the meeting, which he agreed to share with the Clerk.

02. APOLOGIES FOR ABSENCE

To note and approve apologies received – Cllrs noted and approved apologies received from Cllrs D Clarke, J Lee, A Mendel, and District Councillor Potter.

03. DECLARATIONS OF INTEREST

- (a) To receive declarations of disclosable pecuniary interests and other registerable interests as detailed in Appendix B of the LGA Model Code of Conduct – Cllrs Gipps & Page declared an interest in Item 8c as Committee Members for Tattingstone Good Neighbour Scheme. Councillor Abbott declared an interest in Item 6b.1, 1, as the party cutting the verge.
- (b) To receive notifications of gifts of hospitality exceeding £50 – none submitted.
- (c) To note the determination of requests for dispensations for items on the agenda under discussion – £300 from Tattingstone Good Neighbour Scheme.

04. MINUTES

To consider and approve the minutes of the previous Parish Council meeting held on 2nd February 2026 –

Cllr Abbott proposed that Council approve the minutes as a true and accurate record of the proceedings that took place, seconded by Cllr Stennett - aif. The Chair signed a copy of the agreed minutes.

05. REPORTS FOR INFORMATION

- (a) A written report had been circulated from Cllr. Harley and a copy of this report is available with the meeting papers.
- (b) A written report had been circulated from Cllr. Potter and a copy of this report is available with the meeting papers.

06. CLERK'S REPORT

- (a) Actions were noted.



- (b) To note correspondence received.
- 1) Anonymous letter from resident regarding verge cutting
Councillors noted that the daffodils are visible on the roadside and would be less likely to be seen if the grass remained uncut. It was also noted that the majority of the daffodils are on private land and their management is down to the landowner. Thanks were offered to the Abbott family for voluntarily cutting the verge for many years.
 - 2) Invitation to SNWA event
No-one is available to attend
 - 3) SCC Highways response to Cllrs Simon Harley and Georgia Hall re. A137
FIO
 - 4) BMSDC Feb Briefing
FIO
 - 5) SALC News Bulletin (see Highways update)
FIO
 - 6) SALC Planning Blog link
FIO
 - 7) SALC NSIP guidance link
FIO
 - 8) SALC Survey
Clerk to complete
 - 9) BMSDC Meadow Management
There are no suitable areas
- (c) - Quote for hedge cutting has been requested but not yet received.

07. PUBLIC FORUM

- (a) To receive questions and matters of concern from members of the public in attendance on items on the agenda submitted –
- None.
- (b) To receive comments or questions relating to Tattingstone in particular –
- None.
- (c) To receive questions and comments submitted in writing/email for future consideration by the Council – nothing raised.

08. FINANCE REPORT

- (a) To note the balance of accounts as at 28 January 2026.
The balances were as follows:
- Lloyds Account: £4,203.41
 - Lloyds Savings Account: £40,254.18
- (b) To approve the accounts paid since the last meeting and accounts awaiting payment including forthcoming payments together with the receipts received since the last meeting.
Cllr Stennett proposed and Cllr Abbott seconded that the payments detailed should be ratified and agreed – aif



- (c) To consider any requests for financial support received from local people or groups –
 - It was agreed to donate the cost of re-printing the Welcome to Tattingstone leaflet to Tattingstone Good Neighbour Scheme, at an estimated cost of £300.
- (d) A 3-month accounting spot check was undertaken by Cllr Page and all was found to be satisfactory.

09. PLANNING MATTERS

- (a) To consider and agree a response to the following planning matters related to Tattingstone:
None
- (b) To note the following decision notices received:
None
- (c) Councillors noted receipt of the Planning Factsheet from SALC.

10. BABERGH AND MID SUFFOLK SUSTAINABILITY CONSULTATION

- (a) Councillors received the updated Local Plan information from Babergh & Mid Suffolk.
- (b) Councillors agreed not to respond to the Consultation.

11. JIMMY'S FARM

- (a) Issues surrounding Jimmy's Farm were discussed, with focus on traffic management for events and bridleway safety.
- (b) The following will be discussed at the Peninsula Alliance meeting with Babergh District Council:
 - The condition of Belstead Road at the turning for the farm
 - Traffic management for large events
 - Bridleway safety for predator enclosures

12. ALTON WATER

- (a) Issues surrounding Alton Water, including (but not limited to) issues with motorbikes, were discussed.
- (b) The following is to be raised at the Alton Water User Group meeting:
 - Inconsistent gate locking practice
 - Poor quality of fences and stiles
 - Changes to ecology – fewer small fish and fewer fish in general
 - Any tree survey results



13. FOOTPATHS

- (a) The following issues with village footpaths were noted:
 - Signage for footpath 2, as it passes through Samford Court, is very small and could be clearer
- (b) FP2 is being dealt with by Public Rights of Way, who are discussing signage with the landowner

14. INTERNAL AUDIT

- (a) Councillors received the SALC Internal Audit Service Letter of Engagement.

15. VILLAGE MATTERS

- (a) To receive an update from the Playing Field Representative
Cllr Page provided an update from the Playing Field Committee meeting held on the 27th February 2026. A good number of stalls are booked for the village fete and the second phase of the play park regeneration is temporarily on hold. The football pitch has been rested and will continue to be so until the grass has recovered.
- (b) Councillors received an update from the Clerk, who reported that the final version of the Neighbourhood Plan is being prepared and the referendum date is likely to be the 7th May, with the Suffolk County Council elections.
- (c) Councillor Abbott reported that off-lead dogs often leave private land around Chedworth Place/Samford Court.

Councillor Gipps advised that a resident had contacted her concerned about drones flying over Samford Court. These are thought to be organised by the Chair of Chedworth Place Residents' Association for a guttering survey.

Councillor Abbott and Page both expressed concern about the condition of the verge outside The Wonder, which is used by visitors to Alton Water. This will be raised at the Alton Water User Group meeting.

14. DATES OF FORTHCOMING MEETINGS

- (a) Parish Council meeting – Tuesday 07 April 2026, 7.30pm

The meeting closed at 8.31 pm.

SIGNED.....DATED..... TATTINGSTONE Parish Council



ACTIONS

MONTH	MINUTE NO.	ACTION	WHO
Mar	1	Share meeting recording	BS
Mar	6b8	Complete survey	RBN
Mar	6c	Chase quote for hedge cutting	RBN
Mar	11b	Report to PPA	RBN/SP
Mar	12b	Report to Alton Water User Group	SP
Mar	13a	Report signage on SCC portal	RBN
Mar	13b	Liaise with ProW re. signage for FP2	RBN
Mar	14a	Book Internal Audit	RBN
Mar	15c.2	Check drone regulations	RBN
Mar	15c.3	Report to Alton Water User Group	SP



APPENDIX A – List of common abbreviations used.

Aif	All in favour
AGAR	Annual Governance and Accountability Return
APM	Annual Parish Meeting
APCM	Annual Parish Council Meeting
ASB	Anti-social Behaviour
BACS	Bankers Automated Clearing Services
BDC	Babergh District Council
BLC	Brantham Leisure Centre
BMCIC	Brantham Management Community Interest Company
BOS	Brantham Open Spaces Group
BMSDC	Babergh & Mid Suffolk District Council
BPC	Brantham Parish Council
CEP	Community Emergency Plan
CAS	Community Action Suffolk
Chq	Cheque
Cllr	Councillor
Cttee	Committee
DCLG	Department of Communities and Local Government
FC	Finance Committee
FOI	Freedom of Information
FR	Financial Regulations
GPoC	General Power of Competence
HMRC	Her Majesty's Revenue and Customs
LPA	Local Planning Authority
LPF	Lower Playing Field
LSC	Legal Sub Committee
NHS	National Health Service
NDP	Neighbourhood Development Plan
NP	Neighbourhood Plan
PC	Parish Council
PCSO	Police Community Support Officer
RFO	Responsible Finance Officer
RFSC	Recreation, Footpaths and Services Committee
SALC	Suffolk Association of Local Councils
SCC	Suffolk County Council
SID	Speed Indicator Device
SLA	Service Level Agreement
SNT	Safer Neighbourhood Team
SO	Standing Order
TPO	Tree Preservation Order
VAS	Vehicle Activated Sign
VCSE	Voluntary, Community and Social Enterprise Organisations
HMC	Village Hall Management Committee



TATTINGSTONE

Parish Council

Windmill Lodge, Mill Road

Buxhall, Stowmarket

IP14 3DS

07713 864505

clerk@tattingstoneparishcouncil.gov.uk

Rachel Belcher-Nairn
Clerk to the Council

Paper submitted by the Clerk to the Council in advance of the Parish Council meeting on 05 May 2026

Parish Clerk's Report

a) To review actions from the previous meeting

MONTH	MINUTE NO.	ACTION	WHO
Mar	12b	Report to Alton Water User Group <i>Ongoing (meeting June)</i>	SP
Mar	15c.3	Report to Alton Water User Group <i>Ongoing (meeting June)</i>	SP
Apr	1	Share meeting recording <i>Complete</i>	RA
Apr	6b5	Advertise Brantham skate park on social media and PC website <i>Completed</i>	RBN
Apr	6c2	Order bench and liaise with PFC for delivery, etc <i>Ongoing</i>	GTZ\
Apr	6c4	Send Cllr Harley reference for pole to pursue with SCC <i>Complete/ongoing (waiting for response from SCC)</i>	RBN/SH
Apr	6c5	Actions from playpark inspection report <i>Ongoing</i>	PFC
Apr	9	Respond to Planning Application DC/26/00335 <i>Complete</i>	RBN
Apr	10b	Write to Babergh regarding Local Nature Recovery <i>Complete</i>	RBN
Apr	11a	Contact Bentley Parish Council <i>Complete</i>	AM
Apr	11a	Investigate bus route bid requirements and timescales <i>Ongoing (enquiry sent, waiting for response)</i>	RBN
Apr	12a	Add financial support bid to May agenda <i>Completed</i>	RBN

b) To receive items of correspondence

Please see Paper 6b.1

c) To receive an update from the Clerk on any other Council issues

- Babergh's response to the letter regarding Call for Sites and Local Nature Recovery was that comments can be made on the SHLAA once it is published in spring this year. My email address is already registered to receive updates.

- A third quote for hedge cutting has not yet been received, although multiple contractors have been contacted. **Next steps to be decided.** Previous quotes were:
 - o Quote A: £560+VAT (to include tractor, operator etc w/ no waste removal)
 - o Quote B: £1500 (hedge cutter, chainsaw & removal of waste – also includes some tree maintenance)
- The website domain for tattlingstoneparishcouncil.co.uk is due for renewal. This seems to be a mirror of the gov.uk one. **To decide whether to renew.**
- Memorial bench has been ordered, delivered and is ready to be assembled & installed by a willing volunteer.
- The issues with FP2 – both ends – are still with the SCC Footpath Officer for resolution.

*Please note I am on leave on: 25th May

CORRESPONDENCE MAY 2026

- 1) Letter from Babergh/MSDC CEO re LGR
For Information Only
- 2) NSIP update
FIO (spreadsheet available on request)
- 3) BMSDC Briefing
FIO
- 4) SALC HR bulletin (booklet forwarded to HR Committee)
FIO
- 5) BMSDC biodiversity email
To decide any planting projects
- 6) Information on Neighbourhood Plan funding
FIO
- 7) SALC News Bulletin
FIO
- 8) Norwich to Tilbury update
FIO
- 9) Dates for Parish & Police forums
To decide any attendance
- 10) Invitation to collaborate with Holbrook PC for a climate film screening
To decide any assistance
- 11) SALC Survey
To decide a response or delegate to Clerk
- 12) SALC News Bulletin
FIO
- 13) SALC HR bulletin (booklet forwarded to HR Committee)
FIO
- 14) SCC Passenger Group email
To decide which group to receive updates from, if any

1.

Message to Town and Parish clerks sent on behalf of Chief Executive Arthur Charvonia

Dear colleagues,

Having today received the decision on Local Government Reorganisation, I'm keen to update you directly on what this means for the future shape of councils in Suffolk.

The Secretary of State for Housing, Communities and Local Government has confirmed that Suffolk will move to **three unitary councils**.

These new authorities will replace the current six councils, with the three new unitary councils covering western Suffolk, central and eastern Suffolk, and Ipswich and southern Suffolk.

The new councils will come into operation in April 2028. Ahead of this, elections scheduled for next year will establish three shadow authorities responsible for guiding, shaping and overseeing the transition within their respective geography.

As you may expect, our leaders have welcomed the news as part of a [joint statement from the district and borough council leaders](#) – looking forward to creating councils that are large enough to deliver, and local enough to care.

Our council officers are also fully committed to working together to ensure a smooth transition and to maximise the opportunities that this change presents for our residents, communities and partners – including our town and parish councils.

This is the most significant change to Suffolk's local government arrangements in more than 50 years. We now have a collective responsibility to help shape three new councils that can continue to deliver the essential services our communities rely on from day one.

We will keep you informed of next steps as the detail of our transformation programme develops, but for now, our focus is on embracing the challenge ahead and working collectively to deliver the very best outcomes for the people of Suffolk.

Kind regards,

Arthur Charvonia
Chief Executive, Babergh and Mid Suffolk District Councils

2.

Good morning,

Please find attached updated spreadsheet showing the progress of NSIPs and large-scale energy projects in the districts for your information.

Of note in this update:

- The Norwich to Tilbury examination continues. Deadline 3 is 10th April. The accompanies site inspection and further hearings are scheduled to take place w/c 27th April.
- Construction of the Bramford to Twinstead development is continuing with work on Bramford substation due to start shortly and the sealing end compounds likely to start in the next month or so.
- As a reminder, the monthly drop in session is now open for queries on all NSIPs. The sessions will be held via Teams using the existing meeting invite and is open to anyone, including individual residents, with queries about any NSIP. The next session is on 9th April.

We are expecting more projects / applications which may warrant a further update during a month. I will continue to review the effectiveness of this email update to keep councillors and parish councils up to date. I appreciate all feedback, thank you.

Please do let me know if you need any support for your parish council meetings regarding any of these projects, or any other matter.

Please be reminded that pre-application details (those shown in red text on blue background) are confidential and must not be shared. If you are uncertain about what can be shared please contact me.

I hope this is helpful. As ever, please do not hesitate to contact me if you have any queries.

3.



[Government confirms ambitious new future for local government in Suffolk](#)

The Secretary of State for Housing, Communities and Local Government has confirmed that **three unitary councils** will be created in Suffolk replacing the current system made up of Suffolk County Council and the five district and borough councils: Babergh, East Suffolk, Ipswich, Mid Suffolk and West Suffolk.

[‘Shape the future of your community’ – Councils step in to provide funding for Neighbourhood Plans](#)

Communities are being encouraged to shape the future of their area by creating a Neighbourhood Plan – after Babergh and Mid Suffolk District Councils stepped in with funding to support them.

[Emergency support call for households hit by soaring heating oil costs](#)

Thousands of households facing soaring heating oil costs need urgent government support, community leaders in Babergh and Mid Suffolk have warned.

[Clean air milestone reached in Sudbury as Cross Street pollution zone revoked](#)

After years of sustained improvement in local air quality, Babergh District Council has confirmed that an Air Quality Management Area (AQMA) in Cross Street, Sudbury, has been formally revoked, marking a significant milestone in combatting the effects of pollution.

[New ‘Grazing Walks’ leaflet launches to promote car-free days out](#)

Babergh District Council has helped to introduce a new Grazing Walks illustrated map and visitor leaflet, designed to help visitors enjoy easy, sustainable days out and short breaks across the Harwich Haven, using train travel and the Harwich Harbour Ferry.

[Council moves to deliver café and toilets project as part of wider park improvements](#)

Stalled plans for a new café and toilets in Belle Vue Park, Sudbury, could be delivered as councillors consider additional funding.

Skate park and medieval church among projects to receive £295k boost

A brand-new skate park for Brantham and a project to futureproof Great Cornard's medieval church to support community needs are each to receive a £100k boost from Babergh District Council.

4.



A Roadmap to New Employment Rights (2026-2027)

Please find attached guidance regarding recent changes to the Employment Rights Act.

This is the most significant shift in employment law in recent years, it is vital that councils remain ahead of the curve. The attached leaflet provides an overview of these changes and how they will affect your internal policies and broader responsibilities as an employer.

Key areas of focus include:

- Changes to statutory sick pay
- New protections for pregnant workers and returners
- Six-month unfair dismissal rights

Please do get in touch if you have any questions after reviewing the attachment.

Kind regards,

Charlotte Haines

HR and Payroll Manager

5.

Dear Clerk,

As part of our drive to both help biodiversity and the environment, the council is wanting to increase our tree canopy cover. Our [Tree Canopy Cover Survey](#) from 2021 showed us how low the district's canopy cover is compared to the national average.

Trees provide us with numerous benefits, including:

- Providing a food source and habitat for wildlife
- Helping to clean the air
- Moderating temperature – cooling the area around them in summer and helping to retain warmth in winter
- Reducing wind speed
- Storing rainwater – the surface area of a tree is huge in comparison with the ground beneath its canopy, so it can act like a giant sponge
- Screening views
- Carbon storage
- Increasing property values – houses in areas with good tree cover sell for more than equivalent houses in areas with low or no tree cover
- Health and well-being – having trees nearby makes people feel better. Patients in hospital recover faster if they have views of trees from their windows

We are particularly keen to plant more trees in urban environments, where these benefits are often most helpful. However, this is often the most challenging area in which to plant, as space is limited and there are many constraints, such as services (both overhead and underground), visibility, shading of sunlight on windows, concerns over leaves, fruit and safety, and getting permission from the landowner.

I am contacting you to ask for your help in identifying areas in which we may be able to plant trees, as your community will have a better understanding of your local area and where there may be space for trees, along with knowledge of the level of support for tree planting.

We are looking for areas that are on land we own, land owned by the parish / town council, or land owned by others who are keen for tree planting – this could be a community group, school, youth organisation, or a local landowner.

We can look at tree planting via the following routes:

- On land we own – we can supply and plant trees ourselves. You find out what land we own using our online mapping service [BMSDC Webmap](#)
- On **parish / town** land or other **publicly accessible** land – we can provide trees under our [free trees, hedging and wildflowers scheme](#)
- On other land – we can help landowners look into support from organisations we work in partnership with, such as the Woodland Trust and Forestry Commission

At this stage, we are looking for sites where there is both potential for tree planting and local desire to do so – we don't want to plant trees in places where most people don't want them.

We can't guarantee that we can plant or provide trees for all locations. We need to check suitability and constraints to understand if a location is suitable.

Please note that where land is owned by Suffolk County Council and forms part of the highway, tree planting can be more challenging due to the need to obtain a licence to cultivate. Planting on land that we or your parish owns is generally much easier to achieve.

Where we can plant trees, we need to understand what species may be suitable, given the space available and local conditions.

We are particularly keen to plant the following:

- Native species, as these are best at supporting our local wildlife and suited to the climate
- Large-growing, long-lived species, as these will provide the greatest benefits for the longest time
- Fruit trees, particularly those of local origin, as these benefit local wildlife, look attractive, help retain local and old varieties, and they can provide free fruit for local people

For fruit trees, we are keen to support the creation of community orchards, or where there may be insufficient space for planting lots of trees together, we can support the planting of a scattered orchard, with small numbers of trees scattered across the parish.

We would appreciate any help you can provide in supporting our drive to increase canopy cover. Please don't hesitate to contact me if you want to discuss this or have any questions.

Kind regards,

Richard Parmee
Biodiversity Manager

6.

Dear Town / Parish Clerk,

This email has been sent both for and on behalf of Robert Hobbs [Head of Strategic Planning - Planning Policy and Infrastructure, at Babergh and Mid Suffolk District Councils]. We ask that you please circulate it to the most appropriate persons within your town / parish council.

In late March, Babergh and Mid Suffolk District Councils announced that they would be stepping in to offer financial assistance to groups wishing to prepare Neighbourhood Plans, subject to certain conditions being met. This offer follows on from the withdrawal of central government grant funding and technical support in June 2025.

Our first step is to gauge what the level of financial commitment may be. The attached letter provides more detail and advises that groups wishing to apply for assistance should first complete our 'Expression of Interest' form, a copy of which is also attached. All received forms will then go through an assessment process which will involve, in part, separate input from your ward councillor(s). If possible, please can you return your form to us by no later than Friday 15th May 2026. Expression of Interest forms returned to us after this date will still be considered, subject to funding availability.

Your completed forms should be sent by email to communityplanning@baberghmidsuffolk.gov.uk, or simply attach it in a reply to this message.

Separate to the above, but also attached for your information, is an FAQs document that we have put together relating to our Call for Sites exercise. We trust that you will find it helpful.

Yours faithfully,

Robert Hobbs

7.

Weekly news e-bulletin

week commencing 14th April 2026

Norwich to Tilbury NSIP update

Councils and members of local communities are now able to sign up to have their say during the Examination stage of National Grid NSIP, Norwich to Tilbury. You must register in order to engage in this stage of the project and continue to help shape the final development, even if you have previously submitted feedback. Also share this update with your local communities to ensure they can still have their say.

[Click here to sign up by 15th May 2026.](#)

NALC Legal Bulletin

NALC published a new legal bulletin on 30th March 2026.

[Click here to view the NALC Legal Bulletin - 30th March 2026.](#)

2026-27 Pay Settlement

The national local government employers have published updates on their negotiations with the NJC unions on the 2026 pay settlement, which includes a full and final offer of 3.30% noting that "This offer means an employee on the bottom pay point in April 2021 (then earning £18,333) will have received an increase in their pay of £7,282 (39.72 per cent) over the five years to April 2026. For an employee at the mid-point of the pay spine (pay point 22), their pay will have increased over the same period by 26.52 per cent and for those on pay point 43, at the top of the spine, 18.10 per cent"

[Click here to read the article on the Local Government Associations website.](#)

Practitioners Guide 2026/27

The 2026/27 edition of the Practitioners' Guide was published last week. The 2026/27 edition applies to Annual Governance and Accountability Returns (AGAR) for financial years commencing on or after 1 April 2026.

[Click here to view or download the Practitioners Guide 2026/27](#)

REMINDER - Suffolk Highways - Town, Parish Council & Parish Meeting Survey

Following our direct mailing last week, we would like to remind you that the Town, Parish Council & Parish Meeting Survey, which has been developed to help Suffolk Highways better understand how we can improve communication, support, and service delivery for your council, is now open.

Your feedback is extremely important and will play a key role in shaping future service improvements across Suffolk.

Please complete the online survey by **30th April 2026**.

[Click here for the online version.](#)

[Click here for the PDF version.](#)

[Click here for the MS Word version.](#)

8.



Planning Inspectorate
Arolygiaeth Gynllunio



Norwich to Tilbury – Project Update

A project update has been published.

All the [submissions for deadline 3](#) have been published.
The Examination Library will be updated shortly.

You can view the [Project information](#) for more information.
You are receiving this email because you are subscribed to project updates.

You can [unsubscribe](#) from these updates anytime by clicking unsubscribe or copy and paste the link below into your browser.
<https://national-infrastructure-consenting.planninginspectorate.gov.uk/projects/EN020027/get-updates/unsubscribe-confirm?email=a94c6b9cb1e542cf7f3a235a99ec7d93f45cb655b37e3c1a6b19d7dff38e432500a4f27ee647e61f42a66ff9830074512289c7edb35;>

9.

Good afternoon all

Please find below dates and venues for our next 4 meetings:

10th June 2026 - Capel St Mary Library

16th September 2026 - Hintlesham Village Hall

16th December 2026 - Wherstead Village Hall

17th March 2027 - Hadleigh Town Hall

10.

Dear All,

You have probably all received this email, one of many being promoted by organisations such as The Greater Collaboration and NALC. Our climate action working group, Greener Holbrook Greener World are planning to screen this film on Friday 26th June at Holbrook Village Hall at 7.00 p.m. We would very much like to do this in collaboration with other communities on the Peninsula. There will be no cost to other parishes.

We would be grateful if you could forward this information to anyone in your parish you think might be interested/keen to be involved in some way.

Please get into touch if you would like any further information, or if you think members of your parish/council would like to attend the screening.

Kind regards
Jo Hazlewood
Holbrook Parish Clerk

11.



SALC Service Survey

As we have now welcomed in a new financial year, this annual survey is your opportunity to provide your feedback on the services that SALC delivers; advisory service, training, internal audit service and payroll service. We would also like to ask you to tell us what you think about our communications and about our website and member portal.

We would encourage all town councils, parish councils and parish meetings to take part in this survey. We will provide the results of this survey by publishing the information on our website following the deadline of Friday 29th May, 5 pm.

We thank you for your participation and for for taking the time to complete this survey.

[Complete the SALC Services survey now](#)

Weekly news e-bulletin

week commencing 20th April 2026

SALC Service Survey

As we have now welcomed in a new financial year, this annual survey is your opportunity to provide your feedback on the services that SALC delivers; advisory service, training, internal audit service and payroll service. We would also like to ask you to tell us what you think about our communications and about our website and member portal.

We would encourage all town councils, parish councils and parish meetings to take part in this survey. We will provide the results of this survey by publishing the information on our website following the deadline of **Friday 29th May, 5 pm.**

We thank you for your participation and for for taking the time to complete this survey.

[Click here to complete the SALC Services survey now.](#)

BBC Casting Call - Community Heritage Items in Need of Restoration

The BBC's The Repair Shop On The Road is currently looking for meaningful objects at the heart of communities across the UK.

The series seeks items that tell a powerful local story and represent a shared history, identity, or moment in time for a town, village, or community group. This could include historic objects linked to local heritage, items from community spaces such as village halls, theatres, sports clubs or places of worship, objects tied to local industries or lost ways of life, or landmarks and features in need of specialist restoration. They are particularly interested in objects recognised or used by the wider community, with stories that span generations and would benefit from expert restoration to bring them back to life.

If selected, the programme's craftspeople will travel to your location to restore the item on site, helping to preserve and celebrate local history for future generations. If you or your community group has an item that fits the brief, please contact Ricochet at repair@ricochet.co.uk with photos, a short description, and why it matters locally.

NALC Resources

In this week's blog, NALC have highlighted five simple but essential steps to help parish and town councils protect and strengthen their cyber resilience with straightforward, actionable steps.

[Click here to view the NALC blog.](#)

NALC have published a fully updated edition of The Good Councillor's Guide to Website Accessibility, offering parish and town councils practical, up-to-date support to meet their legal responsibilities and ensure their websites are accessible to all.

[Click here to view the updated edition of The Good Councillor's Guide to Website Accessibility.](#)

We would also like to remind members that they can access NALC's fully updated digital edition of Local Councils Explained completely free, a practical, easy-to-use guide covering every aspect of parish and town council governance. With instant access, improved navigation and direct links to the latest legislation, it offers significantly better value than comparable paid publications while supporting more effective, transparent and lawful council operations.

[Click here to view the updated digital edition of Local Councils Explained.](#)

Plug In Suffolk - April 2026 Update

We have received an April 2026 update from Plug In Suffolk.

[Click here to view the Plug in Suffolk April 2026 Update.](#)

REMINDER - Norwich to Tilbury NSIP update

Councils and members of local communities are now able to sign up to have their say during the Examination stage of National Grid NSIP, Norwich to Tilbury. You must register in order to engage in this stage of the project and continue to help shape the final development, even if you have previously submitted feedback. Also share this update with your local communities to ensure they can still have their say.

[Click here to sign up by 15th May 2026.](#)

REMINDER - Suffolk Highways - Town, Parish Council & Parish Meeting Survey

Following our direct mailing last week, we would like to remind you that the Town, Parish Council & Parish Meeting Survey, which has been developed to help Suffolk Highways better understand how we can improve communication, support, and service delivery for your council, is now open.

Your feedback is extremely important and will play a key role in shaping future service improvements across Suffolk.

Please complete the online survey by **30th April 2026**.

[Click here for the online version.](#)

[Click here for the PDF version.](#)

[Click here for the MS Word version.](#)

13.



The Essentials of Absence Management for Councils

Please find attached our latest guidance surrounding absence management which provides a streamlined approach to supporting staff attendance and wellbeing.

The document serves as a resource covering:

- Fair absence management
- Return to work interview
- Linked periods of absence
- Compassionate leave
- Unpaid leave for early pregnancy loss
- Carer's leave
- AWOL

This guidance aims to remove ambiguity, providing a clear and transparent framework so that every employee understands the support available to them during difficult or unexpected life events.

If you have any questions surrounding this topic, please get in touch.

Kind regards,

Charlotte Haines

HR and Payroll Manager

14.

Dear all,

Apologies for the lack of communications recently, but I am now resuming the EP Passenger Forum (and other meetings) following our rethink on how they should be organised going forward. A brief outline of what each group will be for can be found on the attached pdf.

You have been sent this email as a past invitee to the Passenger Group and I would be grateful if you could confirm whether you would like to continue participating and if you would like to contribute to any of the other sub-groups going forward. I will also welcome suggestions for new members for any of these groups to ensure that we cover the full remit of the EP – this is particularly the case for those of you from Parish and Town councils should membership or transport representatives have changed.

The first meeting of the group needs to elect a representative and deputy able to feed back to Forum meetings, which will include a dedicated agenda slot for this feedback from the groups. James and Ben have filled this role up to now but if anyone else would like a go now is the time to speak up!

We will now follow a Quarterly Board, Sub-group and Forum cycle. Month 1 being Forum, 2 for the sub-groups to meet and start work on any tasks assigned then 3 for further group work then the Board to take action accordingly. To that end, the next Passenger group dates for online meetings via Teams are:

25 June, 1400

22 September, 1000

18 December, 1400

Because there are many of you on personal email addresses and Teams/Outlook have still not implemented a bcc meeting invitation function we will continue to rely on you adding these to your diaries by hand, with meeting links being included with the agenda sent a week prior to each session.

For general information:

Following the passing of the Bus Services Act 2025, the Government has reviewed the EP format and published new guidelines on what EPs can and should be doing. The Act can be found online at [Bus Services Act 2025](#) and a copy of the EP review report is attached. Suffolk played an active role in discussions with the DfT that lead up to and were part of the review.

Items we are now required to consider and implement are:

- Participation in the Transport Focus “Your Bus Journey” surveys. We have done this since the survey started in 2023 (and seen year-on-year improvements in satisfaction with services) but will be requesting operators contribute to the costs going forward.
- Integration of the BSIP into the EP Plan, Local Transport Plan and Delivery Plan for the Combined Local Authority Transport Grant (this combines the

former BSIP/Bus Grant funding with that given for Active Travel and meeting Local Transport Plan objectives).

- Identify and take steps to protect the availability and quality of “Socially necessary” bus services, including specifying a process for considering alternative arrangements should services be varied or cancelled.
- Produce and maintain a Bus Network Accessibility plan to identify actions required to ensure passengers with disabilities can travel independently.
- Council and operators must work together to promote concessionary bus travel and inform residents when they become eligible for such travel.
- Update and re-promote the Suffolk Passenger Charter.
- Provide multi-operator information. ALL timetables and web sites must contain details of ALL services operating in an area irrespective of who is providing the service or who is producing the material.

New minimum requirements for EPs to be in place by March 2027 will include:

- offering and promoting a full range of multi-operator ticketing products, at little or no extra cost, compared to single-operator fares, and making this the default choice for passengers. In time, to include fare-capping using the national scheme being developed under Project Coral.
- publication of performance outcomes data to drive transparency and accountability. At a minimum, this should include data on patronage, customer satisfaction (through participation in the Transport Focus 'Your Bus Journey' survey), and punctuality, but the DfT also encourage the use of localised Key Performance Indicators. We will create a new area on suffolkonboard to show this data in an easy to understand format. Operators should note that this will apply to commercial services as well as contracted ones.
- setting common timetable change dates. These will be determined by individual EPs, but the DfT expect them to be set at twice-annual intervals. EPs may agree certain circumstances where timetables may be changed outside of these dates, for example to respond to seasonal changes in demand, or to introduce a service uplift that would have immediate benefits for passengers if started before the set date – any such exception must be agreed by the LTA. We will need to work with our neighbouring authorities here: it may be sensible to align dates for cross-border services, but we need to be sure sufficient resources are available to, for example, update roadside displays across two or more counties at the same time.

Further guidance on these matters will be published during 2026, but this does not prevent us from making a start now so please keep an eye out for future correspondence relating to these matters.

We have much to be getting on with, so I welcome your support in the coming months.

Simon Barnett

Integrated Transport & Enhanced Partnership Manager

Passenger Transport

Suffolk County Council

PAYMENTS TO BE MADE

Payee	Internal Ref	Detail	Method	NETT	VAT	TOTAL
R. Belcher-Nairn	May 2	Clerk salary Apr 2026	BACs	531.17		531.17
R. Belcher-Nairn	May 3	Working from Home Allowance	BACs	26.00		26.00
R. Belcher-Nairn	May 4	MS365 Subscription (paid by personal card due to debit card being cancelled)	BACs	8.51	1.70	10.21
NEST	May 5	RBN Pension Contribution	Direct Debit	48.92		48.92
Tesco Mobile	May 6	Phone	Direct Debit	15.99		15.99
SALC	May 7	Inv 30970, 6m payroll provision	BACs	48.00	9.60	57.60
SALC	May 8	Inv 31322, membership 2026/27	BACs	289.49		289.49
CAS	May 9	Inv-1167, website domain	BACs	22.92	4.58	27.50
						£1006.88

Countersigned by.....Chair of Parish Council

All payments authorised under The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012

Note: Council resolved at the 2023 Annual Meeting that it met the eligibility conditions, and this continues right through until the next relevant annual meeting which will be May 2027.

This is regardless of whether the Council continues to meet those conditions for the duration, (para 7.12 of the Explanatory Memorandum to The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 refers

Tattingsstone Parish Council

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 31/03/2026		
	Cash in Hand 01/04/2025		45,862.52
	ADD Receipts 01/04/2025 - 31/03/2026		19,476.13
			65,338.65
	SUBTRACT Payments 01/04/2025 - 31/03/2026		21,635.92
A	Cash in Hand 31/03/2026 (per Cash Book)		43,702.73
	Cash in hand per Bank Statements		
	Petty Cash 31/03/2026	0.00	
	Lloyds Commercial Instant Access 31/03/2026	40,260.62	
	Lloyds Account 31/03/2026	3,442.11	
	Deposit Account 31/03/2026	0.00	
	Current Account 31/03/2026	0.00	
			43,702.73
	Less unrepresented payments		43,702.73
	Plus unrepresented receipts		
B	Adjusted Bank Balance		43,702.73
	A = B Checks out OK		

Asset Register

The purpose of the register is to record your fixed assets and long term inventory. You can prepare your accounts on a Receipts and Payments basis or an Income and expenditure basis

New Update now live - Balance sheet layout improved

Description	Status	Cost Centre	Date Acquired	Purchase Value	Current Value	Location/Responsibility	Estimated Life	Usage/Capacity	Charges
Parish Council Laptop	ACTIVE	Other items	13/06/2024	£583.32		Clerk			
Large Dog litter bin	ACTIVE	CIL	01/07/2023	£264.99		Opposite The Chapel			
Grit bins x 4	ACTIVE	CIL	06/11/2023	£739.96					
Signs	ACTIVE	CIL	01/03/2024	£49.83		Playing Field			
Benches x 3	ACTIVE	CIL	01/03/2024	£1,245.00		VH, Playing Field, opposite Church			
Speed Indicator Device	ACTIVE	Services	2020	£3,395.00					
Street Sign	ACTIVE	Services	2015	£98.00		The Heath			
Telephone Kiosk - White Horse	ACTIVE	Services	2017	£1.00					
Play Equipment - Playing Field	ACTIVE	Services	2009	£19,871.00					
Wooden Storage Pavilion	ACTIVE	Services	1960	£1,100.00		Playing Field			
Brick Built Pavilion	ACTIVE	Services	1977	£40,500.00		Playing Field			
Dog bin	ACTIVE	Services	2022	£100.00		The Heath			
Dog litter Bin	ACTIVE	Services	2020	£71.00		Church Road			
Dog litter bins x 4	ACTIVE	Services	2000	£400.00		Various			
Litter bins x 4	ACTIVE	Services	1990	£440.00		Various			
2 x Street lights	ACTIVE	Services	1980	£600.00		Lemons Hill bridge			

Description	Status	Cost Centre	Date Acquired	Ability	Estimated Life	Usage/Capacity	Charges
2 x Street lights	ACTIVE	Services	1970	£600.00 Glebe Close			
Village Information Sign	ACTIVE	Services	2025	£257.01	£2,200.00	Opposite Church	
Village Sign	ACTIVE	Services	2000	£1,500.00			
Notice board - The Wheatsheaf	ACTIVE	Services	2020	£58.00			
Notice board - Church	ACTIVE	Services	2020	£58.00			
Notice board - White horse	ACTIVE	Services	1995	£435.00			
Bus Shelters - White Horse Pub	ACTIVE	Services	2018	£2,515.00			
Bus Shelters - Church	ACTIVE	Services	1990	£1,730.00			
Bus Shelters - The Wheatsheaf	ACTIVE	Services	1990	£1,635.00		The Wheatsheaf	

New Update now live - Balance sheet layout improved X

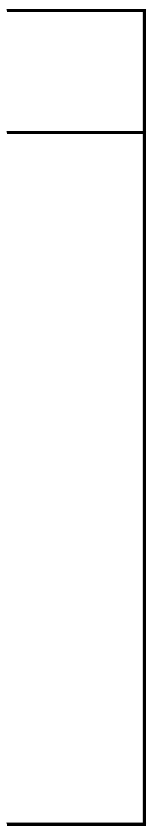
Glebe Close

Opposite Church

The Wheatsheaf

In accordance with Tattingsstone Financial Regulation FR 5.6 the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively; Salaries, PAYE and NI) and regular maintenance contracts and the like for which Council may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council.

Frequency Expenditure Incurred	Payment Method	Beneficiary	Summary of the purpose of the expenditure	NETT	VAT recoverable	Category
Monthly	BACS	Clerk/RFO Salary	Staff remuneration	Variable	0.00	Administrat
Monthly	BACS	Clerk/RFO pension	Staff remuneration	Variable	0.00	Administrat
Monthly	Direct Debit	Tesco Mobile	Mobile phone	13.32	2.67	Administrat
Monthly	Credit Card	Microsoft	MS365	8.51	1.70	Administrat
Quarterly	BACS	HMRC	PAYE & NI deductions	Variable		Administrat
6-monthly	BACS	SALC	Payroll Provision	96.00	19.20	Administrat
6-monthly	BACS	Community Action Suffolk	Domain & Email hosting	22.92	4.58	Administrat
Annually	Direct Debit	ICO	Data Controller Registration	35.00	0.00	Administrat
Annually	Direct Debit	Scribe	Accounting system	228.00	45.60	Administrat
Annually	BACS	SALC	Internal Audit	Variable	Variable	Administrat
Annually	BACS	PKF Littlejohn	External Audit (only if required)	Variable	Variable	Administrat
Annually	BACS	SALC	Annual Membership fees	289.49	0.00	Subscriptio
Annually	BACS	SLCC	Clerk's Membership fees	Variable	Variable	Subscriptio
Annually	BACS	Suffolk County Council	Street Lighting	Variable	Variable	Services
Annually	BACS	Babergh District Council	Bin emptying	Variable	Variable	Services
Annually	BACS	Community Action Suffolk	Insurances	Variable	0.00	Services
Annually	BACS	Babergh District Council	Play area inspections	Variable	Variable	Services



Tattingstone Parish Council

Standing Orders

Version 4.0

Date approved	01 Sept 2025
Minute number	9 (b)
Version number	4.0
Date reviewed	

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.

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1. 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 chair 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 chair 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 chair of the meeting, is expressed in writing to the chair.
- h A councillor may move an amendment to their 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 chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- k One or more amendments may be discussed together if the chair 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 chair 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 they 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 they considers has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
- q A point of order shall be decided by the chair of the meeting and their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chair 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 their 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 five minutes without the consent of the chair 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 chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chair 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 fifteen minutes unless directed by the chair of the

meeting.

- g Subject to standing order 3(f), a member of the public shall not speak for more than five 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 chair of the meeting may direct that a written or oral response be given.
- i A person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chair 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 their comments to the chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair 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 Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council.**
- p **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council if present, shall preside. If both the Chair and the Vice-Chair 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 chair 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 their casting vote whether or not they gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair 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 their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

t The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
- ii. the names of councillors who are present and the names of councillors who are absent;
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.

- u A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their 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.

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

- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are 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 Chair and Vice-Chair of the Council.**
- f The Chair of the Council, unless they have resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- g The Vice-Chair of the Council, if there is one, unless they resign or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- h In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- i In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. they may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**

- j Following the election of the Chair of the Council and Vice-Chair of the Council at the annual meeting, the business shall include:
- i. **In an election year, delivery by the Chair 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 Chair of the Council of their 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;
 - 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 Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair 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.**

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 3 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

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 chair 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 3 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 3 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 chair 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:
- 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 chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chair 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 this 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.**
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- 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 they have 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 they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
- c Unless they have 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 they have another interest if so required by the Council’s code of conduct. They may return to the meeting after it has considered the matter in which they 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 by a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;

- iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered [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] OR [at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required].
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
- i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

14. CODE OF CONDUCT COMPLAINTS

- a **Upon notification by the Principal 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 them. 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:
- 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 3 days before the meeting confirming their withdrawal of it;
- iii. convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. 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 Chair or in their absence the Vice-Chair 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 Council;
- xvi. manage access to information about the Council via the publication scheme; and

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 and

which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's receipts and payments (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 £60,000 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. 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. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - iv. 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;
 - v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- d. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- e. **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

19. HANDLING STAFF MATTERS

- a. A matter personal to a member of staff that is being considered by a meeting of Council is subject to standing order 11.
- b. Subject to the Council's policy regarding absences from work, the Council's Clerk shall notify the Chair or, if they are not available, the Vice-Chair of absence occasioned by illness or other reason and that person shall report such absence to the Council at its next meeting.
- c. The chair or in their absence, the vice-chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by Council
- d. Subject to the Council's policy regarding the handling of grievance matters, the Council's Clerk shall contact the chair or in their absence, the vice-chair in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Council.

- 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 chair or vice-chair, this shall be communicated to another member of the Council, which shall be reported back and progressed by resolution of the Council.
- 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.**
- H. ***If gross annual income or expenditure (whichever is higher) does not exceed £25,000, The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.***

OR

If gross annual income or expenditure (whichever is the higher) does not exceed £200,000, 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 may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- 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), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

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 3 councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.

Tattingstone Parish Council

Meeting Attendance and Absence Policy

Version 1.0

MEETING ATTENDANCE AND ABSENCE POLICY

1 ABOUT THIS POLICY

- 1.1** This policy aims to promote efficient administration of meetings, avoid inquorate meetings and permit the timely rescheduling of meetings where necessary and to establish procedures for seeking absence for a known leave of absence.

2 INTRODUCTION

- 2.1** Tattingsstone Parish Council aims to encourage elected members to attend as many meetings as possible and to outline elected members' responsibilities in meeting attendance, achieve a fair balance between a person's commitments as an elected member, their employment commitments, and family and community obligations and to provide accountability for Members of the Council.
- 2.2** If a Councillor is absent from a meeting, they are welcome to share their views on any agenda item(s) but this will not be read out by the Clerk at the meeting; however Councillors are welcome to ask another Councillor to read out a statement on their behalf.

3 APOLOGIES FOR ABSENCE

- 3.1** All Councillors are required to attend Ordinary Council meetings, Extra Ordinary Council meetings and any Committee meeting to which they have been appointed.
- 3.2** If a Councillor cannot attend these meetings they will need to submit an apology.
- 3.3** Members shall give as much advance notice as possible of absence from all meetings (both full Council and Committee) to the Parish Clerk (as the Council's Proper Officer).
- 3.4** Apologies are to be submitted by email using clerk@tattingsstoneparishcouncil.gov.uk.
- 3.5** The deadline for receipt of an apology for absence shall be the end of office hours on the same day as the meeting. A reason for the lack of attendance is to be provided.
- 3.6** Apologies for absence shall be made directly in advance and not via a third person such as another Member at the meeting.
- 3.7** If an apology is not accepted, or submitted according to the above guidelines, it will be recorded as an absence.

4 EXTENDED PERIODS OF ABSENCE

- 4.1** A Councillor who does not attend any meetings for a period of six consecutive months will automatically cease to be a Member of the Council unless the reason for absence is approved by the Council before the end of the period (Local Government Act 1972, s85).
- 4.2** If absence becomes necessary for extended periods, Councillors are advised to submit a request to the Parish Clerk giving the reason for absence, for approval by the Council.

5 RECORDING AND PUBLISHING ATTENDANCE

- 5.1** For all meetings of the Council, the Clerk will record Members' attendance, or non-attendance with or without apologies, in the meeting minutes.
- 5.2** The Minutes of these meetings will show Members in attendance and Members absent with and without apologies and approval of the councillor absences.
- 5.3** The minutes of the meeting will also record if it was resolved to approve a councillor's absence from the meeting, and the councillor's reason for absence. The recording of such information must not conflict with a council's duty to handle personal data or sensitive personal data in accordance with its obligations under data protection legislation.