



COUNCILLOR CODE OF CONDUCT

PART 1 GENERAL PROVISIONS

Introduction and interpretation

As a Member you are a representative of South Stoke Parish Council (“the Authority”) and the public will view you as such. Therefore your actions impact on how the Authority as a whole is viewed and your actions can have both positive and negative impacts on the Authority.

This Code as a whole is consistent with “Nolan Principles” which are set out in **Appendix 1** and the provisions of S29(1) Localism Act 2011

In this Code:

“meeting” means any meeting of:

- (a) the Authority
- (b) any of the Authority’s committees, sub-committees, joint committees, joint sub-committees or areas committees whether or not the press and public are excluded from the meeting in question by virtue of a resolution of Members
- (c) any briefings by officers and site visits organised by the Authority

“relevant period” means the period of 12 months ending with the day on which you give notification to the Authority’s monitoring officer of any disclosable pecuniary interests you had at the time of the notification.

“profit or gain” includes any payments or benefits in kind which are subject to Income Tax

“beneficial interest” means having an economic benefit as a legal owner or holding it on trust for the beneficial owner, having a right to the income from the land or securities or a share in it or the right to the proceeds of sale or share of part of the proceeds of sale

“Member” includes a co-opted member.

1 Who does the Code apply to?

- 1 This Code applies to all Members of the Authority including co-opted members.
- 2 It is your responsibility to comply with the provisions of this Code.

2 What does the Code apply to?

- 1 You must comply with this Code whenever you -
 - a conduct the business of the Authority, or
 - b you are acting as a representative of the Authority.
- 2 This Code has effect in relation to your conduct in your official capacity.
- 3 Where you act as a representative of the Authority--
 - a on another relevant authority, you must, when acting for that other authority, comply with that other authority's code of conduct; or
 - b on any other body, you must, when acting for that other body, comply with the Authority's code of conduct, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject.

3 General obligations

- 1 You must treat others with respect.
- 2 You must uphold the law
- 3 You must not--
 - a do anything which may cause the Authority to breach any of the equality enactments
 - b bully any person;
 - c intimidate or attempt to intimidate any person who is or is likely to be--
 - (i) a complainant;
 - (ii) a witness; or
 - (iii) involved in the administration of any investigation or proceedings, in relation to an allegation that a Member (including yourself) has failed to comply with the Authority's code of conduct; or
 - d do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, the Authority.

4 Confidential Information

You must not

- 1 disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where--
 - a you have the consent of a person authorised to give it;
 - b you are required by law to do so;
 - c the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or
 - d the disclosure is
 - (i) reasonable and in the public interest; and
 - (ii) made in good faith and in compliance with the reasonable requirements of the Authority:
- (b) prevent another person from gaining access to information to which that person is entitled by law.

5 Conferring an advantage or disadvantage

You must

- 1 not use or attempt to use your position as a Member improperly to confer on or secure for yourself or any other person, an advantage or disadvantage;
- 2 when using or authorising the use by others of the resources of the Authority-
 - a act in accordance with the Authority's reasonable requirements;
 - b ensure that such resources are not used improperly for political purposes (including party political purposes);
- 3 have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.

PART 2 MEMBERS INTERESTS

6 Disclosable Pecuniary Interests¹

- 1 You have a Disclosable Pecuniary Interest in any business of the Authority if it is of a description set out in 6.2 below and is either:
 - a An interest of yours; or
 - b An interest (of which you are aware) of a spouse, civil partner or a person you are living with as a spouse or civil partner (“known as Relevant Persons”).
- 2 A Pecuniary Interest is an interest which relates to or is likely to affect:
 - a Any employment, office, trade, profession or vocation carried on by you or a Relevant Person for profit or gain;
 - b Any payment or provision of any other financial benefit (other than from the Authority) made or provided within the relevant period in respect of any expenses incurred in carrying out your duties as a Member, or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992
 - c Any contract for goods, services or works which has not been fully discharged between you or a Relevant Person and the Authority or a body in which you or they have a beneficial interest;
 - d A beneficial interest in any land in the Authority’s area
 - e a licence of any land in the Authority’s area (alone or jointly with others) that you or a Relevant Person occupy for a month or longer
 - f any tenancy where to your knowledge (a) the landlord is the Authority and (b) the tenant is a body in which you or a Relevant Person has a beneficial interest
 - g Any beneficial interest in securities of a body where-
 - (i) that body (to your knowledge) has a place of business or land in the area of the Authority and
 - (ii) either:
 1. the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or
 2. the beneficial interest exceeds one hundredth of the total issued share capital of the share capital of that body, if of more than one class, the total nominal value of the shares of any one class

¹ The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 set out the pecuniary interests specified for the purposes of Chapter 7 of Part 1 Section 30(3) of the Localism Act 2011

7 Other Pecuniary Interests

You have a pecuniary interest in any business of the Authority where it relates to or is likely to affect:

- 1 any person or body who employs or has appointed you;
- 2 any contract for goods, services or works made between the Authority and you or a firm in which you are a partner, a company of which you are a remunerated director, or a person or body of the description specific in paragraph 6.2.(vii) which has been fully discharged within the last 12 months;

8 Non-Pecuniary Interests

You have a non-pecuniary interest in any business of the Authority where it relates to or is likely to affect:

- 1 any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by the Authority;
- 2 any body-
 - a exercising functions of a public nature;
 - b directed to charitable purposes; or
 - c one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union); of which you are a member or in a position of general control or management;
- 3 the interests of any person from whom you have received a gift or hospitality with an estimated value of at least £25;
- 4 a decision in relation to that business which might reasonably be regarded as affecting your wellbeing or the wellbeing of a relevant person to a greater extent than the majority of:-
 - a (in the case of authorities with electoral divisions or wards) other council tax payers, ratepayers or inhabitants of the electoral division or ward, as the case may be, affected by the decision; or
 - b (in all other cases) other council tax payers, ratepayers or inhabitants of the Authority's area

9 Disclosure of Interests (Disclosable Pecuniary Interests, Other Pecuniary Interests and Non-Pecuniary Interests)

- 1 Subject to sub-paragraphs 9.2 to 9.3, where you have a Disclosable Pecuniary Interest, other Pecuniary Interest or Non-Pecuniary Interest in any business of the Authority and you are present at a meeting of the Authority at which the business is considered, you must disclose to that meeting the existence and nature of that interest whether or not such interest is registered on your Register of Interests or for which you have made a pending notification
- 2 Sub-paragraph 9.1 only applies where you are aware or ought reasonably to be aware of the existence of the Relevant Person's Interest
- 3 Where you have an interest in any business of the Authority which would be disclosable by virtue of paragraph 9.1 but by virtue of paragraph 12 (Sensitive Information) details of the interest are not registered in the Authority's published

Register of Members' Interests and the interest is a Disclosable Pecuniary Interest you need not disclose the nature of the interest to the meeting

- 4 Where you have a Pecuniary Interest in any business of the Authority and a function of the Authority may be discharged by you acting alone in relation to that business, you must ensure you notify the Authority's monitoring officer of the existence and nature of that interest within 28 days of becoming aware that you will be dealing with the matter even if more than 28 days before you will actually deal with the business

10 Effect of Interests on participation

1 Disclosable Pecuniary Interests

- a If you are present at a meeting of the Authority or of any committee, sub-committee, joint committee or joint sub-committee of the Authority and you have a Disclosable Pecuniary Interest in any matter to be considered, or being considered, at the meeting and you are aware of that Interest:
 - (i) You must not participate, or participate further, in any discussion of the matter at the meeting, or participate in any vote, or further vote, taken on the matter at the meeting
 - (ii) You must withdraw from the room or chamber where the meeting considering the business is being held unless you have received a dispensation from the Authority's proper officer
- b If you have a Disclosable Pecuniary Interest in any business of the Authority you must not seek improperly to influence a decision about that business
- c If a function of the Authority may be discharged by a Member acting alone and you have a Disclosable Pecuniary Interest in any matter to be dealt with or being dealt with in the course of discharging that function you may not take any steps or any further steps in relation to the matter (except for the purpose of enable the matter to be dealt with otherwise than by yourself)

2 Other Pecuniary Interests

If you have an Other Pecuniary Interest in any business of the Authority which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgement in the public interest and you are present at a meeting of the Authority at which such business is to be considered or is being considered you must:

- a disclose the existence and nature of the interest in accordance with paragraph 9.1 (but subject to paragraph 9.3) and
- b withdraw from the room or chamber where the meeting considering the business is being held unless you have obtained a dispensation from the Authority's proper officer

PART 3 REGISTER OF MEMBERS INTERESTS

11 Registration of Members' Interests

Subject to paragraph 12, you must, within 28 days of:

- 1 this Code being adopted by or applied to the Authority; or
- 2 your election, re-election or appointment or re-appointment to office (where that is later), or co-opted onto the Authority

register in the Authority's Register of Members' Interests (maintained by the Monitoring Officer under Section 29(1) of the Localism Act 2011) details of:

- 1 Disclosable Pecuniary Interests as referred to in paragraph 6 that you, your spouse, civil partner or person with whom you live as if they were your spouse or civil partner in so far as you are aware of their interests at that time
- 2 Pecuniary Interests referred to in paragraph 7 that you have

Subject to paragraph 12, you must within 28 days of becoming aware of any new Disclosable Pecuniary Interest as referred to in paragraph 6 that you, your spouse, civil partner or person with whom you live as if they were your spouse or civil partner or change to any Disclosable Pecuniary Interest registered under paragraphs 11.1 or 2 above by providing written notification to your authority's Monitoring Officer

12 Sensitive Information

- 1 Where you have a Disclosable Pecuniary Interest referred to in paragraph 6 or pecuniary interest referred to in paragraph 7 and the nature of the interest is such that you and the Authority's monitoring officer consider that disclosure of details of the interest could lead to you or a person connected with you being subject to violence or intimidation if the interest is entered in the Authority's Register then copies of the register available for inspection and any published version of the Register should not include details of the interest but may state that you have an interest details of which are withheld under s32(2) of the Localism Act 2011 and/or this paragraph.
- 2 You must, within 28 days of becoming aware of any change of circumstances which means that information excluded under paragraph 12.1 is no longer sensitive information, notify the Authority's monitoring officer
- 3 In this Code "sensitive information" means information whose availability for inspection by the public creates, or is likely to create, a serious risk that you or a person who lives with you may be subject to violence or intimidation.

13 Register of Gifts and Hospitality

- 1 You must within 28 days of receipt, notify the Authority's monitoring officer in writing of any gift, benefit or hospitality with a value in excess of £25 which you have accepted as a member from any person or body other than the Authority.
- 2 The monitoring officer will place your notification on a public register of gifts and hospitality
- 3 This duty to notify the monitoring officer does not apply where the gift, benefit or hospitality comes within any description approved by the Authority for this purpose.

14 Review of the policy

This policy was accepted by the Parish Council at its meeting on 29 October 2018 and will be reviewed annually.

Signed:

B Urbick

CODE OF CONDUCT

THE NOLAN PRINCIPLES AND SECTION 28(1) OF THE LOCALISM ACT 2011

SELFLESSNESS

To serve only the public interest and never improperly confer an advantage or disadvantage on any person

INTEGRITY

Not to place themselves in situations where their integrity may be questioned, should not behave improperly and should on all occasions avoid the appearance of such behaviour

OBJECTIVITY

Make decisions on merit, including when making appointments, awarding Contracts or recommending individuals for rewards or benefits.

ACCOUNTABILITY

To be accountable to the public for their actions and the manner in which they carry out their responsibilities and should co-operate fully and honestly with any scrutiny appropriate to their Office.

OPENNESS

To be as open as possible about their actions and those of the Council and should be prepared to give reasons for those actions.

HONESTY

Not to place themselves in situations where their honesty may be questioned, should not behave improperly and should, on all occasions, avoid the appearance of such behaviour.

LEADERSHIP

Should promote and support these principles by leadership and by example and should always act in a way that secures or preserves public confidence.



COMPLAINTS PROCEDURE

1. This Policy sets out procedures for dealing with any complaints that anyone may have about South Stoke Parish Council's administration and procedures. Complaints against policy decisions made by the Council shall be referred back to the Council [but note paragraph 14 of the Council's Standing Orders which says that issues shall not be re-opened for six months].
2. If a complaint about procedures or administration as practised by the Council's employees is notified orally to a Councillor or the Clerk to the Council, they should seek to satisfy the complaint fully. If that fails, the complainant should be asked to put the complaint in writing to the Clerk to the Council and be assured that it will be dealt with promptly after receipt.
3. If the complainant prefers not to put the complaint to the Clerk to the Council he or she should be advised to put it to the Chairman of Council.
4. a) On receipt of a written complaint the Chairman of Council or the Clerk to the Council (except where the complainant is about his or her own actions), shall try to settle the complaint directly with the complainant. This shall not be done without first notifying the person complained against and giving him or her an opportunity to comment. Efforts should be made to attempt to settle the complaint at this stage.

b) Where the Clerk to the Council or the Chairman of Council receives a written complaint about the Clerk's own actions, he or she shall refer the complaint to the Chairman of Council. The Clerk to the Council shall be notified and given an opportunity to comment.
5. The Clerk to the Council or Chairman of Council shall report to the next meeting of the Council any written complaint disposed of by direct action with the complainant.
6. The Clerk to the Council or Chairman of Council shall bring any written complaint that has not been settled to the next meeting of the Council. The Clerk shall notify the complainant of the date on which the complaint will be considered and the complainant shall be offered an opportunity to explain the complaint orally.
7. The Council shall consider whether the circumstances attending any complaint warrant the matter being discussed in the absence of the press and public but any decision on a complaint shall be announced at the Council meeting in public.
8. As soon as may be after the decision has been made, it and the nature of any action to be taken shall be communicated in writing to the complainant.
9. A Council shall defer dealing with any written complaint only if it is of the opinion that issues of law or practice arise on which advice is necessary. The complaint shall be dealt with at the next meeting after the advice has been received.



10. Review of the policy

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Signed:

B Urbick

Strategy for Fund Raising Events For the Community Building Project.

It is recognised that there are several different audiences within the Village and any strategy for fund raising needs to consider appealing to each and all of them. At the same time, we are a relatively small Village and we can only go to the same well so many times. Most Village events tend to attract the same people. Our task is to spread the net wider. As a consequence, I have considered a range of events which I hope will appeal to different and broad sections of our Community. I have met with Tracey and we discussed these events going forward.

It is anticipated we will hold 1 event every 6 weeks.

Suggested Events from April 2019:-

1. Ladies Fashion Show. Friday 5th April. Entry fee of £15.00 per person, maximum 50, with licensed bar. Bagatelle, the Pangbourne shop, will make a donation to us depending upon the sales made on the evening. Tracey suggested Bagatelle offer a 5% off voucher for the show which would enable them to know how much business generated on the night.. Food to be provided and 3 models each showing 3 different outfits. Overheads will include food, drink and tens licence.
2. Table Top Sale on the Rec. 18/19th May.. Amenities Charity to be approached to request use of tables. Charge £10 per table for Sellers. Bucket collection for donations.. Request shop to be open. We can arrange for Tea/Coffee to be provided and light snacks. No overheads.
3. Zumbathon on Village Rec. Possible weekends July 6th or July 13th. Same format as last year but advertise in Goring Gap and Woodcote village newsletters. Charge £10 per person. Kids free. Ask for shop to be open. We raised approx £400 last year. Aiming for £500+. Overheads cost of adverts only.
4. Quiz night. Early September. In Village Hall. Mick is prepared to create and deliver the Quiz questions. Suggest teams of 4 to 6? Recruit teams from all corners of the Village, eg Perch and Pike team, an Anglers team, a WI team, PTA and Historical Society team. Entry fee of £25. per team with prizes. Licensed bar to be provided and light snacks. Overheads tens licence.
5. Line Dancing Evening with Caller. In Village Hall. £15 entry fee including hot dog or similar. Licensed bar. October/November. Overheads cost of a Caller £50.00 and tens licence.
6. 2nd hand Clothes Sale. October/November. Village Hall. Good quality second hand clothes donated or sold on a 50/50 basis. If any jumble, sell on to Clothing companies that buy clothing by the weight. No overheads.

We should also consider an Auction of Promises in September and create an event around it. The Woodall's would be prepared to offer 2 weeks at their Florida apartment. Maybe we could get Toby Dixon's Wembley tickets again and the Perch and Pike dinner for 4. Appeal to anyone else in the Village for prizes that would attract significant value bids. Suggest target £5000. Think big! Maybe use the Church to get more people involved.

Further suggestions:-

Bake Off.
Afternoon tea at a Venue to be decided.
Horse Race Evening.

Meeting with Jules from the Shop on Tuesday 5th March re Events being arranged by the Shop Committee. Need to speak to school PTA.

We need to consider an ongoing and attention grabbing marketing/advertising campaign.