



HALE PARISH COUNCIL
OF THE HALTON BOROUGH IN
THE COUNTY OF CHESHIRE



DATED THIS 13th DAY OF MAY 2026
MEMBERS OF HALE PARISH COUNCIL ARE HEREBY SUMMONED
TO ATTEND THE ORDINARY MEETING OF HALE PARISH COUNCIL
ON THE 18th DAY OF MAY 2026 AT 8.00PM
IN HALE VILLAGE HALL, HIGH STREET, HALE L24 4AE
TO TRANSACT BUSINESS AS SHOWN IN THE AGENDA.

A handwritten signature in black ink, appearing to be 'B. Hargreaves'.

Mr. Brian Hargreaves
Clerk and Responsible Financial Officer

Note to Councillors:

If you are unable to attend the meeting, please notify the Clerk of your apologies.

Please email: clerk@haleparishcouncil.gov.uk or call 07803611222

Note to Public

Members of the public wishing to address the Council should note that they must advise the Clerk before 10am on the day of the meeting both of their wish to participate in the public forum and their topic. If residents fail to inform the clerk prior to the meeting, permission to speak at the meeting will be at the discretion of the Chairman. All participants are restricted to a maximum of three minutes. If the public wish to ask the Council questions, please note that the Council may not be able to answer the question if the Council has not considered or resolved the question on an agenda item at a prior meeting. Should this be the case, the Council will advise correspondence with the Clerk to request the item should be discussed at a future Parish Council meeting. If the question is considered outside the remit of Hale Parish Council, residents will be referred to Halton Borough Council.

** Please note that anybody wishing to comment should raise their hand, wait to be acknowledged and should address the meeting through the Chair.*

MEETING AGENDA

1. **Election of Chairman** – To duly elect a Chairman for FY2627
2. **Election of Vice Chairman** – To duly elect a Vice Chairman for FY2627
3. **Apologies** - To Receive apologies for absence
4. **Declarations of Interest** - To Receive declarations of Interest
5. **Public Participation** – A period of public participation as set out in the “Note to Public” above.
6. **Minutes** –
 - i. To consider the Minutes of the Ordinary Meeting of Hale Parish Council on 18th April 2026 and agree them as a true and accurate record
7. **Accounts** –
 - i. To receive the reconciled bank statement and summary of receipts & payments 1st April 2026 – 6th May 2026 and to accept them as a true and accurate record and comparison against budget (See Attached)
8. **Invoice Sampling** – As required by Hale Parish Council Financial regulations 2.2 the appointed member shall check and sign all reconciliations against original Unity Bank statements and report including any exceptions to and noted by the council.
9. **Instant Access account** - To receive the reconciled bank statement and summary of receipts & payments 1st April 2026 – 6th May 2026 and to accept them as a true and accurate record
10. **Members Code of Conduct** - To receive and agree/review current members Code of Conduct document.
11. **Governance Statement** - To agree & sign the AGAR Governance statement for Hale Parish Council April 1st 2025 – 31st March 2026
12. **Accounting Statement** - To agree & sign the AGAR Accounting statement for Hale Parish Council April 1st 2025 – 31st March 2026
13. **Afternoon Tea 24th May 1pm – 3pm** – To discuss and decide upon a course of action

14. Co – Option of two Councillors - To agree a clear method for promoting and advertising the two vacancies for co-option, ensuring that all residents are given a fair and reasonable opportunity to consider and, if they so wish, submit an application, and agree for applications to be considered at the PC's June meeting.

15. Committee Membership & Terms of Reference – To review and confirm membership and Terms of Reference for FY2627

i. **Staffing Committee** 21st July 2025

Current Membership - as follows – Cllr. P Lewis, Cllr. M Roberts
Cllr. C Anderson, Cllr. C Williams, Cllr. L Trevaskis, Cllr. J McNamara

16. Volunteer Parish Clerk The role of a Parish Clerk (and by extension, a Deputy Clerk) is a **statutory office**, not just a standard volunteer position. Because a Clerk is the "Proper Officer" and often the Responsible Financial Officer (RFO) of the Council, there are several formal and legal requirements that must be met, even on a voluntary basis.

If Hale Parish Council were to consider a voluntary Deputy Clerk, the following formal requirements would apply:

1. Council Resolution and Appointment

A Parish Council is a corporate body. A Deputy Clerk cannot be "hired" or "accepted" by the Clerk alone.

- **Formal Vote:** The appointment must be approved by a formal resolution of the Full Council during a public meeting.
- **Section 112 (Local Government Act 1972):** This act gives the council the power to appoint such officers as they think necessary for the proper discharge of their functions.

2. Legal and Statutory Compliance

Because the role involves handling public money and sensitive data, several legal hurdles exist:

- **Data Protection (GDPR):** The volunteer would need formal training and must sign a confidentiality agreement. They would be handling "Personal Identifiable Information" (PII) of residents and staff.
- **Financial Regulations:** If they are to assist with accounts, they must be named in the Council's Financial Regulations and potentially be covered by the Council's **Fidelity Guarantee** insurance.

- **Section 151 Responsibilities:** If they act as a deputy RFO, they carry legal liability for the proper administration of the council's financial affairs.

3. Disclosure and Barring Service (DBS)

While not always mandatory for all council roles, if the Deputy Clerk's work involves contact with vulnerable groups or handling sensitive community grants/data, the Council may require a **Standard or Enhanced DBS check**.

4. Insurance and Health & Safety

- **Employers' Liability Insurance:** The Council must ensure their insurance policy covers "volunteers" as well as paid employees.
- **Risk Assessment:** You would be legally required to conduct a formal risk assessment for the volunteer's workstation and duties to comply with the Health and Safety at Work Act.

5. Contractual "Volunteer Agreement"

To avoid the volunteer accidentally gaining "employment rights" (which can happen if the role looks too much like a job), a formal **Volunteer Agreement** is required. This should clearly state:

- There is no "mutuality of obligation" (they aren't forced to work, and you aren't forced to provide work).
- They are only reimbursed for actual out-of-pocket expenses (travel, postage) and receive no "honorarium" or payment, as this could trigger a minimum wage claim.

6. Training and Qualifications

While there is no legal requirement to have a qualification to start, the Council has a "Duty of Care" to ensure the person is competent.

- **Standing Orders:** The volunteer must be formally trained in the Council's specific Standing Orders and Code of Conduct.

In summary: Because of the high level of legal and financial risk involved in the Clerk's office, most Parish Councils avoid "volunteer" deputies and instead opt for a small contracted role (e.g., 2–5 hours a week) to ensure the person is legally accountable to the Council.

17. Proposal to Undertake a Village Survey to Inform the Four-Year Action Plan

1. Background and Purpose

Following discussions between Councillor Andrea Hutchinson and Cllr Luke Trevaskis, consideration has been given to conducting a village survey at the

commencement of the new administration term. The primary objective of this survey is to gather the views, needs and priorities of residents, which will serve as an evidence base to inform the development of the Council's four-year action plan. Such a survey will help ensure that future projects, policies and service delivery are aligned with the wishes of the local community.

2. Reference Material

A light-touch survey is currently being carried out in Preston Brook Parish, with the aim of gathering similar resident feedback. A copy of the survey template is available via the link below for reference:

<https://docs.google.com/forms/d/1gXWumVPHa9NUB6LEeiJ5imAAIpAkTRL7MyWhxhGfuQ4/edit>

The Preston Brook survey covers key areas including:

- Resident profile (length of residence, age group, household type)
- Overall satisfaction with the village as a place to live
- Identified strengths and challenges of the locality
- Views on public realm, environment and biodiversity
- Community connection and preferred activities and events

3. Proposed Options

Two potential approaches are put forward for consideration:

- **Option 1:** Replicate the structure and content of the Preston Brook survey, with targeted adjustments to questions and categories to ensure they are relevant and appropriate to the context of Hale.
- **Option 2:** Develop a more detailed survey, building on the framework of the Preston Brook example, to gather additional depth of information and insights from residents.

4. Recommendations / Request for Decision

Members are invited to:

1. Consider the principle of undertaking a village survey to support the development of the four-year action plan.
2. Review the Preston Brook survey template and comment on its suitability as a basis for Hale's survey.
3. Indicate a preference between the two proposed options, or suggest alternative approaches.
4. Agree next steps, including any further development work required or appointment of a working group to take the proposal forward.

18. Policies - To Review the Draft Policies and approve where appropriate

DRAFT Standing Orders

DRAFT Financial Regulations

DRAFT Code of Conduct Policy

DRAFT Expenses Policy

DRAFT Privacy Policy

DRAFT Information Technology Policy

DRAFT Document Retention & Disposal Policy

DRAFT Volunteer Policy

DRAFT Information Security Policy

DRAFT Model Publication Scheme

DRAFT Equality Diversity & Inclusion Policy

19. Refurbishing Chairman's Chain of Office – To consider the quotation attached for Professionally Refurbishing the Chairman's chain of Office

20. Annual Parish Meeting – To note that the Annual Parish Meeting will take place on Friday 29th May 2026 in Hale Village Hall at 7.00pm. All Members should attend where possible.

21. Liverpool John Lennon Airport (LJLA) – To receive an update report by Cllr McNamara



HALE PARISH COUNCIL

OF THE HALTON BOROUGH IN
THE COUNTY OF CHESHIRE



DRAFT MINUTES OF THE ORDINARY MEETING OF HALE PARISH COUNCIL HELD AT HALE VILLAGE HALL ON MONDAY 20th APRIL 2026 AT 8.00pm

Attendance

Present: Cllr P Lewis, Cllr A Hutchinson, Cllr J McNamara, Cllr G Wright and Cllr P Healey

In Attendance: The Clerk and Three members of the public.

1. **Apologies:** Received from Cllr C Anderson, Cllr M Roberts No apologies were received from Cllr B Cleary.
2. **Declarations of Interest** – No Declarations were registered
3. **Public Participation** –
 - i. A resident of Wellington Gate in the village expressed his concerns about a parking issue which is affecting him and making it extremely difficult to park his car outside his own residence. The Clerk agreed to write to Hale C of E School and request that school staff park in the school car park or areas which are not adjacent to residential properties
 - ii. The Clerk agreed to contact the vendors in the shopping area at Ivy Court and request that they take steps to ensure that litter and other packaging and food cartons are cleared regularly to protect the overall aesthetic of the area and to dissuade vermin.
4. **Minutes of the Previous Meeting** - The minutes of the Ordinary Meeting held on 16th March 2026 were approved as a true and accurate record.

Proposed by Cllr P Lewis

Seconded by Cllr A Hutchinson

The Motion was approved

- 5. Address by a member of Halebank Parish Council** – Cllr Anderton addressed the meeting giving an update on the progress of Halebank Parish Council in its discussions with Halton Borough Council. He noted that sadly work has started on the building of 500 residential properties within the area and plans for a further 300 look to be progressing despite the efforts of Halebank Parish Council to prevent the plans.

Cllr Anderton informed the meeting that he will be standing in the local election on May 7th as a Reform candidate and asked for the support of the members of the Council and local residents

No support was formally offered for the Councillor's political ambitions.

- 6. Accounts** - The reconciled bank statement and summary of receipts and payments for 3rd March 2026 - 31st March 2026 Were approved as a true and accurate record and comparison against budget (as attached)

Proposed by Cllr G Wright

Seconded by Cllr A Hutchinson

The Motion was approved unanimously

- 7. Invoice Sampling** – In line with financial regulation 2.2 The Council appointed member has checked and signed the reconciled account against original Unity Bank Statements and reported to the Parish Council any exceptions.

Proposed by Cllr G Wright

Seconded by Cllr J McNamara

The Motion was approved

- 8. Instant Access Account** – The reconciled bank statement and summary of receipts and payments for 3rd March 2026 – 31st March 2026 Were accepted as a true and accurate account

Proposed by Cllr P Lewis

Seconded by Cllr J McNamara

The Motion was approved unanimously

- 9. Hale parish Council End of Year accounts** - The reconciled bank statement & summary of receipts and payments for the year 1st April 2025 – 31st March 2026 were accepted as a true and accurate record and comparison against budget.

Proposed by Cllr P Lewis

Seconded by Cllr J McNamara

The Motion was approved unanimously

10. Precept – It was noted that the sum of **£64,216** has been received by the Parish Council from Halton Borough Council

11. Risk Management Scheme & Policy – Both policies were considered and approved for renewal for year 1st April 2026 – 31st March 2027

Proposed by Cllr J McNamara

Seconded by Cllr P Lewis

The Motion was approved unanimously

12. Hale Park Entrance Maintenance – The Clerk agreed to contact Halton Borough Council Green spaces dept to enquire about the possibility of assistance with maintaining the green spaces within the Village. In particular clearing the park entrance of leaves and supporting a clean, maintained area

Cllr P Lewis suggested contacting Halton Community Services to explore the possibility of drawing upon that resource for assistance with maintaining the Village green spaces.

13. Planning – The Planning application Ref 26/00096/TCA was discussed and accepted without issue

Proposed by Cllr J McNamara

Seconded by Cllr P Lewis

The Motion was approved unanimously

14. War Memorial & General Groundwork Maintenance – Item 14 was deferred until the May Parish Council meeting

Proposed by Cllr A Hutchinson

Seconded by Cllr P Lewis

The Motion was approved unanimously

15. PCSO Retirement - It was acknowledged that local PCSO officer Ste Marnick has now retired and the meeting expressed their thanks and sincere good wishes for a long and healthy retirement.

16. Grant Application – A Grant application submitted by Widnes Gymnastics Academy was considered by the members and a donation of £150 was agreed for assistance with their kit for the upcoming trip to the World Gymnastics Championships in the USA. It was noted that all applications are judged on their own unique circumstances and that the organiser and one of the Gymnasts are residents in Hale Village. Best wishes were expressed for their success in the summer.

Proposed by Cllr A Hutchinson

Seconded by Cllr J McNamara

With one abstention The Motion was approved

17. Events Calendar 2026 - 2027 – It was agreed to defer this agenda item pending an application to assist with funding a coach trip by the friends of Hale Village.

The Clerk will arrange for a working party to meet to discuss the Events programme and to allocate members to take a lead in the various events planned

Proposed by Cllr P Lewis

Seconded by Cllr A Hutchinson

The Motion was approved unanimously

18. Standing Orders - This Item was deferred pending arrangement & further discussion at a policy meeting

Proposed by Cllr J McNamara

Seconded by Cllr A Hutchinson

The Motion was approved unanimously

19. Financial Regulations - This Item was deferred pending arrangement & further discussion at a policy meeting

Proposed by Cllr J McNamara

Seconded by Cllr A Hutchinson

The Motion was approved unanimously

20. Policies - This Item was deferred pending arrangement & further discussion at a policy meeting

Proposed by Cllr J McNamara

Seconded by Cllr P Lewis

The Motion was approved unanimously

21. Bins - This Item was deferred until the May meeting. In the meantime the Clerk will enquire about the possibility of Halton BC providing and servicing additional bins in and around the area

Proposed by Cllr J McNamara

Seconded by Cllr P Lewis

The Motion was approved unanimously

22. Liverpool John Lennon Airport (LJLA) - Cllr McNamara reported on the recent activities at LJLA and was happy to inform the meeting that they are doing well. He has tentatively arranged for representatives of the airport to attend the June Parish Council meeting as a P.R. exercise and to meet residents of the Village. Passenger numbers have increased by 3% in the first quarter and although Easyjet have cancelled one of their routes to Cyprus due to the recent troubles they are currently using the aircraft for a different route and maintaining the through flow of traffic.

The airport solar farm is now 100% operational with 25% of the airport electricity costs being covered by the installation. In addition it was reported that the airport has received a gold award for customer service and that 90% of flights are recorded as being on time.

The airport are concentrating on reducing their carbon footprint going forwards

23. Parish Council Meeting Dates – 2026 – 2027 – The proposed dates for Parish Council meetings for 2026 – 2027 were accepted by the members

Proposed by Cllr J McNamara

Seconded by Cllr P Lewis

The Motion was approved unanimously

The Deputy Chair closed the meeting at 10.15pm

Hale Parish Council
RECONCILIATION - Hale Parish Council Unity Bank 06-05-2026

From Accounts	£72,940.93
---------------------	------------

Payments not cashed	Add
Receipts not entered	Subtract

Statement should be	£72,940.93
----------------------------------	-------------------

Hale Parish Council

Transactions for Hale Parish Council Unity Bank

Voucher	Date	Chq/Rec No.	Description	Supplier	Total	Balance	Cashed date
			STARTING BALANCE			12,412.59	
1	01/04/2026		Precept	Halton Borough C	64,216.00	76,628.59	01/04/2026
1	09/04/2026		Google Invoice	Google Ireland Ltc	-70.00	76,558.59	14/04/2026
2	09/04/2026		Donation	Donation	120.84	76,679.43	14/04/2026
3	10/04/2026		Donation	Donation	100.00	76,779.43	14/04/2026
2	16/04/2026		Easter Eggs/Sweets	Repayment	-17.46	76,761.97	06/05/2026
3	16/04/2026		Payroll & Scribe	Dalton Smith	-54.00	76,707.97	06/05/2026
4	16/04/2026		Training	Chalc	-40.00	76,667.97	06/05/2026
5	16/04/2026		Subscription	Chalc	-600.80	76,067.17	06/05/2026
6	20/04/2026		Subscription	Worknest	-416.35	75,650.82	06/05/2026
7	20/04/2026		Room Hire	Hale Village Hall	-227.50	75,423.32	06/05/2026
8	28/04/2026		Caretaker - Salary	Hale Village Hall	-559.60	74,863.72	06/05/2026
9	28/04/2026		Booking Officer Salary	Hale Village Hall	-734.68	74,129.04	06/05/2026
10	28/04/2026		Cleaner - Salary	Hale Village Hall	-791.77	73,337.27	06/05/2026
11	28/04/2026		Clerks Expenses	Hale Parish Council	-10.00	73,327.27	06/05/2026
13	29/04/2026		Employee Pension	Hale Village Hall	-89.63	73,237.64	06/05/2026
14	29/04/2026		Employer Pension	Hale Village Hall	-333.08	72,904.56	06/05/2026
15	29/04/2026		HMRC	Hale Village Hall	-552.11	72,352.45	06/05/2026
16	29/04/2026		Staff HMRC	Hale Village Hall	-532.34	71,820.11	06/05/2026
4	30/04/2026		Vat Refund	VAT Refund	2,292.03	74,112.14	06/05/2026
17	30/04/2026		Bank Charges	Unity Bank	-7.00	74,105.14	06/05/2026
12	06/05/2026		Clerk Salary	Hale Parish Council	-1,164.21	72,940.93	06/05/2026
			CLOSING BALANCE			72,940.93	
				Bank statement should show		£72,940.93	

Current T1

60-83-01 • 20415507

Balance Available balance

£ **72,940.93** £ **72,940.93****Show:**

Transactions	▼
--------------	---

Balances are correct as of 10:55 on 06 May 2026.

↓ Date	Description	Paid in	Paid out	Balance
30/04/26	Service Charge		-7.00	72,940.93
30/04/26	HMRC VTR • XRV126000102656	2,292.03		72,947.93
29/04/26	B/P to: HMRC • 120PA00288525 1806		-532.34	70,655.90
29/04/26	B/P to: HMRC • 120PA00288525 1806		-552.11	71,188.24
29/04/26	B/P to: Employer Pension • HALE PC 00296		-333.08	71,740.35
29/04/26	B/P to: Employee Pension • HALE PC 00296		-89.63	72,073.43
28/04/26	B/P to: B Hargreaves • APRIL SALARY		-1,164.21	72,163.06
28/04/26	B/P to: B Hargreaves • PHONE		-10.00	73,327.27
28/04/26	B/P to: Kath Barnett • APRIL SALARY		-791.77	73,337.27
28/04/26	B/P to: Jannine French • APRIL SALARY		-734.68	74,129.04
28/04/26	B/P to: Peter Lewis • APRIL SALARY		-559.60	74,863.72
20/04/26	B/P to: Hale Village Hall • HVH INVOICES		-227.50	75,423.32
20/04/26	Direct Debit (PREMIUM • 04AEZF6124/011/106 CREDIT LTD)		-416.35	75,650.82
16/04/26	B/P to: Chalc • CHALC SUBS. 2026		-600.80	76,067.17
16/04/26	B/P to: Chalc • INV 2025/259		-40.00	76,667.97
16/04/26	B/P to: Katie Payroll • INV 0567		-54.00	76,707.97
16/04/26	B/P to: Vicky Hargreaves • EASTER GOODS		-17.46	76,761.97
10/04/26	Credit • 1	100.00		76,779.43

09/04/26	Brian Hargreaves Trading As Printst	• Easter donation	120.84	76,679.43
09/04/26	Direct Debit (GOOGLE CLOUD EMEA)	• 82385888G9UC0LCESS	-70.00	76,558.59
01/04/26	HALTON BOR COUNCIL	• PRECEPT 26/27	64,216.00	76,628.59
31/03/26	Service Charge		-7.00	12,412.59
27/03/26	HALE VILLAGE HALL	• MAR CHARGEBACK	2,488.79	12,419.59
27/03/26	HALE VILLAGE HALL	• FEB CHARGEBACK	2,628.96	9,930.80
26/03/26	B/P to: HMRC	• 120PA00288525 1806	-1,032.00	7,301.84
26/03/26	B/P to: Employee Pension	• HALE PC 00296	-89.36	8,333.84
26/03/26	B/P to: Jannine French	• MAR SALARY	-692.64	8,423.20
26/03/26	B/P to: Peter Lewis	• MAR SALARY	-524.20	9,115.84
26/03/26	B/P to: Employer Pension	• HALE PC 00296	-349.33	9,640.04
26/03/26	B/P to: Kath Barnett	• MAR SALARY	-750.40	9,989.37
26/03/26	B/P to: B Hargreaves	• MAR SALARY	-1,164.28	10,739.77
20/03/26	B/P to: Chalc	• INV 2025- 259	-40.00	11,904.05
20/03/26	B/P to: Hale Village Hall	• INV 1536	-15.00	11,944.05
19/03/26	Direct Debit (PREMIUM CREDIT LTD)	• 04AEZF6124/011/105	-416.35	11,959.05
13/03/26	B/P to: Paul Turton	• DEFIB PAYBACK	-100.00	12,375.40
13/03/26	B/P to: B Hargreaves	• EASTER SWEETS	-216.78	12,475.40
06/03/26	Direct Debit (GOOGLE CLOUD EMEA)	• 82385888GERSKO2DIE	-70.00	12,692.18
02/03/26	B/P to: Carol Anderson	• EASTER EGGS	-76.00	12,762.18
02/03/26	B/P to: Pat Lewis	• EASTER EGGS	-276.84	12,838.18
02/03/26	S/O to: Cheshire Com. Act	• CCA/HVH/ACD	-50.00	13,115.02
28/02/26	Service Charge		-6.00	13,165.02
27/02/26	B/P to: PKF Accountants	• SB20253196	-378.00	13,171.02
27/02/26	B/P to: Chalc	• INV 2024/221	-90.00	13,549.02
25/02/26	REJECTED B/P - PAUL TURTON		100.00	13,639.02

25/02/26	B/P to: Peter Lewis • FEBRUARY SALARY	-569.50	13,539.02
25/02/26	B/P to: Vicky Hargreaves • POSTAGE	-3.50	14,108.52
25/02/26	B/P to: Vicky Hargreaves • MORRISON FLOWERS	-32.00	14,112.02
25/02/26	B/P to: SAJ Consulting • WEBSITE	-300.00	14,144.02
25/02/26	B/P to: Employer Pension • HALE PC 00296	-349.33	14,444.02
25/02/26	B/P to: Paul Turton • DEFIB DONATION	-100.00	14,793.35
25/02/26	B/P to: B Hargreaves • FEBRUARY SALARY	-1,164.28	14,893.35
25/02/26	B/P to: HMRC • 120PA00288525 1806	-1,073.28	16,057.63
25/02/26	B/P to: Kath Barnett • FEBRUARY SALARY	-750.40	17,130.91
25/02/26	B/P to: Hale Village Hall • INV 1491 & 1510	-33.75	17,881.31
25/02/26	B/P to: Jannine French • FEBRUARY SALARY	-739.19	17,915.06
25/02/26	B/P to: Employee Pension • HALE PC 00296	-89.36	18,654.25
19/02/26	Direct Debit (PREMIUM CREDIT LTD) • 04AEZF6124/011/104	-416.35	18,743.61
11/02/26	Transfer from 20527673	3,650.00	19,159.96
11/02/26	B/P to: Hale Village Hall • BUDGET TRANSFER	-3,650.00	15,509.96
06/02/26	Direct Debit (GOOGLE CLOUD EMEA) • 82385888GQC5YFMB0A	-70.00	19,159.96

Summary of Receipts and Payments

All Cost Centres and Codes

Expenditure

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Asset Purchase				500.00		500.00	500.00 (100%)
13	Audits				1,500.00		1,500.00	1,500.00 (100%)
17	Bank Charges/Admin.				300.00	7.00	293.00	293.00 (97%)
43	Bank Transfer							(N/A)
5	Civic Service Working Group				1,250.00		1,250.00	1,250.00 (100%)
15	Clerk Salary Including NI , Pensi				30,975.00	1,716.32	29,258.68	29,258.68 (94%)
47	Contingency				3,000.00		3,000.00	3,000.00 (100%)
21	Election Reserve				3,500.00		3,500.00	3,500.00 (100%)
35	General Reserve				16,800.00		16,800.00	16,800.00 (100%)
8	Grants				500.00		500.00	500.00 (100%)
3	Guildswomen Working Group				200.00		200.00	200.00 (100%)
22	Hall Hire (Rent)				650.00	227.50	422.50	422.50 (65%)
10	Insurance				2,625.00		2,625.00	2,625.00 (100%)
7	Legal/Consultation Fees				500.00		500.00	500.00 (100%)
45	Maintenance							(N/A)
37	Newsletters				1,000.00		1,000.00	1,000.00 (100%)
19	Payroll & Scribe				850.00	45.00	805.00	805.00 (94%)
46	Remembrance Day Planning				2,000.00		2,000.00	2,000.00 (100%)
18	Staff Allowances/Expenses				150.00	10.00	140.00	140.00 (93%)
40	Staff Salary Chargeback					3,041.10	-3,041.10	-3,041.10 (N/A)
14	Subscriptions/Advisory Bodies				4,500.00	947.76	3,552.24	3,552.24 (78%)
9	Training				300.00	40.00	260.00	260.00 (86%)
38	Village Hall Support Costs				5,000.00		5,000.00	5,000.00 (100%)
4	War Memorial Working Group				811.60		811.60	811.60 (100%)
11	Web Site				600.00	70.00	530.00	530.00 (88%)
2	Wellbeing Fund				5,000.00	14.55	4,985.45	4,985.45 (99%)
SUB TOTAL					82,511.60	6,119.23	76,392.37	76,392.37 (92%)

Income

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
44	Bank Transfer							(N/A)
42	Credit Interest							(N/A)
39	Donations		220.84	220.84				220.84 (N/A)
24	Precept	64,216.00	64,216.00					(0%)
36	Refund							(N/A)
41	Salary Chargeback							(N/A)
25	Vat Recovered	2,292.03	2,292.03					(0%)
SUB TOTAL		66,508.03	66,728.87	220.84				220.84 (0%)

Summary of Receipts and Payments

All Cost Centres and Codes

Summary

NET TOTAL	66,508.03	66,728.87	220.84	82,511.60	6,119.23	76,392.37	76,613.21
V.A.T.					81.30		
GROSS TOTAL		66,728.87			6,200.53		

Hale Parish Council
RECONCILIATION - Instant Access Account 13-05-2026

From Accounts £568.40

Payments not cashed Add

Receipts not entered Subtract

Statement should be £568.40

Hale Parish Council**Transactions for Instant Access Account**

Voucher	Date	Chq/Rec No.	Description	Supplier	Total	Balance	Cashed date
			STARTING BALANCE			568.40	
						568.40	
			CLOSING BALANCE			568.40	
				Bank statement should show		£568.40	

Hale Parish Council


Instant Access

60 83 01 · 20527673


Balance · Available balance

568.40 · **568.40**

Show:

Transactions 
--

Balances are correct as of 09:22 on 13 May 2026.

 Date	Description	Paid in	Paid out	Balance
31/03/26	Credit Interest	9.66		568.40
31/03/26	Manual Credit - Handling Charge		-1.50	558.74
16/02/26	PAYPAL · PPWDL5NXJ2224ZQ5PA	529.92		560.24

Summary of Receipts and Payments

All Cost Centres and Codes

Expenditure

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Asset Purchase				500.00		500.00	500.00 (100%)
13	Audits				1,500.00		1,500.00	1,500.00 (100%)
17	Bank Charges/Admin.				300.00	7.00	293.00	293.00 (97%)
43	Bank Transfer							(N/A)
5	Civic Service Working Group				1,250.00		1,250.00	1,250.00 (100%)
15	Clerk Salary Including NI , Pensi				30,975.00	1,716.32	29,258.68	29,258.68 (94%)
47	Contingency				3,000.00		3,000.00	3,000.00 (100%)
21	Election Reserve				3,500.00		3,500.00	3,500.00 (100%)
35	General Reserve				16,800.00		16,800.00	16,800.00 (100%)
8	Grants				500.00		500.00	500.00 (100%)
3	Guildswomen Working Group				200.00		200.00	200.00 (100%)
22	Hall Hire (Rent)				650.00	227.50	422.50	422.50 (65%)
10	Insurance				2,625.00		2,625.00	2,625.00 (100%)
7	Legal/Consultation Fees				500.00		500.00	500.00 (100%)
45	Maintenance							(N/A)
37	Newsletters				1,000.00		1,000.00	1,000.00 (100%)
19	Payroll & Scribe				850.00	45.00	805.00	805.00 (94%)
46	Remembrance Day Planning				2,000.00		2,000.00	2,000.00 (100%)
18	Staff Allowances/Expenses				150.00	10.00	140.00	140.00 (93%)
40	Staff Salary Chargeback					3,041.10	-3,041.10	-3,041.10 (N/A)
14	Subscriptions/Advisory Bodies				4,500.00	947.76	3,552.24	3,552.24 (78%)
9	Training				300.00	40.00	260.00	260.00 (86%)
38	Village Hall Support Costs				5,000.00		5,000.00	5,000.00 (100%)
4	War Memorial Working Group				811.60		811.60	811.60 (100%)
11	Web Site				600.00	70.00	530.00	530.00 (88%)
2	Wellbeing Fund				5,000.00	14.55	4,985.45	4,985.45 (99%)
SUB TOTAL					82,511.60	6,119.23	76,392.37	76,392.37 (92%)

Income

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
44	Bank Transfer							(N/A)
42	Credit Interest							(N/A)
39	Donations		220.84	220.84				220.84 (N/A)
24	Precept	64,216.00	64,216.00					(0%)
36	Refund							(N/A)
41	Salary Chargeback							(N/A)
25	Vat Recovered	2,292.03	2,292.03					(0%)
SUB TOTAL		66,508.03	66,728.87	220.84				220.84 (0%)

Summary of Receipts and Payments

All Cost Centres and Codes

Summary

NET TOTAL	66,508.03	66,728.87	220.84	82,511.60	6,119.23	76,392.37	76,613.21
V.A.T.					81.30		
GROSS TOTAL		66,728.87			6,200.53		

Here is the summary of the key updates and amendments made to align the document with current legal and governance best practices:

Summary of Key Changes to the Code of Conduct

1. Legal References & Definitions

- **Added explicit references** to the *Localism Act 2011* and *Local Government Act 1972* throughout the document to ensure statutory compliance.
- **Clarified definitions** for "Monitoring Officer" and "Independent Person," explicitly referencing *Section 28 of the Localism Act 2011* regarding the requirement for independent oversight.
- **Expanded the definition** of "Co-opted Member" to ensure the Code applies correctly to all voting members of committees.

2. Equality & Diversity

- **Explicitly included** the *Public Sector Equality Duty* under the *Equality Act 2010*, requiring councillors to have regard to the need to eliminate discrimination, advance equality, and foster good relations.

3. Conflicts of Interest

- **Updated guidance** to reference the *Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012*.
- **Clarified the process:** Members must declare interests before discussion takes place and must not participate or vote unless a dispensation is granted.

4. Gifts & Hospitality

- **Standardised the threshold:** Confirmed that any gift or hospitality valued at **£50 or more** must be registered within **28 days**.
- **Added requirement:** Members must also register significant gifts/hospitality that they **refused** to accept, to ensure full transparency.

5. Use of Position & Resources

- **Strengthened wording** regarding the misuse of position or information for personal gain or the benefit of third parties.
- **Clarified rules** on giving instructions to officers: Councillors must not give instructions unless authorised by Council decision or delegated powers.

6. Investigation & Sanctions Framework

- **Formalised the process:** Clearly outlined the steps for handling complaints, including the requirement to consult the Independent Person.
- **Defined Sanctions:** Added a clear list of potential sanctions available to the Council, including:
 - Formal reprimand/warning
 - Training requirements

- Suspension for up to **6 months**
 - Withholding of allowances
 - Disqualification
 - **Added provision** for Interim Suspension pending investigations or legal proceedings.
 - **Publication:** Stipulated that outcomes of investigations should be published (subject to legal restrictions), including "no case to answer" findings.
7. Review Mechanism
- **Added a clause** committing the Council to review the Code regularly to ensure it remains compliant with changing legislation and best practice.

HALE PARISH COUNCIL
(DRAFT) CODE OF CONDUCT
ADOPTED [DATE]

JOINT STATEMENT

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviours and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area, taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.

Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied, or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government, in accordance with the *Localism Act 2011*, *Local Government Act 1972*, and other relevant legislation.

INTRODUCTION

The Local Government Association (LGA) has developed this Model Councillor Code of Conduct, in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance.

All councils are required to have a local Councillor Code of Conduct which, as a minimum, must be consistent with the seven Nolan Principles of Public Life and set out rules on the registration and disclosure of interests.

DEFINITIONS

For the purposes of this Code of Conduct:

- **"Councillor"** means a member or co-opted member of the Council or a directly elected mayor.
 - **"Co-opted member"** is defined in the *Localism Act 2011 Section 27(4)* as a person who is not a member of the authority but who:
 - is a member of any committee or sub-committee of the authority; or
 - is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;
 - and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee.
 - **"Monitoring Officer"** means the officer appointed by the Council to be responsible for the implementation of this Code.
 - **"Independent Person"** means the person appointed in accordance with *Section 28(7) of the Localism Act 2011* to provide advice on standards investigations.
-

PURPOSE OF THE CODE OF CONDUCT

The purpose of this Code of Conduct is to:

- Assist councillors in modelling the behaviour expected of them.
 - Provide a personal check and balance for individual conduct.
 - Set out the type of conduct that could lead to action being taken against a councillor.
 - Protect the public, fellow councillors, local authority officers and the reputation of local government.
 - Ensure compliance with statutory obligations and maintain public confidence in the role of councillor.
-

GENERAL PRINCIPLES

Everyone in public office should uphold the **Seven Principles of Public Life (Nolan Principles)**:

1. **Selflessness** – act solely in the public interest.
2. **Integrity** – avoid placing themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.
3. **Objectivity** – make choices on merit.
4. **Accountability** – be accountable to the public for their decisions and actions.
5. **Openness** – be open and transparent about decisions and actions.
6. **Honesty** – be truthful and declare any interests relevant to their duties.
7. **Leadership** – demonstrate and promote these principles by example.

Building on these principles, councillors agree that, in accordance with the public trust placed in them, on all occasions:

- They act with integrity and honesty.
- They act lawfully, in compliance with all relevant legislation and regulations.
- They treat all persons fairly and with respect, and do not discriminate unlawfully or harass, bully or intimidate others.
- They lead by example and act in a way that secures public confidence in the role of councillor.
- They comply with the *Public Sector Equality Duty* under the *Equality Act 2010*.
In undertaking their role:
 - They impartially exercise their responsibilities in the interest of the local community.
 - They do not improperly seek to confer an advantage, or disadvantage, on any person.
 - They avoid conflicts of interest and declare any personal, pecuniary or non-pecuniary interests as required by law and this Code.
 - They exercise reasonable care and diligence.
 - They ensure that public resources are used prudently, efficiently and effectively in accordance with the Council's requirements and in the public interest.

APPLICATION

This Code of Conduct applies to each Councillor as soon as they sign their declaration of acceptance of office or attend their first meeting as a co-opted member. It continues to apply until they cease to be a councillor.

The Code applies when a councillor is acting in their capacity as a councillor, including when:

- They misuse their position as a councillor.
- Their actions would give the impression to a reasonable member of the public with knowledge of all the facts that they are acting as a councillor.

It applies to all forms of communication and interaction, including:

- Face-to-face meetings.
- Online or telephone meetings.
- Written, verbal and non-verbal communication.
- Electronic and social media communication, posts, statements and comments.

Councillors are expected to uphold high standards of conduct and show leadership at all times when acting in their official capacity.

STANDARDS OF CONDUCT

1. Respect

As a councillor:

- I treat other councillors and members of the public with respect.
- I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. You can express, challenge, criticise and disagree with views robustly but civilly. You should not, however, subject individuals to personal attack.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction and report them appropriately.

2. Bullying, Harassment and Discrimination

As a councillor:

- I do not bully any person.
- I do not harass any person.
- I promote equalities and do not discriminate unlawfully against any person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic as defined by the *Equality Act 2010* (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation).

3. Impartiality of Officers

As a councillor:

- I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the authority as a whole and must remain politically neutral.

You can question officers to understand their reasoning, but you must not try to force them to act differently or alter professional advice in a way that prejudices their integrity.

4. Confidentiality and Access to Information

As a councillor:

- I do not disclose information given to me in confidence or which I know is confidential unless:
 - I have consent to disclose.
 - I am required by law to do so.
 - It is for the purpose of obtaining professional legal advice.
 - It is reasonable, in the public interest, made in good faith, and I have consulted the Monitoring Officer.
- I do not improperly use knowledge gained as a councillor to advance personal or business interests.
- I do not prevent anyone from getting information that they are entitled to by law.

5. Disrepute

As a councillor:

- I do not bring my role or the local authority into disrepute.
Your actions are subject to scrutiny. Behaviour that is dishonest, deceitful, or otherwise improper can damage public confidence in the Council.

6. Use of Position

As a councillor:

- I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

7. Use of Resources and Facilities

As a councillor:

- I do not misuse council resources.
- When using resources, I act in accordance with the Council's requirements and ensure they are not used for improper political or personal gain.

8. Interests and Disclosures

As a councillor:

- I register and disclose my interests accurately and promptly as required by *Section 29 of the Localism Act 2011*.

- I understand that failure to disclose a disclosable pecuniary interest is a criminal offence.
- Where an interest exists, I do not participate in discussion or vote on that matter unless granted a dispensation.

9. Gifts and Hospitality

As a councillor:

- I do not accept gifts or hospitality which could give rise to a real or perceived conflict of interest.
- I register any gift or hospitality valued at **£50 or more** with the Monitoring Officer within **28 days** of receipt.
- I also register significant gifts or hospitality that I have been offered but refused.

10. Compliance and Cooperation

As a councillor:

- I undertake required training.
- I cooperate fully with any investigation.
- I do not intimidate witnesses or those involved in investigations.
- I comply with any sanction imposed following a finding of breach.

ARRANGEMENTS FOR INVESTIGATION AND SANCTIONS

Process

- Allegations will be handled in accordance with *Section 28 of the Localism Act 2011*.
- The Monitoring Officer will manage the process and must consult the **Independent Person** before any determination is made.
- All parties will be treated fairly and in accordance with natural justice.

Sanctions

Where a breach is proven, the Council may impose sanctions including:

- A formal reprimand or warning.
- Requirements to undertake training.
- Suspension from office for up to **six months**.
- Withholding of allowances during suspension.
- Disqualification in cases of severe or repeated breaches.
- Interim suspension may be applied pending investigations or legal proceedings.

Publication

Outcomes of investigations will be published where appropriate and lawful, including cases of "no case to answer".

MONITORING AND REVIEW

- This Code will be reviewed regularly to ensure it remains compliant with current legislation and best practice.
- Councillors are encouraged to seek advice from the Monitoring Officer on any matter relating to this Code.

ADOPTED by Hale Parish Council on [Date]

Chair of the Council

Monitoring Officer

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

HALE PARISH COUNCIL 18th MAY 2026

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		*Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
	✓		
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	✓		has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

18/05/2026

and recorded as minute reference:

PC Meeting 18/05/26 AGENDA ITEM 11

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

<https://WWW.HALEPARISHCOUNCIL.GOV.UK/>

Section 2 – Accounting Statements 2025/26 for

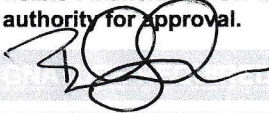
HALE PARISH COUNCIL 18th MAY 2026

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	31,927	9,707	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	58,846	62,433	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	1,433	7,600	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	26,796	30,404	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	55,702	36,354	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	9,707	12,981	Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	9,707	12,981	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	1,023,605	1,028,512	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	✓		For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.



Date 18/05/2026

I confirm that these Accounting Statements were approved by this authority on this date:

18/05/2026

as recorded in minute reference:

PC Meeting 18/05/26 AGENDA ITEM 12

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED



HALE PARISH COUNCIL

OF THE HALTON BOROUGH IN THE COUNTY OF CHESHIRE



Staffing Committee - Terms of Reference
Adopted by Hale Parish Council on 21st July 2025

Hale Parish Council Staffing Committee

1 Type - Standing Committee governed by Council's Standing Orders, regulations including Local Government Act 1972, Section 106.

2 Purpose

- 2.1 The committee is appointed to make recommendations to Full Council about all staffing matters, subject to any budget and expenditure limits.
- 2.2 To be the initial point of contact for the Clerk and Councillors to raise questions/concerns relating to staffing levels, performance, pay and contracts of employment and wellbeing.
- 2.3 To be a point of escalation for staff members other than the Clerk to raise questions/concerns/ grievances.

3 Powers

- 3.1 The Committee has delegated authority from Hale Parish Council and Hale Village Hall management committee to make decisions on staffing matters, including recruitment, disciplinary procedures, and performance management.
- 3.2 The committee may establish subcommittees and working groups which report to the committee.

4 Membership

- 4.1 The committee shall consist of a maximum of seven members.
- 4.2 A quorum shall be three members.
- 4.3 The Clerk may attend the Staffing Committee to participate in the discussion providing advice as appropriate for the maintenance of good employee relations. The Clerk does not have the right to vote.
- 4.4 Should the matter under discussion specifically relate to the Clerks employment, the Clerk will be excused from the meeting and will be noted in the minutes.

5 Meeting Arrangements

The Committee shall meet a minimum of twice per year with additional meetings called as necessary.

6 Reporting

The Committee will report to the Full Council.

7 Deliverables

- 7.1 To establish and review at regular intervals the staffing structure to best meet the Council's responsibilities and workload.
- 7.2 To review salaries for all staff on an annual basis and recommend any changes to Full Council for consideration
- 7.3 To undertake the annual appraisal of the Clerk and the Village Hall employed staff
- 7.4 To oversee the recruitment process and appointment of staff (the Full Council retaining the power to appoint).
- 7.5 To oversee any process leading to staff redundancy, grievances, or dismissal.
- 7.6 To review staff working conditions including wellbeing, health and safety at work.
- 7.7 To monitor and address any regular or sustained staff absence.
- 7.8 To consider any appeal against any decision in respect of pay – including overtime.
- 7.9 To supervise and where necessary, performance manage the Clerk's work, to administer leave requests, record and monitor absences, and authorise overtime within the overall staffing budget agreed by the Full Council.
- 7.10 To review and make recommendations on employment contracts in conjunction with the External H.R. Advisory Body employed by Hale Parish Council
- 7.11 To draft, review, monitor and revise policies for all staff in conjunction with the External H.R. Advisory Body employed by Hale Parish Council
- 7.12 To arrange a staffing sub-committee as necessary for the resolution of grievance and disciplinary matters in conjunction with the External H.R. Advisory Body employed by Hale Parish Council
- 7.13 To ensure all staff are full up to date with staff training and development and have received an induction in conjunction with the External H.R. Advisory Body employed by Hale Parish Council

Hale Parish Council Standing Orders (2026 Edition)

Adopted by resolution of the Council on:

Standing Orders are the rules that govern how Hale Parish Council conducts its business. They incorporate statutory requirements, reflect best practice for local councils in England, and include local customisations agreed by the Council. These Standing Orders should be read alongside the Council's policies, Financial Regulations, Code of Conduct, and relevant legislation.

1. RULES OF DEBATE AT MEETINGS

1.1 Business shall be taken in the order set out on the agenda unless the Chair decides otherwise.

1.2 A motion or amendment shall not be considered unless it has been proposed and seconded.

1.3 A motion may be withdrawn only with the consent of both the proposer and seconder.

1.4 Amendments must relate directly to the motion and must not negate its purpose.

1.5 Only one amendment may be debated at a time unless the Chair decides that grouped discussion would assist the meeting.

1.6 The mover of a motion has a right of reply at the end of debate.

1.7 A councillor may speak once on a motion except to speak on an amendment, raise a point of order, give a personal explanation, or exercise a right of reply.

1.8 Points of order must identify the Standing Order or procedure being breached.

1.9 The Chair's ruling on a point of order is final.

1.10 During debate, no other motion may be moved except to amend the motion, proceed to next business, adjourn debate, put the motion to a vote, refer the matter to a committee, exclude the press and public, or suspend the meeting.

1.11 The Chair shall close debate when satisfied that the matter has been fully discussed.

2. DISORDERLY CONDUCT

2.1 No person shall obstruct business or behave offensively.

2.2 The Chair may require a person to moderate their conduct.

2.3 If the request is ignored, the meeting may vote to require the person to leave.

2.4 If disorder continues, the Chair may adjourn or close the meeting.

3. MEETINGS GENERALLY

3.1 Meeting arrangements

- Meetings shall not be held in premises where alcohol is served unless no suitable alternative is available.
- Public notice must be given at least three clear days before a meeting.
- Meetings are open to the public unless confidential business is being considered.

3.2 Public participation

- A public participation period of up to 10 minutes shall be included.
- Each speaker may speak for up to 2 minutes.
- Questions do not require debate or an immediate response.
- The Chair may direct that a written response be provided.

3.3 Recording and reporting

- Members of the public may film, photograph, or record meetings.
- Oral commentary during the meeting is not permitted without consent.

3.4 Chairing

- The Chair of the Council presides.
- In their absence, the Vice-Chair presides.
- If both are absent, the meeting elects a Chair for that meeting.

3.5 Voting

- Decisions are made by majority vote.
- The Chair has an original vote and a casting vote.
- A recorded vote shall be taken if requested before moving to the next item.

3.6 Minutes

Minutes must record:

- time and place
- attendance
- declarations of interest
- dispensations granted
- public participation
- decisions made

3.7 Interests

Members must comply with the Council's Code of Conduct and statutory requirements regarding interests.

3.8 Quorum

- The quorum for Hale Parish Council is 4 members.
- If the meeting becomes inquorate, it must close and remaining business is deferred.

3.9 Duration

- Meetings shall not exceed two hours unless the Council resolves otherwise.
-

4. COMMITTEES AND SUB-COMMITTEES

4.1 The Council may establish committees and sub-committees as required.

4.2 The Council currently maintains a Staffing Committee.

4.3 Committees may include non-councillors unless they deal with financial matters.

4.4 The Council shall determine terms of reference, membership, quorum (not fewer than three), and whether the public may attend or participate.

4.5 Committees may appoint sub-committees if authorised.

4.6 The Council may dissolve a committee or sub-committee at any time.

4.7 Committee and sub-committee quorums must be minuted when established, so that any actions can be picked up at the next meeting or brought back to the Parish Council full meeting for discussion.

5. ORDINARY COUNCIL MEETINGS

5.1 The Annual Meeting shall be held in May.

5.2 Ordinary meetings shall be held monthly except August and December, starting at 8:00pm unless otherwise stated.

5.3 Business at the Annual Meeting shall include:

- election of Chair and Vice-Chair
- confirmation of minutes
- appointment of committees
- review of delegation arrangements
- review of Standing Orders and Financial Regulations
- review of assets, insurance, and subscriptions
- review of policies including FOI and data protection
- review of employment policies

- setting meeting dates for the year
-

6. EXTRAORDINARY MEETINGS

6.1 The Chair may call an extraordinary meeting at any time.

6.2 If the Chair does not call a meeting within 7 days of a written request by two councillors, those councillors may convene the meeting.

6.3 Committee Chairs may call extraordinary committee meetings under similar rules.

7. PREVIOUS RESOLUTIONS

7.1 A resolution may not be reversed within six months unless submitted by at least two councillors or recommended by a committee.

7.2 If such a motion is rejected, no similar motion may be brought for six months.

8. VOTING ON APPOINTMENTS

8.1 Where more than two candidates are nominated, the candidate with the fewest votes is eliminated until one has a majority.

8.2 The Chair may use a casting vote.

9. MOTIONS REQUIRING WRITTEN NOTICE

9.1 Motions must relate to Council business or matters affecting the parish.

9.2 Written notice must be submitted to the Proper Officer at least three clear days before the meeting.

9.3 The Proper Officer may correct minor errors or reject unclear or improper motions.

10. MOTIONS NOT REQUIRING WRITTEN NOTICE

These include motions to:

- correct minutes
- change the order of business
- refer a matter to committee
- move to next business
- adjourn debate
- exclude the press and public
- suspend Standing Orders (except statutory ones)

- close the meeting
-

11. MANAGEMENT OF INFORMATION

11.1 The Council shall maintain secure systems for handling information, including personal data.

11.2 Retention and disposal of information shall follow the Council's retention policy.

11.3 Confidential information must not be disclosed without lawful authority.

12. DRAFT MINUTES

12.1 Draft minutes circulated with the agenda shall be taken as read.

12.2 Discussion is limited to accuracy.

12.3 Once approved, minutes shall be signed by the Chair.

12.4 Where required by law, draft minutes shall be published within one month.

13. CODE OF CONDUCT AND DISPENSATIONS

13.1 All members must observe the Council's adopted Code of Conduct.

13.2 Members with disclosable pecuniary interests must withdraw unless a dispensation has been granted.

13.3 Dispensations may be granted in accordance with the Council's policy.

14. CODE OF CONDUCT COMPLAINTS

14.1 Complaints about member conduct shall be referred to the Monitoring Officer.

14.2 The Council shall not investigate complaints itself unless instructed.

14.3 The Council may appoint a committee to consider recommendations from the Monitoring Officer.

15. PROPER OFFICER

The Proper Officer shall carry out statutory functions including:

- issuing agendas
- receiving declarations of interest
- managing correspondence
- maintaining records
- processing lawful requests for information

- signing notices and summonses
-

16. RESPONSIBLE FINANCIAL OFFICER

The RFO is responsible for:

- financial administration
 - budget monitoring
 - preparing accounts
 - ensuring compliance with audit and financial regulations
-

17. ACCOUNTS AND ACCOUNTING STATEMENTS

17.1 The Council shall comply with the Accounts and Audit Regulations.

17.2 Accounting statements shall be approved before submission to the external auditor.

17.3 The period for public inspection shall be published as required by law.

18. FINANCIAL CONTROLS AND PROCUREMENT

18.1 The Council shall maintain Financial Regulations governing financial management.

18.2 Contracts shall be awarded in accordance with procurement thresholds set by legislation and the Council's Financial Regulations.

18.3 For contracts above the statutory threshold, the Council shall follow public procurement rules.

19. HANDLING STAFF MATTERS

19.1 The Staffing Committee shall oversee employment matters.

19.2 The Committee shall conduct recruitment, appraisal, grievance, and disciplinary processes.

19.3 Staff shall not be required to participate in discussions about their own employment.

20. RESPONSIBILITIES TO PROVIDE INFORMATION

20.1 The Council shall comply with the Freedom of Information Act and publication scheme.

20.2 Requests for information shall be handled lawfully and promptly.

21. DATA PROTECTION

21.1 The Council shall comply with the Data Protection Act 2018 and UK GDPR.

21.2 Personal data shall be processed lawfully, securely, and only for legitimate purposes.

21.3 Data breaches shall be reported in accordance with policy.

22. RELATIONS WITH THE PRESS AND MEDIA

22.1 The Council's media policy shall govern communication with the press.

22.2 Individual councillors shall not speak on behalf of the Council unless authorised.

23. EXECUTION AND SEALING OF LEGAL DEEDS

23.1 Legal deeds shall be executed by signature of two councillors and the Proper Officer.

23.2 The Council may authorise the use of a seal if one is held.

24. COMMUNICATING WITH PRINCIPAL AUTHORITIES

24.1 Councillors may contact principal authority members to raise matters affecting the parish.

24.2 Official representations shall be made through the Clerk unless otherwise resolved.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

25.1 Councillors shall not issue instructions to staff.

25.2 Councillors shall not inspect land or property without authority.

25.3 Councillors shall not incur expenditure without approval.

26. STANDING ORDERS GENERALLY

26.1 These Standing Orders may be amended by resolution of the Council.

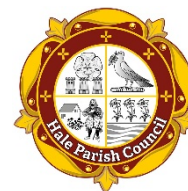
26.2 Statutory requirements override any conflicting Standing Order.

26.3 The Proper Officer shall maintain an up-to-date copy of these Standing Orders.

END OF DOCUMENT

HALE PARISH COUNCIL

FINANCIAL REGULATIONS



INDEX

Contents

HALE PARISH COUNCIL	1
FINANCIAL REGULATIONS	1
INDEX.....	1
1. GENERAL.....	5
1.2.....	5
1.3.....	5
1.4.....	5
1.5.....	5
1.6.....	6
1.7.....	6
2. RESPONSIBLE FINANCIAL OFFICER (RFO)	6
2.1.....	6
2.2.....	6
2.3.....	7
2.4.....	7
3. ACCOUNTING AND AUDIT.....	7
3.1.....	7
3.2.....	7
3.3.....	7
3.4.....	7
3.5.....	7
3.6.....	8
4. BUDGETING AND FORWARD PLANNING.....	8
4.1.....	8
4.2.....	8
4.3.....	8
4.4.....	8
4.5.....	9
Capital Expenditure	9

4.6.....	9
4.7.....	9
4.8.....	9
4.9.....	9
5. BANKING AND PAYMENTS	9
5.1.....	9
5.2.....	10
5.3.....	10
5.5.....	10
5.6.....	10
5.7.....	11
5.8.....	11
5.9.....	11
6. PAYMENT METHODS	11
6.1.....	11
6.2.....	11
6.3.....	11
6.4.....	11
6.5.....	12
6.6.....	12
6.7.....	12
6.8.....	12
6.9.....	12
6.10.....	12
6.11.....	12
6.12.....	13
6.13.....	13
6.14.....	13
6.15.....	13
7. SALARIES.....	13
7.1.....	13
7.2.....	13
7.3.....	14
7.4.....	14
7.5.....	14
7.6.....	14

7.7.....	14
7.8.....	14
8. INCOME	15
8.1.....	15
8.2.....	15
8.3.....	15
8.4.....	15
8.5.....	15
8.6.....	15
8.7.....	15
8.8.....	15
8.9.....	16
8.10.....	16
9. ORDERS FOR WORK, GOODS AND SERVICES.....	16
9.1.....	16
9.2.....	16
9.3.....	17
9.4.....	17
10. PROCUREMENT.....	17
10.1.....	17
10.2.....	17
10.3.....	17
10.4.....	17
Procurement Thresholds.....	17
10.5.....	17
10.6.....	18
10.7.....	18
10.8.....	18
10.9.....	18
10.10.....	18
10.11.....	18
Exceptions.....	19
10.12.....	19
10.13.....	19
10.14.....	19
11. STORES & EQUIPMENT.....	19

11.1	19
11.2	19
11.3	20
11.4	20
12. ASSETS, PROPERTIES AND ESTATES.....	20
12.1	20
12.2	20
12.3	21
12.4	21
12.5	21
13. INSURANCE.....	22
13.1	22
13.2	22
13.3	22
13.4	22
13.5	22
14. CHARITIES.....	22
14.1	22
15. RISK MANAGEMENT.....	23
15.1	23
15.2	23
16. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS	23
16.1	23
16.2	23



1. GENERAL

1.1

These Financial Regulations govern the conduct of the financial management of Hale Parish Council and may only be amended by resolution of the Council. They must be read in conjunction with the Council's Standing Orders, particularly Standing Orders 17 (Responsible Financial Officer) and 18 (Financial Controls and Procurement).

1.2

The Council is responsible in law for ensuring that its financial management is adequate, effective, and supported by a sound system of internal control, including arrangements for risk management.

1.3

The Council's financial control systems shall include measures to:

- ensure timely production of accounts;
- safeguard public money;
- prevent and detect fraud and inaccuracies;
- identify financial responsibilities of officers and members.

1.4

These Regulations set out how the Council meets its statutory responsibilities under the Accounts and Audit Regulations 2015 and proper practices as defined by the Joint Panel on Accountability and Governance (JPAG).

1.5

At least once each year, prior to approving the Annual Governance Statement, the Council shall review the effectiveness of its internal control systems.

1.6

Members must follow these Regulations and must not encourage officers to breach them.

1.7

Nothing in these Regulations authorises delegation of the following decisions, which must be made by full Council:

- setting the annual budget and precept;
- approving the Annual Governance Statement;
- approving the Accounting Statements;
- borrowing;
- writing off bad debts;
- responding to internal or external audit reports;
- declaring eligibility for the General Power of Competence.

2. RESPONSIBLE FINANCIAL OFFICER (RFO)

2.1

The Council shall appoint a Responsible Financial Officer (RFO). Hale Parish Council has appointed the Proper Officer as its RFO.

2.2

The RFO shall:

- administer the Council's financial affairs in accordance with legislation and proper practices;
- determine and maintain accounting records and control systems;
- ensure accounting systems are observed;
- produce financial management information as required;

- secure economy, efficiency and effectiveness in the use of resources.

2.3

The accounting records shall be sufficient to show and explain all transactions and enable the production of statutory accounts and statements.

2.4

The RFO shall ensure that financial transactions are recorded promptly, accurately and securely, and that risks are properly managed.

3. ACCOUNTING AND AUDIT

3.1

All accounting procedures and financial records shall be determined by the RFO in accordance with proper practices.

3.2

At least quarterly, a member (not the Chair or a bank signatory) shall verify the bank reconciliation against original bank statements. The verification shall be reported to Council.

3.3

The RFO shall complete the Annual Governance and Accountability Return (AGAR) as soon as practicable after year end and submit it to Council for approval within statutory deadlines.

3.4

The Council shall maintain an adequate and effective internal audit system. The internal auditor must be independent, competent and free from conflicts of interest.

3.5

The RFO shall make arrangements for electors' rights, publication of notices and access to accounts as required by the Accounts and Audit Regulations.

3.6

The RFO shall promptly bring to Council any correspondence from internal or external auditors.

4. BUDGETING AND FORWARD PLANNING

4.1

Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. Authority may be granted by:

- the Council;
- a duly delegated committee;
- the Proper Officer.

Authority must be evidenced by a minute or authorisation slip signed by the Proper Officer and, where necessary, the appropriate Chairman. Contracts may not be disaggregated to avoid controls imposed by these Regulations.

4.2

No expenditure may be authorised that exceeds the amount provided in the revenue budget for that class of expenditure other than by resolution of the Council. Council may approve virement of unspent amounts where appropriate.

4.3

Unspent provisions in revenue or capital budgets for completed projects shall not be carried forward unless otherwise resolved.

4.4

Salary budgets shall be reviewed at least annually, in line with contracts, for the following financial year. The review shall be evidenced by a hard-copy schedule signed by the Proper Officer and the Chairman of Council or relevant committee. The RFO shall inform committees of any changes impacting their budget requirements.

4.5

In cases of extreme risk to the delivery of Council services, the Proper Officer may authorise revenue expenditure up to **£3,000**. The Clerk shall report such action to the Chairman as soon as possible and to the Council as soon as practicable thereafter.

Capital Expenditure

4.6

No expenditure shall be authorised in relation to any capital project, and no contract entered into or tender accepted involving capital expenditure, unless the Council is satisfied that the necessary funds are available and any requisite borrowing approval has been obtained.

4.7

Capital works shall be administered in accordance with the Council's Standing Orders and these Financial Regulations.

4.8

The RFO shall regularly provide the Council with a statement of receipts and payments to date under each budget heading, comparing actual expenditure against planned expenditure. These statements shall be prepared at least quarterly and shall include explanations of material variances.

4.9

Changes in earmarked reserves shall be approved by Council as part of the budgetary control process.

5. BANKING AND PAYMENTS

5.1

The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council. Banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.

5.2

The RFO shall prepare a statement of payments made, forming part of the agenda for the meeting, and present it to Council with relevant invoices. Council shall review the statement for compliance and, once satisfied, shall ratify payments by resolution. A detailed list of all payments shall be included within, or attached to, the minutes of the meeting at which payments were authorised. Personal payments (including salaries, wages, expenses, and any payments relating to termination of employment) may be summarised to protect personal information.

5.3

All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services have been received, carried out, examined and represent expenditure previously approved by the Council. The RFO shall check invoices for arithmetical accuracy and allocate them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available Council meeting.

5.5

The Proper Officer and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:

- a) **Late Payment Act** — where payment is necessary to avoid interest under the Late Payment of Commercial Debts (Interest) Act 1998 and the due date is before the next Council meeting, provided there is no dispute.
- b) **Continuing contracts and obligations** — expenditure authorised under Regulation 5.6.
- c) **Internal fund transfers** — transfers within the Council's banking arrangements up to **£10,000**.

All such payments shall be reported to the next appropriate Council meeting.

5.6

For each financial year, the Proper Officer and RFO shall draw up a list of due payments arising on a regular basis from continuing contracts, statutory duties or obligations (e.g., salaries, PAYE, NI, pensions, maintenance contracts). Council may authorise payment for the year, provided Regulation 4.1 is adhered to. A list of such payments shall be submitted to the next appropriate Council meeting.

5.7

In respect of grants, the Council or a duly authorised committee shall approve expenditure within limits set by Council and in accordance with any approved policy.

5.8

Members are subject to the Council's Code of Conduct and shall comply with the Code and Standing Orders when authorising or instructing payment in matters where they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

5.9

The Council will aim to rotate the duties of members under these Regulations so that responsibilities are shared as evenly as possible over time.

6. PAYMENT METHODS

6.1

The Council shall make safe and efficient arrangements for the making of its payments.

6.2

Following authorisation under Financial Regulation 5, the Council, a duly delegated committee, or (if delegated) the Proper Officer or RFO shall instruct that a payment be made.

6.3

All payments shall be effected online or by other instructions to the Council's bankers, in accordance with a resolution of Council or a duly delegated committee or officer.

6.4

Orders for payment drawn on the bank account and presented to designated signatories shall be approved by **two members of Council**. A member who is a bank signatory and has a family or business connection with the beneficiary should not normally sign the payment.

6.5

To indicate agreement of the details shown on the order for payment with the online arrangement and the invoice or supporting documentation, signatories shall each approve the payment electronically.

6.6

If thought appropriate by the Council, payment for utility supplies (energy, telephone, water) and National Non-Domestic Rates may be made by **variable direct debit**, provided a resolution exists to that effect. Approval of variable direct debit arrangements shall be renewed by Council at least every **three years**.

6.7

Payments for certain items (principally salaries) may be made by **standing order**, provided instructions are in line with contracts and payments are reported to Council. Approval of standing orders not contained within a contract shall be renewed at least every **three years**.

6.8

If thought appropriate by the Council, payment for certain items may be made by **BACS or CHAPS**, provided instructions for each payment are signed or otherwise evidenced by **two authorised bank signatories** and retained. Approval of BACS/CHAPS arrangements shall be renewed at least every **three years**.

6.9

If thought appropriate by the Council, payment for certain items may be made by **internet banking transfer**, provided evidence is retained showing which members approved the payment.

6.10

No employee or councillor shall disclose any PIN or password relevant to the Council's banking arrangements to any person not authorised in writing by the Council or a duly delegated committee.

6.11

Regular back-up copies of computer records shall be made and stored securely away from the computer in question, preferably off-site.

6.12

The Council, and any members using computers for Council financial business, shall ensure that antivirus, antispyware and firewall software with automatic updates is used, together with a high level of security.

6.13

Where internet banking arrangements are made, the RFO shall be appointed as the **Service Administrator**. The bank mandate approved by Council shall identify councillors authorised to approve transactions and shall clearly state the approval limits.

6.14

Access to internet banking accounts shall be directly to the login page (which may be saved under "Favourites"), and not through a search engine or email link. Saved password facilities must not be used. Breach of this Regulation will be treated as a **very serious matter**.

6.15

Changes to supplier account details used for internet banking may only be made on **written hard-copy notification** from the supplier. A programme of regular checks of standing data with suppliers shall be followed.

7. SALARIES

7.1

As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with contracts, payroll records and the rules of PAYE and National Insurance currently operating. Salary rates shall be as agreed by Council or a duly delegated committee.

7.2

Payment of salaries and deductions (such as tax, National Insurance and pension contributions) must be made in accordance with payroll records and on the dates stipulated in employment contracts. Each payment shall be reported to the next available Council meeting, as required under these Regulations.

7.3

No changes shall be made to any employee's pay, emoluments or terms and conditions of employment without the prior consent of the Council or relevant committee.

7.4

Each payment to employees of net salary, and each payment to statutory or discretionary deduction creditors, shall be recorded in a **confidential cashbook**. This record is not open to inspection except:

- a) by any councillor who can demonstrate a need to know;
- b) by the internal auditor;
- c) by the external auditor; d) by any person authorised under legislation.

7.5

The total of such payments in each calendar month shall be reported with all other payments as required under these Financial Regulations, to ensure that only payments due for the period have been made.

7.6

An effective system of performance management shall be maintained for senior officers.

7.7

Any termination payments shall be supported by a clear business case and reported to the Council. Termination payments shall only be authorised by Council.

7.8

Before employing staff, the Council must consider a full business need.

8. INCOME

8.1

The collection of all sums due to the Council shall be the responsibility of, and under the supervision of, the RFO.

8.2

Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Council and notified to the RFO. The RFO shall be responsible for the collection of all accounts due to the Council.

8.3

The Council shall review all fees and charges at least annually, following a report from the Clerk.

8.4

Any sums found to be irrecoverable, and any bad debts, shall be reported to the Council and written off in the year.

8.5

All sums received on behalf of the Council shall be banked intact as directed by the RFO. All receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.

8.6

The origin of each receipt shall be entered on the paying-in slip.

8.7

Personal cheques shall not be cashed out of money held on behalf of the Council.

8.8

The RFO shall promptly complete any VAT Return required. Any repayment claim due under VAT Act 1994 section 33 shall be made at least annually, coinciding with the financial year end.

8.9

Where significant sums of cash are regularly received, the RFO shall ensure that:

- more than one person is present when cash is first counted;
- reconciliation is made to control records (e.g., ticket issues);
- appropriate care is taken in the security and safety of individuals banking such cash.

8.10

Any income arising which is the property of a charitable trust shall be paid into a **charitable bank account**. Instructions for payment of funds due from the charitable trust to the Council (to meet expenditure already incurred) shall be given by the Managing Trustees of the charity meeting separately from any Council meeting.

9. ORDERS FOR WORK, GOODS AND SERVICES

9.1

An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. The RFO shall determine order processes and copies of orders shall be retained.

9.2

All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure, as far as reasonable and practicable, that the best available terms are obtained, usually by obtaining **two to three quotations** from appropriate suppliers, subject to the de minimis provisions in Regulation 11.1. On occasion, it may not be appropriate or possible to obtain more than one quote, especially if:

- the Council seeks a particular product or service; or
- the anticipated cost falls below the **£2,500** threshold.

9.3

A member may not issue an official order or make any contract on behalf of the Council.

9.4

The RFO shall verify the lawful nature of any proposed purchase before the issue of any order. For new or infrequent purchases, the RFO shall ensure that the statutory authority is reported to the meeting at which the order is approved so that the minutes can record the power being used.

10. PROCUREMENT

10.1

Members and officers are responsible for obtaining value for money at all times. Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.

10.2

The RFO shall verify the lawful nature of any proposed purchase before it is made. For new or infrequent purchases, the RFO shall ensure that the legal power being used is reported to the meeting at which the order is authorised and recorded in the minutes.

10.3

Every contract shall comply with the Council's Standing Orders and these Financial Regulations. No exceptions shall be made except in an emergency.

10.4

For contracts where the estimated value exceeds the thresholds set by Parliament, the full requirements of the **Public Contracts Regulations 2015** (or any superseding legislation) must be followed.

Procurement Thresholds

10.5

Where the estimated value is below the Government threshold, the Council shall obtain prices as follows (except for items listed in Regulation 10.12):

10.6

For contracts estimated to exceed **£10,000 (including VAT)**, the Clerk shall:

- seek formal tenders from at least **three** suppliers agreed by the Council; **or**
- advertise an open invitation for tenders in compliance with relevant legislation.

Tenders shall be invited in accordance with Appendix 1.

10.7

For contracts estimated to exceed **£30,000 (including VAT)**, the Council must comply with any requirements of the legislation regarding:

- advertising contract opportunities;
- publication of award notices.

10.8

For contracts greater than **£2,500 (excluding VAT)**, the Clerk or RFO shall seek at least **three fixed-price quotes**.

10.9

Where the value is less than **£2,500 (excluding VAT)**, the Clerk or RFO shall try to obtain **three estimates**, which may include:

- online prices;
- recent prices from regular suppliers.

10.10

For smaller purchases, the Clerk shall seek to achieve value for money.

10.11

Contracts must not be split into smaller lots to avoid compliance with these rules.

Exceptions

10.12

The requirement to obtain competitive prices does not apply to contracts relating to:

- i. specialist services (e.g., legal professionals acting in disputes);
- ii. repairs to, or parts for, existing machinery or equipment;
- iii. works, goods or services that constitute an extension of an existing contract;
- iv. goods or services that are only available from one supplier or sold at a fixed price.

10.13

When applications are made to waive this Regulation to enable a price to be negotiated without competition, the reason shall be set out in a recommendation to the Council or relevant committee. Avoidance of competition is **not** a valid reason.

10.14

The Council shall not be obliged to accept the lowest or any tender, quote or estimate.

11. STORES & EQUIPMENT

11.1

The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

11.2

Delivery notes shall be obtained for all goods received into store or otherwise delivered. Goods must be checked as to order and quality at the time of delivery.

11.3

Stocks shall be kept at the minimum levels consistent with operational requirements.

11.4

The RFO shall be responsible for periodic checks of stocks and stores at least annually.

12. ASSETS, PROPERTIES AND ESTATES

12.1

The Proper Officer shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council. The RFO shall ensure a record is maintained of all properties held by the Council, recording:

- location
- extent
- plan
- reference
- purchase details
- nature of interest
- tenancies granted
- rents payable
- purpose for which held in accordance with the Accounts and Audit Regulations.

12.2

No tangible movable property shall be purchased, acquired, sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, **except** where the estimated value of any one item does not exceed **£500**. Such disposal may only be made with the authority of the Proper Officer.

12.3

No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Council and any other consents required by law. A written report shall be provided to Council including:

- valuation
- surveyed condition
- planning permissions
- covenants
- business case
- evidence of appropriate consultation with the electorate

12.4

No real property (interests in land) shall be purchased or acquired without the authority of the full Council. A written report shall be provided including:

- valuation
- surveyed condition
- planning permissions
- covenants
- business case
- evidence of appropriate consultation with the electorate

12.5

The RFO shall ensure that an accurate **Register of Assets and Investments** is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection.

13. INSURANCE

13.1

Following the annual risk assessment (per Regulation 15), the RFO shall effect all insurances and negotiate all claims on the Council's insurers, in consultation with the Proper Officer.

13.2

The Proper Officer shall give prompt notification to the RFO of all new risks, properties or vehicles requiring insurance, and of any alterations affecting existing insurances.

13.3

The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby, and shall review it annually.

13.4

The RFO shall be notified of any loss, liability or damage, or of any event likely to lead to a claim, and shall report these to Council at the next available meeting.

13.5

All appropriate members and employees of the Council shall be included in a suitable form of **security or fidelity guarantee insurance**, covering the maximum risk exposure as determined annually by the Council or a duly delegated committee.

14. CHARITIES

14.1

Where the Council is sole managing trustee of a charitable body, the Clerk and RFO shall ensure that:

- separate accounts are kept for the charitable funds;
- separate financial reports are produced in accordance with Charity Law;
- any required audit or independent examination is arranged;

- reporting is made in the form required by the Charity Commission or governing document.

15. RISK MANAGEMENT

15.1

The Council is responsible for putting in place arrangements for the management of risk. The Proper Officer, with the RFO, shall prepare for Council approval:

- risk management policy statements
- risk management arrangements for all Council activities

These shall be reviewed by the Council at least annually.

15.2

When considering any new activity, the Proper Officer and RFO shall prepare a **draft risk assessment**, including risk management proposals, for consideration and adoption by the Council.

16. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

16.1

It shall be the duty of the Council to review the Financial Regulations from time to time. The Proper Officer shall monitor changes in legislation or proper practices and advise the Council of any requirement for consequential amendments.

16.2

The Council may, by resolution duly notified prior to the relevant meeting, suspend any part of these Financial Regulations, provided that:

- reasons for the suspension are recorded; and
- an assessment of the risks arising has been drawn up and presented in advance to all members.



Hale Parish Council

Expenses Policy

Adopted on 17th June 2024

Reviewed May 2026

1. GENERAL PRINCIPLES

It is the policy of Hale Parish Council to reimburse its employees and elected members for expenses incurred in performing the duties required by Hale Parish Council, such as travelling on Council business, and attending training or meetings on behalf of the Council, provided the expenditure has been authorised, receipted and certified in accordance with this policy.

Employees and members should not be either financially disadvantaged or advantaged due to genuine Council expenses.

All expense claims must be submitted using the Expenses Claim Form and accompanied by receipts. Unless the claim is for petrol, whereby mileage must be calculated in line with this policy.

2. AUTHORISED DUTIES

Expenses claims will be considered for the following:

- Travelling and associated travel expenses for journeys required to conduct Council business outside the Parish.
- Travelling and associated travel expenses for journeys required for training outside the Parish.
- Volunteers can claim expenses

This does not include travel between home and office unless the employee is recognised as being a “contractual home-based employee”.

3. METHOD OF TRAVEL

Employees and members should travel by the most cost-effective mode of transport taking into account journey time and the nature of the journey.

Travel by car will be reimbursed at current National Joint Council rates and parking will be paid. Employees and members are under no obligation to drive long distances they feel unable to sustain mentally or physically. Where employees and members use their own vehicle, they should ensure that the vehicle is in good working order, fully insured, taxed and with a valid MOT.

Approved Mileage Allowance Payments

Type of Vehicle	First 10,000 Miles	Above 10,000 Miles
Cars and Vans	£0.45 Per Mile	£0.25 Per Mile
Motorcycles	£0.24 Per Mile	£0.24 Per Mile
Cycle	£0.20 Per Mile	£0.20 Per Mile

Employees and members are required to keep track of Council mileage incurred in the tax year (1 April to 31 March) to ensure the correct rates are applied.

If an employee or member carries any other employee or member in their own vehicle when travelling on Council business, that employee or member can claim £0.05 per passenger per mile. The employee and/or member passengers must also be travelling on Council business to qualify.

Public transport will be preferred where more practical and cost effective. All rail and air travel should be the most cost effective fare available. Employees and members should, as far as possible, travel standard class and should attempt to book their journeys sufficiently in advance to obtain the best possible price.

Where Oyster cards are used for tube, DLR, or tram, the employee or member should provide evidence of the cost incurred by printing off their online statement or by printing off the journey cost provided by the Oyster fare finder.

Taxis shall only be used when essential (e.g. urgency, awkward hours, transport of baggage, health reasons etc).

4. SUBSISTENCE

An employee or member may claim for the costs of meals and beverages reasonably purchased when travelling on Council business. This is intended to reimburse the employee for additional expense as a result of having to travel on Council business and personal incidental expenses cannot be claimed.

Breakfast, lunch and evening meals will be reimbursed up to a maximum amount of £40 per day. If employees and members incur costs in excess of the claimable £40 per day, only £40 of any receipts will be reimbursed.

Additionally, the employee or member may claim “personal incidental expenses” up to a maximum of £5 per day to cover items such as telephone calls, newspapers and laundry.

The total of any such costs must not exceed £5 otherwise no reimbursement will be allowed – *ie* the allowance will not be regarded as a contribution to such costs.

If the employee or member is away for more than one night, the daily limits (*ie* £40 and £5) may be averaged across the number of nights that the employee is away.

The rules above apply to overseas travel as well as UK travel. However, in some cases, it may be necessary to allow higher limits for subsistence costs, subject to discussion and approval from the Clerk.

5. ACCOMMODATION

The cost of accommodation will be reimbursed when it can be clearly demonstrated that it is impossible or impractical to attend the approved duty without staying over the previous or following evening (e.g. where an employee or members' journey would have to start from home before 06:00am or return home after 10:00pm).

Accommodation sought must be the most cost effective and take into account a reasonable distance required to travel to/from the approved duty.

6. ENTERTAINING

Employees and members should only entertain visitors and guests where it is likely to assist the Council in its objectives and with the prior approval of the Clerk.

In general, entertainment counts as business-related if its purpose is to discuss a particular Council project, maintain an existing service or to form a new service.

By contrast, entertainment won't count as business-related if its purpose is of a social nature.

Amounts claimed should be reasonable and appropriate.

7. EYE TESTS AND VISUAL AIDS

Hale Parish Council recognises its obligations under the Display Screen Equipment (DSE) Regulations 1992 (Amended 2002). As such, the Council will contribute £25 towards the cost of an eye test conducted by a suitably qualified optician, if you use display screen (computer monitor) equipment for a significant part of your working day on Council business. The Council will only reimburse one eye test in any twelve month period.

If the test reveals that Visual Aids are required for exclusively VDU work, the Council will contribute £75 towards the cost of these exclusively for VDU use.

8. PROCEDURE

All expenses claims must be made on the claim form with VAT receipts attached as appropriate. Claim forms are available from the Clerk to Hale Parish Council.

All receipts should be originals.

VAT fuel receipts must be provided to allow the Council to reclaim VAT on mileage.

It is important that employees and members keep full records of expenses claimed and the reasons the expenses were incurred so that they can provide appropriate evidence, if

requested, to HMRC. In respect of car travel, employees and members should keep a log showing where the journeys commenced and ceased and the number of miles travelled.

The completed and signed form, with receipts attached, should be given to the Clerk for processing.

The Clerk will scrutinise all claims submitted. If satisfied that the claims are eligible, they will be approved and paid.

All overseas transactions in local currency must be converted to sterling at the valid rate on day of expense.

All employees and members should ensure that expense claims are submitted at the time they are incurred, or within a period of no more than three months following the expense. If the employee or member fails to submit a claim for a particular item at the time and instead claims it later after a period of three months has lapsed, Hale Parish Council may, at the discretion of the Clerk, refuse to reimburse the expenditure.

The Chair of the Parish Council is responsible for approving the **Clerk's** claims

9. REIMBURSEMENT

Expense claims are normally paid in the following monthly payment run, unless circumstances require payment sooner.

10. MISCELLANEOUS EXPENSES

There may be other incidental expenses incurred by employees and members that are not covered by these rules such as stationary, phone calls, postage etc which would then prompt a discussion with the Clerk. All cases of doubt should be referred promptly to the Clerk prior to incurring the expense.

11. NON-REIMBURSABLE EXPENSES

The following categories of expense will not be reimbursed:

- Expenses whereby credit card receipts are the only available evidence, unless exceptionally approved by Council
- Personal entertainment of any sort
- Mini bar consumables

12. ABUSE OF THIS POLICY

Any abuse in the application of this policy by employees will be dealt with in accordance with Hale Parish Council's disciplinary policy and may possibly result in disciplinary action being taken, up to and including dismissal.

Deliberate falsification of a claim or the evidence needed to make a claim by employees will constitute misconduct. "Falsification" includes the failure to pass on any discount obtained in the course of incurring an expense.

Fraudulent claims will be treated as **disciplinary matters** for staff or a **Code of Conduct breach** for members.

13. REVIEW

This policy is to be reviewed regularly and updated subject to Council request and changes to national framework.



HALE PARISH COUNCIL



Hale Parish Council Privacy Notice

For Staff, Councillors & Role Holders

Adopted: 27/2/2020

Reviewed: May 2026

YOUR PERSONAL DATA — WHAT IS IT?

"Personal data" is any information about a living individual which allows them to be identified from that data.

Obvious examples include a name, a photograph, or an email address; less obvious examples include online identities, location information, or ID numbers.

The processing of personal data is governed by legislation relating to personal data, which applies in the United Kingdom, including the UK GDPR and the Data Protection Act 2018, collectively "the Data Protection Legislation".

WHO ARE WE?

This Privacy Notice is provided to you by **Hale Parish Council**, which is the data controller for your data.

Other data controllers Hale Parish Council works with:

- Local Authorities (e.g., Cheshire East Council)
- Government departments (as required by law)
- External auditors
- Contractors and service providers engaged by the Council (e.g., payroll providers, IT support)
- Other organisations where data sharing is a legal requirement or necessary for the Council's functions.

We may need to share the personal data we hold with these entities so that they can carry out their responsibilities to the Council and its residents. Where Hale Parish Council and another entity are processing your data jointly for the same purposes, then we may be "joint data controllers," meaning we are collectively responsible to you for your data. Where each of the parties listed above is processing your data for their own independent purposes, then each of us will be independently responsible to you. If you have any questions, wish to exercise any of your rights (see below), or wish to raise a complaint, you should do so directly to the relevant data controller.

A description of what personal data Hale Parish Council processes and for what purposes is set out in this Privacy Notice.

Hale Parish Council will process some or all of the following types of personal data where necessary to perform its tasks:

- **Identity Data:** Including name, username or similar identifier, marital status, title, date of birth, gender, and photographs or video recordings.

- **Contact Data:** Including address, email address, and telephone numbers.
 - **Financial Data:** Including bank account and payment card details (for staff payroll, expenses, etc.).
 - **Transaction Data:** Including details about payments to and from the Data Subject and other details of goods and services the Data Subject has purchased or provided.
 - **Technical Data:** Including internet protocol (IP) address, browser type and version, time zone setting and location, browser plug-in types and versions, operating system and platform, and other technology on the devices used to access Council systems or websites.
 - **Profile Data:** Including username and password (for system access), purchases or orders made, interests, preferences, feedback, and survey responses.
 - **Usage Data:** Including information about how Council systems, goods, and services are used.
 - **Marketing and Communications Data:** Including communication preferences.
 - **Employment Data:** Including details included in contracts of employment, payroll information, performance reviews, and academic/professional qualifications.
 - **Councillor/Role Holder Data:** Information related to your role as a Councillor or appointed role holder, including declarations of interest, attendance records, and any information required for statutory purposes.
- The personal data we process may include sensitive or other special category data such as racial/ethnic origin, political opinions, trade union membership, sexual orientation, and data concerning health.

HOW WE USE SENSITIVE PERSONAL DATA

We may process sensitive personal data, including, as appropriate:

- Your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation.
- In order to comply with legal requirements and obligations to third parties.

These types of data are described in the GDPR as “Special categories of data” and require higher levels of protection. We need to have further justification for collecting, storing, and using this type of personal data.

We may process special categories of personal data in the following circumstances:

- In limited circumstances, with your explicit written consent.
- Where we need to carry out our legal obligations (e.g., for health and safety, or employment law).
- Where it is needed in the public interest.

Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your vital interests (or someone else’s interests) and you are not capable of giving your consent, or where you have already made the information public.

DO WE NEED YOUR CONSENT TO PROCESS YOUR SENSITIVE PERSONAL DATA?

In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

Hale Parish Council will comply with data protection law. This says that the personal data we hold about you must be:

- Used lawfully, fairly, and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely, including ensuring that appropriate technical and security measures are in place to protect your personal data from loss, misuse, unauthorised access, and disclosure.

We use your personal data for some or all of the following purposes:

- To deliver Council services and support to residents.
- To manage and administer staff employment, including payroll, performance, and HR functions.
- To manage and administer the roles of Councillors and other appointed role holders.
- To confirm your identity to provide some services.
- To contact you by post, email, telephone, or other agreed communication channels.
- To help us understand how our services are performing and identify areas for improvement.
- To prevent and detect fraud and corruption in the use of public funds, and where necessary, for law enforcement functions.
- To enable us to meet all legal and statutory obligations.
- To promote the interests of Hale Parish Council and the local community.
- To maintain our own accounts and financial records.
- To seek your views, opinions, or comments on Council matters.
- To notify you of changes to our services, events, and Council business.
- To send you communications which you have requested and that may be of interest to you (e.g., newsletters, meeting updates).
- To process relevant financial transactions, including expenses, grants, and payments for goods and services supplied to or by Hale Parish Council.
- To allow for statistical analysis of data so that we can plan the provision of services.

WHAT IS THE LEGAL BASIS FOR PROCESSING YOUR PERSONAL DATA?

Hale Parish Council processes personal data which is necessary for:

- **The performance of a contract** to which you may be a party or may want to enter (e.g., employment contracts, service agreements).
- **Compliance with our legal obligations** (e.g., providing personal information to regulators, statutory bodies, for audit purposes, or as required by employment law).
- **Our legitimate interests** as a local authority responsible for serving the community. This includes delivering services, responding to enquiries, supporting our members and partners, and improving our services.

- **Your consent** for specific processing activities where other legal bases do not apply. We will obtain your explicit consent for such processing.
-

SHARING YOUR PERSONAL DATA

This section provides information about the third parties with whom Hale Parish Council may share your personal data. These third parties have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- The data controllers listed above under the heading “Other data controllers Hale Parish Council works with”.
 - Our agents, suppliers, and contractors (e.g., payroll providers, IT support, auditors).
 - On occasion, other local authorities or not-for-profit bodies with which we are carrying out joint initiatives or projects.
-

HOW LONG DO WE KEEP YOUR PERSONAL DATA?

We will keep some records permanently, for example, minutes from our committees and Council meetings, and historic copies of Council documents. We may keep some other records for an extended period of time. For example, financial records are typically kept for a minimum period of 8 years to support audits or provide tax information. Hale Parish Council is permitted to retain data in order to defend or pursue claims. In some cases, the law imposes a time limit for such claims. We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed, in line with our data retention policy.

YOUR RIGHTS AND YOUR PERSONAL DATA

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases, we will need you to respond with proof of your identity before you can exercise these rights.

You have the following rights with respect to your personal data:

- **The right to access the personal data we hold on you.**

At any point, you can contact us to request the personal data we hold on you, as well as why we have that personal data, who has access to the personal data, and where we obtained the personal data from. Once we have received your request, we will respond within one month. There are no fees or charges for the first request, but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

- **The right to correct and update the personal data we hold on you.**

If the data we hold on you is out of date, incomplete, or incorrect, you can inform us and your data will be updated.

- **The right to have your personal data erased.**

If you feel that we should no longer be using your personal data, or that we are unlawfully using your personal data, you can request that we erase the personal data we hold. When we receive your request, we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example, because we need it to comply with a legal obligation).

- **The right to object to the processing of your personal data or to restrict it to certain purposes only.**
You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request, we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.
- **The right to data portability.**
You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.
- **The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained.**
You can withdraw your consent easily by contacting us at the details shown below.
- **The right to lodge a complaint with the Information Commissioner's Office.**
You can contact the Information Commissioner's Office on 0303 123 1113 or via email at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

SHARING INFORMATION OUTSIDE THE UK

Where necessary, we may transfer personal information outside of the UK. When doing so, we comply with the UK GDPR, making sure appropriate safeguards are in place. Please contact us for more information.

FURTHER PROCESSING

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

SECURITY

Data security is of great importance to Hale Parish Council, and to protect your data, we have put in place suitable physical, electronic, and managerial procedures to safeguard and secure your collected data.

We take security measures to protect your information, including:

- Limiting access to our offices and systems to those that we believe are entitled to be there.
- Implementing access controls to our information technology.
- Using appropriate procedures and technical security measures (including encryption where appropriate) to safeguard your information across all our computer systems, networks, and office.

Contact Details for Hale Parish Council:

Brian Hargreaves

Email: clerk@haleparishcouncil.gov.uk

Tel: 07803611222

c/o Hale Village Hall

53 High Street

Hale

Halton

L245AE

HALE PARISH COUNCIL – IT POLICY

Version: 1.0

Adopted: [Date of Council Meeting]

Review Date: [One year from adoption]

Responsible Officer: The Clerk (Proper Officer)

1. INTRODUCTION

IT systems and equipment are fundamental to the effective operation of Hale Parish Council, supporting communication, record-keeping, service delivery and engagement with residents. This document sets out **Hale Parish Council's own formal position and policy** in relation to the use of IT facilities. It has been developed following National Association of Local Councils (NALC) recommendations and reflects current legal obligations including the UK GDPR, Data Protection Act 2018 and relevant statutory regulations.

The aims of this policy are to:

- Establish clear standards and expectations for all users of Council IT systems and equipment;
 - Protect confidential data and digital assets;
 - Minimise security risks and ensure full compliance with the law;
 - Clarify rights, roles and responsibilities whether equipment is owned by the Council or privately owned;
 - Provide a consistent framework for all working arrangements, including office-based, home-based and remote working.
-

2. SCOPE

This policy applies to all councillors, staff and authorised users, regardless of working pattern or location. It covers all Council-owned hardware and software, as well as personal devices used to access, store or process Council business or data.

3. GENERAL USE OF EQUIPMENT

Council-provided IT equipment and systems are primarily intended for Council business. **Limited, incidental personal use is permitted**, provided that:

- It does not interfere with Council work or disrupt services;
- It is restricted to official break times or outside normal working hours;
- It does not involve any illegal, offensive or reputational risk-related activity;
- It remains reasonable in frequency and duration, as determined by the Proper Officer.

3.1 Hardware

- All equipment is issued for the performance of Council duties and must be treated with care at all times.
- Computers must be locked whenever the user leaves their desk to prevent unauthorised access – this applies to both Council-owned and personal devices used for work purposes. Failure to comply may result in disciplinary action.
- Equipment must be kept clean and protected from spills, dust or physical damage.
- Each item will be individually numbered and recorded in a central equipment register, showing the current user and location.
- No equipment is to be dismantled, modified or repaired without prior consultation with the Proper Officer.
- No equipment, software or digital services may be purchased on behalf of the Council without written authorisation from the Proper Officer or Council Chair.
- Personal storage devices (USB sticks, external drives, CDs/DVDs etc.) must not be connected to Council computers unless approved in advance by the Proper Officer.
- Users are prohibited from creating personal Wi-Fi hotspots to bypass the Council's secure network.
- Any fault, damage or security concern must be reported immediately to the Proper Officer.

3.2 Portable Equipment

Portable equipment includes laptops, tablets, smartphones and any device capable of storing or transmitting Council data.

- All portable devices must be protected by a PIN, password or biometric lock. Where available, devices should be set to wipe data after multiple unsuccessful login attempts. Security features must never be disabled or removed.
- Two-Factor Authentication (2FA) will be enabled wherever technically possible to add an extra layer of protection.
- When not in use, devices should be stored securely. When travelling or working remotely, they must remain with the user or kept in a locked secure location. Under no circumstances should portable equipment be left unattended in vehicles or unsecured premises.
- If a device is lost, stolen or damaged, this must be reported to the Proper Officer immediately. Where loss or damage is due to negligence, the user may be required to contribute towards the cost of replacement or repair.
- Taking photographs or video recordings on Council premises is prohibited unless authorised in writing by the Council, and only where necessary for official business.
- No meeting or conversation (other than those held in public under the *Openness of Local Government Regulations 2014*) may be recorded without the prior consent of all those present.

- Webcams (whether built-in or external) may only be used for Council-related conference calls or meetings, and only where the device is located in a suitable environment. Advice on appropriate use should be sought from the Proper Officer if in doubt.
-

4. BACK-UP ARRANGEMENTS

To safeguard Council data and ensure business continuity:

- All official records and documents stored on Council systems will be backed up automatically on a **daily basis** to secure off-site storage.
 - Users must ensure that work files are saved to designated Council network drives or approved cloud storage – not to local device hard drives – to ensure they are included in the backup routine.
 - Portable devices and personal devices used for Council work are not part of the Council's automated backup system; users are responsible for transferring completed work to Council storage promptly. The Proper Officer can provide guidance on how to do this securely.
 - Backup data will be retained in line with the Council's Records Management and Publication Schedule.
-

5. EMAIL AND DATA PROTECTION RESPONSIBILITIES

- All Council business must be conducted using an official Council email address provided by Hale Parish Council. Personal email accounts must never be used for Council business, nor should Council emails be set to auto-forward to personal accounts.
 - **Hale Parish Council is the Data Controller** for all information held or communicated through official systems.
 - All users act as **Data Processors** on behalf of the Council and are required to handle personal data in accordance with the UK GDPR, Data Protection Act 2018 and the Council's separate Data Protection Policy.
 - Councillors do not act as independent Data Controllers in relation to Council business; legal responsibility remains with the Council as a corporate body.
 - All email communications form part of the Council's official records and may be retained, archived or disclosed in accordance with statutory requirements.
-

6. BRING YOUR OWN DEVICE (BYOD)

Where users choose to use personal phones, tablets or computers for Council purposes, the following rules apply:

6.1 Minimum Standards

- Devices must be protected by a PIN, strong password or biometric security.

- Operating systems, antivirus and security software must be kept up-to-date at all times.
- Council data and communications must be kept clearly separate from personal content, for example by using separate user profiles or dedicated applications.
- Wherever possible, work-related data should be stored on Council systems rather than on the personal device itself.

6.2 Retrieval and Deletion of Data

- When leaving the Council or upon request, users **must cooperate fully with reasonable steps** required to secure, retrieve, preserve or permanently delete Council data held on their personal device.
- The Council will seek to avoid accessing or handling personal data unless it is strictly necessary and proportionate to meet legal or operational requirements. Legal advice will be sought where there is uncertainty or complexity.
- Following termination of service or office, all Council-related emails, files and contacts must be removed from the device immediately.

6.3 Additional Safeguards

- Confidential documents sent by email must be password-protected, with the password sent separately via a different communication channel.
- Only secure, trusted Wi-Fi networks should be used when accessing Council systems.
- Users must ensure that Council data cannot be viewed or accessed by family members or other users of the device.
- If a device is lost, stolen or subject to unauthorised access, the Proper Officer must be informed without delay, and details such as IMEI or SIM numbers provided where possible to assist in protection of Council data.
- Personal cloud storage services must not be used to store Council data, as this may breach data protection law and security standards.
- When transferring data via removable media, the information must be securely deleted from the device once the transfer is complete.
- Any cached copies of documents or emails must be deleted immediately after use.

7. WEBSITE STANDARDS

- **Accessibility:** The Council website will be designed and maintained to meet the **WCAG 2.2 AA** standard, ensuring it is usable by everyone, including people with disabilities.
- **Documents:** All documents published on the website (such as agendas, minutes and reports) will be produced in formats compatible with assistive technology such as screen readers.

- **Accessibility Statement:** A formal Accessibility Statement will be published and reviewed annually to ensure it remains accurate and up-to-date.
-

8. PASSWORD AND AUTHENTICATION POLICY

- All user accounts must be protected by strong passwords, following National Cyber Security Centre (NCSC) guidance – ideally using three random words (e.g. *PurpleCandleRiver*), which are both secure and memorable.
 - Multi-Factor Authentication (MFA) will be enabled wherever possible, adding a second form of verification such as a code sent to a registered mobile device.
 - Initial passwords for new accounts will be generated by the Proper Officer or nominated IT provider and must be changed immediately upon first use.
 - Default passwords provided by software vendors must always be changed immediately following installation.
 - Passwords are personal and must never be shared or disclosed to others.
 - Administrative passwords will be stored securely and held in a sealed envelope with the Council Chair, accessible only in an emergency and subject to formal recording.
 - Passwords must not be written down or stored in plain text; only approved encrypted password managers may be used.
 - Passwords must be changed immediately if compromise is suspected.
 - All access to administrative or shared credentials will be logged and auditable; unauthorised attempts will be treated as security incidents.
 - Users are responsible for maintaining the security of their own credentials; the Proper Officer is responsible for system-level security and policy enforcement.
-

9. MONITORING AND RETENTION OF RECORDS

The Council reserves the right to monitor IT usage proportionately and in line with the *Investigatory Powers (Interception by Councils etc for Monitoring and Record-keeping Purposes) Regulations 2018* and UK GDPR. Monitoring will only be carried out where there is a legitimate purpose, and all users are informed that such activity may take place.

9.1 Retention Periods (in line with Council's Records Management and Publication Schedule)

- Internet usage logs, email metadata and system activity records: retained for **12 months**, then securely deleted or anonymised.
- Security incident logs and audit trails: retained for **3 years**.
- All other records: retained in accordance with statutory and best-practice timescales as detailed in the Schedule.

9.2 Responsibility for Monitoring and Audit

Overall responsibility for the implementation, monitoring and enforcement of this policy rests with the **Proper Officer (The Clerk)**. Their duties include:

- Conducting a **formal review and audit of systems, security settings and compliance** at least **once every 6 months**;
 - Carrying out ad-hoc checks where concerns are raised or incidents occur;
 - Maintaining clear records of audits and any follow-up actions taken;
 - Providing guidance, training and updates to users as required;
 - Reporting annually to Council on policy compliance and recommending any necessary updates or changes.
-

10. REMOTE WORKING – LOGGING IN AND SECURITY

The requirements below apply when accessing Council systems from any location outside the Council's main premises, including when working from home, travelling or using public Wi-Fi. These rules apply to **all Council systems and services**, including:

- Network files and shared drives;
- Council email accounts;
- Cloud-based applications and databases;
- Any other platform containing Council data or records.

10.1 Remote Working Rules

- If using a device not owned or managed by the Council, passwords must never be saved in browsers or applications, and the user must fully log out at the end of each session. All browsing history, cache and temporary files must be deleted immediately afterwards.
- If the security or reliability of the device or network cannot be guaranteed (for example in an internet café or public hotspot), Council systems must not be accessed.
- Screens must be positioned so that confidential information cannot be overlooked by others; privacy filters should be used when working in public places or shared spaces.
- Printed documents must be collected immediately and stored securely or disposed of confidentially when no longer required.
- Paper files or storage devices must never be left unattended in vehicles unless unavoidable, in which case they must be locked in the boot and removed as soon as possible. Overnight accommodation must be secure and documents kept safe from access by third parties.
- Where technically feasible, the Council retains the ability to remotely wipe mobile devices containing sensitive data in the event of loss or theft.

- Devices issued with 3G/4G/5G dongles should be used only for essential Council business, particularly when abroad or roaming, due to potential high costs.
 - Paid-for Wi-Fi services should be used sparingly and only where necessary to complete urgent work.
-

11. HEALTH AND SAFETY

- All office-based users will be provided with a suitable workstation arranged to meet health and safety requirements.
 - The Council will arrange regular eye tests for employees who use display screen equipment, in line with legal requirements – details are available in the Staff Handbook.
 - Any concerns regarding workstation set-up, equipment noise, or other hazards must be reported immediately to the Proper Officer.
-

12. INTERNET USE AND COPYRIGHT

- All use of the internet must comply with the law and this policy.
 - Much material on the internet is protected by copyright under the *Copyright, Designs and Patents Act 1988*. Copying, downloading or distributing material without permission is illegal and strictly prohibited.
 - Users should not assume that information in the public domain is free from copyright restrictions.
 - Copyright warnings and terms of use published on websites must be respected.
 - If in doubt about whether material may be used or reproduced, advice should be sought from the Proper Officer.
 - No new domain names or trademarks may be registered in the name of the Council without express approval.
 - Links from Council websites to external sites must be checked and approved by the Proper Officer before publication.
 - Users should be aware that information found online may be inaccurate or out of date; verification from reliable sources is essential before use or publication.
-

13. USE OF SOCIAL MEDIA

Social media includes social networks, blogs, video-sharing platforms, forums, messaging apps and similar services. These rules apply both when using Council systems and when using personal devices or accounts, whether during or outside working hours.

13.1 Standards of Conduct

- Personal use should be restricted to break times or outside working hours.

- Use for Council purposes is encouraged where it supports engagement, communication or the Council's aims – but it must always be professional, accurate and respectful.
- Any content which could reasonably be linked to the Council, or which refers to the Council, its work, staff or members, must not be offensive, abusive, discriminatory, defamatory or likely to damage the Council's reputation.
- Where a user identifies themselves as a councillor or employee in an online profile or post, they must clearly state that any personal views expressed are their own and do not represent the views of the Council. A suitable disclaimer must be included.
- Users must not claim to speak on behalf of the Council without prior written authority.
- Proposed blogs, websites or social media accounts which will mention or represent the Council must be approved by the Proper Officer before being launched.
- Contact details from Council databases must not be uploaded or synchronised with social media address books unless authorised.
- Images or videos showing Council uniforms, branding or premises must not be posted if they could reflect adversely on individuals or the Council.
- Internal discussions, confidential business or personal data about councillors, staff, contractors or residents must never be shared online.
- Users are personally liable for what they post and should be aware of the Council's *Code of Conduct* and the *Nolan Principles* in all online activity.
- Enquiries from the media should always be referred to the Proper Officer.
- Upon leaving the Council, users must update their online profiles to remove references to their role and must delete all Council-related contacts and data from personal accounts or devices.
- Council-managed social media accounts must have login details held securely by the Proper Officer so that access can be maintained if the responsible user leaves.
- Former members or staff must not post material that is detrimental to the Council or its reputation.
- All professional contacts developed or maintained in the course of Council duties remain the property of the Council and must be disclosed or deleted as required when leaving office or employment.
- The Council reserves the right to monitor publicly available social media posts where there is reason to believe this policy may have been breached.

14. MISUSE AND ENFORCEMENT

Misuse of IT systems, equipment or data is regarded as a serious matter and is inconsistent with the Council's standards of conduct. Breaches of this policy may result in:

- Formal investigation;

- Restriction or removal of IT access;
 - Disciplinary proceedings, up to and including dismissal for staff;
 - Referral to the Monitoring Officer or Standards Committee for councillors;
 - Legal action where there has been a breach of law or confidentiality.
-

15. GUIDANCE AND SUPPORT

If any user is unsure about the application or interpretation of this policy, they should seek advice from the Proper Officer before taking action. Guidance and training will be provided as necessary to ensure understanding and compliance.

Approved by Hale Parish Council at the meeting held on: [Date]

Signed:

Chair of Council

Proper Officer / Clerk

Adopted:

Last reviewed: [Insert Date]

Next review due: [Insert Date – every 3 years]

1. Introduction

1.1 The Council creates, receives and holds a wide range of information and data in the course of its activities. This includes data generated internally, and information provided by members of the public, partners and other organisations. Information may be held in paper or electronic formats, including documents, emails, databases, photographs and audio-visual materials.

1.2 Records are vital assets that provide authentic, reliable evidence of the Council's decisions, actions and transactions. Proper management ensures accountability, supports effective decision-making, enables transparency, and protects the legal rights of the Council, residents, staff and third parties.

1.3 For the purposes of this policy, 'document' and 'record' apply equally to hard-copy and electronic information, regardless of how or where it is stored.

1.4 Retaining records for the correct period is a legal requirement. Destroying records too early may result in breaches of legislation, legal challenges, financial penalties, reputational damage or difficulties defending claims. Conversely, keeping records longer than necessary breaches data protection law, increases storage costs, and creates unnecessary security risks.

1.5 In line with the **UK General Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018**, personal data must not be kept for longer than is necessary for the purpose for which it was originally collected or processed.

2. Scope and Objectives

2.1 This policy applies to all records held by the Council, across all formats, and sets out a clear framework to determine:

- Which records should be retained and for how long;
- Which records may be disposed of and the appropriate method of disposal;
- Requirements for secure storage, transfer and archiving.

2.2 Certain records have only short-term or administrative value and do not require long-term retention. These may be disposed of when no longer

needed, provided they do not contain sensitive or personal information and have no evidential or historical value. Examples include:

- With compliments slips;
- Catalogues, trade journals and promotional material;
- Standard communications not related to Council business or decision-making;
- Trivial or routine emails that do not document decisions, actions or agreements;
- Requests for generic information or publications;
- Out-of-date contact or distribution lists;
- Duplicate copies, draft documents and superseded reference materials.

2.3 Records must **not** be destroyed or altered if they are required as evidence, if legal proceedings or investigations are active or anticipated, or if they have permanent historical value. Any disposal must be carried out in line with legal obligations and this policy.

3. Roles and Responsibilities

3.1 The Council as a whole

- Has overall responsibility for ensuring records are managed legally, securely and in line with this policy;
- Will review records and retention schedules at least annually to ensure compliance and remove unnecessary records;
- Will ensure all staff, volunteers and Councillors understand and follow this policy and the associated retention schedule.

3.2 The Proper Officer (usually the Clerk)

- Is responsible for the day-to-day implementation of records management procedures;
- Maintains the Retention Schedule and ensures it is kept up to date;
- Ensures appropriate storage arrangements and security measures are in place;
- Keeps a log or register of all record disposals;
- Provides guidance and training to staff and Councillors.

3.3 All Members and Staff

- Are responsible for the records they create or handle;
- Must store records securely and in line with Council procedures;
- Must not dispose of records without authorisation or outside the terms of this policy;

- Must report any loss, breach or unauthorised access to records immediately.
-

4. Document Retention Protocol

4.1 The Council maintains records management systems that comply with relevant legislation, regulatory requirements and professional standards. Systems will ensure records are complete, accurate, reliable and accessible when required.

4.2 Records will be managed to ensure they can:

- Support audit, inspection or review processes;
- Protect the legal and financial interests of the Council, residents and other parties;
- Demonstrate compliance with data protection principles, including rights of access and transparency;
- Provide evidence of decisions and actions that is credible and admissible in legal proceedings.

4.3 Key principles for retention:

- Records will be organised and indexed to allow timely retrieval and disclosure in response to requests, including Freedom of Information and Subject Access Requests;
- Records no longer required for day-to-day business but which must be retained will be stored securely or transferred to an approved archive or repository;
- Retention periods are defined in **Appendix A – Retention Schedule**, compiled in accordance with guidance from The National Archives, the Society of Local Council Clerks (SLCC), and legal requirements.

4.4 **Retention periods** take account of statutory requirements, limitation periods under the *Limitation Act 1980*, operational need, and historical value. Where different requirements apply, records will be retained for the longest applicable period.

4.5 If legal proceedings, investigations or formal challenges are pending or foreseeable, relevant records must be preserved and must not be amended or disposed of until the matter is concluded.

5. Document Disposal Protocol

5.1 Before any record is disposed of, the following questions will be considered:

- Is retention required by law or regulation?

- Is retention needed for operational, administrative or financial purposes?
- Is retention necessary to provide evidence in the event of dispute or claim?
- Does the record have historical significance or permanent value?

5.2 Disposal will only take place when it is lawful and appropriate. The method used will reflect the sensitivity and confidentiality of the information. A formal record of all disposals will be maintained to demonstrate compliance with UK GDPR and other legislation.

5.3 Approved methods of disposal:

Table

Record type	Method
Non-confidential, non-sensitive records	Secure recycling or waste disposal
Records containing personal, confidential or sensitive information	Shredding or secure confidential waste services
Electronic records	Permanent deletion or secure wiping, ensuring data is not retrievable
Records of historical or permanent value	Transfer to the appropriate archive (e.g. County Record Office) or secure long-term storage

5.4 Disposal principles:

- Personal and confidential information must be destroyed securely at the end of its retention period. Failure to do so may result in regulatory action, fines or legal proceedings under the UK GDPR, *Data Protection Act 2018* or *Freedom of Information Act 2000*;
 - Electronic records and their back-ups must be fully deleted. The Information Commissioner's Office (ICO) requires that deleted data is rendered effectively irrecoverable;
 - Records of historical importance will be transferred to an appropriate repository rather than destroyed, in line with the *Public Records Act 1958* and Section 46 of the *Freedom of Information Act 2000*;
 - All copies and back-ups, including digital and scanned versions, are subject to the same retention and disposal rules as the original record.
-

6. Data Protection Legislation – Requirements for Retention and Disposal

6.1 The **UK GDPR** and **Data Protection Act 2018** set out strict rules for handling personal data. Personal data is defined as any information relating to an identified or identifiable living individual, including names, addresses, contact details, opinions and any reference to the Council's intentions towards an individual.

6.2 Under Article 5 of the UK GDPR, personal data must be:

- Processed lawfully, fairly and transparently;
- Collected for specified, explicit and legitimate purposes;
- Adequate, relevant and limited to what is necessary;
- Accurate and kept up to date;
- Kept no longer than necessary;
- Processed securely;
- Supported by appropriate accountability measures.

6.3 Personal data held for research, statistical or historical purposes may be retained indefinitely, provided that appropriate safeguards are in place to protect individuals' rights and freedoms, and that data is not processed for other purposes.

6.4 Where the Council uses third-party services or storage providers, contracts will ensure they comply fully with data protection law and this policy. The Council remains responsible for compliance.

7. Scanning and Digitisation of Documents

7.1 Digitised records are legally valid and admissible as evidence, provided they are accurate, complete and maintained in a secure format. There is no legal requirement to retain hard copies once they have been digitised, except where specific legislation applies (e.g. tax or land documents).

7.2 Best practice:

- Hard copies may be retained for a short period (typically up to three months) after scanning to verify accuracy and completeness, before being securely disposed of;
- Records required for tax or VAT purposes must be retained for six years, unless a shorter period is agreed with HM Revenue and Customs;
- Digital records must be stored securely, backed-up regularly and migrated to new formats or systems as required to ensure continued access and readability.

8. Review and Compliance

8.1 This policy will be reviewed at least every three years, or sooner if there are changes to legislation, guidance or the Council's activities. Any changes will be approved by the Council and minuted.

8.2 This policy has been developed in accordance with:

- *Local Government Act 1972* (Section 224 – duty to make proper arrangements for records);
- UK GDPR and *Data Protection Act 2018*;
- *Freedom of Information Act 2000* and the *Code of Practice on the Management of Records* issued under Section 46;
- *Limitation Act 1980*;
- Guidance from The National Archives, ICO and the Society of Local Council Clerks;
- Previous Council policies and procedures.

9. Supporting Documents

9.1 The **Appendix A – Retention Schedule** lists the types of records held by the Council, the minimum retention periods, the legal or operational basis for retention, and the appropriate action at the end of the period. This schedule will be updated regularly to reflect changes in legal or operational requirements.

Approved by:

Hale Parish Council

Date:

Key changes made:

- Updated references from “GDPR” to **UK GDPR** and added the **Data Protection Act 2018** to reflect post-Brexit legislation;
- Clarified roles and responsibilities to make it clear who is responsible for records management;
- Strengthened compliance requirements, including accountability and the need for disposal logs;
- Updated terminology and phrasing to align with current records management standards and guidance;
- Added reference to relevant legislation including the *Limitation Act 1980*, *Public Records Act 1958*, and Section 224 of the *Local Government Act 1972*;

- Clarified the rules for scanning and digitisation;
 - Removed minor inconsistencies and improved readability.
-



HALE PARISH COUNCIL - VOLUNTEER POLICY

Adopted: 16th September 2024 | **Revised:**

1. Introduction & Principles

Hale Parish Council acknowledges and values the support that volunteers provide to the local community. This policy sets out the broad principles for voluntary involvement in activities overseen by the Council. It is a statement of intent and does not intend to create a contract of employment or any legally binding relationship.

2. Status of Volunteers

This policy applies to volunteers working on behalf of, but not employed by, the Parish Council. Volunteers are unpaid and contribute their time, energy, and skills of their own free will. Either party may end the volunteering arrangement at any time without notice.

3. Recruitment & Inclusion

Volunteer opportunities will be advertised through Parish media, including the Newsletter, notice boards, and website. The Council is committed to equal opportunities; volunteers will be treated equally regardless of gender, race, age, faith, disability, or sexual orientation.

4. Health, Safety & Risk Assessment

The Council has a duty of care to protect volunteers as far as is reasonably practicable.

- **Risk Assessments:** A written risk assessment must be completed for all tasks to identify hazards and control measures. The Clerk must receive and approve a copy of this before work begins.
- **Capability:** Volunteers must be physically and mentally able to carry out their assigned role.
- **Training:** The Council will provide an induction covering the task, health and safety protocols, and an introduction to relevant contacts.
- **Equipment:** Volunteers should use non-powered tools where possible. If using Council-approved power tools (e.g., mowers), volunteers must

wear appropriate PPE, including stout footwear, safety goggles, and high-visibility vests.

5. Insurance

Volunteers are covered by the Parish Council's **Public Liability** and **Employers' Liability** insurance, provided they are acting on the Council's direct instructions and within the scope of the risk assessment.

- **Exclusions:** The Council does not insure personal possessions. If volunteers use their own tools, the Council is not liable for injury or damage resulting from defects in that equipment.

6. Safeguarding & Data Protection (GDPR)

- **Safeguarding:** If a volunteer role involves "regulated activity" with children or vulnerable adults, the volunteer must undergo an Enhanced Disclosure and Barring Service (DBS) check before starting.
- **Data Protection:** The Council will process volunteers' personal data (name, contact details, emergency contact) in accordance with the **Data Protection Act 2018 (UK GDPR)**. Data will only be used for the purpose of managing the volunteer relationship and will not be shared with third parties without consent.

7. Confidentiality

Volunteers may occasionally have access to confidential information. They are expected to maintain the confidentiality of any non-public information they encounter while volunteering for the Council.

8. Expenses

Volunteers may be reimbursed for pre-approved out-of-pocket expenses. All claims must be agreed upon with the Clerk in advance and supported by valid paper or digital receipts.

9. Conduct & Sociability

Volunteers are representatives of Hale Parish Council and are requested to respect neighbours and residents. Disruptive work should only be carried out during sociable daylight hours unless specifically agreed otherwise.

10. Problem Solving

If a volunteer is dissatisfied or wishes to resolve a problem, they should contact the **Clerk to the Parish Council** in the first instance. If the issue remains unresolved, it will be referred to the Chair of the Council.



HALE PARISH COUNCIL

OF THE HALTON BOROUGH IN THE COUNTY OF CHESHIRE



INFORMATION SECURITY POLICY

Adopted: May 2026

1. PRINCIPLES & PURPOSE

1.1 This Policy sets out Hale Parish Council's commitment to ensuring the confidentiality, integrity, availability and resilience of all information it holds, processes, or transmits.

1.2 Hale Parish Council is a **Data Controller** under the **UK General Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018**. The Council is registered with the **Information Commissioner's Office (ICO)** and complies with all statutory obligations relating to information security and data protection.

1.3 The purpose of this Policy is to ensure that all information—whether electronic, paper-based, or verbal—is handled securely, lawfully, and in accordance with best practice for local government bodies.

2. GOVERNANCE & RESPONSIBILITIES

2.1 The **Clerk**, as the Council's Proper Officer, is responsible for:

- Implementing and maintaining information security procedures
- Ensuring compliance with this Policy
- Maintaining appropriate records, inventories and documentation
- Reporting breaches to the ICO where required

2.2 All councillors, employees, contractors and volunteers must:

- Comply with this Policy and all related procedures
- Complete any required training
- Report security incidents or data breaches immediately to the Clerk
- Handle Council information only for authorised purposes

2.3 Failure to comply with this Policy may result in disciplinary action (for staff) or referral to the Monitoring Officer (for councillors).

3. SYSTEM SECURITY, PROCESSES & PROCEDURES

3.1 The Council will maintain appropriate technical and organisational measures to protect its information systems, including:

- Access controls
- Encryption where appropriate
- Secure configuration
- Regular software updates and patching
- Anti-malware protection
- Secure backup arrangements

3.2 All systems will be assessed for risks relating to confidentiality, integrity, availability and suitability. Where risks are identified, mitigation measures will be implemented.

3.3 A **Business Continuity and Disaster Recovery Plan** will be maintained to ensure continuity of essential services in the event of system failure, cyber-attack, or physical incident.

3.4 The Clerk will ensure that all systems and processes are reviewed annually or following any significant change.

4. PHYSICAL SECURITY

4.1 Access to areas where personal or sensitive information is stored must be restricted to authorised individuals only.

4.2 Unattended rooms containing Council information must be secured at all times. Paper records must not be left in public view.

4.3 Documents containing personal data must be transported in sealed containers (e.g., envelopes or secure folders).

4.4 High-value equipment (e.g., laptops, tablets, mobile phones) must not be left unattended or unsecured. Devices must be stored safely when not in use.

4.5 The physical environment used to store Council data must be suitable, secure, and protected from environmental risks (e.g., damp, fire, theft).

5. LOGICAL SECURITY

5.1 All electronic systems must be protected by strong passwords. Passwords must:

- Be unique
- Not be shared
- Be changed if compromised

5.2 Where possible, **multi-factor authentication (MFA)** will be enabled on Council systems.

5.3 All sensitive or confidential data must be encrypted or password-protected.

5.4 Regular backups must be taken and stored securely, with periodic testing to ensure data can be restored.

5.5 Access to systems will be granted only to those who require it for their role and will be removed promptly when no longer required.

6. COPYRIGHT, LICENSING & SOFTWARE USE

6.1 The Clerk is responsible for ensuring that all software, digital tools, and media used by the Council comply with licensing agreements.

6.2 Unauthorised or unlicensed software must not be installed on Council devices.

6.3 The Council will maintain an inventory of all licensed software and subscriptions.

7. DISPOSAL & MOVEMENT OF EQUIPMENT AND MEDIA

7.1 Any IT equipment or media disposed of by the Council must be securely wiped to ensure that no personal data can be recovered.

7.2 Disposal must be carried out through approved, documented processes that comply with the Data Protection Act 2018.

7.3 Portable media (e.g., USB drives, memory cards) must not be disposed of through general waste. Secure destruction methods must be used.

7.4 An inventory of all Council IT equipment will be maintained. Any disposal, relocation or replacement must be recorded.

8. PERSONAL COMPUTERS & MOBILE DEVICES

8.1 Users are responsible for the security of any Council-issued equipment in their possession.

8.2 Users must not install unauthorised software or connect unapproved devices to Council systems.

8.3 Users must take reasonable steps to prevent loss, theft, or damage to equipment.

8.4 Remote access to Council information must only occur through secure, approved methods.

9. STAFF & COUNCILLOR RESPONSIBILITIES

9.1 All councillors and staff must:

- Handle information securely and lawfully
- Follow Council policies and procedures
- Complete training where required
- Report any suspected breach immediately

9.2 Councillors must ensure that any personal devices used for Council business are secure and compliant with this Policy.

10. INCIDENT REPORTING & DATA BREACHES

10.1 Any actual or suspected security incident or data breach must be reported to the Clerk **immediately**.

10.2 The Clerk will:

- Investigate the incident
- Assess the risk to individuals
- Determine whether the ICO must be notified (within 72 hours if required)
- Maintain a breach log
- Report serious breaches to Council

10.3 Where a breach presents a high risk to individuals, the Clerk will ensure that affected individuals are informed promptly.

11. POLICY REVIEW

11.1 This Policy will be reviewed annually or sooner if:

- Legislation changes
- New risks emerge
- Systems or processes change
- The ICO issues updated guidance

11.2 Any amendments must be approved by the Council.

Hale Parish Council – Model Publication Scheme (Updated for 2026 Compliance)

Adopted: 17 June 2024 Reviewed: May 2026

This publication scheme is based on the model prepared and approved by the Information Commissioner under section 20 of the Freedom of Information Act 2000. It may be adopted without modification by any public authority and remains valid until further notice.

This scheme commits Hale Parish Council to make information available to the public as part of its normal business activities. The information covered is included in the classes of information listed below, where such information is held by the Council. Additional guidance on these classes is provided in sector-specific manuals issued by the Information Commissioner.

Commitments of the Council

Hale Parish Council commits:

- To proactively publish, or otherwise make available as a matter of routine, information (including environmental information) which is held by the Council and falls within the classifications below.
- To specify the information held by the Council that falls within these classifications.
- To publish information in line with the statements contained within this scheme.
- To publish the methods by which information is routinely made available so that it can be easily identified and accessed by the public.
- To review and update the information the Council makes available under this scheme on a regular basis.
- To publish a schedule of any fees charged for access to information made proactively available.
- To make this publication scheme available to the public.

Classes of Information

The classes of information below are consistent with the ICO's Model Publication Scheme. They include both information the Council is required to publish and information it chooses to publish in the interests of transparency.

1. Who We Are and What We Do

Organisational information, councillor details, staffing structure, locations and contacts, and constitutional and legal governance.

2. What We Spend and How We Spend It

Financial information relating to projected and actual income and expenditure, financial governance, tendering, procurement and contracts.

3. How We Make Decisions

Decision-making processes, minutes, agendas, consultations, and internal criteria and procedures.

4. Our Policies and Procedures

Current written protocols for delivering our functions and responsibilities, including statutory policies required under legislation.

5. Lists and Registers

Information held in registers required by law and other lists and registers relating to the functions of the authority.

6. The Services We Offer

Advice and guidance, leaflets, newsletters, transactions, media releases, and descriptions of the services provided by the Council.

Information Not Generally Included

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, exempt under the Freedom of Information Act 2000, or otherwise properly considered to be protected from disclosure (including personal data protected under the UK GDPR and Data Protection Act 2018).
- Information in draft form.
- Information that is no longer readily available because it is held in archive storage or is otherwise difficult to access.

How Information Will Be Made Available

The Council will clearly indicate what information is covered by this scheme and how it can be obtained.

- Where possible, information will be published on the Council's website in accordance with the **Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018**.
- Where it is impracticable to publish information online, or where an individual does not wish to access information via the website, the Council will explain how the information can be obtained by other means and will provide it accordingly.
- In exceptional circumstances, some information may only be available for inspection in person. Where this applies, contact details will be provided and an appointment arranged within a reasonable timescale.
- Information will be provided in the language in which it is held, or in another language where legally required.
- The Council will meet its obligations under disability and discrimination legislation, including providing information in alternative formats where reasonably practicable.

Charges for Information

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the Council for routinely published material will be justified, transparent, and kept to a minimum.

- Information published on the Council's website will be provided free of charge.
- Charges may be made for information subject to a charging regime specified by Parliament.
- Charges may be made for actual disbursements incurred such as:
 - photocopying
 - postage and packaging
 - costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where legally authorised, justified in all the circumstances, and in accordance with a published schedule of fees available to the public.

Where a charge is to be made, confirmation of the amount due will be provided before the information is supplied. Payment may be requested in advance.

Written Requests

Information held by the Council that is not published under this scheme may be requested in writing. Such requests will be considered in accordance with the Freedom of Information Act 2000 or, where applicable, the Environmental Information Regulations 2004.

Information Available Under the Scheme

Hale Parish Council maintains a *Guide to Information* which sets out in detail what information is published, where it can be found, and whether any charges apply. This guide is reviewed annually and whenever legislation or Council practice changes.

The Council will ensure that:

- Information is published in a consistent and accessible format.
- Website content meets the requirements of the **Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018**, including the publication of an Accessibility Statement.
- Personal data is not published unless there is a lawful basis under the **UK GDPR and Data Protection Act 2018**.
- Environmental information is made available in accordance with the **Environmental Information Regulations 2004 (EIR)**.

Format and Accessibility

Hale Parish Council is committed to ensuring that information is accessible to all members of the public.

- Information will be provided in accessible formats where reasonably practicable.
- The Council will consider requests for alternative formats (e.g., large print, audio, or accessible digital formats) in line with its duties under the **Equality Act 2010**.
- Where information cannot be made fully accessible due to disproportionate burden, the Council will provide an explanation and offer an alternative means of access.

Retention and Availability of Information

The Council follows the **Local Government Association / National Archives Local Government Classification Scheme** and its own **Records Retention Policy** to ensure that:

- Information is retained for appropriate periods.
- Information that is no longer required is securely destroyed.
- Archived information is made available where reasonably practicable, subject to exemptions under FOIA, EIR, and data protection legislation.

Information that is no longer readily available (e.g., archived minutes or historic financial records) may take longer to retrieve. The Council will advise applicants of any expected delay.

Exemptions and Redactions

Some information may be withheld where disclosure is restricted by law. This includes:

- Personal data protected under the UK GDPR and Data Protection Act 2018.
- Information exempt under the Freedom of Information Act 2000.
- Information exempt under the Environmental Information Regulations 2004.
- Information subject to legal professional privilege.
- Commercially sensitive information, including tender submissions and contract negotiations.

Where information is withheld:

- The Council will explain the exemption relied upon.
- Redactions will be clearly marked.
- Applicants will be informed of their right to request an internal review and to complain to the Information Commissioner.

Review of the Publication Scheme

Hale Parish Council will review this Publication Scheme:

- **Annually**, as part of its governance review cycle.
- **Immediately**, if required by changes in legislation, ICO guidance, or Council practice.
- **Following any internal audit or external review** that identifies a need for amendment.

The Council will record the date of each review and any changes made.

Contact Details

Requests for information, clarification, or assistance in accessing published information should be directed to:

Clerk to Hale Parish Council Hale Village Hall Liverpool L24 4AE

Email: clerk@haleparishcouncil.gov.uk Office hours and appointment arrangements will be published on the Council's website.

Hale Parish Council – Guide to Information

(Published in accordance with the ICO Model Publication Scheme) **Adopted: 17 June 2024 Reviewed: May 2026**

This Guide sets out the information that Hale Parish Council publishes, how it is made available, and whether any charges apply. It should be read alongside the Council's **Model Publication Scheme**.

Information is grouped into the ICO's mandatory classes. Each entry below states:

- **Where the information can be accessed**
- **Format** (website, inspection, or request)
- **Whether a charge applies**

The Council aims to publish as much information as possible online to support transparency and accessibility.

1. Who We Are and What We Do

Information	How to Access	Format	Charge
Council contact details, postal address, email address	Website / Clerk	Digital / Hard copy	Free / Copying charges
Councillor names, roles, responsibilities, and contact details	Website	Digital	Free
Councillor declarations of acceptance of office	By request	Hard copy	Copying charges

Information	How to Access	Format	Charge
Councillor Register of Interests (as held by Halton Borough Council Monitoring Officer)	Website (link)	Digital	Free
Committee structure and membership	Website	Digital	Free
Staffing structure (Clerk/RFO)	Website	Digital	Free
Location of Council office and accessibility information	Website	Digital	Free
Council boundaries and area served	Website	Digital	Free

2. What We Spend and How We Spend It

Information	How to Access	Format	Charge
Annual budget and precept	Website	Digital	Free
End-of-year accounts (AGAR Sections 1–3)	Website	Digital	Free
Internal and external audit reports	Website	Digital	Free
Expenditure over £100	Website	Digital	Free
Procurement information and contracts awarded	Website	Digital	Free
Grants awarded and grant application criteria	Website	Digital	Free
Councillor and staff allowances/expenses	Website	Digital	Free
Financial Regulations	Website	Digital	Free

3. How We Make Decisions

Information	How to Access	Format	Charge
Full Council agendas and minutes	Website	Digital	Free
Committee agendas and minutes (if applicable)	Website	Digital	Free
Reports and background papers	Website / Request	Digital / Hard copy	Free / Copying charges
Consultation responses	Website	Digital	Free
Standing Orders	Website	Digital	Free
Delegation arrangements	Website	Digital	Free

4. Our Policies and Procedures

Information	How to Access	Format	Charge
Policies and procedures for the conduct of Council business (Standing Orders, Financial Regulations, Code of Conduct)	Website	Digital	Free
Policies and procedures for the provision of services	Website	Digital	Free
Data Protection policies (Privacy Notice, Subject Access Request Procedure, Data Retention Policy)	Website	Digital	Free
Complaints Procedure	Website	Digital	Free
Freedom of Information & EIR Policy	Website	Digital	Free
Equality and Accessibility Policies	Website	Digital	Free
Health & Safety Policy	Website	Digital	Free
Records Retention Schedule	Website	Digital	Free
Publication Scheme & Guide to Information	Website	Digital	Free

5. Lists and Registers

Information	How to Access	Format	Charge
Asset Register	Website	Digital	Free
Register of Members' Interests	Website (via Halton BC)	Digital	Free
Register of Gifts and Hospitality	By request	Hard copy	Copying charges
Burial ground registers (if applicable)	By request	Hard copy	Copying charges
Register of planning applications considered by the Council	Website / Request	Digital	Free

6. The Services We Offer

Information	How to Access	Format	Charge
Information about Council services, facilities, and assets	Website	Digital	Free
Allotments (if applicable)	Website / Request	Digital	Free

Information	How to Access	Format	Charge
Village maintenance and environmental services	Website	Digital	Free
Community events and notices	Website	Digital	Free
Newsletters and parish updates	Website	Digital	Free
Advice and guidance leaflets	Website	Digital	Free

Charges and Fees

Hale Parish Council aims to keep charges to a minimum. The following may apply:

- **Photocopying/printing:** at cost (per sheet)
- **Postage:** at Royal Mail standard rates
- **Inspection of documents:** free, by appointment
- **Electronic copies:** free unless a statutory fee applies

A full **Schedule of Charges** is published separately and reviewed annually.

Contact for Requests

Clerk to Hale Parish Council Hale Village Hall Liverpool L24 4AE

Email: clerk@haleparishcouncil.gov.uk

Requests for information not published under this scheme will be handled under the **Freedom of Information Act 2000** or the **Environmental Information Regulations 2004**.

Hale Parish Council – Schedule of Charges

(Issued under the Freedom of Information Act 2000 and Environmental Information Regulations 2004) **Adopted: May 2026**

This Schedule sets out the charges that Hale Parish Council may apply when providing information under the **Model Publication Scheme**, the **Freedom of Information Act 2000 (FOIA)**, and the **Environmental Information Regulations 2004 (EIR)**.

The Council aims to make as much information as possible available **free of charge**, particularly where it is published on the Council's website.

Charges will only be applied where permitted by law and where they reflect the **actual costs** incurred by the Council.

1. Information Available on the Website

Charge: Free

All information published on the Council's website is available at no cost.

2. Photocopying and Printing

Item	Charge
Black & white A4	10p per sheet
Colour A4	25p per sheet
Black & white A3	20p per sheet
Colour A3	40p per sheet

Charges reflect the Council's actual consumable costs (paper, toner, wear).

3. Postage and Packaging

Item	Charge
Standard postage	Royal Mail 2nd Class rate
Large letters / parcels	Royal Mail standard rate
Packaging materials	At cost (typically 10–30p)

Postage is charged **at cost only**.

4. Inspection of Documents

Item	Charge
Viewing documents at the Council office	Free (by appointment)

If documents require retrieval from archive storage, the Council may apply a reasonable charge for staff time (see Section 6).

5. Electronic Copies

Item	Charge
Emailing documents	Free
Scanning documents to PDF	Free for up to 20 pages, then 10p per page thereafter

Scanning charges only apply where significant Clerk time is required.

6. Staff Time (Permitted Under EIR Only)

Under the **Environmental Information Regulations**, the Council may charge for staff time spent locating, retrieving, and collating environmental information.

Item	Charge
Staff time (Clerk/RFO)	£35.00 per hour (pro-rata)

This reflects the actual employment cost of the Clerk and is compliant with ICO guidance.

Important: Under **FOIA**, the Council **cannot** charge for staff time unless the request exceeds the statutory cost limit (£450). Under **EIR**, reasonable staff-time charges *are* permitted.

7. Statutory Fees

Some information is subject to fees set by legislation (e.g., burial records, planning documents, licensing). Where statutory fees apply, the Council will charge **the amount prescribed by law**.

8. Charges for Large or Complex Requests

Where a request:

- involves significant volumes of material
- requires extensive redaction
- requires retrieval from off-site storage
- or is manifestly unreasonable under EIR

The Parish Council may:

- **refuse the request**, or
- **advise the applicant of the cost before proceeding**, or

- **offer to narrow the scope** to reduce or remove charges.

This approach follows ICO guidance on proportionality and reasonableness.

9. Payment Terms

- Applicants will be notified of any charges **before** information is supplied.
- Payment may be requested **in advance**.
- Work will begin once payment is received.
- Charges are non-refundable unless the Council is unable to provide the information.

10. Review of Charges

This Schedule is reviewed **annually** as part of the Council's governance review cycle, or sooner if required by changes in legislation or costs.



HALE PARISH COUNCIL OF THE HALTON BOROUGH IN THE COUNTY OF CHESHIRE



Equality, Diversity, and Inclusion Policy

Adopted 17th January 2025 Reviewed May 2026

Purpose and Scope

Hale Parish Council is dedicated to actively fostering a community that values equality, champions diversity, and cultivates an inclusive environment where everyone feels respected, supported, and empowered to contribute. This policy applies to all councillors, employees, volunteers, contractors, and any individuals working on behalf of the council. It covers all aspects of council activity, including recruitment, service delivery, public engagement, and internal operations.

We will actively ensure that everyone who interacts with the Council - in whatever capacity, is treated fairly, with dignity, and without discrimination.

Our Commitment

We are determined to create and maintain a proactive, welcoming environment that celebrates differences and values contributions from all individuals, irrespective of their background, identity, or circumstances. We will challenge and eliminate all forms of discrimination while embedding equality, diversity, and inclusion into everything we do.

Legislative & Governance Alignment

- **Equality Act 2010 Compliance:** The policy correctly identifies the Equality Act 2010 as its legal framework. It broadly covers the nine protected characteristics (age, disability, gender reassignment, marriage/civil partnership, pregnancy/maternity, race, religion/belief, sex, and sexual orientation).
- **Public Sector Equality Duty (PSED):** As a public body, the Council must have "due regard" to the PSED's three aims. Your policy's "Commitment" and "Action Plan" sections directly support these aims by proposing proactive measures like [EDI workshops](#) and accessibility improvements.
- **Governance Standard:** The inclusion of a "Monitoring and Evaluation" section meets governance expectations for local councils to regularly review policy effectiveness and [publish equality information](#).

Legal Framework

Hale Parish Council will proactively adhere to the principles outlined in the Equality Act 2010 and any other relevant legislation. We take our legal responsibilities seriously and will actively promote best practices in equality, diversity, and inclusion.

Roles and Responsibilities

- **Council Leadership:** Councillors and staff will lead by example, championing equality, diversity, and inclusion and ensuring that these values are embedded in all council activities.
- **Employees and Volunteers:** everyone who works with or on behalf of Hale Parish Council must actively uphold the principles of this policy, promoting fairness and respect in all their actions.
- **The Community:** we will actively engage with all members of our community to help us achieve our goals for equality and inclusion.

Areas of Focus

Recruitment and Retention

We commit to:

- Implementing fair, transparent, and unbiased recruitment processes.
- Proactively seeking applications from underrepresented groups and removing barriers to participation.
- Actively supporting the professional development of all staff and volunteers.

Training and Development

We will:

- Provide regular and proactive equality, diversity, and inclusion training for councillors, staff, and volunteers.
- Actively create opportunities for learning that enhance awareness and understanding of diverse perspectives.

Pay Equality

Hale Parish Council will:

- Proactively ensure fairness in remuneration, regularly reviewing and addressing any disparities.

Accessibility

We will:

- Continuously improve the accessibility of all services, facilities, and activities, removing barriers to participation wherever possible.

Workplace Culture

We will:

- Proactively foster a workplace where inclusive language and respectful communication are standard practices.
- Take a zero-tolerance approach to all forms of discrimination, harassment, or bullying.
- Provide active support for individuals from underrepresented or minority groups, ensuring their voices are heard and valued.

Complaint Procedures

We will:

- Ensure that clear, confidential channels for reporting incidents of discrimination, harassment, or inequality are available and accessible to all.
- Investigate complaints promptly, fairly, and with the utmost sensitivity, taking decisive action where necessary.
- Actively protect individuals from retaliation for raising concerns or participating in investigations.

Monitoring and Evaluation

We will:

- Look to collect and analyse data on diversity and inclusion metrics to identify and address gaps.
- Regularly review the effectiveness of this policy, ensuring it remains relevant and impactful.
- Continuously adapt and update the policy based on feedback, data findings, and evolving best practices.

Communication and Engagement

We will:

- Actively communicate our commitment to equality, diversity, and inclusion through council meetings, public announcements, membership of appropriate relevant bodies and ongoing engagement with our community.
- Proactively seek ideas and feedback to enhance our approach and outcomes.

Action Plan

Our proactive goals include:

- Increasing representation of diverse groups within the Council and its activities.
- Delivering EDI workshops (including unconscious bias training) for all involved with the Council.
- Proactively improving the accessibility of Council facilities and communication.
- Regularly publishing updates on our progress and inviting community involvement in shaping our priorities.

Agreement and Adherence

By working with or on behalf of Hale Parish Council, all councillors, employees, and volunteers agree to:

- Proactively uphold the principles and objectives of this policy.
- Actively contribute to an inclusive, fair, and supportive environment.

Failure to adhere to this policy may result in appropriate action, up to and including actions which may result in termination of involvement with the Council.

Civility and Respect Pledge:

Hale Parish Council adhere to the [Civility and Respect Pledge](#), a major sector initiative for 2024/25, which reinforces EDI values in councils

RE: Civic Regalia Hale Parish Council

1 message

Rob Armour <rob@vaughtons.com>

23 April 2026 at 15:30

To: Hale Clerk <clerk@haleparishcouncil.gov.uk>

Dear Brian,

Thank you for your email enquiry regarding the repair and refurbishment to your chain of office, which is certainly something we can help with.

As you maybe aware, there is always a risk of doing more damage than good when refiring enamel, and it has happened on the very rare occasion, the rest of the enamel shatters. If this happens, we will need to requote to make a completely new centre for you.

For our craftsmen to make a new hook attachment and attach to existing pendant, remove existing enamel around pendant and re enamel, replating and repolish the entire chain to bring it back to its former glory:

1 off - £1,890.00 nett

Postage packing and VAT would be additional and we would need around 8 weeks to complete the job.

I trust this is helpful Brian and look forward to hearing from you.

Best wishes,

Rob

Rob Armour

Head of Sales

Office: 0203 925 6531**Mobile:** 07741 635537**Web:** www.vaughtons.com**Email:** rob@vaughtons.com**Address:** [13 Palace Street,](#)
[London, SW1E 5HX](#)

From: Hale Clerk <clerk@haleparishcouncil.gov.uk>
Sent: 23 April 2026 12:33
To: Rob Armour <rob@vaughtons.com>
Subject: Re: Civic Regalia

Dear Rob,

Good afternoon. Thank you for your email.

We have a chain of office that requires some repair and refurbishment. I have attached several images of the item for your review.

Could you please provide an estimate for the necessary refurbishment and repair work (a new fastener) at your earliest convenience?

Kind regards,

Hale Clerk

Brian Hargreaves

Proper Officer

Hale Parish Council

07803611222

On Thu, 23 Apr 2026 at 11:24, Rob Armour <rob@vaughtons.com> wrote:

Dear Council,

I hope this message finds you well.

I'm reaching out to introduce Vaughtons, one of the UK's foremost manufacturers of civic regalia, proudly based in Birmingham's historic Jewellery Quarter. With over 200 years of experience, we specialise in creating high-quality, handcrafted pieces for councils and civic institutions across the country.

VAUGHTONS CIVIC

HAND CRAFTED CIVIC REGALIA

- Civic Regalia
- Officer Badges & Brooches
- Refurbishments & Repairs
- Past Mayors' Pendants
- Chains & Badges of Office
- Valuations

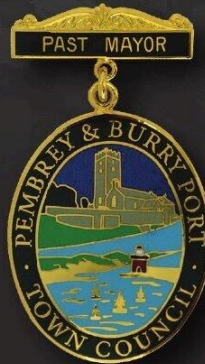


Neck Badges

Jewels & Badges
of Office



Officer Badges
& Brooches



Repairs &
Refurbishments



Tel: 0121 554 0032 | Email: rob@vaughtons.com
Web: www.vaughtons.com | 16 Well St, Birmingham, B19 3BJ

We offer:

- Civic Regalia
- Past Mayors' Pendants
- Civic Awards
- Chains of Office
- Refurbishments & Restoration
- Valuations

Each piece is meticulously produced to reflect the heritage, identity, and prestige of your council. Whether you are looking to commission new regalia or restore existing items, our experienced team would be delighted to assist.

If you would like to discuss your requirements or request further information, please don't hesitate to get in touch.

Kind regards,

Rob Armour

Head of Sales

Vaughtons

Tel: 0121 554 0032

Email: rob@vaughtons.com

Web: www.vaughtons.com

[16 Well Street](#)
Birmingham
B19 3BJ
United Kingdom

[Unsubscribe from this list](#)