

NEIL HITCH  
Town Clerk

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The Town Hall  
Heath Road  
Petersfield  
Hampshire  
GU31 4EA

13<sup>th</sup> July 2023

Dear Councillor,

I hereby summon you to attend a meeting of **Petersfield Town Council to be held on Thursday 20<sup>th</sup> July 2023 at 6.30 pm in the Council Chamber, Town Hall.** The meeting can also be joined via Teams, the log in details to join via Teams are as follows: [Join a Microsoft Teams Meeting by ID | Microsoft Teams](#) with meeting ID ~~390 752 694 779~~ (members of the public are asked to email [admin@petersfield-tc.gov.uk](mailto:admin@petersfield-tc.gov.uk) in advance for the password).

Yours sincerely,

  
Neil Hitch  
Town Clerk

#### AGENDA

1. Town Mayor's comments.
2. To receive and record apologies for absence.
3. To consider the granting of a dispensation under Section 33 of the Localism Act (2011) to enable members to participate in, and vote on, an item of business on the agenda where they would otherwise have a Disclosable Pecuniary Interest and to confirm how long this dispensation may have effect.
4. To receive and record Declarations of Interest. Councillors are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, members may not participate in any discussion of, or vote on, or discharge any function related to any matter in which they have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011. Councillors must withdraw from the Chamber when the meeting discusses and votes on the matter.
5. To approve as correct and authorise the signing of the minutes of the meeting of the Petersfield Town Council held on 22nd June 2023 (*previously distributed*).
6. Public Representation - Councillors to receive representation (including agenda items) from members of the public provided they (public) have given due notice of their intention to the Town Clerk no later than 10.30 a.m on the day of the meeting. The maximum time limit allowed per person is 3 minutes although this



EMPLOYER RECOGNITION SCHEME

BRONZE AWARD

Proudly supporting those who serve.



may be reduced if a large number of people express their wish to address councillors.

7. To receive and note a report detailing decisions made under delegated authority since the meeting on 22nd June 2023 (*nil*).
  8. To receive County Councillor's Report for June 2023 (*attached*).
  9. To receive District Councillor's Report (*to follow*).
  10. To receive Town Clerk's report (*attached*).
  11. To receive and consider a presentation entitled 'The Climate Journey' from the Climate Officer. (*attached*)
  12. To receive the reports of the meetings of the following advisory groups and approve any recommendations contained therein:
    - Planning Advisory Group held on 27<sup>th</sup> June (*previously distributed*) and 18<sup>th</sup> July 2023 (*to follow*)
    - Public Halls Advisory Group held on 10<sup>th</sup> July 2023 (*previously distributed*)
    - Grounds Advisory Group held on 13<sup>th</sup> July 2023 (*to follow*)
    - Finance & General Purposes Advisory Group held on 17<sup>th</sup> July 2023 (*to follow*)
  13. To consider a revision to Standing Orders to permit the rescheduling of any committee or advisory group meeting due to the lack of a quorum. Minute C refers (*attached*)
  14. To receive and consider the Conflict of Interest form with BDO LLP, as External Auditors. (*attached*)
  15. To receive reports from Town Council representatives to Outside Bodies:
    - Petersfield Town Football Club - Cllr P Shaw
  16. To receive and approve the schedule of payments for June 2023 (*to follow*).
- Confidential
17. To consider any staff, financial or other recommendations from committees.
  18. To consider any recommendations from the Staff Panel meeting of 4<sup>th</sup> July 2023.

~ End

**COUNTY COUNCILLOR REPORT  
TO  
ALL PARISH COUNCILS  
IN PETERSFIELD HANGERS**

**3 JULY 2023**

1. Pothole repair boost

An extra £7.5 million each year for the next three years will be spent on repairing more potholes across Hampshire under new plans outlined by the County Leader Councillor Rob Humby in June.

Anyone using roads in Hampshire and elsewhere will be fully aware of the impact of sustained severe weather on our highway network. We are currently fixing record numbers of potholes and road defects – currently around 1,000 repairs every week – but it's still not enough to keep up with the number of defects on Hampshire's 5,500 miles of roads.

As part of these new proposals, we have asked the County Council's contractors Milestone to relook at how we programme repairs so that when a single repair is made, smaller ones nearby are also filled at the same time. Currently, repair gangs are being asked to focus on the defects that pose the biggest risk, but under our new approach we want to empower and equip teams to fill more potholes in a single visit and help deliver stronger roads today.

Our firm commitment to fixing the roads will address the demand for action right now, but it does mean rebalancing the highways budget to scale back how much we spend on the larger planned maintenance activity (Operation Resilience) which seeks to prevent potholes forming in the first place. This is not a decision we take lightly, but it reflects the national picture of sustained underfunding which has led to a decline in road conditions across England.

Despite extra money awarded to the County Council by Government earlier this year, to mend potholes, unprecedented levels of damage combined with soaring costs, means that current funding levels are simply not enough. We are not alone in facing this considerable challenge. The cost of repairing roads has risen steeply in recent years, but local authority highways teams in England are estimated to have only received around

two-thirds of what they need from the Department of Transport to maintain local roads.

The County Council currently spends around £13.5 million on reactive pothole and road defect repairs each year. Under the new proposal, funding would increase by £7.5 million starting in this financial year and across 24/25 and 25/26. Excluding one-off grants from the Department for Transport and other temporary budget adjustments, this will mean a core annual budget specifically for reactive highway repairs of around £21m through to spring 2026.

## 2. Repairs to King William III Statue in The Square, Petersfield

The statue of King William III (William of Orange) has been a focal point of our market town for over 200 years. People from right across the Western Downs have visited the markets in Petersfield Square for as long as William has been there.

The Square in Petersfield is actually owned by EHDC but the statue of William III is a Scheduled Ancient Monument and hence it falls under the purview of Hampshire County Council. You may be aware that William's arm has become detached and requires repair. HCC will this month be removing the statue. The timeline is as follows:

- Monday 10th July: Scaffold erection by RHC (Conservator)
- Thursday 13th -Friday 14th July: Removal of William.
- Monday 17th July: Scaffold down, followed by Heras fencing, installed around the plinth by HCC.
- Repair period of 10 weeks (Provisional)
- PROVISIONAL Monday 18th September: Scaffold erection by RHC  
PROVISIONAL Thursday 21st -Friday 22nd September: Reinstatement of William.  
PROVISIONAL Monday 28th September: Scaffold down, Heras fencing removed.

The second batch of dates are provisional as they depend on how the repair progresses in the workshop in London.



William will undoubtedly be missed; no-one likes to look at an empty plinth. But we can look forward to William returning in September in fully restored condition. PTC may wish to consider organising a ceremony to celebrate his return?

Since Petersfield Urban District Council purchased William III for the town in 1911, it has been repaired at least seven times. In September 1913 Petersfield residents held jumble sales and concerts to raise money to repair the statue. The townspeople filled the Square to celebrate the unveiling of the newly restored statue, which was decorated with laurel leaves. Amazingly the event was filmed and that film is available to view at Hampshire Records Office in Winchester (I have watched it myself).

Finally I would also like to mention that Cllr Robert Mocatta and I have recently met with the Petersfield Area Historical Society with a view to developing a new plaque which would provide more historical detail and context for the statue. We are both supportive of the concept of this additional plaque. Work on this is ongoing. Planning permissions are needed so this new plaque may not be ready in time for William's return but hopefully it can be installed before the end of the year.

### 3. Pulens Lane Traffic-Calming Project

This scheme is the highest priority for the Petersfield Strategy Group and for Hampshire County Council. Cllr Mocatta and I have been pushing this scheme strongly behind the scenes for the last three years and we are very pleased to have a great team of people working on it and strong commitment from the HCC and EHDC Leadership and senior officers at HCC to deliver the scheme.

Raised crossings will form the basis for slowing traffic and for making it easier for people to cross the road at key points. Cycling and environmental improvements will be embedded within the scheme.

An in-person Workshop with stakeholders took place in Penns Place on 14th June. I know that the Placemaking Team at HCC found this extremely useful. A second Online Workshop will be held from 4.00-5:30pm on either Tuesday 18 or Thursday 20 July. The date will be confirmed this week.

The purpose of the second online Workshop will be to show emerging designs and discuss them in Workshop Groups, with a view to the Project Team developing the proposals in more detail over the Summer. If you would like to be invited to this Teams workshop please let me know.

#### 4. HCC Budget Consultation

A brief reminder that the closing date for the HCC Budget Consultation is 23 July. If you have not already completed the questionnaire I would like to invite you to do so by clicking on this link:

<https://www.hants.gov.uk/aboutthecouncil/haveyoursay/consultations/budgetconsultation>

#### 5. Agroforestry Workshop

At the Hampshire Forestry Partnership we are keen to win hearts and minds when it comes to planting more trees and hedges on agricultural land. There are benefits to the bottom line because farmers can make extra profits from the timber, fruit and nuts whilst also increasing output. Trees can improve grazing pastures by providing shade for animals and improving soil and water retention. And by providing a natural habitat, trees can naturally increase numbers of helpful predators such as spiders and beetles, controlling aphid crop pests without the need for costly and harmful insecticides.

We have organised a free Agroforestry workshop for land managers and farmers which takes place in Alresford on the afternoon of 28 July 2023. It's a great opportunity to learn more from the experts. Please share this opportunity with anyone you know locally who might be interested. To register for the workshop please follow this link:

<https://www.eventbrite.co.uk/e/silvoarable-agroforestry-workshop-for-arable-farmers-land-managers-tickets-668673238657?aff=oddtcreator>

#### 6. Local Nature Recovery Strategy for Hampshire

Hampshire County Council has been appointed by HM Government to prepare a 'Local Nature Recovery Strategy' for Hampshire, including the areas of Portsmouth and Southampton. £388,000 will be provided to coordinate the development of the new strategy in collaboration with key partners.

The Strategy will bring together organisations and residents to restore precious habitats, protect wildlife and combat climate change. Hampshire County Council is one of 48 individual local authorities across England designated as leads for the delivery of Local Nature Recovery Strategies and will work with Southampton and Portsmouth unitary authorities, the region's two national parks and all eleven district and borough councils across Hampshire.



7. South Downs Park Protectors is launched

The SDNPA has launched a new scheme which gives corporations a significant opportunity to get involved with nature recovery and staff volunteering in the great outdoors. The South Downs Protector scheme is inviting corporate partners to support the South Downs National Park with a £10,000 contribution.

The donation will help fund the National Park's ambition to create 13,000 hectares – or an area almost twice the size of Southampton – of new habitat where plants and animals can thrive. The ReNature initiative is tackling biodiversity loss by creating significant new areas of woodland, hedgerow, wildflower meadow, and wetlands over the next decade.

Businesses that sign up to the scheme receive volunteering days in the incredible landscape of the National Park, a ranger talk, as well as corporate getaway opportunities at the breathtaking Seven Sisters Country Park.

They will also receive a one-year subscription to the Green South Downs Sustainability Certification Program, which focuses on helping businesses reach sustainability goals.

It would be great to get local firms to sign up and I hope Councillor colleagues will help to spread the word. Joining the scheme will be good for businesses and good for nature!

To find out more about becoming a Park Protector visit  
<https://oursouthdowns.co.uk/page/SupportNP>  
or email [james.winkworth@southdownstrust.org.uk](mailto:james.winkworth@southdownstrust.org.uk)

**RUSSELL OPPENHEIMER**  
County Councillor for Petersfield Hangers

## **East Hampshire District Councillors' Report – July 2023**

### **Shaping East Hampshire's Future**

All councillors are settling into their roles and the new administration is pressing on with their transformation plan - Shaping East Hampshire's Future. This plan is intended to deliver savings overall of £1.57m along with a range of other changes.

The transformation plans for three of the directorates are currently going through the committee process. The directorates are:

- Regulation and Enforcement
- Community Development and Engagement
- Regeneration and Prosperity

There are four key themes that run across all the transformation plans. These are:

- **Delivering through IT** – which will replace and reconfigure all the IT systems
- **Process redesign**
- **Case management** – this will deliver a new team through which all of the enquiries into the Council will come. The service will ensure that people are supported to use the self-service capabilities and handle all enquiries. It is not clear yet where any opportunity for public face-to-face interaction will take place
- **Roles and restructuring** – this will define the process for making changes to staffing numbers and roles that Directors will use to recruit, redeploy and exit staff

### **Petersfield Central Car Park Changing Places toilet**

EHDC has developed an external funding package of £129,396 to deliver a changing places toilet in Petersfield Car Park. The Changing Places Toilet will be situated adjacent to the existing toilet block in Petersfield Central Car park and provides an accessible facility to the public in one of the priority place making areas in the district that currently does not have such provision. Designs are advanced and it is anticipated that work will start on site from September 2023. EHDC will be responsible for maintenance and operation.

### **Full Council**

The next EHDC Full Council meeting will take place on the 27th of July. It will, for the first time, be held in the Old Hall, Horndean Technology College. The meeting can also be followed online.



**And in other news....**

**EHDC given Armed Forces award**

The Council have been recognised with a silver award under the Defence Employer Recognition Scheme. The scheme encourages employers to support defence and inspire others to do the same. The scheme encompasses bronze, silver and gold awards for employer organisations that pledge, demonstrate or advocate support to defence and the armed forces community, and align their values with the Armed Forces Covenant.

Silver award holders:

- must have signed the Armed Forces Covenant
- the employer must have already stated their intent to be supportive by using the ERS website to register at the Bronze level
- the employer must proactively demonstrate that service personnel/armed forces community are not unfairly disadvantaged as part of their recruiting and selection processes
- the employer must actively ensure that their workforce is aware of their positive policies towards defence people issues. For example, an employer nominated for support to the Reserves must have an internally publicised and positive HR policy on Reserves
- within the context of Reserves the employer must have demonstrated support to mobilisations or have a framework in place. They must demonstrate support to training by providing at least 5 days' additional unpaid/paid leave (wherever possible not to Reservist employees' financial disadvantage)
- the employer must not have been the subject of any negative PR or media activity
- within the context of Reserves the employer must have demonstrated support for mobilisation or have a framework to support mobilisations in place

The Council's Armed Forces Champion will be formally presented with the award at a ceremony in Admiralty House in September.

**Cllr. J. P. Matthews, Bell Hill**

**Cllr. Louise Bevan, Heath**

**Cllr. John Hutchinson, Causeway**

**Cllr. David Podger, St. Peter's**

**Cllr. Phil Shaw, St Peter's**

**20<sup>th</sup> July 2023**



## **CLERKS REPORT**

Members are reminded that the items within this report are provided for information only and are not available for debate. If it is considered that an item listed within the report should be debated fully by members, then it will be placed on the next appropriate Committee or Council agenda. Any member wanting clarification or further information on any aspect of items within the report, please contact me in advance of the meeting.

### **General Reading and Information**

The following publications have been received and are available for members to read:

- ✳ Crime Prevention Bulletin, June 2023 issued by the Crime Prevention Team, Hampshire & Isle of Wight Constabulary
- ✳ Rural Bulletin issued by the Rural Services Network
- ✳ South Downs News, June edition issued by the South Downs National Park Authority
- ✳ Enewsletter issued by South East Employers
- ✳ Newsletter June 2023 issued by the Hampshire & Isle of Wight Police & Crime Commissioner
- ✳ Community Engagement Ranger newsletter issued by the Hampshire County Council Rights of Way Team
- ✳ Enewsletter issued by Community First
- ✳ Clerks & Councils Direct

### **Other Information**

- 1 All members need to be aware of their Disclosable Pecuniary Interest Forms and consider whether there have been any changes since it was last written. If there is a need for any change to be made please contact me and I will supply a fresh document for completion.
- 2 Information Has been received advising that the railway line between Petersfield and Guildford will be closed for the week between 24<sup>th</sup> - 28<sup>th</sup> July. This is to enable preparatory work to be completed for the Farncombe to Petersfield re-signalling scheme.
- 3 Correspondence has been received from Thakeham, developers who submitted plans for the Land west of The Causeway which is designated for development in the Neighbourhood Plan. They advise that they have taken the decision to withdraw the planning application due to *'significant feedback received from the South Downs and rather than adopt an adversarial position, have taken the difficult decision to withdraw the application to give further time to*



*consider the feedback received*'. Thakeham thank the Town Council for their support and will reiterate in a revised application, when submitted that the 'mitigation land' is to be passed into PTC's ownership and control to ensure this community asset remains thus in perpetuity.

- 4 Following the recent election, the parish representative on the South Downs National Park Authority has been confirmed as Steven Ridgeon from East Meon Parish Council.

### **Updates on Officer Activities and Actions**

#### **Grounds**

1. Work has been placed on hold for the time being at Penns Field 'B' because the rugby club hadn't submitted and got approved the report required under the granted planning permission prior to work commencing. This is now in progress and the result awaited. Apart from the flailing work and coppicing of the hedgerows no other activity had been done. There is also an ongoing investigation by the Wildlife Police over whether the work done constitutes destruction of habitat.
2. There will be some significant tree work undertaken on the Ramshill Estate over the coming months. Advice has been received where the priority work needs to be undertaken and the Grounds Manager is in the process of obtaining prices for this to be carried out.
3. The Tree Wardens are in discussion with the Grounds Manager over how they can assist us with the watering regime for the newly planted trees in the town.
4. The Agreement in respect of adopting the Bell Hill BT telephone kiosk has been completed and returned to BT. An engineer will shortly remove all telephony equipment remaining in the kiosk and provide a completion notice to this effect.

#### **Public Halls**

1. Council Chamber – following the discussion at Public Halls Advisory Group this week, the detail in the report supplied by the Quantity Surveyor has been referred back to them for revision and additional detail. Depending on when a further report is received, the matter will either be referred back to Public Halls in July or considered at Council in June.
2. Festival Hall – initial contact from EHDC planners has indicated that the planning application is likely to be refused. It would seem from the information currently available to us that the reasons for refusal are closely linked to the Heritage Officer's concerns over the cladding 'overlay' on the building to meet carbon neutrality standards. A meeting has been held with the planners to discuss the difficulties in further detail to see if a solution can be found and their views are awaited.
3. Festival Hall – rigging system – Theatreplan has submitted a proposal for the replacement of the rigging system this week. It was planned to bring this to the next Public Halls meeting in July, however it has not been possible to achieve this target date. It will be brought to committee at the earliest opportunity. The rigging has been passed for a further year although our contractors were really pleased to hear that we were exploring its replacement.
4. Festival Hall – an assessment is being made on all current assets in the Hall with a decision on whether to keep, replace or discard as part of the refurbishment plan being made. It is also being planned to purchase the necessary equipment to enable the Council to run its own events in the Hall using the Maintenance Fund.

5. Members will recall the problems we had with the Festival Hall roof leaking in the early part of this year. The problem has been located to the roof above the stage door and part of the ceiling in that area removed in order to be able to pinpoint precisely where the issue is. It is planned that the Halls Manager and his deputy will repair the offending patch in the next month or so and then monitor for any further problems
6. Energy Performance Certificates have been completed for Love Lane Pavilion and the Town & Festival Hall. The Avenue Pavilion certificate runs out next year and will be renewed at that point.
7. The Order has been submitted to Material Things to undertake the refurbishing of the seating in the Festival Hall. The first batch of seats have already been removed and collected.

### **Others**

1. Investigations have commenced to see what is currently on the market for digital information points. Possible internal and external locations have been identified but the number of locations used will depend on the budget availability and cost of the equipment. One contractor has provided costs so far. It will be brought to the Finance & General Purposes Advisory Group once the three quotations have been received.
2. The Visit Petersfield web site continues to grow with information and followers. Phase 3 discussions have recently taken place to include town centred information such as on what clubs, organisations, charities and religious organisations there are across the town. The planned layout for the new web page has now been discussed and it is hoped to be available by the end of May to be reviewed and approved.
3. The annual staff pay negotiations due to be implemented from 1<sup>st</sup> April remain in a state of dispute with the Trades Unions. All Town Council employees are paid under the 'Green Book' pay terms and conditions for local government. This means that pay is negotiated centrally and implemented once a majority of unions involved have given their support to the deal. Currently no council employees are members of the three main Trades Unions, so in the event of strike action being called, we would not be involved. The offer made by employers was for a flat rate increase of £1925 per spinal pay point. The latest information is that Unison is balloting for strike action with the ballot closing on 4<sup>th</sup> July. GMB rejected the pay offer by 64% to 36% and plans to move to industrial ballot action in some areas. Unite rejected the offer by 75% to 25% and is to ballot for industrial action.
4. All documentation required was submitted to the External Auditor on 20<sup>th</sup> June except the Conflict of Interest form that was inaccessible on their web site and forwarded to me after the agenda for June's Council meeting had been issued and is on this month's agenda for consideration.

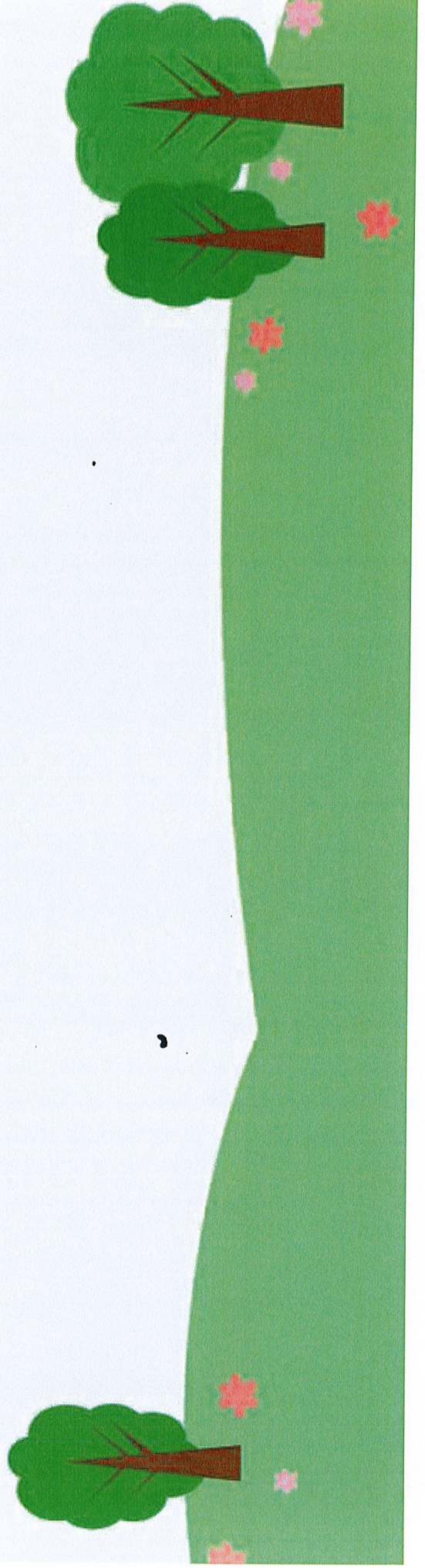
Neil Hitch  
Town Clerk  
13th July 2023



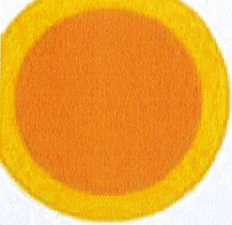


# Petersfield Town Council

## The Climate Journey



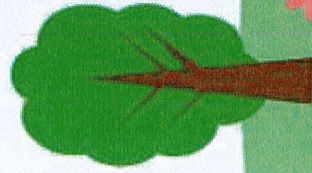




# Petersfield Town Council Our Climate Journey - Before Paris 2015

Petersfield Town Council has been considering the Climate for years, for example looking into alternative green energies well before any formal policy was adopted.

In 2013 Solar panels were installed on the roof of the Town & Festival Hall. In 2014 Solar panels were also installed on the Avenue Pavilion roof. We use a green electric supply and have done for over 5 years.





# Our Climate Journey

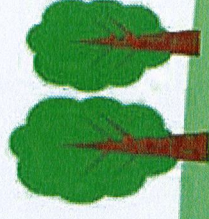
In March 2020 Petersfield Town Council declared a Climate Emergency.

Also in March 2020 the Council's Climate Emergency Strategy working group produced a Climate Emergency Strategy (CES). This was adopted in the last meeting before lockdown but work was delayed due to COVID restrictions.

In 2019-2020 Petersfield Town Councillors could see that they could do more as a council and assist with climate action in the town - Petersfield Climate Action Group (PeCAN) were formed.



**The right people in right place**  
Today PeCAN Staff, Trustees and the Town Council's Climate Officer and Cllrs work together.  
The officers hold quarterly meetings to share information. The PeCAN trustees are members of the town council's Town Development Committee.





# Making changes

**Now the people are in place it was time to get to work... but where do you start.**

We needed to get our own house in order but also work with other local authorities, community organisations and businesses to ensure we were doing the same thing for a bigger impact and that we were able to measure our progress in the same way.

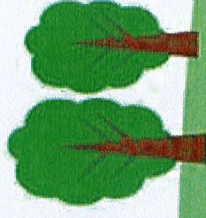
**Co-operation** – A climate officer was employed for 7 hours a week, the first job the officer undertook was to make contact with Alton Town Council, Whitehill Town Council, Hampshire County Council and East Hampshire District Council. To discuss what climate action they were taking and where Petersfield could support, copy or share this work. Also to contact other Councils from across the county by attending networking sessions.

## In house changes

In July 2021 - The Climate Emergency Strategy Working Group which is made up of PeCAN members and District and Town Councillors, met to complete the following objectives set out in the adopted Climate Emergency Strategy.

- review the Climate Emergency Strategy
- create a Climate Action Plan (CAP)
- send a representative to the East Hants COP (EHCOP) event held on 8<sup>th</sup> of October 2021

During this period it may have been perceived by the public that the council were not doing anything, as no visible action was taking place.





# Climate Action Plan

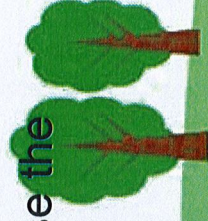
The Climate Action Plan was a really large project for the Climate Emergency Strategy Working Group (CESWG) as we had to decide how to approach it. It was agreed that we would use the Hampshire County Council Action Plan as a template.

We chose to arrange Climate Action Plan (CAP) to fit with our committee system so it was manageable and reflected HHC version. The CAP is a four-part document arranged according to the PTC committees which have the responsibility for the actions:

- **Finance & General Purposes Committee - Business Operations.** This deals with stationary purchasing to ethical investments.
- **Grounds - Opens Spaces** – Addresses our grounds operations over 11 sites & equipment .
- **Public Halls - Buildings** – This covers all of the 7 Council owed buildings.
- **Town Development Committee - Liaise, Lobby & Assist**

The Town Development Committee is the exception, as this part of the plan is a pledge on behalf of the residents of Petersfield to co-operate with other local authorities to take action on their policies, land, buildings or services. Committees/working groups that report to TDC will consider and include the plan as part of their ongoing work, for example Active Travel Working Group would include item T2 Local cycling & walking.

**Full Council and Planning committee** are made up of all the councillors and use the Climate Emergency Strategy and Climate Action Plan as a whole as a reference document when considering all decisions and consultee comments.



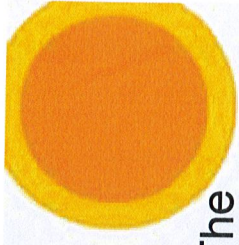
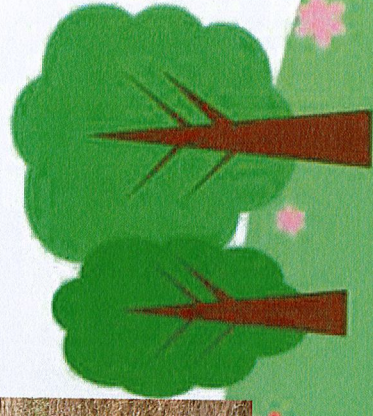
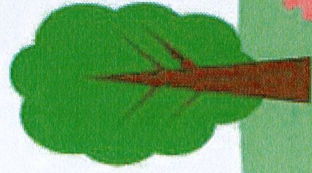
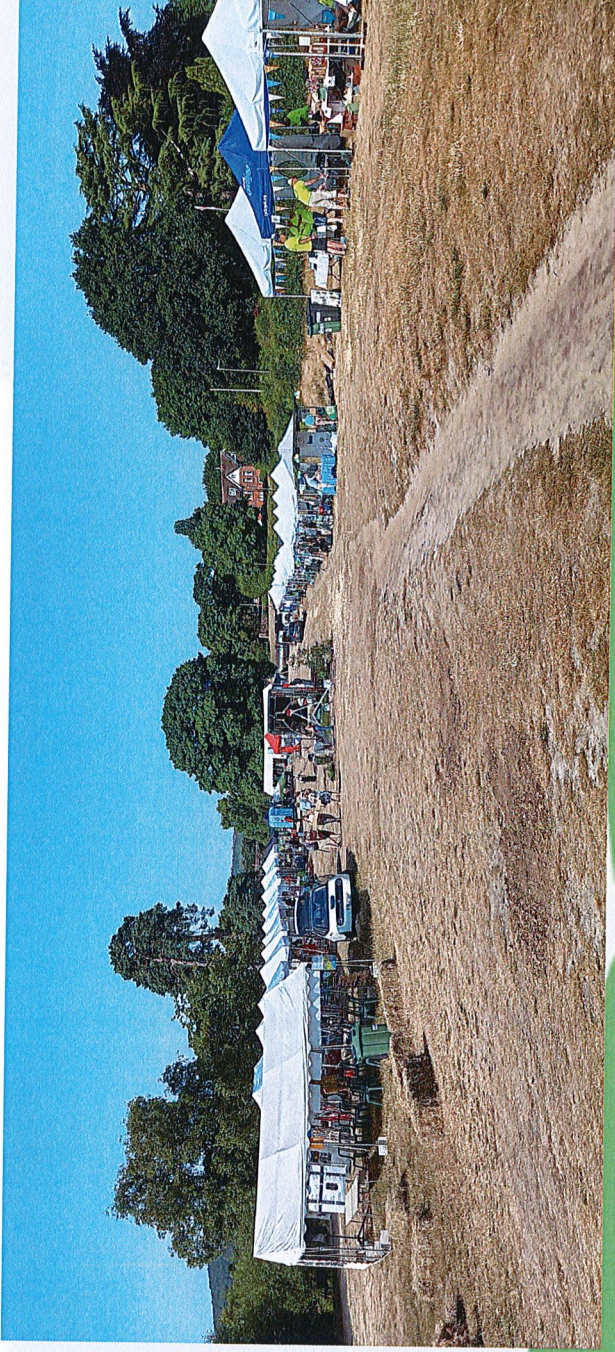


# Climate Action Plan - Action

Petersfield Town Council adopted the Climate Action plan (CAP) in April 2022. The CAP is reviewed each year at the committee meetings held in September to discuss new items to be added or addressed in the next financial year.

Now the CAP items were adopted it was time for action.

In December 2021 the council agreed to hold its first ECO fair together with the Petersfield Climate Action Network. This was held in July 2022 with the possibility for it to be held alternate years with Alton Town Council and Alton Climate Action network if they were willing.



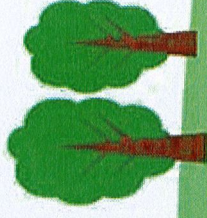


# Engagement

In October 2022 - As part of the National Great Big Green Week a Car Boot Sale was held on 1st of October 2022 as part of the CAP community engagement and sharing the message to Reuse-Reduce-Recycle



In February 2022 - As part of The Climate Coalition National Show the Love campaign a network and engagement event was held on the 14th of February 2023 as part of the CAP community engage and sharing the message to look after nature by focusing on ecology and biodiversity.

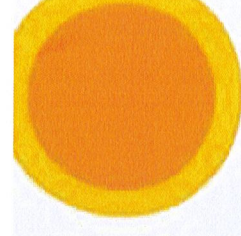
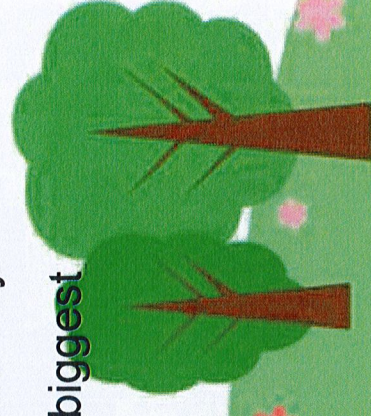
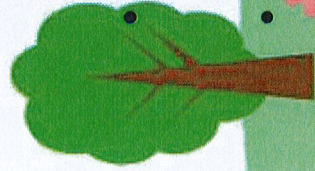




# What have we learnt so far

## DO

- Have a set amount of officer hours to tackle Climate Change - it is an emergency.
- Educate yourself and councillors – give them the facts and they will then make the right decisions. Lead and others will follow.
- Invite experts to give presentations for example Rachel Coxcoon from [Climateguide.co.uk](http://Climateguide.co.uk) has presented to PTC about the impact tool.
- Create and keep policies updated. Don't reinvent the wheel if others have done it before, use these as templates. Information available from other councils for example Frome Town Council seem to be leading the way in the Town and Parish sector.
- Co-operate with other local authorities and community organisations so each knows what the other is doing. You can fill the gaps or share projects for a bigger impact. You may find out about grant funding opportunities this way.
- Tackle the projects which are the simplest, cheapest and have the biggest impact first.
- Look to engage with those who haven't considered climate change as an issue. We need everyone on board to stop climate change.



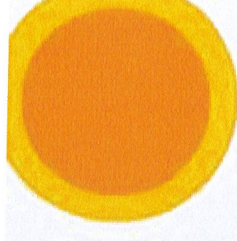
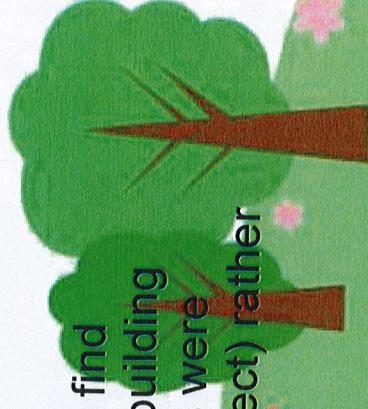
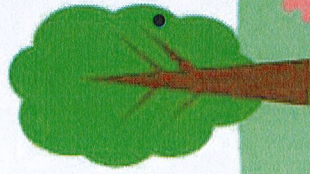


# What have we learnt so far

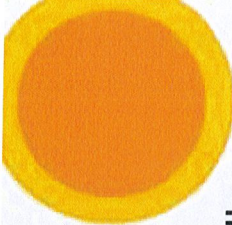
## DON'T

- Don't try to take on anything outside of your remit or direct responsibility unless a specific request for assistance has come from the organisation responsible- **Keep Focused**.
- Don't try and tackle it all at once, it is easy to become overwhelmed at the task ahead. Break the work down to bite-size pieces. Your council probably couldn't afford to make all the changes at once. (PTC has 102 items on it's CAP)
- Don't be put off from doing a project because it may be too big. For example the Festival Hall refurbishment will cost around £12-15 million pounds and £1.5 million of that is for Climate improvements. This will reduce the 42 tonnes of carbon that the building emits a year, which is approximately 90-95% of the Council's total annual carbon emissions bringing the council closer to net zero.

Don't waste valuable resources such as time and money if you can find another way. For example PTC applied for grant funding for some building assessments and the grant was refused. We felt that our resources were better spent finding funding from elsewhere (or select another project) rather than amending and resubmitting the application.







# Going forward

We are under no illusion that this is a huge and multi-faceted problem which will require millions of pounds of investment to address. The Council cannot hope to provide sufficient financial support to achieve this alone. We still have a lot to do but as a local authority we need to balance putting residents under financial strain and completing our climate agenda. However, as the community's representative body, the Council will continue to provide leadership, information and support.

**Other sources of information:** Society of Local Council Clerks, The Climate Literacy Trust, The Climate Sustainable Energy. County & District Councils and National Park. For higher level policy information, you may wish to look at Government and United Nations websites and social media channels (The UN has a great Twitter account)

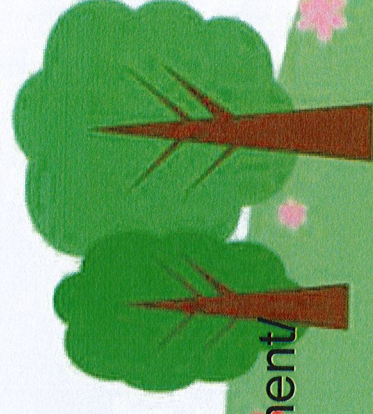
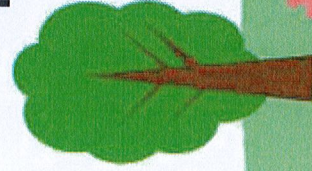
## For more information or any questions please contact:

Climate Officer-Michelle Snow

Email: [climate@Petersfield-tc.gov.uk](mailto:climate@Petersfield-tc.gov.uk) Telephone: 01730 264182

The Town Hall, Heath Road, Petersfield, Hampshire, GU31 4EA

<https://www.petersfield-tc.gov.uk/considering-the-environment/>







**Standing Orders**

Approved on 11<sup>th</sup> May 2023

Minute number C024 refers

Date of next review: March 2024

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## 1 Meetings

- Mandatory for full Council meetings ●
- Mandatory for committee meetings ●
- Mandatory for sub-committee meetings ●

- a Meetings shall not take place in premises, which at the time of the meeting, are used for the supply of alcohol unless no other premises are available free of charge or at a reasonable cost.
- ● b When calculating the 3 clear days for notice of a meeting to councillors and the public, the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning shall not count.
- ● c Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.



- d Subject to standing order 1(c) above, members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda at the appropriate time allocated within the meeting provided that due notice of their intention has been given to the Town Clerk no later than 10.30a.m. of the day of the meeting..
- e The period of time which is designated for public participation in accordance with standing order 1(d) above shall not exceed 15 minutes.
- f Subject to standing order 1(e) above, each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 3 minutes. As a general rule only one speaker can address the Council on any specific topic, any variation to this rule will be at the express discretion of the Committee Chairman.
- g In accordance with standing order 1(d) above, a question asked by a member of the public during a public participation session at a meeting shall not require a response or start a debate.
- h In accordance with standing order 1(g) above, the Chairman may direct that a response to a question posed by a member of the public be referred to a Councillor for an oral response or to an employee for a written or oral response.
- i A record of a public participation session at a meeting shall be included in the minutes of that meeting.
- j A person shall raise his hand when requesting to speak and stand when



speaking at meetings of full Council (except when a person has a disability or is likely to suffer discomfort). The Chairman may at any time permit an individual to be seated when speaking.

- k Any person speaking at a meeting shall address his comments to the Chairman.
- l Only one person is permitted to speak at a time. If more than one person wishes to speak, the Chairman shall direct the order of speaking.
- m **Filming, photographing, recording, broadcasting or transmitting the proceedings of any meeting of Council, or a committee or sub-committee should be conducted in accordance with the Council's Protocol for reporting at Meetings.**
- n Any person wishing to report on the proceedings of a meeting as in paragraph 1(m) above, shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.
- o Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman may in his absence be done by, to or before the Vice-Chairman.
- p The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside



at the meeting.

- •  
•

q Subject to model standing order 1 (y) below, all questions at a meeting shall be decided by a majority of the Councillors present and voting thereon.
- •  
•

r The Chairman may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote. (*See also standing orders 2 (i) and (j) below.*)
- s Unless standing orders provide otherwise, voting on any question shall be by a show of hands. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made after the vote is taken. The Council may, on passing an appropriate resolution permit voting on a specified agenda item to be by secret ballot. All votes in such instances are to be counted by the Clerk and the result advised to the Chairman.
- •  
•

t The minutes of a meeting shall record the names of councillors present and absent.
- u

If prior to a meeting, a Councillor has submitted reasons for his absence at the meeting which is then approved by a resolution, such resolution shall be recorded in the minutes of the meeting at which the approval was given.
- •  
•

v The code of conduct adopted by the Council shall apply to councillors in respect of the entire meeting.



- •  
• w A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.
  
- x No business may be transacted at a meeting unless at least one third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than 3.
  
- •  
• y If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be adjourned. Any outstanding business of a meeting so adjourned shall be transacted at a following meeting of Council or that committee. If requested by those members present at a committee meeting when a quorum is not present the business may be adjourned to the next Council meeting.
  
- z Meetings shall not exceed a period of 2 hours 30 minutes unless a resolution is passed to extend the time allowed for the business of the meeting to be completed. Any business not completed shall be considered at the next meeting of Council or the committee as appropriate.

## 2 Ordinary Council meetings

*See also standing order 1 above*

- a In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new councillors elected take office.
  
- b In a year which is not an election year, the annual meeting of a Council



shall be held on such day in May as the Council may direct.

- c If no other time is fixed, the annual meeting of the Council shall take place at 6pm.
- d In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council directs.
- e The election of the Chairman (Town Mayor) and the election of the Vice-Chairman of the Council shall be the first business completed at the annual meeting of the Council.
- f The Chairman of the Council, unless he/she has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his/her successor is elected at the next annual meeting of the Council.
- g The Vice-Chairman of the Council, if any, unless he/she resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.
- h In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he/she shall preside at the meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equality of votes.
- i In an election year, if the current Chairman of the Council has been re-



**elected as a member of the Council, he/she shall preside at the meeting until a new Chairman of the Council has been elected. He/she may exercise an original vote in respect of the election of the new Chairman of the Council and must give a casting vote in the case of an equality of votes.**

- j Following the election of the Chairman of the Council and Vice-Chairman of the Council at the annual meeting of the Council, the order of business shall be as follows.
- i. To receive the declarations of acceptance of office from the Chairman of the Council and the Vice-Chairman following their respective elections.
  - ii. To appoint the Chairman of the Finance and General Purposes committee.
  - iii. To receive nominations to Planning, Public Halls, Grounds and Town Development committees.
  - iv. To appoint Chairmen of the Planning, Public Halls, Grounds and Town Development committees
  - v. To receive nominations to the Finance and General Purposes committee.
  - vi. To review the terms of references for committees.
  - vii. To review delegation arrangements to committees, sub-committees, employees and other local authorities.
  - viii. To review the appointment of any new committees, confirmation of their terms of reference, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them.
  - ix. To Confirm the accuracy of the minutes of the last meeting of the Council and to receive and note minutes of and/or to determine recommendations made by committees.



- x. To review work with outside bodies, appoint representatives to relevant bodies and review arrangements for reporting back.
- xi. In an election year, to make arrangements with a view to the council becoming eligible to exercise the general power of competence in the future.
- xii. To confirm the calendar of meetings of the full Council and all committees for the year ahead.
- xiii. To appoint the members of the Staff Panel.
- xiv. To appoint members of the Grants Panel.
- xv. To appoint a working party to review standing orders, financial regulations and contract standing orders, recommending any amendments for consideration to the next meeting of Council.
- xvi. Review the Council's complaints procedure.

### **3 Proper Officer**

- a The Council's Proper Officer shall be either the Town Clerk or such other employee as may be nominated by the Council from time to time or such other employee appointed by the Council to undertake the role of the Proper Officer during the Proper Officer's absence. The Proper Officer and the employee appointed to act as such during the Proper Officer's absence shall fulfil the duties assigned to the Proper Officer in standing orders.
- b The Council's Proper Officer shall do the following.
  - i. **Sign and serve on councillors by delivery or post at their residences a summons confirming the time, date, venue and the agenda of a meeting of the Council and a meeting of a committee and sub-committee at least 3 clear days before the meeting.**
  - ii. **Give public notice of the time, date, venue and agenda at least 3 clear days before a meeting of the Council or a meeting of a**



**committee or a sub- committee (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

- iii. Subject to standing orders 4(a)-(e) below, include in the agenda all written motions received from councillors in the order received unless a councillor has given written notice at least 3 days before the meeting confirming his withdrawal of it.
- iv. **Convene a meeting of full Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his/her office, in accordance with standing order [3(b)i] OR [3(b)ii] above.**
- v. Make available for inspection the minutes of meetings.
- vi. **Receive and retain copies of byelaws made by other local authorities.**
- vii. **Receive and retain declarations of acceptance of office from councillors.**
- viii. Retain a copy of every councillor's register of interests and any changes to it and keep copies of the same available for inspection.
- ix. Keep proper records required before and after meetings;
- x. Process all requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the Council's procedures relating to the same.
- xi. Receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.
- xii. Manage the organisation, storage of and access to information held by the Council in paper and electronic form.
- xiii. Arrange for legal deeds to be sealed using the Council's common seal and witnessed (*See also model standing orders 14(a) and (b).*)
- xiv. Arrange for the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations.

- xv. Refer a planning application received by the Council to the Chairman or in his/her absence Vice-Chairman of the Planning Committee within 2 working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning Committee.
- xvi. Retain custody of the seal of the Council which shall not be used without a resolution to that effect.
- xvii. Action or undertake activity or responsibilities instructed by resolution or contained in standing orders.

**4 Motions requiring written notice**

- a In accordance with standing order 3(b)(iii) above, no written motion submitted may be moved at a meeting unless it is included in the agenda and the mover has given written notice of its wording to the Council's Proper Officer at least 3 clear days before the next meeting.
- b The Proper Officer may, before including a motion in the agenda received in accordance with standing order 4(a) above, correct obvious grammatical or typographical errors in the wording of the motion.
- c If the Proper Officer considers the wording of a motion received in accordance with standing order 4(a) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer in clear and certain language at least 3 clear days before the meeting.
- d If the wording or nature of a proposed motion is considered unlawful or improper, the Proper Officer shall consult with the Chairman of the forthcoming meeting or, as the case may be, the Councillors who have



convened the meeting, to consider whether the motion shall be included or rejected in the agenda.

- e Having consulted the Chairman or councillors pursuant to standing order 4(d) above, the decision of the Proper Officer as to whether or not to include the motion in the agenda shall be final.
- f Notice of every motion received in accordance with the Council's standing orders shall be numbered in the order received and shall be entered in a book, which shall be open to inspection by all councillors.
- g Every motion rejected in accordance with the Council's standing orders shall be duly recorded with a note by the Proper Officer giving reasons for its rejection in a book for that purpose, which shall be open to inspection by all councillors.
- h Every motion and resolution shall relate to the Council's statutory functions, powers and lawful obligations or shall relate to an issue which specifically affects the Council's area or its residents.

## **5 Motions not requiring written notice**

- a Motions in respect of the following matters may be moved without written notice.
  - i To appoint a person to preside at a meeting.
  - ii To approve the absences of councillors.
  - iii To approve the accuracy of the minutes of the previous meeting.
  - iv To correct an inaccuracy in the minutes of the previous meeting.
  - v To dispose of business, if any, remaining from the last meeting.
  - vi To alter the order of business on the agenda for reasons of urgency or

expedience.

- vii. To proceed to the next business on the agenda.
- viii. To close or adjourn debate.
- ix. To refer by formal delegation a matter to a committee or to a sub-committee or an employee.
- x. To appoint a committee or any members thereof.
- xi. To receive nominations to a committee or sub-committee.
- xii. To dissolve a committee or sub-committee.
- xiii. To note the minutes of a meeting of a committee or sub-committee.
- xiv. To consider a report and/or recommendations made by a committee or a sub- committee or an employee.
- xv. To consider a report and/or recommendations made by an employee, professional advisor, expert or consultant.
- xvi. To authorise legal deeds to be sealed by the Council's common seal and witnessed.  
*(See standing orders 14(a) and (b) below.)*
- xvii. To authorise the payment of monies.
- xviii. To amend a motion relevant to the original or substantive motion under consideration which shall not have the effect of nullifying it.
- xix. To extend the time limit for speeches.
- xx. To exclude the press and public for all or part of a meeting.
- xxi. To silence or exclude from the meeting a Councillor or a member of the public for disorderly conduct.
- xxii. To give the consent of the Council if such consent is required by standing orders.
- xxiii. To suspend any standing order except those which are mandatory by law.**
- xxiv. To adjourn the meeting.
- xxv. To appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of



outside bodies.

xxvi. To answer questions from councillors.

- b If a motion falls within the terms of reference of a committee or sub-committee or within the delegated powers conferred on an employee, a referral of the same may be made to such committee or sub-committee or employee provided that the Chairman may direct for it to be dealt with at the present meeting for reasons of urgency or expedience.

## **6 Rules of debate**

- a Motions included in an agenda shall be considered in the order that they appear on the agenda unless the order is changed at the Chairman's direction for reasons of expedience.
- b Subject to standing orders 4(a)-(e) above, a motion shall not be considered unless it has been proposed and seconded.
- c Subject to standing order 3(b)(iii) above, a motion included in an agenda not moved by the councillor who tabled it, may be treated as withdrawn.
- d A motion to amend an original or substantive motion shall not be considered unless proper notice has been given after the original or substantive motion has been seconded and notice of such amendment, shall, if required by the Chairman, be reduced to writing and handed to the Chairman who shall determine the order in which they are considered.
- e A Councillor may move amendments to his/her own motion. If a motion has already been seconded, an amendment to it shall be with the consent of the seconder.

- f Any amendment to a motion shall be either:
  - i. to leave out words;
  - ii. to add words;
  - iii. to leave out words and add other words.
  
- g A proposed or carried amendment to a motion shall not have the effect of rescinding the original or substantive motion under consideration.
  
- h Only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chairman. No further amendment to a motion shall be moved until the previous amendment has been disposed of.
  
- i Subject to Standing Order 6(h) above, one or more amendments may be discussed together if the Chairman considers this expedient but shall be voted upon separately.
  
- j Pursuant to standing order 6(h) above, the number of amendments to an original or substantive motion, which may be moved by a councillor, is limited to one.
  
- k If an amendment is not carried, other amendments shall be moved in the order directed by the Chairman.
  
- l If an amendment is carried, the original motion, as amended, shall take the place of the original motion and shall become the substantive motion upon which any further amendment may be moved.
  
- m The mover of a motion or the mover of an amendment shall have a right of



reply, not exceeding 3 minutes.

- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply in respect of the substantive motion at the very end of debate and immediately before it is put to the vote.
- o Subject to standing orders 6(m) and (n) above, a councillor may not speak further in respect of any one motion except to speak once on an amendment moved by another councillor or to make a point of order or to give a personal explanation subject to the discretion of the Chairman.
- p During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the standing order which he considers has been breached or specify the irregularity in the meeting he is concerned by.
- q A point of order shall be decided by the Chairman and his decision shall be final.
- r With the consent of the seconder and/or of the meeting, a motion or amendment may be withdrawn by the proposer. A councillor shall not speak upon the said motion or amendment unless permission for the withdrawal of the motion or amendment has been refused.
- s Subject to standing order 6(o) above, when a councillor's motion is under debate no other motion shall be moved except:
  - i. to amend the motion;
  - ii. to proceed to the next business;

- iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be silent or for him/her to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting;
  - ix. to suspend any standing order, except those which are mandatory.
- t In respect of standing order 6(s)(iv) above, the Chairman shall first be satisfied that the motion has been sufficiently debated before it is seconded and put to the vote. The Chairman shall call upon the mover of the motion under debate to exercise or waive his right of reply and shall put the motion to the vote after that right has been exercised or waived. The adjournment of a debate or of the meeting shall not prejudice the mover's right of reply at the resumption.

**7 Code of conduct (England)**

*See also standing orders 1(d)-(i) above*

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the council.
- b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she has a disclosable pecuniary interest. He/she may return to the meeting after it has considered the matter in which he/she had the interest.
- c Unless he/she has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is



considering a matter in which he/she has another interest if so required by the council's code of conduct. He/she may return to the meeting after it has considered the matter in which he/she had the interest.

- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by a meeting of the council, or committee or sub-committee for which the dispensation is required and that decision is final.
- f A dispensation request shall confirm:
  - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 7(d) and (f) above, dispensations requests shall be considered at the start of the meeting for which the dispensation is required
- h **A dispensation may be granted in accordance with standing order 7(e) above if having regard to all relevant circumstances the following applies:**
  - i) **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or**

- ii) granting the dispensation is in the interests of persons living in the council's area or
- iii) it is otherwise appropriate to grant a dispensation.

**8 Questions**

- a A councillor may seek an answer to a question concerning any business of the Council provided 2 clear days notice of the question has been given to the Proper Officer.
- b Questions not related to items of business on the agenda for a meeting shall only be asked during the part of the meeting set aside for such questions.
- c Every question shall be put and answered without discussion.

**9 Minutes**

- a If a copy of the draft minutes of a preceding meeting has been circulated to councillors no later than the day of service of the summons to attend the scheduled meeting they shall be taken as read.
- b No discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy. A motion to correct an inaccuracy in the minutes shall be raised in accordance with standing order 5(a)(iv) above.
- c Minutes, including any amendment to correct their accuracy, shall be confirmed by resolution and shall be signed by the Chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.



- d Upon a resolution which confirms the accuracy of the minutes of a meeting, any previous draft minutes or recordings of the meeting shall be destroyed.

**10 Disorderly conduct**

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct
- b If, in the opinion of the Chairman, there has been a breach of standing order 10(a) above, the Chairman shall express that opinion and thereafter any councillor (including the Chairman) may move that the person be silenced or excluded from the meeting, and the motion, if seconded, shall be put forthwith and without discussion.
- c If a resolution made in accordance with standing order 10(b) above, is disobeyed, the Chairman may take such further steps as may reasonably be necessary to enforce it and/or he/she may adjourn the meeting.

**11 Rescission of previous resolutions**

- a A resolution (whether affirmative or negative) of the Council shall not be reversed within 6 months except either by a special motion, the written notice whereof bears the names of at least four members of the Council, or by a motion moved in pursuance of the report or recommendation of a committee.
- b When a special motion or any other motion moved pursuant to standing

order 11(a) above has been disposed of, no similar motion may be moved within a further 6 months.

**12 Voting on appointments**

- a Where more than 2 persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. Any tie may be settled by the Chairman's casting vote.
- b Voting on such appointments may be undertaken by secret ballot if so requested by a majority of councillors present in accordance with standing order 1(s).

**13 Expenditure**

- a Any expenditure incurred by the Council shall be in accordance with the Council's financial regulations.
- b **The Council's financial regulations shall be reviewed once a year.**
- c **The Council's financial regulations may make provision for the authorisation of the payment of money in exercise of any of the Council's functions to be delegated to a committee, sub-committee or to an employee.**



**14 Execution and sealing of legal deeds**

*See also standing order 5(a)(xvi) above*

- a A legal deed shall not be executed on behalf of the Council unless the same has been authorised by a resolution.
- b **In accordance with a resolution made under standing order 14(a) above, the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two members of the Council who shall sign the deed as witnesses unless the Town Clerk be so authorised to do by resolution of the Council.**

**15 Committees**

*See also standing order 1 above*

- a The Council may, at its annual meeting, appoint standing committees and may at any other time appoint such other committees as may be necessary, and:
  - i. shall determine their terms of reference;
  - ii. shall appoint and determine the term of office of councillor or non-councillor members of such a committee (unless the appointment of non-councillors is prohibited by law) so as to hold office no later than the next annual meeting;
  - iii. may in accordance with standing orders, dissolve a committee at any time.
  - iv. The voting membership of a committee (with the exception of the Planning Committee) shall not exceed half of the members of the Council and their quorum shall be three members (Planning Committee quorum shall be four members).
  - v. The Chairman and Vice-Chairman of the Council shall be entitled ,

with or without notice to attend and speak , propose and second (but not vote) at any meeting of a committee (other than Planning Committee), sub-committee or working party. Nothing in this standing order shall prevent the Vice-Chairman from being a member of any committee, sub-committee or working party with full voting rights if appointed by name.

- vi. Any councillor has the right to raise a matter with any committee within the terms of reference of that committee and speak to that committee with due notice having been given to the Town Clerk prior to the meeting. The councillor may participate in the debate if permitted by the Chairman but cannot vote on, nor propose or second any motion.
  - vii. Will not under normal circumstances appoint a committee Chairman for more than three consecutive years.
- b Unless the council determines otherwise, a committee may appoint a sub-committee or working party whose terms of reference and members shall be determined by the committee.**
  - c The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council.**
  - d Unless the council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
  - e If a committee or advisory committee cannot meet because a quorum is not present, every effort shall be made to re-schedule the meeting within four weeks of the original meeting date.

## **16 Sub-committees**

*See also standing order 1 above*



- a Unless there is a Council resolution to the contrary, a committee may appoint a sub-committee whose terms of reference and members shall be determined by resolution of the committee.
- b Unless there is a Council resolution to the contrary, a committee may appoint a working party to report and make recommendations to it on any specific matter referred to the working party in accordance with the terms of reference approved for it.

**17 Extraordinary meetings**

*See also standing order 1 above*

- a **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chairman of the Council does not or refuses to call an extraordinary meeting of the Council within 7 days of having been requested to do so by two councillors, those two councillors may convene an extraordinary meeting of the Council. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two councillors.**
- c The Chairman of a committee (or a sub-committee) may convene an extraordinary meeting of the committee or sub-committee at any time.
- d If the Chairman of a committee (or a sub-committee) does not or refuses to call an extraordinary meeting within 7 days of having been requested by to do so by 2 members of the committee (or sub-committee) , any 2 members of the committee (or sub-committee) may convene an extraordinary meeting of a committee (or a sub-committee). The statutory public notice giving the time, venue and agenda for such a meeting must be signed by

the 2 members.

**18 Advisory committees**

*See also standing order 1 above*

- a The Council may appoint advisory committees comprised of a number of councillors and non-councillors.
- b Advisory committees and any sub-committees may consist wholly of persons who are non-councillors.

**19 Accounts and Financial Statement**

- a All payments by the Council shall be authorised, approved and paid in accordance with the Council's financial regulations, which shall be reviewed at least annually.
- b The Responsible Financial Officer shall report to the Finance and General Purposes committee summarising the Council's receipts and payments and cash balances held. This statement should include a comparison with the budget for the financial year. A Financial Statement prepared on the appropriate accounting basis (receipts and payments, or income and expenditure) for a year to 31 March shall normally be presented to each councillor before the end of the following month of May. The Statement of Accounts of the Council (which is subject to external audit), including the annual governance statement, shall be presented to Council for formal approval before 30 June.

**20 Estimates/precepts**



- a **The Council shall approve written estimates for the coming financial year** at its meeting before the end of January.
- b Any committee desiring to incur expenditure shall consider their requests at the September committee meeting.

**21 Canvassing of and recommendations by councillors**

- a Canvassing councillors or the members of a committee or sub-committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this standing order to every candidate.
- b A councillor or a member of a committee or sub-committee shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion; but, nevertheless, any such person may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.
- c This standing order shall apply to tenders as if the person making the tender were a candidate for an appointment.

**22 Inspection of documents**

- a Subject to standing orders to the contrary or in respect of matters which are confidential, a councillor may, for the purpose of his official duties (but not otherwise), inspect any document in the possession of the Council or a committee or a sub-committee, and request a copy for the same purpose. The minutes of meetings of the Council, its committees or sub-committees shall be available for inspection by councillors.

**23 Unauthorised activities**

- a Unless authorised by a resolution, no individual councillor shall in the name or on behalf of the Council, a committee or a sub-committee:
  - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
  - ii. issue orders, instructions or directions.

**24 Confidential business**

- a Councillors shall not disclose information given in confidence or which they believe, or ought to be aware is of a confidential nature.
- b A councillor in breach of the provisions of standing order 24(a) above may be removed from a committee or a sub-committee by a resolution of the Council.

**25 Matters affecting council employees**

- a If a meeting considers any matter personal to a Council employee, it shall not be considered until the Council OR the Finance and General Purposes committee OR the Staff Panel sub-committee has decided whether or not the press and public shall be excluded pursuant to standing order 1(c) above.
- b Subject to the Council's policy regarding absences from work, the Council's most senior employee shall notify the Town Mayor or, in his/her absence, the Deputy Town Mayor or the Chairman of the Staff Panel sub-committee of any absence occasioned by illness or urgency and that person shall



- report such absence to the Staff Panel sub-committee at its next meeting.
- c Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior employee (or other employees) shall contact the Chairman of the Staff Panel sub-committee or in his/her absence, another member of the Staff Panel sub-committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Staff Panel sub-committee.
  - d Subject to the Council's policy regarding the handling of grievance and disciplinary matters, if an informal or formal grievance matter raised by an employee relates to the Chairman or Vice-Chairman of the Staff Panel sub-committee, this shall be communicated to another member of the Staff Panel sub-committee or the Town Mayor, which shall be reported back and progressed by resolution of the Staff Panel sub-committee or the Council as appropriate.
  - e Any persons responsible for all or part of the management of Council employees shall keep written records of all meetings relating to their performance, and capabilities, grievance and disciplinary matters.
  - f The Council shall keep written records relating to employees secure. All paper records shall be secured under lock and electronic records shall be password protected.
  - g Records documenting reasons for an employee's absence due to ill health or details of a medical condition shall be made available only to those persons with responsibility for the same.
  - h Only persons with line management responsibilities shall have access to

employee records referred to in standing orders 25(f) and (g) above if so justified.

- i Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 25(f) and (g) above shall be provided only to the Town Clerk and/or the Chairman of the Council OR the Chairman of the Staff Panel sub-committee.

**26 Requests for Information**

- a All requests for information held by the Council shall be processed in accordance with the Council's policy in respect of handling requests under the Freedom of Information Act 2000 and the Data Protection Act (1998).
- b Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the chairman of the Finance and General Purposes committee. The said committee shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000 including exercising the powers of the Proper Officer in respect of Freedom of Information requests set out under standing order 3(b)(x) above.

**27 Relations with the press/media**

- a All requests from the press or other media for an oral or written statement or comment from the Council shall be processed in accordance with the Council's policy in respect of dealing with the press and/or other media.
- b Official statements from the Council to the media shall only be made by the Town Clerk or when authorised by the Town Mayor or the Chairman of a

relevant Committee.

- c In accordance with the Council's policy in respect to dealing with the press and/or other media, councillors shall not, in their official capacity, provide oral or written statements or written articles to the press or other media as though giving an impression that he/she is acting on behalf of the Council.

**28 Liaison with District and County or Unitary Councillors**

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the councillor of the District and County Council representing its electoral ward.
- b Unless the Council otherwise orders, a copy of each letter sent to the District or County Council may be sent to the District or County Council councillor representing its electoral ward.

**29 Financial matters**

- a The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the accounting records and systems of internal control;
  - ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the Internal Auditor and the receipt of regular reports from the Internal Auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments;
  - v. procurement policies (subject to standing order 29(b) below) including the setting of values for different procedures where the



contract has an estimated value of less than £50,000.

- b **Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £50,000 shall be procured on the basis of a formal tender as summarised in standing order 29(c) below.**
- c Any formal tender process shall comprise the following steps:
  - i. a public notice of intention to place a contract to be placed in a local newspaper;
  - ii. a specification of the goods, materials, services and the execution of works shall be drawn up;
  - iii. tenders are to be sent, in a sealed marked envelope, to the Proper Officer by a stated date and time;
  - iv. tenders submitted are to be opened, after the stated closing date and time, by the Proper Officer and at least one member of the Council;
  - v. tenders are then to be assessed and reported to the appropriate meeting of Council or Committee.
- d Neither the Council, nor any committee, is bound to accept the lowest tender, estimate or quote.
- e **Where the value of a contract is likely to exceed £138,893 (or other threshold specified by the Office of Government Commerce from time to time) the Council must consider whether the Public Contracts Regulations 2006 (SI No.5, as amended) and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the Council must comply with EU procurement rules.**

**30 Allegations of breaches of the code of conduct**

- a Upon notification by the District Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the council's code of conduct, the Proper Officer shall report this to the council.
- b Where the notification in standing order 30(a) above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of the Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the council has agreed what action, if any, to take in accordance with standing order 30(d) below
- c The council may:
  - i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
  - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter.
- d **Upon notification by the District Council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the council shall consider what, if any, action to take against him/her. Such action excludes disqualification or suspension from office.**

**31 Variation, revocation and suspension of standing orders**

- a Any or every part of the standing orders, except those which are mandatory by law, may be suspended by resolution in relation to any specific item of business.
- b A motion to add to or vary or revoke one or more of the Council's standing

orders, not mandatory by law, shall be proposed by a special motion, the written notice whereof bears the names of at least four councillors.

**32 Standing orders to be given to councillors**

- a The Proper Officer shall provide a copy of the Council's standing orders to a councillor upon delivery of his declaration of acceptance of office.
- b The Chairman's decision as to the application of standing orders at meetings shall be final.
- c A councillor's failure to observe standing orders more than 3 times in one meeting may result in him/her being excluded from the meeting in accordance with standing orders.



CONFLICT OF INTEREST WITH BDO LLP

To be completed annually and minuted at a meeting of the smaller authority.

Name of Smaller Authority	PETERSFIELD TOWN COUNCIL
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I confirm that there are no conflicts of interest with BDO LLP.

I confirm the following conflicts of interest (please detail below:

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This was confirmed and minuted at the following meeting:

Date of Meeting	Minute Reference
20 JULY 2023	

Signed (Clerk/RFO)

Print Name NEIL HUTCH

Signed (Chair)

Print Name CHRIS CRISSEY

Outside Bodies Report – Petersfield Town Football Club July 2023

Members will remember from a Full Council report in May that plans were in place for a merger between Petersfield Town Football Club and Petersfield Town Juniors. On the 5<sup>th</sup> of July I attended an evening of three AGMs. The first was to dissolve Petersfield Town Football Club and the second to dissolve Petersfield Town Juniors. Following these two AGMs the new merged club, Petersfield Town Football Club, held their first AGM. An executive committee, an adult operating committee and a youth operating committee were voted in. Mr Nick Orr is the new club chairman. The PTC representative will be part of the adult operating committee. All the teams will play in the blue and yellow strip.

The club are looking forward to the new season in the Premier Division of the Wessex League.

Cllr Phil Shaw