

# Apuldram Parish Meeting

Flat 27, Longacres House, Longacres Way, Chichester, West Sussex, PO20 2JG

Tel : 07510717158

Email : clerk@apuldrampm.org.uk

**Chairman of the Parish Meeting : TBD**

**Clerk to the Parish Meeting : Mr Harry Quenault**

## **NOTICE OF THE ANNUAL MEETING OF THE PARISH**

The Annual Meeting of Apuldram Parish Meeting will be held on Thursday the 27th of April 2023 at 7.00pm at the Sailing Club, Dell Quay. All residents of Apuldram are requested and encouraged to attend.

## **AGENDA**

1. Apologies
2. Election of Chairman and to receive the Chairman's Declaration of Acceptance of Office (Nominations, proposed and seconded, together with the agreement of the nominee should be sent to the Clerk at the above address.)
3. To elect the members of the Chairman's Advisory Group:

Currently – Matthew Higgs, Marsha Jones, Sandi McCartney, Mark Moranne, David Bagnall, Graham Pound, Harriet O'Sullivan and John Welch.

4. To approve the Minutes of the Meeting held on 30<sup>th</sup> November 2022 and discuss any matters that may arise from them.
5. To approve and sign the Part 2 AGAR – Certificate of Exemption
6. To approve and sign the Part 2 AGAR - Annual Governance Statement 2022/23
7. To approve and sign the Part 2 AGAR – Accounting Statements 2022/23
8. Standing Orders Review for 23/24
9. Operation Watershed Update
10. Parish Coronation Party Update
11. Traffic Regulation Order Update and Speed Limit Reviews

Signed: - Harry Quenault

Dated: - 12/04/23

### **Filming or recording of the Parish Meeting and the use of social media:**

During this meeting the public are allowed to record or film the meeting or to use social media, providing it does not disrupt the meeting. You are encouraged to let the Parish Clerk know in advance if you wish to record or film. Mobile devices should be switched to silent for the duration of the meeting.

**THE PUBLIC HAVE A RIGHT TO ATTEND ALL MEETINGS  
OF THE PARISH MEETING AND ARE MOST WELCOME**

# Apuldram Parish Meeting

Flat 27, Longacres House, Longacres Way, Chichester, West Sussex, PO20 2JG

Tel : 07510717158

Email : clerk@apuldrampm.org.uk

**Chairman of the Parish Meeting : Mr Matt Sawday**

**Clerk to the Parish Meeting : Mr Harry Quenault**

## **The Official Minutes of the Meeting Held on the 30<sup>th</sup> of November 2022**

Present: Sandi McCartney, Graham Pound, Marsha Jones, David Bagnall, Matt Higgs, Mark Moranne and John Welch.

In Attendance: The Clerk, Adrian Moss (CDC), Sarah Sharp (WSCC), Penny Plant (CDC) and 17 Members of Public.

Apologies: None

### **12-22 Apologies**

There were three MOP's who had apologies. But all Chairman's Advisory Group Members were present and shown above.

### **13-22 To Approve the Minutes of the Meeting held on 18<sup>th</sup> May 2022 and discussing any matters that arise from them.**

**It was resolved** that the minutes be approved and signed by the Chairman as a correct record.

### **14-22 Financial overview provided by Clerk**

The proposed budget and finances of Apuldram Parish Meeting was explained by the Clerk.

There were no questions.

### **15-22 To approve the 2023/4 Budget & Precept**

**It was resolved** that the budget & precept would be accepted (Matt Sawday & Graham Pound) at £3750.

### **16-22 To approve Mark Moranne into a new Vice Chair role.**

The chairman explained that the decision to approve this motion will be postponed due to a change in the advisory groups structure. A meeting in January with the advisory group will be arranged to discuss the future structure of the organisation.

**There was no resolution, the current structure remains in place.**

### **17-22 Speaker Segment – Dr Richard Austin From Harbour Conservancy and Questions**

DR Richard Austin spoke about the conservancy works in a presentation presented at the meeting.

The presentation focused on the sea wall damage and footpath 3059. It connects Birdham with Apuldrum. The sea wall has major erosion and the current footpath is closed. There is currently one part of the sea defence that is flawed and the wall is in a bad way. The Conservancy has put in place a temporary measure that install a boardwalk around the site. Central Government have proposed to install natural trails around the border of the UK coastline with exclusions in places for private residents. The Central Government is striving towards fighting land erosion. The sustainable coastline document is to be revised by the conservancy in line with Natural England's regulations. The environment of the harbour is poor and the harbour has lost 59% of its saltmarsh. This is due to the four following points: coastal squeeze, climate change, recreational disturbance and deteriorating water quality. Coastal squeeze is causing the current salt marshes to be pushed up due the rising seas levels and the sea wall in affect. CHAPRON Partnership is a group regulated to help manage the harbour and discuss action to help improve the environment at Chichester harbour. The public reaction of 3059 shows the public affection for the site and the Conservancy are aware of this. The end goal of the partnership is to reinstall nature and return it back to a natural harbour. Habitat promotion is key to the ensuring the project is a success. Other challenges include a gas pipe found within the current site path. Although the Conservancy don't have all the information, they are recruiting an environmental assessment on the best route of action to take. The current plan would allow for a footpath 555 to be protected but a viability report may prove differently.

Questions then followed:

Would the condition of the salt marsh be affected by moving it closer to the sewage works and if so, is there any plans to move the sewage works? – There are no plans for Southern Water to change the location of the sewage works. The site plan has the right topography to allow for a path to be moved closer to the sewage works but this may come with challenges. Southern Water have been more feasible at late and have been attending meetings. They look to be recruiting environmentalists to manage their output and waste. Currently, the plan will attempt to help the salt marsh to regrow, but this will take substantial time and patience. CDC have talked to Southern Water and their response to environmental issues has been dramatically different and positive. A statement was made that it was much better to work with Southern Water as they are aware of the environmental concerns surrounding Chichester harbour. They have recruited dramatically who have environmental. It was also stated that the Apuldrum sewage works is at capacity.

How does the Conservancy balance income from moorings and environmental impact? - It was mentioned that the users of the harbour in their majority do not disturb the wildlife. Education through newsletters and signage helps to prevent people harming the area. The damage to the environment was mostly caused by dog owners who have their dogs off the lease who then are allowed to chase birds. Currently a group named Bird Aware Solent go and to talk to dog owners who are walking without a leash to explain the environmental factors, however, they currently only have six officers and a distance of coastline to cover.

How many children visit the education centre at the Conservancy? - 165,000 since being set up. The schools include ones found in South London, Havant and Chichester. A good relationship with schools is key to the educational centre's success. The work completed helps teach the future generation about the environment.

Is the plan to recover the salt marsh and to fully remove sea wall? – Depending on the feasibility report a decision will be made on this. If decided that is the best course of action is to remove the current sea wall it could be recycled and used to protect footpath 555.

A statement was made about the competition for resources in the local area. Farmers in the local area install bird scarers to protect crops but migrating birds have nowhere to settle. This means they are caught in the middle of competing interests.

The current plan seems to encourage the use of footpath 555, would this not push the problem we are having with footpath 3059 further down the line? - The speaker explained the different processes that can be actioned to prevent this. However, it does come down to the independent advice of the feasibility report. One option would be to install two bridges with an inlet and outlet which would protect the footpath and help provide the sufficient creation of the salt marshes creation. One issue is a lagoon may be created if water cannot flow back out.

Is there a sense of urgency to push this scheme or a new sea defence wall? – In general Chichester Harbour is in decline environmentally and that is why it is considered urgent. It is also apparent that the sea wall's current condition is poor.

Why did the swans die at the Harbour? – The 26 swans were tested for Bird Flu. There was much discussion after this around how the animals were tested and how accurate it was.

Two years ago, assurances were given over Southern Water's commitments. Why now do you believe they will action anything physical? – It was explained that two years prior there were deep concerns regarding whether Southern Water were interested in residents views. Now at least they are attending meetings, taking time with decision and future planning the environmental future.

Who decides on where the coastal path is built? – Natural England set out a proposal using a natural course and any existing right of ways. The final decisions come down to the planning inspector who if challenged would go to the secretary of state for a final decision.

The chairman thanked Dr Richard Austin for his presentation and informative answers.

## **18-22 Any Other Business – Including Appointment to Group**

1. The Chairman made the public known that he has elected that Harriett O'Sullivan be part of the advisory group in place of the late John Ridd. This was noted and seconded by Sandi McCartney.
2. Sandi McCartney informed the group and members of the public that the Coronation Parish Party will be on the 14<sup>th</sup> of May on a Sunday.
3. A list of questions was emailed to The Clerk prior to the meeting starting. These were as follows.
  1. Excessive flooding on A286 at junction with Dell Quay Lane.
  2. At much the same place, run-off from adjacent fields.
  3. State of the road at 'S' bend by Ryman's and Hill Barns Trading Estate - recent accidents have occurred due to floods covering up potholes.
  4. Similarly pot holes in Dell Quay Lane.

5. Excessive speeding along A286 between Crouchers Hotel and junction with Dell Quay Lane. This makes it very difficult for vehicles to exit domestic and commercial properties to enter the main road.

6. Hazard posts at side of A286 are mostly non-reflective due to age, but Highways Authority will not provide replacements.

7. No public authority is accepting responsibility for mowing the grass verges outside The Thyme & Chilli restaurant and the other properties on that side of the A286. Consequently the cost has to be borne by the owners in cutting the grass.

The Clerk explained that number 1-6 were all Highways matters. The Clerk recommended reporting on Love Clean Streets and speaking to your local county Councillor. 1-4 had been reported to Highways by the Clerk a fortnight ago.

Number 7 is a land ownership issue, one that should be raised to CDC who should be able to advise on the responsible owner. You can also get this information on the land registry database for a fee.

4. An open letter was sent to The Clerk, it was read out aloud.

We understand that any or all of the Dell Quay Sailing Club, the Crown & Anchor pub in Dell Quay or the Chichester Harbour Conservancy potentially have an interest in developing a car park on Dell Quay Road. This has not been raised with residents of Dell Quay or at the local Parish council but given the persistence of these rumours we have nevertheless had a meeting of local residents to canvas opinions on the subject. The unanimous view of residents on Dell Quay Road is to oppose the building of a car park on Dell Quay Road. There is already significant car parking capacity down the length of Dell Quay Road, which could be better and more safely utilised if the hedgerows on either side of the road were more regularly trimmed back. Dell Quay is also well connected by bus (via the bus stop at the intersection of Birdham Road and Dell Quay Road), bicycle (Dell Quay is just off the Salterns Way) and foot (Dell Quay is easily accessible by footpath from Fishbourne and Chichester Marina) with the local area. There is no reasonable justification for adding more car parking capacity along the Dell Quay Road - particularly so given that all of the land west of Apuldram Lane and immediately south of Dell Quay Road sit inside the Chichester Harbour Area of Outstanding Natural Beauty. We are grateful for the opportunity to put our views on this topic on the record under agenda item 7 (AOB) at the Annual Apuldram Parish Meeting on 30<sup>th</sup> November. Moreover, we would appreciate being party to any future discussions on this topic if it is indeed a subject of current discussion rather than an ill-founded rumour.

The Clerk thanked the residents for this letter.

A CDC Councillor spoke about an informal discussion about a car park meeting, and after speaking to residents they have been invited to attend.

5. A member of the Chairman's Advisory Group has asked the following questions:

Have there been discussions with the council about a carpark on Dell Quay Road and if yes what are the sites identified?

Who are considered stakeholders when it comes to discussions about matters concerning Dell Quay?

The Clerk hoped that the CDC answer to the open letter explained the current position. There was some discussion surrounding a car park and who the stakeholders were. It was mentioned that the idea surrounding a car park was within the public consultation of the Conservancy Plan. The Clerk referenced that if there were any concrete plans the Parish Meeting could elect to have an extra-ordinary meeting to share the parishioner's point of view.

The Chairman closed the meeting.

**The meeting was closed at 7.50 pm.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Chairman Signature

## Apuldram Parish Meeting

<b>Financial Statement as at 31st March 2023</b>		£
Bank Accounts as at 1st April 2022		13158.47
Receipts to date		4707.00
Expenditure to date		7355.42
	<b>Balance</b>	<b>10510.05</b>
<b>Represented by;</b>		
Current Account as at 31st March 2023		10510.05
	<b>Total</b>	<b>10510.05</b>
<b>Less</b>		
Outstanding Cheque/s -		0.00
	<b>Total</b>	<b>0.00</b>
<b>Ring Fenced Funds</b>		
Apuldram Lane Fund (Op Watershed)		6600.00
Speed Warning Devices		0.00
	<b>Total</b>	<b>6600.00</b>
<b>Available Funds</b>	<b>Total</b>	<b>3910.05</b>

Signed



Clerk & RFO to the Parish Meeting  
31st March 2023

**Payments to be considered**

**Apuldram Parish Meeting Income & Expenditure 2022-23**

**Expenditure**

<b>Date</b>	<b>Supplier</b>	<b>Cheque no.</b>	<b>Description / Invoice Number</b>	<b>General Admin</b>	<b>General Reserves / Ringfenced</b>	<b>Totals</b>
11th April	March HQ Clerk Invoice	-	15	168.00	0.00	168.00
29th April	April HQ Clerk Invoice	-	16	360.00	0.00	360.00
9th May	BWP Creative Limited	-	Parish Website Update	72.00	0.00	72.00
10th May	WSALC	-	WSALC / NALC Subs	61.16	0.00	61.16
11th May	Zurich	-	Annual Insurance	112.00	0.00	112.00
13th Jun	May HQ Clerk Invoice	-	17	345.00	0.00	345.00
20th Jun	Caine - Goods	-	Parish Party	23.96	0.00	23.96
20th Jun	Matt Sawday Expenses	-	Parish Party	60.00	0.00	60.00
22nd Jun	Mulberry	-	Audit	90.00	0.00	90.00
22nd Jun	Parish Party Strawberries	-	Parish Party	96.06	0.00	96.06
30th Jun	Parish Party Supplies - Higgs	-	Parish Party	753.71	0.00	753.71
1st Jul	June HQ Clerk Invoice	-	18	135.00	0.00	135.00
1st Aug	Apuldram Centre Donation	-	Parish Party - Donation	100.00	0.00	100.00
17th Aug	July HQ Clerk Invoice	-	19	150.00	0.00	150.00
9th Sep	August HQ Clerk Invoice	-	20	180.00	0.00	180.00
6th Oct	September HQ Clerk Invoice	-	21	120.00	0.00	120.00
2nd Nov	October HQ Clerk Invoice	-	22	195.00	0.00	195.00
30th Nov	November HQ Clerk Invoice	-	23	195.00	0.00	195.00
5th Dec	Sandra McCarthy Expenses	-	Parish Meeting Food	63.11	0.00	63.11
5th Dec	Dell Quay Sailing Club	-	Parish Meeting Refreshments	56.50	0.00	56.50
5th Jan	December HQ Clerk Invoice	-	24	195.00	0.00	195.00
30th Jan	Glasdon	-	Village Gateway X2	0.00	1699.92	1699.92
9th Feb	Wilbar Association Limited	-	Village Gateway X2 Install and Clearance	0.00	1629.00	1629.00
10th Feb	January HQ Clerk Invoice	-	25	240.00	0.00	240.00
15th Feb	February HQ Clerk Invoice	-	26	255.00	0.00	255.00
<b>TOTALS</b>				<b>4,026.50</b>	<b>3,328.92</b>	<b>7,355.42</b>

**Income**

<b>Date</b>	<b>Details</b>	<b>Amount £</b>	<b>Total £</b>
8th April	Precept	1,875.00	1,875.00
9th May	Higgs M & L Parish Party	16.00	16.00
13th May	Neill Mrjpo Parish Party	32.00	32.00
16th May	J Reid Parish Party	16.00	16.00
16th May	Bagnall D & W Parish Party	16.00	16.00
17th May	Caine HMB Parish Party	48.00	48.00
18th May	Clarke Elaine Parish Party	16.00	16.00
18th May	B Matthews Parish Party	16.00	16.00
19th May	Hells M A Parish Party	32.00	32.00



20th May	Snell & St	Parish Party	16.00	16.00
23rd May	M Cockerell	Parish Party	8.00	8.00
30th May	Sarah Sharp	Parish Party	8.00	8.00
30th May	C Carpenter	Parish Party	16.00	16.00
31st May	Moss AGF & Cl/Roy	Parish Party	16.00	16.00
6th June	O Sullivan Euan	Parish Party	16.00	16.00
7th June	Cash Deposit - Parish Party	Parish Party	412.00	412.00
13th June	Harry Quenault	Parish Party	8.00	8.00
20th June	Donation Box - Apuldram Centre	Parish Party	95.00	95.00
15th July	CDC	Parish Party	150.00	150.00
16th Sep		Precept	1,875.00	1,875.00
30th Mar	Cox SR & T	Coronation Eve	20.00	20.00
<b>Totals</b>			<b>4,707.00</b>	<b>4,707.00</b>

# Apuldram Parish Meeting Standing Orders

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# Standing orders

## 1. Rules of debate at meetings

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A member may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman.
- j Subject to standing order 1(k) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A member may not move more than one amendment to an original or substantive motion.

- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chairman of the meeting, a member may speak once in the debate on a motion except:
  - i. to speak on an amendment moved by another member;
  - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation; or
  - v. in exercise of a right of reply.
- p During the debate of a motion, a Member may interrupt only on a point of order or a personal explanation and the Member who was interrupted shall stop speaking. A Member raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
  - i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be no longer heard or to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting; or
  - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r) above, the contributions or speeches by a Member shall relate only to the motion under discussion and shall not exceed ( 5 ) minutes without the consent of the chairman of the meeting.

## 2. Disorderly conduct at meetings

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any Member or the chairman of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) above is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.



### 3. Meetings generally



- Full Parish meetings
- Committee meetings
- Sub-committee meetings


- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice OR [The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting].**
- ■ d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) above shall not exceed (15 ) minutes unless directed by the chairman of the meeting.
- g Subject to standing order 3(f) above, a member of the public shall not speak for more than (3 ) minutes.
- h In accordance with standing order 3(e) above, a question shall not require a response at the meeting nor start a debate on the question. The chairman of the


meeting may direct that a written or oral response be given.




- i [A person shall stand when requesting to speak and when speaking (except when a person has a disability or is likely to suffer discomfort)] OR [A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort)]. The chairman of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.




  l **The right to record, film and to broadcast meetings of the Meeting, Committees and Sub Committees is established following the Local Government Audit and Accountability Act 2014. This is in addition to the rights of the press and public to attend such meetings.** See annex a to these Standing Orders for the complete Policy.

  m **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**

 n **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Meeting may in his absence be done by, to or before the Vice-Chairman of the Meeting (if any).**

 o **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 Member as chosen by the Members present at the meeting shall preside at the meeting.**

   p **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the Members or Members with voting rights present and voting.**

   q **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**  
*See standing orders 5(i) and (j) below for the different rules that apply in the election of the Chairman of the Meeting at the annual meeting of the Meeting.*

r **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a Member, the voting on any question**



**shall be recorded so as to show whether each Member present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

- s The minutes of a meeting shall include an accurate record of the following:
  - i. the time and place of the meeting;
  - ii. the names of Members present and absent;
  - iii. interests that have been declared by Members and non-Members with voting rights;
  - iv. whether a Member or non-Member with voting rights left the meeting when matters that they held interests in were being considered;
  - v. if there was a public participation session; and
  - vi. the resolutions made.



- t **A Member or a non-Member with voting rights who has a disclosable pecuniary interest or another interest as set out in the Meeting'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.**



- u **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Meeting are present and in no case shall the quorum of a meeting be less than three.**  
*See standing order 4d(viii) below for the quorum of a committee or sub-committee meeting.*



- v **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

- w A meeting should not normally exceed a period of ( 2 ) hours.

## 4. Committees and sub-committees

- a **Unless the Parish Meeting determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-Members unless it is a committee which regulates and controls the finances of the Meeting.**
- c **Unless the Parish Meeting determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-Members.**
- d The Meeting may appoint standing committees or other committees as may be necessary, and:
  - i. shall determine their terms of reference;
  - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of full Meeting;
  - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
  - iv. shall, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of members of such a committee;
  - v. may, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer ( 3 ) days before the meeting that they are unable to attend;
  - vi. shall permit a committee, including a standing committee, to appoint its own chairman at the first meeting of the committee;
  - vii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which shall be no less than three;
  - viii. shall determine if the public may participate at a meeting of a committee;
  - ix. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
  - x. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
  - xi. may dissolve a committee.

## 5. Ordinary Meeting meetings

- a In an election year, the annual meeting of the Meeting shall be held on or within 14 days following the day on which the new Members elected take office.
- b In a year which is not an election year, the annual meeting of a Meeting shall be held on such day in May as the Meeting may direct.
- c If no other time is fixed, the annual meeting of the Meeting shall take place at 6pm.
- d In addition to the annual meeting of the Meeting, at least three other ordinary meetings shall be held in each year on such dates and times as the Meeting directs.
- e The first business conducted at the annual meeting of the Meeting shall be the election of the Chairman and Vice-Chairman (if any) of the Meeting.
- f The Chairman of the Meeting, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Meeting.
- g The Vice-Chairman of the Meeting, if any, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Meeting at the next annual meeting of the Meeting.
- h In an election year, if the current Chairman of the Meeting has not been re-elected as a member of the Meeting, he shall preside at the meeting until a successor Chairman of the Meeting has been elected. The current Chairman of the Meeting shall not have an original vote in respect of the election of the new Chairman of the Meeting 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 Meeting has been re-elected as a member of the Meeting, he shall preside at the meeting until a new Chairman of the Meeting has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Meeting and must give a casting vote in the case of an equality of votes.
- j Following the election of the Chairman of the Meeting and Vice-Chairman (if any) of the Meeting at the annual meeting of the Meeting, the business of the annual meeting shall include:
  - i In an election year, delivery by the Chairman of the Meeting and Members of their acceptance of office forms unless the Meeting resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Meeting of his acceptance of office form unless the

**Meeting resolves for this to be done at a later date;**

- ii. Confirmation of the accuracy of the minutes of the last meeting of the Meeting;
- iii. Receipt of the minutes of the last meeting of a committee;
- iv. Consideration of the recommendations made by a committee;
- v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- vi. Review of the terms of reference for committees;
- vii. Appointment of members to existing committees;
- viii. Appointment of any new committees in accordance with standing order 4 above;
- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities;
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the Meeting becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insured risks;
- xv. Review of the Meeting's and/or staff subscriptions to other bodies;
- xvi. Review of the Meeting's complaints procedure;
- xvii. Review of the Meeting's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998;
- xviii. Review of the Meeting's policy for dealing with the press/media; and
- xix. Determining the time and place of ordinary meetings of the full Meeting up to and including the next annual meeting of full Meeting.

## **6. Extraordinary meetings of the Meeting and committees and sub-committees**

- a **The Chairman of the Meeting may convene an extraordinary meeting of the Meeting at any time.**
- b **If the Chairman of the Meeting does not or refuses to call an extraordinary meeting of the Meeting within seven days of having been requested in writing to do so by two Members, any two Members may convene an extraordinary meeting of the Meeting. The public notice giving the time, place and agenda for such a meeting must be signed by the two Members.**
- c The chairman of a committee may convene an extraordinary meeting of the committee at any time.
- d If the chairman of a committee does not or refuses to call an extraordinary meeting within ( 14 ) days of having been requested by to do so by ( 3 ) members of the

committee, any ( 3 ) members of the committee may convene an extraordinary meeting of a committee.

## 7. Previous resolutions

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least ( 3 ) Members to be given to the Proper Officer in accordance with standing order 9 below, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) above has been disposed of, no similar motion may be moved within a further six months.

## 8. Voting on appointments

- a Where more than two persons have been nominated for a position to be filled by the Meeting and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

## 9. Motions for a meeting that require written notice to be given to the Proper Officer

- a A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the Meeting's statutory functions, powers and obligations or an issue which specifically affects the Meeting's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least ( ) clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b) above, correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) 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 so that it can be

understood at least ( ) clear days before the meeting.

- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the Members who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f Subject to standing order 9(e) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded in a book for that purpose and numbered in the order that they are received.
- h Motions rejected shall be recorded in a book for that purpose with an explanation by the Proper Officer for their rejection.

## 10. Motions at a meeting that do not require written notice

- a The following motions may be moved at a meeting without written notice to the Proper Officer;
  - i. to correct an inaccuracy in the draft minutes of a meeting;
  - ii. to move to a vote;
  - iii. to defer consideration of a motion;
  - iv. to refer a motion to a particular committee or sub-committee;
  - v. to appoint a person to preside at a meeting;
  - vi. to change the order of business on the agenda;
  - vii. to proceed to the next business on the agenda;
  - viii. to require a written report;
  - ix. to appoint a committee or sub-committee and their members;
  - x. to extend the time limits for speaking;
  - xi. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
  - xii. to not hear further from a Member or a member of the public;
  - xiii. to exclude a Member or member of the public for disorderly conduct;
  - xiv. to temporarily suspend the meeting;
  - xv. to suspend a particular standing order (unless it reflects mandatory statutory requirements);
  - xvi. to adjourn the meeting; or
  - xvii. to close a meeting.

## 11. Handling confidential or sensitive information

- a The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or sensitive information which for special reasons would not be in the public interest.
- b Members and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest.

## 12. Draft minutes

- a If the draft minutes of a preceding meeting have been served on Members with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i) above.
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chairman of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e Upon a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

## 13. Code of conduct and dispensations

*See also standing order 3(t) above.*

- a All Members and non-Members with voting rights shall observe the code of conduct adopted by the Meeting.
- b Unless he has been granted a dispensation, a Member or non-Member with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he has been granted a dispensation, a Member or non-Member with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Meeting's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- f A dispensation request shall confirm:
  - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f) above, dispensations requests shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 13(e) 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 Meeting's area or**
- iii. it is otherwise appropriate to grant a dispensation.**

## 14. Code of conduct complaints

- a Upon notification by the District or Meeting that it is dealing with a complaint that a Member or non-Member with voting rights has breached the Meeting's code of conduct, the Proper Officer shall, subject to standing order 11 above, report this to the Meeting.
- b Where the notification in standing order 14(a) above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Meeting 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 Meeting has agreed what action, if any, to take in accordance with standing order 14(d) below].
- c The Meeting 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 Meeting that a Member or non-Member with voting rights has breached the Meeting's code of conduct, the Meeting shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

# 15. Proper Officer

- a The Proper Officer shall be the clerk.
- b The Proper Officer shall:
- i. **at least three clear days before a meeting of the Meeting, a committee and a sub-committee serve on Members, by delivery or post at their residences, a signed summons confirming the time, place and the agenda.**  
OR  
at least three clear days before a meeting of the Meeting, a committee and a sub-committee serve on Members a summons, by email, confirming the time, place and the agenda provided any such email contains the electronic signature and title of the Proper Office.  
*See standing order 3(b) above for the meaning of clear days for a meeting of a full Meeting and standing order 3 (c) above for a meeting of a committee.*
  - ii. **give public notice of the time, place and agenda at least three clear days before a meeting of the Meeting or a meeting of a committee or a sub-committee (provided that the public notice with agenda of an extraordinary meeting of the Meeting convened by Members is signed by them);**  
*See standing order 3(b) above for the meaning of clear days for a meeting of a full Meeting and standing order 3(c) above for a meeting of a committee.*
  - iii. subject to standing order 9 above, include on the agenda all motions in the order received unless a Member has given written notice at least ( 5 ) days before the meeting confirming his withdrawal of it;
  - iv. **convene a meeting of full Meeting for the election of a new Chairman of the Meeting, occasioned by a casual vacancy in his office;**
  - v. facilitate inspection of the minute book by local government electors;
  - vi. **receive and retain copies of byelaws made by other local authorities;**
  - vii. retain acceptance of office forms from Members;
  - viii. retain a copy of every Member's register of interests;
  - ix. assist with responding to requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the Meeting's policies and procedures relating to the same;
  - x. receive and send general correspondence and notices on behalf of the Meeting except where there is a resolution to the contrary;
  - xi. manage the organisation, storage of, access to and destruction of information held by the Meeting in paper and electronic form;
  - xii. arrange for legal deeds to be executed;  
*See also standing order 22 below.*
  - xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Meeting in accordance with the Meeting's financial regulations;
  - xiv. refer a planning application received by the Meeting to all Members within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of

- the Meeting OR Planning committee.
- xv. manage access to information about the Meeting via the publication scheme;  
and
  - xvi. retain custody of the seal of the Meeting (if any) which shall not be used without a resolution to that effect.
- See also standing order 22 below.*

## 16. Responsible Financial Officer

- a The Meeting shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

## 17. Accounts and accounting statements

- a “Proper practices” in standing orders refer to the most recent version of Governance and Accountability for Local Meetings – a Practitioners’ Guide (England).
- b All payments by the Meeting shall be authorised, approved and paid in accordance with the law, proper practices and the Meeting’s financial regulations.
- c The Responsible Financial Officer shall supply to each Member as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
  - i. the Meeting’s receipts and payments for each quarter;
  - ii. the Meeting’s aggregate receipts and payments for the year to date;
  - iii. the balances held at the end of the quarter being reported

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

- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
  - i. each Member with a statement summarising the Meeting’s receipts and payments for the last quarter and the year to date for information; and
  - ii. to the full Meeting the accounting statements for the year in the form of Section 1 of the annual return, as required by proper practices, for consideration and approval.
- e The year end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the Meeting (receipts and payments, or income and expenditure) for a year to 31 March. A completed draft annual return shall be presented to each Member before the end of the following month of May. The annual return of the Meeting, which is subject to external audit, including the annual governance statement, shall be presented to Meeting for consideration and formal approval before 30 June.

## 18. Financial controls and procurement

- a The Meeting shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the Meeting;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by Members and local electors of the Meeting's accounts and/or orders of payments; and
  - v. procurement policies (subject to standing order 18(c) below) including the setting of values for different procedures where a contract has an estimated value of less than [£60,000].
- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c **Financial regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of [£60,000] shall be procured on the basis of a formal tender as summarised in standing order 18(d) below.**
- d Subject to additional requirements in the financial regulations of the Meeting, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
  - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the Meeting's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Meeting's written response to the tender and (iv) the prohibition on prospective contractors contacting Members or staff to encourage or support their tender outside the prescribed process;
  - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
  - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - v. tenders shall be opened by the Proper Officer in the presence of at least one Member after the deadline for submission of tenders has passed;
  - vi. tenders are to be reported to and considered by the appropriate meeting of the Meeting or a committee or sub-committee with delegated responsibility.
- e Neither the Meeting, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f **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 Meeting 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 Meeting must comply with EU procurement rules.**

## 19. Handling staff matters

- a A matter personal to a member of staff that is being considered by a meeting of Meeting the Staffing Committee is subject to standing order 11 above.
- b Subject to the Meeting's policy regarding absences from work, the Meeting's most senior member of staff shall notify the Chairman of Meeting or, if he is not available, the vice-chairman of Meeting.
- c The chairman of Meeting or in his absence, the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of Clerk. The reviews and appraisal shall be reported in writing and is subject to approval by resolution by [the Meeting].
- d Subject to the Meeting's policy regarding the handling of grievance matters, the Meeting's most senior employee (or other employees) shall contact the chairman of the Meeting or in his absence, the vice-chairman of the Meeting in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Meeting.
- e Subject to the Meeting's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Clerk relates to the Chairman or Vice-Chairman of the Meeting, this shall be communicated to another member of the Meeting, which shall be reported back and progressed by resolution of Meeting.
- f Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.  
The Meeting shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected and encrypted.
- g Only persons with line management responsibilities shall have access to staff records referred to in standing orders 19(f) and (g) above if so justified.
- h Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 19(f) and (g) above shall be provided only to the Clerk and/or the Chairman of the Meeting

## 20. Requests for information

- a Requests for information held by the Meeting shall be handled in accordance with the Meeting'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 Meeting. The said Meeting shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000.

## 21. Relations with the press/media

- a Requests from the press or other media for an oral or written comment or statement from the Meeting, its Members or staff shall be handled in accordance with the Meeting's policy in respect of dealing with the press and/or other media.

## 22. Execution and sealing of legal deeds

*See also standing orders 15(b)(xii) and (xvii) above.*

- a A legal deed shall not be executed on behalf of the Meeting unless authorised by a resolution.
- b **Subject to standing order 22(a) above, any two Members may sign, on behalf of the Meeting, any deed required by law and the Proper Officer shall witness their signatures.**  
*The above is applicable to a Meeting without a common seal.*

## 23. Communicating with District and County or Unitary Members

- a An invitation to attend a meeting of the Meeting shall be sent, together with the agenda, to the ward Member(s) of the District and County Meeting representing the area of the Meeting.
- b Unless the Meeting determines otherwise, a copy of each letter sent to the District and County Meeting shall be sent to the ward Member(s) representing the area of the Meeting.

## 24. Restrictions on Member activities

- a. Unless authorised by a resolution, no Member shall:
  - i. inspect any land and/or premises which the Meeting has a right or duty to inspect;  
or
  - ii. issue orders, instructions or directions.

## 25. Standing orders generally

- a. All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b. A motion to add to or vary or revoke one or more of the Meeting's standing orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least ( 3 ) Members to be given to the Proper Officer in accordance with standing order 9 above.
- c. The Proper Officer shall provide a copy of the Meeting's standing orders to a Member as soon as possible after he has delivered his acceptance of office form.
- d. The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.



**The right to record, film and to broadcast meetings of the Meeting, Committees and Sub Committees is established following the Local Government Audit and Accountability Act 2014.**

**This is in addition to the rights of the press and public to attend such meetings.**

1. The Parish Meeting will make the meeting room available to the public 15 minutes before and after meetings for the setting up and removal of any filming equipment.
2. Members of the public are permitted to film or record meetings to which they are permitted access, in a non-disruptive manner and only from public areas.
3. Parish Meetings or parts of meetings from which the press and public are excluded may not be filmed or recorded.
4. The use of digital and social media recording tools, for example Twitter, blogging or audio recording will be allowed as long as it is carried out in a non-disruptive manner.
5. Members who choose to use social media during Meeting meetings must refrain from disrupting other Members and Meeting debate.
6. While those attending meetings are deemed to have consented to the filming, recording or broadcasting of meetings, those exercising the rights to film, record and broadcast must respect the rights of other people attending under the Data Protection Act 1998.
7. The Chairman of the meeting, or any such Meeting representative as designated by the Chairman, has the authority to stop a meeting and take appropriate action if any person contravenes these principles or is deemed to be recording in a disruptive manner.
8. Any person or organisation choosing to film, record or broadcast any meeting of the Parish Meeting is responsible for any claims or other liability resulting from them so doing and by choosing to film, record or broadcast proceedings they accept that they are required to indemnify the Meeting, its members and officers in relation to any such claims or liabilities.
9. The Parish Meeting asks those recording proceedings not to edit the film or recording in a way that could lead to misinterpretation of the proceedings, or infringe the core values of the Meeting. This includes refraining from editing an image or views expressed in a way that may ridicule, or show lack of respect towards those being filmed or recorded.
10. The Parish Meeting will display the requirements as to filming, recording and broadcasting at its meeting venues and those undertaking these activities will be deemed to have accepted them whether they have read them or not.
11. The Parish Meeting will publish the guidance on the filming, recording and broadcasting of meetings on its website.

# **Operation Watershed – Public support for Riparian Owners**

## **Introduction:**

The Operation Watershed grant is a fund provided by the West Sussex County Council to support communities affected by flooding. The grant aims to improve the flood resilience of riparian owners within the parish of Apuldram. This report will discuss the availability of the Operation Watershed grant, the newly introduced application form, and the importance of the Apuldram Parish Meeting Advisory Board's role in allocating the grant.

## **Availability of Operation Watershed Grant:**

Riparian owners within the parish of Apuldram who are impacted by flooding or want to improve their land's flood resilience can apply for the Operation Watershed grant. The fund has a total funding of £6,600, and once it is fully allocated, applications will be closed.

## **New Application Form:**

A new application form for the Operation Watershed grant has been recently introduced. The form is a word document with questions that riparian owners within the parish of Apuldram can download, fill in, and sign. If any questions arise, the Clerk of Apuldram can assist applicants in filling in the form.

## **Role of Apuldram Parish Meeting Advisory Board:**

The Apuldram Parish Meeting Advisory Board plays a critical role in allocating the Operation Watershed grant. As the board members are local people who are

familiar with the area's flood risk, they can make informed decisions on how the grant should be allocated. It is recommended that the Advisory Board votes on applications outside of public parish meetings to ensure speed and efficiency in the allocation process. However, they will publish all grant recipients and action taken on the Apuldram Parish Meetings Website, ensuring transparency and accountability to the public.

### **Conclusion:**

The Operation Watershed grant is a valuable resource for riparian owners in Apuldram who want to improve their land's flood resilience. The newly introduced application form makes it easier for applicants to apply, while the involvement of the Apuldram Parish Meeting Advisory Board ensures the grant is allocated appropriately. With the grant having a total funding of £6,600, it is encouraged that riparian owners within the parish of Apuldram download and fill in the application form as soon as possible. If any questions arise when filling in the form, the Clerk of Apuldram can assist applicants. By having the board make decisions outside of public parish meetings, the review process can be done quickly and efficiently, allowing for the grant to be allocated to applicants promptly. The transparency provided through publishing grant recipients and actions taken on the Apuldram Parish Meetings Website ensures accountability and openness to the public.

**Recommendation: That Apuldram Parish Meeting allows the Operation Watershed fund to be governed by the advisory group outside of public meetings and that all applications and allocated money be reported on the Parish Website for public viewing, including voting numbers.**

