

**LITTLE CORNARD PARISH COUNCIL**

**POLICIES AND PROCEDURES (Part 1)**

January 2020

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# CHARITABLE GIVING POLICY

## 1 Introduction

1.1 In common with all parish councils, Little Cornard Parish Council ("Council") receives requests from third parties for donations. The power of the Council to donate is contained in the Local Government Act 1972, s 137, which allows a local authority to spend a limited amount on activities for which it has no specific power, but which the authority considers 'will bring direct benefit to the area, or any part of it or all of some of its inhabitants'. The Local Government and Housing Act 1989 added the requirement that the benefit obtained should be commensurate with the expenditure incurred.

1.2 If the Council has determined its eligibility to use the General Power of Competence, all donations made by the council will be made under the Localism Act 2011 ss 1 to 8.

1.3 The Council receives donation requests the total sum of which far exceeds the sum of money the Council earmarks for this purpose when setting a prudent budget for the year. It is necessary, therefore, to implement policy guidelines to follow when deciding upon making a grant. This document sets out the policy adopted by the Council.

## 2 Policy Statement

It is the policy of the Council that where charitable organisations, supported by local people, can provide facilities and services for the community, they are supported financially in so doing. The Council will earmark a sum within each annual budget to be used at the sole discretion of the Council in furtherance of this policy.

## 3 Conditions of donations:

3.1 All requests must promote the well being of village residents or the fabric of the parish.

3.2 Applications must state the:

- a. amount required
- b. purpose to which it will be put
- c. number of parish residents who have benefited from any activity or an explanation of the direct benefit to the parish of any activity of the body within the last 12 months
- d. proportion of the overall activity of the applicant body work within / for parish represents in percentage terms.

3.3 Requests will not be considered from individuals, non-charitable bodies outside of the Parish or for work unrelated to the parish.

3.4 Requests will not be considered from charitable bodies that have not demonstrated benefit within/for the parish within the preceding 12 months, or if it is the considered opinion of the Council that there is no reasonable expectation that any benefit within / for the parish is likely to be gained within the following 12 months.

3.5 Requests will not be considered from bodies from other areas of the UK unless the service they provide significantly benefits the parish or its residents.

3.6 Requests should be for the current financial year and are for single donations. The Parish does not commit to continuing support and no donation or series of donations is to be taken as an indicator of future funding.

3.7 The sum of money requested should be commensurate to the benefit obtained by the parish when compared to the overall activity of any organisation requesting such a donation. This is to mean that an organisation for which activity in the parish represents a very small proportion of its overall activity (eg a national charity) will not be eligible for as large a donation as a body for which the majority of its activity is promoting the wellbeing of village residents (eg a local village charity).

3.8 The decision of the Council is final.

#### **4 Procedure**

4.1 All donation requests will be considered at the March Council meeting. No donations will be made at other times except at the sole discretion of the Council.

4.2 At that meeting the Council will first consider the financial position and agree the total sum to be made available for donations.

4.3 The Council will decide which requests are to be refused. It is not the policy of the Council to provide notice of this decision unless a stamped addressed envelope is provided for the purpose.

4.4 Of those donation requests considered favourably, the Council will decide the level of support it is able to make in each case. The amount required notified by the applicant will be used as a guide only.

4.5 Applicants who are able to demonstrate the greatest benefit within / for the parish as a proportion of their activity will be considered more favourably than those for whom such activity is marginal.

4.6 Payment will be made by cheque before 31<sup>st</sup> March.

This policy was adopted by Little Cornard Parish Council at its meeting on 14<sup>th</sup> January 2020

**APPLICATION FOR A DONATION FROM LITTLE CORNARD PARISH COUNCIL**

Date:

Organisation Name:

Registered Charity Number (if applicable):

Address:

Email:

Telephone:

Contact Name:

Amount required:

Purpose:

Please explain the direct benefit to the Parish of any activity of your organisation within last 12 months including the number of residents who have benefitted from this work:

The proportion of overall activity that the work within / for the parish represents in percentage terms of the applicant's work:

Other relevant information in support of application:

Send application to: Little Cornard Parish Council, Cragston, Sudbury Road, Newton, Sudbury, Suffolk CO10 0QH. This application will be destroyed within 6 months if unsuccessful. If successful, it will be held in line with LCPC's retention policy for financial documentation.

Email [yourclerk@btinternet.com](mailto:yourclerk@btinternet.com) Telephone 01787 375085

# FREEDOM OF INFORMATION REQUEST

## Making a Freedom of Information (FOI) request from Little Cornard Parish Council

To make a request under the FOI Act please contact the Clerk in writing by letter or e-mail providing the following details:

- Your title, initials and last name
- Your address for correspondence including the postcode
- Your e-mail address if applicable
- A contact telephone number
- Details of the information you are requesting

Send your application to the council address / email address as follows:

Little Cornard Parish Council  
Cragston  
Sudbury Road  
Newton  
Sudbury  
Suffolk CO10 0QH.

Email [yourclerk@btinternet.com](mailto:yourclerk@btinternet.com)

### Council's response

The request will be registered upon receipt and the Clerk will send you an acknowledgment setting out the date of the commencement of the statutory period of 20 working days. You will be advised of the amount that you will be likely to pay for the information and payment will be required before the information is provided.

The Council must provide the information within your request within 20 working days or explain to you why it is unable to do so. If the information requested is only available by viewing in person the Clerk will make arrangements with you to view the information.

### What to do if you are unhappy with the FOI response

If you are unhappy with information provided you may request an internal review of this matter from the Council. If, after an internal review, you are still unhappy with the decision, you have a right of appeal to the Information Commissioner at the following address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Telephone 01625 545745.

A copy of the request will be kept for one year after receipt by the council.

This policy was adopted by Little Cornard Parish Council at its meeting on 14<sup>th</sup> January 2020

# STATEMENT OF COMMUNITY ENGAGEMENT POLICY

## Aims and Objectives

Little Cornard Parish Council ("Council") is committed to high standards of engagement with its community. Our council is part of a tier of local government which belongs to, is part of and is directly accountable to its local community. Councillors play an important role as they are elected to make decisions on matters affecting the village. We aim to make a measurable difference to the quality of life of the community we serve and to be responsive to the needs of our community. This statement sets out how we ensure the community is kept informed about and can contribute to the activities and decision-making of this council to the benefit of the Council.

## What is Our Community?

We believe our community is everyone within the boundaries of our parish including all ages, any organisations, groups and individuals within it. We also recognise that residents pay for the activities of the Council and that visitors to our community form an important part of the vibrancy of community life. We understand that there are certain bodies that are crucial to local quality of life and we will strive to achieve excellent working relationships with these bodies including village organisations, the Police, neighbouring councils and other tiers of local government.

## Provision of Information to the Community

This Council ensures that its main documents which reflect its decisions are published and readily available for the public to view. These documents include the agendas, minutes and annual reports of the council which are:

- Published on the council's website
- Posted on the notice boards
- Available to view by request and prior arrangement with the Clerk, or in the 15 minutes before council meetings

The council also summarises its activities and reports them to the village magazine. You can view the councils Freedom of Information Publication Scheme on the council's website.

## Opportunities for involvement and representations to the Council

The agenda for full council meetings contain an invitation to the public and press to attend and gives you an indication of the business to be transacted so that you can decide whether you want to attend or make your views known by some other means prior to the meeting. Meetings are the forum for business and decision-making and it is important that this business can be conducted with ample time for due consideration of issues before councillors. However, at council meetings there is also an opportunity for the public to make representations in person prior to decisions being made. We welcome representations but inevitably have to apply a time limit and if you are concerned that there might be insufficient time to make your points known, you might wish to make representations in writing prior to the meeting. We give representatives from the Police and other tiers of local government an opportunity to make reports to full council meetings. This provides the public and councillors with more information and an opportunity to ask questions on matters of interest to them.

The Council will also call an annual meeting of the parish on a day falling between 1 March and 1 June inclusive. This is your meeting and you will have an opportunity to hear from many community organisations and to ask them questions. It is also possible to raise matters of concern to the community.

## Involvement in Partnerships

The Council has representation on the Village Hall Management Committee and attends many meetings of bodies which make decisions affecting the local community. Information obtained from these meetings is reported to full council meetings.

## **Role of councillors**

Councillors are the decision-makers of the Council. The contact details for all councillors are available from the clerk and are also published on the council's website and the notice boards. Councillors also hold the Clerk to account. Councillors welcome contact with members of the public, endeavour to be available immediately prior to council meeting for anybody who wishes to speak with them and they will listen to the representations you make to them at council meetings whether you attend in person, ask another person to raise matters for you or provide your comments in writing.

The contact details for the Clerk to the council are published on the council's website and the notice boards. The Clerk is the Proper Officer of the council and is the appropriate contact in most cases for raising matters with or requesting information from the council.

Please feel free to contact to contact the Clerk for more information on anything in this Statement.

## **Specific Areas for Community Involvement**

In some circumstances, we also provide additional information sheets and/or provide additional public meetings in the event that exceptional issues arise which are of particular interest to the community. We envisage that these might include plans for significant planning development, exceptional spending plans and any emergency situations that arise. We will also hold public meetings in our ongoing communication with all residents on their requirements of the Council.

### **Contact details for the council are:**

Address	Cragston, Sudbury Road, Newton, Sudbury, Suffolk CO10 0QH
Telephone	01787 375085
Email	<a href="mailto:yourclerk@btinternet.com">yourclerk@btinternet.com</a>
Website	<a href="http://www.littlecornard.onesuffolk.net">www.littlecornard.onesuffolk.net</a>

This policy was adopted by Little Cornard Parish Council at its meeting on 14<sup>th</sup> January 2020

# TRAINING AND DEVELOPMENT POLICY

## 1 Introduction

Little Cornard Parish Council is committed to ensuring its Councillors and staff are trained to the highest standard and kept up to date with all new legislation. To support this, funds are allocated to a training budget each year to enable staff and councillors to attend training and conferences relevant to their office. Prospective Councillors and applicants for the post of Clerk should be made aware of the content of this policy and the expectations placed upon them contained within it.

## 2 Policy Statement

The council is committed to ensure that it continues to fulfil its duties and responsibilities to residents professionally. To that end the Council's intention is that Councillors, Clerk and any other workers of the Council are suitably equipped with knowledge and skills to carry out their roles and maintain effective working practices. The Council will procure or provide such training and development opportunities as it deems necessary and relevant for the delivery of its work.

## 3 Training and Development Activity

The council consists of seven elected Councillors and employs one part-time Parish Clerk. In addition, volunteers from within the parish provide invaluable support for its work. Training and development for each of these groups will be regularly reviewed but will contain as a minimum requirement:

### 3.1 For Councillors

- a. Attendance at induction sessions explaining the role of Councillors
- b. Provision of a Councillor Information Handbook containing copies of the Standing orders, Financial Regulations, Code of Conduct, policies of the Council and other information deemed relevant
- c. Access to relevant courses provided by bodies such as the *Suffolk Association of Local Councils* (SALC).
- d. Expenses for attending briefings, consultations and other general meetings for Councillors in Suffolk
- e. Circulation of documentation such as briefings and newsletters/magazines.

### 3.2 For the Clerk

- a. Induction session explaining the role of the Clerk
- b. Provision of copies of the Standing Orders, Financial Regulations, Code of Conduct, policies of the Council and other information deemed relevant.
- c. Completion of the Introduction to Local Council Administration course or similar.
- d. Gaining the *Certificate in Local Council Administration* (CiLCA) within 12 months of appointment (this is a condition of employment) in order to retain Quality Parish Council status and the General Power of Competence.
- e. Any other training relevant to the proficient discharge of their duties such as IT, Legal powers, Finance and understanding the planning system, identified through regular training needs assessments.
- f. Attendance at relevant local meetings of bodies such as the Society of Local Council Clerks (SLCC) and briefings by SALC.
- g. Subscription to relevant publications and advice services.
- h. Provision of *Local Council Administration* by Paul Clayden and other relevant publications, which will remain the property of the Council.
- i. Arranging mentoring opportunities with suitably qualified Clerks from neighbouring parishes.
- j. Regular feedback from the Chairman of the Council in their performance.



- 3.3 For Volunteers on Parish Council activities
- a. Briefings on relevant health and safety matters and the scope of their work prior to starting.
  - b. Assessment of their skill, knowledge and capacity to complete the task in hand.
  - c. Briefing on the safe use of any equipment provided by the Council.
  - d. Training for volunteers will not be beyond that which is necessary for their role.

#### **4. Training needs identification**

4.1 Training requirements for Councillors will usually be identified by themselves, the Chairman and Clerk. Opportunities to attend courses will be investigated by the Clerk and brought to the attention of the full council.

4.2 Annually, the Council will formally review the training needs of Councillors and the Clerk at a meeting of the Parish Council.

4.3 Training needs for the Clerk will be identified through the recruitment process for new clerks, including application form and interview, formal and informal discussions and annual staff appraisal. The Clerk is expected to keep up-to-date with developments in the sector and highlight to the Council any training required.

#### **5. Resourcing Training**

5.1 Annually, an allocation will be made in the budget each year as required to enable reasonable training and development.

5.2 Annually, the Council will consider an allocation in the budget for the payment of a subscription to the Society of Local Council Clerks, Institute of Local Council Management and Suffolk Association of Local Councils to enable the Clerk and Councillors to take advantage of their training courses and conferences.

5.3 Purchases of relevant resources such as publications will be considered on an ongoing basis.

#### **6. Evaluation and review of training**

6.1 All training undertaken will be subsequently evaluated by the Council to gauge its relevance, content and appropriateness. Any additional training needs highlighted as a result will be brought into the training identification process in section 4 above.

6.2 Training will be reviewed in the light of changes to legislation or any quality systems relevant to the Council; new qualifications; new equipment; complaints received or incidents which highlight training needs and requests from Councillors, the Clerk or volunteers.

6.3 The Clerk will maintain a record of training attended by themselves and Councillors.

This policy was adopted by Little Cornard Parish Council on 14<sup>th</sup> January 2020