

Sandy Town Council

To: Cllrs N Aldis, P Blaine, J Hewitt, L Ivanciu-Wilkinson, W Jackson, T Knagg, R Lock, C Osborne, M Pettitt, M Scott, P Sharman, S Sutton and N Thompson

You are hereby summoned to attend the annual meeting of Sandy Town Council to be held in the Council Chamber at 10 Cambridge Road, Sandy, Bedfordshire on Monday 23rd May 2022 commencing at 7.30pm for the purpose of transacting the items of business below



Nicola Sewell
Town Clerk
10 Cambridge Road
Sandy
SG19 1JE
01767 681491
18th May 2022

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND THIS MEETING

A G E N D A

- 1 Election of Sandy Town Council Chair/Mayor for 2022-23**
The sitting Mayor will call for nominations and put them to a vote.
- 2 To Receive Declarations of Acceptance of Office by newly elected Sandy Town Council Chair/Town Mayor**
Declaration of Acceptance to be followed by Declaration of Acceptance by Presentation of Chain of Office and New Mayor's acceptance speech.
- 3 Mayor's Charity Account**
To pass a resolution confirming the Mayor becomes the new signatory or remains as signatory on the Mayor's charity account.
- 4 Apologies for Absence**
To receive any apologies for absence.
- 5 Declarations of interest and requests for dispensations**
Under the Localism Act 2011 members of Council are not required to make oral declarations of interest at meetings but may not participate in

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discussion or voting on any items of business in which they have a Declarable Pecuniary Interest (DPI) and under Sandy Town Council's Standing Orders must leave the room for the duration of all discussion on such items. (All members' register of interests are available on the Sandy Town Council website or on application to the Clerk.)

*This item is included on the agenda to enable members to declare new DPIs and also **those who wish to do so** may draw attention to their stated DPIs and also any non-declarable personal interests which they have declared under Sandy Town Council's adopted Code of Conduct and which may be relevant to items on the agenda.*

- i) Disclosable Pecuniary Interests*
- ii) Non Pecuniary Interests*
- iii) Dispensations*

6 Election of Sandy Town Council Deputy Chair/Deputy Town Mayor

To receive nominations and elect a Deputy Town Mayor for the municipal year 2022/23. This will be followed by the presentation of the Deputy Mayor's medallion.

7 Public Participation Session

To receive questions and representations from members of the public.

8 Minutes of previous Town Council Meetings

To consider the Minutes of the meeting of Sandy Town Council held at 7.30pm on Monday 11th April 2022 and to approve them as a correct record of proceedings.

9 Minutes of committees and recommendations therein

To receive and note the minutes of the meetings of the following committees and sub-committees and (if applicable) to approve recommendations therein which do not arise elsewhere.

- i) Development Scrutiny Committee held on 25th April and 9th May 2022
- ii) Policy, Finance and Resources held on 16th May 2022

It was Proposed, Seconded and **RESOLVED to RECOMMEND** that the budget for the Jubilee be increased by £3,500.00 in order that the event be able to fulfill its statutory Health & Safety requirements.

- iii) Community, Services & Environment Committee held on 9th May 2022.

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10 Appointment of Members to Serve on Committees

- i) To appoint Members to serve on the Development Scrutiny Committee.
- ii) To appoint Members to serve on the Community Services and Environment Committee.
- iii) To appoint Members to serve on the Policy, Finance and Resources Committee.
- iv) To appoint Members to serve on the Human Resources Committee.
- v) To appoint Members to serve on the Grievance and Complaints committee.

11 Election of Committee Chairmen

- i) To elect the Chairman of the Community, Services and Environment Committee.
- ii) To elect the Chairman of the Development Scrutiny Committee.
- iii) To elect the Chairman of the Policy, Finance and Resources Committee.
- iv) To elect the Chairman of the Human Resources Committee.
- v) To elect the Chairman of the Grievance and Complaints committee.

12 Working Groups

To agree membership on the following working groups;

- i. Beeston Green Working Group
- ii. Beeston Allotment and Orchard Working Group
- iii. Cemetery Working Group
- iv. Environment Plan Working Group
- v. Events Working Group
- vi. Jenkins Pavilion Development Working Group
- vii. Neighbourhood Plan Steering Group
- viii. Skatepark Project Working Group

13 External Representation

To appoint Members to represent the Council on outside bodies.

Appendix I

Sandy Town Council

14 Bank Signatories

To agree the signatories for 2022/23 to sign cheques on behalf of the Council. Proposals will be made at the meeting.

Current signatories;

Cllrs Aldis, Osborne, Pettitt, Scott

Town Clerk (Mrs N Sewell)

Administration Team Leader (Mrs C Baker-Smith)

15 General Power of Competence

To note that the Council has resolved its eligibility to use the General Power of Competence and will continue to be eligible until the next election when a new Council must re-new a resolution.

16 Planning Applications

To consider the following planning applications from Central Bedfordshire Council.

CB/22/01455/ REG3 Jenkins Sports Pavilion Sunderland Road Recreation Ground Sunderland Road Sandy	Two storey extension to single storey pavilion building following removal of shed, erection of shed, associated landscape works and additional vehicle and cycle spaces at Jenkins Sports Pavilion, Sunderland Road Recreation Ground, Sandy.
CB/21/02363/ FULL 13-16a Market Square Sandy SG19 1HU	Erection of an additional storey at second floor to create 9 dwellings and external alterations at 13-16a Market Square, Sandy. Near neighbours 1,2,4,10,14,15 Pleasant Place. 10,11 Downing Court. 12a,13,14,15,16,17,23,24,26,27,28,31 Market Square Sandy notified.

17 Internal Audit

To confirm that Haines Watts continue as the Council's internal auditor to complete second half of the 2022/23 financial year audit.

18 Scheme of Delegations

To review and approve the Council's Scheme of Delegations.

Appendix II

19 Review of Standing Orders and Financial Regulations

Proposal that the Council agrees to continue with the current Town Council Standing Orders and Financial Regulations without any amendments or changes until such time as the Town Clerk or Council wishes to make changes or following advice from NALC.

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20 Review of Council Policies & Procedures

20.1 Proposal that the Council accepts its current policies and procedures but delegates to the Policy Committee to review these in depth and bring to full council any amendments or policy proposal changes for ratification.

20.2 To review and agree to adopt the Code of Conduct created by the Local Government Association and published in 2020, which supersedes all previous versions.

Appendix III

21 Subscriptions

To receive and note subscriptions paid by Sandy Town Council.

Appendix IV

22 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 EXCLUSION OF THE PRESS AND THE PUBLIC To resolve that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the Meeting.

22.1 Christmas Lights Tenders

To receive a report on tenders submitted for the provision of the town's Christmas Lights after being deferred from PF&R meeting on 16th May 2022 following an error in the calculations

Appendix V

22.2 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 RE-ADMITTANCE OF THE PRESS AND THE PUBLIC To resolve that the confidential business having been concluded, the Press and Public be re-admitted to the meeting.

23 News Release

24 Chairman's Items

25 Date of Next Meeting: TBC

SANDY TOWN COUNCIL**DATE:** 23rd May 2022**AUTHOR:** Town Clerk**SUBJECT:** External Representation

Members are asked to elect Council representatives to the following groups/committees for the civic year 2022/23

The 2021/22 representative is listed for Members information.

		2021/22	2022/23 (To be elected)
1	22 Squadron Air Training Corps Parents and Friends Committee	Sutton	
2	Black Cat to Caxton Gibbet Improvement Group	Blaine & Gibson	
3	CBC Community Safety Action Plan Group	Hewitt & Lock	
4	Friends of Sandy Christmas Lights	Lock	
5	Police Priority Setting	Thompson	
6	Rural Market Town Group	Hewitt	
7	Sandy Carnival Committee	Gibson	
8	Sandy Charities (Incorporating Leeds Smith Trust)	Sharman (until May 2023)	
9	Sandy Community Children's Centre	Blaine	
10	Sandy Green Wheel	Aldis, Gibson & Knagg	
11	Sandy Sports and Leisure Association	Hill & Scott	
12	Sandy Twinning Association	Hill	
13	Sandy Town Centre Group	Hewitt	
14	Sandy Village Hall Management Committee	Knagg	
15	SG19 Road Safety Group	Aldis	

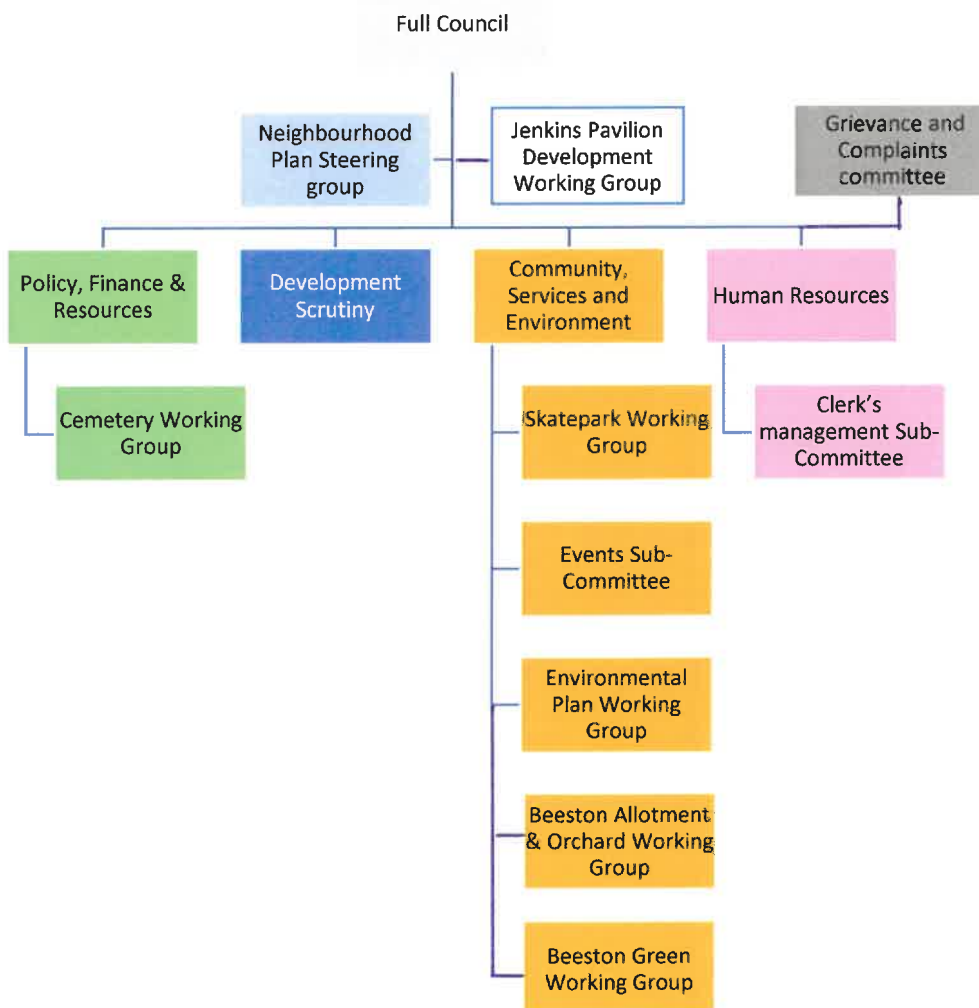
16	Talk of the Town Transport Committee (Age Concern Bedfordshire)	Hill	
17	Winchester Road Regeneration Group	Pettitt	

FUNCTIONS DELEGATED TO COMMITTEES

1. DELEGATED POWERS

Members will be advised by the Town Clerk whether or not a particular item under discussion is within the Committee's (or Sub-Committee's/Working Group's) delegated powers. The minutes will then record the decision as "**Resolved**".

If the matter is not within the Committee's delegated powers, then the minutes will show the decision as "**Recommended**", and the matter will then be brought to the Council's particular attention by the Chairman of the Committee at the next meeting of the Council. This item can be discussed in full by the Town Council. In any case where a Committee (or Sub-committee) Chairman and Vice Chairman is either unsure whether or not any matter falls within delegated powers, or whether or not any matter should be determined by them, they should refer that matter to the next highest level of decision. A delegated power need not always be exercised.



2. DEVELOPMENT SCRUTINY COMMITTEE

- 2.1 Membership shall comprise 10 members and the committee has delegated powers.
- 2.2 The Committee Chairman will be elected by the Full Council at the Annual Meeting of Council. The Committee shall elect a Vice Chairman at its first meeting of the Council year.
- 2.3 The Committee shall receive and consider all planning applications from the Local Planning Authority. Having due regard to all material considerations it shall make appropriate comments and recommendations to the Local Planning Authority. If the planning application under consideration exceeds 6 houses or concerns a major development of significance to the Town (eg supermarket) or if the application is of a sensitive nature the application shall be referred to the Town Council.
- 2.4 The Committee shall make such observations and comments as it sees fit to the Local Planning Authority in respect of planning development management enforcement matters in the town.
- 2.5 The Committee shall make such observations and recommendations as it sees fit to the Local Planning Authority in respect of planning policy matters.

3. POLICY, FINANCE AND RESOURCES COMMITTEE

- 3.1 Membership shall comprise 10 members. This committee has delegated powers within the terms of reference and within the current financial year's budget.
- 3.2 The Committee Chairman will be elected by the Full Council at the Annual Meeting of Council. The Committee shall elect a Vice Chairman at its first meeting of the Council year.
- 3.4 The Committee shall propose, monitor and review such policies as the Committee considers necessary to achieve the Council's long term aims and objectives and satisfy itself that satisfactory arrangements are in place to promote economy, efficiency and effectiveness.
- 3.5 The Committee shall monitor and review the management of the Council's assets, including the total level of expenditure of the Council reporting this to Council as necessary and shall advise the Council generally as to its financial and economic policies and as to the allocation and control of its financial resources.
- 3.6 The committee shall receive bi-monthly reports from the Responsible Finance Officer on the budget to date and shall review income and expenditure against budget at each meeting.

- 3.7 The committee shall make recommendations to Council on:-
 - a) the annual estimates of revenue and capital expenditure
 - b) the management of the Council's finances and the budgetary framework and processes
- 3.8 The committee shall monitor annually the performance and effectiveness of external and internal auditors, and make recommendations to the Council concerning their re-appointment, terms of engagement of the internal auditor and the audit fee where appropriate.
- 3.9 The committee shall monitor the implementation of agreed audit-based recommendations.
- 3.10 The committee shall report to the Council its recommendations on all issues relating to risk management and internal controls and shall review the Council's Risk Register, Risk Policy and corporate risk management.
- 3.11 The committee shall consider the Council's annual financial statements, the auditors' formal opinions, Members' responsibilities and the review of effectiveness of internal controls before recommending these to Council.
- 3.12 The committee shall oversee the Council's policy on fraud and irregularity including being notified of any action taken under that policy.
- 3.13 The committee shall oversee the Council's governance arrangements including arrangements for the conduct of reviews of the effectiveness of the Town Council.
- 3.14 The committee shall monitor and review all aspects of the Council's Health and Safety Management system and make recommendations to Council about the provision of specialist Health and Safety support services.
- 3.15 The committee shall prepare any emergency planning strategies or arrangements for recommendation to the Council.

4. COMMUNITY SERVICES AND ENVIRONMENT COMMITTEE

- 4.1 Membership shall comprise 10 members. This committee has delegated powers within the terms of reference and within the current financial year's budget.
- 4.2 The Committee shall elect a Vice Chairman for each civic year.
- 4.3 The committee shall propose, monitor and review such services and activities of the Council as the Committee considers necessary to achieve the Council's long term aims and objectives.

- 4.4 The committee shall review the Council's play area inspection and maintenance schedules to ensure that all play areas and equipment and the skate park are safe and fit for purpose and shall investigate grants to provide new play equipment.
- 4.5 The committee shall review and monitor the inspection and maintenance schedules of all the public open spaces owned or managed by the Town Council and oversee grass cutting contracts and other maintenance contracts.
- 4.6 The committee shall monitor and maintain the management arrangements of the cemetery, chapel and closed churchyard.
- 4.7 The committee shall monitor and maintain the former allotment site and endeavour to provide adequate allotment provision for the whole community of Sandy.
- 4.8 The committee shall review, monitor and maintain The Pinnacle and The Riddy nature reserve, overseeing relevant management agreements with specialist service providers.
- 4.9 The committee shall review, monitor and maintain the footway lighting provided by the Town Council as well as all street furniture including litter bins, seats and planters.
- 4.10 The committee shall take action to enhance the environment of the town and shall use the planting budget allocated on an annual basis to make provision for horticultural decorations within the town.
- 4.11 The committee shall consider additional service provision to meet the needs of the Town and to promote the Town of Sandy.
- 4.12 The committee shall formulate a plan and monitor and promote participation in civic events, Town Centre events and annual town events.
- 4.13 The committee shall recommend a community engagement strategy to the Council and shall review, monitor and oversee the Town Council's publications scheme and all publicity materials save the Annual Report.
- 4.14 The committee shall receive and consider reports from the Town Plan Steering Group, the Town Team and the Sandy Enhancement Group (or any other community group) and recommend actions to the Town Council arising from the reports.

5. HUMAN RESOURCES COMMITTEE

5.1 Purpose of the Committee

This committee is appointed to make decisions about all staffing matters subject to budget and expenditure limits decided by the PF&R committee and has

delegated powers within these limits. Membership shall comprise 7 members and the committee will report to the Town Council.

5.2 The meetings of the committee will be open to members of the public but in practice in order to comply with the requirements of the Data Protection Act 1998 many items of business may be considered as confidential items.

5.3 Operation

The committee will meet no less than 4 times per year in line with the published schedule and receive reports as described in the schedule. The Council will elect a committee Chairman each year and the committee will appoint a vice-chairman for each civic year.

5.4 Terms of reference

1. Membership shall comprise 7 members. This committee has delegated powers within the terms of reference and within the current financial year's budget.
2. The Committee shall elect a Vice Chairman each year civic year.
3. To establish and keep under review the staffing structure of the council in consultation with the PF&R Committee.
4. To draft, implement and monitor and review staff policies and to make recommendations regarding the outsourcing of specialist HR advice.
5. To establish and review salary pay scales for all staff and to be responsible for their administration; also to make recommendations on staffing related expenditure to the PF&R Committee.
6. To oversee the recruitment and appointment of staff.
7. To keep under review staff working conditions and the health and safety at work of all council employees.
8. To consider any appeal against a decision in respect of pay.
9. To establish and review performance management systems, including annual appraisals and to make arrangements for the annual appraisal of the Clerk.
10. To oversee any process leading to dismissal of staff (including redundancy)
11. To consider grievances and disciplinary matters
12. To oversee the work of the Clerk and to handle grievance and disciplinary matters and pay disputes

5.5 Town Clerk's Responsibilities

The Town Clerk is given delegated powers to manage the Council staff in accordance with the Council's policies, procedures and budget, including:

- 1 the employment of temporary employees
- 2 the employment of permanent employees in conjunction with members of the Human Resource Committee
- 3 control of staff performance and discipline, including the power of temporary suspension from duties
- 4 monitoring, management and reporting of regular or sustained staff absence
- 5 payment of expenses and allowances in accordance with the Council's agreed policies
- 6 to present to the Human Resources Committee recommendations for employees' increments, in accordance with the Council's staff appraisal system
- 7 The Town Clerk will also report on HR matters to the Human Resources Committee

6. CLERKS MANAGEMENT SUB-COMMITTEE

6.1 Purpose of the Committee

This committee is appointed to consider grievance or disciplinary matters (not including any appeal therefrom) referred from the HR committee and to manage the Town Clerk. Membership shall comprise of the Chair of Human Resources committee, the Mayor and Deputy Mayor and the committee will report to the HR Committee. The annual Appraisal of the Town Clerk will be carried out by the Chair of Human Resources Committee, the Mayor and Deputy Mayor. This will be reported back to the Human Resources Committee.

- 6.2 The committees' purpose is to deal with complaints and grievances and the committee has delegated authority to deal with these in line with the policies outlined in the employment handbook of the council. The public has no right of advance notification or right to attend a meeting of the Clerks Management Committee since its delegated business will always be confidential as it will involve personal information.

6.3 Operation

The committee will meet as required. The Chair of the Human Resources Committee will act as chairman of the committee.

6.4 Terms of reference

1. To consider grievance or disciplinary matters in accordance with the council's grievance or disciplinary policies as laid out in the employment handbook
2. To manage the Town Clerk
3. To consider any appeal by the Clerk against a decision on pay

(If an appeal is to be held against the decision of the committee, this must be taken to a sub-committee appointed for this purpose. As a sub-committee must be composed of three members at least, it may be necessary to make up a sub-committee from any remaining HR committee members who have not been involved in the matter it may also be necessary to include members of council who are not members of the main HR committee in some circumstances.)

7. GRIEVANCE AND COMPLAINTS COMMITTEE

- 7.1 The Grievance and Complaints Committee will have five members elected at the annual meeting of the Town Council specifically for the purpose of hearing complaints which fall into the Town Council's grievance complaints policy. The Grievance and Complaints Committee will not deal with complaints against individual members of council or members of staff. If members of the committee elected at the annual meeting are unable to participate in a complaints hearing for any reason (eg conflict of interest, absence) the Town Council will appoint additional members to the committee.
- 7.2 The committee has delegated powers to deal with complaints about administration or procedure by Sandy Town Council.
- 7.3 The Committee reports direct to Town Council and any appeal against its findings will be dealt with by the Town Council.

Working Groups of the Council

8. EVENTS WORKING GROUP

8.1 Functions:

- 8.1.1 To consider applications for use of Council land for one of small events (such as bootcamps and private parties). Consideration of such requests must be in line with relevant policies and procedures, such as the Beeston Green Management plan or lettings policy.
- 8.1.2 To consider and manage any Council involvement or attendance at events within the town which are run by other groups/organisations.
- 8.1.3 To work with the Royal British Legion on the organisation and management of the annual remembrance day parade.
- 8.1.4 To consider and propose one off Council events throughout the year.
- 8.1.5 To organise, set up and manage any such Council events.
- 8.1.6 To consider all aspects relating to planning and hosting of council events, including health and safety requirements.
- 8.1.7 To monitor and review any council events.

8.1.8 To consider and request suitable funding for events from the Policy, Finance and Resources Committee during the financial year.

8.1.9 To consider any budget requirements for future financial years ahead of the annual precept and feedback to the Policy, Finance and Resources Committee accordingly.

8.1.10 To report to the Community Services Environment Committee on its activities.

8.2 Operation

8.2.1 The Events Working Group will meet as and when it is required throughout the year.

8.3 Terms of Reference

8.3.1 The Events Working Group reports to the Community Services and Environment Committee.

8.3.2 Membership shall comprise of up to five Councillors. As the Working Group has no delegated authority to take decisions there is no quorum of members required.

8.3.3 Membership shall be agreed on an annual basis at the annual meeting of the council held in May.

8.3.4 The Events Working Group shall elect its own Chair on an annual basis.

8.3.5 The Events Working Group is able to invite persons other than members of the Council to participate in meetings and the organising and running of events on the Council's behalf. (*e.g. Royal British Legion, St Swithun's church*)

8.3.6 The Events Working Group shall function and operate in accordance with the Council's approved Standing Orders.

8.3.7 Delegated authority is given to the Town Clerk, Chair of the Working Group and the Deputy Chair of the Working Group to take decisions on the arrangements for council events in conjunction with Members on the Working Group.

8.3.8 Financial expenditure above £500 for any Council event must be approved by the Policy, Finance and Resources Committee.

8.3.9 Where expenditure is less than £500 the Working Group has delegated authority to approve event related expenditure from the Council's Community Event Support budget. All expenditure must be reported to the Policy, Finance and Resources Committee.

8.3.10 Meetings of the working group are not usually but may be public meetings.

9. CEMETERY WORKING GROUP

9.1 Functions

9.1.1 To review and recommend revisions or amendments to the Council's burial regulations.

9.2.2 To consider and make recommendations on the ongoing management of the existing cemetery.

9.2.3 To consider and determine matters surrounding the development of a new cemetery and Council depot, including but not restricted to:

- a. Environmental matters
- b. Policy matters
- c. Visual impact matters
- d. Design matters
- e. Public consultation matters
- f. Future operation and management of the new cemetery, cemetery car park, public toilet and council depot building.

9.2.4 To work with the Clerk to manage and progress the building and completion of the new cemetery, car park and depot building in line with the tender approved by the Full Council.

9.2 Operation

9.2.1 The Cemetery Working Group will meet as and when it is required throughout the year.

9.3 Terms of Reference

9.3.1 The Cemetery Working Group reports to the Policy, Finance and Resources Committee.

8.3.2 Membership shall comprise of at least five Councillors, with a quorum of three Councillors.

8.3.3 Membership shall be agreed on an annual basis at the annual meeting of the council held in May.

8.3.4 The Cemetery Working Group shall elect its own Chair on an annual basis.

8.3.5 The Cemetery Working Group is able to invite persons other than members of the Council to participate in meetings.

8.3.6 The Cemetery Working Group shall function and operate in accordance with the Council's approved Standing Orders.

8.3.7 The group shall provide reports to the parent body in the following manner:

- a. Reporting on relevant issues
- b. Reporting on suggested improvements to the cemetery
- c. Reporting on development of the new cemetery and depot build
- d. Any other cemetery related matters/projects which may be assigned to the group by the Policy, Finance and Resources Committee.

11. Neighbourhood Plan Steering Group

11.1 Background

11.1.1 Sandy Town Council is the qualifying body for the preparation of a Sandy Neighbourhood Development Plan (henceforth referred to as the "NP") for the parish of Sandy.

11.1.2 Sandy Town Council resolved to prepare an NP at the meeting of the Full Council on 28th September 2020, covering the entire area of the parish of Sandy (the "Plan Area").

11.1.3 Sandy Town Council has notified Central Bedfordshire Council its intent to prepare an NP in consultation with:

- The residents of Sandy
- Organisations employing persons within the Plan Area
 - Organisations that enhance Sandy such as BRCC, Greensand Country Landscape Partnership

11.1.4 Sandy Town Council will be the body that formally submits the NP to CBC.

11.1.5. The NP will seek to:

- Provide a framework for future development and land use within the Plan Area
- Set planning policies that accord with adopted policy at the national, county and district level, but which recognise the specific character of Sandy and preserve or enhance the quality of life within the Plan Area

11.1.6 Sandy Town Council has agreed to establish a Steering Group to lead the preparation of the NP.

11.2 Purpose

11.2.1 The Steering Group is a working party of Full Council and will work within the relevant Town Council Standing Orders.

11.2.2 The Steering Group will lead the NP preparation process, including project management and decision making.

11.2.3 The Steering Group will:

- Promote the process of preparing the Neighbourhood Plan and encourage Sandy residents, employers and service providers to participate and provide their views and opinions on the specific topics which are covered during the preparation of the plan.

Report to the Full Council at every meeting on the progress of the NP project and seek to gain input and agreement regularly to ensure that there is understanding and alignment at key decision points in the process.

- Refer all items of expenditure, outside an approved budget, to Full Council.
- Work with and manage any appointed contractors or supporting bodies as agreed by the Town Council
- Prepare a budget for the NP process for each financial year for consideration in the Town Council's annual budget setting.
- Liaise with Central Bedfordshire Council (CBC) as required.
- Hold public, employer and service provider consultation events and analyse the responses received to inform the NP preparation.
- Gather and assess evidence about the needs and aspirations of Sandy.
- Determine the number of topic areas to be addressed in the preparation of the NP.
- Establish, and approve the terms of reference of, working parties for each policy area. The working parties will consult on, consider and develop policies in that area that are considered appropriate for incorporation in the draft NP.
- Retain oversight of the working parties and ensure that the outputs of individual working parties are in accordance with adopted policy and do not contradict each other. Where an individual policy could reasonably be considered by more than one working party, the Steering Group will coordinate and direct those working parties to ensure co-operation in the consideration of that policy.
- Approve all reports and consultation documents before they are issued.
- Agree, subject to ratification by Full Council, the final submission version of the NP.
- Support Sandy Town Council and CBC during the referendum process.

11.3 Membership

11.3.1 The Steering Group will select its own Chairman.

11.3.2 Members will either be Sandy Town Councillors, residents or people who work in Sandy or representatives of organisations that enhance Sandy as in 12.1.3.

11.3.3 The Steering Group will consist of up to 10 members.

11.3.4 Members are volunteers and may chose to leave during the project. At which time a new Member may be appointed.

11.4 Obligations of the Steering Group Members

12.4.1 Steering Group members shall:

- Work together for the benefit of Sandy.
- Abide by the Localism Act and Sandy Town Council's Code of Conduct.
- Declare any pecuniary or personal interests that may be perceived as being relevant to any decisions or recommendations made by the group, including membership of any organisation, any ownership or interest in land or businesses (directly or indirectly) within the Plan Area or any other matter likely to be relevant to the work undertaken by the Steering Group. Such declarations are to be recorded and made publicly available.
- Ensure that there is no discrimination in the plan making process and that it is a wholly inclusive, open and transparent process.

11.5 Frequency, Timing and Procedure of Meetings

11.5.1 The Steering Group will meet at monthly intervals.

11.5.2 The Steering Group shall keep minutes of meetings which will be open to public scrutiny. These will be published on the Town Council website, once they have been approved by the Steering Group.

11.5.3 Any decisions taken by the Steering Group, other than those delegated to appointed officers, will be carried if the majority (more than 50%) are in favour at any given meeting. The Chairman shall have the casting vote where the vote is equal.

11.5.4 Notices, Agendas, Minutes and associated papers will be emailed to all Steering Group members.

11.5.5 The Steering Group has up to 10 members and shall be quorate provided that:

- At least 3 members or a third of the group are present.
- One of the members present is a member of Sandy Town Council
- The meeting has been properly convened.
- Outside persons, including planning consultants may attend by invitation and participate in Steering Group meetings, but may not vote.
- These Terms of Reference will be reviewed throughout the project and amended as required by the Steering Group or Full Council.

11.6 Tenure

11.6.1 The Steering Group, in its present form, shall continue to operate for three years or until the NP is adopted or rejected in referendum, whichever is the sooner. In the event that the referendum is rejected the Steering Group will continue to meet until such time as the referendum is adopted or a new Steering Group is appointed. At that stage the TC will form appropriate implementation body.

11.7 Application of Terms of Reference

11.7.1 These terms shall apply from the date of this document and retrospectively where relevant to the date of the inception of the Steering Group.

12 RESPONSIBILITIES DELEGATED TO TOWN COUNCIL OFFICERS

12.1 Proper Officer

The Town Clerk is designated and authorised to act as Proper Officer for the purposes of all relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a Proper Officer or Responsible Financial Officer.

12.2 General Matters

The Town Clerk is authorised:

1. to sign on behalf of the Council any document necessary to give effect to any decision of the Council
2. to take any proceedings or other steps as may be necessary to enforce and recover any debt owing or other obligation due to the Council
3. to institute, defend and appear in any legal proceedings authorised by the Council

4. to appear or make representation to any tribunal or public inquiry into any matter in which the Council has an interest (in its own right or on behalf of the residents of Sandy)
5. to alter the date or time of a Council/committee meeting but, before doing so, shall consult with the relevant Chairman about the need for the change and about convenient alternative dates and times
6. to decide arrangements for the closure of the Council offices in the Christmas/New Year period, subject to consultation with the Mayor
7. to manage the Council's facilities and assets, including allotments, open spaces, amenity areas, cemetery, and any other buildings and assets
8. to act as the Council's designated officer for the purposes of the Freedom of Information Act 2000
9. to act as the Council's proper officer as per section 281 Local Government Act 1972.

12.3 Financial Matters

The Town Clerk is authorised as follows:

1. To incur expenditure up to a maximum of £1,500 on any item for which provision is made in the appropriate revenue budget provided that any action taken complies with any legislative provisions and the requirements of the Council's Standing Orders and Financial Regulations
2. To use the repairs and maintenance budgets for the maintenance, or repair of existing plant, vehicles or equipment.
3. To accept quotations or tenders (where tenders are required by the Council's Financial Regulations) for work supplies or services subject to:
 - a. the cost not exceeding the amount of the approved budget
 - b. the tender being the lowest or the one showing best added value to the Council according to the criteria set out in the tender documentation
 - c. all the requirements of the Council's Financial Regulations being complied with.
4. To compile, approve or vary lists of approved contractors subject to the requirements of the Council's Financial Regulations.
5. Having consulted with the Council, to invest monies held by the Council with a view to obtaining the optimum financial return.

12.4 Staffing Matters

The Town Clerk is given delegated powers to manage the Council staff in accordance with the Council's policies, procedures and budget, see list above at 5.

12.5 Property Matters

The Town Clerk is given authority to manage the land and property of the Council including:

1. agreeing the terms of any lease, licence, conveyance or transfer approved by Council.
2. the granting or refusal of the Council's consent under the terms of any lease variations of restrictive covenants of a routine nature
3. the granting of easements, wayleaves and licenses over Council Land approved by the Council
4. initiating legal action or proceedings against unauthorised encampments on Council land.

12.6 Urgency

The Town Clerk is authorised to act on behalf of the Council in cases of urgency or emergency. Any such action is to be reported to the next meeting of the Council or relevant committee or sub-committee. The Mayor and Deputy Mayor are to be consulted before such action is taken.

CODE OF CONDUCT FOR MEMBERS

Sandy Town Council (the Authority) has adopted this Code of Conduct (based on the Local Government Association Model Code approved on 03.12.2020 and updated on 19.01.2021 and 17.05.2021) in pursuant to Section 27 of the Localism Act 2011 to promote and maintain high standards of behaviour by its members and co-opted members whenever they are acting in their capacity as a member of the Authority or when they claim to act or give the impression of acting as a representative of the Authority.

Local Government Association Model Councillor Code of Conduct 2020 - Joint statement

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

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area, taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations. Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied, or threatened by anyone, including the general public. This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

Introduction

All councils are required to have a local Councillor Code of Conduct. Sandy Town Council will undertake an annual review of this Code to ensure it continues to be fit- for purpose, incorporating advances in technology, social media and changes in legislation.

Definitions

For the purposes of this Code of Conduct, a "councillor" means a member or co-opted member of a local authority or a directly elected mayor. A "co-opted member" is defined in the Localism Act 2011 Section 27(4) as "a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint subcommittee of the authority; and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee".

Purpose of the Code of Conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the Seven Principles of Public Life, also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor. In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town councillors are encouraged to seek advice from the Clerk, who may refer matters to the Monitoring Officer.

Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a councillor:

1.1 I treat other councillors and members of the public with respect.

1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor officer protocol.

2. Bullying, harassment and discrimination

As a councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

2.3 I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact

upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council

As a councillor:

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

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a councillor:

4.1 I do not disclose information:

a. given to me in confidence by anyone

b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless:

i. I have received the consent of a person authorised to give it;

ii. I am required by law to do so;

iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or

iv. the disclosure is:

1. reasonable and in the public interest; and

2. made in good faith and in compliance with the reasonable requirements of the local authority; and

3. I have consulted the Monitoring Officer prior to its release.

4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3 I do not prevent anyone from getting information that they are entitled to by law. Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a councillor:

5.1 I do not bring my role or local authority into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a councillor:

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

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities

As a councillor:

7.1 I do not misuse council resources.

7.2 I will, when using the resources of the local authority or authorising their use by others:

- a. act in accordance with the local authority's requirements; and
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

8. Complying with the Code of Conduct

As a Councillor:

8.1 I undertake Code of Conduct training provided by my local authority.

8.2 I cooperate with any Code of Conduct investigation and/or determination.

8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

Protecting your reputation and the reputation of the local authority.

9. Interests

As a councillor:

9.1 I register and disclose my interests.

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority. You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so

that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in Table 1, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

10. Gifts and hospitality

As a councillor:

10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.

10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.

10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact the Monitoring Officer for guidance.

Appendices**Appendix A – The Seven Principles of Public Life**

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B

Registering interests Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1** (Disclosable Pecuniary Interests) which are as described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register details of your other personal interests which fall within the categories set out in **Table 2** (Other Registerable Interests).

"Disclosable Pecuniary Interest" means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest.

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.
5. [Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which directly relates to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which directly relates to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if

members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest.

8. Where a matter arises at a meeting which **affects** –

a. your own financial interest or well-being;

b. a financial interest or well-being of a relative or close associate;

or c. a financial interest or wellbeing of a body included under Other Registrable Interests as set out in Table 2 you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied.

9. Where a matter (referred to in paragraph 8 above) **affects** the financial interest or well-being:

a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;

b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest.

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest.

10. [Where you have an Other Registerable Interest or Non-Registerable Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain. [Any unpaid directorship.]
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.

Contracts	<p>Any contract made between the councillor or his/her spouse or civil partner or the person with whom the 19 January 2021 Page 14 of 17 councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council —</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
Land and Property	<p>Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.</p>
Licenses	<p>Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer</p>
Corporate tenancies	<p>Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.</p>
Securities	<p>Any beneficial interest in securities* of a body where—</p> <p>(a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and</p> <p>(b) either—</p> <p>(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners has a beneficial interest exceeds one</p>

	hundredth of the total issued share capital of that class.
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* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

<p>You have a personal interest in any business of your authority where it relates to or is likely to affect:</p> <p>a) any body of which you are in general control or management and to which you are nominated or appointed by your authority</p> <p>b) any body</p> <ul style="list-style-type: none"> (i) exercising functions of a public nature (ii) any body directed to charitable purposes or (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)
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Appendix C – the Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on [Local Government Ethical Standards](#). If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished.

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

Best practice 1: Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

Best practice 2: Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by councillors.

Best practice 3: Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

Best practice 4: An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.

Best practice 5: Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

Best practice 6: Councils should publish a clear and straightforward public interest test against which allegations are filtered.

Best practice 7: Local authorities should have access to at least two Independent Persons.

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

Best practice 9: Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

Best practice 10: A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

Best practice 11: Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council, rather than the clerk in all but exceptional circumstances.

Best practice 12: Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

Best practice 13: A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

Best practice 14: Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

Best practice 15: Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

SANDY TOWN COUNCIL

DATE: 23 May 2022
AUTHOR: Carol Baker-Smith
SUBJECT: Subscriptions

1. Summary

The administration team have collated all subscriptions paid by Sandy Town Council which are detailed in the tabled format below for approval.

2. Information

Name of Company	Address	Subscription to	Cost (£)	Renewal Date
Bedfordshire Association of Town & Parish Councils	Baystrait House, Station Road, Biggleswade, Beds SG18 8AL	Affiliation fee	£2,122.00	April 2023
Information Commissioners Office	Wycliffe House, Water Lane Wilmslow, Cheshire SK9 5AF	Register of Data Controllers. Required due to data and CCTV handling.	£40.00	July 2022
Local Council Review Magazine (NALC)	109 Great Russell Street London, WC1B 3LD	Included in BATPC membership (1 copy)	N/A	NA
National Association of Local Clerks	109 Great Russell Street London, WC1B 3LD	Included in BATPC membership	N/A	NA
Society of Local Council Clerks	Main Office, No 8 The Crescent Taunton, Somerset TA1 4EA	Professional support, advice, information and education including monthly magazine	£317.00	October 2022
IOG (Institute of Groundsmanship)	28 Stratford Office Village Walker Avenue, Wolverton Mill East Milton Keynes, MK12 5TW	Leading organisation that represents and advises professional groundsmen/women	£158.00	February 2023
Parish Online	Getmapping PLC Virginia Villas, High Street Hartley Wintney, Hants, RG27 8NW	Public Sector Mapping Agreement	£243.00	May 2022