



August 31, 2021

MEETING NOTICE TO THE PUBLIC

The meeting of the Finance and General Purposes Committee including Amenities Committee is to be held in Grange Hall, 7pm on TUESDAY 7th September 2021. Members of the public are invited to attend and listen to the proceedings.

In the interests of transparency, the council asks that any person wishing to record the meetings proceedings informs the Chairman prior to the start of the meeting and that recording equipment is on view. There is an Open Session on the Agenda at which time members of the public are invited to raise any matters pertaining to the work of the committee, limited to fifteen minutes, during which time Standing Orders will be suspended.

AGENDA

1. Apologies for Absence
2. Declarations of Interest
3. Chairman's Announcements
4. Minutes of the Finance and General Purposes/Amenities Meeting held 27 July 2021 for Approval
5. Clerks Report on Previous Minutes
6. Open Session for Members of the Public to Raise Relevant Matters, Limited to 15 Minutes
7. Budget Proposals 2022/23 Proposals for Both Committees to the Clerk/Chair F&GP by 27 September 2021
Amenities
8. Grange Hall Managers General Report
9. Events: To Approve Recommendations from the Working Group inc Christmas Lights Switch On Date (*more info to follow*)
10. Christmas Lights Grange Hall Scheme: To Approve a Recommendation from the Working Group
11. Play Areas: To Note Urgent Bark Order Placed for Valley Road and Upper Saxondale Repairs – To Make a Recommendation to F&GP
12. Rockley Toilet / Neighbours Issues: Recommendation from Working Group
13. Leisure Hub Project: To Consider Next Steps
14. Grange Condition Survey Report: To Consider
15. Litter Signage Wharf Lane: To Consider (Cllrs SC, GD, AT, DG)
16. Meeting with Canal and River Trust (Boundary Safety Issues) To Note
17. Correspondence
 - a) Radfest Event 2022 Request for Use of Wharf Lane Recreation Ground
 - b) Grange Hall Noise Complaint
 - c) Tree Maintenance Request: Landowner adjacent Wharf Lane Recreation Ground
 - d) Resident Email: Breast Screening/Covid Testing
 - e) U3A Event: Grange Grounds
 - f) Resident Email: Memorial Plaque – Cliff Top
 - g) N.C.C Winter Assistance Letter: Salt / Blue Grit Bins
18. Budget Proposals to be Considered at Next Committee Meeting 05/10, Budget Working Group to Arrange Meeting Date Mid Oct
19. Income/Expenditure Figures and Payments July 2021
20. Finance and General Purposes Committee Actual vs Budget & Forecast April 2021 – July 2021
21. Grant Request: Radcooks Equipment/Running Costs (*info to follow*)
22. Model Code of Conduct and Cllr/Staff Protocol Review
23. Play Area Designated Reserves: To Consider Upper Saxondale Recommendation and Release of Balance of Funds for General Maintenance 21/22
24. Public Toilets Tax: To Note New Non Domestic Rate Relief
25. Worldpay/Debit Card Payment Receipts: To Consider Benefit of Continuation of this Option
26. Carbon Clever Group: Recommendations via Planning Meeting
 - a) To Clarify Membership and Lead Cllr of the I.T Working Group vs Publicity and Publications
 - b) To Approve Amendment to Financial Regulations re Procurement and Sustainability
27. Correspondence: RBC Gambling Policy Consultation
28. Cllrs Reports
29. Date of Next F&GP / Amenities Meeting: 5 October 2021 (Tuesday, Grange Hall)

Objective:

RBC have offered funding for new events to welcome the community back after lockdown. The Events committee want to hold a Christmas family event in the village centre to begin the festive period as a community.

Proposal:

Step into Christmas, Christmas Market, Meet Santa & Christmas Tree Light Switch On.

Launch 'Radcliffe Festive House Competition'

Date: Fri 26th Nov 2021

Time: 16:00 – 20:00 (Light switch on, 17:00. Santa open at 17:30 – 19:00)

Location: Grange Hall, and grounds

Events:

1. Village Christmas light switch on from 5pm? Santa can switch on lights?
2. Christmas market – Invite ROT Craft Fair & ROT Village Market
3. Invite village/ local area businesses to stay open later
4. Invite Infant school to provide hot drinks & mince pie from kitchen area in grange hall & promote Radcliffe Best Festive House Competition (Point 9)
5. Meet Santa's for the children – Grange room. Hire decorations for room, find a Santa
6. Gift from Santa/ Sponsorship from Tesco / Coop
7. Carol singers – WI/ Singalong ladies
8. Brass band – Carlton Brass Band
9. Radcliffe Festive House Competition – Launch a competition for people to send in pics to FB or an email of their festive outdoor decorated homes to be judged 20th Dec by Cllrs. (comms help with this?). Potential annual thing? Encourages families to walk around the village to see the decorations, Like the lockdown bears in people's windows.
10. 1st, 2nd, 3rd place trophies for above
11. 2 x Circus entertainers going around grounds entertaining
12. This year's village Christmas decoration cost can be off set if the light switch on is included

Notes from meeting with Canal River Trust, Conservation Group and Parish Councillor representatives at Lily Ponds / Weir – August 25th

Attending – Richard Bennett, Robert Braithwaite (both CRT), Alice Tomlinson, Di Farthing, Phil Thomas, Jacki Grice (RPC) and Phil Taylor plus other representatives of the Radcliffe Conservation Group

These notes only record key decisions agreed which impacted the Parish Council, other discussions took place between CRT and the Conservation Group.

1. The CRT and Parish Council agreed the boundary of land owned by CRT for which they took responsibility for maintenance. The existing footpath along the west side of the weir was accepted by CRT as was the short path onto the concrete 'platform' area at the cliff side of the weir. All land to the west of footpath in the area of the weir was the responsibility of the Parish Council. This split agreed with the Land Registry plan.
2. This agreed split of responsibility meant that CRT would look to improve the footpath in the short area is often very muddy as water can flood across to the ponds from the river. It was suggested that concrete 'stepping stones' could be preferable and the Conservation Group offered to help with this work.
3. The CRT will propose improved fencing for the stretch of land along the side of the path on the weir side and the siting of a life preserver in this area. The Conservation Group worked in this area clearing foliage and would benefit from extra safety protection.
4. The CRT will propose improved fencing around the concrete platform and the siting of a life preserver.
5. The CRT will register the Conservation Group as approved volunteers to work on their land and provide any necessary training etc.
6. The CRT will be invited to attend a Parish Council Amenities Committee meeting, (future dates: 7 Sept, 5 Oct, 2 Nov, 30 Nov, note that the Clerk would need prior notification at least a week before to put on the Agenda) they can present their proposals for improvements to the area and get comment/ feedback
7. The CRT would like to complete their work in the area by April 2022

Radcliffe on Trent Parish Council
Payment Listing
 July 2021

19.

Date	Num	Name	Memo	Amount
22/07/2021	BACS	Autopay	Staff pay for month	8,849.85
02/07/2021	BACS	Barnacle Alan	Gravedigging for one ashes	85.00
19/07/2021	BACS	Blitz Drainage	Clearing blocked drains in hall and flat	126.00
06/07/2021	BACS	Caledonia Play	Rope for bridge at Upper Saxondale	81.60
02/07/2021	BACS	Community Heartbeat Trust	New batteries for Westcliffe and Bingham Road defibs	440.40
02/07/2021	BACS	Dae Mechanical Services Ltd	Repair cemetery tap and 2 TMV for hall ladies toilets	527.28
19/07/2021	BACS	Engraving Studios	Wall of remembrance plaque for Adamson	21.50
02/07/2021	BACS	GlobeSec	Call out to fire alarm in Hall	82.80
31/07/2021	BACS	GlobeSec	Servicing alarms	646.68
02/07/2021	BACS	HM Revenue & Customs	NI and PAYE for month	2,374.76
31/07/2021	BACS	John S Etchell	Yew deadwood, fell sycamore on Cliffs, remove maple branch in cemetery	225.00
02/07/2021	BACS	Lanlec Services Ltd	Line rental and calls for month	97.38
02/07/2021	BACS	NALC	Advert for Clerk	380.00
02/07/2021	BACS	NCC Pension Fund	Staff and Employer pension contributions for month	1,883.99
24/07/2021	BACS	Notts County Council Occupational Health	Pre employment check for Peter	114.00
31/07/2021	BACS	Nottinghamshire County Council	VAT on Groundstaff job advert October 2020	19.60
05/07/2021	BACS	P M Winter	Contract mowing for month	2,168.47
24/07/2021	BACS	PHS Group plc	Supplies for hall, public toilets and grounds	201.85
21/07/2021	BACS	Private hirer	Private hirer refund - cancelled event	105.01
19/07/2021	BACS	Premier Embroidery Ltd	3 polo shirts for Peter	81.98
02/07/2021	BACS	Roffesoft	Web site changes	576.00
21/07/2021	BACS	Royston & Lund	Management fee and gas safety check for bungalow	167.40
24/07/2021	BACS	Rural Community Action Nottinghamshire	Annual RCAN membership for 2021/2022	114.00
05/07/2021	BACS	Streetwise Environmental Ltd	Dog and litter bin emptying and play ground inspection	3,051.00
31/07/2021	BACS	Streetwise Environmental Ltd	Play area repairs	1,089.69
30/07/2021	BACS	Private hirer	Refund of bond to hall private hirer	250.00
09/07/2021	DC	Amazon	Stationery	142.64
19/07/2021	DC	Amazon	Grounds supplies	80.60
19/07/2021	DC	Amazon	Supplies for hall	46.27
08/07/2021	DD	British Gas	Electricity for Mess Room for a month	19.32
17/07/2021	DD	British Gas	Electricity for Grange 1 month	67.59
18/07/2021	DD	British Gas	Public toilet electricity - 1 month	17.78
24/07/2021	DD	British Gas	Hall electricity for Hall - 1 month	318.58
15/07/2021	DD	EE Phones	Phones for Hall manager, caretakers and groundsman	48.05
09/07/2021	DD	Iris Business Software	Pension licence for month	11.83
31/07/2021	DD	Jetcard	Fuel for van	71.80
15/07/2021	DD	Natwest	On line banking monthly fee and charges	12.80
01/07/2021	DD	NCC - Trade Waste - Cemetery	Quarterly charge for emptying 1 bulk container	197.03
03/07/2021	DD	NCC - Trade Waste Grange Hall and Grange	Quarterly charge for emptying 1 bulk container	275.16
01/07/2021	DD	RBC - Grange Hall	Grange Hall non domestic rates monthly instalment	823.00
07/07/2021	DD	RBC - non domestic Grange	Non domestic rates for The Grange - monthly instalment	165.00
01/07/2021	DD	RBC - Non domestic Toilet	Public Toilet non domestic rates - monthly instalment	62.00
02/07/2021	DD	Severn Trent	Grange Hall water- 3 months	144.37
30/07/2021	DD	Severn Trent	Cemetery water - 3 months	22.52
08/07/2021	DD	Streamline	Monthly cost of debit card facility and usage	23.94
01/07/2021	DD	Worcester Bosch Ltd	Monthly instalment for Bungalow boiler contract	29.67
15/07/2021	DD	Worldpay	Use of debit card system in month	10.79
		TOTAL		£26,076.80

Approved by:.....

Date..... * Fully or partially recovered

Radcliffe on Trent Parish Council Results for July 2021

19.

Net results for 2021- 2022 as at July 2021																																																																						
	Actual year to date			Net budget	Under spend	% Actual over budget																																																																
	Income	Exp	Net																																																																			
	£	£	£																																																																			
ADMINISTRATION																																																																						
Office Administration	1,414	5,959	4,545	17,008	12,463	27%																																																																
Democracy		928	928	3,750	2,822	25%																																																																
Campaigning/Social Media = PR		690	690	1,000	310	69%																																																																
Net Grants	0	0	-	5,000	5,000	0%																																																																
Health & Safety and GDPR		576	576	2,000	1,424	29%																																																																
HR	0	0	-	2,500	2,500	0%																																																																
Newsletter	0	0	-	-	-	#DIV/0!																																																																
Village Guide		0	-	250	250	0%																																																																
Neighbourhood Plan	0	0	-	2,000	2,000	0%																																																																
Staff		59,486	59,486	187,060	127,574	32%																																																																
Contingency	0	0	-	-	-	#DIV/0!																																																																
	1,414	67,640	66,226	220,568	154,342	30%																																																																
The Bungalow	4,475	786	-3,689	(5,850)	(2,161)	63%																																																																
OPERATIONS																																																																						
AMENITIES																																																																						
Cemetery	5,650	2,624	(3,026)	(2,380)	646	127%																																																																
Christmas Decorations		395	395	6,000	5,605	7%																																																																
Donated plants/benches	2,933	2,026	(907)	(100)	807	907%																																																																
Grounds maintenance	120	14,187	14,067	49,996	35,929	28%																																																																
Insurance recovery	1,450		(1,450)	-	1,450																																																																	
Leisure Development		0	-	800	800	0%																																																																
Play areas		3,512	3,512	13,310	9,798	26%																																																																
Public Toilets	12,468	-555	(13,024)	(10,696)	2,328	122%																																																																
Vehicles and Machinery	0	218	218	2,000	1,782	11%																																																																
	22,622	22,407	(214)	58,930	59,144	0%																																																																
GRANGE AND GRANGE HALL																																																																						
Grange	156	3,170	3,014	4,200	1,186	72%																																																																
Grange Hall	9,701	18,387	8,686	30,650	21,964	28%																																																																
	9,857	21,557	11,700	34,850	23,150	34%																																																																
Events	59	0	(59)	(550)	(491)	11%																																																																
Total Operations	32,538	43,964	11,426	93,230	81,804	12%																																																																
Total	38,426	112,390	73,963	307,948	233,985	24%																																																																
COVID support(RBC,NCC, cllr)	0		0	0																																																																		
Furlough	4,211		-4,211	0																																																																		
Covid costs		0	0	850																																																																		
	4,211	0	-4,211	850	5,061																																																																	
Precept	154,399		(154,399)	(308,798)	(154,399)	50%																																																																
	197,036	112,390	-84,647	0	84,647																																																																	
<table border="1"> <thead> <tr> <th></th> <th>Jul-21</th> <th>March 2021</th> </tr> <tr> <th></th> <th>£</th> <th>£</th> </tr> </thead> <tbody> <tr> <td>Free Reserves</td> <td>201,854</td> <td>117,207</td> </tr> <tr> <td>Designated Reserve - Building Maintenance</td> <td>14,150</td> <td>16,000</td> </tr> <tr> <td>Designated Reserve - Bungalow Maintenance</td> <td>2,675</td> <td>2,675</td> </tr> <tr> <td>Designated Reserve - Cemetery</td> <td>16,000</td> <td>16,000</td> </tr> <tr> <td>Designated Reserve - Election Fund</td> <td>7,062</td> <td>6,162</td> </tr> <tr> <td>Designated Reserve - COVID trading losses</td> <td>20,000</td> <td>20,000</td> </tr> <tr> <td>Designated Reserve - Playareas</td> <td>7,024</td> <td>15,010</td> </tr> <tr> <td>Designated Reserve - Public Realm</td> <td>0</td> <td>12,500</td> </tr> <tr> <td>Designated Reserve - Skatepark RBC</td> <td>5,000</td> <td>5,000</td> </tr> <tr> <td>Designated Reserve - Van/machinery</td> <td>5,000</td> <td>5,000</td> </tr> <tr> <td></td> <td>76,911</td> <td>98,347</td> </tr> <tr> <td>Restricted Reserve - Leisure Development</td> <td>7,200</td> <td>7,200</td> </tr> <tr> <td>Restricted Reserve - Conservation Group</td> <td>196</td> <td>216</td> </tr> <tr> <td></td> <td>7,396</td> <td>7,416</td> </tr> <tr> <td>Total Reserves</td> <td>£286,161</td> <td>£222,971</td> </tr> <tr> <td>Plus CCLA Property Fund at cost</td> <td>£75,000</td> <td>£75,000</td> </tr> <tr> <td>Bank and CCLA Deposit</td> <td>£333,095</td> <td>£268,281</td> </tr> <tr> <td>Fixed assets - Valuation</td> <td>£3,296,598</td> <td>£3,296,598</td> </tr> <tr> <td>Loans</td> <td>£144,446</td> <td>£154,209</td> </tr> </tbody> </table>									Jul-21	March 2021		£	£	Free Reserves	201,854	117,207	Designated Reserve - Building Maintenance	14,150	16,000	Designated Reserve - Bungalow Maintenance	2,675	2,675	Designated Reserve - Cemetery	16,000	16,000	Designated Reserve - Election Fund	7,062	6,162	Designated Reserve - COVID trading losses	20,000	20,000	Designated Reserve - Playareas	7,024	15,010	Designated Reserve - Public Realm	0	12,500	Designated Reserve - Skatepark RBC	5,000	5,000	Designated Reserve - Van/machinery	5,000	5,000		76,911	98,347	Restricted Reserve - Leisure Development	7,200	7,200	Restricted Reserve - Conservation Group	196	216		7,396	7,416	Total Reserves	£286,161	£222,971	Plus CCLA Property Fund at cost	£75,000	£75,000	Bank and CCLA Deposit	£333,095	£268,281	Fixed assets - Valuation	£3,296,598	£3,296,598	Loans	£144,446	£154,209
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Radcliffe on Trent Parish Council Forecast 2021 - 2022

	As at end of July 2021	Forecast 2021/22			Budget 2021/22	Change
		Income	Exp	Net		
ADMINISTRATION		£	£	£	£	£
FINANCE AND GENERAL						
Administration		2,524	18,454	15,930	17,008	(1,078)
COVID 19			450	450	850	(400)
Democracy			3,278	3,278	3,750	(472)
Campaigning/Social Media = PR			1,000	1,000	1,000	-
Grants/Donations			4,500	4,500	5,000	(500)
Health and Safety			1,977	1,977	2,000	(23)
HR			2,500	2,500	2,500	-
Newsletter			-	-	-	-
Village Guide			250	250	250	-
Neighbourhood Plan			2,000	2,000	2,000	-
Public Realm			-	-	-	-
Staff			186,986	186,986	187,060	(74)
Contingency			-	-	-	-
		2,524	221,395	218,871	221,418	(2,547)
The Bungalow		9,845	3,057	(6,788)	(5,850)	(938)
		12,369	224,452	212,083	215,568	-3,485
OPERATIONS						
AMENITIES						
Cemetery		13,385	10,225	(3,160)	(2,380)	(780)
Christmas Decorations			5,995	5,995	6,000	(5)
Donated plants/benches		3,733	2,726	(1,007)	(100)	(907)
Grounds maintenance		779	50,942	50,163	49,995	168
Leisure development			800	800	800	-
Play areas/Skatepark			13,298	13,298	13,311	(13)
Public Toilets		12,468	315	(12,153)	(10,696)	(1,457)
Vehicles and Machinery			2,047	2,047	2,000	47
		30,365	86,350	55,985	58,930	(2,945)
GRANGE AND GRANGE HALL						
Grange		3,656	9,976	6,320	4,200	2,120
Grange Hall		27,451	57,526	30,075	30,650	(575)
		31,107	67,501	36,394	34,850	1,544
Events		1,278	835	(443)	(550)	107
TOTAL OPERATIONS		62,750	154,686	91,936	93,230	(1,294)
Total		75,119	379,138	304,019	308,798	-4,779
Precept		308,798		(308,798)	(308,798)	(0)
Covid support		4,211		(4,211)	-	(4,211)
		388,127	379,138	-8,990	0	-8,990
			Mar-21	Forecast	Mar-22	Change
			£	31.3.22	Budget	F'cast - budget
Free Reserves			117,207	126,197	110,875	
Designated Reserve - Building Maintenance			16,000	10,000	16,000	(6,000)
Designated Reserve - Bungalow Maintenance			2,675	2,675	2,675	-
Designated Reserve - Cemetery			16,000	16,000	16,000	-
Designated Reserve - Election Fund			6,162	8,862	8,862	-
Designated Reserve - COVID trading losses			20,000	20,000	20,000	-
Designated Reserve - Playareas			15,010	-	15,010	(15,010)
Designated Reserve - Public Realm			12,500	-	12,500	(12,500)
Designated Reserve - Skatepark RBC			5,000	10,000	10,000	-
Designated Reserve - Van/machinery			5,000	5,000	5,000	-
			98,347	72,537	106,047	(33,510)
Restricted Reserve - Leisure Development			7,200	8,000	8,000	-
Restricted Reserve -Conservation Group			216	50	50	-
			7,416	8,050	8,050	-
			222,970	206,784	224,972	(33,510)
			75,000	75,000	75,000	
Bank + CCLA deposit			213,000	174,000	213,000	
Fixed assets (inc £75k CCLA property fund) Valuation			3,296,598	3,286,030	3,296,598	
Loans			154,209	134,683	154,209	

CODES AND PROTOCOLS

COUNCILLOR CODE OF CONDUCT

You are a Councillor or co-opted member of Radcliffe on Trent Parish Council and as such are committed to behaving in a manner that is consistent with the following principles to achieve best value for our residents and maintain public confidence in this authority.

SELFLESSNESS: Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

INTEGRITY: Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

OBJECTIVITY: In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

ACCOUNTABILITY: Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

OPENNESS: Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

HONESTY: Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

LEADERSHIP: Holders of public office should promote and support these principles by leadership and example.

Accordingly, when acting in your capacity as a Councillor or co-opted member:

- (a) you must act solely in the public interest and should never improperly confer an advantage or disadvantage on any person or act to gain financial or other material benefits for yourself, your family, a friend or close associate
- (b) you must not place yourself under a financial or other obligation to outside individuals or organisations that might seek to influence you in the performance of your official duties
- (c) when carrying out your public duties you must make all choices, such as making public appointments, awarding contracts or recommending individuals for rewards or benefits, on merit

- (d) you are accountable for your decisions to the public and you must co-operate fully with whatever scrutiny is appropriate to your office
- (e) you must be as open as possible about your decisions and actions and the decisions and actions of the Council and should be prepared to give reasons for those decisions and actions
- (f) you must declare any private interests, both pecuniary and non-pecuniary, including your membership of any trade union, that relate to your public duties and must take steps to resolve any conflicts arising in a way that protects the public interest, including registering and declaring interests in a manner conforming with the procedures set out in the box below
- (g) you must, when using or authorising the use by others of the resources of the Council, ensure that such resources are not used improperly for political purposes (including party political purposes) and you must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986
- (h) you must promote and support high standards of conduct when serving in your public post, in particular as characterised by the above requirements, by leadership and by example, by respecting others and not bullying, intimidating or harassing and person, or behaving in an improper or offensive manner (including the use of offensive language or making improper personal remarks to or about individuals), by respecting the confidentiality of information you receive, and by not conducting yourself in a manner which is likely to bring the authority into disrepute.

Harassment can occur through verbal or written comments (including ones made online). The following list provides some examples but it is, by no means, exhaustive:

- Unwelcome physical contact such as touching or invading 'personal space';
- Inappropriate remarks or questioning such as comments about someone's appearance, lewd comments, and offensive jokes (such as ones of a racial, sexual or sectarian nature);
- Intrusive questioning, including the persistent discussion of a person's sexual practices, misogynistic behaviour, sexual orientation or religious beliefs (either directly or with others); and
- Sending unwelcome emails, messages or notes; circulating or displaying explicit or inappropriate images.

Bullying is inappropriate and unwelcome behaviour which is offensive and intimidating, and which makes an individual or group feel undermined, humiliated or insulted. Again, it is the impact of any behaviour rather than the intent which is the key.

Bullying usually arises as a result of an individual misusing their power (usually derived from status or some other position of strength) and, again, can occur through all means of communication. Bullying tends to be a pattern of behaviour or can be a one off serious incident that becomes objectionable or intimidating. The examples in the following list are, by no means, exhaustive:

- Unwelcome physical, verbal or non-verbal conduct;
- Intimidatory behaviour including verbal abuse or the making of threats;
- Making someone’s working life difficult;
- Disparaging, ridiculing or mocking comments and remarks;
- Physical violence; and
- Deliberately excluding an individual from conversations, work or social activities, in which they have a right or legitimate expectation to participate.

(i) you must have regard to any relevant advice provided to you by the Council’s Monitoring Officer, Section 151 Officer and Chief Executive where they are acting pursuant to his or her statutory duties

(j) you must comply with any standards investigation including informal assessment by the Monitoring Officer in accordance with these arrangements

(k) you must not disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where:

- (i) you have the consent of a person authorised to give it
- (ii) you are required by law to do so
- (iii) the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or (iv) the disclosure is:
 1. reasonable, in the public interest and
 2. made in good faith and in compliance with the reasonable requirements of the Council.

(l) You must promote equality by not discriminating against any person, and by treating people with respect, regardless of their race, age, religion or belief, gender (including gender identity), marital (or civil partnership) status, pregnancy or maternity, sexual orientation or disability

(m) You must abide by such policies and protocols as are included within the Council’s constitution where they are relevant to the work that you carry out as a Councillor or co-opted member

(n) You must abide by pre-election rules during purdah periods

Registering and declaring pecuniary and non-pecuniary interests

You must, within 28 days of taking office as a Councillor or co-opted member, notify the Council’s Monitoring Officer of any disclosable pecuniary interest as defined by regulations made by the Secretary of State (see attached schedule), where the pecuniary interest is yours, your spouse’s or civil partner’s, or is the pecuniary interest of somebody with whom you are living with as a husband or wife, or as if you were civil partners.

In addition, you must, within 28 days of taking office as a Councillor or co-opted member, notify the Council's Monitoring Officer of any disclosable pecuniary or non-pecuniary interest which your authority has decided should be included in the register.

If an interest has not been entered onto the Council's register, then the Councillor must disclose the interest to the chair of any meeting of the Council at which they are present, where they have a disclosable interest in any matter being considered and where the matter is not a 'sensitive interest'.¹

Following any disclosure of an interest not on the Council's register or the subject of pending notification, you must notify the Monitoring Officer of the interest within 28 days beginning with the date of disclosure.

Unless dispensation has been granted, you may not participate in any discussion of, vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State. Additionally, you must observe the restrictions the Council places on your involvement in matters where you have a pecuniary or non-pecuniary interest as defined by the Council.

If you are in any doubt regarding your obligations you should contact the Council's Monitoring Officer.

FAILURE TO MAKE THESE DISCLOSURES IS A CRIMINAL OFFENCE

¹ A 'sensitive interest' is described in the Localism Act 2011 as a Councillor or co-opted member of an authority having an interest, and the nature of the interest being such that the Councillor or co-opted member, and the Authority's Monitoring Officer, consider that disclosure of the details of the interest could lead to the

Councillor or co-opted member, or a person connected with the Councillor or co-opted member, being subject to violence or intimidation.

SCHEDULE

<i>Subject</i>	<i>Prescribed description</i>
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	<p>Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses of the Councillor</p> <p>This includes any payment of financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.</p>
Contracts	Any contract which is made between the relevant person (or body in which the relevant person has a beneficial interest) and the relevant Authority – (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the relevant Authority
Licenses	Any license (alone or jointly with others) to occupy land in the area of the relevant Authority for a month or longer
Corporate tenancies	Any tenancy where (to the Councillor's knowledge) – (a) the landlord is relevant authority; and (b) the tenant is a body in which the relevant person has beneficial interest.
Securities	<p>Any beneficial interest in securities of a body where: (a) that body (to the Councillor's knowledge) has a place of business or land in the area of the relevant Authority; and (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</p>

Appendix 1

shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

GUIDANCE FOR COUNCILLORS AND CO-OPTED MEMBERS IN RESPECT OF DECLARING INTERESTS

If business to be transacted or discussed at a meeting either relates to, or is likely to affect any of your interests, especially any of your Disclosable Pecuniary Interests, then you should declare an interest.

Remember that Disclosable Pecuniary Interests include your interests, and those of your spouse/civil partner OR anyone you live with as if they were your spouse/civil partner.

An interest is a Non-Pecuniary Interest when:

- The interest is not a pecuniary interest (as defined in the schedule above) but;
- The interest is so significant that a member of the general public, who knew about your interest would reasonably consider that your interest would materially affect your ability to act in the public interest in connection with the matter being discussed

For example, where a lifelong supporter of Nottinghamshire County Cricket Club, is on a committee discussing a matter that might affect the club, a member of the public might reasonably conclude that your ability to act impartially in this matter might be impaired.

Where you have a Disclosable Pecuniary interest in an item being discussed at a meeting, you should not take part in any discussion or vote relating to that item unless you have previously been granted dispensation to do so. You should leave the meeting room prior to the relevant item on the agenda being discussed and not return until requested by the Chair of the meeting.

Where you have a Non-Pecuniary Interest, you should declare your interest and explain your interest in enough detail for a member of the public to understand it. You may then participate and vote in the normal way.

Please remember to keep your register of interests up to date.

“Every local authority should have its own written statement or protocol governing relations between members and officers”. (Third report of the Committee on Standards in Public Life – the Nolan Committee).

1. INTRODUCTION

- 1.1 Radcliffe on Trent Parish Council recognises that the relationship between its councillors and its staff is of vital importance in its work on behalf of the community. The Council believes that a public statement of rules and guidance on this relationship demonstrates its commitment to act with integrity and helps both Councillors and staff in carrying out their different but interrelated duties. The protocol builds on the Council's codes of conduct for councillors and staff and should be read in conjunction with them.
- 1.2 The principles on which the protocol is based are that:
- Both councillors and officers are servants of local people but with distinct roles
 - The best service will be provided to local people by councillors and staff working as one team
 - The service given to local people must be efficient, open and accountable
 - Both councillors and staff have a duty to act in accordance with the Council's ethical standards
 - Staff serve the Council as a whole but this service is expressed through the Parish Clerk
 - The political impartiality of staff must be maintained
 - Effective working relationships between councillors and staff must be based on trust and mutual respect.

2. THE ROLES OF COUNCILLORS AND STAFF

- 2.1 Councillors are elected by local people and are democratically accountable to local people. Councillors set the policy framework and budget for the council through council meetings. Councillors are responsible for ensuring that the council considers issues of concern to local people. It is councillors who are responsible for taking the lead in representing and leading their communities. It is councillors who must ensure that the council works effectively with its partners in the public, private and voluntary sectors in promoting and maintaining the economic, social and environmental well-being of the Council and local people. In addition to these official roles, councillors may belong to a political group. Political groups may meet together to consider issues before the Council takes a decision. Political groups do not meet to consider planning applications. These group meetings are not part of the council's constitutional arrangements. To ensure openness they are covered in this protocol.
- 2.2 With limited exceptions Councillors do not have any decision taking powers as individuals. They do not have any responsibility for the day-to-day management of staff or the delivery of services. They do not give orders to staff. They do not use their influence to secure for themselves or any other person an improper advantage or disadvantage from the council or any of its partners. Councillors do not do anything that would compromise the impartiality of staff. Councillors do not lobby on behalf of any individual seeking employment with the council or in other personnel matters.
- 2.3 All staff serve the council as a whole and support councillors in their roles. Staff use their professional expertise and best judgement in advising councillors how they can achieve their objectives. They are free to make their impartial recommendations without pressure from councillors, individually or collectively. Staff implement the lawful decisions of councillors taken in accordance with the constitution. Staff ensure that councillors are aware of changes to legislation or other external influences on the Council's operation, and advise on how best the council should respond. Staff manage the resources of the council for which they are responsible in providing services to local people. Staff propose new policies or changes to existing policies where they

consider that these would improve the council's performance or service to local people. Staff take the day-to-day managerial and operational decisions within the council. Staff liaise with colleagues working for other local authorities and the council's partners to share best practice and to co-operate where necessary in achieving the council's objectives.

2.4 Staff do not allow their personal or political opinions to interfere with the exercise of their responsibilities to the council. Staff do not treat any individual councillor more or less favourably than any other but provide the same level of service to all members consistent with the demands of the councillor's roles within the council and their workloads.

3. **THE AGREEMENT BETWEEN COUNCILLORS AND STAFF**

3.1 The protocol takes the form of an agreement between councillors and staff and sets out what each can expect from the other in a range of situations. It is not possible to cover every circumstance in which councillors and officers interact. The protocol sets out the most common areas where councillors and staff come into contact. In other situations the protocol, and especially the principles in paragraph 1.2 sets the framework and acts as a guide to the relationship that is to be followed.

Agreement	Councillors will	Staff will
Casework	<p>(a) Raise case working issues with</p> <ul style="list-style-type: none"> • The Clerk • Such other member of staff as may be arranged with the Clerk. <p>(b) Ask for, or provide information on a particular case, seek clarification on the application of the council's policies or procedures but</p> <ul style="list-style-type: none"> • Will balance the interest of their constituents with the interests of other local people in a fair and objective way • Not raise issues in which they have a personal interest except by correspondence only (making sure they clearly state both the existence and nature of their personal interest) • Not do anything which could be interpreted as a direction to, or pressure on, a member of staff in relation to an issue but to raise any such matters with the Clerk. 	<p>(a) Respond promptly to enquiries by providing a reply within 5 working days of the receipt of the request, or, if a full response is not possible, provide an interim reply explaining why a full response is not possible</p> <p>(b) Treat enquiries from councillors in which they have a personal interest no more, or less, favourably than they would an enquiry from any other local person, and provide them with the same information that a member of the public would receive.</p>
Public Consultations	Inform the Clerk of any consultation exercise they intend to conduct in their ward on particular issues, except where that consultation is used for party political purposes. In which case the party political nature should be made clear to the public.	

	Councillors will	Staff will
Scrutiny	<p>(a) Not raise the conduct or capability of a member of staff at meetings or in any public forum, but raise any issues through the Clerk or through formal council procedures.</p> <p>(b) Treat admissions of failure or mistakes made by staff as an opportunity to improve the service provided for local people.</p> <p>(c) Welcome the opportunity to congratulate staff on a job well done, bearing in mind the potential positive impact on staff morale and councillor staff relations.</p> <p>(d) Not ask staff to explain the actions of councillors</p> <p>(e) Be open about failures or mistakes for which they have responsibility and be supportive of others, be they councillors or staff who may have made an error</p> <p>(f) Recognise that staff are not always able to defend themselves in meetings and other public forums.</p> <p>(a) Only seek information that they have a need to know to perform their duties.</p> <p>(b) Not knowingly seek information which is not publicly available and which they do not have a need to know to perform their duties, in which they are professionally interested, in which they have a prejudicial interest or which they intend to put to wider political purpose rather than constituency purpose.</p> <p>(a) Only approach staff via / or with the agreement of the Clerk.</p>	<p>(a) Explain and justify the advice they have given to decision takers, but not criticise decision takers in committees or public forums where lawful decisions have been taken which do not follow that advice</p> <p>(b) Be open about failures or mistakes for which they have responsibility and be supportive of others, be they councillors or staff who may have made an error</p> <p>(c) Not ask councillors to explain the advice given by staff.</p> <p>(d) Be entitled to request that the minutes of a meeting record their advice on any matter where councillors have decided not to follow that advice.</p> <p>(a) Respond promptly to requests for information.</p> <p>(b) Refer a request for information which is not publicly available and in which it would seem that councillor may have an interest to the Clerk.</p>
Access to information	<p>(a) Only approach staff via / or with the agreement of the Clerk.</p>	<p>(a) Ensure that councillors are able to leave messages for them out of normal working hours.</p>
Access to staff	<p>When making visits as individual members:-</p> <p>(a) Whenever practicable, notify and make advance arrangements with the Clerk.</p> <p>(b) Comply with health and safety, security and other workplace rules;</p> <p>(c) Not disrupt the services or activities being provided at the time of the visit;</p> <p>(d) If outside their own ward, notify the ward member(s) beforehand.</p>	<p>(a) Endeavour to accommodate visits by councillors subject to the exigencies of the office.</p> <p>(b) Advise councillors making such visits of any relevant safety or security requirements as appropriate.</p>
Access premises	<p>(a) Have a high regard for</p> <p>(i) the rights of staff to have a personal and family life</p> <p>(ii) the need to comply with the Working Time Regulations</p> <p>(iii) honouring and respecting the published timetable of meetings, briefings and consultative events agreed at the commencement of the year.</p> <p>(b) Have regard to the need for staff to research and prepare reports in exercising their right to direct that any item of business (within the terms of reference of that meeting) as they may specify is included on the agenda for that meeting.</p>	<p>(a) Have a high regard for</p> <p>(i) the rights of councillors to have a personal and family life</p> <p>(ii) the demands placed on Councillors who are in Full time employment</p> <p>(iii) the need to comply with the Working Time Regulations</p> <p>(iv) honouring and respecting the published timetable of meetings, briefings and consultative events agreed at the commencement of the year.</p> <p>(b) Be entitled to make whatever recommendation in a report that they may decide in the exercise of their professional judgement.</p>
Consideration of time management	<p>(a) Have a high regard for</p> <p>(i) the rights of staff to have a personal and family life</p> <p>(ii) the need to comply with the Working Time Regulations</p> <p>(iii) honouring and respecting the published timetable of meetings, briefings and consultative events agreed at the commencement of the year.</p> <p>(b) Have regard to the need for staff to research and prepare reports in exercising their right to direct that any item of business (within the terms of reference of that meeting) as they may specify is included on the agenda for that meeting.</p>	<p>(a) Have a high regard for</p> <p>(i) the rights of councillors to have a personal and family life</p> <p>(ii) the demands placed on Councillors who are in Full time employment</p> <p>(iii) the need to comply with the Working Time Regulations</p> <p>(iv) honouring and respecting the published timetable of meetings, briefings and consultative events agreed at the commencement of the year.</p> <p>(b) Be entitled to make whatever recommendation in a report that they may decide in the exercise of their professional judgement.</p>

	Councillors will	Staff will
Media relations	<p>(a) Comply with the Code of Recommended Practice on Local Authority Publicity.</p> <p>(b) Not disclose confidential or exempt information to the media</p> <p>(c) Not request assistance from staff in facilitating any media contact which is intended or likely to criticise the Council, its partners or its policies.</p>	<p>(a) Promptly pass media requests for interviews and contributions on to councillors and make arrangements to bring these about.</p> <p>(b) Make available for inspection by councillors all media releases which are issued on behalf of the Council.</p>
Political Group Meetings	<p>(a) Not divulge confidential or exempt information at political group meetings where there are persons present at the meeting who are not councillors.</p> <p>(b) Not discuss party political business in the presence of members of staff.</p>	<p>(a) Staff will not attend a group or other political meetings.</p>
Councillors appointed to outside bodies	<p>Report back to the appropriate Council body on the activities of the outside body where such information would assist the council's service to local people and not breach any requirement of confidentiality or duty owed by the councillor to the outside body.</p>	<p>(a) Provide reasonable assistance to support councillors in their membership of outside bodies to which they have been appointed by the Council, subject to the availability of designated resources.</p> <p>(b) On request provide information about the body prior to appointment and a named contact for briefing purposes.</p>
Management of Staff	<p>(a) Not become involved in staffing matters, except for involvement in Personnel/Grievance Committees.</p> <p>(b) Not enter into discussion with any other councillors or staff about any employment decisions or an applicant for employment or day-to-day staffing issues (except when an agreed agenda item being considered by a Committee or other formal member group).</p> <p>(c) Always make employment decisions on merit.</p> <p>(d) Not seek to become involved in operational issues except at the request of the Clerk.</p>	<p>(a) Not lobby any councillor about any employment decisions or an applicant for employment or day-to-day staffing issues.</p> <p>(b) Not seek councillors' involvement in staffing matters except at the request of the Clerk or as provided in the Constitution, for example staffing policy formation,</p> <p>(c) Always make employment decisions on merit.</p> <p>(d) Not seek to involve councillors in operational issues except at the request of the Clerk.</p>
Confidentiality	<p>(a) Comply with requests by staff that information they provide should remain confidential subject only to it being information which should be made available under a statutory obligation on the Council, or by the lawful decision of the Council, a Committee or Sub-committee.</p> <p>(b) Ensure that as much information as possible shall be available to the public through the proper channels.</p>	<p>(a) Comply with requests by Councillors that information they provide should remain confidential subject only to it being information which should be made available under a statutory obligation on the Council or by the lawful decision of the Council a Committee or Sub-committee</p> <p>(b) Ensure that as much information as possible shall be available to the public through the proper channels.</p>
Complaints	<p>Bring any knowledge or reasonable suspicion that there has been a failure to comply with the provisions of this protocol to the attention of the Clerk.</p>	<p>Bring any knowledge or reasonable suspicion that there has been a failure to comply with the provisions of this protocol to the attention of the Clerk.</p>

4. **REVIEW** - This protocol will be reviewed by the Personnel Committee from time to time as required and as a minimum every four years.

Radcliffe on Trent Parish Council

Supporting Paper for F and GP on 7 September

1 Public Toilet Rates – To Note

NALC had been campaigning for a long time to remove the non domestic rate charge from public toilets. To support their efforts we completed a questionnaire about a year ago. The office heard nothing further until RBC paid over £800 into our bank being the 2020/2021 rates and the 2021/2022 rates paid to date. The budget for this year was £664.

Non-Domestic Rating (Public Lavatories) Act 2021

2021 CHAPTER 13

An Act to confer relief from non-domestic rates for hereditaments in England and Wales that consist wholly or mainly of public lavatories; and for connected purposes.

[29th April 2021]

BE IT ENACTED by the Queen's most Excellent Majesty, by and with the advice and consent of the Lords Spiritual and Temporal, and Commons, in this present Parliament assembled, and by the authority of the same, as follows:—

Relief from non-domestic rates for public lavatories

Where, on a chargeable day, the hereditament consists wholly or mainly of public lavatories, the chargeable amount for the chargeable day is zero.”

The amendments made by this Act have effect in relation to financial years beginning on or after 1 April 2020.

The refund for 2020/21 was £623.75 plus the budget of this year of £664 gives a windfall £1,287.75.

Radcliffe on Trent Parish Council

2 Worldpay – to receive payments by card

TO CONSIDER

To facilitate receiving payments by card the council has a contract with Worldpay. The annual cost of this, before any transactions, is £328 plus the IT consultant's time renewing the compliance questionnaire annually. All transactions incur additional charges which vary depending on the type of card.

There have been no transactions since March 2020 but in the year before that there were 34 transactions for £5,210 costing £425. Of which 10 were for Bridge Club (£819) and 9 were over £150 (£2,368). There has been a shift to BACS payments since COVID with nearly all bills paid this way. The other options are cash and cheque.

The facility we have is an online capture of data which is time consuming. The customer can phone in with the card details but name, address, phone number and email address also need to be recorded for each payment.

The option of having a hand-held machine has been investigated but would add to costs and for the low number of users, and especially as many used to pay over the phone, seemed of little benefit.

Parish Council IT Working Group – proposed terms of reference

The Parish Council's information technology systems are used to assist in communication, both external and internal, administration, record keeping and in many other areas of regular business.

It is suggested that a Working Group develops and maintains an IT strategy which has two main elements:

- Supporting and improving daily/ regular operations
- Identifying and developing plans for the future based on an awareness of new systems and new technologies.

To achieve these elements the Working Group must have representatives of both the staff and councillors that use the present systems and when necessary, include outside specialist help to assist in the identification of new or improved technologies.

The strategy will be a 'living' document regularly updated to ensure that the Parish Council are aware of and use the best systems to ensure efficiency, cost effectiveness and limit their environmental impact.

Radcliffe-on-Trent Parish Council 2021/22

COMMITTEE MEMBERSHIP

Name	Standing Committees			Planning				F and GP				Amenities							
	F& GP	Amenities	Planning & Environ't	Neigh' bourhood Plan	Carbon Clever	Environ't	CIL	Trains	Audit	PR	IT	Health & Safety	Grounds Maintenance / Nature Reserves	Play Equipment	Leisure	Football Liaison	Grange & Grange Hall	House Keeping/ Maintenance	Events & Marketing inc Pricing
Oliver Bere																			
Carol Chambers																			
Sue Clegg (V)	X	X	X	X	X	X	X	X	X		X	X	X		X		X		X
Harry Curtis	X	X	X								X		X		X				X
Martin Davis											X								
Gillian Dunn	X (C)	X	X		X	X	X		X		X								X
Matthew D. Kirk	X	X	X								X								X
Irene Dovey											X								
Diane Farthing	X	X	X (V)	X		X	X		X		X		X		X		X		X
Lorraine Foster	X	X	X	X															
David Graham	X	X (V)	X			X	X						X	X	X		X		
Tracy James	X	X	X	X			X	X							X	X		X	X
Anne Mcleod	X	X	X (C)	X	X	X	X	X			X		X	X	X		X		X
Shaun Moroney																			
Jo Spencer (C)	X	X	X	X			X		X				X		X				X
Alice Tomlinson	X	X (C)	X				X												
Phil Thomas	X (V)	X	X	X	X	X	X	X	X	X	X	X	X				X		

***** F&GP - Personnel Sub Committee = Chair and Vice Chair of Council and all Committee Chairs (Vice Chairs can attend in Chairs absence)
 - Budget = Chair and Vice of Council, Chair and Vice of F&GP

26a

26.B

10. ORDERS FOR WORK, GOODS AND SERVICES

OPTION A

10.3 All members and officers are responsible for obtaining value for money at all times. This should involve consideration of the quality, cost and impact on the environment of the manufacture the goods or provision of the service covered by the order..

An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.

J

26 B

10. ORDERS FOR WORK, GOODS AND SERVICES

OPTION B

10.3 All members and officers are responsible for obtaining optimum value when placing an order. The assessment of value will be a based on a balance of quality, cost, time frame and impact on the environment...

An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.