

Nether Alderley Parish Council

Enclosures

1-2

Council Meeting

9th December 2025

Public Copy

Nether Alderley Parish Council
VAT between 01/10/2025 to 31/10/2025

ENCLOSURE 1

PAYMENTS

Voucher	Code	Date	Bank	Minute	Description	Supplier VAT Number & Name	Vat Type	Net	Vat	Total
118	Broadband & Cloud Vc	01/10/2025	Current Accoun	11 - 14/10/25	BT Business Cloud Voice & Bro	GB 245719348 British Telecommunications plc	S	54.95	10.99	65.94
120	Clerk's Salary	14/10/2025	Current Accoun	11 - 14/10/25	Clerks Salary	Nether Alderley Parish Council	X	627.20		627.20
121	Staff Travelling Expens	14/10/2025	Current Accoun	11 - 14/10/25	Clerks Mileage	Nether Alderley Parish Council	X	66.60		66.60
122	Staff Mobile Phone (C	14/10/2025	Current Accoun	11 - 14/10/25	Clerks Sim Card O2	778603785 O2 (Telefonica UK Ltd)	S	13.19	2.64	15.83
123	Hall Cleaner Self Empl	14/10/2025	Current Accoun	11 - 14/10/25	Cleaning Village Hall	NOT VAT REGISTERED Cleaning Maid Easy /Nicole Athertc	X	75.00		75.00
124	Remembrance Day wr	14/10/2025	Current Accoun	11 - 14/10/25	Poppy Factory Wreaths	446 6412 87 Lady Haigh Poppy Factory	S	151.33	30.27	181.60
125	Office Equipment	14/10/2025	Current Accoun	11 - 14/10/25	1B External SSD	727255821 Amazon Business EU SARK UK Br	S	62.49	12.50	74.99
126	Stationery	14/10/2025	Current Accoun	11 - 14/10/25	Ink Cartridges	842818316 Cartridge Discount	S	15.39	3.08	18.47
127	Stationery	14/10/2025	Current Accoun	11 - 14/10/25	Printing Paper	Sainsburys Ltd	S	6.25	1.25	7.50
128	Clerk's Salary	14/10/2025	Current Accoun	11 - 14/10/25	HMRC Tax	HMRC	X	418.00		418.00
129	Employer NI	14/10/2025	Current Accoun	11 - 14/10/25	HMRC Ni Payment	HMRC	X	94.23		94.23
130	Hall Caretaker Self Em	14/10/2025	Current Accoun	11 - 14/10/25	Village Hall Caretaking	Not VAT Registered David Fairbotham Wizzy Park Phot	X	228.00		228.00
131	Audit Fees	14/10/2025	Current Accoun	11 - 14/10/25	External Audit Fees	4400498250 PKF Littlejohn External Audit	S	1,680.00	336.00	2,016.00
132	Community Fund (New	14/10/2025	Current Accoun	11 - 14/10/25	Print Autumn Newsletter	941 3110 66 Printlit	X	373.54		373.54
133	Payroll Services	14/10/2025	Current Accoun	11 - 14/10/25	Payroll Services	407022835 Shires Payroll Services	S	121.50	24.30	145.80
134	Village Hall Gas	14/10/2025	Current Accoun	11 - 14/10/25	Crown Gas & Power - GAS	188886622 Crown Gas & Power	L	188.08	9.40	197.48
135	Hall Cleaner Self Empl	24/10/2025	Current Accoun	11 - 11/11/25	Cleaning Village Hall	NOT VAT REGISTERED Cleaning Maid Easy /Nicole Athertc	X	75.00		75.00
137	Village Hall AV Equipm	28/10/2025	Current Accoun	11 - 11-11-25	AV Equipment For Village Hall	GB 848337300 Electromarket	S	304.98	61.00	365.98
138	Staff Mobile Phone (C	28/10/2025	Current Accoun	11 - 11-11-25	EE Sim Card for Caretakers Phc	245719348 EE Limtedi	Z	11.50		11.50
139	Staff Mobile Phone (C	31/10/2025	Current Accoun	11 - 11-11-25	Refurbished Phone for Caretake	Anglo Star Ltd	Z	124.99		124.99
140	Office Equipment	31/10/2025	Current Accoun	11 - 11-11-25	1B External SSD	727255821 Amazon Business EU SARK UK Br	S	62.49	12.50	74.99
142	Village Hall Hire Incom	29/10/2025	Current Accoun	11 - 11-11-25	Duplicate	Village Hall Christmas Fair Table Hi	S			
143	Village Hall Hire Incom	28/10/2025	Current Accoun	11 - 11-11-25	Duplicate	Village Hall Christmas Fair Table Hi	S			
144	Village Hall Hire Incom	13/10/2025	Current Accoun	11 - 11-11-25	Duplicate	Village Hall Christmas Fair Table Hi	S			
145	Village Hall Hire Incom	06/10/2025	Current Accoun	11 - 11-11-25	Duplicate	Village Hall Christmas Fair Table Hi	S			
146	Village Hall Hire Incom	02/10/2025	Current Accoun	11 - 11-11-25	Duplicate	Village Hall Christmas Fair Table Hi	S			
147	Village Hall Hire Incom	02/10/2025	Current Accoun	11 - 11-11-25	Duplicate	Village Hall Christmas Fair Table Hi	S			
148	Village Hall Hire Incom	02/10/2025	Current Accoun	11 - 11-11-25	Duplicate	Village Hall Christmas Fair Table Hi	S			
149	Village Hall Electricity	16/10/2025	Current Accoun	11-11-11-25	Crown Gas and Power ELECTR	188886622 Crown Gas & Power	L	92.02	4.60	96.62
150	Nat West Current Acco	15/10/2025	Current Accoun	11-11-11-25	Bank Charges Bank Line	Nat West Bank	X	20.00		20.00
151	Nat West Current Acco	31/10/2025	Current Accoun	11-11-11-25	Bank Charges Bank Line	Nat West Bank	X	19.65		19.65
152	Annual Subscriptions	09/10/2025	Current Accoun	11-11-11-25	Scribe Accounts Hall Booking M	941745120 Scribe Starboard Systems Ltd	S	23.00	4.60	27.60
153	Annual Subscriptions	15/10/2025	Current Accoun	11-11-11-25	Scribe Accounts Hall Booking M	941745120 Scribe Starboard Systems Ltd	S	23.00	4.60	27.60
165	Village Hall TV Licensi	14/10/2025	Current Accoun	11 - 14/10/25	Village Hal TV Licence Applicati	TV Licensing	E	174.50		174.50

517.73

RECEIPTS

Nether Alderley Parish Council
VAT between 01/10/2025 to 31/10/2025

Voucher	Code	Date	Bank	Minute	Description	Customer Name	Vat Type	Net	Vat	Total
54	Village Hall Hire Incom	31/10/2025	Current Accoun	11 - 11-11-25	Hire of Village Hall October Invo	Lucy Watson	S	72.00	14.40	86.40
70	Village Hall Hire Incom	05/10/2025	Current Accoun	11 -14/10/25	Village Hall Hire - Derbyshire Cæ	Derbyshire Caving Club	S	380.00	76.00	456.00
71	Village Hall Hire Incom	05/10/2025	Current Accoun	11 -14/10/25	Village Hall Hire Monika Grocho	Monika Grochowska	S	25.00	5.00	30.00
72	Christmas Fair Table/S	02/10/2025	Current Accoun	11 -14/10/25	Christmas Fair Table Hire	Sarah Bartlem	S	12.50	2.50	15.00
73	Christmas Fair Table/S	02/10/2025	Current Accoun	11 -14/10/25	Christmas Fair Table Hire	Jo Taylor	S	12.50	2.50	15.00
74	Christmas Fair Table/S	02/10/2025	Current Accoun	11 -14/10/25	Christmas Fair Table Hire	Emerald Gin Limited Emerald Gin L	S	12.50	2.50	15.00
78	Burial Fees	14/10/2025	Current Accoun	11 - 11-11-25	Burial Fee	Executors of M & S Wilkinson CP 1	X	120.00		120.00
82	Village Hall Hire Incom	08/10/2025	Current Accoun	11-14/10/25	Garden Furniture Sale	Carpet Warehouse	S	150.00	30.00	180.00
83	Village Hall Hire Incom	17/10/2025	Current Accoun	11 - 11/11/25	Hire of Village Hall	Janice Barton	S	72.00	14.40	86.40
84	Community Infrastructu	20/10/2025	Current Accoun	11 -11/11/25	CIL Receipt	Cheshire East Council	X	286.39		286.39
86	Village Hall Hire Incom	29/10/2025	Current Accoun	11-11-11-25	Christmas Fair Table Hire	N Bowers	S	12.50	2.50	15.00
87	Village Hall Hire Incom	28/10/2025	Current Accoun	11-11-11-25	Christmas Fair Table Hire	A O Etchells	S	12.50	2.50	15.00
88	Village Hall Hire Incom	13/10/2025	Current Accoun	11-11-11-25	Christmas Fair Table Hire	Janet Rawsthorn	S	12.50	2.50	15.00
89	Village Hall Hire Incom	08/10/2025	Current Accoun	11-11-11-25	Christmas Fair Table Hire	SL Payne	S	12.50	2.50	15.00
90	Village Hall Hire Incom	06/10/2025	Current Accoun	11-11-11-25	Christmas Fair Table Hire	Monique Qureshi	S	12.50	2.50	15.00
91	Village Hall Hire Incom	20/10/2025	Current Accoun	11-11-11-25	Christmas Fair Table Hire	NETH ALDE PR SW, NAPS,FP24/	S	12.50	2.50	15.00
92	VAT Repaid by HMRC	13/10/2025	Current Accoun	11-11-11-25	Vat payment Aug 25	HMRC	R		331.60	331.60
94	Reserve Bank Account	31/10/2025	Reserve Accou	11 - 11-11-25	Interest Payment	Nat West Bank	X	0.45		0.45
100	Village Hall Hire Incom	30/10/2025	Current Accoun	11 - 09/12//255	Village Hall Hire - Flower Club	Nether Alderley Flower Club	S	60.00	12.00	72.00
									174.30	

Amount of VAT you can claim for this period is: £343.43



Nether Alderley Parish Council

Code of Conduct

1. INTRODUCTION

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.

2. DEFINITIONS

For the purposes of this Code of Conduct, a "councillor" means a member or co-opted member of a Parish Council 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".

3. PURPOSE OF THE CODE OF CONDUCT

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, Parish Council officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The Parish Council encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and the Parish Council.



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4. GENERAL PRINCIPLES OF COUNCILLOR CONDUCT

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and Parish Council 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 Parish Council's requirements and in the public interest.

5. 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



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that may relate to the Code of Conduct. Parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

6. 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

Respect

As a councillor:

- I treat other councillors and members of the public with respect.
- I treat Parish Council employees, employees and representatives of partner organisations and those volunteering for the Parish Council 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 Parish Council, 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 Parish Council employees, where concerns should be raised in line with Clerk.

Bullying, harassment and discrimination

As a councillor:

- I do not bully any person.
- I do not harass any person.
- 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,



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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 Parish Councils. Councillors have a central role to play in ensuring that equality issues are integral to the Parish Council's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

Impartiality of officers of the council

As a councillor:

- I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the Parish Council.

Officers work for the Parish Council 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.

Confidentiality and access to information

As a councillor:

- I do not disclose information:
 - given to me in confidence by anyone
 - acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless:
 - I have received the consent of a person authorised to give it;
 - I am required by law to do so;
 - 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
 - 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 Parish Council; and 3. I have consulted the Monitoring Officer prior to its release.



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- 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.
- I do not prevent anyone from getting information that they are entitled to by law.

Parish Councils 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 Parish Council must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

Disrepute

As a councillor I do not bring my role or Parish Council 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 Parish Council and may lower the public's confidence in you or your Parish Council's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your Parish Council into disrepute.

You are able to hold the Parish Council 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.

Use of position

As a councillor 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 Parish Council 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.

Use of Parish Council resources and facilities

As a councillor:

- I do not misuse council resources.
- I will, when using the resources of the Parish Council or authorising their use by others:
 - act in accordance with the Parish Council's requirements; and
 - 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 Parish Council or of the office to which I have been elected or appointed.



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You may be provided with resources and facilities by the Parish Council 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 Parish Council 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 Parish Council's own policies regarding their use.

Complying with the code of conduct

As a Councillor:

- I undertake Code of Conduct training provided by my Parish Council.
- I cooperate with any Code of Conduct investigation and/or determination.
- I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.
- 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 Parish Council or its governance. If you do not understand or are concerned about the Parish Council's processes in handling a complaint you should raise this with your Monitoring Officer.

7. PROTECTING YOUR REPUTATION AND THE REPUTATION OF THE PARISH COUNCIL

Interests

As a councillor 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, Parish Council 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



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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.

8. GIFTS AND HOSPITALITY

As a councillor:

- 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 Parish Council or from persons who may apply to the Parish Council for any permission, licence or other significant advantage.
- I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.
- 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 Parish Council, 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 your Monitoring Officer for guidance.

9. 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.



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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 Councillor 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.

- 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.
- 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.
- 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

- 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.
- 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

- 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

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

Disclosure of Non-Registerable Interests

- 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.
- Where a matter arises at a meeting which affects:
 - your own financial interest or well-being;
 - a financial interest or well-being of a relative or close associate; or
 - 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

- Where a matter (referred to in paragraph 8 above) affects the financial interest or well-being:
 - to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
 - a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

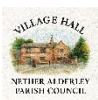
You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to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

- Where you have an Other Registrable 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.
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



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	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	Any contract made between 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 (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 — (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 and Property	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.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer.
Corporate tenancies	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.
Securities	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 council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any

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	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 have a beneficial interest exceeds one 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

You must register as an Other Registrable Interest:

- any unpaid directorships
- any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
- any body:
 - exercising functions of a public nature
 - directed to charitable purposes or
 - one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)
 of which you are a member or in a position of general control or management.

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:



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Best practice 1: Parish Councils 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: Parish 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: Parish Councils 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 Parish Council'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: Parish Councils 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: Parish Councils 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 Parish Council 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 Parish Council 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 Parish Council 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.

Adopted: 9th December 2025. Signed: _____ (Chair)



Nether Alderley Parish Council

Complaints Policy

1. INTRODUCTION

Nether Alderley Parish Council welcomes contact from local residents should residents wish to raise issues that are relevant to the local community and parish with Parish Councillors. Residents can contact the Clerk to the Parish Council by letter, e-mail or telephone and can attend Parish Council meetings to speak with Councillors, as there is point in each meeting dedicated to give local residents this opportunity. The Parish Council asks that you make contact with the Clerk first to confirm timings.

However, if you have a **complaint** about the way the Parish Council has made a decision, has not followed procedures, an action taken by the Council or lack of action or a complaint about the standard of service provided, the Parish Council has a process in place to receive and address complaints. The Parish Council will seek to address and resolve complaints as quickly as it can and in line with its policy.

2. USE OF THE COMPLAINTS PROCEDURE

Nether Alderley Parish Council's complaints procedure is based upon the National Association of Local Council's guidance, 2014.

This internal Complaints Procedure may not, in all cases, be the appropriate route to deal with all complaints. In the following circumstances the Parish Council may hand over to an external organisation or a complainant may wish to take a complaint directly to the external body:
wish to take a complaint directly to the external body:

Type of Conduct	Refer to
Financial irregularity	Local elector's statutory right to object the Council's audit of accounts pursuant to s.16 Audit Commission Act 1998. On other matters, Councils may need to consult their auditor/Audit Commission
Criminal Activity	The Police
Member conduct	In Cheshire East, a complaint relating to a member's failure to comply with the Code of Conduct must be submitted to the Monitoring Officer at Cheshire East Council. The Nether Alderley Parish Council Code of Conduct can be obtained from the Clerk or found on the Nether Alderley Parish Council website.
Employee Conduct	Internal Disciplinary Procedure

To note, the local Government Ombudsman has no jurisdiction over parish and town councils in England unless it is working jointly with a principal authority through a joint committee or exercising the functions of a principal authority. Therefore, the Parish Council is minded that an accessible and workable Complaints Procedure is needed in relation to the Parish Council.



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3. CONFIDENTIALITY

The identity of a complainant will only be made known to those who need to consider a complaint and the Parish Council / Committee will take care to maintain confidentiality where circumstances demand e.g. where matters concern financial or sensitive information or where third parties are concerned.

The complaint against the local Council will be considered personal to the complainant and will be treated as confidential unless the complainant confirms that they waive their right to confidentiality

4. RAISING MATTERS OF CONCERN / 'INFORMAL' COMPLAINT

Where a member of the public wishes to raise an issue with Parish Council or Clerk about its services, decisions, actions or procedures but does not wish to raise a formal complaint, the Clerk will do their best to investigate, address and resolve the issue within 10 working days, or inform the contact of the length of time required to address the issue, with a specified reason.

Complaints Procedure

5. COMPLAINTS PROCEDURE

Stage One Submission of Complaint

- The complainant should submit a complaint in writing to the Parish Council Clerk, at the following address:

25 Water Garden
Alderley Park
Nether Alderley
Cheshire
SK10 4JY
- The correspondence should clearly identify that it is a complaint and should include the detail of the complaint, including relevant events, dates, names of relevant members, staff and the complainant's name and contact details.
- The Complainant should indicate whether they want the complaint to be treated confidentially
- If the complainant does not wish to submit the complaint to the Clerk, they may address it to the Chair of the Parish Council at the address above, marked 'personal and confidential'.
- The Clerk shall acknowledge receipt of the complaint and shall do their best to investigate, address and resolve the complaint within 10 working days, or inform the complainant of the length of time required to address the complaint, with a specified reason.

Referral to Complaints Committee

- If the Complainant is not happy with the way the complaint is being handled by the Clerk, they may request that the complaint is considered by a Complaints Committee, configured to handle the complaint.
- If the Clerk considers that the complaint should be considered by the Committee, the complainant will be advised when the matter will be brought before the Committee.



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- If the complaint is addressed to the Chair, the Chair will acknowledge receipt and advise the complainant when the matter will be brought before the Committee
- If the matter is dealt with by the Committee, the complainant will be invited to attend a meeting and may bring a representative with them if they wish. The complainant will be advised whether the complaint will be treated as confidential or whether notice will be given in the usual way for public to be present. The Committee will aim to meet within 4 weeks of the complaint being made or otherwise provide reason for extending this time period.
- At least 7 working days prior to the meeting, the complainant will provide the Committee with copies of documentation or any other evidence to be referred to or relied on. The Council will provide the complainant with copies of any documentation upon which they wish to rely at the meeting.
- The Complaints Committee will usually comprise the Vice Chair to the Parish Council and two other Councillors selected by the Parish Council.

Complaints Committee Meeting

- The Committee shall consider whether any circumstances of the meeting warrant the exclusion of the public and press.
- The Chair appointed to the Committee will introduce everyone and explain the procedure
- The complainant (or their representative) will be asked to outline the grounds for complaint and, then questions may be asked by the Clerk (Officer) and Committee members
- If relevant, the Clerk, or other nominated Officer, will have the opportunity to explain the Council's position and the complainant and Councillors may have the opportunity to ask the Clerk questions.
- The Chair will summarise the Parish Council's position and the complainant will have the opportunity to sum up their position.
- The complainant will be asked to withdraw from the meeting while members decide whether or not the grounds for the complaint have been made. If a point of clarification is necessary, the complainant shall be invited back.
- The complainant will be then able to re-join the meeting to be advised of the decision but if the decision is unlikely to be finalised on that day, they will be advised when the decision is likely to be made.

Decision

- The decision will be confirmed in writing within seven working days together with details of any action to be taken.

Adopted: July 2016

Reviewed: 9th December 2025. Signed: _____ (Chair)



Nether Alderley Parish Council

Health and Safety Policy

1. INTRODUCTION

This policy sets out the general principles and approach that Nether Alderley Parish Council will follow in respect of health and safety legislation. It is the responsibility of all councillors and employees of the council to be aware of the following policy statements on health and safety and of the arrangements made to implement these

2. THE PARISH COUNCIL'S SAFETY POLICY STATEMENT

- Nether Alderley Parish Council, in accordance with the requirements of The Health and Safety at Work Act (1974), and The Management of Health and Safety at Work Regulations (1998), accepts its duty to provide and maintain safe and healthy working conditions for all its employees. It also accepts its duty of care to other persons such as volunteers and contractors who work on behalf of the Council.
- The Parish Council will take all reasonable steps to ensure that it complies with the law on health, safety and welfare and any relevant regulations, approved codes of practice and guidance. It will provide the resources to ensure the safety of its employees and others affected by its work.
- The Parish Council will ensure that this policy is brought to the attention of all employees, contractors, volunteers and councillors and is reviewed annually.
- The Parish Council will ensure that relevant risk assessments are brought to the attention of all employees, volunteers, contractors and councillors

3. AIMS OF THE HEALTH AND SAFETY POLICY

To provide as far as is reasonably practical:

- A safe place of work and a safe working environment
- Arrangements for considering, reporting, and reviewing Health and Safety matters at work, including risk assessments of working activities
- Systems of work that are safe and without risks to health
- Obtaining specialist technical advice and aid on matters concerning Health and Safety when necessary
- Sufficient information, instruction and training for the Parish Clerk, contractors, and voluntary helpers to carry out their work safely
- Care and attention to the health, safety and welfare of the Clerk, contractors, voluntary helpers and members of the public who may be affected by the Council's activities

4. RESPONSIBILITIES

The Nether Alderley Parish Council clerk will keep himself or herself informed of relevant health and safety policy legislation and inform the Council accordingly.

Overall and final responsibility for health and safety in the Council and for compliance with all policy and procedure is that of Nether Alderley Parish Council.



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Parish Council should ensure:

- Regular risk assessments are carried out where required and appropriate records maintained.
- Compliance with all relevant health & safety law, regulations and codes of practice (where applicable, details will be included as an appendix to this policy).
- Information, instruction, training, supervision, equipment and facilities necessary to achieve a safe working environment for employees, members of the public, contractors and volunteers are provided.
- Effective arrangements to ensure that contractors or voluntary helpers working for the Council comply with all reasonable health and safety at work requirements.
- A central record of notified accidents is kept and when an accident or hazardous incident occurs action is taken to prevent a recurrence or further accident.
- Expert technical advice on health and safety to assist in fulfilling its responsibilities is sought, if needed. • Appropriate resources are made within the budget to meet statutory requirements, health and safety policy, procedures and standards.

Employees, councillors, contractors and voluntary helpers will:

- Familiarise themselves with and cooperate fully with the aims and requirements of the health and safety policy and take reasonable care for their own health and safety and that of any persons who may be affected by their activities including when working from home.
- Report any accidents or hazardous incidents to the Parish Council clerk or chair.
- Report all defects in condition of premises or equipment and any health and safety issues to the Parish Council clerk or chair.

Any Contractors employed by the Parish Council will:

- Be responsible for conducting themselves safely at all times and in compliance with the Parish Council's Health and Safety Policy.
- Ensure any work carried out must be fully in compliance with statutory legislation and codes of practice to ensure the health and safety of their own employees and other on and off site, also providing adequate measures to protect members of the public from harm.
- And any building sub-contractors working on behalf of the Parish Council will be required to adopt and follow the Considerate Contractors' Scheme. Being a 'Considerate Contractor' is indicative of an appropriate positive attitude that can be adopted by members of the building trade, ie. demonstrating that they care about the effect they have on neighbours and others in terms of issues such as noise pollution, site maintenance, littering on and off site and parking safely.

5. RISK ASSESSMENTS

- The Clerk shall keep copies of all risk assessments, method statements and health and safety documents.
- The Parish Council will carry out risk assessments of its activities as and when necessary.
- The Parish Council will set up and monitor policies and procedures to reduce any risks that are identified.



Nether Alderley Parish Council

- The Parish Council may request that contractors supply risk assessments, written method statements and safe systems of work prior to starting any major works on behalf of the council. Alternatively, they may ask for details on how they will ensure safe working practices are adhered to.

6. INSPECTIONS & DOCUMENTATION REVIEW

- An annual inspection of village assets will be carried out and findings recorded. Any serious defects/items for attention must be actioned immediately.
- Activity risk assessments, the health and safety policy document and all other health and safety documentation will also be reviewed annually taking into account any changes in personnel, procedural or physical changes.

Adopted: July 2016

Reviewed: 9th December 2025.

Signed: _____ (Chair)



Nether Alderley Parish Council

Information and Data Protection Policy

1. INTRODUCTION

In order to conduct its business, services and duties, Nether Alderley Parish Council processes a wide range of data, relating to its own operations and some which it handles on behalf of partners. In broad terms, this data can be classified as:

- Data shared in the public arena about the services it offers, its mode of operations and other information it is required to make available to the public.
- Confidential information and data not yet in the public arena such as ideas or policies that are being worked up.
- Confidential information about other organisations because of commercial sensitivity.
- Personal data concerning its current, past and potential employees, Councillors, and volunteers.
- Personal data concerning individuals who contact it for information, to access its services or facilities or to make a complaint.

Nether Alderley Parish Council will adopt procedures and manage responsibly, all data which it handles and will respect the confidentiality of both its own data and that belonging to partner organisations it works with and members of the public. In some cases, it will have contractual obligations towards confidential data, but in addition will have specific legal responsibilities for personal and sensitive information under data protection legislation.

The Parish Council will periodically review and revise this policy in the light of experience, comments from data subjects and guidance from the Information Commissioners Office.

The Parish Council will be as transparent as possible about its operations and will work closely with public, community and voluntary organisations. Therefore, in the case of all information which is not personal or confidential, it will be prepared to make it available to partners and members of the Council's communities. Details of information which is routinely available is contained in the Council's Publication Scheme which is based on the statutory model publication scheme for local councils.

2. PROTECTING CONFIDENTIAL OR SENSITIVE INFORMATION

Nether Alderley Parish Council recognises it must at times, keep and process sensitive and personal information about both employees and the public, it has therefore adopted this policy not only to meet its legal obligations but to ensure high standards.

The General Data Protection Regulation (GDPR) which became law on 25th May 2018 and will like the Data Protection Act 1998 before them, seek to strike a balance between the rights of individuals and the sometimes, competing interests of those such as the Parish Council with legitimate reasons for using personal information.

Nether Alderley Parish Council

3. THE POLICY IS BASED ON THE PREMISE THAT PERSONAL DATA MUST BE:

- Processed fairly, lawfully and in a transparent manner in relation to the data subject.
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
- Accurate and, where necessary, kept up to date.
- Kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.
- Processed in a manner that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

4. DATA PROTECTION TERMINOLOGY

Data subject - means the person whose personal data is being processed. That may be an employee, prospective employee, associate or prospective associate of BTC or someone transacting with it in some way, or an employee, Member or volunteer with one of our clients, or persons transacting or contracting with one of our clients when we process data for them.

Personal data - means any information relating to a natural person or data subject that can be used directly or indirectly to identify the person. It can be anything from a name, a photo, and an address, date of birth, an email address, bank details, and posts on social networking sites or a computer IP address.

Sensitive personal data - includes information about racial or ethnic origin, political opinions, and religious or other beliefs, trade union membership, medical information, sexual orientation, genetic and biometric data or information related to offences or alleged offences where it is used to uniquely identify an individual.

Data controller - means a person who (either alone or jointly or in common with other persons) (e.g. Parish Council, employer) determines the purposes for which and the manner in which any personal data is to be processed.

Data processor - in relation to personal data, means any person (other than an employee of the data controller) who processes the data on behalf of the data controller.

Processing information or data - means obtaining, recording or holding the information or data or carrying out any operation or set of operations on the information or data, including:

- organising, adapting or altering it
- retrieving, consulting or using the information or data
- disclosing the information or data by transmission, dissemination or otherwise making it available
- aligning, combining, blocking, erasing or destroying the information or data, regardless of the technology used.

Nether Alderley Parish Council processes personal data in order to:

- fulfil its duties as an employer by complying with the terms of contracts of employment, safeguarding the employee and maintaining information required by law.
- pursue the legitimate interests of its business and its duties as a public body, by fulfilling contractual terms with other organisations, and maintaining information required by law.



Nether Alderley Parish Council

- monitor its activities including the equality and diversity of its activities
- fulfil its duties in operating the business premises including security
- assist regulatory and law enforcement agencies
- process information including the recording and updating details about its Councillors, employees, partners and volunteers.
- process information including the recording and updating details about individuals who contact it for information, or to access a service, or make a complaint.
- undertake surveys, censuses and questionnaires to fulfil the objectives and purposes of the Council.
- undertake research, audit and quality improvement work to fulfil its objects and purposes.
- carry out Council administration.

Where appropriate and governed by necessary safeguards we will carry out the above processing jointly with other appropriate bodies from time to time.

The Council will ensure that at least one of the following conditions is met for personal information to be considered fairly processed:

- The individual has consented to the processing
- Processing is necessary for the performance of a contract or agreement with the individual
- Processing is required under a legal obligation
- Processing is necessary to protect the vital interests of the individual
- Processing is necessary to carry out public functions
- Processing is necessary in order to pursue the legitimate interests of the data controller or third parties.

Particular attention is paid to the processing of any sensitive personal information and the Parish Council will ensure that at least one of the following conditions is met:

- Explicit consent of the individual
- Required by law to process the data for employment purposes
- A requirement in order to protect the vital interests of the individual or another person

5. WHO IS RESPONSIBLE FOR PROTECTING A PERSON'S PERSONAL DATA?

The Parish Council as a corporate body has ultimate responsibility for ensuring compliance with the Data Protection legislation. The Council has delegated this responsibility day to day to the Parish Clerk.

- Email: clerk.napc@gmail.com
- Phone: 07717 244 537
- Correspondence: The Parish Clerk, 25 Water Garden, Alderley Park. Nether Alderley, Cheshire. SK10 4JY.

6. DIVERSITY MONITORING

Nether Alderley Parish Council monitors the diversity of its employees, and Councillors, in order to ensure that there is no inappropriate or unlawful discrimination in the way it conducts its activities.



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It undertakes similar data handling in respect of prospective employees. This data will always be treated as confidential. It will only be accessed by authorised individuals within the Council and will not be disclosed to any other bodies or individuals. Diversity information will never be used as selection criteria and will not be made available to others involved in the recruitment process. Anonymised data derived from diversity monitoring will be used for monitoring purposes and may be published and passed to other bodies.

The Council will always give guidance on personnel data to employees, councillors, partners and volunteers through a Privacy Notice and ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request.

Appropriate technical and organisational measures will be taken against Unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data. Personal data shall not be transferred to a country or territory outside the European Economic Areas unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

7. INFORMATION PROVIDED TO US

The information provided (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible for us to contact, respond to or conduct the transaction requested by the individual. By transacting with Nether Alderley Parish Council, individuals are deemed to be giving consent for their personal data provided to be used and transferred in accordance with this policy, however wherever possible specific written consent will be sought. It is the responsibility of those individuals to ensure that the Parish Council is able to keep their personal data accurate and up to date. The personal information will be not shared or provided to any other third party or be used for any purpose other than that for which it was provided.

8. THE COUNCIL'S RIGHT TO PROCESS INFORMATION

General Data Protection Regulations (and Data Protection Act) Article 6 (1) (a) (b) and (e) Processing is with consent of the data subject, or Processing is necessary for compliance with a legal obligation. Processing is necessary for the legitimate interests of the Council.

Information Security

The Parish Council cares to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies. We will only keep your data for the purpose it was collected for and only for as long as is necessary, after which it will be deleted.

Children

We will not process any data relating to a child (under 13) without the express parental/ guardian consent of the child concerned.



Nether Alderley Parish Council

9. RIGHTS OF A DATA SUBJECT

Access to Information: an individual has the right to request access to the information we have on them. They can do this by contacting our Parish Clerk ((email: clerk.napc@gmail.com or Tel.: 07717 244 537).

Information Correction: If they believe that the information we have about them is incorrect, they may contact us so that we can update it and keep their data accurate. Please contact: Parish Clerk.

Information Deletion: If the individual wishes the Parish Council to delete the information about them, they can do so by contacting the Parish Clerk.

Right to Object: If an individual believes their data is not being processed for the purpose it has been collected for, they may object by contacting the Parish Clerk.

The Parish Council does not use automated decision making or profiling of individual personal data.

Complaints: If an individual has a complaint regarding the way their personal data has been processed, they may make a complaint to the Parish Clerk or the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113.

The Council will always give guidance on personnel data to employees through the Employee handbook.

The Council will ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request.

Making Information Available

The Publication Scheme is a means by which the Council can make a significant amount of information available routinely, without waiting for someone to specifically request it. The scheme is intended to encourage local people to take an interest in the work of the Council and its role within the community.

In accordance with the provisions of the Freedom of Information Act 2000, this Scheme specifies the classes of information which the Council publishes or intends to publish. It is supplemented with an Information Guide which will give greater detail of what the Council will make available and hopefully make it easier for people to access it.

All formal meetings of Council and its committees are subject to statutory notice being given on notice boards, the Website and sent to the local media. The Council publishes an annual programme in May each year. All formal meetings are open to the public and press and reports to those meetings and relevant background papers are available for the public to see. The Council welcomes public participation and has a public participation session on each Council and committee meeting. Details can be seen in the Council's Standing Orders, which are available on its website or from the Parish Clerk.



Nether Alderley Parish Council

Occasionally, Council or committees may need to consider matters in private. Examples of this are matters involving personal details of staff, or a particular member of the public, or where details of commercial/contractual sensitivity are to be discussed. This will only happen after a formal resolution has been passed to exclude the press and public and reasons for the decision are stated. Minutes from all formal meetings are public documents.

The Openness of Local Government Bodies Regulations 2014 requires written records to be made of certain decisions taken by officers under delegated powers. These are not routine operational and administrative decisions such as giving instructions to the workforce or paying an invoice approved by Council, but would include urgent action taken after consultation with the Chairman, such as responding to a planning application in advance of Council. In other words, decisions which would have been made by Council or committee had the delegation not been in place.

The 2014 Regulations also amend the Public Bodies (Admission to Meetings) Act 1960 to allow the public or press to film, photograph or make an audio recording of council and committee meetings normally open to the public. The Council will where possible facilitate such recording unless it is being disruptive. It will also take steps to ensure that children, the vulnerable and members of the public who object to being filmed are protected without undermining the broader purpose of the meeting.

The Council will be pleased to make special arrangements on request for persons who do not have English as their first language or those with hearing or sight difficulties.

Disclosure Information

The Council will as necessary undertake checks on both staff and Members with the Disclosure and Barring Service and will comply with their Code of Conduct relating to the secure storage, handling, use, retention and disposal of Disclosures and Disclosure Information. It will include an appropriate operating procedure in its integrated quality management system.

Reporting on Requests

The Parish Council will maintain a Disclosure Log which will be reported annually. The Log will include how many requests for information have been received under which item of legislation (DPA, FOI or EIR), whether the statutory response timescales have been complied with and the sector the request had come from (business, local MPs, members of the public within the district, or members of the public outside the district).

Confidentiality

Councillors and staff must be aware that when complaints or queries are made, they must remain confidential unless the subject gives permission otherwise. When handling personal data, this must also remain confidential.

Data Transparency

The Council has resolved to act in accordance with the Code of Recommended Practice for Local Authorities on Data Transparency (September 2011). This sets out the key principles for local



Nether Alderley Parish Council

authorities in creating greater transparency through the publication of public data and is intended to help them meet obligations of the legislative framework concerning information.

“Public data” means the objective, factual data on which policy decisions are based and on which public services are assessed, or which is collected or generated in the course of public service delivery.

The Code will therefore underpin the Council's decisions on the release of public data and ensure it is proactive in pursuing higher standards and responding to best practice as it develops.

The principles of the Code are:

- Demand led: new technologies and publication of data should support transparency and accountability
- Open: the provision of public data will be integral to the Council's engagement with residents so that it drives accountability to them.
- Timely: data will be published as soon as possible following production.

Government has also issued a further Code of Recommended Practice on Transparency, compliance of which is compulsory for parish councils with turnover (gross income or gross expenditure) not exceeding £25,000 per annum. These councils will be exempt from the requirement to have an external audit from April 2017. If Nether Alderley Parish Council exceeds this turnover it will never the less ensure the following information is published on its Website for ease of access:

- All transactions above £100.
- End of year accounts
- Annual Governance Statements
- Internal Audit Reports
- List of Councillor or Member responsibilities
- Details of public land and building assets
- Draft minutes of Council and committees within one month
- Agendas and associated papers no later than three clear days before the meeting.

Adopted: August 2018

Reviewed: 9th December 2025.

Signed: _____ (Chair)



Nether Alderley Parish Council

Media and Press Communication Policy

1. INTRODUCTION

The purpose of this policy is to define the roles and responsibilities within the Council for working with the media and deals with the day-to-day relationship between the Council and the media.

It is not the intention of this policy to curb freedom of speech or to enforce strict rules and regulations. Rather, it provides guidance on how to deal with issues that may arise when dealing with the media.

2. KEY AIMS

The Council is accountable to the local community for its actions and this can only be achieved through effective two-way communications. The media – press, radio, TV, internet/ social media – are crucially important in conveying information to the community so the Council must maintain positive, constructive media relations and work with them to increase public awareness of the services and facilities provided by the Council and to explain the reasons for particular policies and priorities.

It is important that the press have access to the Clerk/ Members and to background information to assist them in giving accurate information to the public. To balance this, the Council will defend itself from any unfounded criticism and will ensure that the public are properly informed of all the relevant facts using other channels of communication if necessary.

3. THE LEGAL FRAMEWORK

The Council must also have regard to the governments Code of Recommended Practice on Local Authority Publicity.

The Nether Alderley Parish Council's adopted Standing Orders should be adhered to.

4. CONTACT WITH THE MEDIA

The Clerk and Members should always have due regard for the long-term reputation of the Council in all their dealings with the media and should act with integrity at all times.

Confidential documents, exempt Minutes, reports, papers and private correspondence should not be leaked to the media. If such leaks do occur, an investigation will take place to establish who was responsible and appropriate action taken.

When the media wish to discuss an issue that is, or is likely to be, subject to legal proceedings then advice should be taken from the Council's solicitor before any response is made.



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There are a number of personal privacy issues for the Clerk and Members that must be handled carefully and sensitively. These include the release of personal information, such as home address and telephone number (although Member contact details are in the public domain); disciplinary procedures and long-term sickness absences that are affecting service provision. In all these and similar situations, advice must be taken from the Clerk before any response is made to the media.

When responding to approaches from the media, the Clerk, Chair or the Chair of Committees are authorised to make contact with the media.

Statements made by the Chair or the Chair of Committees and the Clerk should reflect the Council's opinion.

Other Councillors can talk to the media but must ensure that it is clear that the opinions given were their own and not necessarily those of the Council. When responding as an individual to issues including planning matters, members must not use their Councillor title or invoke Nether Alderley Parish Council. Councillors should be aware that case law states that the role of Councillor overrides the rights to act as an individual. Councillors also have an obligation to respect Council policy once made, while it may be legitimate for a Councillor to make clear that he or she disagreed with a policy and voted against it (if this took place in an open session), they should not seek to undermine a decision through the news media.

There are occasions when it is appropriate for the Council to submit a letter, for example to explain important policies or to correct factual errors in letters submitted by other correspondents. Such letters should be kept brief and balanced in tone and correspondence should not be drawn out over several weeks. All correspondence must come from the Clerk.

5. SOCIAL MEDIA

Behaviour required by the Members' Code of Conduct shall apply to online activity in the same way it does to other written or verbal communication. Members will bear in mind that inappropriate conduct can still attract adverse publicity, even where the code does not apply. Remarks are easily withdrawn, apologised for and forgotten when made in person, but posting them on the internet means that they have been published in a way that cannot be contained.

Online content should be objective, balanced, informed and accurate. Members must be aware that their profile as a Councillor means the more likely it is they will be seen as acting in an official capacity when blogging or networking. It must be remembered that communications on the internet are permanent and public. When communicating in a 'private' group it should be ensured that the Council would be content with the statement should it be made public.

Reports of any concerns regarding content placed on social media sites should be reported to the Clerk for referral to the moderator and/or Council as required.



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Not all communication through social media requires a response from the Council, although an acknowledgement should be made if appropriate. If a matter that is raised in any form of social media needs further consideration by the Council, it may be raised during either the public session or as a full council agenda item for consideration by a quorum of Councillors. Again, the 'poster' shall be informed via the page or direct message that this is the case and invited to contact the Clerk directly. Any response agreed by the Council will be recorded in the minutes of the meeting.

When content is published / shared as Nether Alderley Parish Council, the content should follow the following content guidelines:

- Notices and minutes of meetings
- Advertising events and activities
- Posting of good news stories
- Links to appropriate websites or press page if those sites meet Nether Alderley Parish Council's expectations of conduct
- Advertising staff and Cllr vacancies
- Sharing information from partners i.e. Cheshire East, Police, etc.
- Announcing new information appropriate to the Council
- Posting or sharing information promoting bodies for community benefit such as schools, clubs and Posting or sharing information promoting bodies for community benefit such as schools, clubs and community groups
- Posting other items as the Council see fit

Rules For Using Social Media

Staff and Councillors must not allow their social media interaction to damage their working relationships with others.

They must not make any derogatory, discriminatory, defamatory or offensive comments about other staff, Councillors, the Parish Council or about the people, businesses and agencies that NAPC works with and serves.

Posts must not contain anyone's personal information other than necessary basic contact details.

If staff or Councillors use social media as individuals and not in their role as a Councillor or member of staff, they must not act, claim to act or give the impression that they are acting as a representative of the Council.

All staff and Councillors must ensure that they use NAPC social media facilities appropriately. If using a Council provided website, blog site or social networking area, any posts made will be viewed as made in an official capacity.

Parish Council social media facilities must not be used for personal or political blogs.



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The policy for printed press as laid out above is also applicable to social media.

6. Attendance Of Media At Council Meetings

The Local Government Act 1972 requires that agendas, reports and minutes are sent to the media on request.

The media are encouraged to attend Council meetings, seating and workspace will be made available.

Any filming or taping of Council proceedings by the media must be with prior notice to the Clerk and Chair of the meeting (see Standing Orders).

7. Press Releases

The purpose of a press release is to make the media aware of a potential story, to provide important public information or to explain the Council's position on a particular issue. It is the responsibility of the Clerk and Members to look for opportunities where the issuing of a press release may be beneficial.

The Clerk or any Member may draft a press release or newsletter article, however they must all be issued by the Clerk in order to ensure that the principles outlined in section three (Legal Framework) are adhered to, that there is consistency of style across the Council and that the use of the press release can be monitored.

Adopted: 9th December 2025. Signed: _____ (Chair)



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INTRODUCTION

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights. Model standing orders use gender-neutral language (e.g. "Chair").

These regulations are based on the NALC Model Standing Orders dated March 2025.



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1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- h A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- k One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.



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



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2. DISORDERLY CONDUCT AT MEETINGS

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

3. MEETINGS GENERALLY

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.
- b The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.
- c The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.
- d Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall be at the Chair's discretion.



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- g Subject to standing order 3(f), a member of the public shall not speak for more than ten minutes or at the Chair's discretion.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
- i A person shall raise his/her hand when requesting to speak.
- j A person who speaks at a meeting shall direct their comments to the chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).**
- p **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- r **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their**



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- **casting vote whether or not they gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.
- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
- t The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.
- u **A councillor or a non-councillor with voting rights who has a**
● **disclosable pecuniary interest or another interest as set out in the**
● **Council's code of conduct in a matter being considered at a meeting is**
subject to statutory limitations or restrictions under the code on their
right to participate and vote on that matter.
- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.



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- w **If a meeting is or becomes inquorate no business shall be transacted**
● and the meeting shall be closed. The business on the agenda for the meeting
● shall be adjourned to another meeting.
- x Ideally a meeting shall not exceed a period of two hours except at the discretion of the Chair.

4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer three days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting



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of a committee and a sub-committee which, in both cases, shall be no less than three;

- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

5. ORDINARY COUNCIL MEETINGS

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6:00 pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**
- f **The Chair of the Council, unless they has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chair of the Council, if there is one, unless they resign or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**



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- i. **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. they may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**
- j. Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
 - i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4;
 - ix. Review and adoption of appropriate standing orders and financial regulations;
 - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
 - xi. Review of representation on or work with external bodies and arrangements for reporting back;
 - xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
 - xiii. Review of inventory of land and other assets including buildings and office equipment;
 - xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;



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- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chair of a committee may convene an extraordinary meeting of the committee at any time.
- d If the chair of a committee does not call an extraordinary meeting within seven days of having been requested to do so by three members of the committee, any three members of the committee may convene an extraordinary meeting of the committee.

7. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least five councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of,



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no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

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

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least six clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least three clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.



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10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

a The following motions may be moved at a meeting without written notice to the Proper Officer:

- i. to correct an inaccuracy in the draft minutes of a meeting;
- ii. to move to a vote;
- iii. to defer consideration of a motion;
- iv. to refer a motion to a particular committee or sub-committee;
- v. to appoint a person to preside at a meeting;
- vi. to change the order of business on the agenda;
- vii. to proceed to the next business on the agenda;
- viii. to require a written report;
- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

11. MANAGEMENT OF INFORMATION

See also standing order 20.

a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal**



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data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.

- b The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).
- c The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.
- d Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.

12. DRAFT MINUTES

Full Council meetings ●
Committee meetings ●
Sub-committee meetings ●

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

"The chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but this view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."

- e If the Council's gross annual income or expenditure (whichever is



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- higher) does not exceed £25,000, it shall publish draft minutes on a
 - website which is publicly accessible and free of charge not later than one month after the meeting has taken place.
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

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



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considered by the Proper Officer, in consultation with the Chair, before the meeting or, if this is not possible, at the start of the meeting for which the dispensation for which the dispensation is required.

- h A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. it is otherwise appropriate to grant a dispensation.**

14. CODE OF CONDUCT COMPLAINTS

- a Upon notification by the Principal Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension.**

15. PROPER OFFICER

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.**
- b The Proper Officer shall:**
 - i. at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a



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full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least days before the meeting confirming their withdrawal of it;
- iii. convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(see also standing order 23);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the Chair or in their absence Vice-Chair of the Planning Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of



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Planning committee;

- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(see also standing order 23).

16. RESPONSIBLE FINANCIAL OFFICER

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

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council's receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of



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Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.

- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below £30,000 or due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the



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prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;

- iii. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - iv. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- d. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- e. **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

19. HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of Parish Council is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of the Parish Council, if they are not available, the vice-chair of absence occasioned by illness or other reason and that person shall report such absence to the Parish Council at its next meeting.
- c The chair of the Parish Council or in their absence, the vice-chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of The Parish Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Parish Council.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chair of the Parish Council or in their absence, the vice-chair in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Parish Council.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by Parish Clerk relates to the chair or vice-chair of the Council, this shall be communicated to another member of the Council which shall be reported back and progressed by resolution of the



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Parish Council.

- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**



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22. RELATIONS WITH THE PRESS/MEDIA

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

23. EXECUTION AND SEALING OF LEGAL DEEDS

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

- a A legal deed shall not be executed on behalf of the Parish Council unless authorised by a resolution.

Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

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

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

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

26. STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.



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- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least five councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.



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Removable Media Policy

1. INTRODUCTION

This policy supports the controlled storage and transfer of information by Councillors and all employees, temporary staff and agents (contractors, consultants and others working on behalf of the Council) who have access to and use of computing equipment that is owned or leased by Nether Alderley Parish Council.

Information is used by throughout the Parish Council and is sometimes shared with external organisations and applicants. The use of removable media may result in the loss of the ability to access information, or interference with the integrity of information, which could have a significant effect on the efficient operation of the Parish Council and may result in financial loss and an inability to provide services to the public.

It is therefore essential for the continued operation of the Parish Council that the availability, integrity and confidentiality of all storage devices are maintained at a level which is appropriate to the Parish Council's needs.

The aims of the policy are to ensure that the use of removable storage devices is accomplished with due regard to:

- Enabling the correct data to be made available where it is required
- Maintaining the integrity of the data
- Preventing unintended consequences to the stability of the computer network
- Building confidence and trust in data that is being shared between systems
- Maintaining high standards of care towards data and information about individual parishioners, staff or information that is exempt from disclosure
- Compliance with legislation, policies or good practice requirements.

2. PRINCIPLES

This policy sets out the principles that will be adopted by the Parish Council in order for material to be safely stored on removable media so that the risk of loss or corruption to work data is low.

Removable media includes but is not limited to: USB memory sticks, memory cards, portable memory devices, CD / DVDs, diskettes and any other device that transfers data between systems or stores electronic data separately from email or other applications.

Any person who intends to store Parish Council data on removable media must abide by this Policy. This requirement devolves to Councillors, employees and agents of the Parish Council, who may be held personally liable for any breach of the requirements of this policy.

Failure to comply with this policy could result in disciplinary action.



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3. ADVICE AND ASSISTANCE

The Clerk will ensure that everyone that is authorised to access the Parish Council's information systems, is aware of their obligations arising from this policy.

A competent person should be consulted over any hardware or system issues. Advice and guidance on using software packages should be also sort from a competent person.

4. RESPONSIBILITIES

Clerks are responsible for enforcing this policy and for having arrangements in place to identify the location of all data used in connection with Parish Council business.

Users of removable media must have adequate Records Management / Information Security training so that relevant policies are implemented.

5. INCIDENT MANAGEMENT

It is the duty of all employees and agents of the Parish Council to not allow storage media to be compromised in any way whilst in their care or under their control. There must be immediate reporting of any misuse or irresponsible actions that affect work data or information, any loss of material, or actual, or suspected breaches in information security to the Clerk.

It is the duty of all Councillors/Employees to report any actual or suspected breaches in information security to the Clerk.

6. DATA ADMINISTRATION

Removable media should not be the only place where data created or obtained for work purposes is held, as data that is only held in one place and in one format is at much higher risk of being unavailable through loss, destruction or malfunction of equipment, than data which is routinely backed up.

Where removable media is used to transfer material between systems then copies of the data should also remain on the source system or computer, until the data is successfully transferred to another computer or system.

Where there is a business requirement to distribute information to third parties, then removable media must only be used when the file cannot be sent or is too large to be sent by email or other secure electronic means.

Transferring material to removable media is a snapshot of the data at the time it was saved to the media. Adequate labelling must be undertaken so as to easily identify the version of the data, as well as its content.

Files must be deleted from removable media, or the removable media destroyed, when the operational use of the material has been completed. The Parish Council's Retention and



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Disposal schedule must be implemented by Councillors, employees, contractors and agents for all removable media.

7. SECURITY

All storage media must be kept in an appropriately secure and safe environment that avoids physical risk, loss or electrical corruption of the business asset. Due to their small size there is a high risk of the removable media being mislaid lost or damaged, therefore special care is required to physically protect the device and the data. Anyone using removable media to transfer data must consider the most appropriate way to transport the device and be able to demonstrate that they took reasonable care to avoid damage or loss.

Virus Infections must be prevented from damaging the Parish Council's network and computers. Virus and malware checking software approved by the Parish Council, must be operational on both the machine from which the data is taken and the machine on to which the data is to be loaded. The data must be scanned by the virus checking software, before the media is loaded on to the receiving machine.

Any memory stick used in connection with Parish Council equipment or to store Parish Council material should usually be owned by the Parish Council owned. However, work related data from external sources can be transferred to the Parish Council network using memory sticks that are from trusted sources and have been checked using current antivirus software.

The Parish Council will not provide support or administrator access for any non-council memory stick.

8. USE OF REMOVABLE MEDIA

Care must be taken over what data or information is transferred onto removable media. Only the data that is authorised and necessary to be transferred should be saved on to the device.

Parish Council material belongs to the Parish Council and any equipment on which it is held should be under the control of the Parish Council and not available to be used for other purposes that may compromise the data.

All data transferred to removable media should be in accordance with an agreed process established by the Parish Council so that material can be traced.

The person arranging the transfer of data must be authorised to make use of, or process that particular data.

Whilst in transit or storage the data must be given appropriate security according to the type of data and its sensitivity.

Encryption must be applied to the data file unless there is no risk to the Parish Council, other organisations or individuals from the data being lost whilst in transit or storage. If encryption is not available then password control must be applied if removable media must be used for the business purpose.



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9. FAULTY OR UNNEEDED STORAGE DEVICES

Damaged or faulty media must not be used. The Clerk must be consulted over any damaged equipment, peripherals or media.

All unneeded or faulty storage devices must be dealt with securely to remove the data before reallocating or disposing of the device.

10. BREACH PROCEDURES

Users who do not adhere to this policy will be dealt with through the Parish Councils disciplinary process.

Where external service providers, agents or contractors breach the policy, this should be addressed through contract arrangements.

11. REVIEW AND REVISION

This policy will be reviewed annually by the Parish Council and revised according to developments in legislation, guidance, accepted good practice and operational use.

12. EMPLOYEES GUIDE IN BRIEF

Data and information are valuable and must be protected.

Only transfer data onto removable media, if you have the authority to do so.

All transfer arrangements carry a risk to the data.

Run the virus checking programme on the removable media each time it is connected to a computer.

Only use approved products for Parish Council data.

Activate encryption on removable media wherever it is available and password protection if not available

Data should be available for automatic back up and not solely saved to removable media.

Delete files from removable media, or destroy the media, after the material has been used for its purpose.

Adopted: September 2019

Reviewed: 9th December 2025. Signed: _____ (Chair)



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Retention and Disposal of Documents Policy

1. INTRODUCTION

The Parish Council accumulates a vast amount of information and data during the course of its everyday activities. This includes data generated internally in addition to information obtained from individuals and external organisations. This information is recorded in various different types of document.

Records created and maintained by the Parish Council are an important asset and as such measures need to be undertaken to safeguard this information. Properly managed records provide authentic and reliable evidence of the Parish Council's transactions and are necessary to ensure it can demonstrate accountability.

Documents may be retained in either 'hard' paper form or in electronic forms. For the purpose of this policy, 'document' and 'record' refers to both hard copy and electronic records.

It is imperative that documents are retained for an adequate period of time. If documents are destroyed prematurely the Parish Council and individual officers concerned could face prosecution for not complying with legislation and it could cause operational difficulties, reputational damage and difficulty in defending any claim brought against the Parish Council.

In contrast to the above the Parish Council should not retain documents longer than is necessary. Timely disposal should be undertaken to ensure compliance with the General Data Protection Regulations (GDPR) so that personal information is not retained longer than necessary. This will also ensure the most efficient use of limited storage space.

2. SCOPE AND OBJECTIVES

The aim of this document is to provide a working framework to determine which documents are:

- Retained – and for how long; or
- Disposed of – and if so by what method.

There are some records that do not need to be kept at all or that are routinely destroyed in the course of business. This usually applies to information that is duplicated, unimportant or only of a short-term value. Unimportant records of information include:

- 'With compliments' slips.
- Catalogues and trade journals.
- Non-acceptance of invitations.
- Trivial electronic mail messages that are not related to Parish Council business.
- Requests for information such as maps, plans or advertising material.
- Out of date distribution lists.

Duplicated and superseded material such as stationery, manuals, drafts, forms, address books and reference copies of annual reports may be destroyed.



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Records should not be destroyed if the information can be used as evidence to prove that something has happened. If destroyed the disposal needs to be disposed of under the General Data Protection Regulations.

3. ROLES AND RESPONSIBILITIES

Councils are responsible for determining whether to retain or dispose of documents and should undertake a review of documentation at least on an annual basis to ensure that any unnecessary documentation being held is disposed of under the General Data Protection Regulations.

Councils should ensure that all employees are aware of the retention/disposal schedule.

4. DOCUMENT RETENTION PROTOCOL

Councils should have in place an adequate system for documenting the activities of their service. This system should take into account the legislative and regulatory environments to which they work.

Records of each activity should be complete and accurate enough to allow employees and their successors to undertake appropriate actions in the context of their responsibilities to:

- Facilitate an audit or examination of the business by anyone so authorised.
- Protect the legal and other rights of the Council, its clients and any other persons affected by its actions.
- Verify individual consent to record, manage and record disposal of their personal data.
- Provide authenticity of the records so that the evidence derived from them is shown to be credible and authoritative.

To facilitate this the following principles should be adopted:

- Records created and maintained should be arranged in a record-keeping system that will enable quick and easy retrieval of information under the General Data Protection Regulations.
- Documents that are no longer required for operational purposes but need retaining should be placed at the records office.

The retention schedules in Appendix A: Retention and Disposal of Documents provide guidance on the recommended minimum retention periods for specific classes of documents and records. These schedules have been compiled from recommended best practice from the Public Records Office, the Records Management Society of Great Britain and in accordance with relevant legislation.

Whenever there is a possibility of litigation, the records and information that are likely to be affected should not be amended or disposed of until the threat of litigation has been removed.

5. DOCUMENT DISPOSAL PROTOCOL

Documents should only be disposed of if reviewed in accordance with the following:



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- Is retention required to fulfil statutory or other regulatory requirements?
- Is retention required to meet the operational needs of the service?
- Is retention required to evidence events in the case of dispute?
- Is retention required because the document or record is of historic interest or intrinsic value?

When documents are scheduled for disposal the method of disposal should be appropriate to the nature and sensitivity of the documents concerned. A record of the disposal will be kept to comply with the General Data Protection Regulations.

Documents can be disposed of by any of the following methods:

- Non-confidential records: place in waste paper bin for disposal.
- Confidential records or records giving personal information: shred doc
- Deletion of computer records.
- Transmission of records to an external body such as the County Records Office.

The following principles should be followed when disposing of records:

- All records containing personal or confidential information should be destroyed at the end of the retention period. Failure to do so could lead to the Council being prosecuted under the General Data Protection Regulations.
- The Freedom of Information Act or cause reputational damage.
- Where computer records are deleted steps should be taken to ensure that data is 'virtually impossible to retrieve' as advised by the Information Commissioner.
- Where documents are of historical interest it may be appropriate that they are transmitted to the County Records office.
- Back-up copies of documents should also be destroyed (including electronic or photographed documents unless specific provisions exist for their disposal).

Records should be maintained of appropriate disposals. These records should contain the following information:

- The name of the document destroyed.
- The date the document was destroyed.
- The method of disposal.

6. Data Protection Act 1998 – Obligation to Dispose of Certain Data

The Data Protection Act 1998 ('Fifth Principle') requires that personal information must not be retained longer than is necessary for the purpose for which it was originally obtained. Section 1 of the Data Protection Act defines personal information as:

- Data that relates to a living individual who can be identified:
 - from the data,
 - from those data and other information which is in the possession of, or is likely to come into the possession of the data controller.
 - It includes any expression of opinion about the individual and any indication of the intentions of the Council or other person in respect of the individual.



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The Data Protection Act provides an exemption for information about identifiable living individuals that is held for research, statistical or historical purposes to be held indefinitely provided that the specific requirements are met.

Councils are responsible for ensuring that they comply with the principles of the under the General Data Protection Regulations namely:

- Personal data is processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met.
- Personal data shall only be obtained for specific purposes and processed in a compatible manner.
- Personal data shall be adequate, relevant, but not excessive.
- Personal data shall be accurate and up to date.
- Personal data shall not be kept for longer than is necessary.
- Personal data shall be processed in accordance with the rights of the data subject.
- Personal data shall be kept secure.

External storage providers or archivists that are holding Council documents must also comply with the above principles of the General Data Protection Regulations.

7. SCANNING OF DOCUMENTS

In general, once a document has been scanned on to a document image system the original becomes redundant. There is no specific legislation covering the format for which local government records are retained following electronic storage, except for those prescribed by HM Revenue and Customs.

As a general rule hard copies of scanned documents should be retained for three months after scanning.

Original documents required for VAT and tax purposes should be retained for six years unless a shorter period has been agreed with HM Revenue and Customs.

8. REVIEW OF DOCUMENT RETENTION

It is planned to review, update and where appropriate amend this document on a regular basis (at least every three years in accordance with the Code of Practice on the Management of Records issued by the Lord Chancellor).

This document has been compiled from various sources of recommended best practice and with reference to the following documents and publications:

- Local Council Administration, Charles Arnold-Baker, 910h edition, Chapter 11 • Local Government Act 1972, sections 225 – 229, section 234
- SLCC Advice Note 316 Retaining Important Documents
- SLCC Clerks' Manual: Storing Books and Documents
- Lord Chancellor's Code of Practice on the Management of Records issued under Section 46 of the Freedom of Information Act 2000

9. List of Documents



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The full list of the Council's documents and the procedures for retention or disposal can be found below, Appendix A. This is updated regularly in accordance with any changes to legal requirements.

Adopted: February 2019

Reviewed: 9th December 2025.

Signed: _____ (Chair)



Nether Alderley Parish Council

APPENDIX A: Retention and Disposal of Documents

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Minutes	Indefinite	Archive	With the Clerk / Archived	Original signed paper copies of Council minutes of meetings must be kept indefinitely in safe storage. At regular intervals of not more than 5 years, they must be archived and deposited with the Higher Authority
Agendas	5 years	Management	With the Clerk / Village Hall	Bin (Shred Confidential Waste)
Accident/Incident Reports	20 years	Potential Claims	With the Clerk / Village Hall	Confidential Waste. List kept of those documents to meet GDPR requirement
Scales of fees and charges	6 years	Management	With the Clerk / Village Hall	Bin
Receipt and payment accounts	Indefinite	Archive	With the Clerk / Village Hall	Not applicable
Receipt books of all kinds	6 years	VAT	With the Clerk / Village Hall	Bin
Bank statements including deposit/savings accounts	Last completed audit year	Audit	With the Clerk / Village Hall	Confidential Waste
Cheque Book stubs	Last completed Audit	Audit	With the Clerk / Village Hall	Confidential Waste
Quotations and tenders	6 years	Limitation Act 1980 (as amended)	With the Clerk / Village Hall	Confidential Waste



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Document	Minimum Retention Period	Reason	Location Retained	Disposal
Paid Invoices	6 years	VAT	With the Clerk / Village Hall	Confidential Waste
Paid Cheques	6 years	Limitation Act 1980 (as amended)	With the Clerk / Village Hall	Confidential Waste
VAT Records	6 years generally but 20 years for VAT on rents	VAT	With the Clerk / Village Hall	Confidential Waste
Petty cash, postage and telephone books	6 years		With the Clerk / Village Hall	Confidential Waste
Timesheets	Last completed audit 3 years	Audit (requirement) Personal Injury (best practice)	With the Clerk / Village Hall	Bin
Wages / payroll books	12 years	superannuation	With the Clerk / Village Hall	Confidential Waste
Insurance policies	While valid (but see below 2 items)	Management	With the Clerk / Village Hall	Bin
Insurance company names and policy numbers	Indefinite	Management	With the Clerk / Village Hall	Not Applicable
NOT COMPLETED -	NEED REVIEW			



Nether Alderley Parish Council

Safeguarding Policy

SECTION 1 Policy Statement

Everyone has a duty to safeguard children, young people and vulnerable adults. This policy promotes good practice in safeguarding for those using Parish Council facilities.

The Parish Council will review it annually.

Definitions:

Children and young people: Anyone under the age of 18 years
Vulnerable Adult: Anyone over 18 who is:

- Unable to care for themselves
- Unable to protect themselves from significant harm or exploitation
- Or may be in need of community care services

To whom this policy applies:

Anyone working for or on behalf of the Parish Council whether in a paid, voluntary or commissioned capacity, for example contracted to do a piece of work. It also applies to any individual hiring, leasing or using the Parish Council facilities for the purpose of delivering any service to children, young people or vulnerable adults.

SECTION 2 Promoting a safe environment for children, young people and vulnerable adults,

The Parish Council will:

- Provide safe facilities and do regular safety assessments.
- Ensure that employees, Councillors and leaders of activities in the parish or on parish facilities, are aware of the safeguarding expectations.
- Members of staff and volunteers who have regular unsupervised contact with children, young people or vulnerable adults during the course of their duties **MUST** undergo appropriate Disclosure and Barring Service ("DBS") checks **BEFORE** commencement of such duties
- Display on Parish Council notice boards in the village and in the Village Hall the relevant safeguarding contacts for advice and help. A copy will also be made available on the Parish Council website.

Expectations of behaviour of all users of Parish Council facilities - organisers of parish events and volunteers should:

- Ensure that communications, behaviour and interaction is appropriate and professional.



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- Treat each other with respect and show consideration for other groups using the Parish Council facilities.
- Refrain from any behaviour that involves racism, sexism, homophobia, and bullying and in addition, report any instances of such behaviour to the Chair of the Parish Council, Parish Clerk or parents/carers, as appropriate.

Hiring of facilities to groups for use with children, young people or vulnerable adults

- The Parish Council will require the hirer to:
- Have public liability insurance.
- Have a suitable safeguarding policy and/or agree to work to the Parish Council's policy and relevant guidance.
- Ensure leaders make their members aware of the Parish Council Policy and ensure that it is followed whilst using parish facilities.
- Ensure leaders have valid enhanced DBS checks as appropriate and know where the first aid boxes are and how to summon help from the Emergency Services.
- Do risk assessments for individual activities.

SECTION 3

Safe working practices. All users of Parish facilities must follow this policy and its procedures at all times.

For example, they should:

- Never leave children, young people or vulnerable adults unattended with adults who have not been subject to a Disclosure and Barring Service (DBS) check.
- Plan activities to involve more than one person being present or at least in sight or hearing of others. Alternatively, record, or inform others of their whereabouts and intended action.
- Where possible, have male and female leaders working with a mixed group.
- Ensure registers are complete and attendees are marked in and signed out (under 8's must be collected by a parent/carer).
- Ensure that photos or videos of individuals are not taken without written permission from their parents/carers.
- Ensure they have access to a first aid kit and telephone and know fire procedures. • When working outside, ensure activities, breaks and clothing are suitable for the weather conditions and that shelter is available where possible.



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Anyone who has concerns for the immediate safety of a child or young person should:

Click on this link to [Cheshire East's Consultation Service \(ChECS\)](#)

and/or phone (ChECS) on 0300 123 5012

(Monday -Thursday 8.30 am - 5pm or Friday 8.30am - 4.30pm)

Out of Hours Service (Emergency Duty Team) on 0300 123 5022 Do not hesitate. Seek support and advice immediately.

SECTION 4 Allegations against staff and volunteers

The Parish Council will follow the procedures for managing allegations against staff/volunteers on [Cheshire East's Consultation Service ChECS](#) Safeguarding website. No attempt should be made to investigate or take action before consultation with Cheshire East's Local Authority Designated Officer (LADO). See contact details above

The Parish Council must not make a judgement on whether the allegations have merit for further investigation, this decision must be for the LADO team.

What should constitute a cause for concern. It is important to recognise these causes of concern.

Any action or inaction, which significantly harms the physical and/or emotional development of a child. Abuse falls into four main categories and can include child sexual exploitation and female genital mutilation, referred to as FGM. The categories are as follows:

1. Physical Abuse
2. Emotional Abuse
3. Sexual Abuse
4. Neglect
5. Financial Abuse/Manipulation

The Parish Council are committed to ensuring the safety of all users of our services and facilities and take our responsibilities seriously.



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Social Media and Electronic Communication Policy

1. INTRODUCTION

The use of digital, social media and electronic communication enables the Parish Council to interact in a way that improves the communications both within the Parish Council and between the Parish Council and the people, businesses and agencies it works with and serves.

The Parish Council has a website, Facebook page, Instagram account and other channel options as well as using email to communicate. The Parish Council will always try to use the most effective channel for its communications. Over time the Parish Council may add to the channels of communication that it uses as it seeks to improve and expand the services it delivers. When these changes occur, this Policy will be updated to reflect the new arrangements.

The Parish Council Facebook pages and Instagram account intends to provide information and updates regarding activities and opportunities within our Parish and to promote our community positively.

2. COMMUNICATIONS FROM THE PARISH COUNCIL

Will meet the following criteria: •

- Be civil, tasteful and relevant;
- Not contain content that is knowingly unlawful, libellous, harassing, defamatory, abusive, threatening, harmful, obscene, profane, sexually oriented or racially offensive;
- Not contain content knowingly copied from elsewhere, for which we do not own the copyright;
- Not contain any personal information.
- If it is official Parish Council business it will be moderated by either the Chair/Vice Chair of the Parish Council or the Clerk to the Council;
- Social media will not be used for the dissemination of any political advertising.

In order to ensure that all discussions on the Parish Council page are productive, respectful and consistent with the Parish Council's aims and objectives, we ask you to follow these guidelines: •

- Be considerate and respectful of others. Vulgarity, threats or abuse of language will not be tolerated.
- Differing opinions and discussion of diverse ideas are encouraged, but personal attacks on anyone, including the Parish Council members or staff, will not be permitted.
- Share freely and be generous with official Parish Council posts, but be aware of copyright laws; be accurate and give credit where credit is due.
- Stay on topic.
- Refrain from using the Parish Council's Facebook page or Instagram site for commercial purposes or to advertise market or sell products.



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- Parish Councillors' will always declare specifically if a personal view is being posted as the community will always assume information is a Council view.

The site is not monitored 24/7 and we will not always be able to reply individually to messages or comments received. However, we will endeavour to ensure that any emerging themes or helpful suggestions are passed to the relevant people or authorities. Please do not include personal/private information in your social media posts to us.

Sending a message/post via Facebook and similar will not be considered as contacting the Parish Council for official purposes and we will not be obliged to monitor or respond to requests for information through these channels. Instead, please make direct contact with the council's Clerk and/or members of the Parish Council by emailing.

We retain the right to remove any comments or content which includes:

- Obscene or racist content
- Personal attacks, insults, or threatening language
- Potentially libellous statements.
- Plagiarised material; any material in violation of any laws, including copyright
- Private, personal information published without consent
- Information or links unrelated to the content of the forum
- Commercial promotions or spam
- Alleges a breach of a Parish Council's policy or the law

The Parish Council's response to any communication received not meeting the above criteria will be to either ignore, inform the sender of our policy or send a brief response as appropriate. This will be at the Parish Council's discretion based on the message received, given our limited resources available. Any information posted on the Facebook page not in line with the above criteria will be removed as quickly as practically possible. Repeat offenders will be blocked from the Parish Council's digital pages. The Parish Council may post a statement that '*A post breaching the Parish Council's Social Media Policy has been removed*'. If the post alleges a breach of a Parish Council's policy or the law the person who posted it will be asked to submit a formal complaint to the Parish Council or report the matter to the Police as soon as possible to allow due process.

3. PARISH COUNCIL'S WEBSITE

Where necessary, we may direct those contacting us to our website to see the required information, or we may forward their question to one of our Councillors for consideration and response. We may not respond to every comment we receive particularly if we are experiencing a heavy workload.

The Parish Council may, at its discretion, allow and enable approved local groups to have and maintain a presence on its website for the purpose of presenting information about the group's activities. The local group would be responsible for maintaining the content and ensuring that it meets the Parish Council's 'rules and expectation' for the website. The Parish Council reserves the right to remove any or all of a local group's information from the web site if it feels that the content does not meet the Parish Council's 'rules and expectation' for its website.



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Where content on the website is maintained by a local group it should be clearly marked that such content is not the direct responsibility of the Parish Council.

4. PARISH COUNCIL'S EMAIL

The Clerk to the council has their own council email address (Clerk@NetherAlderley-PC.gov.uk) The email account is monitored mainly during office hours, Monday to Friday, and we aim to reply to all questions sent as soon as we can. An 'out of office' message should be used when appropriate. The Clerk is responsible for dealing with email received and passing on any relevant mail to members or external agencies for information and/or action. All communications on behalf of the Parish Council will usually come from the Clerk, and/or otherwise will always be copied to the Clerk.

All new Emails requiring data to be passed on, will be followed up with a Data consent form for completion before action is taken with that correspondence.

Individual Councillors are at liberty to communicate directly with parishioners in relation to their own personal views, if appropriate, copy to the Clerk.

NB Any emails copied to the Clerk become official and will be subject to The Freedom of Information Act.

These procedures will ensure that a complete and proper record of all correspondence is kept. Do not forward personal information on to other people or groups outside of the Parish Council, this includes names, addresses, email, IP addresses and cookie identifiers.

5. OTHER ELECTRONIC COMMUNICATION

SMS (Texting)

Members and the Clerk may use SMS as a convenient way to communicate at times. All are reminded that this policy also applies to such messages.

Video Conferencing (e.g. Skype, Zoom)

If this medium is used to communicate, please note that this policy also applies to the use of video conferencing.

Internal communication and access to information within the Parish Council

The Parish Council is continually looking at ways to improve its working and the use of social media and electronic communications is a major factor in delivering improvement. All forms of electronic communication is covered by the objectives of this policy.

Councillors are expected to abide by the Code of Conduct and the Data Protection Act in all their work on behalf of the Parish Council



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As more and more information becomes available at the press of a button, it is vital that all information is treated sensitively and securely. Councillors are expected to maintain an awareness of the confidentiality of information that they have access to and not to share confidential information with anyone. Failure to properly observe confidentiality may be seen as a breach of the Parish Council's Code of Conduct and will be dealt with through its prescribed procedures (at the extreme it may also involve a criminal investigation).

Members should also be careful only to cc essential recipients on emails i.e. to avoid use of the 'Reply to All' option if at all possible, but of course copying in all who need to know and ensuring that email trails have been removed.

Adopted: February 2019

Reviewed: 9th December 2025. Signed: _____ (Chair)