

# Aynho Parish Council

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## PARISH COUNCIL GENERAL MEETING

Venue: Aynho Village Hall

2<sup>nd</sup> June 2025, 7:00PM

### MINUTES

#### Present:

Cllr Poppy Hoole

Cllr Jerry Stephenson

Cllr Richard Rees

Cllr Leslie Horley

3 members of public

Cllr Ray Willis

Cllr Dawn Willis (Chair)

Cllr Helen Mackenzie

Cllr David Leigh

Meeting commenced: 19:00

#### 25/78 Apologies for absence

Apologies received: Cllr Emma Foxon.

on the proposition of the Chair, it was RESOLVED: to approve apologies for absence.

#### 25/79 Members' declaration of interest in items on the agenda

Cllr Leigh declared pecuniary interest in 25.83 - 2025/2028/FULL - 12a Cartwright Gardens, as the property owner.

#### 25/80 Public Participation

- A resident spoke regarding 25.85 – 2025/1820/NMA. Raising objection on grounds of not in keeping, contrary to original permission, should be stone piers with wooden gates.

-A resident explained RAF Croughton Community Relations Advisor Abigail Jeffs unable to attend, offering to answer any queries as a community representative.

#### 25/81 RAF Croughton

Community Relations Advisor Abigail Jeffs sent apologies.

*Introduction carried forward to next meeting.*

#### 25/82 Minutes of Annual Meeting of the Parish Council of 12<sup>th</sup> May 2025

On the proposition of Cllr Rees, seconded by Cllr Stephenson, it was RESOLVED: to approve minutes of the Annual Meeting of the Parish Council 12<sup>th</sup> May 2025.

#### 25/83 Planning

To discuss and approve a response as a consultee on:

[2025/1820/NMA](#) - Land Surrounding Aynho Park House Aynho Park Aynho - Non material amendment to amend gate and gate piers design approved in conditions discharge application S/2019/1719/COND.-  
*Objection: not in keeping, should be stone piers with wooden gates, contrary to previous permission.*

[2025/2028/FULL](#) - 12A Cartwright Gardens Aynho OX17 3BB - Single storey extension. - *Cllr Leigh withdrew from discussion – No objections, no comments.*

[2025/1865/TPO](#) - 7 Cartwright Gardens Aynho OX17 3BB- Lime (T1) - Crown lifting to approximately 5 metres above ground level, and removal of all epicormic to crown break. Lime (T2) - Crown lifting to approximately 5 metres above ground level, and removal of all epicormic to crown break. – *No comments.*

## 25/84 Planning Appeal

[2024/5225/FULL](#) - 33 The Glebe Aynho OX17 3AZ - Proposed rear extension and carport with associated internal and external works. - *Information only.*

## 25/85 Authorisation of Payments

Cllrs Rees & Stephenson inspected bank reconciliation and invoices against payments schedule.

On the proposition of the Chair, seconded by Cllr Rees, it was RESOLVED: to approve payments scheduled May 2025 & June 2025.

## 25/86 Representatives to other bodies

To consider council representation to other bodies and organisations.

- Village Hall Management Committee
  - Cllr Ray Willis currently member of Village Hall Committee to act as PC representative.
- John Baker Charity (the Almshouses)
  - No volunteers for PC representative. Resident Chris Wilson offered himself and will contact Charity directly.
- RAF Croughton
  - Resident Chris Coopman currently acting community representative.

## 25/87 Training

Clerk explained NCALC training options. Clerk to offer dates for 'Off to a Flying Start' course to new councillors.

## 25/88 Community Matters

### a) Health & Safety:

- a. Concerns regarding vehicles at the Glebe being addressed by Chair & Cllr Mackenzie.
- b. Reports of Ragwort and Giant Hogweed.

### b) Grounds Maintenance:

- a. Request to reduce Cherry tree at Glebe. Chair to investigate and raise via FixMyStreet as required.

### c) Playpark Update:

- a. Cllr Ray Willis continuing to carry out remedials. Spring Ride repainted.
- b. RoSPA Inspections scheduled July.

### d) RAF Croughton:

- a. Event invitation 28<sup>th</sup> June 2025, RSVP by 11<sup>th</sup> June. Cllr Rees to confirm with organisers whether invitation can be expanded to community.

### e) Future Events:

- a. Classic Car Show in September at Sports field. Saturday or Sunday, could include stalls. – *Chair to take forward.*
- b. Halloween theme celebration at Pavilion, could include pop-up-pub.

## 25/89 Newsletter

Items for next newsletter edition – Cllr Mackenzie to edit on behalf of council:

- Welcome to new members
- Planning
- VH Representation
- Events
- Clean-up day
- Speed watch update

## 25/90 Next Meeting

7<sup>th</sup> July 2025 – Full Council Meeting

**Meeting closed: 20:20**

Signed:

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## 25/96 Planning

To discuss and approve a response as a consultee on:

[2025/2371/LBC](#) - Holly Cottage, 30 Roundtown, Aynho, OX17 3BH - Replacement Aluminium Windows and Doors to property

[2025/2370/FULL](#) - Holly Cottage, 30 Roundtown, Aynho, OX17 3BH - Replacement Aluminium Windows and Doors to property

# Issues which cannot be taken into account

Who the applicant is/the applicant's background	Loss of views	Loss of property value	Loss of trade or increased competition
Strength or volume of local opposition	Construction noise/disturbance during development	Fears of damage to property	Party wall disputes
Maintenance of property	Boundary disputes, covenants or other property rights	Private rights of way	Personal circumstances are generally not a material planning consideration

# Material Considerations

Overlooking/loss of privacy	Loss of light or overshadowing	Parking	Highway safety	Traffic
Noise	Effect on listed building and conservation area	Layout and density of building	Design, appearance and materials	Government policy
Disabled persons' access	Proposals in the Development Plan	Previous planning decisions (including appeal decisions)	Nature conservation	Public rights of way

**Aynho Parish Council**  
**PAYMENTS LIST**

4 July 2025 (2025-2026)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
31	Admin (Inc Tel, Stationary & P	17/06/2025		Co-Op C/A		Virtual Line for Clerk	Virtual Landline	S	5.42	1.08	6.50
32	Pavilion - Gen Exp	20/06/2025		Co-Op C/A		Water Bill	Wave (Anglian Water)	Z	26.22		26.22
36	Street Lights (Elec & Maint)	27/06/2025		Co-Op C/A		Streetlight Maintenance	EON Energy Solutions (Hig	S	296.00	59.20	355.20
34	Hall Hire	27/06/2025		Co-Op C/A		VH Hire for PC Meetings	Aynho Village Hall	X	104.00		104.00
35	Hall Hire	27/06/2025		Co-Op C/A		Post Office - PC Share	Aynho Village Hall	X	113.75		113.75
38	Pavilion - Gen Exp	02/07/2025		Co-Op C/A		Maintenance	Wickes (p/b R Willis)	S	25.01	5.00	30.01
39	Pavilion - Gen Exp	02/07/2025		Co-Op C/A		Maintenance	Amazon (p/b R Willis)	S	15.82	3.17	18.99
33	IT (Eqpt & Software)	04/07/2025		Co-Op C/A		Sage Payroll	Sage	S	11.00	2.20	13.20
41	Pavilion - Gen Exp	04/07/2025		Co-Op C/A		Pavilion Cleaning	K Angell	X	30.00		30.00
40	Grass Cutting & Hedges	16/07/2025		Co-Op C/A		Village Grass Cut - Jun	RJ Groundcare Ltd	S	1,040.00	208.00	1,248.00
40	Sports Field - Grass Cutting	16/07/2025		Co-Op C/A		Village Grass Cut - Jun	RJ Groundcare Ltd	S	330.00	66.00	396.00
37	Clerk & RFO Salary	31/07/2025		Co-Op C/A		Clerk Salary - Jul	A Youel	X	685.76		685.76
<b>Total</b>									<b>2,682.98</b>	<b>344.65</b>	<b>3,027.63</b>

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**Aynho Parish Council**  
**RECEIPTS LIST**

4 July 2025 (2025-2026)

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
21	Pavilion - Rental Income	30/05/2025		Co-Op C/A		Pavilion Hire	K Angell	X	22.50		22.50
22	Tennis Court - Rental Income	01/06/2025		Co-Op C/A		Tennis Court Hire	Garry Chapman	X	5.00		5.00
23	Tennis Court - Rental Income	03/06/2025		Co-Op C/A		Tennis Court Hire	JR Harrison	X	5.00		5.00
24	Tennis Court - Rental Income	03/06/2025		Co-Op C/A		Tennis Court Hire	L J Brown	X	18.00		18.00
25	Pavilion - Rental Income	06/06/2025		Co-Op C/A		Pavilion Hire	K Angell	X	22.50		22.50
27	Pavilion - Rental Income	13/06/2025		Co-Op C/A		Pavilion Hire	K Angell	X	32.50		32.50
26	Sports Field - Rental Income	16/06/2025		Co-Op C/A		Cricket Pitch Hire	Aynho Cricket Club	X	42.00		42.00
29	Tennis Court - Rental Income	16/06/2025		Co-Op C/A		Tennis Court Hire	JR Harrison	X	5.00		5.00
30	Tennis Court - Rental Income	16/06/2025		Co-Op C/A		Tennis Court Hire	A F Miller	X	54.00		54.00
28	Grass Cutting & Hedges	19/06/2025		Co-Op C/A		WNC - Parish Grass Cutting Gri	West Northamptonshire Co	X	1,323.64		1,323.64
32	Sports Field - Rental Income	20/06/2025		Co-Op C/A		Cricket Pitch Hire	Aynho Cricket Club	X	49.00		49.00
31	Pavilion - Rental Income	20/06/2025		Co-Op C/A		Pavilion Hire	K Angell	X	22.50		22.50
33	Tennis Court - Rental Income	23/06/2025		Co-Op C/A		Tennis Court Hire	Ben Wensley	X	5.00		5.00
34	Pavilion - Rental Income	27/06/2025		Co-Op C/A		Pavilion Hire	K Angell	X	35.00		35.00
35	Pavilion - Rental Income	30/06/2025		Co-Op C/A		Pavilion Hire	Jula C	X	57.00		57.00
36	Sports Field - Rental Income	04/07/2025		Co-Op C/A		Cricket Pitch Hire	All Stars Cricket	X	30.00		30.00
37	Pavilion - Rental Income	04/07/2025		Co-Op C/A		Pavilion Hire	K Angell	X	22.50		22.50
<b>Total</b>									<b>1,751.14</b>		<b>1,751.14</b>

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25/98

## Aynho Parish Council

### Report: Community Infrastructure Levy (CIL) – Omission in Financial Year 2022–23 Records

Prepared by: Alan Youel, Clerk/RFO

Date: 6<sup>th</sup> June 2025

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## Purpose of Report

To inform Council that an omission has been identified in the recording of Community Infrastructure Levy (CIL) expenditure for the financial year 2022–23, and to clarify the details and implications.

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## Background

A CIL payment of **£2,274.45** was received on **19th April 2022** relating to planning application **WNS/2021/0380/MAF** (Friars Well, 11 Roundtown, Aynho).

This receipt was recorded in the minutes of the Council meeting held on **9th May 2022**, and confirmed as a ring-fenced fund at the meeting on **5th September 2022**.

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## Related Expenditure

During the 2022–23 financial year, the Parish Council approved works to replace the playpark fencing. The contractor **Hillingdon Fencing** was appointed at the **7th November 2022** meeting, and the final payment of **£6,712.00 net** was made in March 2023.

This project was directly aligned with CIL-eligible expenditure categories under Regulation 59C, including the **provision, improvement, or maintenance of infrastructure**.

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## Identified Omission

Upon recent review of the financial records and associated Council minutes:

- The **CIL funds were not explicitly recorded** as the source of part of the playground fencing expenditure in the minutes or accounts for 2022–23.
  - The **budget allocation** for this item was only **£225**, leaving a discrepancy of **£6,487** unaccounted for in terms of source of funds.
  - The **CIL receipt was not carried forward** to 2023–24, nor was it recorded as unspent, suggesting it was used during 2022–23, but not documented as such.
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## Conclusion

It is therefore concluded that while the CIL funds **were used appropriately and within the permitted timeframe**, the **formal attribution of this expenditure** to the CIL receipt was **omitted from the accounting and minutes** of the relevant financial year.

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### **Recommended Actions**

1. **Formally record this omission** in the Council minutes to ensure transparency and accountability.
  2. **Update internal records** to attribute £2,274.45 of the playground fencing expenditure in 2022–23 to the CIL receipt.
  3. Ensure future CIL receipts and expenditures are clearly recorded in the minutes and carried through to the financial statements and budget reconciliation process.
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**Prepared by:**

Alan Youel

Clerk/RFO, Aynho Parish Council

25/99

# **Aynho Parish Council**

## **Risk Assessment**

Adopted: 17-05-2021

Readopted: 7<sup>th</sup> July 2025

## Aynho Parish Council Risk Assessment

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Parish Council to identify any and all potential inherent risks. The Parish Council, based on a recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible.

This document has been produced to enable Aynho Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

### FINANCIAL AND MANAGEMENT

Subject	Risk(s) indentified	H/M/L	Management/control of Risk	Review/Assess/Revise
Precept	Adequacy of precept in order for the Council to carry out its Statutory duties	L	To determine the precept amount required, the Council regularly receives budget update information monthly. At the precept meeting Council receives a budget report, including actual position and projected position to the end of year and indicative figures or costings obtained by the Clerk. With this information the Council maps out the required monies for standing costs and projects for the following year and applies specific figures to budget headings, the total of which is resolved to be the precept amount to be requested from Northamptonshire County Council. The figure is submitted by the Clerk in writing. The RFO informs the Council when the monies are received.	Existing procedure adequate.
Financial Records	Inadequate records Financial irregularities	L L	The Council has Financial Regulations which sets out the requirements.	Existing procedure adequate Review the Financial regulations when necessary
Bank and banking	Inadequate checks  Banks mistakes Banking crisis	L L L	The Council has Financial Regulations which set out banking requirements. Monthly reconciliation Limit funds in any one account to the compensation limit	Existing procedure adequate  Existing procedure adequate Existing procedure adequate
Reporting and auditing	Information communication	L	Financial information is a regular agenda item (Finance Report) and discussed/reviewed and approved at each meeting.	Existing procedures adequate.
Grants	Receipt of grant	L	Parish Council does not presently receive any regular grants.	Procedure would be formed, if required

Charges-rents receivable	Payment of rents	L	The Parish Council does not receive any rents	Existing procedure adequate
Grants and support payable	Power to pay Authorisation of Council to pay	L	All such expenditure goes through the required Council process of approval, minuted and listed accordingly if a payment is made	Existing procedure adequate.
Best value accountability	Work awarded incorrectly. Overspend on services.	L M	Normal Parish Council practice would be to seek, if possible, more than one quotation for any substantial work to be undertaken. For major work competitive tenders would be sought. If problems encountered with a contract the Clerk would investigate the situation and report to the Council.	Existing procedure adequate. Include when reviewing financial regulations.
Salaries and assoc. costs	Salary paid incorrectly.  Unpaid Tax to Inland Revenue.	L L	Salaries are checked and approved as part of the monthly financial report. Tax paid is detailed in the monthly financial report	Existing procedure adequate.
Employees	Fraud by staff  Health and safety	L L	Requirements of Fidelity Guarantee insurance adhered to with regards to fraud. All employees to be provided adequate direction and safety equipment needed to undertake their roles	Existing procedures adequate. Monitor health and safety requirements and insurance annually.
VAT	Reclaiming/charging	L	The Council has Financial Regulations which set out the requirements.	Existing procedures adequate
Employers Annual Return	Submit within time limits	L	Completed and submitted online to HMRC by RFO	Existing procedures adequate.
Annual Return	Submit within time limits	L	Annual Return completed and signed by the Council, submitted to internal auditor for completion and signing then checked and sent to External Auditor within time frame.	Existing procedures adequate.
Legal Powers	Illegal activity or payments	L	All activity and payments within the powers of the Parish Council to be resolved at full Council Meetings, including reference to the power used under the Finance section of agenda and Finance report monthly.	Existing procedures adequate
Minutes/agendas/ Notices Statutory Documents`	Accuracy and legality  Business conduct	L L	Minutes and agenda are produced in the prescribed manor by the Clerk and adhere to the legal requirements. Minutes are approved and signed at the next Council meeting. Agenda displayed according to legal requirements.	Existing procedures adequate.  Members adhere to Code of Conduct

			Business conducted at Council meetings should be managed by the Chair	
Members interests	Conflict of interests Register of members interests	L M	Declarations of interest by members at Council meetings. Register of members interests' forms reviewed regularly.	Existing procedures adequate. Members take responsibility to update register.
Insurance	Adequacy Cost Compliance Fidelity Guarantee	L L L M	An annual review is undertaken of all insurance arrangements. Employers and Employee liabilities a necessity and within policies. Ensure compliance measures are in place. Fidelity checks in place.	Existing procedure adequate. Insurance reviewed annually.
Data protection	Policy provision	L	The Parish Council is aware of the FOI Act and its obligations therein	Ensure annual renewal of this
Freedom of Information	Policy Provision	L  M	The Council have had no requests under FOI. The Parish Council is aware that if a substantial request came in it could create a number of additional hours work. The Parish Council can request a fee to supplement the extra hours	Monitor any requests made under FOI
Public liability Injury	People being injured in the village	L	The village is split into areas for which each Councillor has responsibility. Each area is checked and any issues reported back on a monthly basis	Ensure this occurs on a monthly basis
<b>PHYSICAL EQUIPMENT OR AREAS</b>				
Assets	Loss or damage Risk/damage to third party (ies) property	L L	An annual review of assets is undertaken for insurance provision	Existing procedures adequate
Maintenance	Poor performance of assets or amenities	L	All assets owned by the Parish Council are regularly reviewed and maintained. All repairs and relevant expenditure for any repair is actioned/authorised in accordance with the correct procedures of the Parish Council. Assets are insured.	Existing procedures adequate
Notice Board	Risk of damage	L	The Parish Council currently has two notice boards. No formal inspection procedures are in place, but any reports of damage are faults are reported to the Parish Council and dealt with in accordance of the correct procedures of the Council.	Existing procedures adequate
Meeting locations	Adequacy Health & Safety	L M	The Parish Council meeting is held in a venue considered to have appropriate facilities for the	Existing procedures adequate

			Clerk, members and the general public.	
Council records – paper	Loss through: Theft Fire damage	L M L	The Parish Council records are stored in the Village Hall Records include historical correspondences, minutes, insurance, bank records. The documents are stored in a lockable cabinet	Damage (apart from fire) and theft is unlikely and so provision is adequate.
Council records – electronic	Loss through: Theft, fire damage or corruption of computer	L M	The Parish Council electronic records are stored on the Council laptop held with the Clerk at his home. Back ups of electronic data is made at regular intervals	Existing procedures considered adequate

## Aynho Parish Council Disciplinary Procedure

**Aynho Parish Council  
Disciplinary Procedure  
Adopted on: 05/09/2011  
Chair: Colin Macklin  
Clerk: Sadie Patamia**

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### STAFF DISCIPLINARY PROCEDURE

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#### PREAMBLE

This disciplinary procedure is designed to help and encourage employees to achieve and maintain acceptable standards of conduct and job performance at all times, including the need to:

- Fulfil the duties specified in their contract of employment.
- Be honest and act beyond suspicion of dishonesty.
- Maintain high standards of integrity and conduct to protect the Council’s image and reputation with the public.

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#### 1. INTRODUCTION

**1.1** This policy indicates the disciplinary procedure that will normally be followed in the event of misconduct.

**1.2** The following list provides examples of conduct that will normally be regarded as misconduct leading to disciplinary proceedings. The list is not exhaustive. These are examples only:

- Unsatisfactory time keeping.
- Absenteeism, including any absence from work during a working day without prior authorisation or instruction.
- Failure to comply with rules and regulations applicable to job requirements.
- Failure by an employee to perform the duties and responsibilities of his or her post to the standard expected by the Council.
- Insubordination.
- Any other conduct that from time to time is defined by the Council as amounting to misconduct.

For first instances of minor misconduct, the Chairman of the Council may speak to the employee informally before implementing a formal disciplinary procedure. However, there is no obligation for the Chairman to do this.

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## **2. VERBAL WARNINGS**

**2.1** 'Verbal Warnings' are issued for most first instances of general misconduct, depending on the seriousness of the offence. If the employee is given a Verbal Warning, he or she will be warned of the likely consequences of any further disciplinary offences or a failure to improve his or her conduct to the satisfaction of the Council.

A Verbal Warning will be given by the Chairman and a note confirming the Verbal Warning will be placed on the employee's personnel file with a copy sent to the employee. A Verbal Warning will remain in force for 6 months.

**2.2** The Verbal Warning stage of the procedure may be omitted if the offence is of a sufficiently serious nature.

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## **3. FIRST WRITTEN WARNING**

**3.1** In the case of a serious offence or repetition of an earlier minor offence, the employee will normally be given a First Written Warning. A First Written Warning will be issued by the Chairman and will set out:

- The nature of the offence and the improvement required (if appropriate) and over what period.
- The likely consequences of any further offence or failure by the employee to improve his/her conduct to an acceptable standard.
- That further offences will result in more serious disciplinary action.
- The employee's right of appeal.

**3.2** A First Written Warning will remain in force for 6 months. The First Written Warning stage of the procedure may be omitted if the offence is of a sufficiently serious nature.

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## **4. FINAL WRITTEN WARNING**

**4.1** If further misconduct occurs within the time period specified in a First Written Warning, or if the misconduct is sufficiently serious, the employee will be given a Final Written Warning. A Final Written Warning will be issued by the Chairman and will set out:

- The nature of the offence and the improvement required (if appropriate) and over what period.
- The likely consequences of any further offence or failure by the employee to improve his/her conduct to an acceptable standard.
- That further offences will result in more serious disciplinary action up to and including dismissal.
- The employee's right of appeal.

**4.2** Final Written Warnings may also be issued in circumstances where the misconduct does not amount to gross misconduct but is sufficiently serious enough to warrant only one written warning.

**4.3** A Final Written Warning will remain in force for 12 months.

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## **5. STANDARD COUNCIL DISCIPLINARY PROCEDURE**

**5.1** In the case of further misconduct within the time period specified in any Final Written Warning or if the misconduct is sufficiently serious and the Council deems it to be appropriate to contemplate the dismissal, demotion or suspension (without pay) of the employee, the following formal disciplinary procedure will be followed.

**5.2** The Council will appoint a Staffing Panel of three members (excluding the Chairman) to investigate the alleged misconduct and establish the facts, taking into account the statements of any available witnesses.

**5.3** The Staffing Panel will provide the employee with a written statement of the alleged conduct or circumstances leading the Council to contemplate disciplinary action, and the basis for the allegation. The employee will be invited to attend a disciplinary meeting to discuss the matter.

**5.4** The employee will be provided with a reasonable opportunity to consider the response before attending the meeting and must take all reasonable steps to attend. The employee may be accompanied by a representative.

**5.5** Disciplinary meetings will normally be convened within 5 working days of the Council sending the written statement. If the meeting date is inconvenient for the employee or their representative, it may be postponed by up to 5 working days.

**5.6** The meeting may be adjourned to allow further investigation or time to consider a decision.

**5.7** The Panel will report to the Chairman, who will call a meeting of the Council to ratify the Panel's decision.

**5.8** The employee will be informed of the decision and any applicable sanction within 5 working days. The meeting of the Panel may be reconvened for this purpose. The decision will be confirmed in writing.

**5.9** If the employee wishes to appeal, they must notify the Council in writing within 5 days of receiving the written notice.

**5.10** Upon appeal, the employee will be invited to a disciplinary appeal meeting of the full Council. The employee must attend and may be accompanied by a representative.

**5.11** An appeal meeting will usually be convened within 5 working days. Postponement of up to 5 days may be requested.

**5.12** Any new evidence presented by either side will be considered and the original penalty reviewed.

**5.13** The original sanction cannot be increased upon appeal.

**5.14** The appeal meeting does not delay the disciplinary sanction taking effect. If the appeal against dismissal is successful, the employee will be reinstated with preserved continuity of employment.

**5.15** The meeting may be adjourned for further investigation or consideration.

**5.16** The Council will notify the employee of its final decision within 5 working days, confirmed in writing.

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## **6. COUNCIL DISMISSAL PROCEDURE FOR USE IN GROSS MISCONDUCT**

**6.1** The following list provides examples of conduct that will normally be regarded as Gross Misconduct (not exhaustive):

- Refusal or repeated failure to carry out duties.
- Falsification of documents/information (including expense claims).
- Unauthorised disclosure of confidential information.
- Assaulting a colleague or any other person while representing the Council.
- Insulting, indecent or offensive behaviour.
- Serious or repeated harassment (e.g. sexual or racial).
- Incapacity at work due to alcohol, drugs, or substances.
- Wilful damage to Council property.
- Theft or unauthorised use of Council or other employees' property.
- Conduct bringing the Council into disrepute.
- Any other conduct defined by the Council as gross misconduct.

**6.2** An employee accused of gross misconduct may be suspended on full pay for up to 10 working days, unless exceptional circumstances require longer.

**6.3** A Staffing Panel of three members (excluding the Chairman) will investigate and may interview the employee.

**6.4** The Panel will report to the Chairman, who will call a meeting of the Council to ratify the Panel's decision.

**6.5** If found guilty of gross misconduct, the employee may be summarily dismissed without notice or pay in lieu.

**6.6** The Council will provide a written statement of the misconduct, reasons for dismissal, and the termination date. The employee will be reminded of any ongoing obligations and informed of the right to appeal.

**6.7** To appeal, the employee must notify the Council in writing within 5 working days of receiving the decision.

**6.8** The Council will invite the employee to an appeal hearing before the full Council. The employee must attend and may be accompanied by a representative.

**6.9** An appeal meeting will usually be convened within 5 working days. Postponement of up to 5 days may be requested.

**6.10** New evidence from either side will be considered, and the original penalty reviewed.

**6.11** The sanction cannot be increased upon appeal.

**6.12** The appeal does not delay the effect of the dismissal. If successful, the employee will be reinstated with full continuity of service.

**6.13** The appeal meeting may be adjourned for further investigation or deliberation.

**6.14** The Council will confirm its final decision in writing within 5 working days of the appeal meeting.

## **Aynho Parish Council Equal Opportunity Policy**

**Aynho Parish Council  
Equal Opportunity Policy**

**Adopted on: 02/03/2015**

**Chair: Fi Burge**

**Clerk: Sadie Patamia**

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## **EQUAL OPPORTUNITY POLICY**

The purpose of this policy is to provide equal opportunities to all employees, irrespective of their gender, race, ethnic origin, disability, age, nationality, national origin, sexual orientation, religion, marital status, or social class. Aynho Parish Council opposes all forms of unlawful and unfair discrimination.

All employees of Aynho Parish Council will be treated fairly and equally. Selection for employment, training, remuneration, or any other benefit will be on the basis of aptitude and ability. All employees will

be helped and encouraged to develop their full potential and the talents to maximise the efficiency of the organisation.

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## **STATEMENT ON EQUAL OPPORTUNITIES**

Aynho Parish Council recognises its obligations under the Sex Discrimination Acts, Race Relations Act, Disability Discrimination and Equality Act and the spirit and intent of the related Codes of Practice:

- For the elimination of discrimination on grounds of age, sex or marital status and the promotion of equality of opportunity in employment;
  - For the elimination of discrimination on grounds of race and the promotion of equality of opportunity in employment;
  - For the elimination of discrimination on the grounds of disability and the promotion of equality of opportunity in employment.
- 

## **COMMITMENT TO POLICY**

Aynho Parish Council supports the principles and practices of equal opportunity and recognises that it is the duty of all councillors and employees to accept their personal responsibility for fostering a fully integrated community at work by adhering to the principles of equal opportunity and maintaining racial harmony.

Aynho Parish Council will actively promote equal opportunities throughout the organisation through the application of policies which will ensure that individuals receive treatment that is fair and equitable and consistent with their relevant aptitudes, potential, skills, experiences, and abilities. The Parish Clerk will seek to ensure that all employees comply with these principles.

Aynho Parish Council will ensure that individuals are recruited and selected, promoted, and trained on objective criteria having regard to the relevant aptitudes, potential, skills, experiences, and abilities. In particular, no applicant will be placed at a disadvantage by requirements or conditions which are not necessary to the performance of the job or which constitute indirect unfair discrimination. Reasonable adjustments will be taken where a disabled person is put in a detrimental position and such reasonable adjustments remove the detriment.

Aynho Parish Council recognises the problems that sexual or racial harassment may cause at work and is committed to ensure that such unacceptable behaviour does not take place. Sexual harassment includes (but is not limited to) unwanted physical contact, suggestive remarks or behaviour, compromising invitations, demands for sexual favours and similar unwanted behaviour. Racial harassment is similarly unwanted treatment but is concerned with derogatory treatment and language on racial grounds.

All forms of harassment are abhorrent and will not be tolerated by the Parish Council. Sexual and racial harassment are regarded as unlawful discrimination and additionally may also be subject to criminal proceedings. All such cases will be dealt with under the appropriate Grievance and Disciplinary Procedure.

Aynho Parish Council recognises that the detriment a disabled person endures as a consequence of their disability can, in many instances, be removed by the adoption of reasonable adjustments. The Council is

committed to ensure that such adjustments will be effected where reasonably practicable and where the detriment is substantial.

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## **TRAINING AND ADVERTISING**

Aynho Parish Council will train, develop and promote on the basis of merit and ability only. When vacancies are advertised, the Parish Council will continue to ensure that such advertising, both in placement and content, is compatible with the terms of this Policy.

In practical terms this means that the wording of advertisements will be carefully scrutinised to ensure that any hidden discrimination is avoided or that sexually, racially, or disability-loaded wording is avoided. Every effort will be made to ensure that the advertisements are placed in the Aynho News, on parish notice boards, and on the website so that as wide a readership as possible has access to the vacancies.

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## **COMMUNICATION**

The principles in this Policy will be brought to the attention of all councillors and staff. All councillors and employees are encouraged to bring to the attention of the Parish Clerk any act of discrimination they observe.

Councillors and employees who are newly disabled are encouraged to bring this to the attention of the clerk to enable a review of their treatment to be made. This review will include an assessment of physical features and arrangements to ensure that these do not place the disabled person at a substantial disadvantage. Where they do, then adjustments will be effected where reasonable to do so.

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## **SEXUAL AND RACIAL HARASSMENT**

Sexual and racial harassment are both forms of unlawful sex and racial discrimination and as a consequence are unlawful behaviour. It is also improper and inappropriate behaviour which lowers morale and interferes with the effectiveness of people at work.

It is the policy of this organisation to make every effort to provide an environment free from sexual or racial harassment and intimidation. All councillors and employees are expected to comply with the policy and to ensure that such conduct does not occur.

Appropriate disciplinary action, including summary dismissal for serious offences, will be taken against any employee who violates this policy.

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## **MONITORING**

The effectiveness of the Equal Opportunities Policy will be monitored and reviewed on an annual basis.

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## THE LAW

The policy will be implemented within the framework of the relevant legislation, which includes:

- Equal Pay Act 1970 and the Equal Pay for Work of Equal Value Amendment 1983
- Rehabilitation of Offenders Act 1974
- Sex Discrimination Act 1975 and (Amendment) 1986
- The Protection from Harassment Act 1997
- Gender Reassignment Regulations 1999
- Race Relations (Amendment) Act 2000 and 2003
- Employment Equality (Religion or Belief) Regulations 2003
- Employment Equality (Sexual Orientation) Regulations 2003
- Disability Discrimination (Amendment) Act 2004
- Equality Act 2010

### **Aynho Parish Council Grants and Donations Policy**

#### **1. Definitions**

1. A grant is awarded for a particular defined purpose.
2. A donation is awarded for general purposes.

#### **2. Power**

The Council occasionally receives requests for grants and donations from a variety of organisations, and the aim of the Grants and Donations Policy is to encourage and support activities and projects which will benefit the Parish of Aynho and its Parishioners.

Section 137 of the Local Government Act 1972 places restrictions on Parish Councils when it comes to making grants and donations to other organisations or bodies. One of those restrictions (paragraph 1 of Section 137) requires that such expenditure

“...is in the interests of, and will bring direct benefit to, their area or any part of it or all or some of its inhabitants...”

The normal use to which this power is applied by local Councils is to provide funding to local organisations, e.g., PreSchool Groups, Youth Groups, Senior Citizens Groups etc., but one of the most important restrictions is that a grant or donation cannot be made to an individual for their own use, no matter what use and how good a cause that use may be (e.g., sponsorship for studying exchanges).

However, there may be occasions where the grant or donation can be paid to an individual where that individual is carrying out a service which benefits the local population. e.g., a Community First Responder (an NHS trained volunteer) whose role is to be the first on the scene as the result of an emergency call within a designated area (the Parish) to provide immediate life-saving support and who is required to raise funding to contribute towards the cost of the necessary equipment. It is clear that any grant or donation made by the local Council will directly benefit recipients of the service and it is, therefore, our opinion that the grant or donation can legally be given.

For Parish Councils in England for 2024/25, the amount that can be spent for the benefit of the area or for all or some of its inhabitants is £10.81 per elector in the Parish. This does not include spending which facilitates, or is conducive or incidental to, the exercise of the Parish Council's statutory powers, or in relation to Parish property.

### **3. Background**

Any grants and donations made available are funded directly from the Parish Precept. The Precept is a tax that the Parish Council charge their local electors to meet its budget requirements. Parish Councils do not receive any direct funding from central government and rely on their Precept plus any other income they generate from services or facilities they provide (with the exception of grant monies received by the Parish Council for particular projects, and ring fenced for that purpose).

### **4. The Parish Council's Timetable and Process**

Work on the preparation of capital and revenue estimates for the Parish Council starts in September/October for the financial year commencing the following 1 April. The Parish Council expects to conclude this work in November in order that the Parish Council's budget, and hence its precept demand, can be agreed at a meeting of the Parish Council in December.

For the Parish Council to include provision for a major item in its budget estimates, detailed information is required the previous summer/early autumn. Applications for small grants or donations can be made at any time of year, but the Parish Council will generally not consider an application for an amount in excess of £250 for the current financial year, or for the following financial year if the application is received after the end of September.

### **5. Policy**

1. Any grant made by the Parish Council must directly benefit the Parish of Aynho or its Parishioners. The Parish Council cannot make donations to individuals unless the Community directly benefit. (Thus, the Parish Council cannot, for example, make a grant to a disaster appeal unless the disaster in some way affected the Parish or a substantial number of Parishioners.)
2. Grants and Donations cannot be made to fund political activities.
3. All proposed expenditure must be detailed in the Parish Council's annual budget meeting, to enable calculation of the Council's precept demand.
4. The organisation making a grant request should be a non-profit making voluntary organisation where membership is open (i.e., no discrimination of membership on grounds of sex, race, religion etc.) Grant requests from a charity registered with the Charity Commission can be considered, providing its primary purpose is in the interests of, and will bring direct benefit to the Parish, or any part of it or all or some of its inhabitants. (See paragraph 1 of Section 137, Local Government Act 1972).
5. The Parish Council will not fund events or activities which can be funded by the relevant participants, or which can or will be self-supporting by means of donations, or grants from other organisations etc.
6. The Parish Council will endeavour to provide assistance and support where appropriate to groups and organisations in the Parish wishing to access grants.

### **6. Applications**

1. All applications for grants or donations shall be made in writing to the Clerk to the Council, who shall arrange for those applications which meet the Council's criteria to be considered at the next meeting of the Council.

2. In the case of an application which the Clerk determines does not meet the Council's criteria, the Clerk will provide a written explanation of their decision to both the applicant and the Council.
3. The grant available is normally limited to a maximum of £250 per application.
4. Only one grant will be given to any group or organisation, or for any particular purpose, in any financial year (1st April to 31st March).
5. If the Council considers that there are exceptional circumstances, then it can decide to exceed the above limits on amount and number of grants.
6. Grants cannot be awarded after the relevant event or project has been completed.
7. Applications must complete the Council's application form. Please download the form from the Parish Council website or request a copy from the Clerk to the Parish Council.
8. Applications which meet the criteria, and where the amount requested is £250 or less, will be considered at the next meeting of the Parish Council, and applicants will be notified in due course.
9. Any applications which meet the criteria, and where the amount requested is in excess of £250, will be considered after the deadline of October 1st, and decisions will be made before the Parish Council sets its budget for the following financial year. All applicants will be notified after the Parish Council has resolved to adopt the relevant proposed budget (usually at the Parish Council meeting in December).
10. Successful applicants shall provide details of to whom payment should be made and acknowledge receipt of the payment.

## **7. Conditions**

1. The Parish Council will assess applications with particular reference to the number of Parishioners likely to benefit, or whether any particular category of Parishioners would receive specific benefit.
2. Where a request for a grant/donation is agreed, the Council shall determine the amount, using the figure stated by the applicant as a guide only.
3. The grant or donations shall be used only for the stated purpose otherwise the monies shall be returned to the Council, except where the Council's prior written consent has been given for the funds to be used for another purpose. The Council may also specify a timeframe within which the funds must be spent. The Council may require documentary evidence as to how and when the funds were spent.
4. The Council may request that applicants provide written feedback explaining how the grant/donation has benefited their group/organisation. If feedback is required, this will be communicated in the decision letter.
5. The Council reserves the right to impose other conditions that it deems necessary in order to protect public money.
6. The Council reserves the right to request repayment of any grant/donation where an applicant does not comply with these conditions.

## **8. Notes**

1. The Council's decision on any application is final and there is no right of appeal.
2. The Council reserves the right to decline any application without giving reasons for its decision.
3. The Council will not commit to any continuing expenditure.
4. Where a Member of the Council is a member of a group/organisation applying for funding, that Member must declare, in accordance with its Code of Conduct, an interest in the matter and refrain from voting. Advice may be sought from the Monitoring Officer.

**Aynho Parish Council  
Grant Application Form**

Name of Group / Organisation:

Main Contact Name:

Contact Address:

Contact Details:

Email address:	Telephone number:
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Are you a newly formed group? (less than 1 year)

How long has your group been operating

Do you have a voluntary management committee / steering group?

Yes

Are you a registered charity?

Yes

No

If yes, please provide your Charity Number: .....

Does your group have a formal constitution?

Yes

No

Does your group have an annual record of accounts?

Yes

No

(If yes, please attach a copy of your most recent accounts or latest bank statement and balance sheet to your application)

Have you applied for a grant from Aynho Parish Council before?

Yes

No

Please describe your group's main activities:

How much are you applying for?

What is the grant for?

How many people in Aynho are likely to benefit from it?

How will Aynho benefit from it?

Do you have any other sources of funding?

If yes, please provide details:

Please provide a full breakdown of the project costs and how they will be funded:

If your application is successful, your grant will be paid by bank transfer. Please provide the name (as it appears on the bank account) and account details payment should be made to:

**Please read the following important terms and conditions carefully. By signing this form, you are confirming that:**

- You are an official representative of your group and are authorised to apply for funding on their behalf.

- Your details can be held by Aynho Parish Council in accordance with the Data Protection Act to administer the grants process.
- You have read and understood the Parish Council’s Grant Awarding Policy.
- The information provided in this application is a fair and accurate description of your group and the project for which you are seeking funding. Misleading or inaccurate information may result in your application being rejected. Late application or failure to complete any section of the application form may result in your application being delayed or rejected.

**Signed on behalf of applicant:** .....

**Date:** .....

## **Aynho Parish Council Records Retention Policy**

Aynho Parish Council recognises that the efficient management of its records is necessary to comply with its legal and regulatory obligations and to contribute to the effective overall management of the association. This document provides the policy framework through which this effective management can be achieved and audited.

It covers:

- Scope
- Responsibilities
- Retention Schedule

### **Scope**

This policy applies to all records created, received or maintained by Aynho Parish Council in the course of carrying out its functions. Records are defined as all those documents which facilitate the business carried out by Aynho Parish Council and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically. A small percentage of Aynho Parish Council records may be selected for permanent preservation as part of the Councils archives and for historical research.

### **Responsibilities**

Aynho Parish Council has a corporate responsibility to maintain its records and record management systems in accordance with the regulatory environment. The person with overall responsibility for this policy is the Clerk. The person responsible for records management will give guidance for good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and timely. Individual staff and employees must ensure that records for which they are responsible are accurate and are maintained and disposed of in accordance with Aynho Parish Council’s records management guidelines.

### **Retention Schedule**

The retention schedule refers to records regardless of the media in which they are stored.

<b>Document</b>	<b>Minimum Retention Period</b>	<b>Reason</b>
<b>Minutes</b>		
Minutes of Council meetings	Indefinite	Archive
Minutes of committee meetings	Indefinite	Archive
<b>Employment</b>		
Staff employment contracts	6 years after ceasing employment	Management
Staff payroll information	3 years	Management
Staff references	6 years after ceasing employment	Management
Application forms (unsuccessful)	6 months	Management
Application forms (successful)	6 years after ceasing employment	Management
Disciplinary files	6 years after ceasing employment	Management
Staff appraisals	6 years after ceasing employment	Management
<b>Finance</b>		
Scales of fees and charges	6 years	Management
Receipt and payment accounts	6 years	VAT
Bank statements	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Paid invoices	Last completed audit year	VAT
Paid cheques	Last completed audit year	Limitation Act 1980
Payroll records	3 years	HMRC
Petty cash accounts	Last completed audit year	Audit
<b>Insurance</b>		
Insurance policies	6 years after policy end	Management
Certificates for Insurance against liability for employees	6 years after policy end	Management
Certificates for Public Liability	6 years after policy end	Management
Insurance claim records	6 years after policy end	Management
<b>Health and Safety</b>		
Accident books	3 years from date of last entry	Statutory
Risk assessment	3 years	Management
<b>General Management</b>		
Councillors contact details	Duration of membership	Management
Lease agreements	12 years	Limitation Act 1980
Contracts	6 years	Limitation Act 1980
Email messages	At end of useful life	Management
Consent forms	5 years	Management
GDPR Security Compliance form	Duration of membership	Management

# **Aynho Parish Council**

## **Freedom of Information Act**

### **Publication Scheme**

#### **1. The Freedom of Information Act**

1.1 The Freedom of Information Act grants to members of the public rights of access to all kinds of recorded information held by a wide range of public authorities. Information about the Act is available from the Information Commissioner's Office at [www.ico.gov.uk](http://www.ico.gov.uk)

#### **2. Publication Scheme**

2.1 The Act requires every public authority to adopt and maintain a generic model publication scheme which should be adopted and operated by all public authorities from 1 January 2009. Aynho Parish Council adopted the generic model publication scheme at their Council meeting on 5<sup>th</sup> August 2024. It is intended to provide everyone interested in the Council with a comprehensive guide to the information that the Council will automatically or routinely publish or otherwise makes available to the public.

#### **3. Freedom of Information Requests and the Publication Scheme**

3.1 It is important to note that a publication scheme simply sets out the information that is routinely available. Information that is not listed in the Information Available Guide of this document can still be requested and it will be made available unless it can be legitimately withheld. This can be done by making a written request to the Clerk who will reply within 20 working days after receipt of the request.

#### **4. The Council's Commitment to the Act**

4.1 The Council is committed to openness and accountability and already makes large amounts of information available to the public, through its website, via the telephone, by post or by personal visits by appointment to the Council Office where much of the information can be viewed free of charge.

#### **5. Model Publication Scheme**

5.1 This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

5.2 This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

5.3 The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.

- To make this publication scheme available to the public.

## **6. Classes of Information**

**Who we are and what we do.** - Organisational information, locations and contacts, constitutional and legal governance.

**What we spend and how we spend it.** - Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts

**What our priorities are and how we are doing.** - Strategy and performance information, plans, assessments, inspections and reviews.

**How we make decisions.** - Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

**Our policies and procedures.** - Current written protocols for delivering our functions and responsibilities.

**Lists and Registers.** - Information held in registers required by law and other lists and registers relating to the functions of the authority.

**The Services we offer.** - Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure
- Information in draft form
- Information that is no longer readily available as it is contained in files that have been placed in archive storage or is difficult to access for similar reasons.

## **7. The method by which information published under this scheme will be made available.**

7.1 The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

7.2 Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means. In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

7.3 Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

7.4 Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

## **8. Charges which may be made for information published under this scheme.**

8.1 The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

8.2 Material which is published and accessed on a website will be provided free of charge.

8.3 Charges may be made for information subject to a charging regime specified by Parliament.

8.4 Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information.

8.5 Charges may also be made for information provided under this scheme where:

- they are legally authorised
- they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified
- they are in accordance with a published schedule or schedules of fees which is readily available to the public.

8.6 If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

## 9. Written Requests

9.1 Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

## 10. Information available from Aynho Parish Council under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) <i>This will be current information only</i>	Website Hard copy	Free 10p per A4 sheet
Who's who on the Council and its Committees	Website Hard copy	Free 10p per A4 sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard copy	Free 10p per A4 sheet
Location of main Council office and accessibility details	Website	Free
Staffing structure	Hard copy	10p per A4 sheet
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	Website Hard copy	Free 10p per A4 sheet
Annual return form and report by auditor	Website Hard copy	Free 10p per A4 sheet
Finalised budget	Website Hard copy	Free 10p per A4 sheet
Precept	Website Hard copy	Free 10p per A4 sheet
Borrowing Approval letter	n/a	n/a
Financial Standing Orders and Regulations	Website Hard copy	Free 10p per A4 sheet
Grants given and received	Website Hard copy	Free 10p per A4 sheet

List of current contracts awarded and value of contract	Website Hard copy	Free 10p per A4 sheet
Members' allowances and expenses	Website Hard copy	Free 10p per A4 sheet
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	Website Hard copy	Free 10p per A4 sheet
Parish Plan (current and previous year as a minimum)	n/a	n/a
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard copy	Free 10p per A4 sheet
Quality status	Website Hard copy	Free 10p per A4 sheet
Local charters drawn up in accordance with DCLG guidelines	Hard copy	10p per A4 sheet
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum	Website Hard copy	Free 10p per A4 sheet
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website Hard copy	Free 10p per A4 sheet
Agendas of meetings (as above) - n.b. this will exclude information that is properly regarded as private to the meeting.	Website Hard copy	Free 10p per A4 sheet
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Hard copy	Free 10p per A4 sheet
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Hard copy	Free 10p per A4 sheet
Responses to consultation papers	Hard copy	10p per A4 sheet
Responses to planning applications	Website Hard copy	Free 10p per A4 sheet
Bye-laws	Hard copy	10p per A4 sheet
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies, and procedures for delivering our services and responsibilities) Current information only	Website Hard copy	Free 10p per A4 sheet
Policies and procedures for the conduct of council business: Procedural standing orders (website) Committee and sub-committee terms of reference (website) Delegated authority in respect of officers Code of Conduct (website) Policy statements	Website where indicated Hard copy	Free 10p per A4 sheet
Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and policies relating to the delivery of services Equality and diversity policy (website) Health and safety policy (website) Recruitment policies (including current vacancies) Policies and procedures for handling requests for information (website) Complaints procedures (including those covering requests for information and operating the publication scheme) (website)	Website where indicated. Hard copy	Free 10p per A4 sheet
Information security	Hard copy	10p per A4 sheet
Records management policies (records retention, destruction and archive)	Website Hard copy	Free 10p per A4 sheet
Data protection policies	Website	Free

	Hard copy	10p per A4 sheet
<b>Class 6 – Lists and Registers</b>	Hard copy	10p per A4 sheet
Currently maintained lists and registers only	Some information may only be available by inspection	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy	10p per A4 sheet
Assets register	Hard copy	10p per A4 sheet
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	n/a	n/a
Register of members' interests	Hard copy	10p per A4 sheet
Register of gifts and hospitality	Hard copy	10p per A4 sheet
<b>Class 7 – The services we offer</b>	Hard copy	10p per A4 sheet
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	Some information may only be available by inspection	
Allotments	Hard copy	10p per A4 sheet
Burial grounds and closed churchyards	Hard copy	10p per A4 sheet
Community centres and village halls	Hard copy	10p per A4 sheet
Parks, playing fields and recreational facilities	Hard copy	10p per A4 sheet
Seating, litter bins, clocks, memorials and lighting	Hard copy	10p per A4 sheet
Bus shelters	Hard copy	10p per A4 sheet
Markets	n/a	n/a
Public conveniences	n/a	n/a
Agency agreements	Hard copy	10p per A4 sheet
Services for which the council is entitled to recover a fee, together with those fees (e.g., burial fees)	Hard copy	10p per A4 sheet
<b>Additional Information</b>	Upon request by hard copy if available	10p per A4 sheet
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

## 11. Contact details:

Website address: <https://aynho-pc.gov.uk/>

Request for hard copies:

Parish Clerk  
Aynho Parish Council  
c/o Aynho Village Hall  
Croughton Road  
Aynho  
OX17 3BD

Email: [clerk@aynho-pc.gov.uk](mailto:clerk@aynho-pc.gov.uk)

Telephone: 01869 810209

## 12. Schedule Of Charges

This describes how the charges have been arrived at and should be published as part of the guide.

Type of Charge	Description	Basis of Charge
Disbursement Cost	Photocopying @ 10p per sheet (black & white)	Actual cost
	Photocopying @ 20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

## Aynho Parish Council Privacy Policy

This privacy policy applies between you, the User of this Website, and Aynho Parish Council, the owner and provider of this Website. Aynho Parish Council takes the privacy of your information very seriously. This privacy policy applies to our use of any and all Data collected by us or provided by you in relation to your use of the Website.

This privacy policy should be read alongside, and in addition to, our Terms and Conditions, which can be found at: <https://aynho-pc.gov.uk/terms-and-conditions>.

Please read this privacy policy carefully.

### DEFINITIONS AND INTERPRETATION

1. In this privacy policy, the following definitions are used:

**Data.** Collectively all information that you submit to Aynho Parish Council via the Website. This definition incorporates, where applicable, the definitions provided in the Data Protection Laws; **Cookies.** A small text file placed on your computer by this Website when you visit certain parts of the Website and/or when you use certain features of the Website. Details of the cookies used by this Website are set out in the clause below (Cookies);

**Data Protection Laws.** Any applicable law relating to the processing of personal Data, including but not limited to the GDPR, and any national implementing and supplementary laws, regulations and secondary legislation; **GDPR.** The UK General Data Protection Regulation; **Aynho Parish Council (we or us).** An organisation incorporated in England and Wales. **UK and EU Cookie Law.** The Privacy and Electronic Communications (EC Directive) Regulations 2003 as amended by the Privacy and Electronic Communications (EC Directive) (Amendment) Regulations 2011 & the Privacy and Electronic Communications (EC Directive)

(Amendment) Regulations 2018; **User or you.** Any third party that accesses the Website and is not either (i) employed by Aynho Parish Council and acting in the course of their employment or (ii) engaged as a consultant or otherwise providing services to Aynho Parish Council and accessing the Website in

connection with the provision of such services; and

Website. The website that you are currently using, <https://aynho-pc.gov.uk>, and any sub-domains of this site unless expressly excluded by their own terms and conditions.

2. In this privacy policy, unless the context requires a different interpretation:

a) the singular includes the plural and vice versa;

b) references to sub-clauses, clauses, schedules or appendices are to sub-clauses, clauses, schedules or appendices of

c) this privacy policy;

d) a reference to a person includes firms, companies, government entities, trusts and partnerships;

e) “including” is understood to mean “including without limitation”;

f) reference to any statutory provision includes any modification or amendment of it;

g) the headings and sub-headings do not form part of this privacy policy.

### **SCOPE OF THIS PRIVACY POLICY**

3. This privacy policy applies only to the actions of Aynho Parish Council and Users with respect to this Website. It does not extend to any websites that can be accessed from this Website including, but not limited to, any links we may provide to social media websites.

4. For purposes of the applicable Data Protection Laws, Aynho Parish Council is the “data controller”. This means that Aynho Parish Council determines the purposes for which, and the manner in which, your Data is processed.

### **DATA COLLECTED**

5. We may collect the following Data, which includes personal Data, from you:

a) IP address (automatically collected);

b) web browser type and version (automatically collected);

c) operating system (automatically collected); in each case, in accordance with this privacy policy.

### **HOW WE COLLECT DATA**

6. We collect Data in the following ways:

a) data is given to us by you; and

b) data is collected automatically.

### **DATA THAT IS GIVEN TO US BY YOU**

7. Aynho Parish Council will collect your Data in a number of ways, for example:

a) when you contact us through the Website, by telephone, post, e-mail or through any other means;

b) when you use our services; in each case, in accordance with this privacy policy.

### **DATA THAT IS COLLECTED AUTOMATICALLY**

8. To the extent that you access the Website, we will collect your Data automatically, for example:
- a) we automatically collect some information about your visit to the Website. This information helps us to make improvements to Website content and navigation, and includes your IP address, the date, times and frequency with which you access the Website and the way you use and interact with its content.
  - b) we will collect your Data automatically via cookies, in line with the cookie settings on your browser. For more information about cookies, and how we use them on the Website, see the section below, headed “Cookies”.

## **OUR USE OF DATA**

9. Any or all of the above Data may be required by us from time to time in order to provide you with the best possible service and experience when using our Website. Specifically, Data may be used by us for the following reasons:

- a) internal record keeping;
- b) improvement of our products / services; in each case, in accordance with this privacy policy.

10. We may use your Data for the above purposes if we deem it necessary to do so for our legitimate interests. If you are not satisfied with this, you have the right to object in certain circumstances (see the section headed “Your rights” below).

## **WHO WE SHARE DATA WITH**

11. We may share your Data with the following groups of people for the following reasons:

- a) our employees, agents and/or professional advisors – for analysing web traffic to improve site performance; in each case, in accordance with this privacy policy.

## **KEEPING DATA SECURE**

12. We will use technical and organisational measures to safeguard your Data, for example:

- a) access to your account is controlled by a password and a user name that is unique to you.
- b) we store your Data on secure servers.

13. Technical and organisational measures include measures to deal with any suspected data breach. If you suspect any misuse or loss or unauthorised access to your Data, please let us know immediately by contacting us via e-mail address.

14. If you want detailed information from Get Safe Online on how to protect your information and your computers and devices against fraud, identity theft, viruses and many other online problems, please visit [www.getsafeonline.org](http://www.getsafeonline.org). Get Safe Online is supported by HM Government and leading businesses.

## **DATA RETENTION**

15. Unless a longer retention period is required or permitted by law, we will only hold your Data on our systems for the period necessary to fulfil the purposes outlined in this privacy policy or until you request

that the Data be deleted.

16. Even if we delete your Data, it may persist on backup or archival media for legal, tax or regulatory purposes.

## **YOUR RIGHTS**

17. You have the following rights in relation to your Data:

- a) Right to access – the right to request (i) copies of the information we hold about you at any time, or (ii) that we modify, update or delete such information. If we provide you with access to the information we hold about you, we will not charge you for this, unless your request is “manifestly unfounded or excessive.” Where we are legally permitted to do so, we may refuse your request. If we refuse your request, we will tell you the reasons why.
- b) Right to correct – the right to have your Data rectified if it is inaccurate or incomplete.
- c) Right to erase – the right to request that we delete or remove your Data from our systems.
- d) Right to restrict our use of your Data – the right to “block” us from using your Data or limit the way in which we can use it.
- e) Right to data portability – the right to request that we move, copy or transfer your Data.
- f) Right to object – the right to object to our use of your Data including where we use it for our legitimate interests.

18. To make enquiries, exercise any of your rights set out above, or withdraw your consent to the processing of your Data (where consent is our legal basis for processing your Data), please contact us via e-mail address.

19. If you are not satisfied with the way a complaint you make in relation to your Data is handled by us, you may be able to refer your complaint to the relevant data protection authority. For the UK, this is the Information Commissioner’s Office (ICO). The ICO’s contact details can be found on their website at <https://ico.org.uk/>.

20. It is important that the Data we hold about you is accurate and current. Please keep us informed if your Data changes during the period for which we hold it.

## **LINKS TO OTHER WEBSITES**

21. This Website may, from time to time, provide links to other websites. We have no control over such websites and are not responsible for the content of these websites. This privacy policy does not extend to your use of such websites. You are advised to read the privacy policy or statement of other websites prior to using them.

## **CHANGES OF BUSINESS OWNERSHIP AND CONTROL**

22. Aynho Parish Council may, from time to time, expand or reduce our business and this may involve the sale and/or the transfer of control of all or part of Aynho Parish Council.

Data provided by Users will, where it is relevant to any part of our business so transferred, be transferred

along with that part and the new owner or newly controlling party will, under the terms of this privacy policy, be permitted to use the Data for the purposes for which it was originally supplied to us.

23. We may also disclose Data to a prospective purchaser of our business or any part of it.

24. In the above instances, we will take steps with the aim of ensuring your privacy is protected.

## **COOKIES**

25. This Website may place and access certain Cookies on your computer. Aynho Parish Council uses Cookies to improve your experience of using the Website. Aynho Parish Council has carefully chosen these Cookies and has taken steps to ensure that your privacy is protected and respected at all times.

26. All Cookies used by this Website are used in accordance with current UK and EU Cookie Law.

27. Before the Website places Cookies on your computer, you will be presented with a message bar requesting your consent to set those Cookies. By giving your consent to the placing of Cookies, you are enabling Aynho Parish Council to provide a better experience and service to you. You may, if you wish, deny consent to the placing of Cookies; however certain features of the Website may not function fully or as intended.

28. This Website may place the following Cookies:

a) Strictly necessary cookies. These are cookies that are required for the operation of our website. They include, for example, cookies that enable you to log into secure areas of our website, use a shopping cart or make use of e-billing services.

b) Analytical/performance cookies. They allow us to recognise and count the number of visitors and to see how visitors move around our website when they are using it.

This helps us to improve the way our website works, for example, by ensuring that users are finding what they are looking for easily.

c) Functionality cookies. These are used to recognise you when you return to our website. This enables us to personalise our content for you, greet you by name and remember your preferences (for example, your choice of language or region). By using the Website, you agree to our placement of functionality cookie.

29. You can find a list of Cookies that we use in the Cookies Schedule.

30. You can choose to enable or disable Cookies in your internet browser. By default, most internet browsers accept Cookies but this can be changed. For further details, please see the help menu in your internet browser. You can switch off Cookies at any time, however, you may lose any information that enables you to access the Website more quickly and efficiently.

31. You can choose to delete Cookies at any time; however, you may lose any information that enables you to access the Website more quickly and efficiently including, but not limited to, personalisation settings.

32. It is recommended that you ensure that your internet browser is up-to-date and that you consult the help and guidance provided by the developer of your internet browser if you are unsure about adjusting your privacy settings.

33. For more information generally on cookies, including how to disable them, please refer to [aboutcookies.org](http://aboutcookies.org). You will also find details on how to delete cookies from your computer.

## **GENERAL**

34. You may not transfer any of your rights under this privacy policy to any other person. We may transfer our rights under this privacy policy where we reasonably believe your rights will not be affected.

35. If any court or competent authority finds that any provision of this privacy policy (or part of any provision) is invalid, illegal or unenforceable, that provision or part-provision will, to the extent required, be deemed to be deleted, and the validity and enforceability of the other provisions of this privacy policy will not be affected.

36. Unless otherwise agreed, no delay, act or omission by a party in exercising any right or remedy will be deemed a waiver of that, or any other, right or remedy.

37. This Agreement will be governed by and interpreted according to the law of England and Wales. All disputes arising under the Agreement will be subject to the exclusive jurisdiction of the English and Welsh courts.

## **CHANGES TO THIS PRIVACY POLICY**

38. Aynho Parish Council reserves the right to change this privacy policy as we may deem necessary from time to time or as may be required by law. Any changes will be immediately posted on the Website and you are deemed to have accepted the terms of the privacy policy on your first use of the Website following the alterations.

## **ATTRIBUTION**

39. This privacy policy was created on 30 January 2023.

## **COOKIES**

Below is a list of the cookies that we use. We have tried to ensure this is complete and up to date, but if you think that we have missed a cookie or there is any discrepancy, please let us know.

a) Web Analytics Cookie. Used for tracking site usage.

## **Aynho Parish Council Complaints Procedure**

1. This is the complaints procedure of Aynho Parish Council, hereinafter referred to as “the council”.
2. The council is committed to providing a quality service for the benefit of the people who live or work in its area or are visitors to the locality. If you are dissatisfied with the standard of service you have received from the council or are unhappy about an action or lack of action by the council, this complaints procedure sets out how you can complain to the council and how we

will try to resolve your complaint.

3. This complaints procedure applies to complaints about council administration and procedures and may include complaints about how council employees have dealt with your concerns.
4. This complaints procedure does not apply to:
  - 4.1. Complaints by one council employee against another council employee, or between a council employee and the council as employer. These matters are dealt with under the council's disciplinary and grievance procedures.
  - 4.2. Complaints against councillors. Complaints against councillors are made under the Code of Conduct <https://aynho-pc.gov.uk/councillor-code-of-conduct>
5. The appropriate time for influencing council decision-making is by raising your concerns before the council debates and votes on a matter. You can do this by writing to the clerk to the council in advance of the meeting at which the item is to be discussed. There may also be the opportunity to raise your concerns in the public participation section of council meetings. If you are unhappy with a council decision, you can raise your concerns with the council, but Standing Orders prevent the council from re-opening issues for six months from the date of the decision, unless there are exceptional grounds, and the special process set out in Standing Orders is followed.
6. You can make your complaint about the council's procedures or administration to the clerk to the council. You must do this in writing and a form is provided below. Please return the form by e-mail if possible. The council's contact details are set out below.
7. You should indicate in your complaint if you wish your complaint to be treated confidentially.
8. Wherever possible, the clerk will try to resolve your complaint immediately. If this is not possible, the clerk will normally try to acknowledge your complaint within seven calendar days.
9. If you do not wish to make your complaint to the clerk, you can make it directly to the chair of the council who will refer your complaint to the Complaints Committee. The Complaints Committee comprises, ex officio, of the chair, the vice chair, and the Internal Controls Councillor.
10. The clerk or the Complaints Committee (as appropriate) will investigate each complaint,

obtaining further information as necessary from you and/or from staff or members of the council. You may be invited to a meeting to make verbal representations and may bring someone with you when doing so.

11. The clerk or the chair will notify you within 21 calendar days of the outcome of your complaint and what action (if any) the council proposes to take as a result of your complaint. (In exceptional cases the timescale may have to be extended. If it is, you will be kept informed).
12. If your complaint has been investigated by the clerk and you are dissatisfied with the response, you can ask for your complaint to be reviewed by the Complaints Committee and (usually within eight weeks) you will be notified in writing of the outcome of the review of your original complaint.
13. If you remain dissatisfied with the response to your complaint you may seek judicial review through the High Court (see <https://www.judiciary.uk> for details).
14. Please note that the jurisdiction of the Local Government Ombudsman (LGO) does not extend to parish councils.

Contact details for complaints handling:	
Clerk's name:	Alan Youel
Clerk's telephone number:	01869 810209
Clerk's e-mail address:	clerk@aynho-pc.gov.uk
Chair's name:	Dawn Willis
Chair's e-mail address:	dawn.willis@aynho-pc.gov.uk
Council's correspondence address:	c/o Aynho Village Hall Croughton Road Aynho OX17 3BD

### Complaints Form

(A Word™ version of this form is available from the clerk)

Your name:	
Your telephone number(s):	
Your email address:	
Your postal address:	
Do you wish your complaint to be treated confidentially?	
What your complaint is about (please provide as much detail as you can, and attach any supporting evidence or information):	
What harm, disadvantage, or loss have you suffered?	
What remedial action would you like the council to take?	
Any other comments:	

### **Unreasonable Complainant Behaviour**

#### **Introduction**

We are committed to dealing with you fairly and impartially, and to making our service as accessible as possible. We recognise you may be frustrated and upset by what has happened in the past. We are independent and if we decide to investigate your complaint, we will take a fresh, impartial look at what happened. We aim to treat you with fairness and respect. We ask for and expect the same

behaviour from you towards us. We wish to enjoy professional, courteous, respectful contact with all complainants, whatever the outcome of our work.

### **Unreasonable complainant conduct**

We will not tolerate racist, sexist, homophobic or other discriminatory language, or offensive, threatening, aggressive or violent behaviour towards us. If you use such language or behaviour, we will ask you to stop doing so and may take other, proportionate action to protect the wellbeing of our staff and make sure we can keep working effectively. If your use of language is because of a medical condition, we will discuss with you any reasonable adjustments we need to make to how we work with you. However, some language and behaviours are always unacceptable, and we will always draw your attention to this and take appropriate action.

Please remember the person dealing with the complaint is using their time to best effect. This is much harder to do well if you make frequent, lengthy contacts and/or keep sending them the same information. This gets in the way of dealing with your complaint. Please note this also applies to contacting us after our decision on your complaint. We will not continue communicating with you on a closed complaint outside our review or service complaint procedures. Continued contact or attempts to make the same complaint again prevent us from carrying out our work effectively. When necessary, we will restrict access to our service if you keep behaving unreasonably.

### **Warnings**

In most instances if we consider your behaviour is unreasonable, we will explain why and ask you to change it. We will also warn you that, if the behaviour continues, we may take action to restrict your contact with us. Where your behaviour is so extreme that it threatens the immediate safety and welfare of our staff, we may report the matter to the police or consider taking legal action. In such cases, we may not give you prior warning.

### ***Restricting access to the council***

The Chair will decide whether the circumstances require any restriction of access. They will record the reason for their decision and explain it to you. They will state how long any restriction will apply for before we reconsider. The sort of restrictions imposed could include:

- Restricting telephone calls to specified days and limited times
- Limiting contacts to one form only (for example, a maximum of one letter or email from you a week)
- Requiring you to only contact us using one named person
- Requiring you to formally agree with us how you will behave in future before we continue working on your complaint and/or
- Using an independent advocate to work with you on our investigation into your complaint

After six months we will review whether any restrictions we imposed are still necessary and should remain.

### **Ending access**

It is our decision whether or not to investigate your complaint. If you continue to behave unreasonably or ignore restrictions we have placed on access, we may decide to end our work on your complaint. In

exceptional circumstances we may do so without warning. For example, if you use racist, sexist, homophobic or otherwise discriminatory language we may decide to take action without prior warning. We will write to explain the action we have taken.

### **New complaints**

If we have restricted our contact with you and you make a new complaint, we will decide whether or not to continue with any restrictions we put in place for the earlier complaint.

## **Aynho Parish Council Health and Safety Policy**

### **Introduction**

This policy sets out the general principles and approach that the Parish Council will follow in respect of Health and Safety legislation for premises and activities for which the Council is responsible. 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 organisational arrangements made to implement these policies.

### **SAFETY POLICY STATEMENT**

1. Aynho 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), recognises and accepts its duty, as far as is reasonably practicable, to provide and maintain safe and healthy working conditions for all its Councillor members and employees. It also accepts its duty of care to other persons such as volunteers and contractors who work on behalf of the Council.
2. 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.
3. The Parish Council will take all reasonable steps to ensure:
  - a. That 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.
  - b. That its work, in all its forms, is done in ways so that members of the public are not put at risk.
  - c. That arrangements are in place for the safe use, handling, storage and disposal of all substances and equipment that may endanger health or welfare.
  - d. That this policy is brought to the attention of all employees, members of the public, contractors, volunteers and Councillors and is reviewed annually.
  - e. That, when necessary, there is consultation and negotiation with employees on health, safety and welfare at work to ensure continuing improvement.
4. The Parish Council is responsible for managing safety, based on the council's safety policy.
5. The Clerk shall keep copies of all risk assessments, method statements and Health and Safety documents, in labelled Health and Safety files.

6. All Councillors, employees/contractors and volunteers have a duty to take reasonable care for their own health and safety and that of any persons who may be affected by their acts or omissions.
7. Day to day matters of Health and Safety are dealt with by the Clerk acting on behalf of the Council.
8. Risk Assessments
  - a. The Parish Council will carry out risk assessment of its activities as and when necessary and review these annually.
  - b. The Parish Council will set up and monitor policies and procedures to reduce any risks that are identified.
  - c. The Parish Council requires contractors to supply Risk Assessments, written Method Statements and Safe Systems of Work prior to starting any major works on behalf of the council.
9. This policy document will be reviewed annually, or more frequently in the case of legislation or organisational change.

### **Training Statement of Intent**

1. Commitment to training.	This council is committed to training in order to ensure that staff and councillors can operate appropriately and effectively for the benefit of the community. Training needs will be identified, and enough resources will be allocated to provide the necessary training to meet the needs. Staff and councillors are expected to share this commitment to training and will be expected to undertake training appropriate to their role.
2. Training Needs	This council acknowledges that it is important to train staff and councillors in order to operate in an efficient, effective and professional manner. Training will primarily focus on specific topics relevant to local government, but other relevant training that will improve service delivery will also be offered, e.g. training on a new piece of software. Training may include: <ul style="list-style-type: none"> <li>• Formal training courses</li> <li>• Briefings and seminars</li> <li>• Local, regional and national conferences</li> </ul>
3. Identifying Training Needs	Training needs may be triggered in several ways; the list below is indicative, but not exhaustive: <ul style="list-style-type: none"> <li>• Staff appraisals (although staff may identify their own training needs at any time)</li> <li>• A change in working practices (as a result of, for example, a complaint, accident or new policy)</li> <li>• The introduction of new equipment</li> <li>• Changes in legislation</li> <li>• New councillors joining the council</li> <li>• New chairman of the council or committees</li> <li>• NCALC's Councillor Development Framework</li> </ul>
4. Resourcing Training	This council will make enough provision in its budget to ensure that staff and councillors are suitably trained to carry out their

	functions and duties. There will also be enough funds set aside for appropriate technical literature and other publications.
5. Evidence of the benefit of trained staff and councillors	<p>The benefit of training will be evidenced through, for example:</p> <ul style="list-style-type: none"> <li>• Well chaired meetings</li> <li>• Professional and pertinent responses to planning applications</li> <li>• Well documented policies and reports ☑ Well managed projects</li> <li>• Well managed finances</li> <li>• Well informed staff and councillors</li> <li>• High professional conduct of staff and councillors</li> </ul>

25/100

## Aynho Parish Council Policy for Dealing with Press and Media

### 1. Purpose of the Policy

This policy sets out the principles and procedures by which Aynho Parish Council will manage communication with the press and media. The Council recognises that effective engagement with the media helps communicate its decisions and actions, while maintaining openness and transparency.

### 2. Scope

This policy applies to all councillors and the Clerk when speaking to, writing for, or responding to inquiries from the press and media in relation to Council matters.

### 3. General Principles

- The **Clerk** is the official point of contact for press/media enquiries unless otherwise delegated.
- Any response or statement made on behalf of the Council must reflect **Council policy or decisions** and not individual views.
- Councillors must make it clear when expressing personal opinions that they do **not speak on behalf of the Council**.
- The Council will maintain professional and respectful relationships with media outlets at all times.
- All communication will be honest, factual, and avoid speculation.

### 4. Press Releases

- The Clerk will prepare and issue press releases in consultation with the Chair or relevant committee Chair.
- Press releases must be factual and objective, representing the corporate view of the Council.
- Press releases may cover:
  - Significant decisions of the Council.
  - Community events or initiatives.
  - Responses to major issues affecting the parish.
  - Emergency information or public safety updates.

## 5. Media Enquiries

- All enquiries from the media should be directed to the Clerk.
- The Clerk may liaise with the Chair or relevant councillor to prepare an appropriate response.
- Councillors should **not** respond directly to media enquiries unless authorised to do so.

## 6. Social Media and Online Platforms

- The Council may use its official social media platforms to share updates, decisions, and news.
- Individual councillors must not use personal social media accounts to comment on Council matters in a way that brings the Council into disrepute or misrepresents Council policy.
- The Council's **Social Media Policy** (if in place) should be referred to in conjunction with this policy.

## 7. Interviews and Public Statements

- Councillors approached for interviews or comment must refer requests to the Clerk.
- Where a councillor is authorised to speak, they must:
  - Stay within the agreed position of the Council.
  - Avoid speculation or criticism of fellow councillors, staff, or partner organisations.

## 8. Confidentiality and Legal Considerations

- Councillors and the Clerk must respect confidential information and not disclose matters discussed in private session.
- Care must be taken to avoid defamation, breaches of copyright, data protection violations, or any action that could lead to legal consequences for the Council.

## 9. Complaints or Misrepresentation

- If the Council believes it has been misrepresented by the media, the Clerk, in consultation with the Chair, will prepare a correction or clarification.
- Any complaints about councillors' conduct in the media may be referred to the Monitoring Officer at the relevant principal authority.

## 25/103

Northants CALC is pleased to launch today our **Climate & Nature Champion Scheme**. I would be grateful if you could have on your July, August, or September meeting agenda an item "*To appoint a Climate & Nature Champion to represent the council in matters relating to the climate, nature, and the environment*".

The scheme has come about due to the incredible response we had to our Climate & Nature Survey in the spring. **181 out of 220 member councils responded** and told us about all the brilliant work that parish and town councils are already doing in Northamptonshire. The Top 5 most common actions were:

- Planting native trees and plants
- Organising community clean-up events
- Creating and maintaining wildlife habitats
- Implementing LED street lighting
- Protecting local biodiversity

The Climate and Nature (CAN) Champion will act as the council's key point of contact and advocate for environmental sustainability, biodiversity, and climate resilience. This voluntary role supports the council in identifying, promoting, and coordinating local action on climate and

nature. The CAN Champion Scheme will drive the dissemination of guidance, the sharing of good practice, and the identification of challenges and solutions to those challenges.

The scheme will operate in a very similar way to the Police Liaison Representative (PLR) Scheme. Councils are asked to appoint a CAN Champion, who can be a councillor, officer, or member of the public. Where a council has not been able yet to appoint a CAN Champion, the clerk will act as the default person. Once CAN Champions are appointed, they will receive regular communications from Northants CALC and will be invited to meetings. We are thinking about an annual online meeting for all CAN Champions in Northamptonshire and then thematic focus meetings three or four times per year, online, focused on a particular area of Climate & Nature Action with external speakers.

The first step is for councils to appoint their CAN Champions and to register their details with us at <https://www.northantscalc.gov.uk/can-champions> where you will also find a draft role description. Please register details as soon as possible, and **by Friday 3 October 2025 at the latest.**

We are planning a welcome event for all CAN Champions online at 1900 - 2100 on **Wednesday 19 November 2025**. Details will be sent to all CAN Champions in due course.

Many thanks in advance and I look forward to seeing where we can take this initiative in the coming years.

Best regards,  
Danny.