

TWYFORD PARISH COUNCIL

Minutes of a meeting of the Full Parish Council
held on Thursday 24th May 2018 at 7.30 p.m. in the Gilbert Room of Twyford Parish Hall

Councillors present	Councillors absent/apologies	In attendance
Councillor Lawton (Chair)	Councillor Humby	Jo Nicholson (Clerk)
Councillor Mitchell	Councillor West (Maternity Leave)	Councillor Izard
Councillor Wheeler		Jeff Mardon from TNP
Councillor Sellars		6 members of public in attendance
Councillor Cornwall		
Councillor Forder-Stent		
Councillor Corcoran		
Councillor Cook		
Councillor Pullen		

Item	Business Transacted
26/18	To receive and accept apologies for absence
	Apologies were received from Cllr Humby, and Cllr West is on maternity leave.
27/18	To receive declarations of interest relevant to agenda items
	The registered declarations were applied.
28/18	Council Office elections and appointments
28.1/18	To receive nominations and elect the Chair of the Parish Council To receive the Chair's declaration of office
	Cllr Lawton was unanimously elected as Chair, proposed by Cllr Mitchell, and seconded by Cllr Forder-Stent. Cllr Lawton signed the acceptance of Office.
28.2/18	To receive nominations and elect the Vice-Chair of the Parish Council To receive the Vice-Chair's declaration of office
	Cllr Mitchell was unanimously elected as Vice Chair, proposed by Cllr Lawton, and seconded by Cllr Wheeler. Cllr Mitchell signed the acceptance of Office.
28.3/18	To agree members of the Finance Committee and Chair
	The members of the finance committee were agreed as: Cllr Lawton, Cllr Wheeler, Cllr Sellars, Cllr Corcoran, Cllr Forder-Stent, Cllr West (absentee). The Chair will be elected at the next finance

	committee meeting 12 th July 2018. The members were proposed by Cllr Cornwall, and seconded by Cllr Mitchell.
28.4/18	To agree members of the Planning Committee and Chair
	The members of the planning committee were agreed as: Cllr Mitchell, Cllr Lawton, Cllr Wheeler, Cllr Sellars, Cllr Corcoran, Cllr Pullen and Cllr Cook. The Chair will be elected at the next planning committee meeting 7 th June 2018. The members were proposed by Cllr Forder-Stent, and seconded by Cllr Cornwall.
28.5/18	To agree members of the Recreation Committee and Chair
	The members of the Recreation Committee were agreed as; Cllr Wheeler, Cllr Forder-Stent, Cllr Pullen, Cllr Cornwall, Cllr Sellars and Cllr Cook. The Chair will be elected at the next recreation committee meeting 31 st May 2018. The members were proposed by Cllr Lawton, and seconded by Cllr Mitchell.
28.6/18	To agree members of the Twyford Neighbourhood Plan Committee and Chair
	The members of the Twyford Neighbourhood Plan working group were agreed as; Cllr Corcoran, Cllr Lawton and Cllr Mitchell. The committee will be chaired by Cllr Corcoran, and include members of public (non parish councillors). The members were proposed by Cllr Wheeler, and seconded by Cllr Forder-Stent.
28.7/18	To agree members of the Twyford Parish Farm Committee (formerly Twyford Meads and Berry Meadow Committee) and Chair
	The members of the Twyford Parish Farm working group were agreed as; Cllr Corcoran, Cllr Pullen and Cllr Mitchell. The committee will be chaired by Cllr Corcoran, and members include residents (non parish councillors). The members were proposed by Cllr Lawton, and seconded by Cllr Wheeler.
28.8/18	To agree the appointment of Members to serve at Parish Council representatives on the following County, District and other associations and organisations: HCC Footpaths and Highways: Cllr Sellars Nursing: Cllr Forder-Stent Patient Participation Group: Cllr Wheeler and Cllr Cornwall Transport: Cllr Wheeler Twyford Parish Hall: Cllr Wheeler and Cllr Sellars Twyford Waterworks: Cllr Cook
29/18	Individual Councillors to accept office, adopt the code of conduct for 2018 / 2019 and Cllr Corcoran to submit declaration of interest.
	All Councillors present signed the Acceptance of Office, in accordance with the code of conduct approved 19 th April 2018.
30/18	To consider the renewal of applications for dispensation from restrictions on participation, by Councillors with a potential prejudicial or pecuniary interest, in any Parish Council meetings until 31st May 2019 at which the draft Twyford Neighbourhood Plan is an agenda item.

	Request for dispensation were received by Cllr Cook, Cllr West and Cllr Sellars to participate in discussion and voting of the Neighbourhood Plan. Cllr Cornwall applied for dispensation to participate in discussion, but made no request to participate in voting. The dispensations were proposed by Cllr Mitchell and seconded by Cllr Lawton, and carried unanimously.
31/18	To approve and sign-off, as a true record, the minutes for the meeting on 19th April 2018
	The minutes from 19 th April 2018 were approved as a true record of events proposed by Cllr Mitchell, and seconded by Cllr Forder-Stent.
32/18	To adjourn for public participation
32.1/18	To receive questions from the members of the public.
	None received
32.2/18	To receive the County Councillor's report.
	Apologies received
32.3/18	To receive the District Councillors' reports.
	Cllr Izard updated that speedwatch was undertaken by volunteers at Manor Farm Road. 13 people were caught exceeding the speed limit, the maximum speed recorded was 47mph in 30mph zone. Cllr Cook updated that Dolphin Hill, 3 bedroom house is due to be completed 4 th June, and first refusal goes to local residents. The additional new dwelling will be due to be complete Aug / Sept.
33/18	To receive an update on matters arising from the minutes of the Full Council meeting held on 19th April 2018 that are not included elsewhere on the agenda and to consider the status of progress to date
	140/17 Update on dog bins and whether more cost effective to move over to dual purpose bins
	ongoing
	164/18 Cllr Cook to update on costs of moving the telephone box and resolve to sign the adoption contract
	ongoing
	215/18 Clerk to update on progress with Countryside, to repair the tarmac on footpath from Searle's Hill to St Mary's Church
	ongoing
34/18	Resolve confirmation of approval of Governance documents: Financial Regulations, Standing Orders, Financial Risk Assessment (approved on 15th March 2018) Code of Conduct (19th April 2018)
	It was resolved to approve the Governance documents, proposed by Cllr Sellars, and seconded by Cllr

	Forder-Stent.
35/18	Committee Terms of Reference – Resolve to approve re-adoption for Finance, Planning, Recreation and Twyford Meads and Berry Meadow Committee without amendment, and require a Twyford Neighbourhood Plan Committee Terms of Reference.
	<p>The terms of reference for the Neighbourhood Plan need to be updated. Subject to the Neighbourhood Plan terms of reference being updated, the terms of reference (see Appendix 1) were approved. Proposed by Cllr Lawton and seconded by Cllr Mitchell.</p> <p>Action: Cllr Corcoran to review and amend the draft terms of reference and send to clerk.</p>
36/18	<p>To agree dates for the Full Council’s review of the following:</p> <ul style="list-style-type: none"> - review of the Councils’ complaints procedure - review of councils procedures for handling requests made under the Freedom of Information Act 2000 - review of the Councils policy for dealing with press / media
	<p>The complaints procedure was approved (see Appendix 2). The procedure for handling requests under the Freedom of Information Act is replaced by a Subject Access Request, and will be updated as part of the GDPR implementation.</p> <p>Action: Clerk to draft Subject Access Request procedure</p> <p>The Council’s procedure for dealing with press / media is to continue to say nothing and refer to the Chairman.</p> <p>Action: Clerk to draft a procedure for dealing with press / media</p>
37/18	Resolve to implement agreed measures to ensure GDPR compliance from 25th May 2018
	<p>Resolve the following:</p> <ul style="list-style-type: none"> To approve the GDPR implementation plan To adopt the GDPR policy and privacy Notice for residents, and Privacy Notice for Cllrs and Staff. To approve expenditure on IT support to set up compliant email addresses and shared drive for all Councillors Appoint a data monitor Approve purchase of lockable cabinet for Clerk to store personal detail. Approve amends to S137 and booking form documentation to be GDPR compliant.
	<p>The GDPR implementation plan was talked through and the actions continue to be implemented. The GDPR policy and Privacy Notice were adopted, and will be reviewed in one month.</p> <p>Action: Cllr Pullen will make the privacy policy available on www.twyfordhants.org.uk</p> <p>A quote from Edge IT to support the implementation of email addresses and shared drive for Councillors for £515 plus VAT was approved. Additional cost to purchase Office 365 licenses for</p>

	<p>Councillors was also approved (approx. £350 plus VAT).</p> <p>Cllr Steve Pullen was appointed as data monitor.</p> <p>Cllrs supported the purchase of a lockable cabinet for GDPR compliance.</p> <p>The amends to S137 forms and booking form documentation to be carried over to 21st June 2018.</p> <p>The above resolutions were proposed by Cllr Cornwall and seconded by Cllr Cook.</p>
38/18	To receive an update from the Planning Committee and any updates on any matters arising unless already covered by another agenda item
38.1/18	<p>Resolve a response on two planning applications, requiring a response before the next Planning Committee Meeting:</p> <p><u>Two storey side extension, single storey rear extensions and first floor rear extension</u> Planning Application Finches Mead Finches Lane Twyford Winchester Hampshire SO21 1QB Ref. No: SDNP/18/02203/HOUS Received: Wed 25 Apr 2018 Validated: Wed 25 Apr 2018 Status: Pending Consideration</p> <p>The Cllrs did not want to object to the plans on the grounds of size, or font elevation, but do object to the elevation facing the High Street cross roads. Due to the lack of design on this prominent position, the Council resolved to object to the plans.</p> <p><u>Extensions and alterations to existing property and construction of one custom/self-build dwelling adjacent. (RESUBMISSION)</u> Planning Application Highcroft Love Lane Twyford SO21 1FB Ref. No: SDNP/18/02177/FUL Received: Tue 24 Apr 2018 Validated: Fri 27 Apr 2018 Status: Pending Consideration</p> <p>The plans were discussed, and the comments by the planning consultant were noted. The Council support the national policy MRTA4, in that there should be no increase in number of dwellings outside of the settlement boundary. The size of the dwelling in the plans increases 5 fold, and therefore the Council also object to the application which refers to a “modest” extension. Members of public in attendance asked if the council had any advice in objecting to the plans, and the Council advised to stick to material reasons. The Council resolved to object to the plans.</p> <p>Action: Cllr Corcoran to submit comments on SDNP website on behalf of TPC. Action: Cllr Lawton to contact the bursar at Twyford School who may wish to object due to the prominent view point.</p> <p>The resolutions were proposed by Cllr Corcoran and seconded by Cllr Lawton.</p>
39/18	To receive an update on matters arising from the Recreation Committee; to note or discuss action taken since unless already covered by another agenda item
	Updates covered in the subsequent items.
39.1/18	To confirm the rates being charged to Twyford Cricket Club for the 2018 Season.
	Cllr Wheeler confirmed that the sight screens were ordered in November 2013, and the agreed discount of 4 seasons would include 2018 season. Therefore, the reduced rates apply until the end of the 2018 season.

	<p>There has been ongoing debate between TPC and Twyford Cricket club whether VAT should be applied to Twyford Cricket Club invoice. The clerk sought advice from the internal auditor, who confirmed because the cricket club play more than 10 games the invoice would be exempt. There are other conditions the club are required to meet to be VAT exempt, which will continue to be investigated.</p> <p>For future reference no cricket matches or hire of the pitches should not take place at the same time as a private function at the pavilion.</p>
39.2/18	Resolve to approve the procedure for appointing a contractor
	<p>The clerk has drafted a procedure for appointing a contractor. The aim of the procedure is to ensure all appropriate paperwork is in place before work commences. The procedure incorporates relevant parts of the Standing Orders and Financial Regulations. The range of contracts at the Council vary considerably, and therefore one procedure does not necessarily fit all appointments. It was therefore agreed that the clerk and Cllr Mitchell will meet to consider the various scenarios and vary the procedure accordingly.</p> <p>Action: Clerk to set up a meeting with Cllr Mitchell to redraft procedure and present back to the FPC</p>
39.3/18	Resolve to agree the risk assessment in appointing Panda Fencing to install the Spinner
	<p>The Council require a method statement, proof of indemnity insurance and risk assessment prior to Panda Fencing installing the springer at Northfields. Panda Fencing are not set up to provide this information, which is causing a delay in the work being done.</p> <p>Action: Cllr Cook to have sight of all paperwork, and provide confirmation to the Clerk. Once provided the work can commence.</p>
40/18	To receive an update from the Finance Committee on matters arising; and to note or discuss action taken since unless already covered by another agenda item
41/18	Resolve to approve payments to be made in May 2018
	Payments were presented for payment.

April payments not presented at FPC (processed after the meeting)			
25.04.2018		Printerland	laser printer to replace broken Parish printer
30.04.2018		Amazon	Logitech wireless mouse and keyboard
27.04.2018		Amazon	lap top stand (kensington smart fit easy riser)
30.04.2018		Lidl	outdoor broom for pavilion
May Payments for Approval			
10.05.2018		T Bronk	April to May mobile phone bill reimbursement
		H Frearson	TNP April hours (4 hours)
		Green Smile Ltd	May Groundsman at Hunter Park and Northfields
		Microsoft	Cllr set up to Office 365 x1 Cllr for 12 months
		Microsoft	Clerk set up to Office 365 for annual subscription
		C Foard	Caretaking for pavilion up until 22nd May 2018
		M Riley / We Can	Cricket Square Groundsman for May
		Aquascience ltd	replace steps at Compton Lock
		Aquascience ltd	4 tonnes of footpath material
		Royal Mail	Renewal of PO Box for Parish Council for 12 months
		J Nicholson	May Salary, and April overtime 19.75 hours
		HMRC	J Nicholson NI and PAYE
		HCC Pensions	Clerk May pension contribution
		S Lauder	May salary
		J Nicholson	Expenses: includes APA drinks and Wix renewal
		WCC	dog poo emptying jan, feb, march 2018
It was resolved to approve the payments to be made in May. Proposed by Cllr Lawton and seconded by Cllr Forder-Stent.			
42/18	Resolve to reconcile the bank statement to approved payments made in April 2018		
	Cllr Sellars took away the bank statements and invoices, to sign and reconcile to the payments made.		
43/18	Resolve to approve the end of year audit statements, and publish the year end financials for public Consultation		
	The end of year audit statements were approved, see item 44/18 and 45/18 below, and it was resolved to publish the year end financials for consultation. Proposed by Cllr Sellars and seconded by Cllr Mitchell.		
44/18	To consider and agree responses to Section 1 – Annual Governance Statement 2017/2018 for Twyford Parish Council		
	The Chair read out the statements in section 1 of the Annual Governance Statement 2017/2018. The Cllrs unanimously agreed with all statements, and the Section was signed by Cllr Lawton. Proposed by Cllr Mitchell and seconded by Cllr Sellars.		
45/18	To consider and agree Section 2 - Annual Governance Statement 2017/2018 for Twyford Parish Council		
	Section 2 of the Annual Governance Statement was previously completed on 19 th April 2018, and signed on that date (Minute Reference 11/18)		
46/18	To note the timetable for external audit, to agree to publication and submission for external audit of the accounting statements.		

	<p>The Clerk did not have enough time to prepare this for the meeting.</p> <p>Action: Clerk to investigate and publish in accordance with the specified timeline, and send to the external auditor.</p>
47/18	<p>Councillor Corcoran to provide an update on Berry Meads & Compton Lock Committee</p>
	<p>Phase 1 of the project is complete</p> <p>Action: Cllr Lawton to write to Aqua Science to thank them for the work they have done.</p> <p>Phase 2: a project plan has been drawn up, and there are some gaps in who will be delivering all the required steps. Cllr Corcoran asked if anyone would like to get involved to help.</p> <p>Compton and Shawford have indicated they will donate more money towards the signage at the lock, and SDNP have indicated more money will be available for signs.</p> <p>Action: Cllr Corcoran to add signage to the project plan.</p>
48/18	<p>Councillor Corcoran to provide an update on progress of the Neighbourhood Plan. Receive an update on financials of the Flooding Mitigation Consultation work. Resolve to release pre-approved budgeted spend towards phase 1 of the Consultation work. Resolve to agree terms of the contract with Mayer Brown and define the documentation required for approval prior to commencement of the work</p>
	<p>Jeff Mardon from the Neighbourhood Plan technical group updated the Council on progress with flood mitigation investigation.</p> <p>The funds available to date include £10,000 from HCC, and £15,000 from TPC. There is a possible £12,000 from the developer of Site 26, but this is not confirmed. The flood mitigation quotation is £31,000. The proposal is to phase the work, so that £16,000 is committed for Phase 1. If the developer does contribute £12,000 then we proceed with phase 2, which will also include GPR at an additional £6,000. This would mean the total contributions would match the total funds of £37,000.</p> <p>It was resolved to release the approved budget of £15,000. Proposed by Cllr Wheeler and seconded by Cllr Forder-Stent.</p> <p>Contractual terms with Mayer Brown need to include a phased approach, up to the amount specified for Phase 1 (£16,000), with agreement required from TPC to proceed to Phase 2.</p> <p>Action: Clerk to specify what is required for Mayer Brown to provide to the Council, prior to the commencement of work.</p>
49/18	<p>Public Transport and Bus Stops – To receive an oral report from Councillor Wheeler</p>
	<p>Jonathan Humphrey's team has painted the bus stop at Northfields</p> <p>Action: Chairman to write to Jonathan Humphrey expressing the gratitude of TPC.</p>
50/18	<p>Update on Eastleigh Local Plan</p>
	<p>A member of the public in attendance has been asked to join ADD. They will continue to liaise with TPC and ADD.</p>

	<p>Cllr Lawton is sending a letter to all residents, offering them to support ADD with a donation.</p> <p>Action: Cllr Lawton to amend the donation form to make it clear a single donation is a possible option</p>
51/18	To review S137 grant applications received
51.1/18	To review additional information received from Twyford Playgroup, for the S137 for £1,645 to renovate and re-establish an allotment garden at Ballard Close. To resolve an amount of S137 to be granted, or not granted.
	It was resolved to award Twyford Playgroup £1,645 towards the renovations of Ballard Close allotment facility. The funds are apportioned from 2017/2018 financial year, which has been allocated in reserve. Proposed by Cllr Mitchell and seconded by Cllr Cornwall.
51.2/18	Review the S137 from ADD. To resolve an amount of S137 to be granted, or not granted.
	A survey at the APA showed unanimous support to grant £500 to ADD. The Council resolved to make the donation of £500 to ADD, with the knowledge of the support from residents at the APA. The funds are apportioned from 2017/2018 financial year, which has been allocated in reserve. Proposed by Cllr Mitchell and seconded by Cllr Cornwall.
51.3/18	Review the S137 received from Hunter Park Tennis Club. To resolve an amount of S137 to be granted, or not granted.
	<p>The Chairman of the HPTA was in attendance, and talked through the plan for the tennis courts. The Association aim to support local people in sport, and represent 200 local people, who are members. The resurfacing work will take 8 weeks, and the need to protect the cricket outfield was expressed by the council.</p> <p>Action: Clerk and Cllr Wheeler to meet with the contractor to outline the requirements of the Council</p> <p>Action: HPTA to write to local residents informing them of the scope of the work, duration of the project, and times the work will be carried out.</p> <p>A question was asked at the APA by a resident, whether there had been a change in philosophy at the club, with regards to being open to all. A question was raised whether booking courts online made it difficult for non-members to play. The Council asked the Chairman of HPTA whether all residents were able to book a court and play.</p> <p>The Chairman of HPTA explained that the booking system was modernised 2 years ago, and the LTA online booking system has been adopted, like all clubs across UK. It would be an exception for Twyford to operate on a different system.</p> <p>Cllr Lawton asked the HPTA to ensure methods are in place so non members can book. HPTA advised signs have been put up outside the courts informing non-members how to book.</p> <p>Action: HPTA to write an email to go out on TIS and TwaT informing residents of the planned resurfacing work, and the procedure for non members to book a court.</p>

	<p>The tennis association also asked TPC to investigate whether TPC could claim VAT on the resurfacing work being as the tennis court belongs to the Council.</p> <p>Action: Clerk to investigate the options of claiming back the VAT on any proportion of the work being commissioned.</p> <p>It was resolved to grant £1,700 to HPTA towards the resurfacing. The funds are apportioned from 2017/2018 financial year, which has been allocated in reserve. Proposed by Cllr Mitchell and seconded by Cllr Cornwall.</p>
52/18	<p>To note, for information only, significant communications on matters that are not included elsewhere on the agenda</p> <ul style="list-style-type: none"> • Government to amend the National Planning Policy Guidance Cllr Corcoran updated the TPC that the pertinent point in the NPPG revision, is which local plan prevails if two plans are in <u>opposition</u> • Winchester City Council submitted the Winchester District Traveller Development Plan Document to the Secretary of State on the 9 May 2018. Noted by the Council • Southampton Airport Consultation Clerk submitted comments on behalf of the Council which were responded to and acknowledged. The airport do not have plans to increase the number of night flights. • Cllr Lawton updated on Pumfrett's Bank, he has emailed the property owner asking for a prompt conclusion. • Cllr Lawton thanked Cllr Cook on getting greenery cut, and congratulated her on being re-elected.
53/18	To raise any items for the agenda for the Full Parish Council meeting 21st June 2018.

Jo Nicholson - Clerk to the Parish Council – 6th June 2018. Contact: twyfordclerk@gmail.com

Appendix 1

Terms of Reference

Twyford Parish Council – Terms of Reference

Responsible Clerk
Version No. 4.00
Prepared by Clerk
Date Approved
Date Issued

Summary Of Revisions Made	Version	Date
Proposed re-adoption without changes of Terms of Reference	2.00	16/05/2013
Change from Chairman to Chair	3	16/06/2016
Include terms for Neighbourhood Plan	4.00	24.05.2018

RECREATION COMMITTEE TERMS OF REFERENCE

1. The Recreation Committee (the "Committee") is constituted as a Standing Committee of Twyford Parish Council (the "Council"). The Committee composition shall comprise of five* Councillors as voting members with three members of the Committee constituting a quorum.
2. The Chair is elected by the Full Council but a Vice-Chair is to be elected annually by the Committee.
3. The Committee's role is to take care and control of the following open spaces:-
Hunter Park, Allotments, Northfields Play Area, Pumphret Bank and the War Memorial.
4. The Committee has delegated executive powers to place orders for works and services within the limitations of the approved annual budget of the Committee. The Committee shall be able to approach Full Council for increased funds should it become necessary to discharge its duties, however, funds are not to be automatically granted.
5. The Committee can initiate new facilities within the Parish, e.g. new play areas. All costs must be within the agreed budget or the Committee shall seek funding for such works.
6. The Committee will initiate and approve tenders for all aspects of maintenance and ground works in accordance with the Council's Financial Regulations.
7. The Committee will host regular meetings with sports clubs and other users of the Hunter Park Playing Fields to seek mutual cooperation in managing and enhancing the park.
8. All correspondence shall be conducted through the Clerk of the Council wherever possible.
9. Minutes of all meetings are to be kept by the Clerk and forwarded by e-mail to all members of the Council.
10. The Committee will meet as the workload requires, with a minimum of 3 days clear notice given.

*NOTE – The Chair and Vice-Chair of the Full Council are ex-officio members of all committees of the Council and entitled to vote.

**PLANNING COMMITTEE
TERMS OF REFERENCE**

1. The Planning Committee (the “Committee”) is constituted as a Standing Committee of Twyford Parish Council (the “Council”). The Committee composition shall be a minimum of seven* Councillors as voting members with three members of the Committee constituting a quorum.
2. The Chair is elected by the full Council but a Vice-Chair is to be elected annually by the Committee.
3. A record of all planning applications, the responses to consultation and eventual results shall be noted in the minutes of the Committee’s meetings.
4. The Committee has delegated executive powers to consider all planning applications pertaining to Twyford Parish and to respond to Winchester City Council’s Planning Department (as the agent acting for the South Downs National Park (“SDNP”)) and where appropriate directly to SDNP.
5. The Committee may canvas opinions for and against applications to assist with fair determination of applications. The Committee has an obligation to ensure that relevant parties are given an adequate hearing – applicants, as well as objectors, will have the opportunity to speak at meetings in accordance with the Council’s Standing Orders.
6. Any controversial applications shall be referred to the full Parish Council. A time sensitive response may be made by the Committee Chair or Clerk following a majority decision by the Committee. Any two Councillors (who need not be members of the Committee) may request an application be deferred for a meeting of the Full Parish Council.
7. Where an onsite meeting is arranged, it will be subject to the prior approval of the Chair or Vice-Chair. A Committee member will then present findings to the Committee.
8. Where an application is subject to an appeal, the Committee is authorised to make written representation or to elect a member of the Committee to attend the hearing.
9. All correspondence shall be conducted through the Clerk of the Council wherever possible.
10. Minutes of all meetings are to be kept by the Clerk and forwarded by e-mail to all members of the Council.
11. The Committee will meet as the workload requires, with a minimum of 3 days clear notice given.
12. All members shall attend a planning training session within a year of appointment and complete further training at least every four years.

*NOTE – The Chair and Vice-Chair of the Full Council are ex-officio members of all committees of the Council and entitled to vote.

**FINANCE COMMITTEE
TERMS OF REFERENCE**

1. The Finance Committee (the “Committee”) is constituted as a Standing Committee of Twyford Parish Council (the “Council”). The Committee composition shall comprise of six* Councillors as voting members with three members of the Committee constituting a quorum.
2. The Chairman is elected by the Full Council but a Vice-Chair is to be elected annually by the Committee.
3. Draft budgets will be prepared for circulation to all committees of the Council no later than December each year.
4. The Committee is tasked with preparing a budget for each financial year and submitting the budget for approval to a Full Council Meeting no later than January each year.
5. The Committee is tasked with ensuring that all financial requirements and reserves are managed in line with the Council’s Financial Regulations.
6. The Committee has delegated executive powers to place orders for works and services within the limitations of the approved annual budget for Finance and Twyford Water Meadow. The Committee shall be able to approach Full Council for increased funds should it become necessary to discharge its duties, however, funds are not to be automatically granted.
7. The Committee will make recommendations to the Full Council for Annual Staff Salary Reviews.

8. To oversee all legal matters pertaining to leases, mortgage, insurance claims, insurance cover, damage to property, vehicle insurance and debt recovery.
9. All correspondence shall be conducted through the Clerk of the Council wherever possible.
10. Minutes of all meetings are to be kept by the Clerk and forwarded by e-mail to all members of the Council.
11. The Committee will meet as the workload requires, with a minimum of 3 days clear notice given.

*NOTE – The Chair and Vice-Chair of the Full Council are ex-officio members of all committees of the Council and entitled to vote.

BERRY MEADOW ADVISORY COMMITTEE

TERMS OF REFERENCE

1. Objectives
To maintain the 18 acres of Berry Meadow (“the meadow”) as a meadow, to improve biodiversity, enhance ecology and increase public access. To carry out further nature conservation projects to preserve and maintain the pasture and water meadows as part of the ecologically sensitive Itchen Valley for the long term benefit of the local community.
2. Membership
The Committee to comprise six members with three members constituting a quorum. At least one member shall be a Parish Councillor the remaining members may or may not be Parish Councillors. Membership of the Committee will be approved annually at the Council AGM.
3. Chair
The Committee will elect a Chair who will be the main point of contact for the Council. The Chair will report to the Council as and when appropriate and to residents at the Annual Parish Assembly.
4. Powers
The Committee will prepare a plan and budget each year for the Council’s approval so that the objectives and responsibilities in sections (1) and (6) are addressed. The Committee has powers delegated to it by the Council so that it may carry out day to day management of the meadow to fulfil this plan within budget. The Committee may not otherwise act formally on behalf of the Council.
5. Meetings
The Committee is not required to meet in public nor to have meetings minuted, although they may be minuted. The Committee will meet informally as and when required with a minimum of three days clear notice given to members. All external correspondence to be copied to the Clerk to the Council.
6. Responsibilities
 - To monitor the appearance and condition of the meadow and immediate surroundings including; the informal car park/lay-by on Shawford Road; the gateways on Shawford Road and Berry Bridge; and the footpaths across the meadow ensuring that they are in a good state of repair
 - To keep a running list of work required to be done in the coming financial year together with budgetary costs
 - To work in partnership with the Twyford Meads Advisory Committee
 - To ensure that the conditions for Defra grants are met so that the grants continue to be paid
 - Periodically review the grants available and any changes that need to be taken into account.

Appendix 2

Complaints procedure

COMPLAINTS PROCEDURE

1. If a complaint is notified orally to a Councillor Member or Council staff and it is not possible to satisfy the complainant immediately, the complainant will be asked to put the complaint in writing to the Clerk and will be assured that it will be dealt with promptly after receipt.
If the complainant prefers not to put the complaint to the Clerk, they will be advised to put it to the Chairman of the Council.
2. On receipt of a written complaint, the Clerk or Chairman, as the case may be, will (except where the complaint is about his or her own actions) try to settle the complaint directly with the complainant, but will not do so in respect of a complaint about the behaviour/actions of a Councillor Member or Council staff, without first notifying the person who is the subject of the complaint, and giving an opportunity to comment on the manner in which it is intended to settle the complaint. Where the Clerk or the Chairman receives a written complaint about his/her own actions, they shall immediately refer the complaint to the Council.
3. The Clerk/Chairman will report to the next meeting of Council any written complaints which have been disposed of by direct action with the complainant.
4. The Clerk/Chairman shall bring any written complaint which has not been settled to the next meeting of Council and the Clerk shall notify the complainant of the date on which the complaint will be considered, and the complainant will be offered an opportunity to explain the complaint orally.
5. The Council will consider whether the circumstances of any complaint warrant the matter being discussed in the absence of the press and public, but any decision on a complaint shall be announced at the Council meeting in public.
6. As soon as possible after a decision on a complaint has been made, the nature of any action to be taken will be communicated in writing to the complainant.
7. The Council will defer dealing with any written complaint only if it believes issues of law or practice arise on which it is necessary to seek advice. In such circumstances, the complaint will be dealt with at the next meeting after the advice has been received.
8. If the above procedure fails to satisfy the complainant:
 - a. Where the complaint concerns the alleged misconduct by a Councillor, the complainant may wish to refer the matter to the Monitoring Officer at Winchester City Council.
 - b. Where the complaint concerns alleged maladministration by Staff or Members of the Council, the complainant may wish to refer the matter to the independent external auditor whose address will be provided.

COMPLAINTS PROCEDURE FOR USE IN COMPLAINTS AGAINST THE COUNCIL (NOT FOR COMPLAINTS ABOUT INDIVIDUALS)

Before the Meeting

1. The complainant should be asked to put the complaint about the council's procedures or administration in writing to the clerk or other nominated officer.
2. If the complainant does not wish to put the complaint to the clerk or other nominated officer, he or she should be advised to address it to the chairman of the council.
3. The clerk or other nominated officer shall acknowledge receipt of the complaint and advise the complainant when the matter will be considered by the council or by the committee established for the purposes of hearing complaints. The complainant should also be advised whether the complaint will be treated as confidential or whether, for example, notice of it will be given in the usual way (if, for example, the complaint is to be heard by a committee).
4. The complainant shall be invited to attend a meeting and to bring with them a representative if they wish.
5. Seven clear working days prior to the meeting, the complainant shall provide the council with copies of any documentation or other evidence relied on. The council shall provide the complainant with copies of any documentation upon which they wish to rely at the meeting and shall do so promptly, allowing the claimant the opportunity to read the material in good time for the meeting.

At the Meeting

6. The council shall consider whether the circumstances of the meeting warrant the exclusion of the public and the press. Any decision on a complaint shall be announced at the council meeting in public.
7. The chairman should introduce everyone and explain the procedure.
8. The complainant (or representative) should outline the grounds for complaint and, thereafter, questions may be asked by (i) the clerk or other nominated officer and then (ii), members.
9. The clerk or other nominated officer will have an opportunity to explain the council's position and questions may be asked by (i) the complainant and (ii), members.
10. The clerk or other nominated officer and then the complainant should be offered the opportunity to summarise their position.
11. The clerk or other nominated officer and the complainant should be asked to leave the room while members decide whether the grounds for the complaint have been made. If a point of clarification is necessary, *both* parties shall be invited back.
12. The clerk or other nominated officer and the complainant should be given the opportunity to wait for the decision but if the decision is unlikely to be finalised on that day they should be advised when the decision is likely to be made and when it is likely to be communicated to them.

After the Meeting

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