



Stanton under Bardon Parish Council

All Members of Stanton under Bardon Parish Council are hereby summoned to attend the Parish Council Meeting on **Wednesday 2nd April 2025** starting at **7:00pm** at Stanton under Bardon Village Hall, 2 St John Cole Crescent, Stanton under Bardon, LE67 9AE for the purpose of transacting the business shown below:

PUBLIC PARTICIPATION

- Members of the public are welcomed to the meeting to make representations or ask questions in respect of any matters included on this agenda
- Lisa Rees – Hinckley and Bosworth Borough Council - Clean Neighbourhoods & Car Parks Manager
- Updates from Borough Councillors Clare Harris and Chris Lambert

AGENDA

1. APOLOGIES

- a. To RECEIVE apologies for absence and to consider whether to approve the reasons given

2. DECLARATIONS OF INTEREST PECUNIARY AND NON-PECUNIARY

- a. To RECEIVE declarations of pecuniary and non-pecuniary interests and requests for dispensations in respect of items on the agenda

3. PREVIOUS MINUTES

- a. To CONSIDER the adoption of the draft minutes from the Parish Council Meeting held on 5th March 2025

4. CLERKS REPORT

- a. To RECEIVE updates from the Clerk relevant to the Parish Council activities during February 2025

5. COUNCIL FINANCE

- a. To REVIEW and APPROVE the financial statement for March 2025
- b. To REVIEW and APPROVE bank statements and bank reconciliations for March 2025
- c. To REVIEW and APPROVE the list of invoices scheduled for April 2025
- d. To REVIEW and APPROVE the draft Investment Strategy for financial year 2025 – 26
- e. To REVIEW and NOTE the Investment Report for April 2025
- f. To REVIEW the annual Budget Report for financial year 2024 – 25
- g. To NOTE the appropriate sum for the purpose of section 137(4)(a) of the Local Government Act 1972 for parish and town councils in England for the year 2025-26 is £11.10

6. LOCAL GOVERNMENT AWARD SCHEME – BRONZE AWARD

- a. To DISCUSS and CONSIDER applying for the Local Government Award Scheme - Bronze Award

7. STANTON UNDER BARDON COMMUNITY PROJECTS

- a. To DISCUSS and CONSIDER the draft designs for the Village Sign at Stanton under Bardon
- b. To CONSIDER applying for funding to the Hinckley and Bosworth VE80 Grant to pay for commemorative VE80 bunting and flag as well as a themed coffee morning at the Village Hall

- c. To DISCUSS and CONSIDER applying to the Digital Inclusion Grant from CityFibre Community Fund for a public computer and printer at Stanton under Bardon Village Hall
- d. To CONSIDER an application to the Parish Council Community Grant for £2000
- e. To DISCUSS and CONSIDER the installation of Electric Car Charging Points at Stanton under Bardon Village Hall

8. STANTON UNDER BARDON VILLAGE HALL QUOTES

- a. To DISCUSS and CONSIDER the quotations for an Energy Performance Certificate at Stanton under Bardon Village Hall
- b. To DISCUSS and CONSIDER the quotations for an Electrical Installation Condition Report and replacement of three broken car park lights at Stanton under Bardon Village Hall
- c. To DISCUSS and CONSIDER the quotations for a two year contract to undertake Legionella monitoring at Stanton under Bardon Village Hall

9. COUNCIL POLICIES


- a. To REVIEW and APPROVE the draft Dignity at Work Policy
- b. To CONSIDER signing up to the Civility and Respect Pledge

10. COUNCIL ALLOTMENTS

- a. To CONSIDER implementing a deposit scheme for new allotment tenants at Stanton under Bardon
- b. To DISCUSS and CONSIDER the request from an allotment tenant to plant a community orchard area on unusable land at St John Cole Crescent allotments

11. PLANNING

- a. To CONSIDER whether to submit formal responses to the following applications
 - i. Bagworth, Thornton and Stanton under Bardon Neighbourhood Plan – Regulation 16 Submission Consultation
 - ii. North West Leicestershire District Council – Local Plan Consultation
- b. To CONSIDER any planning applications submitted following the publication of this agenda
- c. To DISCUSS and CONSIDER street names for the Allison Homes Development off Main Street, Stanton under Bardon

Signed: 

Dated: 28th March 2025

Stanton under Bardon Parish Clerk, Village Hall, 2 St John Cole Crescent, Stanton under Bardon, LE67 9AE



DRAFT Minutes of Stanton under Bardon Parish Council Meeting held on Wednesday 5th March 2025 starting at 7:00pm at Stanton Under Bardon Village Hall, St John Cole Crescent, Stanton Under Bardon, LE67 9AE

Parish Councillors Present: Cllr Alan Ramsay (Chairman) Cllr Anthony Johnston (Vice Chairman), Cllr Neil Barratt and Cllr Zoe Howard

In Attendance: Two members of the public
Joanne Lowe (Parish Clerk and RFO)

PUBLIC PARTICIPATION

A member of the public asked whether speed bumps could be installed throughout the village. Cllr Ramsay informed them that it was a LCC Highways matter and to approach their County Councillor for further help and advice.

Council Meeting started at 19:03

187/24-25	<p><u>To receive apologies for absence and to consider whether to approve the reasons given</u></p> <p>RESOLVED: The Council received and resolved to accept apologies from Cllr Underdown.</p>
188/24-25	<p><u>To receive declarations of pecuniary and non-pecuniary interests and requests for dispensations in respect of items on the agenda</u></p> <p>NOTED: The Council received no interests or requests for dispensations in respect of items on the agenda</p>
189/24-25	<p><u>To consider the adoption of the draft minutes from the Parish Council Meeting held on 12th February 2025</u></p> <p>RESOLVED: The Council resolved to adopt the draft minutes from the Parish Council Meeting held on 12th February with no amendments made. The minutes were signed by the Chairman as a true and accurate record of the meeting.</p>
190/24-25	<p><u>To receive updates from the Clerk relevant to the Parish Council activities during February 2025.</u></p> <p>NOTED: The Council noted the Clerks Report.</p>

191/24-25	<p><u>To review and approve the financial statement for February 2025</u></p> <p>RESOLVED: The Council approved the financial statement for February 2025</p>
192/24-25	<p><u>To review and approve bank statements and bank reconciliations for February 2025</u></p> <p>RESOLVED: The Council approved the bank statements and bank reconciliations for February 2025</p>
193/24-25	<p><u>To review and approve the list of invoices scheduled for March 2025</u></p> <p>RESOLVED: The Council approved the list of invoices scheduled for March 2025</p>
194/24-25	<p>To review and approve the trade waste contract with Hinckley and Bosworth Borough Council for 2025 – 2026</p> <p>RESOLVED: The Council approved the trade waste contract with Hinckley and Bosworth Borough Council for 2025 – 2026. This contract was signed by the Chairman.</p>
195/24-25	<p>To review and approve the draft vehicle access agreement to allow tenants permissive access to the rear of properties off Main Street, Stanton under Bardon.</p> <p>The Council reviewed the draft vehicle access agreement and discussed how it will be implemented and enforced.</p> <p>RESOLVED: The Council approved the draft vehicle access agreement with one amendment made.</p>
196/24-25	<p>To note the draft minutes from the Stanton under Bardon Village Hall Management Committee Meeting held on 24th February 2025</p> <p>NOTED: The Council noted the draft minutes.</p>
197/24-25	<p>To consider relocating the Queen’s Jubilee tree near to the Community Woodland</p> <p>RESOLVED: The Council agreed not to relocate the Queen’s Jubilee tree due to the risk of damaging the tree as well as the time of year not being suitable for relocation.</p>

198/24-25	<p>To consider submitting the application to the National Forest for the installation of benches at the Community Woodland at the Recreational Ground</p> <p>RESOLVED: The Council agreed to submit a grant application to the National Forest for the amount of £688 for the purchase and installation of two benches.</p>
199/24-25	<p>To discuss and consider the installation of a new footpath on Stanton under Bardon Recreation Ground</p> <p>RESOLVED: The Council agreed to install a footpath on Stanton under Bardon. It will link to the southern PROW access point and the newly planted community woodland and bench area.</p>
200/24-25	<p>To discuss and consider the draft designs for the Village Sign</p> <p>RESOLVED: The Council agreed to defer this item as no designs had been received from the designer.</p>
201/24-25	<p>To discuss and consider overgrown allotment plots for potential tenants</p> <p>The Council discussed how all tenants should maintain their plots in a productive state in accordance with the terms in their tenancy agreement. Council also noted how the allotment policy needed to be reviewed to include provisions for situations where a plothead gives notice on a plot that is in an overgrown condition and the introduction of a deposit scheme for new tenants.</p> <p>RESOLVED: The Council agreed to defer this item.</p>
202/24-25	<p>To discuss and consider a Community Allotment at St John Cole Crescent allotments</p> <p>RESOLVED: The Council agreed to not deliver a community allotment at this time.</p>
203/24-25	<p>To consider whether to submit formal responses to the following applications</p> <p>RESOLVED: None received.</p>
204/24-25	<p>In accordance with the Public Bodies (Admission to Meetings) Act 1960 section 1 paragraph 2, to consider excluding the public and press for the following items for reasons that matters appertain to staff employment that are of a confidential nature.</p> <p>RESOLVED: The Council agreed to move into closed session.</p>

205/24-25	To consider the draft Job Description for the position of Village Hall Caretaker RESOLVED: The Council agreed to approve the draft job description.
206/24-25	To consider the draft Person Specification for the position of Village Hall Caretaker RESOLVED: The Council agreed to approve the draft person specification.
207/24-25	To consider the draft Contract of Employment for the position of Village Hall Caretaker RESOLVED: The Council agreed to approve the draft contract of employment.

Council Meeting finished at 20:35

Signed by

Chair

Date



UPCOMING MEETINGS / DATES FOR DIARY

Next Parish Council Meeting – Wednesday 7th May @ 7pm – Meeting Room at Village Hall

Annual Parish Meeting – Tuesday 13th May at 7pm

HBBC Parish Forum – Thursday 19th June - 6:30-9pm, Location TBC

HBBC Parish Forum – Tuesday 16th September - 6:30-9pm - Location TBC

MARCH ACHIEVEMENTS

- **VAT Rebate:** Claimed £2,201.57 for the period Nov 2024 – Feb 2025.
- **Council Reserves:** Opened a **Local Council Deposit Scheme** with Hinckley & Rugby Building Society and transferred Council reserves.
- **Risk Assessments:** Completed for both the **Car Boot** and **Community Café**.
- **Allotments & Access:** Issued invoices for **allotments** and **vehicle access**; advertised vacant plots, resulting in one new addition to the waiting list.
- **Storage Clearance:** Cleared all rubbish from the **store room** in preparation for **Ratby Brass Band** to store equipment from May onwards.
- **CCTV Compliance:** Drafted and displayed a **CCTV notice** on the **Village Hall noticeboard** and updated **Hirers' Terms & Conditions**.
- **Training Completed:**
 - Fire Warden Training
 - Legionella Awareness Training
 - Social Media Training (1 hour) – Maximising Facebook Engagement
- **Complaint Resolution:** Submitted a **complaint to Shropshire County Council** regarding a hirer's invoice—now successfully paid.
- **HMRC Payments:** Set up a **variable direct debit** for quarterly **P30 payments**.
- **New Hirers & Community Initiatives:**
 - Met with a new hirer setting up a **Mums & Tots group**, launching in May (Term Time).
 - Met with two volunteers to establish a **Community Café**, launching **1st April**, with promotions on Facebook and in the Herald.
 - Met with **Laura from Orbit Housing Association** to discuss delivering **outreach sessions** for residents from Stanton under Bardon, Thornton, Markfield, and Bagworth, linking to coffee mornings.
- **Stackable Stage Instructions:** Followed up with **StackaStage manufacturers** for clearer assembly instructions for hirers. After discussion, they acknowledged they had never been asked before and are now working on a step-by-step guide.
- **Website Updates:**
 - Added the **Annual Parish Meeting (APM) date** and invited speakers.
 - Updated the **Accessibility Statement**.
 - Uploaded all **Neighbourhood Plan documents**.
- **CCLA Account Updates:** Submitted forms to update the **CCLA mandate** and change the **nominated bank account** for future investment payments.



Stanton under Bardon Parish Council

DOCUMENT CONTROL

Organisation	Stanton under Bardon Parish Council
Title	Investment Strategy
Policy Version	2
Creator	Joanne Lowe – Parish Clerk
Adopted	April 2024
Minute Reference	240/2023-24
Last review Date	April 2024
Next Review date	April 2025

1. Introduction

Stanton under Bardon Parish Council recognises the importance of responsibly managing all funds held on behalf of the community.

In accordance with Section 15(1)(a) of the Local Government Act 2003, the Secretary of State for Local Government has issued the Statutory Guidance on Local Government Investments. Local councils must "have regard" to this guidance, and those with investments exceeding £100,000 in a financial year are required to prepare an investment strategy. When investments surpass this threshold, councils must fully adopt the guidance and implement a formal strategy.

All investments will be made in accordance with the Council's financial procedures, taking into account recommendations from internal and external auditors, and, where necessary, advice from the Council's financial advisors.

As the Council anticipates its investments will exceed £100,000 during the 2024-25 financial year, it has resolved to adopt an Investment Strategy and apply the relevant guidance as outlined below.

2. Investment Objectives

The Council's investment priorities are:

1. **Security** – Protecting the capital sum invested from loss.
2. **Liquidity** – Ensuring funds are readily available when needed.
3. **Return** – Maximising returns while maintaining security and liquidity.

The Council will seek to achieve the best possible return on its investments while ensuring appropriate levels of security and liquidity. All investments will be made in sterling.

To manage the risk of financial loss, the Council will review credit ratings monthly, or more frequently if necessary, using reputable agencies such as Fitch Ratings Ltd and Moody's Investors Service Ltd. The Council will aim to invest only in institutions with a minimum credit rating of "A". Investments may be diversified across multiple providers where appropriate to minimise risk.

Any significant changes in credit ratings will be reported to the Council immediately, and the Proper Officer is authorised to take necessary action to safeguard the Council's assets.

The Council will also consider the environmental and ethical impact of its investments, seeking to support providers whose policies align with the Parish Council's commitment to reducing its carbon footprint.

In accordance with guidance from the Department for Communities and Local Government, the Council will not engage in borrowing solely for the purpose of investment or lending for financial gain, as such activity is deemed unlawful.

3. Transparency and democratic accountability

An Annual Investment Strategy will be prepared each year and presented to the Full Council for approval.

If any significant changes to the Strategy are required during the year, a Revised Strategy will be drafted and submitted to the Full Council for consideration before implementation. The Strategy will include all necessary disclosures and reporting requirements as outlined in the Statutory Guidance on Local Government Investments. Once approved, the Strategy will be made publicly available on the Parish Council's website.

4. Security of Investments

Government guidance distinguishes between specified investments and non-specified investments:

Specified Investments

Specified investments are low-risk assets that offer high security and liquidity. They must:

- Be made in sterling.
- Have a maturity of no more than one year.
- Be placed with institutions that have a high credit rating.

To ensure prudent management of its treasury balances while maintaining security and liquidity, the Council may invest in:

- UK banks and UK building societies.
- Local authorities, parish councils, or community councils.
- UK FCA-regulated qualifying money market funds with a AAA rating from Standard & Poor's, Moody's, or Fitch.

Non-Specified Investments

Non-specified investments typically involve longer terms (more than one year) and may be placed with institutions that lack a high credit rating, making them inherently riskier.

This Council's Investment Strategy does not include non-specified investments, as they are not considered acceptable due to their higher potential risk.

5. Managing Risk

The Parish Council will take into account the Financial Services Compensation Scheme and aim to diversify specified investments across multiple providers to limit exposure and minimise risk.

The Responsible Finance Officer (RFO) will provide recommendations to the Full Council on the maximum duration for which funds may be prudently committed, ensuring that liquidity is not compromised.

To mitigate investment risks, the Council will:

- Review credit ratings monthly (or more frequently if necessary).
- Consider broader financial, economic, and political factors that may impact investments.

The Council does not currently use external advisors, as it is not deemed necessary given the low-risk, prudent nature of its investment strategy. However, should professional advice be sought in the future, it may lead to alternative investment strategies being considered.

All investment-related resolutions will be formally recorded in the minutes of Council meetings.

6. Review and Amendment

The Responsible Financial Officer (RFO) will review the Parish Council's investment position at least every six months and report findings to the Full Council for consideration.

This Investment Strategy will be reviewed annually to ensure it remains appropriate and effective. Similarly, the Responsible Financial Officer (RFO) is responsible for ensuring balances remain within the minimum and maximum limits of each investment and will report to the Full Council as part of the bi-annual investment report.

The Parish Council reserves the right to amend the Strategy at any time, subject to Full Council approval. Any changes will be formally recorded in the minutes and made publicly available.

7. Account Balances

The minimum and maximum amounts where the Council's investments are held are shown below:

Account Name	Minimum Balance	Maximum Balance
CCLA Public Sector Development Fund	£25,000	£1,000,000
Redwood Bank - 1 Year Business Savings Bond	£10,000	£1,000,000
Charity Bank Ethical 1-Year Fixed Rate Account - 4.51% Gross/AER*	£5,000	£500,000

8. Risk Assessment 2024/2025

Fitch Credit Agency Ratings

Account Name	Rating	As of
CCLA Public Sector Development Fund	AAAmmf	6 th February 2023
	AAAmmf	6 th December 2024
Redwood Bank - 1 Year Business Savings Bond*		
Charity Bank Ethical 1-Year Fixed Rate Account*		
* Financial Services Compensation Scheme (FSCS) The first £85,000.00 of investment in each financial institution will be compensated if a bank or building society fails. Where multiple accounts are held with a bank that are part of the same banking group they are treated as one bank.		

The CCLA Public Sector Deposit Fund is not covered by the Financial Services Compensation Scheme.

Risk of Failure

The risk of failure of any of the financial institutions used by Stanton under Bardon Parish Council is considered as low.

The UK Government is unlikely to allow a major high street provider to fail as evidenced by the Financial Crisis of 2007/2008.

The Bank of England has no indicated any plans for a reduction in interest rates and interest rates are unlikely to increase in 2025/2026.



Date: 26th March 2025

To: All Councillors

From: Parish Clerk

Council Meeting date: Wednesday 2nd April 2025

Subject: Update on Council Investments – April 2025

This report provides Councillors with an update on the Council's current investments and how they align with the 2024-25 Investment Strategy.

The Council has successfully opened and deposited funds into two one-year fixed-term savings accounts:

- Redwood Bank – £85,000
- Charity Bank – £85,000.01

As fixed-term accounts, these funds will remain locked for 12 months and the investments will be released during the 2025-26 financial year.

- Redwood Bank pays interest monthly, which is recorded in the financial statements presented at Full Council and signed by the Chairman.
- Charity Bank pays interest in a single payment at the end of the term.

Once these investments mature, the funds will be available for reinvestment. The Clerk will research the best available fixed-term accounts for full Council to consider nearer the time.

Additionally, notice was given to the investment held within the CCLA's Public Sector Development Fund (PSDF) and following the 6 month notice period, was transferred to the existing CCLA Public Sector Development Fund.

- The total held in the Public Sector Development Fund is now £475,714.71.

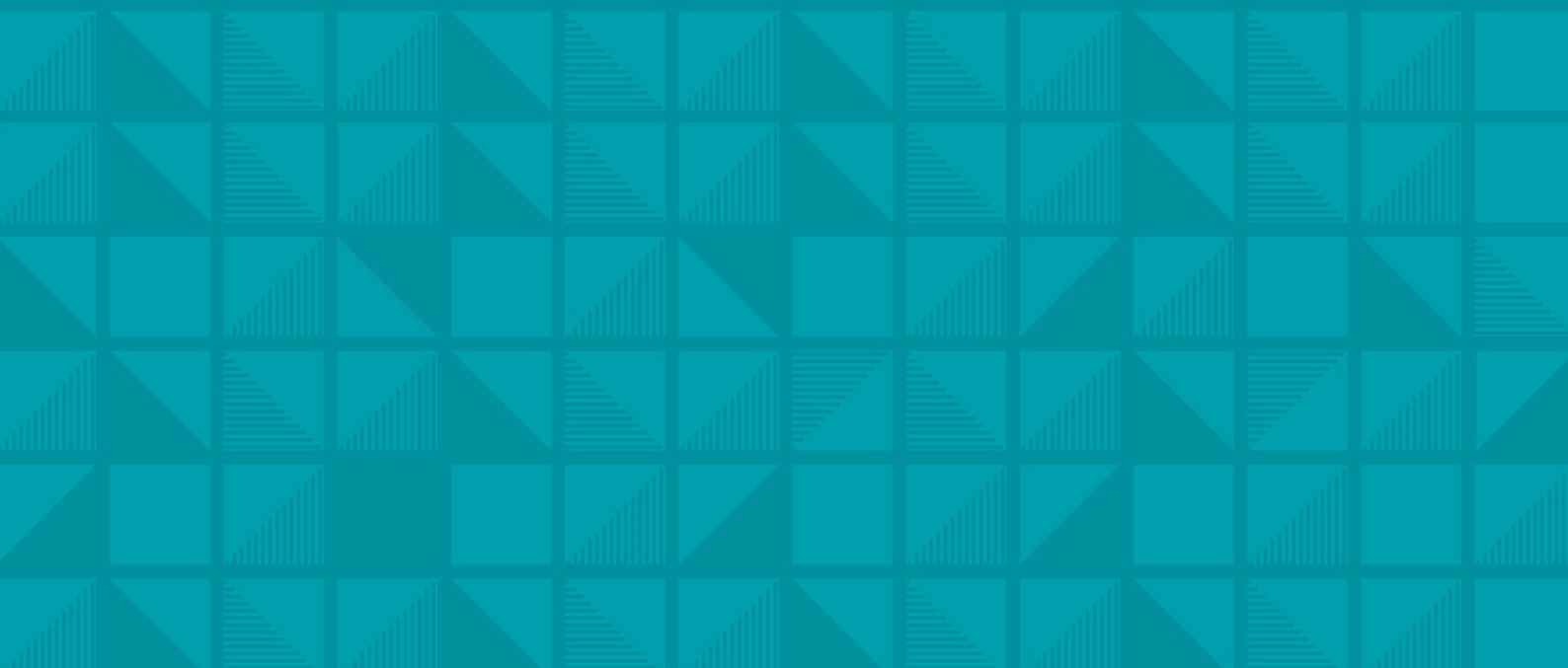
The PSDF pays monthly interest, which is reported in the Council's financial statements and signed off by the Chairman as a true and accurate record.

Intermediate Audit for Financial 2024 - 25

The Clerk contacted LRALC to ask about how the movement of these investments will impact the upcoming audit and AGAR for financial 2024 – 25. LRALC sought advice from the Parkinson Partnership who said advised that:

- The Council holds significant reserves which raises questions given its annual spending of £33,000.
- While the Council is not required to prepare income and expenditure accounts unless its spending exceeds £200,000 for three consecutive years, it must explain its reserves and will face a higher audit fee.
- The explanation for the 2023/24 reserves merely lists where the funds are held, without clarifying the purpose of the reserves or their origin—such as whether an asset was sold to generate the funds. If these investments have been sold and the money is in a bank account, it will be treated as income and will increase reserves at the year-end, as outlined in the Practitioners' Guide.

A guide to the Local Council Award Scheme



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THE LOCAL COUNCIL AWARD SCHEME EXISTS TO CELEBRATE THE SUCCESSES OF THE VERY BEST LOCAL COUNCILS, AND TO PROVIDE A FRAMEWORK TO SUPPORT ALL LOCAL COUNCILS TO MEET THEIR FULL POTENTIAL

All local councils want to serve their local communities and make a real difference to the lives of the people that live there. This scheme offers councils the opportunity to show that they meet the standards set by the sector, assessed by their peers, and to put in place the conditions for continued improvement.

The Local Council Award Scheme has been designed to both provide the tools and encouragement to those councils at the beginning of their improvement journeys, as well as promoting and recognising councils that are at the cutting edge of the sector. It is only through the sector working together to share best practice, drive up standards and supporting those who are committed to improving their offer to their communities that individual councils and the sector as a whole will reach its full potential.

The scheme was created in 2014 and is managed on behalf of local councils by the Improvement and Development Board (IDB). Councils can apply for an award at one of three levels:

- The Bronze Award demonstrates that a council meets the requirements for operating lawfully and according to standard practice.
- The Silver Award demonstrates that a council achieves good practice in governance, community engagement and council improvement.
- The Gold Award demonstrates that a council is at the forefront of best practice and achieves excellence in governance, community leadership and council development.

The scheme sets out criteria to meet at each level covering selected aspects of the council's work. Councils can seek to progress through the tiers over time thereby raising standards. Councils of any size can aspire to an award appropriate for their budget and level of activity.

To support transparency, every award level has a requirement for certain information to be published online (plus some information that does not need to be published). In all instances the council confirms that the required documents, information and conditions are in place (whether published or not) by resolution in public at a full council meeting. For Gold, councils also provide statements for submission to the panel demonstrating excellence in their activities. The panel may ask for additional information to check the accuracy of claims.

CONTENTS

5 BRONZE AWARD CRITERIA

11 SILVER AWARD CRITERIA

16 GOLD AWARD CRITERIA

This section sets out in brief what is required for each award and then explains in more detail the evidence that the accreditation panel is looking for. Councils should find this additional guidance helpful in identifying what is required.

8 BRONZE AWARD ACCREDITATION PROCESS

13 SILVER AWARD ACCREDITATION PROCESS

18 GOLD AWARD ACCREDITATION PROCESS

The Local Council Award Scheme is a form of peer review. Councils are reviewed by experienced peers through the work of an accreditation panel.

This section outlines guidance for the process for accreditation. These are not strict rules, and can be tailored to local need in consultation with NALC.

23 FEES

There are two fees:

- A registration fee paid to NALC
- An accreditation fee paid to the organisation responsible for administering the local or national accreditation process.

25 EVALUATION AND IMPROVEMENT

The aim of the evaluation and improvement process is to allow the sector to feel ownership of the Local Council Award Scheme, and to see the scheme changing to meet the feedback and needs expressed by the sector. This section outlines the evaluation and improvement process that will allow the scheme to be dynamic and respond over time to changes in the sector, national policy and other relevant issues.

BRONZE AWARD

TO ACHIEVE A BRONZE AWARD A COUNCIL DEMONSTRATES THAT IT HAS THE DOCUMENTATION AND INFORMATION IN PLACE FOR OPERATING LAWFULLY AND ACCORDING TO STANDARD PRACTICE. THE COUNCIL ALSO HAS POLICIES FOR TRAINING COUNCILLORS AND OFFICERS AND IS BUILDING A FOUNDATION FOR IMPROVEMENT AND DEVELOPMENT.

Before applying for the Bronze award the council confirms by resolution that all the required documents, information and conditions are in place for the Bronze award, and that these are published on the council's website, where applicable

To achieve the Bronze award the council must publish on its website:

Governance	Community	Development
<i>Criteria demonstrating good governance in managing the business and finances of a council</i>	<i>Criteria representing a council's role in the community and how it engages with the community</i>	<i>Criteria representing council improvement through the management and development of staff and councillors</i>
Its standing orders	Council contact details	
Its financial regulations	Councillor information, including registers of interests, in line with the Transparency Code	
Its Code of Conduct	Its action plan for the current year	
Its accessibility statement	Evidence of consulting the community	
Its publication scheme	Publicity advertising council activities	
Its complaints procedure	Evidence of participating in town and country planning	
Its privacy notice	Evidence of publicising elections and vacancies on the council	
Its last annual return		
Transparent information about council payments		
A calendar of all meetings including the annual meeting of electors		

Minutes for at least one year of full council meetings and all committee and sub-committee meetings		
Current agendas		
The budget and precept information for the current or next financial year		
It's biodiversity policy		

The following documents and information must be in place and evidence provided to the assessment panel:

Governance	Community	Development
Criteria demonstrating good governance in managing the business and finances of a council	Criteria representing a council's role in the community and how it engages with the community	Criteria representing council improvement through the management and development of staff and councillors
A risk management policy	Evidence of considering the impact of their functions and decisions on crime and disorder in their local area	Disciplinary and grievance procedures
A register of assets		A policy for training and development of staff and councillors
Up-to-date insurance policies that mitigate risks to public money		A record of all training undertaken by staff and councillors in the last year
		The clerk who has achieved 12 Continuing Professional Development (CPD) points in the last year
		Signed up to the Civility & Respect Pledge, including adopting a Dignity at Work policy

The council notifies the accreditation panel co-ordinator when the resolution has been agreed and provides a completed application form, including webpage addresses to where the information can be found online.

BRONZE AWARD - WHAT IS THE ACCREDITATION PANEL LOOKING FOR?

The panel seeks assurance that the council acts lawfully and according to standard practice. Unless it is a matter of law, the panel is not making a judgement on the quality of the evidence at this level; it simply confirms that the documentation and information is in place, up-to-date and complies with the guidance below. All policies should comply with current legislation and guidance and note the date of the next review.

Criteria	Guidance
Its standing orders Its financial regulations Its Code of Conduct Its accessibility statement Its publication scheme Its complaints procedure Its privacy notice	Standing orders, financial regulations, the Code of Conduct, publication scheme, accessibility statement, privacy statement and complaints procedure are public documents tailored to the specific council. Standing orders or financial regulations explain procedures for contracts and internal controls. For councils with an annual turnover of less than £25,000 they also demonstrate compliance with the Transparency Code for Smaller Authorities.
Its last annual return	The panel checks that the council has published its most recent Accounting Statements and Annual Governance Statement. Where the council is eligible for external audit the panel checks that the council has a limited assurance (unqualified) opinion from the external auditor; the opinion may contain recommendations for consideration as long as a qualified opinion is not given. The panel checks the arrangements for internal audit and internal controls.
Transparent information about council payments	Information on all payments must be transparent and in accordance with financial regulations and statutory proper practices. The panel will seek evidence that the council publishes information on payments in line with the appropriate transparency code. For smaller councils publishing payments over £100 annually and larger councils publishing payments over £500 quarterly. For more information see the Good Councillors Guide to Finance and Transparency.
A calendar of all meetings including the annual meeting of electors	The calendar includes the Annual Meeting of the Council and the Annual Parish/Town Meeting and both meetings must be held during the correct statutory period. The calendar also shows that the council has at least four full council meetings a year.
Minutes for at least one year of full council meetings and all committee and sub-committee meetings Current agendas	Minutes and agendas are published for all council meetings for at least the last year, including committees and the Annual Meeting of the Council. The panel checks that minutes (including associated papers) and agendas demonstrate the lawful convening of meetings and decision-making and that all meetings allow the public to make representations to the council. Draft minutes (marked Draft) of all council and committee meetings should be posted up as soon as

	possible after the meeting and within at least four weeks. The minutes will show that the council monitors its performance against the budget at least every three months.
The budget and precept information for the current or next financial year	The council can post up the current or next year's budget (or both). The council publishes detailed budget documents that include information on income and expenditure (or receipts and payments). Documents show how the precept was calculated and that the council understand the impact of precept changes on taxpayers.
Council contact details	The council's website should include the name of the clerk and contact details (address, phone, email) for the council as a corporate body.
Councillor information, including registers of interests, in line with the Transparency Code	It should also publish the names of councillors and councillors' responsibilities in compliance with the Local Government Transparency Code. The council does not need to publish the councillors' registers of interests on their own website provided that there is a working link to the complete register of all councillors' interests on the principal authority's website.
Its action plan for the current year	The council must publish an action plan; as a minimum this is a one-page document listing the council's objectives for the current year. It is not a parish plan which is a plan for the future of the community; the council can extract objectives for action from the parish plan depending on its areas of responsibility.
Evidence of consulting the community Publicity advertising council activities	The panel seeks at least one piece of evidence from council publicity that it consults and actively serves its community. Publicity might include an annual report, web material or news bulletins. The information gives a flavour of any council activity such as lobbying principal authorities, giving grants to community groups, the provision of a service or helping with community events. For guidance, councils can refer to The Code of Recommended Practice on Local Authority Publicity. Similarly any form of consultation is suitable, including surveys, online polls, focus groups or public meetings
Evidence of participating in town and country planning	Council documents demonstrate that the council participates in the planning system by, for example, commenting on planning applications or working on a neighbourhood plan. Decisions on planning matters must be made in properly convened meetings and, if required, by delegation to a committee. Some decisions may be delegated to an officer.
Evidence of publicising elections and vacancies on the council	The panel will seek evidence that when there are scheduled elections or council vacancies, the council informs the public. This includes displaying notices in conspicuous places within the parish and should also involve additional methods such as announcements on

	the council's website or in local newspapers.
It's biodiversity policy	<p>The biodiversity policy will show the council's commitment to protecting and enhancing biodiversity in the parish. Including specific objectives, such as promoting habitat creation, supporting pollinators, or enhancing green spaces.</p> <p>Practical actions the council might take could include reviewing planning applications for biodiversity impacts, managing council-owned land for wildlife, or working with local conservation groups.</p>
A risk management policy	The risk management policy shows the council has considered all relevant risks to the council, including but not limited to health and safety.
A register of assets	The register of assets can be based on a model but tailored to the specific council. They are not published.
Up-to-date insurance policies that mitigate risks to public money	The panel may wish to check that insurance policies have been reviewed and are up-to-date and that the council recognises insurance as a way of mitigating risks to public money. The panel does not seek to judge the appropriateness of the insurance policies themselves.
Evidence of considering the impact of their functions and decisions on crime and disorder in their local area	Evidence might include a published policy, or minutes of meetings, or other materials that describe council activities that relate to crime and disorder
Disciplinary and grievance procedures	Disciplinary and grievance procedures can be based on a model but tailored to the specific council. There is not a requirement to publish.
<p>A policy for training and development of staff and councillors</p> <p>A record of all training undertaken by staff and councillors in the last year</p> <p>A clerk who has achieved 12 Continuing Professional Development (CPD) points in the last year</p>	<p>A training and development policy for staff and councillors can be a short statement of intent while a training record gives dates, titles and providers of development activities undertaken by named individuals in the last year, including, for example, events, online courses, learning on the job and qualifications.</p> <p>Councillors undertake a range of development activities such as attending conferences, undertaking training, or reading about developments in the sector.</p> <p>The CPD points are for the clerk in employment with the council at the time of application. The clerk's training record includes evidence of CPD such as training, conference attendance, mentoring and studying for qualifications. CPD points are allocated according to a system published by the IDB.</p>
Signed up to the Civility & Respect Pledge, including adopting a Dignity at Work policy	<p>The panel will ask to see the certificate that the council has signed up to the Civility and Respect pledge.</p> <p>A Dignity at Work Policy should ensure a respectful and supportive workplace by outlining expectations for behaviour, defining and prohibiting bullying, harassment, and discrimination, and providing procedures for raising and addressing concerns.</p>

SILVER AWARD

TO ACHIEVE THE SILVER AWARD A COUNCIL DEMONSTRATES THAT IT MEETS ALL REQUIREMENTS OF THE FOUNDATION AWARD AND HAS ADDITIONAL DOCUMENTATION AND INFORMATION IN PLACE FOR GOOD GOVERNANCE, EFFECTIVE COMMUNITY ENGAGEMENT AND COUNCIL IMPROVEMENT.

Before applying for the Silver award the council confirms by resolution that all the required documents, information and conditions are in place for the Silver award, and that these are published on the council's website, where applicable

To achieve the Silver award the council must publish on its website:

Governance	Community	Development
<i>Criteria demonstrating good governance in managing the business and finances of a council</i>	<i>Criteria representing a council's role in the community and how it engages with the community</i>	<i>Criteria representing council improvement through the management and development of staff and councillors</i>
A Health and Safety policy	A community engagement policy involving two-way communication between council and community	
Its policy on equality	Councillor profiles	
A co-option policy	A grant awarding policy	
	Evidence showing how electors contribute to the Annual Parish or Town Meeting	
	An action plan and related budget responding to community engagement and setting out a timetable for action and review	
	Evidence of community engagement, council activities and the promotion of democratic processes in an annual report that is actively shared with the community, online material and regular news bulletins	
	Evidence of helping the community plan for its future	
	Evidence of encouraging public engagement in local democracy	

The following documents and information must be in place and evidence provided to the assessment panel:

Governance	Community	Development
Criteria demonstrating good governance in managing the business and finances of a council	Criteria representing a council's role in the community and how it engages with the community	Criteria representing council improvement through the management and development of staff and councillors
A scheme of delegation (where relevant)	At least two-thirds of its councillors who stood for election, or significant evidence of the council advertising vacancies	A qualified clerk
	Evidence of a customer service in how the council handles correspondence with the public	A formal appraisal process for all staff

The council notifies the accreditation panel co-ordinator when the resolution has been agreed and provides a completed application form, including webpage addresses to where the information can be found online.

SILVER AWARD - WHAT IS THE ACCREDITATION PANEL LOOKING FOR?

The accreditation panel first checks that the criteria for the Bronze Award are in place if the award was granted more than one year ago. The exception to this is if the council received the Bronze award less than a year ago. Then the panel does not check the Bronze criteria again, but the council still confirms in a public meeting that it meets these criteria.

It then considers the additional criteria for the Silver Award.

The panel assesses the quality of documents and information seeking reassurance that the council is acting lawfully and according to good (rather than best) practice. The panel confirms that the documentation and information is in place and up-to-date and complies with the guidance below. The council is encouraged (but not obliged) to use a gov.uk domain for its website and email addresses for staff and councillors. All policies should comply with current legislation and guidance and note the date of the next review.

Criteria	Guidance
A Health and Safety policy Its policy on equality	The panel seeks evidence that the council has in place light touch policies for managing Health and Safety, including its duty of care to staff and promoting equality in compliance with legislation. For example, evidence might include employment documents or statements on agendas.
A co-option policy	The panel will seek evidence that the co-option policy includes a well-defined process for co-option, that the process is transparent, and where the council openly advertises seats available for co-option.
A community engagement policy involving two-way communication between council and community	A community engagement policy demonstrates the council's commitment to hearing what people in the community think and communicating its own actions and decisions.
Councillor profiles	Councillor profiles normally contain a photo and reference to the ward represented (if relevant) but personal contact details are not required.
A grant awarding policy	The council gives grants to community organisations and publishes a grant awarding policy.
Evidence showing how electors contribute to the Annual Parish or Town Meeting	Evidence that electors can contribute to the Annual Parish or Town Meeting can come in any form; for example, it could be an invitation to attend and participate in discussions or a record of how community groups spoke about their use of grant funding over the last year.
An action plan and related budget responding to community engagement and setting out a timetable for action and review	The action plan (or similar forward plan) summarises findings from community engagement and sets out aims and objectives that respond to community views. The action plan includes a timetable for actions to be completed with dates for reviewing the plan. The council's budget shows how the action plan is put into practice and manages risks to public money.
Evidence of community engagement, council activities and the promotion of democratic	The council is expected to produce an annual report, online material and regular news bulletins throughout the year. The annual report and news bulletins must be

processes in an annual report that is actively share with the community, online material and regular news bulletins	<p>online even if they were also distributed in hard copy such as in printed newsletters or village magazines. If the council uses social media such as Facebook or Twitter, this will be evident from the council's website. The accreditation panel will read the materials looking for evidence of community engagement, council activities and promoting democratic processes. The panel expects to see that the council consults the community in at least three different ways (such as surveys, focus groups, online or street polls and community workshops) and engages with other organisations, including community groups and the principal authority(ies). It will look for at least three positive actions for the community in the last year.</p> <p>The annual report should be actively communicated and shared with the community. It might be produced digitally and/or in hard copy. It is accepted that it cannot always be distributed to all households, but digital versions could be distributed by email and social media. Hard copies could be left at prime locations in a community, including a library, doctors' surgeries, schools, pubs, shops or residential homes.</p>
Evidence of helping the community plan for its future	<p>The panel seeks evidence from council documents and online information that it supports the community in planning for its future.</p> <p>The panel seeks evidence that the council has considered environmental matters as part of how it plans for the future of the community. This may be through the planning system such as considering environmental impact in neighbourhood plans, or through engagement with the community. The council might also undertake activities to engage with the community on the environment outside of the planning system, this might include tree planting, litter picking, reducing carbon and addressing climate change.</p>
Evidence of encouraging public engagement in local democracy	<p>The panel will seek evidence of encouraging the public in engagement in local democracy. This might include campaigns to encourage people to vote or stand for election. It might include providing information on the council website on how the council makes decisions and how the public can observe or take part in council meetings.</p>
A scheme of delegation (where relevant)	<p>The panel may wish to check that a council properly operates the delegation of decision-making to committees, sub-committees and officers (where relevant). Arrangements for delegation may be set out in standing orders or in a separate scheme of delegation.</p>
At least two-thirds of its councillors who stood for election, or significant evidence of the council advertising	<p>At the time of making the resolution, at least two-thirds of the seats on the council must be filled by councillors who stood for election at either the last ordinary elections or a by-election. This shows that the council</p>

vacancies	represents the community through democratic processes. Councillors who stood for election, even if elected unopposed, do count, while councillors who were co-opted or appointed cannot count. If two thirds is not a whole number, then it must be rounded up to the next whole number using the table below. The panel will seek evidence that when there are scheduled elections or council vacancies, the council puts significant effort towards informing the public and encouraging participation. The panel will be looking for the council to demonstrate it has done more than the statutory requirements of posting notices, for example posters in noticeboards, posts on social media, articles in newsletters, local newspapers etc.																
Total Council Seats	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
Two Thirds	4	4	5	6	6	7	8	8	9	10	10	11	12	12	13	14	
Evidence of a customer service in how the council handles correspondence with the public	The panel seeks evidence of how the council handles correspondence with the public and takes a customer service approach. Evidence shows how the council plans for and manages correspondence with the public, this might include examples of the council has addressed complaints, queries and other communications in the past year. It might also include any policies or training for staff that illustrates the councils commitment to customer service.																
A qualified clerk	This criteria relates to the clerk employed by the council at the time of application. A qualified clerk is defined in Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012. The clerk (and deputy clerk) should be properly remunerated with a contract in accordance with terms and conditions set out in the national agreement or in a local government scheme.																
A formal appraisal process for all staff	The panel may ask to see the document setting out the formal appraisal process that must be in place for all staff. It checks that the council has a training budget and may ask to see a general training policy for staff and councillors with a detailed record of all training undertaken by staff and councillors in the last year. The panel seeks assurance that a training culture is embedded in the council.																

GOLD AWARD

TO ACHIEVE A GOLD AWARD A COUNCIL DEMONSTRATES THAT IT MEETS ALL REQUIREMENTS OF THE BRONZE AND SILVER AWARDS, AND IS AT THE FOREFRONT OF BEST PRACTICE BY ACHIEVING AN EXCELLENT STANDARD IN COMMUNITY GOVERNANCE, COMMUNITY LEADERSHIP AND PERFORMANCE MANAGEMENT.

Before applying for the Gold award the council confirms by resolution that all the required documents, information and conditions are in place for the Gold award, and that these are published on the council's website, where applicable

To achieve the Gold award the council must publish on its website:

Governance	Community	Development
<i>Criteria demonstrating good governance in managing the business and finances of a council</i>	<i>Criteria representing a council's role in the community and how it engages with the community</i>	<i>Criteria representing council improvement through the management and development of staff and councillors</i>
A business plan covering a financial forecast for at least three years linked to revenue and capital plans for the council and its community	An annual report, online material, news bulletins and other council communications with evidence of: <ul style="list-style-type: none">• Engaging with diverse groups in the community using a variety of methods• Community engagement influencing council activity and priorities• A wide range of council activities, including innovative projects, that produce positive outcomes for the community• Co-operating constructively with other organisations• Active promotion of elections, including that at least two-thirds of its councillors stood for election	

The following criteria require statements (of no more than one page) that should be presented to the accreditation panel showing how the council:

Governance	Community	Development
<i>Criteria demonstrating good governance in managing the business and finances of a council</i>	<i>Criteria representing a council's role in the community and how it engages with the community</i>	<i>Criteria representing council improvement through the management and development of staff and councillors</i>
Ensures that the council delivers value for money	Provides leadership in planning for the future of the community	Manages the performance of staff and the council as a corporate body to achieve its business plan
	Engages with the community on issues related to the environment and climate change	Supports a culture of civility and respect in the council

The council notifies the accreditation panel co-ordinator when the resolution has been agreed and provides a completed application form, including webpage addresses to where the information can be found online.

GOLD AWARD - WHAT IS THE ACCREDITATION PANEL LOOKING FOR?

The accreditation panel first checks that criteria for the Bronze and Silver Awards are in place if an award was assessed more than one year ago. It then considers the additional criteria for Gold. The exception to this is if the council received a Bronze or Silver award less than a year ago. Then the panel does not check the criteria for that award again, but the council still confirms in a public meeting that it meets these criteria.

The panel assesses the quality of documents and information in some depth. It seeks reassurance that the council is acting lawfully and aspires to excellence. In identifying excellence, the panel confirms that the council operates within the law as explained in standard works of reference, demonstrates transparent, efficient and effective decision-making and governance and exercises sound financial management.

The panel also seeks evidence of councillors and officers working together as a corporate body to achieve the criteria at Gold level. The panel will be interested to note whether the council already has a reputation for being at the forefront of best practice. The panel also seeks reassurance that the council is not experiencing destructive internal conflict or that nothing has occurred to bring the council into disrepute.

Complying with the guidance below, the panel confirms that up-to-date documentation and information for Gold is in place. The panel may ask for further information or talk to councillors and staff. Councils seeking the Gold Award should be aware that the panel is a peer group applying their own standards of excellence to the criteria explained below.

Criteria	Guidance
A business plan covering a financial forecast for at least three years linked to revenue and capital plans for the council and its community	The council works to a forward plan (or business plan) created for at least three years even if this takes the council beyond the next election. This plan explicitly responds to community engagement. It sets out the council's aims and objectives for both the council and the community and shows how they will be achieved including financial forecasts for both revenue and capital for the duration of the plan.
An annual report, online material, news bulletins and other council communications with evidence of: <ul style="list-style-type: none">• Engaging with diverse groups in the community using a variety of methods• Community engagement influencing council activity and priorities• A wide range of council activities, including innovative projects, that produce positive outcomes for the community• Co-operating constructively with other organisations• Active promotion of elections, including that at least two-thirds of its councillors	<p>The annual report, web material and news bulletins publicise the work and achievements of the council and contain substantial evidence that the council takes the lead in actively representing and serving all parts of its local community. The council therefore addresses the diversity of its community, including, for example, different age groups, service users, physical locations, housing types, language, employment status and skills.</p> <p>These sources of information also show that the council seeks out and responds to views and ideas expressed by its community. The council uses a variety of ways (at least four)</p>

stood for election											of consulting and involving local people to understand their views. There should be evidence that the council identifies local needs and views through community engagement that are then addressed in constructive council action. These sources also show that the council promotes local democracy. The panel seeks evidence that community engagement is at the heart of determining council priorities. Evidence shows this engagement leads to actions and projects within the council that deliver positive outcomes for the community. The council is innovative; this is the case if the council undertakes actions that are still relatively new or unusual for that council. There is evidence that the council embraces new ideas and trying new projects. The panel also checks that the council is co-operating with other organisations, including community groups, its principal authority(ies) and other agencies to provide an effective service to the community. Co-operation includes but is not limited to partnerships. At the time of making the resolution, at least two-thirds of the seats on the council must be filled by councillors who stood for election at either the last ordinary elections or a by-election. This shows that the council represents the community through democratic processes. Councillors who stood for election, even if elected unopposed, do count, while councillors who were co-opted or appointed cannot count. If two thirds is not a whole number, then it must be rounded up to the next whole number using the table provided below									
Total Council Seats		5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20			
Two Thirds		4	4	5	6	6	7	8	8	9	10	10	11	12	12	13	14			
Ensures that the council delivers value for money									The statement on ensuring value for money explains how the council reviews the quality and costs of its activities to confirm that the costs are appropriate. This could include, for example, the cost of the clerk’s role in serving											

	<p>the council, the purchase of computer equipment or a grass cutting contract. It may also include reference to criteria from the other award levels as a number of these criteria do provide evidence that the council offers value for money.</p> <p>The statement will describe to the panel how the council understands and upholds its responsibilities over use of public money and showing due care and appropriate processes have been followed.</p> <p>The panel will look for evidence of sound financial management and transparency, including that the council has had two consecutive years of unqualified audits and it would be desirable if the council published its internal audit report on its website alongside the AGAR each year.</p>
Provides leadership in planning for the future of the community	<p>The statement on leadership in planning for the future shows how the council engages with a range of activities that influence the planning system and facilitate community-led planning. Activities may include, for example, identifying and representing community views on planning applications and local plans, working on parish or town plans, or holding community-led planning activities such as Planning for Real® or community conferences. The statement should include the council's approach to neighbourhood planning.</p>
Engages with the community on issues related to the environment and climate change	<p>The panel seeks evidence in this statement that the council has considered climate change and other environmental issues and has engaged with the community on these issues. The council will have considered how it can support or facilitate the community to take actions that could have a positive environmental impact for the local area, or more widely.</p>
Manages the performance of staff and the council as a corporate body to achieve its business plan	<p>The statement on performance management explains the processes by which the performance of the council as a corporate body is constantly improved and shows how the performance, skills and knowledge of each individual in the council is managed to help the council achieve its objectives on behalf of the community. The statement also includes confirming that each member of staff has their own professional development plan and that the majority of councillors</p>

	<p>participate in a member development programme that is specific to their roles and the needs of the council. It is important to show evidence that the council is a good employer.</p>
<p>Supports a culture of civility and respect in the council</p>	<p>The statement will provide the panel with a variety of ways in which the council actively supports a culture of civility and respect. This might include information from council meetings where commitment has been made to civil and respectful debate. It might include council policies, training for staff and councillors related to code of conduct, NOLAN principles and other relevant topics. The council might include information of where conflict in the council has been successfully managed and resolved. The statement might include supporting comments from staff, councillors, other partners</p>

THE OUTCOME

When the panel is satisfied that it has seen sufficient information, the findings are presented in a report agreed by the panel. The panel makes one of three recommendations to the council:

- The Award is achieved.
- The Award is achieved but the council is advised to make some small changes.
- The Award is not achieved until specified improvements have been made.

If a council has applied for a higher award but has not achieved all the criteria, the panel can award a lower award if appropriate.

The aim of the scheme is to be supportive and help councils achieve the status they have applied for and so it is expected that achieving a lower (or no) award would be an exceptional circumstance. The panel will let the council know as soon as possible if it appears that they have omitted necessary evidence or it appears likely that they will not achieve the award, and the council will be given some time to respond to that feedback.

Once an award has been achieved NALC will issue a certificate and provide resources to help the council celebrate & promote its achievements. County Associations that carry out their own local panel assessments will present the certificate to the council themselves.

A list of currently awarded councils is published on the NALC website and is updated on a quarterly basis

Councils and accreditation panels may be contacted by NALC for feedback on the process and the benefits of receiving the awards.

A council may appeal to the IDB (with an additional fee of £100) if it feels that the panel's decision is unjustified. The IDB will appoint two representatives to review the appeal and the IDB's decision is final.

UPGRADING ACCREDITATION, RE-ACCREDITATION AND REMOVAL OF ACCREDITATION

Accreditation lasts for four years.

Applying for a higher award:

- If a council wishes to apply for a higher award, it makes a fresh registration and application.
- A council can make a fresh application for a higher award at any time. If this is within one year of the previously successful accreditation, the panel does not need to revisit evidence that was previously approved.

Re-accreditation:

- The council may seek re-accreditation at the same level after four years. If it does not achieve a new accreditation or re-accreditation before the four-year end-date, it loses its award.

Removal of accreditation:

- The council is expected to maintain its reputation by meeting the criteria throughout the four years.
- Although some circumstances may change, the council will not lose its award unless a significant event such as an audit, employment tribunal, court case or police investigation demonstrates the council's poor performance. In this case, a panel co-ordinator asks the IDB to appoint two representatives to review the situation. The IDB assesses the severity of the case before deciding whether to impose a sanction which may include the removal of all awards or returning the council to a lower award.
- The council can appeal to the IDB if the decision to remove an award is taken in which case two different IDB representatives review the case and their decision is final.

FEES

There are two fees:

- A registration fee paid to the National Association of Local Councils
- An accreditation fee paid to the organisation responsible for administering the local or regional accreditation process. This will either be NALC or the local county association.

The registration fee paid to NALC is £50 paid by all councils regardless of size and is payable upon registration.

The accreditation fee is payable once the council has received their result and varies according to:

- The award applied for
- The income of the council
- The council's accreditation history.

The accreditation fee covers the cost of the accreditation panel decision making process only. County Associations may charge additional costs for advice, training or support of applications.

	ANNUAL INCOME UNDER £25,000	ANNUAL INCOME OVER £25,000
Bronze	£50	£80
Silver	£80	£100
Gold	£100	£200

All figures quoted are excluding VAT.

The figures quoted are the discounted rates for members of NALC.

Both the registration fee and accreditation fees listed above are for local councils in membership of NALC and their local county association.

Non-member councils must pay a higher fee that is double the figure quoted above.

The fee is reduced by 20% if the council achieved accreditation at a lower level within the previous 12 months as the checking process covering criteria for the previous award requires less work.

EVALUATION AND IMPROVEMENT

The aim of the evaluation and improvement process is to allow councils to feel ownership of the scheme, and to see the scheme changing to meet the feedback and needs expressed by the sector. It should also allow the scheme to be dynamic and able to respond over time to changes in the sector, national policy and other relevant issues.

QUALITY ASSURANCE

Twice a year, representatives of the IDB will check at random a small sample of awards by carrying out spot checks of documents and information posted on a council's website.

The findings will not affect a council's award but will be used to improve the training for accreditation panels and to inform regular reviews of the scheme.

EVALUATION

At the end of each accreditation process the council and the panel will be sent a short evaluation questionnaire. This will aim to gather feedback on the process, the criteria, the resources provided by NALC and how they could be improved.

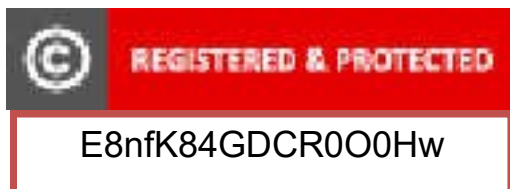
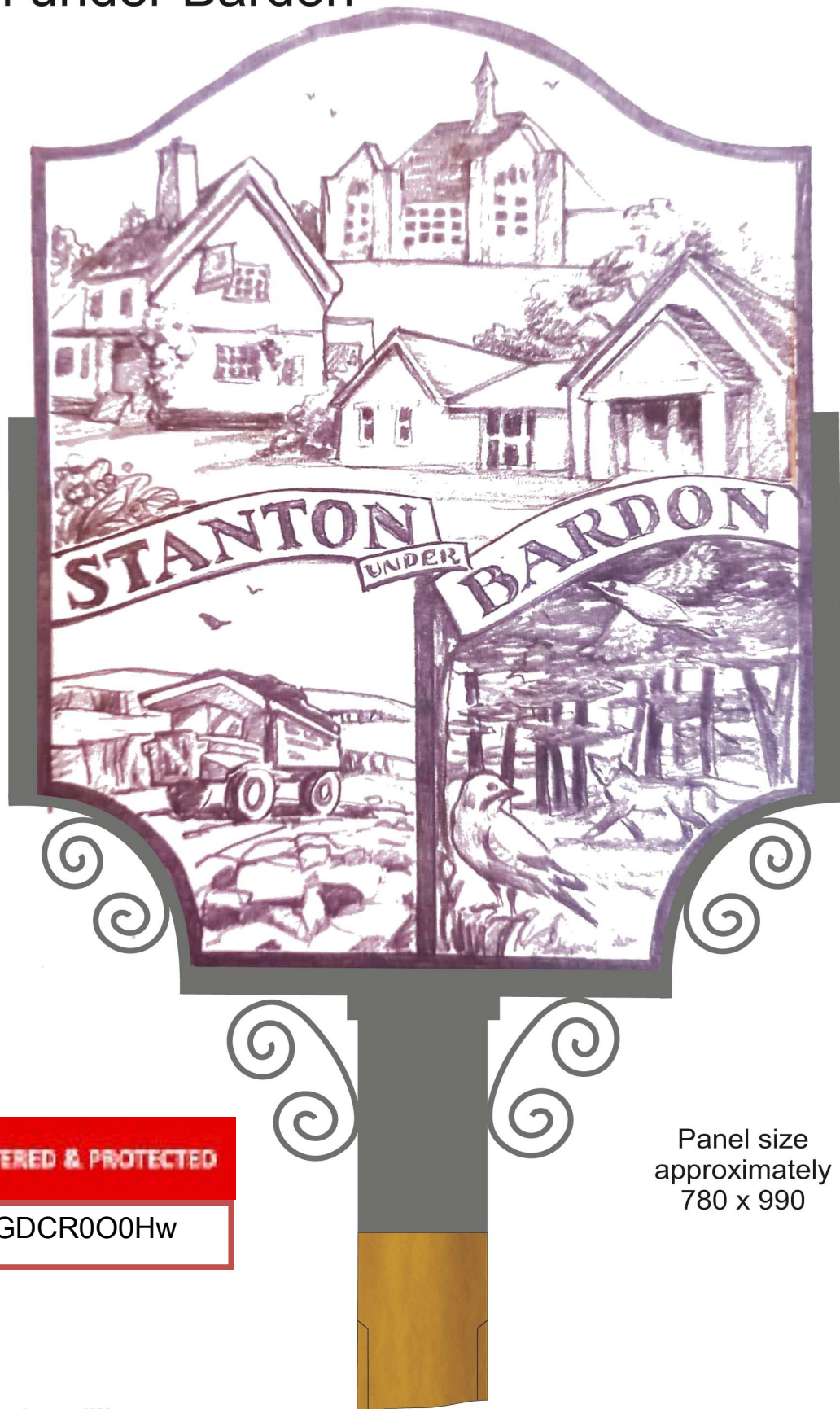
IMPROVEMENT

The feedback collected will be used to inform improvements to the scheme. The whole scheme, including the content and accreditation process, will be reviewed regularly.

The IDB will oversee all changes to the scheme.

Proposed Village Sign for Stanton under Bardon

Option 3



Panel size
approximately
780 x 990

Dimensions in millimetres

vsp©18325



e-mail: VillageSignPeople@gmail.com

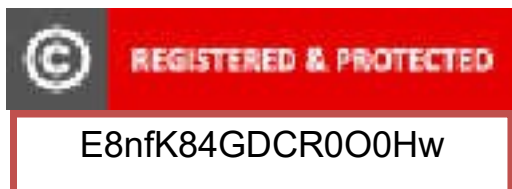
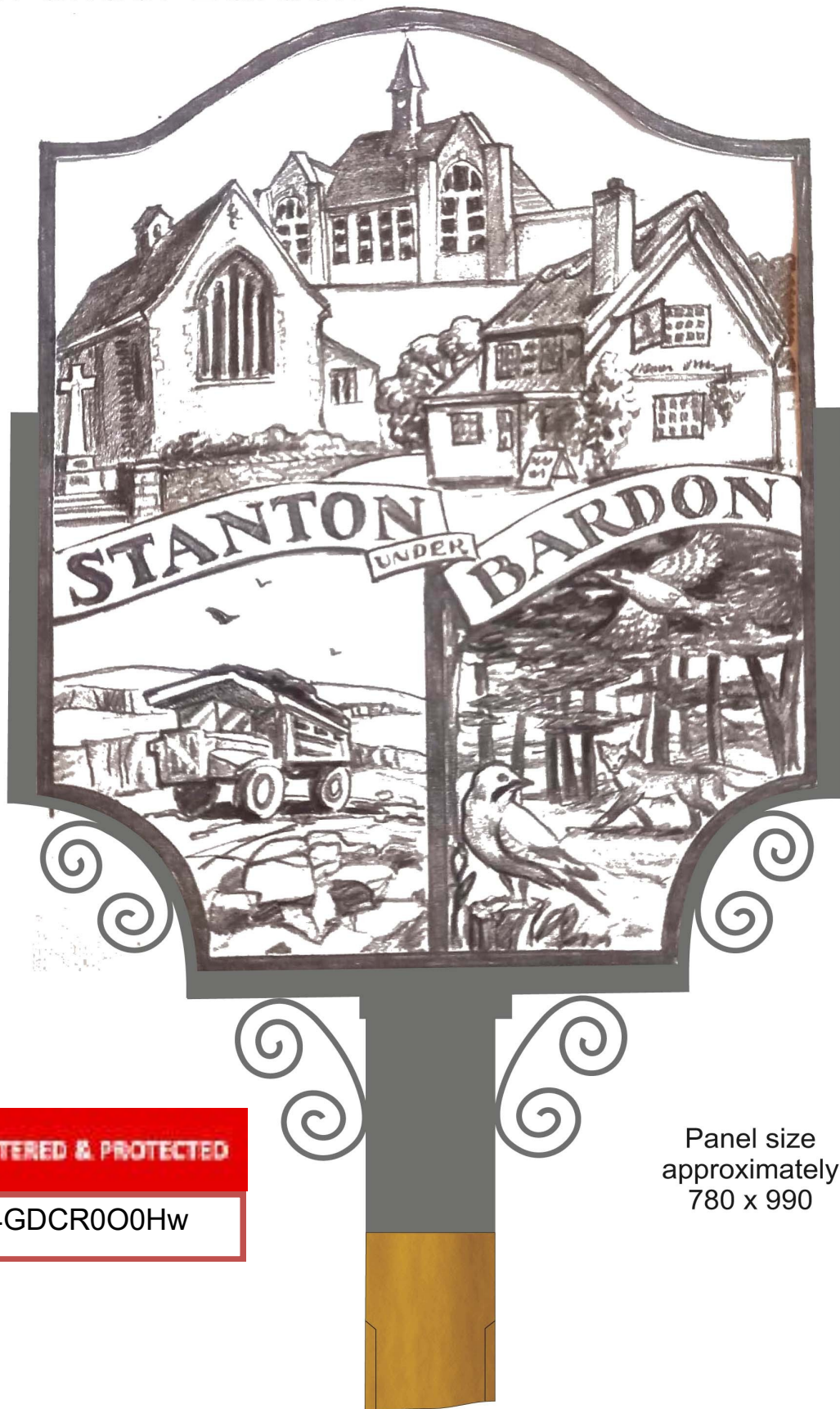
phone: 01953 498 766

www.villagesignpeople.com

The Barns Eeyore's House Vicarage Road Great Hockham Norfolk IP24 1PE

Proposed Village Sign for Stanton under Bardon

Option 2



Panel size
approximately
780 x 990

Dimensions in millimetres

vsp©18325



e-mail: VillageSignPeople@gmail.com

phone: 01953 498 766

www.villagesignpeople.com

The Barns Eeyore's House Vicarage Road Great Hockham Norfolk IP24 1PE

Press release: Funding grants launched for community VE Day anniversary celebrations

From Luke Pawley <Luke.Pawley@hinckley-bosworth.gov.uk>

Date Fri 07/03/2025 10:44

 1 attachment (222 KB)

VE-80-Community-Grant.jpg;

Hinckley & Bosworth Borough Council
Hinckley Hub, Rugby Road, Hinckley, Leicestershire, LE10 0FR

PRESS RELEASE

ISSUED 07 MARCH 2025

Funding grants launched for community VE Day anniversary celebrations

Funding grants are available to support a range of community VE Day celebration projects across Hinckley and Bosworth.

This year marks the 80th anniversary of VE Day, a day to commemorate the end of World War II in Europe.

To celebrate this momentous anniversary, local community groups and organisations are encouraged to get involved by planning events, street parties and moments of shared celebration across the borough on or around Thursday 8 May 2025.

Eligible community groups, charities and parish councils organising events and projects can apply for funding up to £300 (with up to £100 for food and refreshments) to help make their local celebrations a success.

The scheme is now open for applications and will close at midnight on 22 April.

Cllr Michael Mullaney, Executive Member for the Voluntary Sector, said: "I am so pleased to announce applications are now open for local groups to apply for funding to put on a variety of events to bring our communities together to honour and celebrate VE-Day across the borough. This year marks the 80th anniversary of the date the war in Europe and WWII ended, and by making this funding available we hope to see a good spread of entertainment taking place across Hinckley and Bosworth."

To apply, visit www.hinckley-bosworth.gov.uk/veday and complete the application form.

ENDS

NOTES FOR EDITORS

For more information contact Communications on Tel 01455 255630.

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Visit us online: www.hinckley-bosworth.gov.uk

Main office: Hinckley Hub, Rugby Road, Hinckley, Leics LE10 0FR. Main switchboard: 01455 238141

CityFibre Community Fund - Small Grants Applications

CityFibre is the UK's largest open access, fibre-only operator, with services live in cities, towns and villages across the country. But it's our investment in quality and our commitment to getting it right the first time for people and the planet that's making us the network of choice for many residential, business, mobile and public sector sites nationwide.

The CityFibre Community Fund supports digital inclusion, innovation and community engagement in areas where CityFibre operates. CityFibre aims to address key digital challenges, enhance social value, and foster stronger community connections by offering a small grants programme.

The CityFibre Small Grants are location specific and are available in:

- Cambridgeshire & Peterborough
- Norfolk
- Hampshire
- Suffolk
- Kent & Medway
- Leicestershire & Warwickshire
- East & West Sussex
- Bedfordshire, Northamptonshire & Milton Keynes
- Buckinghamshire, Hertfordshire & Berkshire

If your project is based in and will benefit one of the above areas use the appropriate link below to find out more information and apply.

Frequently Asked Questions

What is the CityFibre Community Fund Small Grants Programme?

The CFCF Small Grants Programme offers funding of up to £1,500 to community projects that address digital barriers impacting local communities. This programme is centrally run and designed to provide 'one-off' small grants with a rolling application process.

1. Who is eligible to apply for a Small Grant?

Eligible applicants, including non-profit organisations such as registered charities, community interest companies, and constituted voluntary organisations that align with our values and mission, are welcome to apply for our Small Grants Programme.

2. Are any organisations restricted from applying?

Yes. We do not fund political organisations, organisations that promote a single religious faith, for-profit companies, or individuals. The Community Fund's focus is on supporting people in the community. To that end, environmental or animal charities will not be considered unless the organisation can demonstrate direct support for people in the local community.

3. We are not a registered charity; can we still apply?

Yes. Not-for-profit organisations are welcome to apply for our Small Grants Programme.

4. How much funding can an organisation apply for?

Organisations can apply for grants of £500 to £1,500 to support their community projects.

5. What types of projects are considered for funding?

Projects that aim to:

- Bridge the digital divide, particularly for vulnerable and under-represented groups, including low-income families, older people, and people with disabilities.
- Drive technological innovation, enhance digital literacy, and promote access to technology in ways that address local challenges.
- Respond to community-specific needs identified by local residents, focusing on improving digital access and services that impact daily life.

6. What is the application process?

Interested organisations can apply by completing the online application form available on the portal.

7. What areas are included in the Small Grants Programme?

The CFCF is a local grants programme designed to provide social value to the communities it serves. Eligibility for the fund depends on the proximity to CityFibre's services, currently, the fund is only open to organisations based in these specific areas:

- Cambridgeshire & Peterborough
- Norfolk
- Hampshire
- Suffolk
- Kent & Medway
- Leicestershire & Warwickshire
- East & West Sussex
- Bedfordshire, Northamptonshire & Milton Keynes
- Buckinghamshire, Hertfordshire & Berkshire

8. Is there a deadline for applications?

This round of applications will end on the 31st of March 2025.

9. How long does it take to receive a decision on an application?

Successful applications will be contacted by the 30th of April 2025.

10. Can our project last multiple years?

These grants are intended for smaller, short-term projects and are typically unrestricted.

11. Can we apply more than once?

Organisations that have been successful in their previous applications are not permitted to apply again.

Organisations that have applied previously and have not been successful are encouraged to apply again.

12. If we are not successful, will we receive feedback on our application?

No. Unfortunately, due to the volume of applications received, we are unable to provide feedback on unsuccessful applications.

14. Will the project be monitored, and what feedback will the organisation be asked to share?

No. Our small grants tend to be unrestricted and for smaller, discrete projects. We do not ask for specific monitoring and evaluation but do value organisations that share feedback and case studies.



Date: 26th March 2025

To: All Councillors

From: Parish Clerk

Report to Council: **Proposal for Funding for a Community Desktop Computer and Printer**

Purpose:

To detail a proposal that the Council apply for funding to purchase a desktop computer and printer that will be available for public use at Stanton under Bardon Village Hall. This initiative will aim to meet the need for accessible computing resources from the local community.

Background:

Recent Facebook posts and local inquiries have highlighted a potential need for public access to desktop computers and printers, especially for individuals who lack the means to travel long distances to access these services. There appears to be demand locally after members of the community expressing interest in using such facilities.

Currently, there are no resources in the local area for residents to use a computer and printer, which can be a barrier for various essential tasks, including job applications, printing documents, and accessing online services. With the growing interest expressed by local residents, this proposal aims to meet this need by providing a dedicated facility at Stanton under Bardon Village Hall.

Proposal:

To apply for funding to purchase a desktop computer and printer that would be available for community use within the Village Hall. The computer would be equipped with basic software, and the printer would support both black and white and color printing. The system would be made available to residents during designated hours, with a booking system in place to prevent overuse and ensure fair access for all.

Benefits to the Community:

1. Increased Access:

Offering a desktop computer and printer will provide accessible resources for community members who may otherwise struggle to access them due to financial constraints or limited transportation options.

2. Support for Local Services:

Many individuals require access to computers for job searches, government services, and other essential activities. Providing this facility will enhance support for local residents in these areas.

3. **Encouraging Digital Inclusion:**

In an increasingly digital world, ensuring that residents have access to technology is vital for social and economic participation. The proposed facility would help bridge the digital divide in the community.

Challenges and Considerations:

While the benefits of this facility are clear, there are potential challenges that need to be addressed, particularly with regards to supervision and security.

1. **Supervision of the Facility:**

One of the main concerns is ensuring how the facility can be supervised during its opening hours. To overcome this, the following measures could be introduced:

1. Implementing a booking system for residents to reserve time slots in advance – this could be easily integrated into the online Village Hall booking system
2. Allow use only when the Clerk or another Cllr or volunteer is present to oversee usage during opening times.
3. Establishing clear guidelines for users regarding appropriate behavior and usage, with the authority to suspend or deny access in cases of misuse. An IT specialist may be consulted to adjust the computer's access, such as restricting sites and other relevant controls.

2. **Equipment Maintenance and Security:**

The desktop computer and printer would require regular maintenance to ensure they are functional and in good condition. The equipment should also be secured to prevent theft or damage. Measures such as locking the equipment in a secure area when not in use and ensuring that users adhere to usage guidelines will help mitigate these risks.

STANTON UNDER BARDON PARISH COUNCIL – COMMUNITY GRANT SCHEME

Thank you for your interest in the Community Grant Scheme.

Stanton under Bardon Parish Council administers a community grant scheme to support local community organisations and projects. The grant can be awarded to any community group who operate within the Parish or to wider organisations that provide benefit to the parish or its inhabitants.

Applications are now open and will be considered on a first come first served basis.

CONDITIONS OF THE GRANT

The Council may make the award of any grant subject to all or some of the following conditions:

- Each community group may only apply once for each financial year
- Any requests for retrospective funding will not be considered
- If approved, the grant/donation will be paid as an online payment to the organisations bank account. Payments to an individual will not be permitted.
- Funding must only be used for the purpose outlining on their application and agreed by Council. Stanton under Bardon Parish Council reserves the right to request repayment of any grant/donation if the monies are not spent on the items agreed.
- A representative from a group must give a report at the Annual Parish Meeting detailing the project and explaining how the grant was spent. A written report with pictures is acceptable.
- Recognitions of the grant/donation from Stanton under Bardon Parish Council must be made in any publicity.

STANTON UNDER BARDON PARISH COUNCIL – COMMUNITY GRANT SCHEME

Please return to: Stanton under Bardon Parish Council, Stanton under Bardon Village Hall, 2 St John Cole Crescent, Stanton under Bardon, Leicestershire, LE67 9AE or email subparishclerk@gmail.com

GRANT APPLICATION FORM

1. CONTACT DETAILS				
Name of Group/Organisation	Stanton Under Bardon Village Fete Committee			
Name of Contact	[REDACTED]			
Address	[REDACTED]			
	Post Code	[REDACTED]		
Telephone	work	[REDACTED]	home	[REDACTED]
Email	[REDACTED]			

2. ORGANISATION DETAILS	
What are the main aims of the organisation and how do your activities serve the local community?	<p>The main aim of the committee is to meet as necessary to organise an annual fete.</p> <p>We work in conjunction with the local church, public house and the school in organising the event as well as seeking donations from local businesses and councils for funding.</p> <p>The fete itself may change its focus from year to year, but based on the success of the coronation fete, it will keep its activities around music, entertainment and foods and beverages intended to:</p> <ol style="list-style-type: none">1. Give the local community a great day out, to mix with people and to feel part of a community2. Showcase local musical talent and give participants the chance to perform in a well managed environment3. Raise monies for local charities4. Give local vendors an opportunity to sell their products and services

STANTON UNDER BARDON PARISH COUNCIL – COMMUNITY GRANT SCHEME

3. PROJECT DETAIL	
Title	Stanton Under Bardon Village Fete
What do you want to use the community grant for?	<p>The grant will pay towards:</p> <p>Free rides and entertainment</p> <p>Stage and music equipment</p> <p>Marquees, toilets and waste disposal</p>
Project Start and Finish Date	6th September, 2025
Where will the project take place?	Stanton Under Bardon Recreation Ground
How will the local community benefit?	<p>After the second year of our last fete, the success continued in the form of greater numbers, more local stall holders and working in conjunction with the local church.</p> <p>Again with the funding, the committee was able to set up a stage with a sound engineer and sound system. Local bands were able to play to a large crowd with good sound and equipment and all were extremely happy and grateful to have such an experience.</p> <p>A local charity was chosen - Rainbows Children's Hospice -and proceeds from the fete went to them, where we raised over £400.</p> <p>It was because of the success of last year's fete, we wish to do this again and expect the same benefits to the community.</p>

STANTON UNDER BARDON PARISH COUNCIL – COMMUNITY GRANT SCHEME

4. FINANCIAL			
Total Cost of Project		£4184.00	
Funding requested from Stanton under Bardon Parish Council		£2000.00	
Please list all project costings (please specify)			
EXPENDITURE			
Supplier	Details	Breakdown	Total
Century Marquees	Marquee	£350.00	
	Tables	£78.00	
	Chairs	£130.00	
	delivery	£60.00	
			£618.00
Portaloos	3 singles, 1 disabled		£400.00
Bakers Waste	Skip		£150.00
Location Audio	Generator & power cables	£280.00	
	PA System	£500.00	
	stage	£1,200.00	
			£1,980.00
Anstey Bouncy Castle Hire	Bouncy Castle and Bucking Bronco		£650.00
Signage & Marketing	2 x Banners, 20 x A4 posters, 500 leaflets		£220.00
Public Liability insurance			£166.00
Sub Total			
			£4,184.00
Please list all confirmed funding secured so far (match funding of 25% total project costs must be confirmed and detailed below)			
INCOME			
Name		Amount	
Stalls	20 stalls at £20 each	£400.00	Estimate
Mountpark		£750.00	Confirmed
Food Vendors	3 pitches at £20 each	£60.00	Estimate
Balance remaining from last year		£1,108.78	
Subtotal			£2,318.78
Name of Account that cheque should be paid to		Stanton Under Bardon Village Fete Committee	
Group applications must provide the most recent set of Annual Accounts. Payment will be released only on receipt of relevant invoices			

STANTON UNDER BARDON PARISH COUNCIL – COMMUNITY GRANT SCHEME

5. ADDITIONAL INFORMATION

Please use this space to add any supporting information relevant to your application

Further funding to cover any deficit above is being sought from the donors from last year and while not yet secured, is fully expected. Details for these donors from last year are:

Bardon Quarry Community £650.00

Upton Steel £250.00

HBBC £500.00

As per the constitution, any monies left over will go towards the next fete, with the committee always aiming to have a buffer of £2500 if possible.


This year we are also setting up the Committee to become a charity which will help to make donations easier.

We have lost two people from the team this year which has made mobilising difficult. We have started a recruitment drive but we have moved the date back to late summer this year in the hope we can formalise and mobilise with the extra time. As part of this we will be looking to formalise the role of funding and donations manager so that we can reduce the risk of not getting the funds we need in time for future events.

As ever we are grateful and indebted to the Parish Council for helping to make the Fete possible.

5. DECLARATION

All information as above is correct to the best of my knowledge

Signed		Date	25 th March 2025
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Checklist

- Have you clearly stated how your project will enhance the area and offer improvements to the Parish or its inhabitants (in line with spending under Local Government Act 1972 Section 137)
- Have you included a copy of your group's constitution
- Have you included a copy of your latest bank statement
- Have you already secured an element of match funding of at least 25%.

Good Luck with your application!

From: Lisa Rees

Sent: 05 March 2025 10:59

Subject: Electric Vehicle Charging Sites

Good morning,

The council are seeking potential sites for new Electric Vehicle Charging points in rural areas. Following on from an LCC public consultation the car park at the Village Hall in Stanton Under Bardon was highlighted as potential site.

The number of battery electric vehicles and plug in hybrid vehicles registered is steadily increasing, creating a demand for more electric vehicle charging points.

Hinckley & Bosworth Borough Council has access to funding towards the installation of a small number of public electric vehicle charges across rural areas.

Parish councils and community groups are encouraged to come forward if they think they may have a suitable site for electric vehicle chargers. The sites must be accessible to the public 24/7 and have access to the electricity grid. The applicant must be the site owner.

Funding is anticipated to cover the chargers and installation costs and then the ownership of the chargers will pass over to each site, together with a cost for operation and maintenance for the charger.

This is an ideal opportunity for areas where there are no public EV chargers nearby, but where there are a lot of houses with on street parking nearby, that can't install their own domestic EV chargers, or areas with passing traffic or destination locations such as community sports clubs.

There are benefits to having electric vehicle chargers installed on your site, including:

- Additional asset to your facility.
- Income generation from the chargers.
- Economic boost to your village – people spending money in your village whilst they wait for their vehicle to charge.
- Facilities for residents with electric cars.

Interested groups are invited to complete an expression of interest. You can do this by replying to my email. The deadline for this reply will be the 31st March 2025.

Kind regards

Lisa Rees (she/her)

Clean Neighbourhoods & Car Parks Manager

**Hinckley & Bosworth
Borough Council**



@Hinckandbos_bc



Hinckandbosbc



@Hinckandbosbc

Commerical Energy Performance Certificate Quotations

	Google Review	Location	Quote
Supplier 1	4.4 Stars - 19 Google reviews	National / Unknown	£240 +V AT
Supplier 2	4.9 out of 141 Google reviews	Belper, Derbyshire	£250 + VAT
Supplier 3	5.0 out of 1 Google reviews	National / Unknown	£295 + VAT

Notes
<p>Provided all parts are internally linked and the property is not significantly larger than has been stated</p>
<p>The cost includes a site visit, the EPC itself, and in the event the property does not meet the minimum energy efficiency standards (MEES), then I will remodel the EPC to see the best way to bring up the score. It's worthwhile noting that the EPC is not based on energy costs in non domestic properties but a calculation of carbon.</p>
<p>Online quote</p>

Commerical EICR and repair of car park lights Quotations

	Google Review	Location	Quote
Supplier 1	5.0 out of 100 Google reviews	Leicestershire	£538 + VAT
Supplier 2	5.0 out of 39 Google reviews	Leicestershire	£600 + VAT
Supplier 3	Unknown	Leicestershire	525 + VAT
Supplier 4	5.0 out of 35 Google reviews	Leicestershire	960 + VAT

DOCUMENT CONTROL

Organisation	Stanton under Bardon Parish Council
Title	Dignity at Work Policy
Policy Version	1
Creator	Joanne Lowe – Parish Clerk
Adopted	July 2023
Minute Reference	072/2023-2024
Last review Date	N/A
Next Review date	July 2026

Purpose

Stanton under Bardon Parish Council (the Council) believes that civility and respect are important in the working environment, and expect all councillors, officers and the public to be polite and courteous when working for, and with the council.

Stanton under Bardon Parish Council is committed to creating a working environment where all council employees, councillors, contractors and others who come into contact with us in the course of our work, are treated with dignity, respect and courtesy. We aim to create a workplace where there is zero tolerance for harassment and bullying

[Optional – for Councils who have committed to the pledge] In support of this objective, the Council has signed up to the Civility Pledge, as a commitment to civility and respect in our work, and politeness and courtesy in behaviour, speech, and in the written word. Further information about the Civility and Respect Pledge is available [NALC](#) & [SLCC](#)

We recognise that there is a continuum where unaddressed issues have the potential to escalate and become larger, more complex issues and this policy sets out how concerns will be managed however the emphasis of this policy is on resolution and mediation where appropriate, rather than an adversarial process.

This document:

- explains how we will respond to complaints of bullying or harassment;
- ensures that we respond sensitively and promptly; and,
- supports our employees in ensuring their behaviour does not amount to bullying and/or harassment by giving examples.

Scope

This policy covers bullying and harassment of and by clerks and all employees engaged to work at the Council. Should agency staff, or contractors have a complaint connected to their engagement with the Council this should be raised to their nominated contact, manager, or the Chair of the Council, in the first instance. Should the complaint be about the chair of the council the complaint should be raised to the deputy chair.

Agency staff, or contractors are equally expected to treat council colleagues, and other representatives and stakeholders with dignity and respect, and the council may terminate the contract, without notice, where there are suspicions of harassment or bullying.

Complaints about other employment matters will be managed under the council's grievance policy.

It is noted that the management of a situation may differ depending on who the allegations relate to (e.g. employees, contractor, councillor), however, the council will take appropriate action if any of its employees are bullied or harassed by employees, councillors, members of the public, suppliers or contractors.

The position on bullying and harassment

All staff and council representatives are entitled to dignity, respect and courtesy within the workplace and to not experience any form of discrimination. The Council will not tolerate bullying or harassment in our workplace or at work-related events outside of the workplace, whether the conduct is a one-off act or repeated course of conduct, and whether harm is intended or not. Neither will we tolerate retaliation against, or victimisation of, any person involved in bringing a complaint of harassment or bullying. You should also be aware that, if you have bullied or harassed someone (e.g. physical violence, harassment), in some circumstances the treatment may amount to a crime punishable by a fine or imprisonment.

We expect all representatives of the council to treat each other with respect and uphold the values of the code of conduct, civility and respect pledge, equality opportunities policy, and all other policies and procedures set by the Council.

We expect you to demonstrate respect by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

Allegations of bullying and harassment will be treated seriously. Investigations will be carried out promptly, sensitively and, as far as possible, confidentially. See the grievance policy for further details regarding the process. Employees and others who make allegations of bullying or harassment in good faith will not be treated less favourably as a result.

False accusations of harassment or bullying can have a serious effect on innocent individuals. Staff and others have a responsibility not to make false allegations. While we will assume that all complaints of bullying and harassment are made in good faith, in the event that allegations are found to be malicious or vexatious the person raising the complaint may be subject to action under the council's disciplinary procedure.

Harassment

- Where a person is subject to uninvited conduct that violates their dignity, in connection with a protected characteristic
- Behaviour that creates a hostile, humiliating, degrading or similarly offensive environment in relation to a protected characteristic

Bullying

- Behaviour that leaves the victim feeling threatened, intimidated, humiliated, vulnerable or otherwise upset. It does not need to be connected to a protected characteristic.

What Type of Treatment amounts to Bullying or Harassment?

'Bullying' or 'harassment' are phrases that apply to treatment from one person (or a group of people) to another that is unwanted and that has the effect of violating that person's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment for that person.

Examples of bullying and harassment include:

- Physical conduct ranging from unwelcome touching to serious assault
- Unwelcome sexual advances
- The offer of rewards for going along with sexual advances e.g. promotion, access to training
- Threats for rejecting sexual advances
- Demeaning comments about a person's appearance
- Verbal abuse or offensive comments, including jokes or pranks related to age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation

- Unwanted nicknames, especially related to a person's age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Spreading malicious rumours or insulting someone
- Lewd or suggestive comments or gestures
- Deliberate exclusion from conversations, work activities or social activities.
- Withholding information a person needs in order to do their job
- Practical jokes, initiation ceremonies or inappropriate birthday rituals
- Physical abuse such as hitting, pushing or jostling
- Rifling through, hiding or damaging personal property
- Display of pictures or objects with sexual or racial overtones, even if not directed at any particular person
- Isolation or non-cooperation at work
- Subjecting a person to humiliation or ridicule, belittling their efforts, whether directly and / or in front of others
- The use of obscene gestures
- Abusing a position of power

Bullying and harassment can occur through verbal and face to face interactions, but can also take place through sharing inappropriate or offensive content in writing or via email and other electronic communications and social media.

It is important to recognise that conduct which one person may find acceptable, another may find totally unacceptable and behaviour could be harassment when the person had no intention to offend. We all have the right to determine what offends us. Some behaviour will be clear to any reasonable person that it is likely to offend – for example sexual touching. Other examples may be less clear, however, you should be aware that harassment will occur if behaviour continues after the recipient has advised you that the behaviour is unacceptable to them.

Harassment can also occur where the unwanted behaviour relates to a perceived characteristic (such as offensive jokes or comments based on the assumption someone is gay, even if they are not) or due to their association with someone else (such as harassment related to their partner having a disability for example). Please also see the Council's equality and diversity Policy.

All employees must, therefore, treat their colleagues with respect and appropriate sensitivity and should feel able to challenge behaviour that they find offensive even if it is not directed at them.

It is important to recognise that bullying does not include appropriate criticism of an employee's behaviour or effective, robust performance management. Constructive and fair feedback about your behaviour or performance from your manager or colleagues/Councillors is not bullying. It is part of normal employment and management routines, and should not be interpreted as anything different.

Victimisation

Victimisation is subjecting a person to a detriment because they have, in good faith, complained (whether formally or otherwise) that someone has been bullying or harassing them or someone else, or supported someone to make a complaint or given evidence in relation to a complaint. This would include isolating someone because they have made a complaint or giving them a heavier or more difficult workload.

Provided that you act in good faith, i.e. you genuinely believe that what you are saying is true, you have a right not to be victimised for making a complaint or doing anything in relation to a complaint of bullying or harassment and the council will take appropriate action to deal with any alleged victimisation, which may include disciplinary action against anyone found to have victimised you.

Making a complaint that you know to be untrue, or giving evidence that you know to be untrue, may lead to disciplinary action being taken against you.

Reporting Concerns

What you should do if you feel you are being bullied or harassed by a member of the public or supplier (as opposed to a colleague)

If you are being bullied or harassed by someone with whom you come into contact at work, please raise this with your nominated manager in the first instance or, with the clerk/or a councillor. Any such report will be taken seriously, and we will decide how best to deal with the situation, in consultation with you.

What you should do if you feel you are being bullied or harassed by a councillor: If you are being bullied or harassed by a councillor, please raise this with the clerk/chief officer or the chair of the council in the first instance. They will then decide how best to deal with the situation, in consultation with you. There are two possible avenues for you, informal or formal. The Informal Resolution is described below. Formal concerns regarding potential breaches of the Councillors Code of Conduct must be investigated by the Monitoring Officer.

The council will consider reasonable measures to protect your health and safety. Such measures may include a temporary change in duties or change of work location, not attending meetings with the person about whom the complaint has been made etc.

What you should do if you witness an incident you believe to harassment or bullying: If you witness such behaviour you should report the incident in confidence to the clerk/chief officer or a councillor. Such reports will be taken seriously and will be treated in strict confidence as far as it is possible to do so.

What you should do if you are being bullied or harassed by another member of staff: If you are being bullied or harassed by a colleague or contractor, there are two possible avenues for you, informal or formal. These are described below.

Informal resolution

If you are being bullied or harassed, you may be able to resolve the situation yourself by explaining clearly to the perpetrator(s) that their behaviour is unacceptable, contrary to the council's policy and must stop. Alternatively, you may wish to ask the clerk/chief officer, your nominated manager or a colleague to put this on your behalf or to be with you when confronting the perpetrator(s).

If the above approach does not work or if you do not want to try to resolve the situation in this way, or if you are being bullied by your own nominated manager, you should raise the issue with the chair of the council. (If your concern relates to the chair, you should raise it with the chair of the personnel/staffing committee). The chair (or another appropriate person) will discuss with you the option of trying to resolve the situation informally by telling the alleged perpetrator, without prejudicing the matter, that:

- there has been a complaint that their behaviour is having an adverse effect on a member of the council staff
- such behaviour is contrary to our policy
- for employees, the continuation of such behaviour could amount to a serious disciplinary offence

It may be possible for this conversation to take place with the alleged perpetrator without revealing your name, if this is what you want. The person dealing with it will also stress that the conversation is confidential.

In certain circumstances we may be able to involve a neutral third party (a mediator) to facilitate a resolution of the problem. The chair (or another appropriate person) will discuss this with you if it is appropriate.

If your complaint is resolved informally, the alleged perpetrator(s) will not usually be subject to disciplinary sanctions. However, in exceptional circumstances (such as extremely serious allegation or in cases where a problem has happened before) we may decide to investigate further and take more formal action notwithstanding that you raised the matter informally. We will consult with you before taking this step.

Raising a formal complaint

If informal resolution is unsuccessful or inappropriate, you can make a formal complaint about bullying and harassment through the council's grievance procedure. You should raise your complaint to the clerk/chief officer or the chair of the council. A formal complaint may ultimately lead to disciplinary action against the perpetrator(s) where they are employed.

The clerk/chief officer or the chair of the council will appoint someone to investigate your complaint in line with the grievance policy. You will need to co-operate with the investigation and provide the following details (if not already provided):

- The name of the alleged perpetrator(s),
- The nature of the harassment or bullying,
- The dates and times the harassment or bullying occurred,
- The names of any witnesses and
- Any action taken by you to resolve the matter informally.

The alleged perpetrator(s) would normally need to be told your name and the details of your grievance in order for the issue to be investigated properly. However, we will carry out the investigation as confidentially and sensitively as possible. Where you and the alleged perpetrator(s) work in proximity to each other, we will consider whether it is appropriate to make temporary adjustments to working arrangements whilst the matter is being investigated.

Where your complaint relates to potential breaches of the Councillors Code of Conduct, these will need to be investigated by the Monitoring Officer. The council will consider any adjustments to support you in your work and to manage the relationship with the councillor the allegations relate to, while the investigation proceeds.

Investigations will be carried out promptly (without unreasonable delay), sensitively and, as far as possible, confidentially. When carrying out any investigations, we will ensure that individuals' personal data is handled in accordance with the data protection policy.

The council will consider how to protect your health and wellbeing whilst the investigation is taking place and discuss this with you. Depending on the nature of the allegations, the Investigator may want to meet with you to understand better your complaint (see the grievance policy for further information, and details of your right to be accompanied).

After the investigation, a panel will meet with you to consider the complaint and the findings of the investigation in accordance with the grievance procedure. At the meeting you may be accompanied by a fellow worker or a trade union official.

Following the conclusion of the hearing the panel will write to you to inform you of the decision and to notify you of your right to appeal if you are dissatisfied with the outcome. You should put your appeal in writing explaining the reasons why you are dissatisfied with the decision. Your appeal will be heard under the appeal process that is described in the grievance procedure.

The use of the Disciplinary Procedure

If at any stage from the point at which a complaint is raised, we believe there is a case to answer and a disciplinary offence might have been committed, we will instigate our disciplinary procedure. We will keep you informed of the outcome.

This is a non-contractual policy and procedure which will be reviewed from time to time.

GUIDANCE FOR USING THE DIGNITY AT WORK POLICY

This is an example of an employment policy designed for a council adhering to statutory minimum requirements and does not constitute legal advice. As with all policies it should be consistent with your terms and conditions of employment.

This guidance is provided to support understanding of the policy, and its application, as well as where local adaptations may be required. The guidance is not part of the policy and should be removed from the policy adopted and shared with council employees.

The Dignity at Work Policy will replace a previous 'Bullying and Harassment' Policy, to create a policy that is focussed on encompassing behaviours beyond simply bullying and harassment, and zero tolerance with the aim of dealing with concerns before they escalate. It is important that any commitment made in the policy is applied in practice.

Wording has been suggested to demonstrate a council's commitment to promoting dignity and respect where they have signed up to the NALC, SLCC and OVV Civility and Respect Pledge. Council's that have not signed up to this are requested to consider making this pledge which is based on basic behaviours and expectations of all council representatives to create workplaces that allow people to maintain their dignity at all times. If your council has not agreed to the pledge this wording should be removed.

The policy is drafted with consideration of employment language and terminology that is reflective of a modern working environment, setting a tone that is engaging, collaborative and inclusive. A council may

want to update references where relevant to reflect local terminology and structure, however should be considerate of equality, diversity and inclusion.

The examples of bullying and harassment are just that – examples. This should not be considered an exhaustive list.

Notes:

Protected Characteristics

A 'protected characteristic' is defined in the Equality Act 2010 as age, disability, sex, gender reassignment, pregnancy and maternity, race, sexual orientation, religion or belief, and marriage and civil partnership. It is unlawful to discriminate against an individual because of any of the protected characteristics.

Discrimination includes treating people differently because of a protected characteristic. Employees can complain of harassment even if the behaviour in question is not directed at them. This is because the complainant does not actually need to possess the relevant protected characteristic. An employee can complain of unlawful harassment if they are related someone with a protected characteristic, or because a colleague believes they have a protected characteristic.

Examples of harassment related to a protected characteristic could include;

- Making assumptions about someone's ability due to their **age**, or denying development opportunities to someone based on their age. This could also include assumptions about their lifestyle or making inappropriate jokes related to age.
- Making fun or mimicking impairments related to a health condition, or using inappropriate language about disabilities. Constantly selecting social activities that make it impossible for a colleague with a **disability** to participate in.
- Refusing to treat a person as their new gender, or disclosing information about their gender identity could be harassment on the grounds of **gender reassignment**.
- **Pregnancy/Maternity** harassment could include refusing opportunities due to pregnancy or maternity leave, or inappropriate touching and invasion of personal space such as unwanted touching of a pregnant persons stomach.
- Harassment based on **race** could include derogatory nicknames, or stereotyping based on ethnicity. It could include racist comments or jokes, or assumptions about someone's lifestyle based on their ethnicity.
- **Gender** harassment could include not considering people for a job based on gender stereotyping roles, or implementing practices that disadvantage one gender over another. Rude, explicit jokes, even if not directed at an individual, or comments on individuals dress or appearance.

- Regularly arranging team meals over periods of fasting or religious occasions or failing to adjust a dress code to accommodate religious dress could be examples of harassment based on **religion/belief**.
- Excluding same sex partners from social events could be both **sexual orientation** and **marriage/civil partnership** discrimination, as could not offering the same work-related benefits.

A person does not need to be employed or have 2 years qualifying service to make a discrimination claim at a tribunal.

- Job applicants who believe they have not been appointed because of a 'protected characteristic' can make a claim.
- New or established employees who are dismissed, or treated unreasonably because of a health condition can make a discrimination claim.
- An employee subjected to harassment can make a discrimination claim at a tribunal.
- An employee asked to retire can make a discrimination claim at a tribunal

Legal risks

Successful unfair dismissal claims are limited to a compensation cap, whereas those for unlawful discrimination have no cap.

A positive employment culture, and swift action if conduct falls beneath acceptable standards will help mitigate the risks. An unhealthy culture will make it difficult to defend claims.

The time to defend and the cost of defending tribunal claims can be significant, irrespective of the outcome.

Culture and behaviour

We work in eclectic communities and working environments, and a positive culture within the council enables employees with different backgrounds and beliefs to share ideas and shape how the council achieves its objectives for their community.

It is important to recognise that different individuals may find different behaviours bullying or harassing so while there is not always intent to offend or cause harm, that does not mean that the effect of the behaviour has not caused harm or offence.

It can take people a period of time to decide to raise their concerns, as they worry about consequences (perhaps from peers by complaining about a colleague who is popular, or they fear victimisation from the

perpetrator or others). The council should consider whether there are opportunities (such as 121s to offer opportunity to reflect on relationships/morale) to identify issues earlier and address negative behaviours. Individuals can often mention concerns they are experiencing but not want to take it further. The council should remind the complainant that it has a zero tolerance to bullying and harassment and remind them of the policy in place to address concerns. If the allegations mentioned are significant, the council may want to suggest that it will need to investigate further, even if a 'grievance' is not raised, so as to ensure that any concerns and risks are managed, and the council is meeting its responsibilities and duty of care as an employer.

Whilst both staff and councillors jointly determine the working culture, councillors are key in demonstrating what is and isn't acceptable behaviour. This is apparent from how councillors behave with each other in council meetings and also in how standards of behaviour are applied through the use of informal discussion and formal policies.

Scope

All council representatives are expected to uphold the values of the Dignity at Work Policy, however this policy sets out how allegations from employees will be managed. As indicated in the policy, concerns from a contractor, agency worker etc. should be raised to the identified person, and an appropriate approach will be considered based on the situation and relationship of the complainant with the council.

Likewise, concerns raised about the behaviour of a contractor or agency worker would not generally be managed via the full process (such as the disciplinary process) but appropriate action would be considered based on the situation. To treat people (such as contractors, or a casual worker) engaged by the council the same as an employee could blur the status of the employment relationship, so consider seeking professional advice if needed.

Managers

Recognising that councils are of varying sizes, where the term manager/nominated manager is used it is recognised this could be the clerk/chief officer, another employee of the council, or a councillor depending on the situation. It is good practice to have a clearly identified person who is the responsible 'line manager' or equivalent contact for an employee so that there is clarity on how the employee should report concerns to, who they notify if they are sick or to request leave etc. More often for council employees this may be the clerk/chief officer, and for the clerk/chief officer this could be the chair/deputy Chair, or possibly chair of a staffing/personnel committee.

Bullying and harassment & performance management

The policy sets out that bullying and harassment does not include appropriate criticism of an employee's behaviour or effective, robust performance management. It is not uncommon for an employee, when receiving critical feedback, to claim that this is bullying and/or harassing. It is the role of the nominated

manager to provide effective and constructive feedback to encourage performance at the required standard.

Even when the feedback is not positive it should be fair, communicated in a professional and reasonable manner and shared with the objective of aiding understanding and achieving an improvement to overcome the shortfalls. There is no absolute definition of when the feedback may not be appropriate. Often it will be for the person/panel hearing the dignity at work complaint/grievance to determine whether the performance management has upheld the standards expected in terms of respect and civility and any feedback has been shared in a fair and professional way.

Responsibilities

All staff and representatives of the council are responsible for their own behaviour in the workplace and for taking steps to revise unacceptable behaviour and appropriately challenge that of others.

Leaders – councillors, clerks, chief officers, managers - are responsible for ensuring that these standards of treating people with civility, respect and courtesy are upheld, both through their own example, and by communicating and promoting these expectations to all employees. They are also responsible for ensuring that concerns raised are treated seriously and addressed in line with this policy in a timely manner.

During the investigation

Employers have a duty of care to provide a safe place of work. If a complaint is made, discuss how to manage working relationships whilst the allegation is being investigated and until the outcome is disclosed. This is as much for the protection of the alleged perpetrator as for the aggrieved.

Consider whether a neutral person should be offered as a 'listening ear' for both parties in the investigation. This could be a councillor or nominated manager who is not involved in the investigation or allegations and can be a point of check in as raising, or being subject to allegations can be stressful.

Offer other support that may be appropriate to the situation such as signposting to support groups, time off for counselling etc. If you have suspended a staff member, your duty of care continues and it is important to consider their wellbeing and mental health.

Ensure that you communicate regularly with both parties.

The investigation and any subsequent hearing should be completed in accordance with the grievance policy which sets out a process for dealing with concerns. You should ensure that the grievance policy adopted adheres to any local policies and procedures, with consideration of any timescales and escalation routes in your locally adopted policy.

Confidentiality

It may be possible for concerns to be raised with the perpetrator without disclosing the name of the complainant however in a small council it is likely that it will be clear that the accused will know where the accusation has come from. The council representative (clerk/chief officer/councillor) speaking to the alleged perpetrator must be clear that the discussion is confidential and the individual would be at risk of formal disciplinary action if there is any sort of victimisation or retaliation for the individual raising their concern.

During any formal investigation it may be necessary to disclose the nature of the allegations and where they came from to ensure a fair and balanced investigation and process. This should be discussed with the person raising the concerns to understand any issues and how they may be mitigated. In some situations it may be appropriate to provide anonymised witness statements however this would be a last resort, and could compromise the fairness of the process. Where there is a genuine fear of consequences and this may need to be considered, it is recommended that professional advice is sought. For the same reason it can be difficult for a council to consider an anonymous complaint, however if the concerns are significant and compromise the council in their duty of care to employees, then consideration of how the deal with the matter may be required.

Victimisation

All employees have the right to raise genuine concerns without the fear of reprisals. If the aggrieved (or a witness) is treated differently / less favourably because they have raised a complaint, then this is victimisation. This would include isolating someone because they have made a complaint, cancelling a planned training event, or giving them a heavier or more difficult workload. Victimisation can lead to a claim to an employment tribunal.

False allegations

If an employee makes an allegation that they know to be untrue, or gives evidence that they know to be untrue, the council should consider the matter under the disciplinary procedure. Such an allegation would be potentially be gross misconduct.

Complaints against Councillors

Following the Ledbury case, the law is clear that any formal complaint about a councillor regarding a breach of the code of conduct must be referred to the Monitoring Officer for investigation (either by the complainant, or the Council with agreement of the complainant). During the investigation, it is critical to ensure that where an employee of the council has made the complaint, that the council agrees reasonable measures with the employee to protect their health and safety. Such measures may include a temporary change in duties, change of work location, not attending meetings with the person about whom the complaint has been made etc.

Careful consideration is required where a grievance is raised against the council as a whole due to lack of support related to councillor behaviours. The specific allegations will need to be considered to determine whether the allegations can be addressed by the council, or require exploration of the councillors behaviour in order to respond, in which case the Monitoring Officer may be required to investigate the alleged behaviours of a/any councillors where this may relate to the code of conduct. It is a matter of fact whether the complaint is against the council and can therefore be dealt with by the council's grievance procedure or against a councillor and can only be dealt with by the Monitoring Officer.

DRAFT

Civility and Respect Pledge suggested agenda item:

To pass a resolution to sign up to the civility and respect pledge

Definition of Civility and Respect
Civility means politeness and courtesy in behaviour, speech, and in the written word.
Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector. For more information, please see <https://www.youtube.com/watch?v=4ebcRIUQAGc>.

By our council signing up to the civility and respect pledge we are demonstrating that our council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role. Signing up is a simple process, which requires councils to register and agree to the following statements:

Statement	Tick to agree
Our council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.	
Our council has put in place a training programme for councillors and staff	
Our council has signed up to Code of Conduct for councillors	
Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy.	
Our council will commit to seeking professional help in the early stages should civility and respect issues arise.	
Our council will commit to calling out bullying and harassment when it happens.	
Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme	
Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.	



Date: 27th March 2025

To:

All Councillors

From: Parish Clerk

Report to Council: **Report on the introduction of an allotment deposit scheme.**

Introduction

Following the debate at the Parish Council in March, the Parish Council would like to revisit the idea of introducing a deposit scheme for new allotment tenants to encourage responsible plot maintenance and reduce the financial burden of clearing abandoned or poorly maintained plots.

Background

This year, the Council has funded the clearance of two allotment plots, each at a cost of around £200. The cost of these clearances places a strain on Council resources, which could be better allocated to the improvement and maintenance of the allotment site as a whole.

Proposed Deposit Scheme

It is proposed that a refundable deposit of £50 be introduced for all new allotment tenants. This deposit would be held by the Council and returned in full when a tenant vacates their plot, provided the allotment is left in a clean and manageable condition. If a plot is abandoned or requires clearance, the deposit would be used to offset the associated costs.

Benefits of the Scheme

- Encourages tenants to maintain their plots to a good standard.
- Reduces the financial burden on the Council for plot clearances.
- Promotes fairness among allotment holders by ensuring that maintenance costs are shared.
- Helps sustain the long-term viability and attractiveness of the allotment site.

From: [REDACTED]

Sent: Saturday, March 01, 2025 14:32

To: Joanne Lowe

Subject: Re: St John Cole Allotments no 10

Hi Joanne, we have unused allotments at the back, overshadowed by huge trees, they're no use as allotments as they're too damp and shady.

However, apple trees might grow. Please can you ask the council if they can purchase a dozen fruit trees? We're prepared to put them in and look after them.

Please can you let me know?

Many thanks

Consultation on 2 New Street Names (my ref: 25/00010/MAJSNN)

From Street Name & Numbering HBBC <Street.Name.&.Numbering@hinckley-bosworth.gov.uk>

Date Thu 13/03/2025 14:44

To Joanne Lowe <clerk@stantonunderbardonparishcouncil.gov.uk>

The Clerk

Consultation on 2 New Street Names

I am writing to consult with the Parish Council on the names of two new streets required for an Alison Homes development on Land South of 295 Main Street, Stanton Under Bardon (planning reference: 22/00527/OUT), which I believe falls within your purview.

The developer has made four suggestions for possible names:

- St Mary's Close
- Thornton Meadows
- Billa Barra Way ^{#1}
- Llama Lane
- Herald's Reach

For the following reasons:

- St Mary's Close – nearby church called St Mary's and All Saints Church. Census data shows majority of the village still identify as Christian.
- Thornton Meadows – Thornton is name of a nearby road. Meadows for the surrounding green spaces
- Billa Barra Way – Nearby Nature Reserve called Billa Barra Hill – linked to stories of a Saxon battle.
- Llama Lane - Due to the previous tenants of the land being developed
- Herald's Reach – Local newspaper is the Markfield and Stanton Under Bardon Herald

^{#1}*Please note that there is a Billa Barra Lane in Markfield*

I would welcome suggestions from the Council – either in support of any of the above, or for any names they might choose for themselves (could I please ask that you let me know the reason why a name is being suggested).

Should you need one, there is guidance on the naming of streets available on the Borough website:

https://www.hinckley-bosworth.gov.uk/info/513/street_naming_and_numbering/666/naming_conventions

I would be most grateful if you could bring this matter to the attention of the Council – and would appreciate if you could indicate when this matter is likely to be discussed.

Regard

Gary Mackie

ICT & SNN Officer

Tel: 01455 255604 (my direct number)

or 01455 255766 (Street Naming and Numbering Team)

**Hinckley & Bosworth
Borough Council**

Email: snn@hinckley-bosworth.gov.uk

Web: www.hinckley-bosworth.gov.uk

Working days: Monday, Tuesday, --- , Thursday, Friday

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