



Stanton under Bardon Parish Council

All Members of Stanton under Bardon Parish Council are hereby summoned to attend the Parish Council Meeting on **Wednesday 2<sup>nd</sup> 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 5<sup>th</sup> 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: 28<sup>th</sup> March 2025

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



## UPCOMING MEETINGS / DATES FOR DIARY

**Next Parish Council Meeting** – Wednesday 7<sup>th</sup> May @ 7pm – Meeting Room at Village Hall

**Annual Parish Meeting** – Tuesday 13<sup>th</sup> May at 7pm

**HBBC Parish Forum** – Thursday 19<sup>th</sup> June - 6:30-9pm, Location TBC

**HBBC Parish Forum** – Tuesday 16<sup>th</sup> 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	<b>Stanton under Bardon Parish Council</b>
Title	<b>Investment Strategy</b>
Policy Version	<b>2</b>
Creator	<b>Joanne Lowe – Parish Clerk</b>
Adopted	<b>April 2024</b>
Minute Reference	<b>240/2023-24</b>
Last review Date	<b>April 2024</b>
Next Review date	<b>April 2025</b>

### 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 <sup>th</sup> February 2023
	AAAmmf	6 <sup>th</sup> December 2024
Redwood Bank - 1 Year Business Savings Bond*		
Charity Bank Ethical 1-Year Fixed Rate Account*		
<b>* Financial Services Compensation Scheme (FSCS)</b> 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.



Stanton under Bardon Parish Council

**Date:** 26<sup>th</sup> March 2025

**To:** All Councillors

**From:** Parish Clerk

**Council Meeting date:** Wednesday 2<sup>nd</sup> April 2025

**Subject:** Update on Council Investments – April 2025

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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.

## 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 CCF 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: 26<sup>th</sup> 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**

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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](mailto:subparishclerk@gmail.com)

### GRANT APPLICATION FORM

#### 1. CONTACT DETAILS

Name of Group/Organisation	Stanton Under Bardon Village Fete Committee		
Name of Contact	Michael Thomas		
Address	36 Main Street, Stanton Under Bardon Leics		
	Post Code	LE67 9TN	
Telephone	work		home 07983635824
Email	pigdogfreewheel@googlemail.com		

#### 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"><li>1. Give the local community a great day out, to mix with people and to feel part of a community</li><li>2. Showcase local musical talent and give participants the chance to perform in a well managed environment</li><li>3. Raise monies for local charities</li><li>4. Give local vendors an opportunity to sell their products and services</li></ol>
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## 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?	The grant will pay towards: Free rides and entertainment Stage and music equipment Marquees, toilets and waste disposal
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)			
<b>EXPENDITURE</b>			
<b>Supplier</b>	<b>Details</b>	<b>Breakdown</b>	<b>Total</b>
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
<a href="#">Location Audio</a>	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)			
<b>INCOME</b>			
<b>Name</b>		<b>Amount</b>	
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	
<b>Group applications must provide the most recent set of Annual Accounts. Payment will be released only on receipt of relevant invoices</b>			

## 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	<i>M Thomas</i>	Date	25 <sup>th</sup> 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 31<sup>st</sup> March 2025.

Kind regards

**Lisa Rees (she/her)**

Clean Neighbourhoods & Car Parks Manager

**Hinckley & Bosworth  
Borough Council**



@Hinckandbos\_bc



Hinckandbosbc



@Hinckandbosbc

## DOCUMENT CONTROL

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

## 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.*

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### **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: 27<sup>th</sup> 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