



Please note that due to staff annual leave not all financial reports are currently available but will be uploaded once they are available.

Borough Councillor reports are also not available as they have not been received to date.



**Minutes of the Bearsted Parish Council's Annual Meeting of the Council held at  
King George V Memorial Hall, Manor Rise on Tuesday 10<sup>th</sup> May 2022 at  
7.30pm**

Present:	Cllr Martin Broughton- Chairman	Cllr Sandra Knatchbull
	Cllr Adam Powell – Vice-Chairman	Cllr Pat Marshall MBE
	Cllr Richard Ash MBE	Cllr Mark Peters
	Cllr Suzanne Camp	Cllr Denis Spooner
	Cllr Mike Harris	Cllr Joanna Tribley
	Cllr Tom Jenkins	

Also, in attendance were Clerk Erin Sugden, Administrator Joanne Upton and Cllr Val Springett. There were 18 members of the public in the hall and 3 members online.

Prior to the meeting commencing Cllr Mike Harris signed his declaration of acceptance.

**1. Election of Chairman and Declaration of Acceptance of Office.**

Cllr Adam Powell proposed Cllr Martin Broughton for Chairman which was seconded by Cllr Suzanne Camp. Cllr Broughton accepted the nomination. Cllr Denis Spooner proposed Cllr Richard Ash for Chairman. Cllr Richard Ash declared he did not want to accept the nomination. Cllr Broughton was then duly elected as Chair with 8 votes in favour, 1 against, and 2 abstentions.]

**2. Election of Vice-Chairman and Declaration of Acceptance of Office.**

Adam Powell proposed himself for Vice Chairman. This was seconded by Cllr Mark Peters. There were no other nominations. Cllr Powell was then duly elected as Vice Chairman with 8 votes in favour, 1 against, and 2 abstentions.

**3. Declarations of intention to record**

The Clerk declared the meeting would be recorded for minuting purposes.

**4. Apologies and absences**

Apologies were received from Cllrs G.Hannington, F.Hughes and J.Hughes. These were accepted with 8 in favour, 2 against and 1 abstention.

**5. Declaration of Interests, Dispensations, Predetermination or Lobbying**

None.

**6. To Appoint Committees:**

- a) Environment: Cllr Harris proposed himself to join the committee which was resolved with 10 in favour and 1 abstention.  
Cllr Spooner proposed himself to join the committee which was resolved with 10 in favour and 1 abstention.  
Cllr Marshall requested to step down from the committee which was accepted with all in favour.

- b) Finance and General Policy: Following advice from Kent Association of Local Councils the Proper Officer believes that the matters discussed during this item were not advertised to the required standard and so the proposals made were not lawful. A motion will be put forward at the next full council meeting.
- c) Planning: Cllr Ash proposed Cllr Marshall as a reserved member of the committee which was resolved with 10 in favour and 1 against.
- d) Communications: This committee had no changes.
- e) Traffic and Transportation: Cllr Tribley expressed that the committee required more members to support their efforts. Cllr Knatchbull proposed herself to join the committee which was resolved with all in favour.
- f) Human Resources: Cllr Camp proposed herself to join the HR committee which was resolved with 9 in favour, 1 against and 1 abstention.

**7. Election of KALC representatives (two members)**

Cllr Ash and Cllr Marshall agreed they would stay as representatives.

**8. Review of Terms of Reference and standing orders specific to committees and sub-committees**

- a) Environment Committee: No changes were suggested.
- b) Finance and General Policy Committee: No changes were suggested.
- c) Planning Committee: Cllr Spooner proposed a slight change which will be amended and referred to the planning committee.
- d) Communications Committee: Cllr Ash suggested the removal of paragraph 8 which will be referred to the comms committee.
- e) Traffic and Transportation Committee: No changes were suggested.
- f) Human Resources Committee: No changes were suggested.

**9. Review of delegation arrangements to committees, sub-committees, and staff.**

The delegation was considered, and no changes were suggested.

**10. Review of the Councils asset register**

Councillors reviewed the asset register noting the new items had been purchased.

**11. Review of arrangements for insurance cover for insurable risks.**

It was noted that two insurance policies are currently in place with BHIB and Accredited Insurance (Europe) Limited.

**12. To review direct debits and regular payments.**

Councillor reviewed the list of direct debits with Cllr Broughton proposing that they should be approved as regular payments. This was resolved with all in favour.

**20.11 Adjournment to enable members of the public to address the meeting.**

One member of the public spoke about his financial costs during his 10 years as a tenant at the Church Lane allotment. In his opinion the tennis club should finally reimburse him should he be requested to move to a new allotment garden.

**At 20:14 Cllr Broughton resumed the meeting. As there was no further matter to discuss the meeting closed 20.14.**

**Signed..... Date.....**



**Minutes of the Extraordinary Full Council meeting of Bearsted Parish Council  
held at Madginford Hall, Egremont Road on Tuesday 7<sup>th</sup> June 2022  
commencing at 7:30pm**

Present:	Cllr Adam Powell (Vice-Chairman)	Cllr Sandra Knatchbull
	Cllr Suzanne Camp	Cllr Pat Marshall MBE
	Cllr Mike Harris	Cllr Denis Spooner
	Cllr Tom Jenkins	Cllr Joanna Tribley

Also, in attendance were Clerk Erin Sugden, Cllr Val Springett and one member of the public.

**Reports from members of the public**

A member of the public spoke about the need for enforcement officers to monitor areas within the Parish that have double yellow lines, as they are regularly being parked on.

- 1. Declarations of intention to record**  
The Clerk declared that the meeting would be recorded for minuting purposes.
- 2. Apologies and absences**  
Apologies were received from Cllr Graeme Hannington, Cllr Jon Hughes, Cllr Fabienne Hughes, Cllr Mark Peters, Cllr Richard Ash and Cllr Martin Broughton. Cllr Powell proposed to accept all apologies.  
Cllr Spooner suggested that all apologies with the exception of Cllrs Jon and Fabienne Hughes be accepted. This was seconded by Cllr Harris. The resolution did not pass with 3 in favour, 4 against and 1 abstention.  
Cllr Powell proposed that all apologies be accepted which was seconded by Cllr Camp. The motion passed with 4 in favour, 2 against and 2 abstentions.
- 3. Declaration of Interests, Dispensations, Predetermination, or Lobbying**  
None.
- 4. To consider approving the cost associated with the By – Election**  
10 members of the public requested that the current Parish Councillor vacancy be filled by an election. Maidstone Borough Council provided projected costs of an election of £6000. This is a cost Bearsted Parish Council would be subject to cover should an election take place on the 7<sup>th</sup> July 2022. Councillors were given the option of approving an unknown cost for the production and distribution of poll cards should the election take place. Councillors discussed different options to ensure that all electorate would be informed of the election. It was proposed by Cllr Powell that should more than one candidate nominate themselves then the council should convene a meeting to discuss how to promote the election (times, date, polling stations, candidates) to electorates. This was seconded by Cllr Camp and resolved with 6 in favour, 1 against and 1 abstention.
- 5. Date of the next meeting: Tuesday 14<sup>th</sup> June 2022**

There being no further business to transact, the meeting closed at 20.12hrs

Signed..... Date.....



**Minutes of the Full Council meeting of Bearsted Parish Council held at  
Madginford Hall, Egremont Road on Tuesday 14<sup>th</sup> June 2022 commencing at  
7:30pm**

Present:	Cllr Martin Broughton (Chairman)	Cllr Mike Harris
	Cllr Adam Powell (Vice-Chair)	Cllr Jon Hughes
	Cllr Richard Ash MBE	Cllr Tom Jenkins
	Cllr Suzanne Camp	Cllr Pat Marshall MBE
	Cllr Graeme Hannington	Cllr Denis Spooner

Also, in attendance were Clerk Erin Sugden, Administrator Joanne Upton, Cllr Val Springett and Community Warden Sally Williams. There were 14 members of the public in the hall and 4 members online.

**Reports from members of the public**

One member of the public questioned the relevance of item 15 and disagreed with the minutes from the Annual Meeting of the Council. The member of the public questioned the council's choice to restrict members of the Finance and General Policy Committee and asked the council to consider a named vote on the matter going forward.

A second member of the public stated that a number of articles recently published suggested that he instigated the subject which they said they did not.

A third member of the public stated their comments were not recorded in the last minutes of the full council.

A fourth member of the public raised concerns about Meadowbank being overgrown and not a suitable place for residents to visit. Their expectation was that the Environment Committee were dealing with this.

Cllr Camp arrived 7.38.

**1. Declarations of intention to record**

The Clerk declared that the meeting would be recorded for minuting purposes.

**2. Apologies and absences**

Apologies were received and accepted from Cllr Joanne Tribley with all in favour  
Apologies were received and accepted from Cllr Sandra Knatchbull with all in favour.

Apologies were received and accepted from Cllr Mark Peters with 9 in favour and 1 abstention.

Apologies were received and accepted from Cllr Fabienne Hughes. With 5 in favour, 3 against and 2 abstentions.

**3. Declaration of Interests, Dispensations, Predetermination, or Lobbying**

Cllr Harris declared he was a member of the Bearsted and Thurnham Society and the Bearsted Club.

Cllrs Ash and Marshall were Trustees of Madginford Hall Management Committee.

Cllr Spooner was a member of the Bearsted and Thurnham Society but declared he was not involved with their comments about Project A and would discuss the matter.

Cllrs Powell and Hannington had met with residents regarding item 18c.

**4. Signing of the Minutes of the last meeting.**

The minutes of Full Council (10<sup>th</sup> May) were agreed as a true record with the change of the word Road to Street with the venue updated. These were duly signed.

In reference to the minutes of the Annual Meeting of the Council item 6b, Cllr Spooner declared the advice from KALC was wrong. Stating that BPC should go back to KALC with his advice and see what they say.

A discussion was had about the lawfulness of the item as it was suggested the item was not advertised correctly on the agenda.

Cllr Broughton proposed that the minutes should be accepted which was seconded by Cllr Powell. Cllr Spooner requested a named vote:

Marshall -Against

Camp -Favour

Harris – Against

Powell- Favour

Hughes – Favour

Broughton – Favour

Hannington – Abstain

Ash – Against

Jenkins – Against

Spooner – Against

The motion did not pass. Cllr Spooner requested his objection to Cllr Hughes voting be recorded.

Cllr Broughton suggested he seek clarification from KALC and report back to the Council at the next meeting.

**ACTION: CLLR BROUGHTON**

**5. Clerks report**

Nothing to report.

**6. Statement of Internal Control**

The Council considered and approved the Statement of Internal Control for the year ending 31 March 2022. The Chairman and Clerk signed the statement on behalf of the Council.

**7. Annual Governance Statement for 2021-22**

The Council considered and approved the Annual Governance Statement for 2021-22. The Chairman and Clerk signed the statement on behalf of the Council.

**8. Accounting Statements for 2021-22**

The Council considered and approved the Accounting Statements and supporting documents as provided by the Responsible Financial Officer who had prior to the meeting signed Section 2 of the Annual Return for 2021-22. The Chairman signed the statement on behalf of the Council.

**9. Exercise of Public Rights**

The Clerk explained that the unaudited Annual Governance & Accountability Return would be available for review by the public between Thursday 16th June 2022 and Wednesday 27 July 2022.

**10. Reports:**

- a) Borough Councillors: The reports were duly noted.
- b) Community Warden: The report from the warden was duly noted.
- c) PCSO: The two instances of reported crime were duly noted.

- d) Chairman: The Chairman reported that it had been a busy first month in his new position and he had spent time understanding the role.
- e) Clerk: The Clerk explained that the Parish Office had spent time assisting with the Jubilee celebrations. Thanks went to Barbara Dunsford for her assistance at the Picnic on the Green, Cllr Suzanne Camp for helping to design the tree plaque and seeing to its production, Cllr Sandra Knatchbull for her assistance on the day, Cllr Adam Powel for presenting at the picnic and arranging the audio visual and a special thanks was given to Cllr Joanne Tribley for all the tasks that she took on and organised.

Staff in the office were preparing for the upcoming election and the launch of Playscheme tickets. The Clerk reported that there had been an increase in the reports of different issues relating to services provided by KCC, MBC and Southern Water. She stated there was very little that could be done by the Parish Office as the council had no jurisdiction over such matters but they would continue to follow up on the reports.

## 11. Presentation of achievements

Cllr Broughton presented the following:

KALC Community Award 2022 to Sally Williams for her dedication and care provided to the residents of Bearsted.

Kent Community Rail Partnership recognised Michael Bollom for his contribution, hard work and commitment to supporting the work of their organisation.

Level 3 Certificate in Local Council Administration (CiLCA) to Erin Sugden.

## 12. Training

- a) GDPR training: Cllr Ash proposed to ratify the cost of £42 for the administrator to attend GDPR training which was resolved unanimously. Cllr Jenkins proposed for £42 to be paid for Cllr Broughton to attend GDPR training which was resolved unanimously.
- b) Councillor Conference: Cllr Hughes proposed £60 be paid for Cllr Harris to attend the Councillors Conference which was resolved unanimously.
- c) Clerks Conference: Cllr Hannington proposed to spend £60 each for members of staff to attend the Clerks Conference which was resolved unanimously.
- d) Internal Communication: Cllr Broughton proposed to spend £42 for those that wished to attend Internal Communication Training which was resolved unanimously.

## 13. Committee Meeting and Working Group Reports.

- a) Environment Committee: Cllr Broughton reported that a drainage expert had been appointed to provide advice about the drainage at the Church Lane car park and Trapfield Close, a report was made to KCC as persistent issues with flooding on the highway at The Green/Church Lane was causing issues and could be the reason a small sink hole has appeared on The Green. The CPS had not been in attendance of late but there is a plan for them to return. Cllr Broughton plans to meet with the cricket club, Bearsted FC and Warings to work out a maintenance schedule for The Green. The Wildwood Trust had been contacted with regards to the management plan for Meadowbank but no response had been received.
- b) Finance Committee: No meeting took place.
- c) Communications Committee: No meeting took place.
- d) Planning Committee: Cllr Powell had been re-appointed as Chairman with Cllr Ash as Vice-Chair. He went on to report that there were no controversial applications.
- e) Traffic Committee: No meeting took place.

- f) HR Committee: No meeting took place.
  - g) Reports from Working Groups
    - i. Project A: The results from a recent observation of parking suggested that there would not be a need for the car park to be extended at this time. Cllr Hannington proposed that Project A should not include an extension to the car park at the present time, but this should not restrict the possibility in the future should the need arise. This was seconded by Cllr Powell. The motion passed with 6 in favour and 4 against. Cllr Broughton informed the council that the requirements submitted by the Church Lane Allotment Association were reasonable and that they could be included in the plans going forward. The Clerk had found the archaeological report completed when the Bearsted Woodland Trust was formed, and the working group members were able to view this in the Parish Office. The working group suggested a public meeting be held on the 27<sup>th</sup> of July (location TBC) and recommended that the Ecologist be present at a cost of £75 per hour to answer any questions residents had. This was proposed by Cllr Powell and resolved with 6 in favour and 4 against. The working group recommended that all funding opportunities be investigated, and it was proposed by Cllr Broughton for Cllr Hughes to carry out this work. This was resolved with 6 in favour and 4 against. The working group recommended to the council that they should concentrate their efforts on safeguarding the donated land for the parish and fulfilling the transfer of land.
  - a) Reports from members of the Council for outside bodies: None.
- 14. Finance** (Accounts and Audit Regulation 2011/817)
- a) Grants and Donations requests: None.
  - b) Resolution to approve quotations
    - i. Village Sign: The Clerk informed the council that the sign had been fitted. The invoice received included additional charges but the contractor had not been available to explain these. The Clerk recommended the invoice be put on hold until an explanation could be given.
  - c) Authorise payments: Cllr Ash proposed to authorise the payment list which was resolved with all in favour. (Appendix 1)
  - d) Finance Reports: The reports were duly noted.
  - e) Balances of accounts: The balances were duly noted.
  - f) Additional signatories to the bank: No matters to discuss.
- 15. To review the procedure for appointing members to the Finance and General Policy committee.**  
Following on from item 4, the Council deferred this item until clarification could be provided by KALC.
- 16. To consider any new members for working groups**  
Cllrs Hannington and Harris requested to join the Project A Working Group which was resolved with all in favour.
- 17. Councillor Allowances**  
Cllr Hughes suggested that it was somewhat unfair that some elected councillors received payments for attending meetings in the form of 'councillors allowances' and co-opted members did not. Cllr Ash proposed to abolish the councillor allowance policy which allows payments to elected councillors only, it was

resolved that no councillors would receive payments which was seconded by Cllr Powell. The motion passed with 8 in favour, 1 abstention and 1 against.

#### 18. Correspondence

- a) Facebook postings of 16.03.22 & 04.05.22: Cllr Spooner recommended all statements should be fact-checked before releasing into the public domain.
- b) Project A: Cllr Broughton stated that Project A has not been approved by the Full Council in its final form and went on to repeat that £100k had been earmarked in BPC finances line with recommendations from the auditor and no budget had been set for Project A.
- c) New water pipe- St Faiths Lane: It was suggested that further information would be required for a new water pipe and the matter was referred to the Planning Committee who would then make a recommendation to the Full Council.
- d) How do we manage village clubs & societies: The correspondence requested detailed information which Cllrs felt would not be easy to provide quickly. Cllr Harris proposed that all leases are reviewed by the Finance and General Policy Committee to investigate whether terms of leases are being complied with and bought back to the Full Council. This was unanimously resolved. It was suggested these leases be reviewed annually.
- e) Project A: Cllr Broughton stated that Project A has not been approved by the Full Council and the Clerk would respond with dates and details of the resolution where £100,000 was earmarked.

#### 19. Future Agenda Items

To review the procedure for appointing members to the Finance and General Policy committee.

#### 20. Date of the next meeting: Tuesday 12<sup>th</sup> July 2022

**There being no further business to transact, the meeting closed at 21.27 hrs**

**Signed..... Date.....**

#### Appendix 1

Ledger Date	Gross	Transaction Details
16/03/2022	£100.00	Kent County Council - Car park space at M Hall 06/08/21 - 05/08/21
30/04/2022	£27.76	ABC Business Systems - Mono and colour reading - ink usage
27/05/2022	£84.28	ABC Business Systems - Mono and colour reading - ink usage
18/05/2022	£563.75	Bearsted Golf Club - Meeting 27.04.22 - drinks, buffet, hire of room
07/06/2022	£675.00	Ben Heaslip - Sound eqt and engineering - Jubilee event

31/05/2022	£75.00	Bright Media - Social media support
11/05/2022	£89.64	CCTV Trade Signs & Services - A3 Bespoke Sign CCTV ANPR
05/06/2022	£23.50	Cllr Joanna Tribley - Bookbugs crown making prizes - expenses
30/05/2022	£168.61	Cllr Joanna Tribley - Expenses
12/05/2022	£476.76	Cllr Joanna Tribley - Expenses mid month
01/06/2022	£72.00	Compute4U - Leased laptop hire charges
09/05/2022	£12.00	Hugofox Ltd - Monthly planning software
05/06/2022	£120.00	Ian Ingles - Acoustic set played at Jubilee event
23/05/2022	£60.00	KALC - 30.06.22 Councillors Conference
05/06/2022	£650.00	Katie Bird - Soprano - Soprano singer - Jubilee event
25/04/2022	£1,344.00	Louise Hooper Landscape Architect - Completion of LVIA and Heritage Statement
18/05/2022	£60.00	LRH Property Maintenance - To erect Welcome to Bearsted Sign at Station
06/05/2022	£34.47	Madginford Hall - Hire of hall Tuesdays in April
06/06/2022	£22.98	Madginford Hall - Hire of hall Tuesdays in May
31/05/2022	£491.41	Nicola Brittain - Payroll and finance support May 22
06/06/2022	£1,310.40	Paladin Secure Ltd - Manager and staff supplied - Jubilee event
30/05/2022	£354.00	PPLPRS - Licence for music at event
19/05/2022	£138.50	R&D Payne - Geraniums - 10 pk bedding, for planters under n/boards
06/06/2022	£130.00	Urban Blue Bus - First aid cover - Jubilee event
31/05/2022	£21.60	Vision Ict - Hosted email acct May 22-Apr23
19/05/2022	£2,394.00	WC Hire Ltd - Hire of 24 std WCs and 1 disabled/baby change - Jubilee

04/06/2022	£2,671.00	M Corbishley - Bearsted Parish sign remade and installed
02/06/2022	£500.00	Old School Samba - performance at event
09/06/2022	£110.00	LRH Property Maintenance - Rake out loose pointing and repoint wall in monument
09/06/2022	£175.00	LRH Property Maintenance - Sand down benches at WT play area, reattach sign at Church, erect CCTV post, clear drains, refix posts on The Green
22/05/2022	£71.42	Opus Energy - Church Landway elec 21.04-21.05
21/05/2022	£26.45	Opus Energy - The Green elec 21.04-21.05
23/05/2022	£111.46	British Telecom - Phone and broadband charges
26/05/2022	-£17.18	Castle Water - Allotments CL water 01.03 - 30.04.22
	£500.00	Samba Band- Jubilee
08/05/2022	£15.17	Lloyds Bank - Adobe monthly charge
17/05/2022	£6.45	Lloyds Bank - Amazon - wonder wipes cleaning wipes
11/05/2022	£6.75	Lloyds Bank - Campaign Monitor
26/05/2022	£6.85	Lloyds Bank - Campaign Monitor - 285 emails
30/05/2022	£8.17	Lloyds Bank - Campaign Monitor - jubilee event emails
11/05/2022	£2.30	Lloyds Bank - Coop - soap, milk, bin bags
10/05/2022	£4.99	Lloyds Bank - Graffiti stain remover aerosol
06/06/2022	£3.00	Lloyds Bank - Monthly fee
30/05/2022	£6.25	Lloyds Bank - Office supplies - toilet rolls, milk
18/05/2022	£18.15	Lloyds Bank - Postage stamps - special
17/05/2022	£23.90	Lloyds Bank - Sticker paper for crown making - Jubilee
16/05/2022	£9.20	Lloyds Bank - Subsistence for audit

18/05/2022	£498.00	Lloyds Bank - Video conferencing system bundle
17/05/2022	£42.00	Lloyds Card - KALC - 09/06 Data Protection for Councillors
18/05/2022	£30.23	Lloyds Card - Sign Trade Supplies - 1 x 1.5m post, post clips
05/06/2022	£14.39	Lloyds Card - Zoom - Zoom monthly charge June
06/05/2022	£14.39	Lloyds Card - Zoom - Zoom monthly charge May
25/05/2022	£2,207.22	June payroll
25/05/2022	£370.36	June payroll
25/05/2022	£101.45	June payroll
<b>Total</b>	<b>£17,037.03</b>	



**Minutes of the Extraordinary Full Council meeting of Bearsted Parish Council  
held at Madginford Hall on Tuesday 28<sup>th</sup> June 2022 at 7.30pm**

Present:	Cllr Martin Broughton (Chairman)	Cllr Denis Spooner
	Cllr Richard Ash MBE	
	Cllr Sandra Knatchbull	
	Cllr Pat Marshall MBE	
	Cllr Jo Tribley	
	Cllr Tom Jenkins	

Also, in attendance were Administrator Joanne Upton and MBC Cllr Val Springett.

**There were no reports from the public.**

- 1. Declarations of intention to record**  
The Administrator declared that the meeting would be recorded for minuting purposes.
- 2. Apologies and absences**  
Apologies were received and accepted from Cllrs F. Hughes, J. Hughes A. Powell, S. Camp, M. Harris, and G. Hannington with all in favour.
- 3. Declaration of Interests, Dispensations, Predetermination or Lobbying**  
None.
- 4. To consider actions to promote the By-Election – 7<sup>th</sup> July 2022**  
Options for the promotion of the by-election taking place on 7<sup>th</sup> July 2022.  
Option 1 – Councillors to hand deliver A5 leaflet to all residential properties in Bearsted at a cost of £69.93  
Option 2 – Post A5 letters to all residential properties 1<sup>st</sup> class, due to time frame at a cost of £3384.36, councillors to assist office in preparing and posting envelopes.  
The council decided that to hand deliver letters to all residential properties was unachievable in the remaining time frame.  
Agreed to send an a5 letter 1<sup>st</sup> class. Costs were confirmed and agreed with all in favour.

**There being no further business to transact, the meeting closed at 20.12 hrs**

**Signed..... Date.....**



- **Bearsted**  
Between 22:15 on Sunday 12th of June and 08:00 on Monday 13th of June in Yeoman Lane. Somebody stole a silver Jaguar F-pace All, PE17\*\*\*.  
Crime Report No. 46/115079/22 - Posted 16/06/2022
- **Bearsted**  
Between 20:00 on Saturday 11th of June and 11:21 on Sunday 12th of June in Ware Street. Somebody stole both number plates from a BMW 118 parked in the road.  
Crime Report No. 46/113045/22 - Posted 14/06/2022



Minutes of the Communications Committee meeting of Bearsted Parish Council held at King George V Memorial Hall, Manor Rise on Tuesday 21<sup>st</sup> 2022 at 7.38 pm

Present: Cllr Adam Powell (Chairman)  
Cllr Suzanne Camp  
Cllr Pat Marshall MBE  
Cllr Sandra Knatchbull (Arrived 7.45pm)  
Cllr Denis Spooner

Also, in attendance was the Administrator Joanne Upton.

**There were no reports from members of the public.**

**1. Declarations of intention to record.**

The Administrator declared the meeting would be recorded for minuting purposes.

**2. Apologies for absences**

Apologies were received and accepted from Cllr Tribley.

**3. Declaration of Interests, Dispensations, Predetermination or Lobbying**

None.

**4. To appoint Chairman and Vice Chairman of the committee.**

Cllr Powell offered to be Chair, no other candidates. Cllr Camp seconded with 3 in favour and 1 abstention.

Cllr Camp proposed Cllr Knatchbull for Vice Chair but Cllr Knatchbull was not yet present as the meeting and therefore the decision was taken to defer until the next meeting.

**5. Signing of the Minutes of the last meeting**

The minutes of the Communications Committee meeting on the 19<sup>th</sup> April 2022 were agreed as a true record and duly signed.

**6. Clerk's report**

The Administrator confirmed actions from the previous meeting had been actioned or are on the agenda for this meeting. Require an update from Cllr Tribley regarding No Mow May.

**7. Media Communications (LGA 1972 s142)**

a) Correspondence:

- i) Facebook Post. The committee discussed the errors contained within the post and BPC should have rectified the post sooner. Cllr Spooner proposed that we write a statement in response to the post, to be approved by this committee. This statement will then be used for all future correspondence regarding this post, agreed with all in favour.

**ACTION: Cllr Powell**

- ii) Facebook Post. The same statement will be issued in response to this correspondence.

- b) Newsletter: The newsletter was approved by the committee to be sent out next week.
- c) Website: Cllr Powell suggested that all Councillors send a new bio to be added to the website. Proposed by Cllr Powell and approved with all in favour.
- d) Social media: Cllr Spooner recommended that the press release clearly states that questions can also be asked on the evening of the public meeting. Proposed that the office rewrite the statement to be approved by the committee before release. Agreed with all in favour.
- e) To discuss the cost of videoing interviews with Councillors: All Councillors felt that this would be worth while and liked the idea but that it was not the right time for the Council to do this. Proposed by Cllr Knatchbull to defer and review again in 3 months. Seconded by Cllr Spooner, agree with all in favour.
- f) To discuss the requirement for any suggested updates to the IT Acceptable Usage & Social Media policy. (to be referred to Finance and General Policy): Cllr Spooner proposed that we add a rule that any issue or item mentioned or raised within any meeting must have the approval of the Chairman of that meeting before posting on social media. Seconded by Cllr Camp and agreed with all in favour.
- g) To consider the cost of a new leaflet holder for the Ashford Road noticeboard: Cllr Camp proposed to approve the cost to replace the leaflet holder. Seconded by Cllr Knatchbull, agreed with all in favour.

#### **8. Events (LGA 1972 s145 (1)(a))**

- a) Jubilee Celebration: Councillors had read the statement from Cllr Tribley and they all confirmed the event was a success and is a useful template for future events.
- b) Bearsted in Bloom: Cllr Camp and Cllr Knatchbull reported back on the day. The Administrator confirmed that should the committee decide to proceed with the event next year, there needs to be a defined structure for the timeline of events including announcing the winners and delivering prizes. We also need to advertise much earlier in the year. A resident has volunteered to become involved in the organisation and advertising next year.
- c) Playscheme: The Administrator confirmed that the playscheme tickets sold out within 2 hours. Councillors discussed the possibility of increasing the capacity for next year as this is our most popular event and an important service to the community. Agreed to review this at November's meeting.
- d) Fireworks: The Administrator confirmed that the vote for music choice will go out on Facebook over the summer holiday.
- e) Old Time Music: The Administrator confirmed the date has been set for the 15<sup>th</sup> October 2022 and that Cllr Tribley can provide a further update at the next meeting.
- f) Other event suggestions: The committee would like to see the return of the Christmas Market on the Green. It was reported that in previous years it exceeded the budget. It was decided it should be kept a low key event for village residents. Look to merge the Christmas Market with the December 4<sup>th</sup> Market on the Green, with some entertainment and the Christmas tree lights turn on.

**ACTION: CLLR SPOONER to liaise with Vanessa**

**ACTION: CLLR KNATCHBULL to research dates of other local Christmas Events**

**ACTION: CLLR POWELL to research cost of entertainment**

Cllr Spooner discussed a previous event, Sports and Activity Day which used to be held late summer on the Green for local Children and sports clubs. The Committee agreed this would be a good idea for next year.

g) Externally organised events

- i. Hazlitt Theatre, Robin Hood Production: An application has been received for a show on the Green. Cllr Powell proposed to waive the fee based on them providing toilets for the event.
- ii. Music on The Green: Cllr Spooner proposed to approve the application with all in favour.

**9. Beautification of Bearsted (Local Government Act 1972, s. 144)**

Cllr Knatchbull confirmed they have had no positive responses from KCC regarding suggestion put forward. No new initiatives at this time.

**10. Review Budget 2022-2023 (Accounts and Audit Regulation 2011/817)**

The Administrator confirmed there is money in the budget for Old Time Music and for the Christmas Market on the Green

**11. Noticeboard (LGA 1972 s142)**

Discussed replacing the noticeboard at Shirley Way, Cllr Spooner suggested relocating this noticeboard to St Peters Church. Cllr Knatchbull proposed to approved purchase of 2 new noticeboards with the £1260 donation from MBC, and investigate relocating one to St Peters Church grounds.

**ACTION: CLLR SPOONER**

**12. Future Agenda Items**

Christmas Market on the Green  
Old Time Music  
Bearsted In Bloom – November agenda  
Playscheme – November agenda

**13. Date of next meeting.**

20th September 2022

**There being no further business to transact, the meeting closed at 21.26hrs**

**Signed..... Date.....**



# Greenbarnes Ltd.

Joanne Upton  
 Bearsted Parish Council  
 Madginford Hall  
 Egremont Road  
 Bearsted  
 Kent  
 ME15 8LH

## QUOTATION

Ref No. 25760/1  
 Dated 23/02/2022  
 Contact Joanne Upton  
 Tel 01622 630 165  
 Fax  
 Mobile

Dear Joanne,

Further to your enquiry, please find below details of our quotation for supply of the items required. Please refer to the foot of the main quotation for details including costs of available options and variations.

### Re : 2 off Oak DN/O 2-bay 4A4 Noticeboards with Posts

Item	Qty	Ref Code	Description	Unit Price	Total
A	2	SF/SCS	Standard Coloured Stain Finish to whole board in Oak, Moss Green M3-33-18 (RAL6005)	£29.39	£58.78
B	2	DN/OP	Two Bay 4 x A4 Portrait Noticeboard (O/a size 1270mm wide x 868mm high) Both Bays Polycarbonate Glazing/Lockable, Oak/Tricoya Back	£1,179.22	£2,358.44
C	2	HDN/O	Header For Two Bay 4A4 Portrait Noticeboard, Straight Pattern 95mm, Oak	£94.29	£188.58
D	42	CEL	Engraving for Oak headers with coloured fill, Cost per character.  BEARSTED PARISH COUNCIL (x 2)  Times font with Gold fill	£8.10	£340.20
E	2	PK/O	Oak Post Kit (Pair of 2400mm x 75mm square oak posts + screws for fixing to rear of noticeboards under 2000mm wide)	£203.52	£407.04
F	4	MPSN	Magnetic Panel for SN Timber Board in Black, cost per bay  Supplied with MD2/O 20mm Magnetic Discs (pack of 12) White	£59.49	£237.96
G	1	DELD4A4	Carriage Two Bay 4A4 Oak Noticeboard	£160.15	£160.15

Item Qty	Ref Code	Description	Unit Price	Total
			<b>Sub Total</b>	£3,751.15
			<b>Discount (7.5%)</b>	£281.34
			<b>Discounted Total</b>	£3,469.82
			<b>VAT</b>	£693.96
			<b>TOTAL</b>	£4,163.78

**Terms:**

**Payment: Net 30 days**

**Payment Methods Accepted By:**

**Cheques: Made payable to Greenbarnes Ltd**

**BACS: Metro Bank, Sort Code 23-05-80. Account No 26585244**

**Credit/Debit Cards accepted**

**VAT is charged at 20%.**

**Delivery: Typically expected approx 12 to 14 weeks from receipt of order.**

**This quotation is valid for 30 days from the date of this document.**

**Details and sizes as per catalogue.**

**Installation not included.**

**Line item prices exclude VAT**

**E & OE**

OPTIONS(ex VAT): None

To order, simply ring, fax or email quoting the reference number at top of this document. Alternatively, if you need clarification, or would like to discuss or amend your requirements, please do not hesitate to contact our sales team on 01280 701093 or sales@greenbarnes.co.uk.

Yours sincerely ,

Lorna Greenaway



**AUDIOCREW LTD**

5 Alma Street  
Canterbury  
Kent  
CT1 1NB

(01227) 656393  
07530990112

info@audiocrew.net

www.audiocrew.net

Sound People...

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# INVOICE 320522

24/05/22

Client: Bearstead Parish Council, Madginford Hall, Egremont Rd, Bearsted,  
Maidstone ME15 8LH Adam Powell

**Date(s) / Show(s)**

Sunday 5<sup>th</sup> June 2022

Setup prior evening

**Services:**

£675 Upgrade to add stage covering 6m x 4m

REF invoice 190322

**Costs:**

£ 675 Hire Fee

-----  
£ 675 TOTAL COST  
-----

Terms: Payable for booking. Payments are non-refundable but booking can be moved if Covid-19 restrictions demand

BACS DETAILS - Co-Operative Bank, AUDIOCREW, S/C 08-92-50, A/C No 68339085

**Please use invoice number for payment reference.**

Many Thanks, AUDIOCREW Ltd.

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8d.

## Financial Budget Comparison

Comparison between 01/04/22 and 29/06/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		<b>2022/2023</b>	<b>Actual Net</b>	<b>Balance</b>
<b>INCOME</b>				
<b>Full Council</b>				
1000	Precept	£91,358.67	£91,358.67	£0.00
1050	Bearsted & Thurnham Bowling Club	£0.00	£0.00	£0.00
1060	Bearsted Guide Association	£0.00	£0.00	£0.00
1070	Bearsted Scout Group	£0.00	£0.00	£0.00
1080	Bearsted Cricket Club	£0.00	£0.00	£0.00
1090	Bearsted & Thurnham Lawn Tennis Club	£0.00	£0.00	£0.00
1100	Bank Interest - Current	£0.00	£0.00	£0.00
1110	Bank Interest - Environmental Project	£1.00	£0.73	-£0.27
1115	Bank Compensation - Natwest	£0.00	£0.00	£0.00
1120	Bank Interest - Land & Buildings Account	£7.00	£10.46	£3.46
1125	Bank Interest - Cambridge Acct	£56.00	£0.00	-£56.00
1130	Bank Interest - Skipton	£56.00	£31.61	-£24.39
1140	Misc Income	£0.00	£9.20	£9.20
1141	Covid Grants	£0.00	£0.00	£0.00
<b>Total Full Council</b>		<b>£91,478.67</b>	<b>£91,410.67</b>	<b>-£68.00</b>
<b>Environment</b>				
2005	Precept	£13,000.00	£13,000.00	£0.00
2010	Miscellaneous Income	£0.00	£7.22	£7.22
2020	Allotments	£2,406.74	£2,590.26	£183.52

# Financial Budget Comparison

Comparison between 01/04/22 and 29/06/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		<b>2022/2023</b>	<b>Actual Net</b>	<b>Balance</b>
2030	Electricity Refund	£0.00	£0.00	£0.00
2035	Insurance Claim - Noticeboards	£0.00	£0.00	£0.00
2150	Play areas - PSS	£416.00	£212.16	-£203.84
2200	Grounds maintenance-PSS	£9,334.00	£4,845.55	-£4,488.45
2300	Churchyard War Memorial - PSS	£379.00	£193.29	-£185.71
2400	Elizabeth Harvie Field Hire	£0.00	£0.00	£0.00
2450	The Green - Hire fees	£0.00	£0.00	£0.00
<b>Total Environment</b>		<b>£25,535.74</b>	<b>£20,848.48</b>	<b>-£4,687.26</b>
<b>Community Projects</b>				
7000	Market on the Green	£0.00	£0.00	£0.00
7060	Christmas Market	£0.00	£0.00	£0.00
7100	Playscheme	£12,200.00	£15,273.05	£3,073.05
7400	Fireworks	£16,050.00	£0.00	-£16,050.00
7500	Newsletter Income	£0.00	£0.00	£0.00
7600	Bearsted Green - Hire fees	£120.00	£0.00	-£120.00
7650	Other income	£0.00	£3,055.33	£3,055.33
7660	Misc Income	£0.00	£1,260.00	£1,260.00
7700	Precept	£15,000.00	£15,000.00	£0.00
<b>Total Community Projects</b>		<b>£43,370.00</b>	<b>£34,588.38</b>	<b>-£8,781.62</b>
<b>Special Projects</b>				
9000	Special Projects Income	£0.00	£0.00	£0.00
<b>Total Special Projects</b>		<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>
<b>Traffic Calming</b>				
3000	Precept	£12,900.00	£12,900.00	£0.00
3005	CIL Neighbourhood Receipts	£0.00	£0.00	£0.00

# Financial Budget Comparison

Comparison between 01/04/22 and 29/06/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

	<b>2022/2023</b>	<b>Actual Net</b>	<b>Balance</b>
<b>Total Traffic Calming</b>	£12,900.00	£12,900.00	£0.00
<b>Total Income</b>	<u>£173,284.41</u>	<u>£159,747.53</u>	<u>-£13,536.88</u>

# Financial Budget Comparison

Comparison between 01/04/22 and 29/06/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

	2022/2023	Actual Net	Balance	
<b>EXPENDITURE</b>				
<b>Full Council</b>				
100	Staff Salaries	£38,955.94	£9,224.37	£29,731.57
106	Bank charges - Env't Proj	£23.00	£0.00	£23.00
107	Bank charges (Land Fund)	£23.00	£0.00	£23.00
108	Bank Charges - Cambridge	£15.00	£0.00	£15.00
109	Bank Charges - Skipton	£15.00	£0.00	£15.00
110	Parish Office - (Equipment)	£250.00	£528.98	-£278.98
115	Parish Office (Administration)	£6,070.00	£1,005.39	£5,064.61
116	Bank Account Set Up	£0.00	£0.00	£0.00
120	Training	£1,500.00	£85.00	£1,415.00
125	Law & Order	£0.00	£0.00	£0.00
127	Covid-19 Emergency Costs	£500.00	£0.00	£500.00
130	Subscriptions	£2,200.00	£1,884.50	£315.50
135	Licensing	£100.00	£0.00	£100.00
140	Parish office (Refurbishment)	£100.00	£0.00	£100.00
145	Audit fees	£1,020.00	£0.00	£1,020.00
150	Parish office- (Utilities)	£1,347.82	£0.00	£1,347.82
155	Legal/Consultancy Fees	£3,000.00	£0.00	£3,000.00
160	Councillors Allowance	£4,320.00	£3,552.00	£768.00
165	Parish Awards	£500.00	£713.75	-£213.75
170	Defibrillator	£200.00	£0.00	£200.00
175	Insurance	£2,000.00	£0.00	£2,000.00
180	S137 Payments/Donations	£3,000.00	£1,095.00	£1,905.00
190	Contingency	£0.00	£0.00	£0.00
<b>Total Full Council</b>		<b>£65,139.76</b>	<b>£18,088.99</b>	<b>£47,050.77</b>
<b>Environment</b>				
200	General	£3,820.00	£0.00	£3,820.00

# Financial Budget Comparison

Comparison between 01/04/22 and 29/06/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		<b>2022/2023</b>	<b>Actual Net</b>	<b>Balance</b>
210	Bearsted Green (Maintenance)	£5,400.00	£2,781.00	£2,619.00
215	Bearsted Green (Benches)	£1,000.00	£0.00	£1,000.00
220	Bearsted Green (Pond)	£715.00	£0.00	£715.00
230	Bearsted in Bloom	£0.00	£0.00	£0.00
235	Allotments	£1,414.00	£263.28	£1,150.72
240	Tree work	£0.00	£0.00	£0.00
245	Environmental Enhancements	£2,000.00	£329.50	£1,670.50
255	Church Lane car park	£1,000.00	£426.39	£573.61
260	Bearsted Green (Bins)	£150.00	£0.00	£150.00
265	Holy Cross Church	£1,800.00	£0.00	£1,800.00
270	Meadow Bank Maintenance	£2,000.00	£0.00	£2,000.00
280	Elizabeth Harvie Field Maintenance	£1,750.00	£0.00	£1,750.00
282	Church Landway Maintenance	£1,000.00	£0.00	£1,000.00
285	Church Landway - Play area	£2,000.00	£80.44	£1,919.56
290	Church Landway - Lighting	£500.00	£0.00	£500.00
295	Church Landway - Grass maintenance	£0.00	£0.00	£0.00
400	Footway Lighting	£540.00	£138.86	£401.14
410	Electricity costs	£504.00	£277.79	£226.21
<b>Total Environment</b>		<b>£25,593.00</b>	<b>£4,297.26</b>	<b>£21,295.74</b>
<b>Planning</b>				
600	Planning	£500.00	£0.00	£500.00
<b>Total Planning</b>		<b>£500.00</b>	<b>£0.00</b>	<b>£500.00</b>
<b>Community Projects</b>				
205	Christmas Costs	£3,700.00	£0.00	£3,700.00
250	Noticeboards	£2,500.00	£0.00	£2,500.00
700	Market on the Green	£0.00	£103.00	-£103.00
710	Play scheme	£12,185.00	£0.00	£12,185.00

# Financial Budget Comparison

Comparison between 01/04/22 and 29/06/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		<b>2022/2023</b>	<b>Actual Net</b>	<b>Balance</b>
720	Older Generation Event	£3,100.00	£0.00	£3,100.00
730	Newsletter	£500.00	£0.00	£500.00
735	Information Booklet	£0.00	£0.00	£0.00
740	Fireworks	£9,750.00	£0.00	£9,750.00
760	Hire fees (Green)	£0.00	£0.00	£0.00
770	Christmas Market	£6,100.00	£0.00	£6,100.00
775	Sponsored Page	£0.00	£0.00	£0.00
785	Other Events	£5,000.00	£7,625.13	-£2,625.13
786	Comms - Safety Initiatives	£0.00	£0.00	£0.00
787	Beautification of Bearsted	£0.00	£0.00	£0.00
<b>Total Community Projects</b>		<b>£42,835.00</b>	<b>£7,728.13</b>	<b>£35,106.87</b>
<b>Special Projects</b>				
900	Contingency	£0.00	£0.00	£0.00
902	Meadowbank/Bell Lane	£0.00	£0.00	£0.00
903	Bearsted Goods Shed (Coalyard)	£100,000.00	£0.00	£100,000.00
904	Pond Repair	£0.00	£0.00	£0.00
906	Special Projects - Allotments	£100,000.00	£3,788.00	£96,212.00
907	Special Projects - Tree Work	£14,000.00	£0.00	£14,000.00
908	Special Project - Play Area Enhancements	£32,000.00	£0.00	£32,000.00
<b>Total Special Projects</b>		<b>£246,000.00</b>	<b>£3,788.00</b>	<b>£242,212.00</b>
<b>Land Fund</b>				
300	Land Fund	£0.00	£0.00	£0.00
<b>Total Land Fund</b>		<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>
<b>Traffic Calming</b>				
350	Traffic Calming	£12,900.00	£0.00	£12,900.00
<b>Total Traffic Calming</b>		<b>£12,900.00</b>	<b>£0.00</b>	<b>£12,900.00</b>
<b>Total Expenditure</b>		<b>£392,967.76</b>	<b>£33,902.38</b>	<b>£359,065.38</b>

# Financial Budget Comparison

Comparison between 01/04/22 and 29/06/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

	<b>2022/2023</b>	<b>Actual Net</b>	<b>Balance</b>
Total Income	£173,284.41	£159,747.53	-£13,536.88
Total Expenditure	£392,967.76	£33,902.38	£359,065.38
<b>Total Net Balance</b>	<b>-£219,683.35</b>	<b>£125,845.15</b>	

## BEARSTED PARISH COUNCIL

### HARASSMENT, BULLYING, ABUSE & INTIMIDATION POLICY & PROCEDURE

#### Version History & Change Control

Version	Release Date	Distribution	Notes	Recommended	Date Adopted
1.0	March 19	Finance and General Policy			
	10.03.2020				
1.1	5.7.2022	Finance and General Policy		Yes	
1.1	12.7.2022	Full Council			12.7.2022

#### Document Sign Off and Adoption

Signed off for Adoption by Chairman

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Adoption Witnessed by the Clerk to Bearsted Parish Council:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## DIGNITY AT WORK HARASSMENT & BULLYING ABUSE & INTIMIDATION POLICY

Document Reference – BPC\_POL16

### 1. Introduction

- 1.1 Many people in our society are victimised and harassed, abused, bullied & intimidated as a result of their age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation.
- 1.2 Harassment, bullying, abuse & intimidation can take many forms ranging from tasteless jokes and abusive remarks to pestering for sexual favours, threatening behaviour and actual physical abuse. Whatever form it takes, harassment, abuse, bullying & intimidation is always serious and is totally unacceptable.
- 1.3 The council recognises that personal harassment, abuse, bullying & intimidation can exist in the workplace as well as outside and that this can seriously affect employees' working lives by interfering with their job performance or by creating a stressful, intimidating and unpleasant working environment.

### 2. Policy

- 2.1 The council deplores all forms of personal harassment, abuse, **bullying & intimidation deriving from whatever source** and seek to ensure that the working environment is sympathetic to all the council's members and employees.
- 2.2 The council has published these procedures to inform members and employees of the type of behaviour that is unacceptable and provide persons who are the victims of personal harassment with a means of redress.
- 2.3 The council recognises that it has a duty to implement this policy and all employees and councillors are expected to comply with it. Failure to comply by whomsoever will result in the most vigorous action, including reporting

the person to the appropriate agency, or taking legal action against the offender(s).

### **3. Examples of harassment, bullying, abuse & intimidation**

3.1 Harassment, bullying, abuse & intimidation can take many forms and members of staff or councillors may not always realise that their behaviour constitutes harassment. Harassment, abuse, bullying & intimidation is unwanted behaviour by one member of staff towards another, or a councillor(s) towards a member of staff, and examples of harassment, abuse, bullying & intimidation include:

- Insensitive jokes and pranks
- Lewd or abusive comments about appearance
- Deliberate exclusion from conversations
- Displaying of abusive or offensive writing or material
- Unwelcome touching
- Remarks concerning race, religion, gender, sexual-orientation, disability
- Language or actions that embarrasses or humiliates

### **4. Abusive, threatening or intimidating or insulting words or behaviour. Complaining about personal harassment**

#### **4.1 Informal Complaint**

The council recognises that complaints of harassment, abuse, bullying & intimidation and particularly of sexual harassment can sometimes be of a sensitive nature and that it may not be appropriate for you to raise the issue through our normal grievance procedure.

In these circumstances you are encouraged to raise such issues with the Clerk or Chair, whether or not that person has a direct supervisory responsibility for you.

If you are the victim of harassment, abuse, bullying & intimidation you should make it clear to the harasser on an informal basis that their behaviour is unwelcome and ask the harasser to stop.

**If you feel unable to do this verbally, then you should hand a written request to the harasser - or the Clerk, who will assist you in the matter.**

#### **4.2 Formal Complaint**

Where the informal approach fails or if the harassment, abuse, bullying & intimidation are more serious, you should bring the matter to the attention of

the Clerk as a formal written complaint. You should keep diary notes of the cause of your complaint so that the written complaint can include:-

The name of the alleged harasser, abuser, bully

The nature of the alleged harassment, abuse, bullying & intimidation

The dates and times when the alleged incident(s) occurred

The names of any witnesses

Any action already taken by you to stop the alleged incident(s)

On receipt of a formal complaint the council will take action to separate you from the alleged harasser, abuser, and bully to enable an uninterrupted investigation to take place. This may involve a temporary transfer of your duties or exceptional leave with full salary until the matter has been resolved.

The person dealing with the complaint will carry out a thorough investigation in accordance with the council's disciplinary procedure. Those involved in the investigation will be expected to act in confidence and any breach of confidence will be a disciplinary matter.

When the investigation has been concluded a draft report of the findings and of the investigator's proposed decision will be sent, in writing, to you and to the alleged harasser, abuser, and bully. If you or the alleged harasser, abuser, bully are dissatisfied with the draft report or with the proposed decision this should be raised with the investigator within five working days of receiving the draft. Any points of concern will be considered before the final report is sent, in writing, to you and the alleged harasser.

## **5. General notes about Harassment, Bullying, Abuse & Intimidation**

5.1 If the report concludes that the allegation is well founded, the person(s) complained of will be subject to disciplinary action in accordance with the council's internal disciplinary procedure. If the matter is of such a serious nature that the powers of the council are deemed inadequate to deal with the matter satisfactorily then the council will take legal advice.

5.2 An employee who receives a formal warning or who is dismissed for harassment may appeal against the disciplinary action by using our disciplinary appeal procedure.

5.3 If you bring a complaint of harassment you will not be victimised for having brought the complaint. However, if the report concludes that the complaint is untrue and has been brought with malicious intent, disciplinary action will be taken against you.

5.4 If the matter involves a councillor the council will use its internal complaints procedure to deal with the matter, or if the matter is of such a serious nature that the powers of the council are deemed inadequate to deal with the matter satisfactorily then the council will take legal advice.

5.5 This Policy will be reviewed annually.



## BEARSTED PARISH COUNCIL DISCIPLINARY PROCEDURE

### Version History & Change Control

Version	Release Date	Distribution	Notes	Adopted?	Date Adopted
1.1	10.3.2020	Full Council	For adoption at Full Council meeting		10.3.20
1.1	5.7.2022	F&GP	Recommended to FC		12.7.22

### Document Sign Off and Adoption

Signed off for Adoption by Chair

Name:

Signature:

Date:

Adoption Witnessed by the Clerk to Bearsted Parish Council:

Name:

Signature:

Date:

### 1. PURPOSE AND SCOPE

This procedure is designed to help and encourage all council employees to achieve and maintain high standards of conduct whilst at work or representing the council. The aim is to ensure consistent and fair treatment for all. This procedure is prepared in accordance with the dismissal and dispute resolution procedures as set out in the Employment Act 2008 and the ACAS Code of Practice APR 2009

## 2.PRINCIPLES

- a) No disciplinary action will be taken against an employee until the case has been fully investigated
- b) At every stage in the procedure the employee will be advised of the nature of the complaint against him or her and will be given the opportunity to state his or her case before any decision is made.
- c) At all formal stages the employee will have the right to be accompanied by a trade union representative or work colleague during the disciplinary interview.
- d) No employee will be dismissed for a first breach of discipline except in the case of gross misconduct when the penalty of dismissal without notice or payment in lieu of notice may be applied.
- e) An employee will have the right to appeal against any disciplinary penalty imposed.
- f) The procedure may be implemented at any stage if the employee's alleged misconduct warrants such action.

### 3.1THE PROCEDURE FOR MISCONDUCT and GROSS MISCONDUCT

**3.1.1** The following list provides examples of **misconduct** which will normally give rise to formal disciplinary action:

- Unauthorised absence from work
- Persistent short-term and/or frequent absences from work without a medical reason
- Lateness for work or poor time keeping
- Inappropriate standard of dress
- Minor breaches of Health and Safety or other Society rules or procedures
- Failure to perform your job to the standard expected or in line with your job description/objectives
- Time wasting
- Disruptive behaviour
- Misuse of the council's facilities (e.g. telephones, computers, email or the internet)
- Refusal to carry out reasonable requests or instructions
- Smoking in unauthorised areas
- Failure to follow an agreed council Procedure

This list is not exhaustive and offences of a similar nature will result in disciplinary action being instigated N.B. persistent or frequent absence on medical grounds and long term sickness absence will be dealt with using a procedure for Incapacity, which is described in the Absence Policy.

**3.1.2** The following list provides examples of offences which are normally regarded as **gross misconduct**:

- Theft, fraud, deliberate falsification of records, or other acts of dishonesty
- Fighting, assault on another person
- Deliberate damage to property of the council, its workers or members

- Gross incompetence in the conduct of work
- Gross negligence which results in the council or employees being put at risk.
- Being under the influence of illegal drugs or excessive alcohol
- Acts of incitement towards or actual acts of discrimination, harassment or victimisation including on the grounds of sex, race, colour, ethnic origin, disability, sexual orientation, age, religion or belief
- Serious acts of insubordination
- Serious breach of duty to keep information of the council, its service providers and its clients confidential
- Unauthorised entry to computer records
- Serious breach of the council's Security Policy, Health & Safety Policy, Confidentiality or e-mail and Internet Policy
- Any action, whether committed on or off the premises, that is likely to or does bring the council into disrepute
- Serious negligence which causes or might causes significant loss, damage or injury
- Accepting bribes or incentive payments from suppliers
- Unauthorised use of Society funds or credit
- Working with an external agency to provide information which would be detrimental to and cause commercial risk to the council.

This list is not exhaustive and other offences of a similar gravity will result in disciplinary action being instigated at Gross Misconduct level which carries a potential penalty of dismissal. Gross Misconduct is generally any conduct which places extreme pressure on the mutual trust which exists in an employment relationship.

### **3.2 INFORMAL ACTION**

Minor misconduct will be dealt with informally usually in a confidential one-to-one meeting between the employee and line manager. In the case of the Clerk being the individual against whom there is a complaint or allegation the matter should be handled discreetly by members of the Staffing (or similar) committee and involve an informal meeting initially. However, where the matter is more serious or informal action has not brought about the necessary improvement the following procedure will be used:

### **3.3 FORMAL ACTION**

**3.3.1** The level of warning you may receive for misconduct/gross misconduct will depend on how serious the council considers the alleged actions to be and your previous conduct in all the circumstances. In the event of alleged gross misconduct the formal process may commence at Stage 4 –see 3.4 below.

#### **3.3.2 Disciplinary Letters**

If there is a concern about an employee's conduct or behaviour then a letter will be given to the employee advising him/her of the allegation(s) and reasons why this is unacceptable. The letter should invite the employee to attend a meeting at which the alleged misconduct will be discussed and will inform the employee of their right to be accompanied to the meeting. The letter will specify at which stage the disciplinary

procedure is being invoked (see 4 stages below) and if invoked at Stage 4 for Gross Misconduct the letter will warn that a potential outcome could be dismissal. The time, date and venue of the meeting will also be advised. Any documents to be produced at the meeting will also be provided.

### **3.3.3 Disciplinary Meetings**

The time and location of a disciplinary meeting should be agreed with the employee and it should be held in a private location with no interruptions. This will normally be without undue delay but allowing the employee to prepare their case e.g. within 5 days of the letter being sent, where practically possible. At the meeting the manager (or in the case of the Clerk being disciplined, the Chair of the hearing panel) will state the complaint against the employee and go through the evidence which has been gathered. The employee will also be allowed to ask questions, present evidence and call witnesses if advance notice has been given that they will do so.

If the employee is unable to attend the meeting due to unforeseeable reasons out of their control (e.g. illness) then the council will reasonably rearrange the meeting. However, if the employee fails to attend the meeting without good reason the meeting can be held in the employee's absence.

## **3.4 OUTCOMES AND PENALTIES**

### Stage 1 - Oral Warning

In the instance of a first complaint that conduct does not meet acceptable standards, the employee will normally be given a formal ORAL WARNING. He or she will be advised of;

- the reason for the warning,
- that it is the first stage of the disciplinary procedure,
- the improvement that is required and the timescales for achieving this improvement,
- together with a review date and any support available (where applicable) and
- his or her right of appeal.

A brief note of the oral warning will be kept but it will be spent after 6 months, subject to satisfactory conduct.

### Stage 2 - Written Warning

If the offence is a serious one, or if further to previous formal disciplinary action, a WRITTEN WARNING will be given to the employee by the Line Manager. This will give details of the complaint, the improvement required and the timescale. It will warn that action under Stage 3 will be considered if there is no satisfactory improvement and will advise of the right of appeal. A copy of this written warning will be kept on file but it will be disregarded for disciplinary purposes after 12 months subject to satisfactory conduct..

### Stage 3 – Final Written Warning

If there is still a failure to improve and conduct or performance is still unsatisfactory, or the misconduct is sufficiently serious, a FINAL WRITTEN WARNING will normally be given to the employee. This will give details of the complaint, will warn that dismissal will result if there is no satisfactory improvement and will advise of the right of appeal. A copy of this final written warning will be kept by the Line Manager (or in the case of the Clerk being disciplined by the Chair of the Hearing Panel) but it will be spent after 12 months (in exceptional cases the period may be longer) subject to satisfactory conduct.

### Stage 4 – Dismissal or other sanctions

If conduct is still unsatisfactory and the employee still fails to reach the prescribed standards, or where the Society reasonably believes Gross Misconduct has occurred, DISMISSAL may result. Only the appropriately convened hearing panel can take the decision to dismiss an employee. The employee will be given a written statement of allegations against him/her, invited to a meeting and then be notified in writing of the reasons for the decision taken at the hearing. Penalties at this stage may include dismissal with notice or summary dismissal (i.e. without any notice), Final Written Warning with/without demotion, loss of pay or loss of seniority. If dismissal is the outcome, the employee will be advised of the date on which employment will terminate. In all cases the employee has a right of appeal.

Very exceptionally, if an offence of Gross Misconduct is extremely serious an employee can be dismissed immediately without a meeting. In this situation a letter setting out reasons for dismissal would be sent to the employee offering the opportunity for an appeal hearing.

## **3.5 SUSPENSION**

If you are accused of an act of gross misconduct, you may be suspended from work on full pay while the council investigates the alleged offence. Only the appropriately convened committee has the power to suspend. This enables a swift and thorough investigation to occur. Whilst suspended pending disciplinary investigation regular contact with a nominated person at the council will be maintained although access to premises, equipment or systems may be denied. The Investigator who compiles evidence for the disciplinary hearing must play no part in the subsequent decision-making to ensure impartiality. Councils need to consider the implications of such arrangements on its hearing and appeal panel plans early on in the disciplinary process.

## **3.6 APPEALS**

The Appeals stage of the disciplinary process is part of the Code of Practice to which an employee has a right. It can be exercised after any of the stages of disciplinary action for Misconduct/Poor Performance or Gross Misconduct.

An employee who wishes to appeal against a disciplinary decision should inform the Chair/Mayor (or Chair of the relevant committee) within five working days, in writing and giving reasons for the appeal. An Appeal may be raised if:

- The employee thinks the finding or penalty is unfair
- New evidence has come to light
- The employee thinks that the procedure was not applied properly

Where possible the Appeal will be heard by a separate panel of elected members who have not been involved in the original disciplinary hearing, who will view the evidence with impartiality. The employee will have the right to be accompanied by a colleague or accredited Trade Union official or lay member at the appeal hearing. The outcome of the appeal and reasons for it will be advised to the employee as soon as possible after the meeting and be confirmed in writing. At the Appeal hearing any disciplinary penalty imposed will be reviewed but it cannot be increased. The decision taken at the Appeal hearing will be final.

### **3.7 THE RIGHT TO BE ACCOMPANIED**

At each formal stage of disciplinary interview an employee has the right to be accompanied and can make a reasonable request for such a person to accompany them. An employee can ask any other employee or a trade union representative or an appropriately accredited official employed by a trade union to accompany them, to give support and help them prepare for the disciplinary interview. This right is enshrined in the 1999 Employment Relations Act. As this is an internal process there is no provision to have any external person accompany or represent an employee e.g. partner, parent, solicitor etc. the companion can address the hearing, put and sum up the employee's case, respond on behalf of the worker to any views expressed at the meeting, confer with the employee. The companion cannot however answer questions on the employee's behalf or address the hearing if the employee does not wish him/her to or prevent the employee explaining their case.

### **3.8 HEARING PANELS**

The SLCC advise that councils establish hearing panels to hear disciplinary and grievance hearings on an annual basis so that if a dispute does arise in the workplace the elected members involved are already trained and briefed on their duties as a hearing or appeal panel member. In situations where individual members are implicated in the dispute or have undertaken an investigatory role then they will need to be substituted as panel members.

### **3.9 NOTE-TAKING**

It is highly recommended that a note-taker be provided to every meeting/hearing which arises as a result of a disciplinary process as Employment Tribunals are particularly keen to view contemporaneous notes of events which have led to an employment dispute. Councils will need to give this requirement careful consideration in order to respect employee confidentiality.

### **3.10 GRIEVANCES RAISED DURING DISCIPLINARIES**

In some circumstances when a disciplinary process has commenced an employee chooses to exercise his/her right to raise an internal grievance about the employment relationship with the council or individual Members. The SLCC recommends, in line with ACAS advice, that disciplinary matters are placed on hold until grievances have been aired and actions towards a resolution have been progressed. In exceptional circumstances it is pragmatic to deal with the two disputes concurrently but SLCC would advise caution and specialist advice should be sought if this arises.

### **3.11 CRIMINAL CHARGES OR CONVICTIONS**

If an employee is charged with or convicted of a criminal offence this does not automatically give rise to a disciplinary situation. Consideration needs to be given to how a charge or conviction may affect an employee's ability to undertake his or her job duties and their relationships with the employer, colleagues, subordinates or customers.

## **4. GETTING IT WRONG**

Failure to follow the ACAS Code of Practice (available at [www.acas.org.uk](http://www.acas.org.uk)) can lead to an Employment Tribunal awarding an uplift of an award against the council of up to 25%. Tribunals dealing with unfair dismissal claims are particularly interested in whether the employer followed a procedure and whether the employer acted fairly and reasonably. One way in which to avoid such a penalty is to have an agreed procedure, communicate that procedure to staff and Members, revisit and review the procedure regularly and have some training for those who are expected to operate the procedure.

This policy will be reviewed biannually.



## BEARSTED PARISH COUNCIL GRIEVANCE PROCEDURE

### BPC\_POL19

#### Version History & Change Control

Version	Release Date	Distribution	Notes	Recommended	Date Adopted
1.0	March 2020	Finance and General Policy			
1.1	5.7.22	F&GP	Recommended to FC	Yes	12.7.2022

#### Document Sign Off and Adoption

Signed off for Adoption by Chair

Name:

Signature:

Date:

Adoption Witnessed by the Clerk to Bearsted Parish Council:

Name:

Signature:

Date:



## Grievance Procedure Document Reference – BPC\_POL19

### 1. PURPOSE AND SCOPE

It is the policy of the council to give employees the opportunity to air and seek redress for any individual employment grievance which they may have. Grievances may be any concerns; problems or complaints employees wish to raise with the council. This document describes the procedure which aims to facilitate a speedy, fair and consistent solution to an individual employee's employment grievance. This procedure is produced in line with the ACAS Code of Practice 2009 as set out in the Employment Act 2008.

### PRINCIPLES

At every stage in the procedure the employee will be given the opportunity to state his or her case before any decision is made.

Grievances will be dealt with promptly and consistently

At all formal stages the employee will have the right to be accompanied by a work colleague or trade union representative during the Grievance Hearing.

An employee will have the right to appeal against any outcome of a Grievance Hearing.

At no time will an employee be penalised or victimised for having raised a Grievance against the council

### 3. PROCEDURE

3.1 Wherever possible, any grievance should be raised informally with the employee's line manager, or if this is inappropriate with the next level of management. In the case of the Clerk to the council raising a grievance this should be directed to the Chair of the council unless the complaint is about the Chair in which case another Member can be identified to handle the Clerk's concerns. The recipient of the grievance from a clerk should share the grievance with the relevant committee established to handle employment matters and the issues should be treated with discretion and confidentiality at all times.

3.2 **Written Statement:** If the employee does not consider it appropriate to raise the grievance informally, or if requested by the person the employee spoke to informally, then the employee should submit a formal grievance in writing to their line manager, or if this is inappropriate to the next level of management.

3.3 **Meeting or Hearing:** Generally, within a reasonable period of time e.g. five working days of receipt of a written complaint, the line manager or Chair of the appropriately convened committee or hearing panel will arrange a meeting with the employee. The Hearing Manager will endeavour to make the meeting arrangements mutually convenient and will arrange a confidential location, free from interruptions. The manager will investigate the substance of the complaint and hear submissions from the employee concerned together with such other submissions or evidence as s/he shall consider appropriate and take such steps as s/he shall consider necessary to resolve the issue raised. It may be necessary to adjourn the meeting in order for an investigation to take place. Careful consideration of the evidence and the necessary steps required to resolve the problems will be given to the grievance. The employee may call witnesses by prior arrangement with the panel. There is no right for a Member or employee implicated in an employee's grievance to cross examine the aggrieved

during a grievance hearing but the panel may wish to make its own investigations through interviewing these individuals and/or other witnesses separately. The Panel may ask the employee what he or she would like to happen as a result of raising the grievance and bear this in mind when preparing the response.

**3.4 Response:** The Hearing Manager will advise the decision to the employee in writing and, where appropriate, include an action plan to assist in the resolution of the problem. Councils which handle internal disputes effectively generally consider the options and costs in a timely fashion, then agree and publicise the workable solutions, monitor, review and learn from the experience. There may be some value in exploring Mediation as a way in which to resolve differences between two parties. The SLCC can advise on approaches and bodies which may be able to assist (N.B. external organisations may levy a fee for such services)

**3.5 Appeal:** If the employee is dissatisfied with the decision of the line manager on his/her complaint, s/he may appeal against the decision to the Chair or other elected Member by written notice within five working days of the decision. An Appeal may be raised if:

The employee thinks the finding, or action plan, is unfair

New evidence has come to light

The employee thinks that the procedure was not applied properly

On receipt of the appeal the council's Appeals Panel shall arrange to meet and consult with the employee, the line manager or Members concerned and any other persons, as s/he shall consider appropriate without unreasonable delay. The Appeal Hearing Chair shall consider the issues and shall then take all such steps, as s/he may consider necessary to resolve those issues. Where the council's Chair has chaired the initial grievance meeting the Vice Chair or Chair of another committee will hear the appeal as a hearing manager the decision of the Appeal Hearing will be final. The council will need to ensure that the Members involved in the hearings are able to act impartially and reasonably at all times. The outcome of the appeal should be conveyed to the employee in writing in a timely manner.

**3.6 Bullying or Harassment:** If a grievance concerns alleged bullying or harassment the matter should be reported promptly to the employee's Line Manager, or another manager/Member if more appropriate, with an indication of the required action. The complaint will then be investigated and any action taken and any resolution achieved will be reported back. If the solution is not satisfactory to the complainant, the matter will be discussed further and, if appropriate, an alternative solution agreed. The decision at this stage will generally conclude the enquiry. If a further appeal or review is available, the employee will be notified. As a result of an investigation into a claim of harassment disciplinary action may be instigated against any alleged perpetrators of the action or in the case of alleged perpetrators being elected Members, a Code of Conduct complaint will be lodged by the council through the Standards process

Refer to the Dignity at Work/Bullying & Harassment, Abuse & Intimidation Policy & Procedures for further details

**3.7 Right to be Accompanied:** At any formal stage of the procedure an employee may be accompanied by a fellow employee of their choice or their trade union representative or official of a trade union (appropriately accredited) but as this is an internal procedure they will not be entitled to be accompanied by any external supporter e.g. partner, parent, solicitor etc. This right to be accompanied is enshrined in the Employment Relations Act 1999. To exercise this right, the employee should make a reasonable request. The companion will be allowed to address the hearing, put and sum up the employee's case, respond to views expressed at the hearing and to confer with the employee during the hearing (sometimes in an adjournment) but is not allowed to answer questions on the employee's behalf, address the hearing if the employee does not wish it or prevent the employer from explaining their case.

### **3.8 Hearing Panels**

The SLCC advise that councils establish hearing panels to hear disciplinary and grievance hearings on an annual basis so that if a dispute does arise in the workplace the elected members involved are already trained and briefed on their duties as a hearing or appeal panel member. In situations where individual members are implicated in the dispute or have undertaken an investigatory role then they will need to be substituted as panel members.

**3.9 Confidentiality:** So far as is reasonably practicable, the council will keep any grievance or complaint of harassment confidential between the manager or Member investigating the grievance or complaint, the employee and the person about whom the grievance or complaint is made. If it is necessary to investigate the matter with any other employee or person, the employee will be so advised.

**3.9 Record Keeping:** In all cases, written records of the nature of the grievance raised, the employer's response, action taken (with reasons), details of any appeal and subsequent developments will be retained and kept in accordance with the Data Protection Act 1998.

### **3.10 Grievances raised during Disciplinary**

In some circumstances when a disciplinary process has commenced an employee chooses to exercise his/her right to raise an internal grievance about the employment relationship with the council or individual Members. The SLCC recommends, in line with ACAS advice, that disciplinary matters are placed on hold until grievances have been aired and actions towards a resolution have been progressed. In exceptional circumstances it is pragmatic to deal with the two disputes concurrently but SLCC would advise caution and specialist advice should be sought if this arises.

## **4. GETTING IT WRONG**

Following the repeal of the 2004 Dispute Resolution regulations employees no longer HAVE to raise a grievance before going to an employment tribunal. However, establishing a mechanism for differences and disputes to be resolved internally can often allow the employment relationship to continue. Failure to follow the ACAS Code of Practice (available at [www.acas.org.uk](http://www.acas.org.uk)) when dealing with grievances can lead to an Employment Tribunal awarding an uplift of an award against the council of up to 25%. Tribunals dealing with constructive dismissal and discrimination claims are particularly interested in whether the employer followed a procedure when dealing with an internal dispute and whether the employer acted fairly and reasonably. One way in which to avoid such a penalty is to have an agreed procedure, communicate that procedure to staff and Members, revisit and review the procedure regularly and have some training for those who are expected to operate the procedure.

This policy will be reviewed biannually.



**BEARSTED PARISH COUNCIL  
CAPABILITIES POLICY  
Document Reference – BPC\_POL45**

**Version History & Change Control**

Version	Release Date	Distribution	Notes	Adopted?	Date Adopted
0.1	2 <sup>nd</sup> Oct 2016	Finance Committee	New policy, reviewed at Finance 5 <sup>th</sup> Oct 2016	Approved	
1.0	10 <sup>th</sup> Oct 2016	Full Council	Recommended for adoption	Yes	11 <sup>th</sup> Oct 2016
1.0	10 <sup>th</sup> March 2020	Full Council	Recommended for adoption	Yes	10 <sup>th</sup> March 2020
1.0	5.7.2022	F&GP	Recommended for adoption		12.7.2022

**Document Sign Off and Adoption**

Signed off for Adoption by Councillor 1:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Adoption Witnessed by the Clerk to Bearsted Parish Council:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **1 Introduction**

Good management with clear expectations and appropriate support will go a long way towards addressing weaknesses in performance. Early identification of problems through performance review and monitoring within the appraisal process will help avoid the need for formal procedures.

In many cases sufficient improvement can be achieved through positive intervention and appropriate support within informal discussions. It is therefore important that all reasonable support, including advice, coaching and further training where appropriate should be explored via informal standard-setting discussions (para 3.1) before resorting to the formal procedure (para 4).

However, if it is reasonably believed that either the use of the informal discussions is unlikely to have the desired impact on performance and that the employee has already been made aware of the concerns from discussions in the appraisal process or that the level of performance continues to fall short of the required standards then the process can move direct to the formal procedure as set out in paragraph 4 below.

## **2 Aim and Scope of the Procedure**

The primary aim of this procedure is to assist and support employees whose performance is causing concern to attain the standards required. This is essential in the provision of the highest standards within parish councils.

However, this procedure also enables the parish council to take essential management action, including dismissal within reasonable timescales in respect of employees whose performance continues to fall short of the required standards.

This procedure does not apply to support staff during probationary periods as any performance (or conduct) concerns should be dealt with as part of the supervision and induction for new staff.

## **3 Early Action to Address Performance Concerns**

### 3.1 Informal Standard Setting Discussion

Appraisers have a responsibility to maintain professional contact and dialogue with their Appraisees through the appraisal process, to clarify expectations, discuss performance issues and to provide support including coaching, advice and (where relevant) observation with constructive feedback.

Where the performance of an Appraisee continues to give concern and the professional dialogue does not appear to be effective then the discussion should move to a Standard Setting meeting.

This remains an informal part of the procedure although the meeting will be structured and a note of the discussion and outcome will be recorded. The purpose of the meeting is to explore reasons for the performance concerns, discuss targets for improvement alongside a programme of support.

The employee should be given reasonable written notice, good practice being up to five working days' notice, of the meeting to prepare and give them the opportunity obtain someone suitable such as a workplace colleague or trade union representative to accompany him/her to the meeting if required.

The standard setting meeting must address the following issues clearly and fully:

The areas of performance that are causing concern and the evidence or information that leads to this view  
The expected standards of performance

An opportunity for the employee to respond or to provide any relevant information relating to the concerns  
Timescales in which performance is expected to improve  
Clear targets to establish whether the required standards have been achieved  
Ongoing support, advice, guidance and appropriate training  
Arrangements for the monitoring/assessment of performance  
Arrangements including a date for assessment at the end of the review period.

Targets set within this discussion should be proportionate in number, reasonable in expectations with clear success criteria and a focus on development.

It is essential that the employee is made fully aware that the process could move to the formal procedure should performance not improve to the required standard. In the light of this potential implication it could be of benefit to both manager/appraiser and employee to permit the involvement of a workplace colleague or trade union representative. However, this would not impact upon the status or purpose of the meeting.

The timescale for the review period will need to reflect all the circumstances of the situation but this will normally be between four and ten weeks.

The employee will be given a copy of the notes of the meeting and this will include a record of the arrangements set out in a) to h) above.

### 3.2 Early Stage Review

At the end of this informal review period a meeting to discuss progress will be held with the employee. This meeting will best be conducted by the person who was involved in the standard setting discussion, where possible.

The employee will be informed that

His/her performance has improved to an acceptable standard and there will be no further requirement for monitoring against the standards set. It may, however be advisable that ad hoc, informal checking continues for an agreed period of time to ensure that the improved performance is truly embedded, or

There has been some improvement and it is believed that a short extension of the informal standard setting process should be sufficient to enable the employee to reach the standards expected, or

His/her performance has not reached an acceptable standard and it is considered appropriate to move into the formal procedure. This will require a formal capability meeting to be arranged.

## **4 Formal Capability Procedure**

### 4.1 Formal Capability Meeting

At least five working days' notice will be given of the formal capability meeting.

The notification will contain sufficient information about the concerns regarding the performance and their possible consequences to enable the employee to prepare to answer the case at a formal capability meeting. It will also contain copies of any written evidence (unless previously provided); the details of the time and place of the meeting; and will advise the employee of their right to be accompanied by a workplace colleague or trade union representative.

This meeting is intended to establish the evidence regarding the performance concerns. It will be conducted by the Chair of the Parish council or Chair of the Finance Committee and/ or another councillor.

The meeting allows the employee to respond to the concerns about their performance and to make any relevant representations. This may provide new information or a different context to the information/evidence already collected.

The person conducting the meeting may conclude that there are insufficient grounds for pursuing the capability issue formally and that it would be more appropriate to continue to address the remaining concerns through the appraisal process or through other informal means. In such cases, the formal capability procedure will come to an end.

The person conducting the meeting may also adjourn the meeting if appropriate, for example if they decide that further investigation is needed, or that more time is needed in which to consider any additional information such as new evidence indicating that personal circumstances could be a significant contributory factor. In other cases, the meeting will continue.

During the meeting, or any other meeting which could lead to a formal warning being issued, the person conducting the meeting will:

Identify the professional shortcomings, for example if an employee is not meeting one or more of the relevant professional standards;

Give clear guidance on the improved standard of performance needed to ensure that the employee can be removed from formal capability procedures (this may include a re-focus of the objectives on the specific weaknesses that need to be addressed, any success criteria that might be appropriate and the evidence that will be used to assess whether or not the necessary improvement has been made);

Explain the support that will be available to help the employee improve their performance;

Set out the timetable for improvement and explain how performance will be monitored and reviewed. The timetable will depend on the circumstances of the individual case but in straightforward cases this should be between four and ten weeks. *(It is for the parish council to determine the set period. It should be reasonable and proportionate, but not excessively long, and should provide sufficient opportunity for an improvement to take place);* and

Warn the employee formally that failure to improve within the set period could lead to dismissal. In very serious cases, this warning could be a final written warning.

Notes will be taken of formal meetings and a copy sent to the employee, normally within 5 working days. Where a warning is issued, the employee will be informed in writing of the matters covered in the bullet points above and given information about the timing and handling of the review stage and the procedure and time limits for appealing against the warning.

The employee should be provided with a clear, written action plan to confirm the objectives, the support being provided and the arrangements for monitoring, review and success criteria.

#### 4.2 Monitoring and review period following a formal capability meeting

A performance monitoring and review period will follow the formal capability meeting. Formal monitoring, evaluation, guidance and support will continue during this period.

The employee will be invited to a further formal review meeting, unless they were issued with a final written warning, in which case they will be invited to a decision meeting (see below).

#### 4.3 Formal review meeting

As with formal capability meetings, at least five working days' notice will be given and the notification will give details of the time and place of the meeting and will advise the employee of their right to be accompanied by a workplace colleague or a trade union representative.

If the person conducting the meeting is satisfied that the employee has made sufficient improvement, the capability procedure will cease and the appraisal process will re-start. It may be necessary to revise appraisal objectives to ensure achievability within the remaining time period.

In other cases:

If some progress has been made and there is confidence that more is likely, it may be appropriate to extend the monitoring and review period;

If no, or insufficient improvement has been made during the monitoring and review period, the employee will receive a final written warning.

Notes will be taken of formal meetings and a copy sent to the member of staff. The final written warning will be consistent with any previous warnings that have been issued.

Where a final warning is issued, the member of staff will be informed in writing that failure to achieve an acceptable standard of performance (within the set timescale), may result in dismissal and given information about the handling of the further monitoring and review period and the procedure and time limits for appealing against the final warning. The employee will be invited to a decision meeting.

#### 4.4 Decision meeting

As with formal capability meetings and formal review meetings, at least five working days' notice will be given and the notification will give details of the time and place of the meeting and will advise the employee of their right to be accompanied by a workplace companion who may be a workplace colleague, or a trade union representative.

If an acceptable standard of performance has been achieved during the further monitoring and review period, the capability procedure will end and the appraisal process will re-start. It may be appropriate to provide a short period of informal monitoring outside of the formal process to ensure that the improved performance is fully embedded.

If performance remains unsatisfactory and the evidence is that the employee is unlikely to attain the standard expected within a reasonable timescale then a decision, or recommendation to Finance and General Policy Committee will be made that the employee should be dismissed or required to cease working at the parish council.

The council is the employer but the *power to dismiss can be delegated to the Finance and General Policy Committee*.

The employee will be informed as soon as possible in writing within five working days of the decision meeting of the reasons for the dismissal, the date on which the employment contract will end, the appropriate period of notice and their right of appeal.

#### 4.5 Appeal

If an employee feels that a decision to dismiss them, or other action taken against them, is wrong or unjust, they may appeal in writing against the decision within five working days of the receipt of the decision letter, setting out at the same time the grounds for appeal.

Appeals will be heard without unreasonable delay, usually within ten working days of receipt of appeal notice and, where possible, at an agreed time and place. The same arrangements for notification and right to be accompanied by a workplace colleague or a trade union representative will apply as with formal capability and review meetings and, as with other formal meetings, notes will be taken and a copy sent to the employee.

The appeal will be dealt with impartially and, wherever possible, by managers or governors who have not previously been involved in the case.

The employee will be informed in writing of the results of the appeal hearing as soon as possible and unless there are exceptional circumstances this will be within five working days.

In the event the employee does appeal against a warning the arrangements, preparation and hearing of the appeal will not interrupt the timescales and/or capability process unless the appeal decision leads to the matter being reconsidered.

This policy will be reviewed Biannually.



**BEARSTED PARISH COUNCIL  
PRIVACY STATEMENT  
Document Reference – BPC\_POL49**

**Version History & Change Control**

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1.0	June 2018				June 2018
1.0					25.02.2020
1.0	5.7.2022	F&GP			12.7.2022

**Document Sign Off and Adoption**

Signed off for Adoption by Councillor 1:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Adoption Witnessed by the Clerk to Bearsted Parish Council:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## PRIVACY STATEMENT



### 1. Your personal data – what is it?

'Personal data' is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be by the personal data alone or in conjunction with any other personal data. The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the 'GDPR') and other local legislation relating to personal data and rights such as the Human Rights Act.

### 2. Council information

This Privacy Statement is provided to you by Bearsted Parish Council which is the data controller for your data.

- Data is collected from all correspondence with the Parish Council including the website [www.bearstedparishcouncil.co.uk](http://www.bearstedparishcouncil.co.uk)
- Council address: Madginford Hall, Egremont Road, Bearsted ME15 8LH

#### Who are the data controllers:

- Bearsted Parish Council (The Clerk, administration team and Councillors)
- Maidstone Borough Council and Kent County Council
- Other not for profit organisations or charities.

#### What personal data is collected?

- Names, titles, and aliases, photographs
- Contact details such as telephone numbers, addresses and email addresses
- Where they are relevant to the services provided by a council, or where you provide them to us, we may process demographic information such as gender, age, marital status, nationality, education/work histories, academic/professional qualifications, hobbies, family composition and dependants.
- Where you pay for activities such as stalls, use of the Green, financial identifiers such as bank account numbers, payment/transaction identifiers and policy numbers.
- The data we process may include sensitive personal data or other special categories of data such as racial or ethnic origin, health details, medication.
- Website data:
- Information from cookies or similar technologies (incl. in-app codes) (including whether session or persistent) eg:
  - Essential login/authentication or navigation
  - Functionality – remember settings

- Performance & Analytics – user behaviour
  - Advertising/retargeting
  - Any third party software served on users
  - Other
- 
- Nature of any outbound communications with website users
- 
- Email
  - Telephone (voice)
  - Telephone (text)

The Council will comply with data protection law. This says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

We use your personal data for some or all of the following purposes:

- To deliver public services including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services.
- To confirm your identity to provide some services.
- To contact you by post, email, telephone or using social media (e.g. Facebook, Twitter, etc)
- To help us to build up a picture of how we are performing
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions.
- To enable us to meet all legal and statutory obligations and powers including any delegated functions.
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and generally as necessary to protect individuals from harm or injury.
- To promote the interests of the Council.
- To maintain our own accounts and records
- To seek your views, opinions or comments

- To notify you of changes to our facilities, services, events and staff, Councillors and role holders.
- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other new projects or initiatives.
- To process relevant financial transactions including grants and payments for goods and services supplied to the Council.
- To allow the statistical analysis of data so we can plan the provision of services.

Our processing may also include the use of CCTV systems for the prevention and prosecution of crime.

### What is the legal basis for processing your personal data?

The Council is a public authority and has certain powers and duties. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the Council's statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using the Council's services. We will always take into account your interests and rights. This Privacy Statement sets out your rights and the Council's obligations to you in detail.

We may also process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the use of Council facilities, or the acceptance of an allotment garden tenancy.

Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

### Sharing your personal data

The Council will implement appropriate security measures to protect your personal data. This section of the Privacy Statement provides information about the third parties with whom the Council will share your personal data. These third parties also have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that we will need to share your data with some or all of the following (but only where necessary).

- Our agents, suppliers and contractors. For example, we may ask a commercial provider to publish or distribute newsletters on our behalf, or to maintain our database software.
- On occasion, other local authorities or not for profit bodies with which we are carrying out joint ventures e.g. in relation to facilities or events for the community.

### How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is current best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax

information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The Council is permitted to retain data in order to defend or pursue claims. In some cases, the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

### Your rights and your personal data

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

- ***The right to access personal data we hold on you***
- ***The right to correct and update the personal data we hold on you***
- ***The right to have your personal data erased***
- ***The right to object to processing of your personal data or to restrict it to certain purposes only***
- ***The right to data portability***
- ***The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained***
- ***The right to lodge a complaint with the Information Commissioner's Office***

You can contact the Information Commissioner's Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AP.

### **Transfer of data abroad**

Any personal data transferred to countries or territories outside the European Economic Area ("EEA") will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. [Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas].

### Further processing

If we wish to use your personal data for a new purpose, not covered by the Privacy Statement, then we will provide you with a Privacy Notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

### Changes to this policy

We keep this Privacy Statement under regular review and we will place any updates on this web page [www.bearstedparishcouncil.gov.uk](http://www.bearstedparishcouncil.gov.uk).

### Contact details

Please contact us if you have any questions about this Privacy Statement or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

The Data Controller, Bearsted Parish Council, Madginford Hall, Egremont Road, Bearsted, Kent  
ME15 8LH

Email: [clerk@bearstedparishcouncil.gov.uk](mailto:clerk@bearstedparishcouncil.gov.uk)

This policy will be reviewed annually.



**Bearsted  
Parish  
Council**

**BPC POL53 Tree Management Policy**

**Version History & Change Control**

Version	Release Date	Date Approved	Date Adopted	Review Date
1.0	8.5.19		28.5.19	May 2021
1.0	5.7.2022		12.7.2022	July 2024

**Document Sign Off and Adoption**

Signed off for Adoption by Chair

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Adoption Witnessed by the Clerk to Bearsted Parish Council:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Introduction

- 1.1. This policy sets out the Parish Council's approach to the management of trees on land owned by Bearsted Parish Council only. Other Councils, organisations, companies and private individuals may need to be contacted if a tree(s) is located on their land.
- 1.2. This document has been created to provide guidance for the public, Councillors and Council employees to ensure a clear and consistent approach is adhered to regarding management of trees by Bearsted Parish Council.
- 1.3. If a tree falls and causes injury or damage, the relevant landowner could be held negligent if they have failed to take sufficient care of the tree. Therefore, as a landowner, the Council has a duty of care to ensure that all trees on Parish Council-owned land are kept in an acceptable condition and do not put people or property at unreasonable risk.

## 2. Inspection

- 2.1. All trees on Council-owned land will be inspected annually by a qualified tree inspector and any recommendations made will be considered by the Council in line with this policy.

## 3. Maintenance

- 3.1. The Council has adopted a proactive approach to tree maintenance. However, only essential/minimal works will be undertaken in order to manage a tree because the Council supports a policy of tree preservation. The type of works undertaken will depend on the tree's location, the species of tree and its state of health at that time.
- 3.2. Regular inspections will be carried out to identify issues at the earliest juncture, so that preventative action can be taken where possible. Areas close to roads, buildings and with high public usage will be prioritised
- 3.3. As a guide, tree works will be undertaken in the following circumstances
  - 3.3.1. Where an inspection has identified the tree as potentially hazardous or an immediate danger
  - 3.3.2. If the works are vital to the tree's long-term survival. Dead, dying or diseased trees will only be fully removed when there is no other option.
  - 3.3.3. To abate an actionable nuisance where branches are touching buildings e.g. physical contact with walls, windows, gutters, dangerous height for people on foot and crown lifting.
  - 3.3.4. When previous maintenance regimes have determined future works are of the same specification for that specimen e.g. pollarding, crown reduction.
- 3.4. The impact on local wildlife of all tree works, specifically felling and pruning, will always be thoroughly considered, with the impact minimised where possible.

- 3.5. Where appropriate, dead and fallen wood will be left on site unless there are sound conservation and safety reasons for its removal.
- 3.6. All tree work will be carried out by a qualified tree surgeon appointed by the Parish Council. All works must have Parish Council approval and must be carried out by the Parish Council's appointed Tree Surgeon based on their professional advice.

#### **4. Protected Trees**

- 4.1. A Tree Preservation Order (TPO) prevents cutting down, uprooting, topping, lopping, wilful damage or destruction of trees (including cutting roots) without permission.
- 4.2. It is an offence to cut down, lop, top, uproot or wilfully damage or destroy a tree in a Conservation Area without giving prior written notice to Maidstone Borough Council (MBC).

#### **5. Requests for Tree Work**

- 5.1. Whilst the Council will consider the impact of trees in each case on individual merit, the Council will not fell or prune trees on Parish Council-owned land if it is for any of the following non-arboricultural reasons:
  - 5.1.1. Solely to alleviate problems caused by natural and/or seasonal phenomena e.g. falling leaves, fruit, seeds/berries, bird droppings, pollen etc.
  - 5.1.2. Solely for reasons of increasing sunlight/views to properties and gardens.
  - 5.1.3. Solely for the reason that the tree(s) is causing interference with television or satellite reception. In most cases the problem can be resolved by relocating the aerial or satellite dish. Residents are advised to contact their satellite or TV provider for specialist advice. Removal or pruning to enable clear television reception would only be considered in exceptional circumstances.
- 5.2. Adjacent landowners have a common law right to prune back tree branches to their boundary, providing that would not lead to tree death and providing the tree in question is not protected by a TPO or situated within a Conservation Area.
- 5.3. Tree roots in gardens are a natural occurrence and root presence is unlikely to be affected by tree pruning or removal. Tree felling and branch pruning in response to root invasion in gardens would not normally be appropriate as such works are likely to worsen the problem. The encroachment of roots into adjoining land is not considered to amount to actionable nuisance. Adjacent landowners have a common law right to prune back tree roots to their boundary, providing that this would not lead to tree death and providing that the tree in question is not protected by a TPO or situated within a Conservation Area.
- 5.4. Landowners are reminded that if access to Council-owned land is required to carry out pruning you will require written permission from the Parish Council before carrying out such works.
- 5.5. The Parish Council will consider formal applications for tree works on its land, but these must be in writing, either by letter or email to:

5.5.1. Bearsted Parish Council, Parish Office, Madginford Hall, Egremont Road, Bearsted  
ME15 8LH

5.5.2. [clerk@Bearstedparishcouncil.gov.uk](mailto:clerk@Bearstedparishcouncil.gov.uk)

5.5.3. For an informal conversation and advice regarding tree works, please call the  
Council Offices on 01622 630165

**6. Parish Council-Owned Land:**

6.1. Bearsted Village Green

6.2. Elizabeth Harvie Field

6.3. Church Landway and Church Lane car park

6.4. Meadowbank

This policy will be reviewed biannually.

\*\*\*END\*\*\*



## BEARSTED PARISH COUNCIL

### RECRUITMENT POLICY

Document Reference – BPCPOL56

#### Version History & Change Control

Version	Release Date	Distribution	Notes	Adopted?	Date Adopted
V1	10.11.2020	Full Council		Yes	10.11.2020
1.0	5.7.2022	F&GP	Recommend to FC		12.5.2022

#### Document Sign Off and Adoption

Signed off for Adoption by Chair

Name:

Signature:

Date:

Witnessed by the Clerk

Name:

Signature:

Date:

Please note that alternative formats of this document may be available upon request.

## **1. INTRODUCTION**

- 1.1 This policy provides guidance to those involved with the recruitment of the Clerk and Assistant Clerk only. The recruitment of other positions will be at the discretion of the Clerk and appropriate officer of the Council depending on the role.
- 1.2 The Council has made clear its commitment to equal opportunities for all by the adoption of an Equal Opportunities policy. All selection processes will take place within the framework laid down by this policy. This Recruitment policy will be implemented at all stages in accordance with the Council's Equal Opportunities Policy, the Equality Act 2010 and subsequent legislation.
- 1.3 The Council's recruitment policy aims to maximise the effectiveness of the recruitment and selection process while providing a consistent, fair, transparent process and will be reviewed annually.
- 1.4 The Council will also use the employment guidance provided by NALC, KALC and SLCC.

## **2. APPLICATIONS**

- 2.1 The Council will provide a job description and person specification for each vacancy. These documents will form the basis for the selection process. The Clerk will be responsible for ensuring these are reviewed and reflect the current responsibilities of the role.
- 2.2 The person specification will include a list of skills, experience and qualifications which are essential and/or desirable for the role. Candidates will be assessed and selected for interview against the person specification criteria.
- 2.3 The job description and person specification will be included in the recruitment pack, which will also provide details of working hours, pay scales and type and length of contract.
- 2.4 Vacancies will be advertised internally and externally, except where the Council are amending a temporary or fixed-term contract to a permanent position, where the existing post-holder (assuming their performance is satisfactory) may be offered the position prior to any other advertising providing that the post was originally filled using the Council's Recruitment policy.
- 2.5 The Council will consider the viability of part-time and/or job share candidates for each role and will make clear in its advertisement if this will be considered.
- 2.6 The Council uses application forms for recruitment which should include a section on equality monitoring. All potential applicants should be directed to apply formally through the official contact named in the advertisement.

- 2.7 Candidates invited to interview will be given at least one week's notice where possible. All letters sent to unsuccessful candidates will be issued as soon as practicably possible after the decision has been made.

### **3. SHORTLISTING**

- 3.1 The Council will agree a shortlisting panel to assess the applications. The composition of the panel will vary according to the type of post being filled.
- 3.2 Any member with a personal connection to any of the candidates will be excluded from the entire selection process.
- 3.3 As soon as possible after the closing date for applications, the shortlisting panel will select candidates for interview by assessing the information in their application form against the job description and person specification.

### **4. INTERVIEWS**

- 4.1 The Council will agree the composition of the interview panel, which will normally comprise the members of the shortlisting panel.
- 4.2 To ensure a consistent and fair approach, all candidates will be asked similar questions, with supplementary questions structured around each candidate to enable individuals to demonstrate their relevant skills and abilities. The questions will vary depending on the vacancy.
- 4.3 The interview panel must take extreme care to ensure they do not imply discrimination by asking questions about personal circumstances which are unrelated to the job.
- 4.4 Each member of the interview panel will take notes to support their assessment of the candidates' suitability of the role, and the panel may agree a scoring system to help objectively assess the candidates.
- 4.5 Once all of the candidates have been interviewed, the panel members should compare their notes and agree the most suitable candidate, ensuring their decision is based on the criteria in the job description and person specification.
- 4.6 All application forms and interview notes should be kept for six months after the end of recruitment action in accordance with GDPR legislation. Monitoring forms should be kept indefinitely.

### **5. NOTIFICATION AND APPOINTMENT**

- 5.1 Post interview arrangements are the responsibility of the Clerk, or where the vacancy is for the role of the Clerk, the Council Chairman.
- 5.2 Candidates should be notified as soon as possible of the outcome. A verbal offer of appointment may be made to the successful candidate but must be formally confirmed in writing. The offer is conditional on obtaining satisfactory references and, where applicable, proof of eligibility to work in the UK and any copies of qualification certificates.
- 5.3 If unsatisfactory responses to references are received, the Council may reconsider the offer of appointment. If the offer is subsequently withdrawn, the Council may make an offer to one of the original unsuccessful candidates or decide to begin the recruitment process again.
- 5.4 The policy will be reviewed biannually.



**Bearsted  
Parish  
Council**

## **IT ACCEPTABLE USAGE, DATA PROTECTION AND SOCIAL MEDIA POLICY**

### **Document Reference – BPC\_POL07**

<b>Version</b>	<b>Release Date</b>	<b>Distribution</b>	<b>Notes</b>	<b>Adopted?</b>	<b>Date Adopted</b>
0.1	2 <sup>nd</sup> March 2016	Finance Committee	For review and adoption if approved		
1.0	3 <sup>rd</sup> March 2016	Full Council	For adoption at Full Council meeting 8th March 2016		
1.2	27 <sup>th</sup> November 2018	Full Council	Update 1.2		
1.3	7 <sup>th</sup> December 2021	F&GP	Recommended to Full Council		
1.4	5. July 2022	F&GP	Recommended to Full Council		12.5.22

#### **Document Sign Off and Adoption**

Signed off for Adoption by Chair

Name:

Signature:

Position:

Date:

Adoption Witnessed by the Clerk to Bearsted Parish Council

Name:

Signature:

Date:

## **Document Purpose**

The parish council recognises that it has a legal obligation to secure confidential information. Communication mediums need to be managed effectively to ensure data is protected whilst sharing relevant information. Social media provides a medium where data is readily available and the parish council has a responsibility to communicate fairly and without bias.

This document provides the policy framework through which data can be managed and communicated. It covers:

- IT Acceptable Usage & Data Protection
- Acceptable Usage
- Social Media

## **IT Acceptable Usage & Data Protection**

The parish council will abide by the data protection principles defined by the Information Commissioner's Office (ICO) (<https://ico.org.uk/for-organisations/guide-to-data-protection/>):

1. Personal data shall be processed fairly and lawfully and, in particular, shall not be processed unless –
  - (a) at least one of the conditions in Schedule 2 is met, and
  - (b) in the case of sensitive personal data, at least one of the conditions in Schedule 3 is also met.
2. Personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes.
3. Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
4. Personal data shall be accurate and, where necessary, kept up to date.
5. Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
6. Personal data shall be processed in accordance with the rights of data subjects under this Act.
7. Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
8. Personal data shall not be transferred to a country or territory outside the United Kingdom unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.
9. The Council will maintain a current and up to date registration as a 'data controller' with the Information Commissioner's Office (ICO) at all times.

## **Acceptable Usage**

All Staff and Councillors are required to read and comply with the conditions of this policy in respect of the way in which the communications mechanisms are utilised. The policy includes computers and all other electronic media.

1. The Council recognises that reasonable use of e-mail facilities to communicate brief personal non offensive messages is acceptable and is a privilege that the Council is prepared to allow, but the amount of time spent must not be abused or it will be stopped.

2. The Council recognises that access to professional information by e-mail or through web sites is a necessary requirement of the job of Clerk to the Council, other staff and councillors making this therefore permitted.
3. Staff and users are expected to use technology in a courteous, reasonable and responsible manner. The following activities are not acceptable and anyone found to be involved in them may face disciplinary action. In certain instances the matter will be considered to be gross misconduct:
  - Receiving, sending or displaying messages or pictures that are offensive or may be construed to be offensive in nature;
  - Using obscene language;
  - Improper use of e-mail and internet;
  - Damaging computers, computers systems or computer networks;
  - Violating copyright laws;
  - Using others' passwords and identities;
  - Issuing of passwords to third parties unless authorised to do so; trespassing in others' folders, works or files;
  - Intentionally wasting limited resources;
  - Employing the system for commercial purposes;
  - Employing the system for illegal activities;
  - Downloading any commercial software;
  - Use of personal mobile phones in meetings and during any other Council business (unless authorised).
4. The Council encourages electronic communications with local, national and international organisations.
5. The Council cannot control and is not responsible for the accuracy or content of information gathered over the internet. Security is maintained by appropriate software, internal computer security settings and passwords.
6. It is a requirement of the Council and the duty of all staff to avoid deliberate use of the Council's internet connections and technology for inappropriate use. Staff should immediately alert the Clerk to the Council or the Chairman of the Council of any suspect material found stored on any computer or elsewhere on the premises.
7. The computer equipment and software must be used as installed. Staff and users may not install/uninstall, delete or change anything on Council computers. Any requirements to change anything should be authorised by the Clerk to the Council and/or the Chairman of the Council.
8. The Council uses a virus-checker on the computers. Staff are forbidden to load disks or memory sticks that have not been virus checked by the system.
9. Access to chat rooms, gaming and other associated sites are not permitted on Council computers.
10. The Parish Council's email address and IT equipment is only to be used for Parish Council business and must not be used for other personal use.
11. The Parish Council's IT Equipment can be accessed by all Staff and Councillors.
12. Councillors should only initiate and respond to council business using their assigned @bearstedparishcouncil.gov.uk domain email address. Passwords to this account should not be shared.
13. Emails sent to and from Councillors should be kept for a maximum of 6 months. Emails sent to and from the Parish Office that are deemed routine shall be kept for 6 months with any email sent to or from the Parish Office that are deemed important will be kept indefinitely.

## **Social Media**

Social media is a generic term for the sharing options, gossip, discussions, stories, video, pictures and even information electronically. The key feature of such systems is that they can be accessed in different ways – via computers, tablets and phones. Examples of popular social media tools include: Twitter, Facebook, Wikipedia, YouTube, Pinterest, Snip It, Linkedin and Google Plus.

Groupings of interest are a natural feature of the development of such systems with people with similar interests being attracted to share information.

When staff and Councillors are using Social Media sites they should always follow these guidelines:

- Information published on Social Media should be deemed relevant to the Parish Council or the community that it represents;
- Information should be accurate, fair, thorough and transparent;
- It should be noted that what is published will be in the public domain indefinitely;
- Compliance with data protection, intellectual property and copyright laws should be ensured;
- Details about customers, partners, or suppliers should not be referred to without their prior written approval (ensuring no advertisement of the services or goods of third parties)
- Staff and Councillors must refrain from promoting themselves as working for the Council in a way which has, or may have, the effect of bringing the Council into disrepute;
- Staff and Councillors must not disclose personal data or information about the Council or its service users, employees or Councillors that could breach the Data Protection Act 1998 (e.g. Photographs, images);
- Staff and Councillors must not make any defamatory remarks about the Council, its service users, employees, Councillors, members of the public or conduct themselves in a way that is detrimental to the Council.
- Any issue or item mentioned or raised within any meeting must have the approval of the Chairman of that meeting before posting on social media.

This policy will be reviewed annually.



Data Protection Impact Assessment (DPIA) – Bearsted Parish  
Council  
Church Lane Car Park

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## Submitting controller details

Name of controller	Bearsted Parish Council
Subject/title of DPO	
Name of controller contact /DPO (delete as appropriate)	Richard Ash/Denis Spooner

## Step 1: Identify the need for a DPIA

Explain broadly what project aims to achieve and what type of processing it involves. You may find it helpful to refer or link to other documents, such as a project proposal. Summarise why you identified the need for a DPIA.

Within the Church Lane car park has been a spate of anti-social behaviour involving drug dealing, dangerous driving and threatening behaviour.

Kent Police had been informed but not were not able to visit the site to witness the above behaviour.

The local PCSO advised that evidence would be required to enable them to prosecute any offenders.

The aim is to prevent and reduce anti-social behaviour in and around the Church Lane car park.

Based on the need for evidence of offenders options for CCTV and ANPR were researched to provide to Kent police.

The DPIA would be required for the use of data and storage of data.

## Step 2: Describe the processing

**Describe the nature of the processing:** how will you collect, use, store and delete data? What is the source of the data? Will you be sharing data with anyone? You might find it useful to refer to a flow diagram or other way of describing data flows. What types of processing identified as likely high risk are involved?

Images from the CCTV and ANPR will be stored within a secure i-cloud account.

The i-cloud account will be encrypted and protected by a password only known by Parish Office staff and the Chairman of the Environment Committee. A Data Protection Policy is in place and will be adhered to.

Data will be shared with any individual that submits a request for their personal data.

Should an incident of anti-social behaviour be reported to Bearsted Parish Council recordings will be reviewed and submitted to Kent Police if necessary.

**Describe the scope of the processing:** what is the nature of the data, and does it include special category or criminal offence data? How much data will you be collecting and using? How often? How long will you keep it? How many individuals are affected? What geographical area does it cover?

The nature of the data is imagery and will be captured by two CCTV and one ANPT camera. The data is stored on the cloud via router near the cameras.

The data is captured continuously and will be stored for **30 days**.

The data will be used should there be a report of anti-social behaviour or criminal behaviour. BPC may have an additional use for the data in the future and this will be considered should the matter arise.

The area that the CCTV and ANPR cover is the width of the public car park.

**Describe the context of the processing:** what is the nature of your relationship with the individuals? How much control will they have? Would they expect you to use their data in this way? Do they include children or other vulnerable groups? Are there prior concerns over this type of processing or security flaws? Is it novel in any way? What is the current state of technology in this area? Are there any current issues of public concern that you should factor in? **Are you signed up to any approved code of conduct or certification scheme (once any have been approved)?**

Individuals using the public car park do so to visit:  
Holy Cross Church (service/children's group/choir practice)  
Visitors to Bearsted Woodland Trust (all ages)  
Allotment users  
Members of Bearsted and Thurnham Tennis Club (all ages)  
Members of Bearsted Bowls Club  
Members of Girl Guides (all ages)  
Members of Scouts (all ages)  
Individuals socializing in the car park  
Members of the public walking through the car park for access to public footpaths (all ages)

Those using the car park will not have an option not to be filmed. Signage will be on display explaining the use of the CCTV and ANPR cameras.

A public meeting was held to discuss the concerns of residents in the area and they were in favour of CCTV and ANPR. Further comments were sought from residents within the Parish and none were received that were not in favour.

**Describe the purposes of the processing:** what do you want to achieve? What is the intended effect on individuals? What are the benefits of the processing – for you, and more broadly?

The aim is to prevent and reduce anti-social behaviour in and around the Church Lane car park.

Based on the need for evidence of the offender’s behaviour Kent Police suggested any evidence gathered could be submitted to them to help bring a prosecution.

Should an incident of anti-social behaviour be reported to Bearsted Parish Council recordings will be reviewed and submitted to Kent Police if necessary.

### Step 3: Consultation process

**Consider how to consult with relevant stakeholders:** describe when and how you will seek individuals’ views – or justify why it’s not appropriate to do so. Who else do you need to involve within your organisation? Do you need to ask your processors to assist? Do you plan to consult information security experts, or any other experts?

A public meeting was held to discuss the concerns of residents in the area and they were in favour of CCTV and ANPR. [Bearsted Parish Council Extraordinary Meeting of Full Council Minutes – 2 February 2022.](#) -

Further comments were sought from residents within the Parish and none were received that were not in favour.

Three companies were approached for expert advice; Kronos Threat Management, Brook Security and Saes Solutions. Kronos were successful in their quotation for the contract.

## Step 4: Assess necessity and proportionality

**Describe compliance and proportionality measures, in particular:** what is your lawful basis for processing? Does the processing actually achieve your purpose? Is there another way to achieve the same outcome? How will you prevent function creep? How will you ensure data quality and data minimisation? What information will you give individuals? How will you help to support their rights? What measures do you take to ensure processors comply? How do you safeguard any international transfers?

The Local Government and Rating Act 1997 s31 allows a Parish Council the ability to spend on crime detection and prevention measures in its area. The lawful basis for collecting the data via CCTV and ANPR is classed as public task and necessary as there is no other safe way to gain evidence of anti-social behaviour.

The processing will be targeted and a proportionate way of achieving BPC's goals purpose.

The data will not be kept longer than necessary (30 days)

BPC has an Model Publication Scheme Policy, IT Acceptable usage and Data Protection Policy which explains to individuals their rights to data and the responsibilities of the council. All policies are regularly reviewed.

Should requests for data come from territories outside the UK an encrypted data sharing service will be used after checking that the individual requires the data being requested.

## Step 5: Identify and assess risks

<b>Describe source of risk and nature of potential impact on individuals.</b> Include associated compliance and corporate risks as necessary.	<b>Likelihood of harm</b>	<b>Severity of harm</b>	<b>Overall risk</b>
<p>Data Breach – Should data protocols be breached data could be stolen and used by those unauthorized to do so.</p> <p>Trips and falls – members of the public could walk into signage posts and injure themselves.</p> <p>Electrocution: Members of the public could touch live wires</p>	<p>Remote, possible or probable</p> <p>Remote</p> <p>Remote</p> <p>Remote</p>	<p>Minimal, significant or severe</p> <p>Significant</p> <p>Significant</p> <p>Severe</p>	<p>Low, medium or high</p> <p>Low</p> <p>Low</p> <p>Low</p>


**Step 6: Identify measures to reduce risk**

<b>Identify additional measures you could take to reduce or eliminate risks identified as medium or high risk in step 5</b>				
<b>Risk</b>	<b>Options to reduce or eliminate risk</b>	<b>Effect on risk</b>	<b>Residual risk</b>	<b>Measure approved</b>
Data Breach – Should data protocols be breached data could be stolen and used by those unauthorized to do so.	All systems are encoded to prevent data from being hacked. Staff trained how to use systems correctly in line with policies.	Eliminated reduced accepted	Low medium high	Yes/no
Trips and falls – members of the public could walk into signage posts and injure themselves.	Signage placed in safest position and lighting provided. Inspection is completed on monthly basis.	Reduced	Low	Yes
Electrocution: Members of the public could touch live wires	Hardware installed by a competent contractor. Inspection is completed on a monthly basis	Eliminated	Low	Yes
		Reduced	Low	Yes


## Step 7: Sign off and record outcomes

<b>Item</b>	<b>Name/position/date</b>	<b>Notes</b>
Measures approved by:		Integrate actions back into project plan, with date and responsibility for completion
Residual risks approved by:		If accepting any residual high risk, consult the ICO before going ahead
DPO advice provided:		DPO should advise on compliance, step 6 measures and whether processing can proceed
Summary of DPO advice:		
DPO advice accepted or overruled by:		If overruled, you must explain your reasons
Comments:		
Consultation responses reviewed by:		If your decision departs from individuals' views, you must explain your reasons
Comments:		
This DPIA will kept under review by:		The DPO should also review ongoing compliance with DPIA

Training



## LANTRA Basic Tree Survey and Inspection



South East Landbased  
Training Courses LLP

- State the legal and safety implications of hazardous trees
- Maintain your own health and safety while carrying out a basic tree survey and inspection
- Recognise hazardous trees

- Determine level of risk
- Decide on appropriate course of action
- Collect and maintain adequate information
- Recognise your own limitations

Tuesday 13th September / £185 inc. vat per attendee  
South of England Showground, Ardingly  
info@seltc.co.uk / 07437 601161



JUL  
28

### Chairmanship Conference 2022 - Venue Based Event

by Kent Association of Local Councils

99 followers [Follow](#)

£60 - £144



Tickets

Join us for our first Venue Based Chairman Conference since restrictions were lifted. Welcome to our Chairmen old and new at Lenham

#### About this event

Our first Chairman's Conference at a venue kicks of on Thursday 28 July 2022 and we would like to see you there!

An all day conference with speakers, workshops and lunch included in the price.

Make this a date for your diary - and meet some of your fellow Chairmen as well as learning something new.

Final programme to follow, but there will be Workshops included for both new and established chairmen. Not to be missed if you want to know finer points of chairing a successful meeting and your role as Chair at your Council.

#### 📅 Date and time

Thu, 28 July 2022  
09:30 - 16:00 BST

#### 📍 Location

Lenham Community Centre  
12 Groom Way  
Lenham  
Maidstone  
ME17 2QT  
[View map](#)

#### 📄 Refund policy

No Refunds

