



Hampstead Norreys Parish Council

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<http://www.hampsteadnorreysparishcouncil.gov.uk>

To: All Members of Hampstead Norreys Parish Council
All Councillors are hereby summoned to attend the following meeting.

NOTICE OF MEETING

MEETING: Full Council
DATE & TIME: Thursday 7th May 2026 at 7:30 pm
PLACE: Memorial Room, Hampstead Norreys Village Hall, Newbury Hill, Hampstead Norreys RG18 0TR

S. Marshman

Dr S Marshman, PSLCC, Clerk to the Council

30th April 2026

AGENDA

1. To elect the Chair of the Council for 2026/27 and confirm their declaration of acceptance of office
2. To elect the Deputy Chair of the Council for 2026/27 and confirm their declaration of acceptance of office
3. To receive, and consider for acceptance, apologies for absence from Members of the Council
4. To receive any declarations of [Disclosable Pecuniary Interests, Other Registerable Interests, or Non-Registerable Interests](#) and to consider any Requests for Dispensation
N.B. Councillors should confirm the type of interest that is being declared.
5. To receive questions or comments from members of the public or representations from any member who has declared an Other Registerable or Non-Registrable Interest
6. To approve the [Minutes of the Parish Council Meeting held on 26th March 2026](#)
7. To receive an update on previous decisions
8. To receive a report from the District Councillor
9. Planning Applications
 - a) To consider the following planning applications:
 - [26/00889/HOUSE Belle View, Beedon Hill, Beedon, Newbury, RG20 8SJ](#) - First floor extension, together with an increase in ridge height of 1.47m. - *(Consulted as adjacent parish)*

- b) To receive a [report on planning application responses and decisions](#)
10. Finance:
- a) To consider approving payments made/due as listed on the [Finance Report](#)
 - b) To receive the most recent [Bank Reconciliation](#)
 - c) To receive any reports from the Internal Controller (*where applicable*)
 - d) To receive the most recent [Quarterly Budget Summary](#) (*where applicable*)
11. Committees:
- a) To review the terms of reference and delegation arrangements for the following committees:
 - [HR Committee](#)
 - [Planning Committee](#)
 - b) To appoint any new committees in accordance with standing order 4
 - c) To appoint members to the following committees:
 - HR Committee – *three members*
 - Planning Committee – *the maximum number on this committee must be at least one less than the total number of councillors*
 - Any new committees created above
12. To review the [Scheme of Delegation](#)
13. To review the [inventory of land and assets](#) including buildings and office equipment
14. To review the arrangements for insurance cover in respect of all insured risks and to consider quotes for the insurance renewal
15. Policies:
- a) To adopt the following policies:
 - i. [Freedom of Information and Environmental Information Policy](#)
 - ii. [Press & Media Procedure](#) – *to replace the previous [Media Policy](#)*
 - iii. [Grants Policy](#) – *to replace the previous [Grant Application Guidelines](#)*
 - b) To update the following policies:
 - i. [Training and Development Policy](#)
 - c) To review the following policies:
 - i. [Standing Orders](#)
 - ii. [Financial Regulations](#)
 - iii. [Complaints Procedure](#)
 - iv. [Code of Conduct](#)
 - v. [Data Protection Policy](#)
 - vi. [Internal Controls Policy and Procedure](#)
 - vii. [Dignity at Work/ Bullying and Harassment Policy](#)
 - viii. [Health and Safety Policy](#)
16. To review the [council's and/or staff subscriptions](#) to other bodies
17. To determine the [time and place of ordinary meetings](#) of the full council up to and including the next annual meeting of full council
18. To consider Parish Council [areas of responsibility and representation on outside bodies](#)
19. To consider the [Risk Register for 2026/27](#)

20. To review the feedback from our internal auditors on the 2025/26 audit and consider any actions required – see the [internal audit report](#) and [Page 3 of the AGAR](#)
21. Annual Governance Statement 2025/26 – see [Page 4 of the AGAR](#)
 - a) to consider the findings of the review by the members meeting as a whole; and
 - b) to approve the AGS by resolution in advance of approving the Accounting Statements.
22. Accounting Statements 2025/26 - see [Page 5 of the AGAR](#)
 - a) to consider the Accounting Statements by the members meeting as a whole;
 - b) to approve the Accounting Statements by resolution; and
 - c) to ensure the Accounting Statements are signed and dated by the person presiding at the meeting
23. To consider appointing an internal auditor for the 2026/27 financial year and set the scope of audit – *the scope of audit is defined in the table on pages 26-32 of the [SAPPP Practitioner's Guide 2026/27](#)*
24. To consider quotes to replace two benches in the play area
25. To consider applying for funding for a bus shelter
26. To receive an update from the Traffic and Speeding Working Group
27. To receive an update from the Flood Warden
28. Matters for future consideration or information

Date and time of next scheduled meeting:

Full Council: Thursday 16th July 2026 7:30 pm (to be confirmed at this meeting)

Supporting Documents

Agenda Item 4: To receive any declarations of Disclosable Pecuniary Interests, Other Registerable Interests, or Non-Registerable Interests and to consider any Requests for Dispensation

Councillors should confirm the type of interest that is being declared.

DPI = Disclosable Pecuniary Interest

ORI = Other Registerable Interest

NRI = Non-Registerable Interest

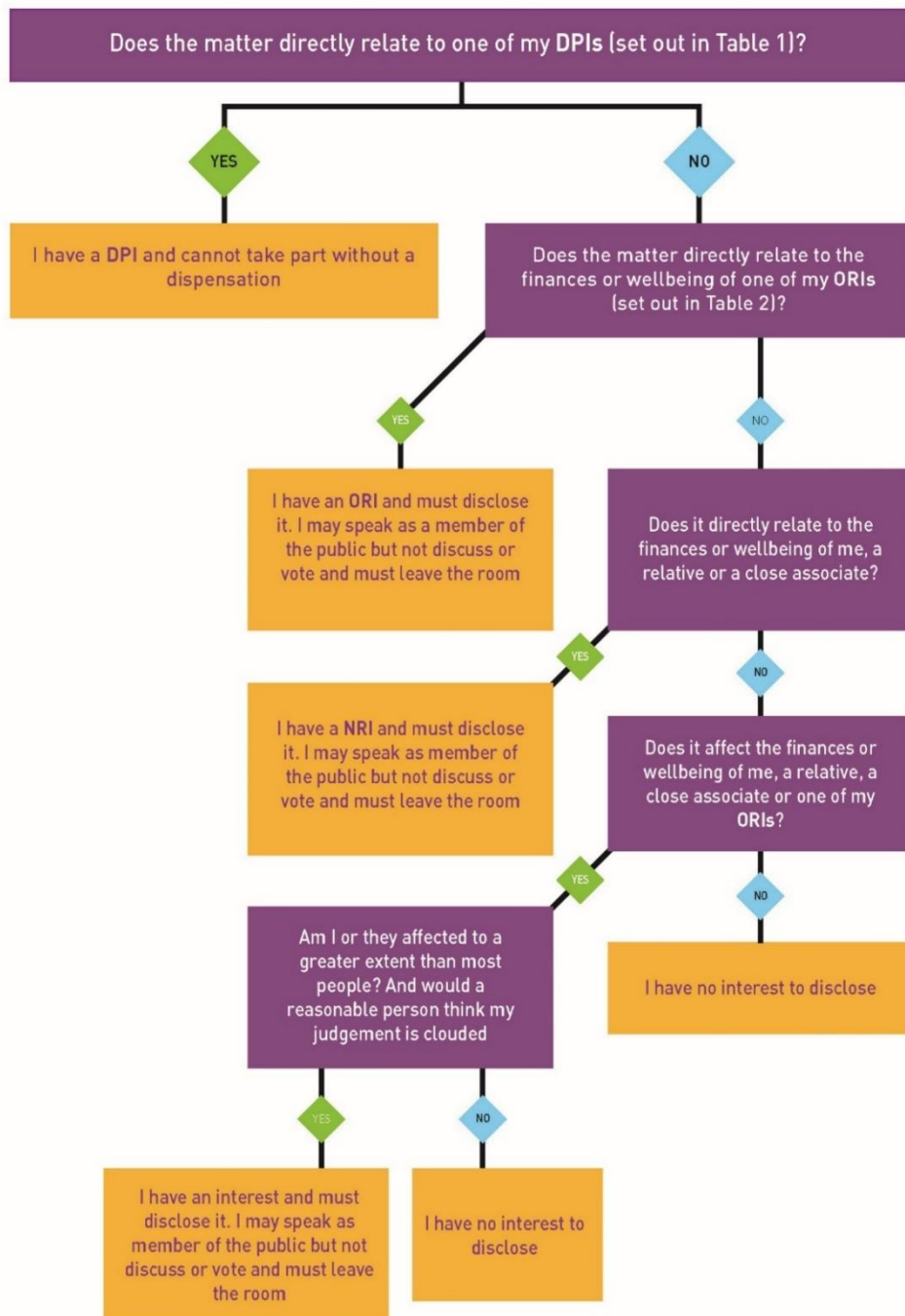


Table 1: Disclosable Pecuniary Interests

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	<p>Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.</p>
Contracts	<p>Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council -</p> <p>a) under which goods or services are to be provided or works are to be executed; and</p> <p>b) which has not been fully discharged.</p>
Land and* property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer
Corporate tenancies	<p>Any tenancy where (to the councillor's knowledge) -</p> <p>(a) the landlord is the council; and</p> <p>(b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.</p>
Securities	<p>Any beneficial interest in securities* of a body where -</p> <p>a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and</p> <p>b) either -</p> <p>(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in</p>

	<p>which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.</p>
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* ‘director’ includes a member of the committee of management of an industrial and provident society.

* ‘securities’ means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registerable Interest

<p>You must register as an Other Registerable Interest:</p> <ul style="list-style-type: none"> a) any unpaid directorships b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority c) any body <ul style="list-style-type: none"> (i) exercising functions of a public nature (ii) directed to charitable purposes or (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management
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Agenda Item 9b: To receive a report on West Berkshire Council's recent planning decisions

The following planning responses have been made using delegated powers since the previous meeting:

- None

West Berkshire Council has reported the following planning decisions since the last meeting of Hampstead Norreys Parish Council:

- 26/00596/AGRIC The Old Dairy Site, Manor House, Church Street, Hampstead Norreys Thatcham - Application to determine if prior approval is required for a proposed: New building – Steel portal frame straw barn. Planning permission is not required.
- 25/02430/HOUSE Floodscross, Newbury Road, Compton, Newbury, RG20 7RH - Conversion of existing garage into habitable accommodation. First floor side and single storey rear extensions with associated internal alterations. Refused.
- 26/00058/HOUSE Gate Cottage, Haw Farm, Hampstead Norreys, Thatcham, RG18 0TP - Erection of new fence along the boundary next to Haw Lane (B4009).2m high, close board fence with concrete posts and gravel boards. Approved

Agenda Item 10: Finance

Finance Report

Status at last bank reconciliation 31st March 2026	
Unity Trust Current Account	£12,849.57
Unity Trust Savings Account	£31,230.40
Lloyds Commercial Multipay (Card)	£0.00
Total	£44,079.97

Income received 20th March - 29th April 2026	
Allotment rent	£0.00
Interest	£160.25
Precept	£14,192.50
Total	£14,352.75

Payments to be approved				
Date	Method	Payee	Payment Detail	Amount
23-Mar	DD	SSE Energy Solutions	Lighting electricity Feb	£65.10
30-Mar	BACS	GT Electric Services Ltd	Defibrillator electrical inspection	£120.00
21-Mar	DD	SSE Energy Solutions		£69.04
02-Apr	Card	Lloyds Bank	Card fee	£3.00
22-Apr	BACS	Sunshine Commercial Services Ltd	Grounds maintenance March	£304.06
22-Apr	BACS	Sunshine Commercial Services Ltd	Fell tree and chip waste	£780.00
22-Apr	BACS	Tactical Facilities Management Ltd	Waste disposal March	£107.06
22-Apr	BACS	Staff Costs	Staff costs Apr	£650.82
22-Apr	Card	Land Registry	Land registry documents for ACV Listing	£14.00
23-Apr	DD	Castle Water	Water for allotments March	£5.73
29-Apr	Card	PDF Xchange	Software	£73.32
30-Apr	BACS	Unity Trust Bank	Account fee	£7.00
07-May	BACS	Tactical Facilities Management Ltd	Waste disposal April	£107.06
Total				£2,306.19

Transfers to be approved			
Date	From Account	To Account	Amount
16-Apr	Unity Trust Current	Lloyds Commercial Card	£5.77
Total			£5.77

Bank Reconciliation

Bank Reconciliation at 31/03/2026		
	Cash in Hand 01/04/2025	£37,994.43
	ADD Receipts 01/04/2025 - 31/03/2026	£36,445.86
	Subtotal	£74,440.29
	SUBTRACT Payments 01/04/2025 - 31/03/2026	£30,360.32
A	Cash in Hand 31/03/2026	£44,079.97
	(per Cash Book)	
	Cash in hand per Bank Statements	
	1 Unity Current	£12,849.57
	2 Unity Savings	£31,230.40
	3 Lloyds Commercial Multipay	£0.00
	Subtotal	£44,079.97
	Less unrepresented payments	£0.00
	Subtotal	£44,079.97
	Plus unrepresented receipts	£0.00
B	Adjusted Bank Balance	£44,079.97
	A = B Checks out OK	

Agenda Item 15: Policies:

Freedom of Information and Environmental Information Policy

Version number	1.0	Minute reference	
Date adopted		Review due	Annually

1. Introduction

The Parish Council is committed to openness and transparency. The Council has adopted the Information Commissioner's Office (ICO) Model Publication Scheme (2021) and publishes information in accordance with that scheme. Details of the information the Council makes routinely available can be found in the document titled [Information Available from Hampstead Norreys Parish Council Under the Freedom of Information Model Publication Scheme](#).

This policy explains how members of the public may access information held by the Council under the Freedom of Information Act 2000 (FOIA) and the Environmental Information Regulations 2004 (EIR).

2. Accessing Information

Information may be obtained in the following ways:

a) Parish Council Website

The Council routinely publishes information online, including agendas, minutes, policies, financial information and governance documents. Members of the public are encouraged to check the website first.

b) Inspection of Documents

Requests to inspect documents should be made to the Clerk. Some records may require notice to locate or prepare, and an appointment may be necessary.

c) Written Requests

If the information is not available on the website or through routine publication, a written request may be submitted to the Clerk.

A valid FOI request must include:

- the requester's name
- an address for correspondence (email or postal)
- a description of the information sought

Requests do not need to refer to the Freedom of Information Act to be valid. The Council will treat any request for recorded information as a request under the Freedom of Information Act or Environmental Information Regulations, where appropriate, and will respond in accordance with the relevant legislation.

Requests for environmental information may be made verbally or in writing under the EIR.

3. Council Response

The Council will respond within 20 working days of receipt of a valid request. The Council will:

- confirm whether the information is held

- provide the information, subject to any exemptions or exceptions
- advise if a fee is payable
- explain any refusal and outline the review process

Where a request is complex or voluminous, the Council may extend the deadline under the EIR to a maximum of 40 working days and will notify the requester within the initial 20 working day period, explaining the reasons for the extension.

4. Fees and Charges

The Council follows the relevant statutory fees regulations and associated guidance issued by the Information Commissioner's Office.

a) Freedom of Information Act

The Council may charge for:

- disbursements (e.g. photocopying, printing, postage)
- staff time spent locating and retrieving information, only where the estimated cost exceeds the statutory limit of £450 (calculated at £25 per hour)

The Council will estimate the cost of complying with a request to determine whether it exceeds the appropriate limit of £450 (calculated at £25 per hour, equating to 18 hours of work). This estimate includes staff time spent locating, retrieving and extracting the information.

If the estimated cost exceeds £450, the Council may:

- refuse the request,
- comply with the request and charge in accordance with the Fees Regulations, or
- offer advice to help the requester narrow the scope.

Where the estimated cost does not exceed the limit, the Council will not charge for staff time and will only charge for disbursements.

b) Environmental Information Regulations

Under the EIR, the Council may charge a reasonable amount for staff time and disbursements. Charges will be advised in advance.

Any charge under the EIR will be reasonable and will not be set at a level that would discourage requests for information.

c) Standard Disbursement Charges

- Photocopying/printing: 10p per sheet
- Postage: actual cost

Information will not be released until any applicable fee has been paid. Where a fees notice is issued under FOIA, the statutory time limit for responding to the request will be paused until payment is received.

5. Exemptions and Exceptions

Some information may not be disclosed. The Council will apply exemptions under FOIA and exceptions under EIR where appropriate. Examples include:

- personal data protected by the UK GDPR and Data Protection Act 2018
- commercially sensitive information
- information provided in confidence

- information that would prejudice law enforcement or legal proceedings

Where information is withheld, the Council will explain the reason.

Any refusal of a request will be provided in writing within the statutory time limit, stating the reasons for refusal, the relevant exemption or exception, and the requester’s right to request an internal review and to appeal to the Information Commissioner's Office.

6. Advice and Assistance

The Council has a duty to provide reasonable advice and assistance to anyone seeking information. Requests for help should be directed to the Clerk.

Further guidance is available from the Information Commissioner’s Office at www.ico.org.uk.

7. Complaints and Internal Review

If a requester is dissatisfied with the Council’s response, they may request an internal review within 40 working days. The review will be undertaken by a member or officer not previously involved in the original decision, where possible.

If the requester remains dissatisfied after the internal review, they may contact:

Information Commissioner’s Office
 Wycliffe House
 Water Lane
 Wilmslow
 Cheshire
 SK9 5AF
 Tel: 0303 123 1113
www.ico.org.uk

8. Document Updates

Version	Date	Amendments
1.0		Adopted

Press & Media Procedure

Version number	1.0	Minute reference	
Date adopted		Review due	Annually

Introduction

The purpose of this procedure is to define the roles and responsibilities within the Council for working with the media and deals with the day-to-day relationship between the Council and the media. It is not the intention of this policy to curb freedom of speech or to enforce strict rules and regulations. Rather, it provides guidance on how to deal with issues that may arise when dealing with the media.

Key Aims

The Council is accountable to the local community for its actions, and this can only be achieved through effective two-way communications. The media - press, radio, TV, internet - are crucially important in conveying information to the community so the Council should maintain positive, constructive media relations and work with them to increase public awareness of the services and facilities provided by the Council and to explain the reasons for particular policies and priorities.

It is important that the press has access to the Clerk/ Members and to background information to assist them in giving accurate information to the public. To balance this, the Council will defend itself from any unfounded criticism and will ensure that the public are properly informed of all the relevant facts using other channels of communication if necessary.

The Legal Framework

The law governing communications in local authorities can be found in the Local Government Acts 1986 and 1988. The Council must also have regard to the government's [Code of Recommended Practice on Local Authority Publicity](#).

The Parish Council's adopted Standing Orders should be adhered to.

Contact with the Media

The Clerk and Members should always have due regard for the long-term reputation of the Council in all their dealings with the media.

Confidential documents including reports, papers and private correspondence should not be leaked to the media. If such leaks do occur, an investigation will take place to establish who responsible and appropriate action was taken.

When the media wish to discuss an issue that is, or is likely to be, subject to legal proceedings then advice should be taken from the Council's solicitor before any response is made. Whenever possible any information given to the press shall be given in writing so as not to leave interpretation open to misunderstanding and misreporting.

There are a number of personal privacy issues for the Clerk and Members that must be handled carefully and sensitively. These include the release of personal information, such as home address and telephone number (although Member contact details may be in the public domain); disciplinary procedures and long-term sickness absences that are affecting service provision. In all these and similar situations, advice must be taken from the Clerk before any response is made to the media.

When responding to approaches from the media, the Clerk or the Chair are authorised to make contact with the media.

Statements made by the Chair and the Clerk should reflect the Council’s opinion.

Other Councillors can talk to the media but must ensure that it is clear that the opinions given were their own and not necessarily those of the Council.

There are occasions when it is appropriate for the Council to submit a letter, for example to explain important policies or to correct factual errors in letters submitted by other correspondents. Such letters should be kept brief and balanced in tone and correspondence should not be drawn out over several weeks. All correspondence must come from the Clerk.

Attendances of Media at Council Meetings

The Local Government Act 1972 requires that agenda, reports and minutes are sent to the media on request.

The media are encouraged to attend Council meetings, and seating and workspace will be made available.

Any filming or recording of Council proceedings by the media should be with prior notice to the Clerk and Chair of the meeting (see Standing Orders and the Council’s Recording of Meeting’s Procedure).

Press Releases

The purpose of a press release is to make the media aware of a potential story, to provide important public information or to explain the Council’s position on a particular issue. It is the responsibility of the Clerk and Members to look for opportunities where the issuing of a press release may be beneficial.

The Clerk or any Member may draft a press release, however they must all be issued by the Clerk in order to ensure that the legal principles are adhered to, that there is consistency of style across the Council and that the use of the press release can be monitored. Social media The Council has a separate social media and electronic communication procedure.

Document Updates

Version	Date	Amendments
1.0		Adopted

Grants Policy

Version number	1.0	Minute reference	
Date adopted		Review due	Annually

Purpose of the Policy

This policy sets out how the Parish Council manages and awards grants. It ensures that public funds are used lawfully, transparently, and for the benefit of the community.

The Council may award grants under:

- **Specific statutory powers** (e.g. Local Government Act 1972).
- **Section 137 of the Local Government Act 1972**, where no other specific statutory power applies and the expenditure is in the interests of, and brings direct benefit to, the parish or its inhabitants.
- **The General Power of Competence (Localism Act 2011)**, where the Council has resolved eligibility, allowing it to do anything an individual may do, provided it is lawful.

If the Council ceases to meet the criteria for the General Power of Competence, it will rely on the most appropriate alternative statutory power for each grant, as noted in this policy.

Types of Grants

The Council operates two categories of grants:

1. **Regular Annual Grants** - predictable, recurring support for organisations delivering ongoing community benefit
2. **Small Grants Fund** - ad hoc applications from local groups and organisations

2.1 Regular Annual Grants

The Council includes provision in its annual budget for a small number of recurring grants to organisations that provide sustained benefit to the parish. These grants are reviewed and approved each year during the budget-setting process.

Each organisation must submit a **simple annual request form** confirming:

- The purpose of the grant
- Activities or works carried out in the previous year
- Evidence of expenditure (where applicable)
- Continued community benefit

The list of organisations receiving regular annual grants is determined by the Council as part of the annual budget process. If this list changes - whether by adding new organisations or removing existing ones - the Grants Policy will be updated accordingly to ensure it accurately reflects the Council's approved commitments and maintains transparency.

Organisations receiving regular annual grants must notify the Council in advance if they anticipate requiring an increased level of funding in the following financial year. The Council can only award

the amount allocated in its approved budget, so any request for additional funding must be raised early enough to be considered during the budget-setting process. Late requests for increased funding cannot be accommodated once the budget has been agreed.

The Council begins preparing its draft budget at its November meeting, with the final budget and precept formally approved at the January meeting. Organisations must therefore notify the Council of any anticipated increase in funding requirements **before the November budget discussion**. Requests received after this point cannot be considered until the following financial year.

2.1.1 Churchyard Maintenance Grant (PCC)

Legal Power:

- *Primary:* General Power of Competence
- *If GPC lost:* Section 214(6) Local Government Act 1972

Purpose: Grounds maintenance of the open churchyard (grass cutting, hedge trimming, path upkeep).

Conditions:

- The churchyard must remain open and accessible to the public.
- Funds must be used solely for grounds maintenance.
- The PCC must provide an annual statement of works and expenditure.

2.1.2 West Berkshire Countryside Society - Eling Way Maintenance

Legal Power:

- *Primary:* General Power of Competence
- *If GPC lost:* Section 137 LGA 1972

Purpose: Vegetation clearance, path maintenance, and conservation work on the Eling Way.

Conditions:

- Funds must be used solely for agreed maintenance activities.
- A brief annual summary of works completed must be provided.
- Evidence of expenditure may be requested.

2.1.3 Pang Valley Flood Forum

Legal Power:

- *Primary:* General Power of Competence
- *If GPC lost:* Section 137 LGA 1972

Purpose: Support for flood prevention, community resilience, and local engagement activities.

Conditions:

- Activities must benefit parish residents.

- A short annual update must be provided on how the grant contributed to local flood-related work.

2.1.4 Royal British Legion (RBL) - Compton, Ilsleys & Norreys Branch

Legal Power:

- *Primary:* General Power of Competence
- *If GPC lost:* Section 137 LGA 1972

Purpose: To support the activities of the local Royal British Legion branch, including community welfare work, veteran support, and local remembrance-related community engagement.

Conditions:

- Funds must be used solely for the branch’s community and welfare activities.
- A simple annual request confirming continued need and outlining the branch’s work in the past year is required.
- Evidence of expenditure may be requested where appropriate.

2.2 Small Grants Fund (Ad Hoc Applications)

The Council sets aside a sum each year for small grants to support local organisations, groups, and projects.

Eligibility

- Applications must come from organisations or groups based in or serving the parish.
- Grants must provide a clear benefit to parish residents.
- Applications are typically for small-scale support (e.g. under £100 unless otherwise agreed).

Exclusions

- Individuals
- Commercial organisations
- Political parties
- “Upward funders”
- Retrospective applications (costs already incurred)

Conditions

- Funds must be used for the purpose stated in the application.
- Evidence of expenditure or outcomes may be requested.

Process

- Applications must be submitted using the Council’s Small Grants Application Form.
- Applications are considered at Council meetings.
- Decisions are recorded in the minutes and published on the Council website.

General Principles

- All grants are discretionary and subject to available budget.

- The Council reserves the right to refuse applications that do not meet the criteria.
- Grants must demonstrate a clear community benefit.
- All awards will be recorded in Council minutes and published on the Council website.
- Successful applicants may be invited to attend the Annual Parish Meeting to provide a short report on how the grant was used.

Document Updates

Version	Date	Amendments
1.0		Adopted

Appendix A – Regular Annual Grant Request Form
Parish Council – Annual Grant Request Form

Organisation Name:	
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Contact Person:

Name:	
Role:	
Email:	
Phone:	

Purpose of Grant:

Amount Requested:	£
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Confirmation of Public Benefit:

- Funds will be used solely for the purposes stated above.
- The organisation confirms there will be continued benefit for the Parish of Hampstead Norreys

Summary of works carried out in the past year: (Outline of work completed and community benefit delivered)

Actual costs incurred in previous financial year:	£
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Declaration:

I confirm that the information provided is accurate and that the grant will be used in accordance with the Parish Council's Grants Policy.

Digital Signature (typed name):	
Date:	

Appendix B – Small Grants Fund Application Form
Parish Council – Small Grants Fund Application

Organisation Name:	
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Contact Person:

Name:	
Role:	
Email:	
Phone:	

Project / Activity Title:	
Amount Requested:	£ (must not exceed the annual allocation set by the council at budget-setting)

Description of Project / Activity: (Brief outline of what the grant will be used for)

Community Benefit: Explain how this project/activity will benefit people in the parish:

Other Funding Sources (if any):

Confirmation:

- This application is made on behalf of an organisation or group based in or serving the parish of Hampstead Norreys.
- The grant will not be used for individuals, commercial purposes, political activity, or retrospective costs.
- If invited to attend the Annual Parish Meeting, an individual from the organisation will attend to provide a short update on the use of the grant.

Declaration:

I confirm that the information provided is accurate and that the grant will be used in accordance with the Parish Council's Grants Policy.

Digital Signature (typed name):	
Date:	

Training and Development Policy

Version number	1.1	Minute reference	
Date adopted		Review due	Annually

Introduction

Hampstead Norreys Parish Council is committed to the ongoing training and development of all Councillors and employees to ensure the Council can meet its aim and objectives. The Council will ensure that Councillors and employees will be provided with the means to develop and enhance their skills and abilities to deliver high quality services, along with management skills to manage and plan those services and be kept informed of all new legislation. The Council values the time given by its members to their community and needs to maximise the rewards from that time by ensuring that its members understand and enjoy their role in the community. Funds are allocated to a training and development budget each year to enable Councillors and employees to attend training and conferences relevant to their office. Prospective Councillors and applicants for the post of Clerk will be made aware of the content of this policy and the expectations placed upon them contained within it.

Identification of Training and Development Needs

Training and development needs may be identified due to:

- Legislative requirements.
- Changes in legislation.
- Changes in systems.
- New or revised qualifications become available.
- New working methods and practices.
- Complaints to the Council.
- A request from a member of staff.
- Devolved services/ delivery of new services.

2.1 Councillors

Annually, the Council will formally review the training needs of Councillors at a meeting of the Parish Council. Opportunities to attend courses will be investigated by the Clerk and brought to the attention of the Full Council. ~~The following training is provided by HALC on behalf of BALC, however similar training may be sought through other training providers.~~

~~The following training (provided through the Berkshire Association of Local Councils – BALC) is required for new Councillors:~~

- ~~• Knowledge and Core Skills~~
- ~~• An Introduction to Planning for Local Councils~~

Training is available through the following providers:

- [Berkshire Association of Local Councils \(BALC\)](#) – these courses are delivered by the Hampshire Association of Local Councils (HALC)
- [NALC e-learning platform - Click here for further information on the courses available.](#)
- [NALC events – Click her to access past event recordings.](#)
- [Mulberry Local Authority Services](#)
- [Scribe Academy](#) – with previous training videos available on their [Scribe YouTube page](#)

2.1.1 Required Training

All current Parish Councillors who have not yet completed the required training listed below are now expected to do so within the next twelve months. This ensures consistency, good governance, and that all members have the essential knowledge to serve effectively.

New Councillors are expected to complete the following required training within twelve months of taking office.

- Councillor Essentials (also known as Knowledge and Core Skills) (HALC/BALC) OR Introduction to Local Councils (NALC e-learning)
- Standards in Public Life (NALC e-learning)
- Introduction to Local Planning for Local Councils (HALC/BALC) OR Introduction to Planning for Local Councils (NALC e-learning)
- Cyber security awareness: Basic (NALC e-learning or a suitable equivalent)

The following training is required for all Councillors, and should be repeated once every election period (4 years):

- Data Protection Essentials (NALC e-learning) (or a suitable equivalent)

2.1.2 Optional Training

All Councillors may benefit from also attending:

- Local Council Governance – Understanding Your Responsibilities (HALC/BALC)
- Local Council Finance for Councillors (HALC/BALC)
- Budgeting for Councillors (HALC/BALC) or Understanding Precepts (NALC e-learning)
- Making Effective Planning Representations (HALC/BALC)

Training on specific areas should be attended as required, for example:

- ~~Local Plans and Planning Policy – all~~
- Internal Controls – *Internal Controller*
- Chairing Skills – *Chairman/Vice-Chairman/Deputy Chair*
- Managing Staff in Local Councils – *HR Committee*

These suggestions are not exclusive, and Councillors should seek any training they believe is relevant to their roles within the Council.

2.2 Clerk

Annually, the Council will review the training needs of the Clerk through the annual appraisal process. Informal discussions should take place throughout the year as the need arises. Training needs for a new Clerk will be identified through the recruitment process, including application form and interview, formal and informal discussions and annual Staff Appraisals. The Clerk is expected to keep up to date with developments in the sector and highlight to the Council any training required.

~~The Clerk is expected to undertake and complete CiLCA training within two years of starting employment if the qualification is not already held.~~

The Council currently holds the General Power of Competence as the Clerk is CiLCA-qualified. Should a new Clerk be appointed, the Council will encourage them to work towards CiLCA once

they have been in post for at least twelve months and have completed introductory training. The Clerk and Council will agree an appropriate timescale for enrolment and completion, taking into account workload, training needs and the circumstances at the time. The Council recognises that eligibility for the General Power of Competence may not always be achievable immediately following a change of Clerk.

Financial Implications

Each year as part of the annual budget setting process, the Council will include a training budget for employees and Councillors. When calculating this, any training needs identified as part of the annual appraisal process and Councillors training needs review will be taken in to consideration.

All sponsored training must be appropriate to the needs of the Council and is subject to the availability of financial resources.

For approved courses the Council will cover the course fee, examination fees, associated membership fees and one payment to re-take a failed examination.

3.1 Recouping Costs

It is standard practice of the Council that where the Council is covering the costs of an employee's training course or qualification (this being a course or qualification, rather than one day course or workshop) a written agreement will be made that if the employee leaves the Council's employ within a set period of time during or having completed the course, the employee will be expected to reimburse the Council as per the agreement.

3.2 Travel Expenses

Employees or Councillors attending training may submit an expense claim to cover travel costs to and from the venue. Where practical and possible, if there is more than one attendee from the Council, car-pooling or shared travel arrangements should be made.

Study Leave

Employees who are given approval to undertake external qualifications will be granted the following:

- Study time to attend day-release courses.
- Time to sit examinations.
- Study time of one day per examination (to be discussed and agreed upon by their line manager in advance).
- Provision of study time must be agreed upon with the line manager prior to the course being undertaken.

Record Keeping and Evaluation

All attendees are asked to provide feedback on the value and effectiveness of the training and development they undertake. This information will be used to assess and improve the training process.

Each employee and Councillor has a Training Log which is held securely by the Clerk. This log will be updated with any training undertaken on receipt of the Training Report Form. A digital copy of any attendance or qualification certificates should also be given to the Clerk to be held with these records.

These records will be kept in accordance with the Council's Document Retention Policy.

Document Updates

Version	Date	Amendments
1.0	24/011/2022	Adopted
1.1		Amended

Agenda Item 16: To review the council's and/or staff subscriptions to other bodies

Organisation	Last Renewal Date	Cost at Last Renewal
Berkshire Association of Local Councils (BALC) / Hampshire Association of Local Councils (HALC)	May 2025	£189.05
Society of Local Council Clerks (SLCC)	December 2025	£75.20

Agenda Item 17: To determine the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council

Meeting Date	Meeting Type
Thursday 9 th July 2026	Full Council
Thursday 24 th September 2026	Full Council
Thursday 26 th November 2026	Full Council
Thursday 21 st January 2027	Full Council
Thursday 18 th March 2027	Full Council
Thursday 29 th April 2027	Annual Parish Meeting
Thursday 20 th May 2027	Annual Meeting of the Parish Council

Agenda Item 18: To consider Parish Council areas of responsibility and representation on outside bodies

Role	Role Holder 2025/26
Downlands Practice Patient Rep Group Representative	Ros Maskell
Downland Volunteer Group Representative	Ros Maskell
Flooding	Stephen Davis
Internal Controller	Harriet McCalmont
Playground Inspections	Fiona Bennett and Harriet McCalmont
Public Rights of Way	Stephen Davis
Traffic and Speeding Working Group	Toby Harris and Ros Maskell
Waste Removal Management	Fiona Bennett

Agenda Item 19: To consider the Risk Register for 2026/27

Version number	1.1	Minute reference	
Date adopted		Review due	Annually

Introduction to Risk Assessment and Management

The failure to manage risks effectively can be expensive in financial terms and also in terms of service delivery. It is important therefore that Councils have in place a system to help them assess and manage risks. Ultimately risk management is the responsibility of Members because risks threaten a council's ability to achieve its objectives.

Assessment and Management of risk is one of the mandatory areas addressed on Internal Audits. The Risk Assessment system and associated Risk Register will be used by Internal Auditors to assess whether the Council takes seriously its possible exposure to risk and has put in place actions to limit the consequences of potential risks.

For smaller parishes, this system will be relatively simple. It can essentially be broken down into the following 3 main steps:

- Identifying the key risks facing the council
- Evaluating the potential of one of these risks occurring
- Managing the risk: agreeing measures to avoid, reduce or control the risk or its consequence.

Risk Identification

Risks can be divided into a number of categories and the following have been used here:

- Physical assets – buildings, equipment, IT hardware etc.
- Finance – banking, loss of income, petty cash etc.
- Injury to the public and/or staff – in halls, playgrounds and recreation grounds, etc
- Complying with legal requirements – agendas and minutes, records, etc
- Councillor propriety – declarations of interest, gifts and hospitality etc

Risk Evaluation

Risk Evaluation is essentially a 2-part exercise, answering the questions:

- What is the chance of the risk occurring?
- What is the likely impact if it does occur?

In smaller Parish Councils it is only necessary to classify the answers to each of these questions as Low, Medium or High

Risk Management

There are three main ways of managing risks:

- Manage the risk yourself
- Take out insurance to cover the risk
- Agree with another party that they will manage the risk on your behalf; this may include rewarding them for so doing

Risk Register

Identified risks are documented in a Risk Register.

It should be noted that Risk Assessment and Management is not a one-off exercise; risks should be constantly kept under review, especially as the business of the Council changes and new projects are undertaken.

Risk Assessment Matrix

Identified risks are assessed using the following matrix.

Likelihood	Highly Likely (3)	Medium (3)	High (6)	High (9)
	Possible (2)	Low (2)	Medium (4)	High (6)
	Unlikely (1)	Low (1)	Low (2)	Medium (3)
		Negligible (1)	Moderate (2)	Severe (3)
		Impact		

Risk Assessment

Assets

Risk	Chance	Impact	Risk	Management Control
Damage to – or loss of – fixtures and fittings	M/2	M/2	M/4	The Parish Council insurance policy covers office contents, street furniture and playground equipment.
Loss of data – physical	L/1	L/1	L/1	All important files are held within lockable filing cabinets.
Loss of data – electronic	L/1	M/2	L/2	Continual backup to cloud storage is made of the Parish Council files, using GDPR-compliant services with multi-factor authentication enabled.
Asset Register is out of date	L/1	M/2	L/2	An inventory of all Council assets is maintained by the Clerk, who arranges appropriate insurance cover. The Asset Register is reviewed annually at the Annual Meeting of the Parish Council and updated whenever new assets are acquired.

Injury to Public, Members and/or Staff

Risk	Chance	Impact	Risk	Management Control
Injury to third parties, members and staff on Council premises	L/1	H/3	M/3	Insurance has been taken out to cover Public Liability (£10M), Employers' Liability (£10M) and Personal Accident.
Injury to third parties using equipment in play areas in Dean Meadow	L/1	M/2	L/2	The Parish Council has an annual inspection carried out on all play equipment. An identified Parish Councillor carries out regular checks and records them either by email to the Clerk or, as the Council transitions to a digital system, through an approved inspection app; all records are retained as evidence of due diligence.
Injury to third parties and members because of ice, snow etc. on parish council maintained land	M/2	M/2	M/4	Insurance has been taken out to cover Public Liability (£10M), and the insurer is notified promptly of any new assets requiring cover.

Finance

Risk	Chance	Impact	Risk	Management Control
Precept is not adequate	L/1	M/2	L/2	The Council reviews the draft budget, including the amount of Precept, each November, with a final draft being reviewed in January prior to the submission deadline for the Precept amount.
Council funds are not properly managed	L/1	M/2	L/2	Income is invested in appropriate accounts by a competent Clerk, ensuring balances remain within the FSCS £100,000 protection limit where practicable.
Loss of cash through theft or dishonesty	L/1	M/2	L/2	No petty cash is maintained by the Council / Clerk. Any necessary expenditure on small items such as stamps is paid for unapproved by the Clerk and reclaimed. Insurance cover has been taken out to cover a) loss of non-negotiable money and robbery b) misappropriation of funds by staff or Councillors (Fidelity Guarantee sum insured = £150,000)
Council Financial Regulations are inadequate	L/1	M/2	L/2	Council financial procedures are well-trying and tested. A set of Financial Regulations under which the Council operates was formally adopted by members at the Meeting held on 22 nd May 2025. The Financial Regulations are reviewed at the Annual Meeting of the Parish Council each year.
Council financial controls and accounting records are inadequate to prevent financial irregularity	L/1	M/2	L/2	The Clerk maintains Council accounting records using Scribe finance software. Members are provided with regular reports covering bank balances, explanatory notes and management accounts. All electronic payments are submitted by the Clerk and authorised by two Councillors. Where used, all cheques are presented to Full Council for approval and invoices and cheque stubs are signed by two Councillors. A full list of payments for approval is submitted at each Full Council meeting.
Audit documentation is not submitted within the required timeframe to the internal and external auditors	L/1	M/2	L/2	The Clerk must ensure the documentation from the External Auditors has been received and follow the given timeframes within the documentation.

Insurance

Risk	Chance	Impact	Risk	Management Control
Insurance must be renewed each year	L/1	L/1	L/1	The insurance renewal must be reviewed at the May meeting each year in time for the 1 st June renewal date, with the policy checked against the updated Asset Register before renewal.
Insurance must cover Public Liability (£10M), Employers Liability (£10M), Personal Accident and Fidelity	L/1	L/1	L/1	The Clerk reviews the insurance policy before presenting to the Council. The Council reviews the insurance policy at the Annual Parish Council Meeting.

Councillor Propriety

Risk	Chance	Impact	Risk	Management Control
Members do not declare their interests, gifts or hospitality	L/1	L/1	L/1	The Clerk maintains a Register of Interest, and councillors are reminded annually of their duty to update their DPI forms within 28 days of any change.

Business Continuity

Risk	Chance	Impact	Risk	Management Control
Loss of Clerk	L/1	M/2	L/2	All electronic files are backed up to the Cloud. The Chairman possesses a sealed envelope containing the relevant passwords in order to be able to access the files should this be required.
Cyber-attack, phishing or ransomware	L/1	H/3	M/3	The Council uses secure cloud storage with ransomware protection, multi-factor authentication, a password manager, and regularly updated software. The Clerk and Councillors receive basic cyber-awareness guidance. These controls significantly reduce the likelihood of a successful attack.

Legal Compliance

Risk	Chance	Impact	Risk	Management Control
Motions adopted by the Council are not legal	L/1	M/2	L/2	The Clerk advises members if they consider a motion may be illegal. Standing Orders, based on the NALC standard, were adopted on 22 nd May 2025, Minute 25/015. These are reviewed at the Annual Meeting of the Parish Council and updated where appropriate. 'Local Council Administration' by Charles Arnold-Baker is used as a reference.
Committees and officers exceed their terms of reference	L/1	M/2	L/2	Committee Terms of Reference and Delegated Powers are reviewed annually at the APCM. The Clerk has a detailed Job Description.
Minutes and agendas are not produced in a timely manner or made available to the public	L/1	L/1	L/1	Signed agendas for all meetings are produced by the Clerk and are available to members at least 3 clear days before each meeting and are posted on the Council notice board in the Parish on the Friday before each Thursday meeting. Minutes are produced within 4 weeks of the meeting and are posted on the website.
Council documents are not controlled properly	L/1	L/1	L/1	All documentation is produced using version control mechanisms. All important documents received are filed in a Correspondence File available to all members. Documents are filed in a lockable filing cabinet via a classification index at the home of the Clerk. Some historical documents are filed in a lockable cabinet in the Village Hall. Electronic documents are filed using a folder structure.
Effectiveness of internal audit is not considered.	L/1	M/2	L/2	An annual review of the effectiveness of internal audit must be undertaken and recorded in the minutes at the next meeting after the report has been received. Appropriate steps should be taken to deal with matters raised in reports from the internal auditor through agenda items.
Formal advice is not sought when required.	L/1	M/2	L/2	Continue with memberships of BALC and SLCC.
Failure to comply with data protection registration	L/1	L/1	L/1	The Council is registered with the Information Commissioner's Office, and the registration fee is paid annually by direct debit.
Failure to comply with Freedom of Information request	L/1	M/2	L/2	The Council has a Model Publication scheme in place. The Parish Council and the Clerk are aware that if a substantial request came in it could create a number of additional hours' work. The Clerk is able to claim overtime should this be required.