

Monthly Report from your Liberal Democrat Councillor – July 2025

Being the Elected Councillor where the Largest Greenfield Music and Performing Arts Festival in the World is held.

Not many elected councillors in the country can say they oversee a community that welcomes over 200,000 visitors in one weekend—especially in a village of fewer than 1,000 residents! As the Councillor for Pilton in Mendip South, I have the unusual privilege (and sometimes challenge) of representing a small community that transforms into the world’s largest greenfield music and arts festival.

Glastonbury Festival’s impact on Pilton and the surrounding villages is immense. It brings local economic opportunities and global attention, but it also requires careful planning to minimise its effects on local residents. Throughout the year, I engage with festival organisers, parish councils, Somerset Council and local communities, listening to concerns and making sure everyone’s voice is heard.

One of my priorities is to see for myself how the festival is managing crowd safety, noise levels, and other important issues. I believe that being on the ground, observing how the organisers operate, helps me better support our community and ensure that the festival remains a safe and respectful event.

Handling casework related to the festival—before, during, and after—is part of my role. This ongoing dialogue allows me to support continuous improvement, ensuring the festival remains a positive event for both visitors and local residents. It also gives me a unique channel to speak directly with organisers about community impact.

Working closely with Somerset Council, I see firsthand how the festival’s management aims to meet licensing objectives while respecting our community. It’s a rare and rewarding position—balancing the excitement of a world-famous event with the needs of our local community, ensuring that everyone’s interests are considered.

In my first debrief note to Somerset Council and Glastonbury Festival I have raised:

- Helicopter disturbance
- Glamping pop-up site, East Compton
- Positive feedback on improved crowd management and public safety

Transforming Social Care Challenges into Success: Somerset Council’s ‘My Life, My Future’ Wins National Award

Somerset Council’s adult social care transformation, ‘My Life, My Future,’ has received national recognition, winning a prestigious Local Government Chronicle (LGC) award. The programme has saved £10 million over the first two years, significantly improved support for residents across the county and will continue to make savings in future years.

The need for this transformation stemmed from financial pressures, including government funding reductions and an ageing population, which increased demand for social care. Somerset’s decision, under the previous Conservative-led Council, to freeze Council Tax for six years from 2010 to 2016,

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contributed to a steep revenue shortfall of approximately £27 million annually, impacting the council's finances. Despite these challenges, the current Lib Dem leadership has focused on enabling residents to achieve independence, leading to better outcomes and fewer costly residential placements.

However, the government has avoided directly addressing these ongoing challenges, instead initiating another review that is likely to delay a clear plan until 2028. The Lib Dems at Somerset Council have been calling for immediate, urgent action to address and fix social care now.

Despite these challenges in Somerset, 'My Life, My Future' has supported more people to stay at home, saving £8.6 million for older adults through improved reablement services, which help individuals regain independence after hospital stays. It has also saved £1.4 million in support for people with learning difficulties, with over 40 actively engaged in plans for greater independence.

Lead Member for Social Care Councillor Sarah Wakefield praised the dedication of the adult social care teams, emphasising that overcoming financial challenges required innovative and systematic change. This award recognises Somerset's leadership in transforming social care and demonstrates how resilience and strategic decision-making can deliver positive outcomes even in difficult circumstances. The council remains committed to extending this success further, continually improving lives and saving money for the future.

Update on Yeovil Maternity Unit Closure: We Are Listening and Taking Action

Somerset Lib Dems at all levels are working hard to address the ongoing concerns surrounding the closure of Yeovil Maternity Unit. We are working tirelessly to champion the needs of local families and ensure their voices are heard.

The planned closure of Yeovil Maternity for at least six months comes amid warnings from the Care Quality Commission (CQC) about the hospital's paediatric services, following a series of critical reports on Somerset's maternity care. We understand the anxiety this situation causes to expectant mothers and families across the region.

Our leadership, including Lead Member for Public Health, Councillor Graham Oaks, and Somerset Council Leader, Councillor Bill Revans, have met with senior hospital managers to explore options for reopening the unit as soon as possible. Councillor Oaks has called for the adoption of a Midwife-led unit, and we are actively pressing for a clear date for the reopening. We are closely monitoring developments and doing everything we can to advocate on behalf of residents.

MP Adam Dance has also been prominent in this effort, calling on the Secretary of State for Health, Wes Streeting MP, to ensure that Somerset's needs are not overlooked in the upcoming national review into maternity services. The review, initially focusing on ten of the most at-risk units, must include Yeovil and Somerset to prevent further gaps in vital maternity and paediatric care. Adam has launched an online petition <https://www.yeovil-libdems.org.uk/maternity-unit-campaign> calling on NHS Somerset and the Hospital trust to reopen the unit as soon as possible. Separately Adam has met with staff who have been impacted to hear their concerns directly which he has taken up with NHS leaders.

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In a recent House of Commons debate, Adam raised serious concerns about the abrupt closure, warning that leaving a “dangerous gap in care” could result in avoidable harm. He highlighted the impact on expectant mothers who are forced to travel over an hour for care, and the pressure on neighbouring hospitals and staff.

We will continue to hold NHS leaders to account and push for immediate action to reopen Yeovil Maternity without delay.

We are taking ownership of trying to solve this NHS Somerset crisis (on behalf of residents) and remain committed to securing the future of safe, accessible maternity services for all families in Somerset.

Progress on Improving Somerset’s Roads: Report Potholes and Learn More about What We Are Doing to Meet the Challenge!

Did you know that every week in Somerset, we repair between 600 and 800 potholes? Thanks to our extensive preventative surface treatments program — which covered over 1 million square metres of road last summer — we’ve reduced the number of potholes by 4,000 compared to last year.

We’ve made significant progress in improving the condition of local roads, but the challenge remains ongoing. We’re continually investing in targeted repairs and preventative measures to ensure safer, smoother journeys for everyone.

If you notice a pothole, you can report it quickly and easily at <https://orlo.uk/wEawl>. There’s no need to email or call. Your report goes directly to a team member, who will visit and assess the issue. We aim to respond within 3 working days, and depending on the size and location, repairs will be completed within 28 days — or sooner in emergencies.

We’ve received some questions about this, so to clarify:

We run a comprehensive resurfacing program throughout the year. Additionally, where roads are in good condition, surface dressing can significantly extend their lifespan. Find out more at <https://www.somerset.gov.uk/roads.../surface-dressing/>.

We are committed to building on this progress and ensuring Somerset’s roads continue to improve. Thanks to dedicated teams and ongoing investment, we are making tangible strides toward meeting the challenge of maintaining high-quality roads for our communities.

Potholes and road damage can be reported here:

<https://www.somerset.gov.uk/roads-travel-and-parking/potholes-and-road-damage/>

Stop the Cuts at Frome Community Hospital Campaign Launched by the Lib Dems

Anna Sabine MP and Cllr Adam Boyden have launched a petition to urgently halt the NHS Somerset Trust's proposed cuts, which include reducing beds and staff at Frome Community Hospital. The plans could increase pressure on local services and the RUH. Sign and support the petition at <https://orlo.uk/StopFromeHospital>.

Somerset Council - Mendip South

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Have Your Say on the New Somerset Council Boundaries

Residents are invited to comment on proposed changes to Somerset Council's division boundaries as part of a 10-week consultation running until 11 August 2025.

The independent Local Government Boundary Commission for England (LGBCE) has proposed that Somerset Council should have 96 single-councillor divisions, with all boundaries changing to better reflect communities and balance representation.

You can view the proposals and give feedback via the [LGBCE Somerset page](#), or by email at reviews@lgbce.org.uk, or by post. Your input will help make the new divisions clear, understandable, and effective for local communities.

Youth Parliament 2025: Nominations Now Open

Nominations are now open for Somerset's 2025 Youth Parliament elections. Young people aged 11–17 who live and study in the county are encouraged to apply.

Three Members of Youth Parliament (MYPs) will be elected to represent their peers, run campaigns on issues that matter, and work with local services and organisations. A support group of young people aged 10–25 will help develop campaigns and organize activities.

The Youth Parliament is a great space to learn new skills, share views, and make a difference.

The deadline for nominations is 3 November 2025, with elections in December. Full details and voting links will be available in September.

Young people aged 11–17 can register to nominate themselves at <https://www.somerset.gov.uk/your-council/youth-parliament>.

The Somerset Youth Parliament Advisory Group is free to join and open to anyone aged 10–25 who lives, works, or studies in Somerset. More information is at the same link.

Lib Dem Leader Cllr Bill Revans Argues for Mandatory Solar Power on All New Homes

Cllr Bill Revans, Leader of Somerset Council, advocates in his weekly local media article for making solar panels compulsory on all new homes. He highlights that advances in technology have made solar more efficient and affordable, helping to lower bills and reduce emissions. Currently, laws prevent councils from requiring this due to industry lobbying.

Cllr Revans recalls that in the 1990s, he taught at Broadoak School, where MP Max Wilkinson, now in Cheltenham, introduced the 'Sunshine Bill' to mandate solar energy on new builds. The government declined support at the time, citing housing supply concerns, but recent changes represent a step forward.

Somerset Council - Mendip South

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Following Wilkinson's campaign, the government announced that all future new homes will include renewable energy technology as part of the updated Future Homes Standard. With renewables now supplying nearly 25% of UK energy—while gas accounts for just 6.85% and prices remain volatile—this move is a major step towards tackling climate change and cutting costs. Cllr Revans urges councils and the government to adopt this common-sense approach without delay

2025 SEND Satisfaction Surveys Now Open

Parent carers and professionals are invited to share their views on education, health, and care support for children and young people with SEND. Developed in partnership with Somerset Parent Carer Forum CIC, Somerset Council, and NHS Somerset ICB, your feedback will help shape future improvements. Complete the parent carer survey at <https://orlo.uk/TexDH>.

Help Shape the New Learning Disability Partnership Board

We need your input to design the future of Council and NHS services for people with learning disabilities in Somerset. Join a relaxed, accessible session at Taunton Library on 1st of July. To register, contact sarah.codling@somerset.gov.uk. If you can't attend but want to be involved, get in touch. The practitioner survey closes on 6 July 2025; support is available at 01458 259384 or getinvolved@somersetparentcarerforum.org.uk.

Unpaid Carers' Week

Somerset Council will promote free support resources and community events for around 50,000 unpaid carers during Carers Week 2025. A poem by former unpaid carer Alison Birket will highlight the emotional toll of caring, raising awareness of the support available. Full details are at <https://orlo.uk/OBk87>.

Devolution & Regional Growth

Baroness Taylor visited Wessex to discuss progress on devolution plans, aiming to establish a Mayoral Strategic Authority in the area by 2027. The region continues to work collaboratively to secure regional growth. More information is available at <https://orlo.uk/tA79R>.

Dino Day at Ham Hill

Families can enjoy 'Iggy the Iguanodon' street theatre on July 26 at Ham Hill. The event explores fossils and dinosaurs, celebrating 50 years of Ham Hill Country Park, with activities suitable for all ages. Details can be found at <https://orlo.uk/Unc8>.

Somerset Council - Mendip South

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In-House Street Care in Mendip

Somerset Council now delivers street cleaning and grounds maintenance services in Mendip, previously managed by contractors. This change ensures consistent, local services across Frome, Glastonbury, Wells, and surrounding areas. Resident feedback reports can be made at <https://orlo.uk/streetcare>.

Flood Prevention & Water Management

The Somerset Rivers Authority has published its tenth annual report covering flood prevention activities for 2024-25. The scheme has been vital for reducing flood risks, despite tight budgets. The report highlights ongoing efforts in dredging, flood defence, and climate adaptation. You can view it and provide feedback at <https://somersetivers.org>.

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Report it first: useful Links to share with your communities

Visit Report a problem on the road: <https://www.somerset.gov.uk/roads-travel-and-parking/report-a-problem-on-the-road/>

Potholes and road damage

Somerset Council repair potholes and other road defects, and maintain our roads, for the safe access of all road users:

<https://www.somerset.gov.uk/roads-travel-and-parking/potholes-and-road-damage/>

For traffic updates and roadworks follow @travelsomerset on X and Facebook.

Live travel information

<https://www.travelsomerset.co.uk/>

Report a problem with a street light

We maintain and repair street lights to national standards to provide safe access to all road users:

<https://www.somerset.gov.uk/roads-travel-and-parking/report-a-problem-with-a-street-light/>

Roads, travel and parking, road signs, markings and lighting

Includes information about non-illuminated bollards, pedestrian crossings, requesting a village nameplate and how to apply for a new road sign Speed limits: <https://www.somerset.gov.uk/roads-travel-and-parking/road-signs-bollards-and-road-markings/>

Speed limits

Request information about new or existing traffic calming measures:

<https://www.somerset.gov.uk/roads-travel-and-parking/speed-limits/>

Traffic lights

We maintain over 200 traffic light locations throughout the county

<https://www.somerset.gov.uk/roads-travel-and-parking/traffic-lights/>

Street and roadworks

We maintain the roads and pavements that are managed at public expense in Somerset

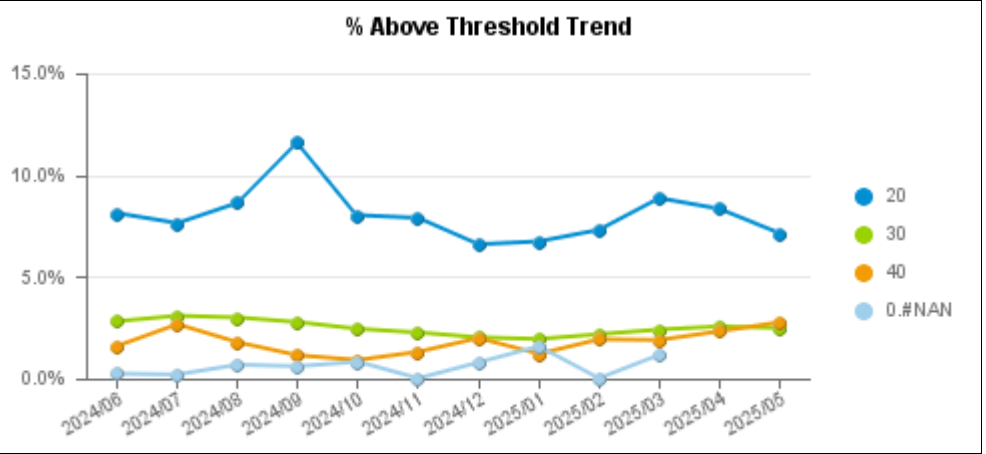
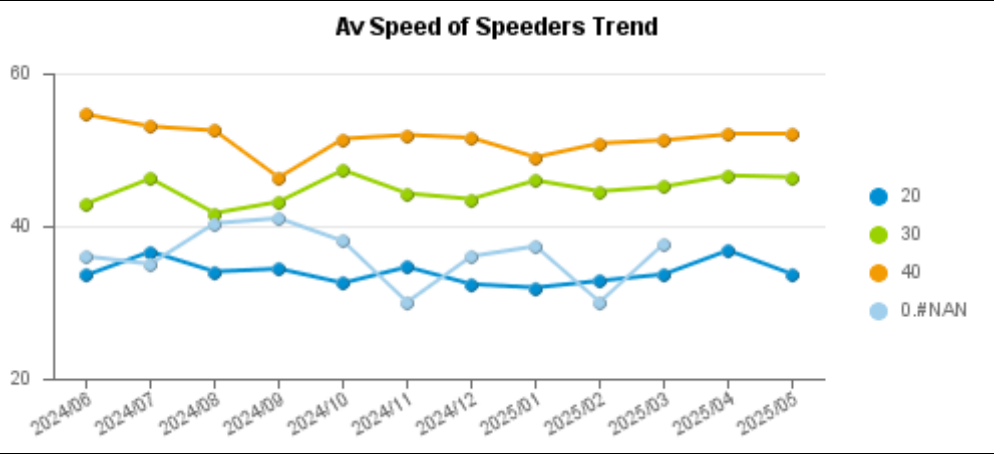
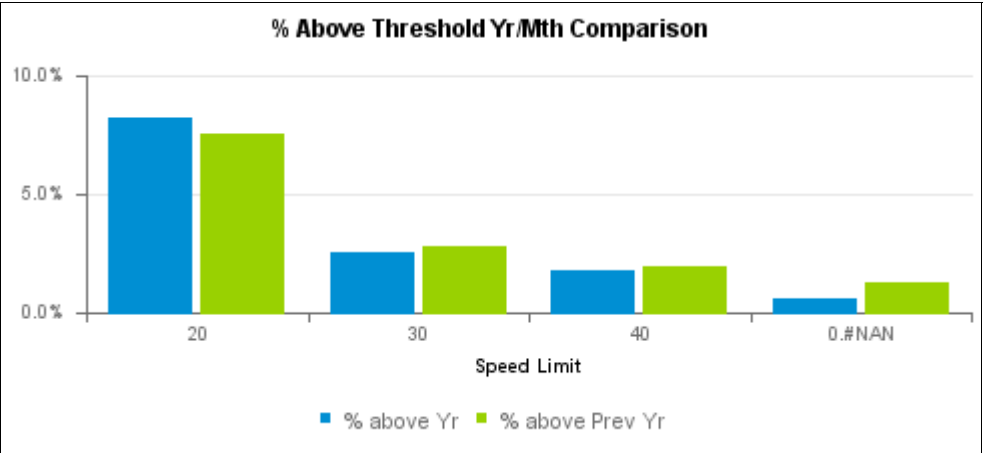
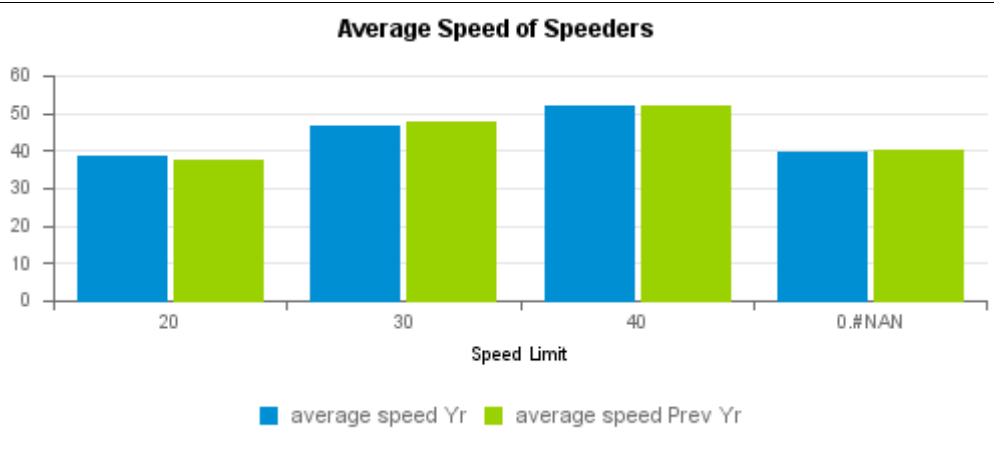
<https://www.somerset.gov.uk/roads-travel-and-parking/street-and-roadworks/>

Sign-up for the latest climate news:

<https://www.somerset.gov.uk/environment-and-food-safety/climate-and-ecological-emergency/newsletter-sign-up/>.

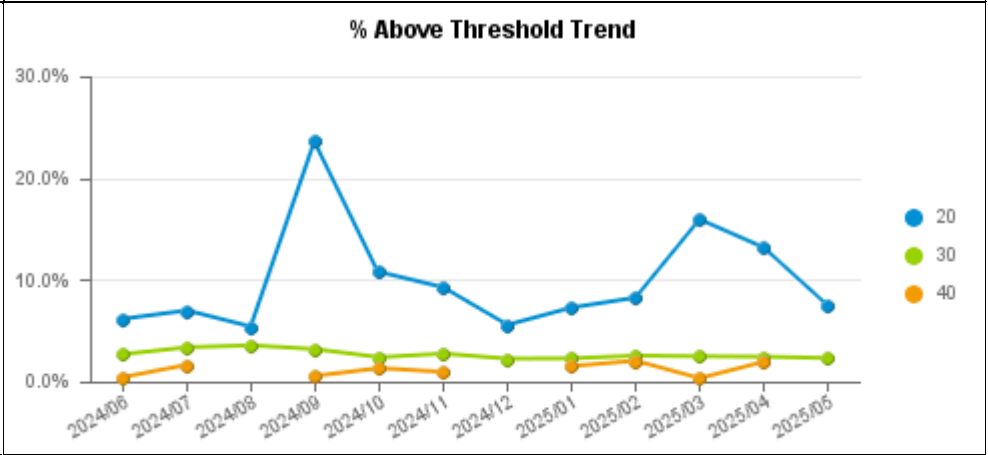
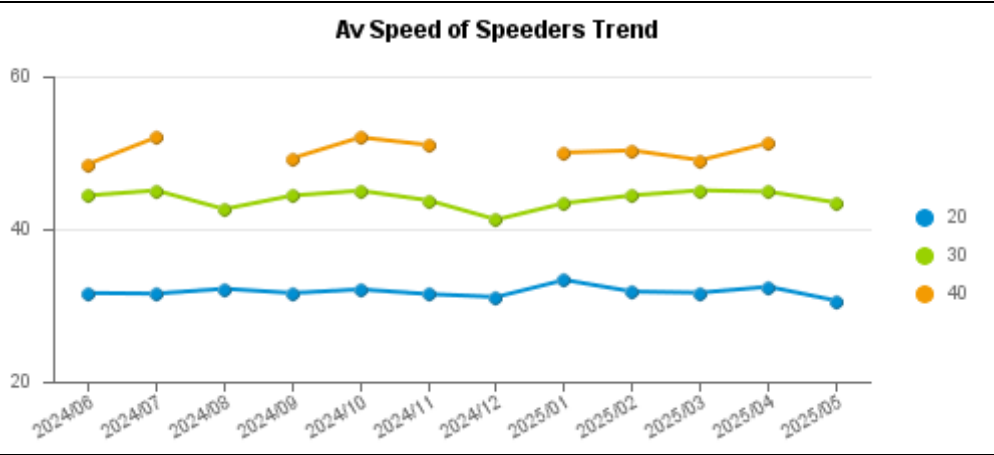
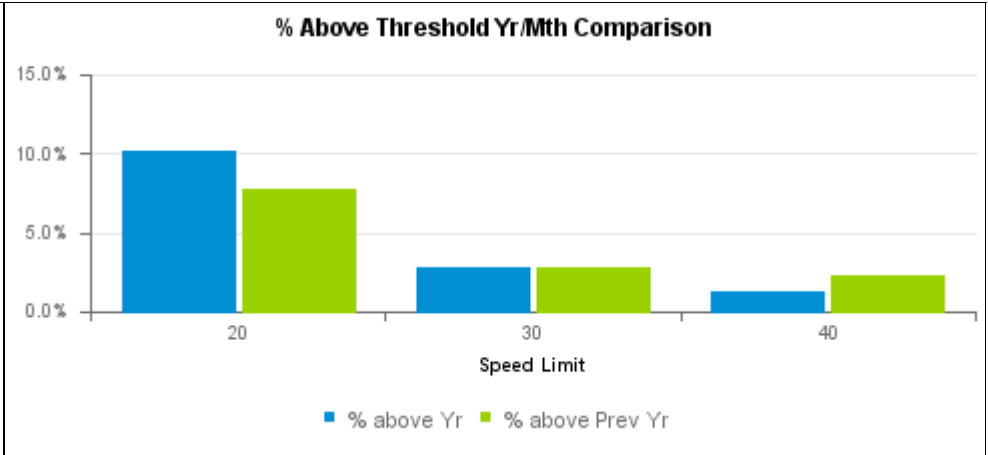
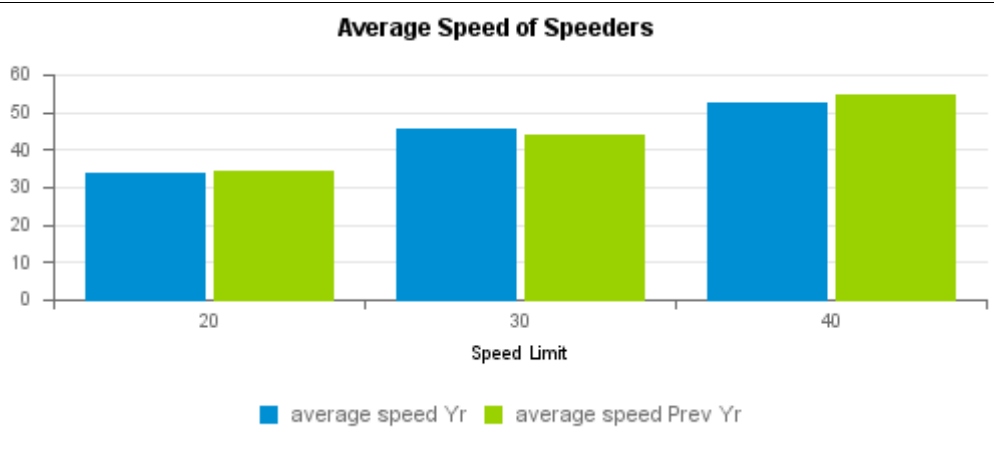
Community SpeedWatch Monthly Report Sessions up to May 2025

Force Level Summary															
Speed Limit	Sessions		Vehicles		Vehicles Above Threshold		% above threshold		Av Speed of speeders		Top Speed		Letters		
	Mon	Yr	Mon	Yr	Mon	Yr	Mon	Yr	Mon	Yr	Mon	Yr	Mon	NFA	In Processing
20	79	1,246	16,735	263,297	1,194	21,702	7.1%	8.2%	33.7	38.6	53	72	948	78	168
30	231	2,686	71,312	800,220	1,763	20,446	2.5%	2.6%	46.4	46.6	64	99	1,360	152	251
40	17	201	5,700	74,824	157	1,339	2.8%	1.8%	52.0	51.8	60	78	77	28	52
	0	12	0	3,864	0	24	-	0.6%	-	39.4	-	48	-		0
Total	327	4,145	93,747	1,142,205	3,114	43,511	3.3%	3.8%			64	99	2,385	258	471



Community SpeedWatch Monthly Report Sessions up to May 2025

Mendip Summary															
Speed Limit	Sessions		Vehicles		Vehicles Above Threshold		% above threshold		Av Speed of speeders		Top Speed		Letters		
	Mon	Yr	Mon	Yr	Mon	Yr	Mon	Yr	Mon	Yr	Mon	Yr	Mon	NFA	In Processing
20	13	216	4,816	78,214	359	7,955	7.5%	10.2%	30.6	33.5	38	46	349	9	1
30	74	839	20,125	216,803	460	5,902	2.3%	2.7%	43.4	45.7	58	99	429	25	6
40	0	13	0	7,975	0	97	-	1.2%	-	52.5	-	61	-		0
Total	87	1,068	24,941	302,992	819	13,954	3.3%	4.6%			58	99	778	34	7



Community SpeedWatch Monthly Report Sessions up to May 2025

Sessions Between 01/06/2024 to 31/05/2025

Pilton

Site Code	Site Location	Speed Limit	Sessions		Vehicles		Vehicles Above Threshold		% Above Threshold		Av Speed of speeders		Top Speed		Letters		
			Mon	Yr	Mon	Yr	Mon	Yr	Mon	Yr	Mon	Yr	Mon	Yr	Mon	NFA	In Processing
ME2501	A361 (Whitestone Road)	30	0	4	0	2,770	0	25	-	0.9%	-	38.5	-	99	-		0
ME2502	A361 (B3136)	30	3	30	1,606	17,082	25	428	1.6%	2.5%	42.1	45.3	50	66	24	1	0
ME2503	Copse Lane	20	0	1	0	462	0	1	-	0.2%	-	38.0	-	38	-		0
ME2505	A361 (Park Hill)	30	2	8	1,080	4,356	26	88	2.4%	2.0%	40.8	42.5	48	51	26	0	0
ME2507	Pylle Road	30	0	1	0	17	0	0	-	0.0%	-	30.0	-	30	-		0
MW2509	A361 (Whitestone Road)	20	0	1	0	638	0	8	-	1.3%	-	29.8	-	35	-		0
	Total		5	45	2,686	25,325	51	550	1.9%	2.2%			50	99	50	1	0

Rodney Stoke

Site Code	Site Location	Speed Limit	Sessions		Vehicles		Vehicles Above Threshold		% Above Threshold		Av Speed of speeders		Top Speed		Letters		
			Mon	Yr	Mon	Yr	Mon	Yr	Mon	Yr	Mon	Yr	Mon	Yr	Mon	NFA	In Processing
ME3104	Millway (Millway Cottage)	20	0	4	0	48	0	2	-	4.2%	-	20.0	-	20	-		0
ME3105	Millway (South Hele)	20	2	18	22	259	3	55	13.6%	21.2%	29.7	31.4	32	37	3	0	0
	Total		2	22	22	307	3	57	13.6%	18.6%			32	37	3	0	0

Full Council Clerk Report July 9 2025

Practitioner's Guide 2025/26

The Practitioner's Guide is the guiding instrument for completing the AGAR. It is updated annually. This year there is a significant change. Data Protection laws have been updated in line with exiting the EU. The new guide, affecting the 25/26 annual returns will have a new assertion - as below from NALC - that now requires assertion as to digital and data compliance.

Assertion 10 - Digital and data compliance (Assertion 10 added to clarify data compliance, previously covered under Assertion 3) Note: Assertion 10 will not appear on the AGAR until 2025-26

To warrant a positive response to this assertion, the authority needs to have taken the following actions:

1.47 Email management - Every authority must have a generic email account hosted on an authority owned domain, for example clerk@abcparishcouncil.gov.uk or clerk@abcparishcouncil.org.uk rather than abcparishclerk@gmail.com or abcparishclerk@outlook.com for example.

1.48 All smaller authorities (excluding parish meetings) must meet legal requirements for all existing websites regardless of what domain is being used.

1.49 All websites must meet the [Web Content Accessibility Guidelines 2.2 AA](#) and the

[Public Sector Bodies \(Websites and Mobile Applications\) \(No. 2\) Accessibility Regulations 2018](#) (where applicable).

1.50 All websites must include published documentation as specified in the [Freedom of Information Act 2000](#) and the [Transparency code for smaller authorities](#) (where applicable).

1.51 All smaller authorities, including parish meetings, must follow both the [General Data Protection Regulation \(GDPR\) 2016](#) and the [Data Protection Act \(DPA\) 2018](#).

1.52 All smaller authorities, including parish meetings, must process personal data with care and in line with the principles of data protection.

1.53 The [DPA 2018](#) supplements the [GDPR](#) and classifies an authority as both a Data Controller and a Data Processor.

1.54 All smaller authorities (excluding parish meetings) must also have an IT policy. This explains how everyone - clerks, members and other staff - should conduct authority business in a secure and legal way when using IT equipment and software. This relates to the use of authority-owned and personal equipment.

A free training session that I attended with Breakthrough concluded that for Council to be confident that it can agree with Assertion 10 next year - it is advisable to prepare over the coming months, in summary, through six steps:

1. Prepare a data map of the council identifying what data is held, why it is collected, where it is stored, who can access it, and how long it is kept.

2. Carry out thorough risk assessments. Pinpoint risks in how Council processes personal data and document how the risks will be reduced or managed.
3. Put compliant policies in place, using tailored up-to-date policies that reflect how the Council operates.
4. Train Council staff and Councillors. Ensure everyone understands their obligations and duties with role-specific and regular refresher courses.
5. Be ready to evidence compliance. Keep clear records to show Council meets UK GDPR and Data Protection Act requirements ahead of AGAR.
6. Keep everything up-to-date. Refresh practices and documents as legislation and the Council changes.

Finally. GDPR is not there to stop people from getting things done. It is concerned with the protection of individual rights and freedoms - the Council can manage this through understanding its risks and undertaking risk assessments.

Breakthrough offer training and bespoke support at a fee of £495

PILTON PARISH COUNCIL
STANDING ORDERS 2018 (ENGLAND)
AS UPDATED BY NALC APRIL 2022

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INTRODUCTION

This is version two of Model Standing Orders 2018 (England) updated on April 2022. Update to Model Standing Order 18 only.

How to use model standing orders

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

Drafting notes

Model standing orders that are in **bold type** contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is NALC's view that all model standing orders will generally be suitable for councils.

Standing orders in **blue type** contain additions to the Model standing orders approved by Pilton Parish Council.

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

A model standing order that includes brackets like this '()' requires information to be inserted by a council. A model standing order that includes brackets like this '[]' and the term 'OR' provides alternative options for a council to choose from when determining standing orders.

1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- k One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:

- i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he/she/they last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he/she/they considers has been breached or specify the other irregularity in the proceedings of the meeting he/she/they is concerned by.
- q A point of order shall be decided by the chair of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 2 minutes without the consent of the chair of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter.**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chair of the meeting.

- g Subject to standing order 3(f), a member of the public shall not speak for more than 2 minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
- i A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chair of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct his comments to the chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in his absence be done by, to or before the Vice-Chair of the Council (if there is one).**
- p **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- r **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he/she/they gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.

- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

t The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
- ii. the names of councillors who are present and the names of councillors who are absent;
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.

- u **A councillor or a non-councillor with voting rights who has a**
● **disclosable pecuniary interest or another interest as set out in the**
● **Council's code of conduct in a matter being considered at a meeting is**
subject to statutory limitations or restrictions under the code on his
right to participate and vote on that matter.

- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

- w **If a meeting is or becomes inquorate no business shall be transacted**
● and the meeting shall be closed. The business on the agenda for the meeting
● shall be adjourned to another meeting.

x A meeting shall not exceed a period of 2 hours.

4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and

- xii. may dissolve a committee or a sub-committee.

5. ORDINARY COUNCIL MEETINGS

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**
- f **The Chair of the Council, unless he/she/they has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chair of the Council, if there is one, unless he/she/they resigns or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, he/she/they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, he/she/they shall preside at the annual meeting until a new Chair of the Council has been elected. He/she/they may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**
- j **Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:**
 - i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council**

resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;

- ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
- iii. Receipt of the minutes of the last meeting of a committee;
- iv. Consideration of the recommendations made by a committee;
- v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- vi. Review of the terms of reference for committees;
- vii. Appointment of members to existing committees;
- viii. Appointment of any new committees in accordance with standing order 4;
- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.

- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chair of a committee may convene an extraordinary meeting of the committee at any time.
- d If the chair of a committee does not call an extraordinary meeting within 30 days of having been requested to do so by 5 members of the committee, any 5 members of the committee may convene an extraordinary meeting of the committee

7. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 5 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 7 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;

- v. to appoint a person to preside at a meeting;
- vi. to change the order of business on the agenda;
- vii. to proceed to the next business on the agenda;
- viii. to require a written report;
- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

11. MANAGEMENT OF INFORMATION

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. DRAFT MINUTES

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he/she/they shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
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- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he/she/they has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she/they has a disclosable pecuniary interest.

He/she/they may return to the meeting after it has considered the matter in which he/she/they had the interest.

- c Unless he/she/they has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she/they has another interest if so required by the Council's code of conduct. He/she/they may return to the meeting after it has considered the matter in which he/she/they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered [by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required] OR [at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required].
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

14. CODE OF CONDUCT COMPLAINTS

~~a — Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the~~

~~Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.~~

- b If, upon receiving a complaint that a councillor or non- councillor with voting rights has allegedly breached the Council's code of conduct, where the Unitary Council that is dealing with the complaint finds that no breach has occurred, the outcome will be reported to Council by the Proper Officer, however the substance of the complaint will not be reported to Council.
- c Any discussion by Council of an alleged or proven breach of the Council's code of conduct will be held in confidential session.
- ~~d Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).~~
- ~~e The Council may:~~
 - ~~i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;~~
 - ~~ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;~~
- f Upon notification by the **District or Unitary Council Principal Council** that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.

15. PROPER OFFICER

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
 - i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place**

and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 7 days before the meeting confirming his withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in his office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(see also standing order 23);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the Chair or in his absence the Vice-Chair (if there is one) of the Council within two working days of receipt to facilitate an extraordinary meeting if the nature of a

planning application requires consideration before the next ordinary meeting of the Council;

- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(see also standing order 23).

16. RESPONSIBLE FINANCIAL OFFICER

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council's receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported andwhich includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required

by proper practices, for consideration and approval.

- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below ~~£30,000~~ £60,000 including VAT due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. ~~A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £30,000 including VAT but less than the relevant thresholds referred to in standing order 18(f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).~~
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's

specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;

- iii. ~~the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;~~
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **Where the value of a contract is likely to exceed the threshold specified by the ~~Office of Government Commerce~~ from time to time, the Council must consider whether ~~the contract is subject to the requirements of the current procurement rules. NALC's procurement guidance contains further details. the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.~~**

19. HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of Council is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of Council or, if he/she/they is not available, the vice-chair (if there is one) of the Council of absence occasioned by illness or other reason and that person shall report such absence at its next meeting.
- c The chair of Council or in his absence, the vice-chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of Parish Clerk/RFO. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by Council.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chair of the Council or in his absence, the vice-chair of the Council in respect

of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of Council.

- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Parish Clerk/RFO relates to the chair or vice-chair of the Council, this shall be communicated to another member of the Council, which shall be reported back and progressed by resolution of the Council.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b. *[If gross annual income or expenditure (whichever is higher) does not exceed £25,000]* **The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**

OR

[If gross annual income or expenditure (whichever is the higher) exceeds £200,000] **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**

- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. RELATIONS WITH THE PRESS/MEDIA

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council OR Unitary Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a. Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

26. STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 5 councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.

PILTON HWG REPORT TO PARISH COUNCIL

An applicant for one of the houses at Oathills or John Burns Cottages, Margaret Bondfield Close or Athelstans Meadow must first register with Homefinder Somerset. They must provide I.D., name and address, and show that they have a connection to Somerset, either through residency or employment. Anyone who already has a suitable home (and hopes to rent it out and move into social housing, for example) will be rejected.

Once registered, all applicants are automatically banded as Bronze. Their housing needs and finances are then assessed, and some will be moved up into Silver, Gold or Emergency bands. The Government's preferred categories are used for this banding process, such as (unintentional) homelessness, medical issues, disrepair of current accommodation, etc.

When a Pilton house becomes available, applicants from whatever band will not be put forward for it if it is either too big or too small for their family in terms of bedrooms.

A list is then prepared of the remaining applicants for it. Within each band, those applicants who have stated on their applications that they have a connection with the parish of Pilton are listed first, so it's important to do this if applicable (either currently living or employed here, or a previous resident, or with "immediate family" here, i.e. parents, siblings or non-dependent children; or providing support to or receiving support from someone here); with the person who has been in that particular band the longest (not the longest on the Homefinder register itself) listed at the top. When all those with stated Pilton connections within the Emergency band have been listed, those in the Emergency banding without such stated connections are then listed, again with those longest in that band coming first, and so on. The same process is applied to those in the Gold, Silver and Bronze bands. The completed list is then passed to the relevant Housing Association. All this work is undertaken by team members, not by computer or algorithm. NB. There is no attempt by Homefinder Somerset to apply the s. 106 criteria to any applicant.

The first stage of the allocation process set out above is common to all parts of the development and to both Housing Associations. However, once the two Housing Associations receive a Homefinder list, they deal with it in different ways.

To fill a vacant house at Oathill Cottages or John Burns Cottages, Hastoe simply allocates the house to the first person who appears at the top of the Homefinder list if they fill all the bedrooms and meet ANY of the local connection criteria set out in the relevant s.106 Agreement – those criteria are not prioritised so far as connections to Pilton Parish are concerned (although Pilton is prioritised over the other named local parishes. N.B. The two Agreements differ slightly). If that first person fails to meet any of those local connection requirements, they move down to the second person on the list; and so on, until they come to an applicant who meets one (or more) of those criteria. Mutual exchanges, whereby an existing Hastoe tenant from outside the area can apply for one of these houses, only results in that applicant receiving the house if they meet one of the s.106 local connection criteria.

The Guinness Partnership allocate the houses in Margaret Bondfield Close in the same way.

But Athelstans Meadow they treat differently. Guinness apply the s.106 local connection criteria as the first and overriding filter, ignoring the prioritisation in Homefinder Somerset's list. They apply them in the strict order in which they appear in the s.106 Agreements: category one first (5 year resident), if no one from that category they move to category two applicants (3 year resident), and so on. The strict and detailed prioritisation of the local connection categories in the Athelstans Meadow

s.106 Agreement resulted, we understand, from complaints received about the way in which the earlier houses had been allocated to applicants who did not appear to have as strong a connection to Pilton as some of those who were rejected. Guinness do not allow any swaps or management moves which might result in someone getting a Pilton house who does not have the local connection required by the relevant s.106 Agreement.

A couple of points to mention for potential applicants. The process of registering with Homefinder Somerset is not quick; there is a long form to complete, involving quite detailed questions. Those who find that they need help with this, or simply require access to complete the application digitally, can usually find help at the old Mendip offices in Shepton Mallet, the CAB or the YMCA in Wells. Applicants should remember to keep their registration up to date. And very important: always remember to state that you have a connection to Pilton, if applicable, when registering.

Pilton Housing Working Group : John Boucher (chair), Owain Powell, Nick Hall, Angela Wynn, Claire Connock, Angela Burnett, Mo Reynolds.

PILTON PARISH COUNCIL

Application for Grant for Voluntary Organisations Local Government Act 1972, Section 137



Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances. If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.

1.	Name of Organisation	Pilton Walks
2.	Name, Address and Status of Contact	Chris Book Shutwell House. Shutwell Lane. Pilton. BA4 4DY. Committee member of Pilton Walks.
3.	Telephone Number of Contact	07967 754530
4.	Please state if you are applying for funds from the GFEL donation	No
5.	Is the Organisation a Registered Charity?	No
6.	Amount of grant requested	£300
7.	For what purpose or project is the grant requested?	Pilton Walks will be a volunteer lead community group to encourage all villagers and people from outside of the Parish to use our public footpaths via guided walks. Pilton will become a Walkers are Welcome ^[1] village. Inspired by Shepton Mallet, Bradford on Avon and Frome who all have this status. There are multiple benefits of this group: a) Economic development of the village. More people will use PWMC, The Crown and the Co-op. b) Physical health. Although strenuous walks are not planned encouraging villagers to get walking is great for the overall health of our parish.

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		c) Mental health. Walking in groups is proven to be a huge help for mental health, Pilton walks will encourage new friendships to be formed. [1] https://walkersarewelcome.org.uk/
8.	What will be the total cost of the above project?	£300 £137 per year for Public Liability Insurance £50 per year for Walkers are Welcome membership
9.	If the total cost of the project is more than the grant, how will the residue be financed?	Funded by the volunteers or by offering some walks for a small donation
10.	Have you applied for grant for the same project to another organisation? If so, which organisation and how much?	No
11.	Who will benefit from the project?	1) Parishioners Health 2) Local Businesses
12.	Approximately how many of those who will benefit are parishioners?	100% will benefit from joining walks and indirectly from making sure our local businesses like the club, pub and shop get extra customers

You may use a separate sheet of paper to submit any other information which you feel will support this application.

Signed..........Date Weds July 2nd 2025

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Dear Gill,

Attached are our application for a grant for the Glastonbury TrainLink bus service pilot, together with a projected budget and an indicative seven-day timetable. Please note that the timetable is in draft form, included mainly to illustrate the way we intend timings to work.

Best wishes,

Susannah Clemence, with the Glastonbury TrainLink Working Group

PILTON PARISH COUNCIL

Application for Grant for Voluntary Organisations
Local Government Act 1972, Section 137



Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances. If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.

1.	Name of Organisation	Glastonbury TrainLink
2.	Name, Address and Status of Contact	Susannah Clemence, (Chair of Working Group) c/o Glastonbury Town Council, Town Hall, Madgalene Street, Glastonbury BA6 9EL
3.	Telephone Number of Contact	07531407588
4.	Please state if you are applying for funds from the GFEL donation	Yes
5.	Is the Organisation a Registered Charity?	No
6.	Amount of grant requested	£ 10,000
7.	For what purpose or project is the grant requested?	This foundation grant is requested to contribute to setting up a pilot bus service between Glastonbury and Castle Cary Train station stopping at Pilton (and Bath & West showground). The aim is to provide a fast and frequent 7-day service tailored to the train timetable. (see enclosed indicative timetable) Pilton Parish Council's contribution would signal community support as ensuring the new bus service stops at Pilton.
8.	What will be the total cost of the above project?	Approx £ 200,000 (see attached budget). However income from fares and other sources expected to cover at least £100,000.
		Glastonbury Town Council passed a motion

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9.	If the total cost of the project is more than the grant, how will the residue be financed?	on 11 Feb 2025 committing £14,000 to this project. The residue will come from other parish councils, SALC/LCNs, grant applications and commercial support. It is possible to launch a 6 month pilot if the full funding is not secured in time.
10.	Have you applied for grant for the same project to another organisation? If so, which organisation and how much?	There are no outstanding grant applications, but further applications are imminent. Pilton Parish Council's support will assist in securing support from grant making organisations.
11.	Who will benefit from the project?	The project benefits residents wishing to access the train network at Castle Cary Station. It also benefits visitors to be able access Pilton and Glastonbury. In particular it caters for those without a car, young people, older/disabled people, those reluctant to leave their car at the station car park. It supports environmental objectives and is in line with the Parish Plan. It might be expected that the bus service reduces the traffic movements on the A361 with obvious benefits.
12.	Approximately how many of those who will benefit are parishioners?	The vast majority of Pilton village residents and their family and friends could easily access this service. Tourism businesses in the parish could also signpost to this environmentally friendly transport option.

You may use a separate sheet of paper to submit any other information which you feel will support this application.

Signed..........Date.....23/05/2025

Enclosures:

- A. Indicative timetable
- B. Budget projections

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Castle Cary Bus budget projections

Year 1 outgoings		Year 1 income		Year 2 outgoings		Year 2 income	
Running bus service see note 1 below	£150,000-£200,000 p.a.	Revenue: fares average £6.00 per trip, average 3 passengers per each way trip (Note 2 below)	£100,000	Running bus service	£150,000-200,000	Revenue: fares if set at £3 average 6.5 passengers per trip	£107,000
timetable information, advertising and promotion	£500 p.a. and free	business sponsorship, website advertising (Note 3 below)	£30,000	Information, promotion	£500	Revenue: business sponsorship and advertising	£30,000
Monitoring, data collection and reporting	£200 p.a. and free	Funding: local councils (Note 4 below)	£25,000	Monitoring, data collection and reporting	£200	Funding help: local councils	£40,000
Other (contingency)	£20,000 p.a.	Grants	£40,000	contingency	£20,000	Grants from grant-making bodies	£45,500
		Other eg individual donations, crowdfunding, events	£20,000				
TOTALS	£172,700-£222,700		£215,000	£172,700-£222,700			£222,500

Note 1: The budget above is based on contracting a vehicle and drivers from a commercial operator, the most costly option. There are several alternative arrangements such as using a community-owned minibus, volunteer drivers, or even a local 7-8 seater taxi. We will initially hire vehicle and drivers according to the funding we can raise for the first (pilot) year.

Note 2: estimates of passenger numbers are conservative. Ticket prices here are adjusted as passenger numbers increase. The cost of a taxi is £40-£50; a minibus for Millfield School pupils is around £6-7 per trip (Millfield website). Local bus fare cap is £3 per trip.

106 journeys per week; 5,512 per 52 weeks; fares set at £7 each way max, less for shorter journeys and for children under 18, during first year, reducing if take-up allows.

Note 3: business sponsorship – so far £1,200 from EarthSpirit Centre, Compton Dundon

Note 4: grants are being sought from Town and Parish councils, also from local charitable trusts. So far, £14,000 from Glastonbury Town Council.

INDICATIVE TIMETABLE | Monday-Friday

	600	600	600	600	600	600	600	600
Street The Library	06:25	-	09:30	11:30	-	-	18:26	-
Glastonbury Town Hall	06:35	07:40	09:40	11:40	15:20	17:10	18:40	19:55
Street The Library	-	07:49	-	-	15:30	-	-	-
Compton Dundon War Memorial	-	07:57	-	-	15:38	-	-	-
Compton Dundon Church	-	07:59	-	-	15:41	-	-	-
Keinton Mandeville Butchers Shop	-	08:15	-	-	15:58	-	-	-
Pilton The Crown	06:50	-	09:55	11:55	-	17:25	18:55	20:10
Castle Cary Train Station (arrive)	07:05	08:30	10:10	12:10	16:12	17:40	19:10	20:25
Connect From Bus To Train								
Train Towards London Departs	07:26	08:44	10:26	12:28	16:26	-	-	20:41
Train Towards Exeter/Plymouth Departs	-	08:38	11:05	12:15	-	18:15	-	-
Train Towards Paington Departs	-	08:38	11:05	-	-	-	-	-
Train Towards Salisbury Departs	07:12	-	11:13	-	-	-	-	-
Train Towards Weymouth Departs	07:17	09:21	-	-	-	-	19:37	-
Train Towards Gloucester Departs	07:48	08:37	10:38	12:36	16:35	-	-	21:18

	600	600	600	600	600	600	600	600
Train From London Arrives	-	08:37	-	12:14	16:11	17:23	19:12	20:16
Train From Exeter/Plymouth Arrives	06:40	-	10:25	12:27	16:25	-	18:38	-
Train From Salisbury Arrives	-	-	10:22	-	-	-	-	19:36
Train From Weymouth Arrives	-	08:36	10:37	-	-	-	18:34	-
Train From Gloucester Arrives	-	-	-	-	-	17:17	18:40	-
Connect From Train To Bus								
Castle Cary Train Station	07:08	08:45	10:45	12:35	16:35	17:45	19:20	20:30
Pilton The Crown	07:22	09:00	11:00	12:50	16:50	-	19:35	-
Keinton Mandeville Butchers Shop	-	-	-	-	-	17:59	-	20:45
Compton Dundon Church	-	-	-	-	-	18:15	-	21:00
Compton Dundon Ham Lane	-	-	-	-	-	18:18	-	21:03
Street The Library	-	-	-	-	-	18:26	-	21:11
Glastonbury Town Hall	07:35	09:15	11:15	13:05	17:05	18:34	19:50	21:20
Street The Library	-	09:25	11:25	13:13	-	-	-	-

Passengers on bus services not calling at Compton Dundon should change in Street for the 55/376.

In the event that the train from London Paddington arriving in Castle Cary Train Station at 19:12 is delayed, the 19:20 bus to Glastonbury will wait until 5 minutes after the train has arrived.

In the event that the train from London Paddington arriving in Castle Cary Train Station at 20:16 is delayed, the 20:35 bus to Glastonbury will wait until 5 minutes after the train has arrived.

INDICATIVE TIMETABLE | Saturdays

	600	600	600	600	600	600	600
Street The Library	07:50	-	-	15:35	-	-	19:50
Glastonbury Town Hall	08:00	10:15	11:45	15:45	17:00	18:05	20:00
Street The Library	-	10:25	-	-	-	-	-
Compton Dundon War Memorial	-	10:33	-	-	-	-	-
Compton Dundon Church	-	10:35	-	-	-	-	-
Keinton Mandeville Butchers Shop	-	10:50	-	-	-	-	-
Pilton The Crown	08:15	-	12:00	16:00	17:15	18:20	20:15
Castle Cary Train Station (arrive)	08:30	11:05	12:15	16:15	17:30	18:35	20:30
Connect From Bus To Train							
Train Towards London Departs	08:44	-	12:28	16:29	-	18:43	-
Train Towards Exeter/Plymouth Departs	-	12:11	-	-	18:15	-	20:43
Train Towards Paington Departs	-	12:11	-	-	-	-	-
Train Towards Salisbury Departs	-	-	-	-	-	-	-
Train Towards Weymouth Departs	09:21	11:20	-	-	-	-	-
Train Towards Gloucester Departs	08:37	-	12:46	16:35	-	-	20:52

	600	600	600	600	600	600	600
Train From London Arrives	-	-	12:11	16:11	17:25	18:11	20:42
Train From Exeter/Plymouth Arrives	-	10:04	12:27	-	-	-	20:05
Train From Salisbury Arrives	-	-	-	-	-	-	19:56
Train From Weymouth Arrives	08:36	-	-	-	-	-	20:51
Train From Gloucester Arrives	-	-	-	-	17:20	-	-
Connect From Train To Bus							
Castle Cary Train Station	08:45	11:10	12:40	16:20	17:35	18:40	21:00
Pilton The Crown	09:00	11:25	12:55	16:35	17:50	-	21:15
Keinton Mandeville Butchers Shop	-	-	-	-	-	18:55	-
Compton Dundon Church	-	-	-	-	-	19:10	-
Compton Dundon Ham Lane	-	-	-	-	-	19:02	-
Street The Library	-	-	-	-	-	19:10	-
Glastonbury Town Hall	09:15	11:40	13:10	16:50	18:04	19:20	21:30
Street The Library	09:25	-	13:20	-	-	-	21:40

Passengers on bus services not calling at Compton Dundon should change in Street for the 55/376.

In the event that the train from Weymouth arriving in Castle Cary Train Station at 20:51 is delayed, the 21:00 bus to Street will wait until 5 minutes after the train has arrived.

In the event that the train from London Paddington arriving in Castle Cary Train Station at 20:42 is delayed, the 21:00 bus to Street will wait until 5 minutes after the train has arrived.

INDICATIVE TIMETABLE | Sundays

	600	600	600	600	600	600
Street The Library	08:25	-	11:15	-	-	-
Glastonbury Town Hall	08:35	09:35	11:25	15:10	17:30	18:50
Street The Library	-	-	-	15:20	-	-
Compton Dundon War Memorial	-	-	-	15:28	-	-
Compton Dundon Church	-	-	-	15:31	-	-
Keinton Mandeville Butchers Shop	-	-	-	15:48	-	-
Pilton The Crown	08:50	09:50	11:40	-	17:45	19:04
Castle Cary Train Station (arrive)	09:04	10:05	11:55	16:03	18:00	19:18
Connect From Bus To Train						
Train Towards London Departs	09:18	10:21	12:07	16:19	18:23	-
Train Towards Exeter Departs	09:39	10:13	12:13	16:13	18:16	-
Train Towards Penzance Departs	09:39	10:13	-	-	-	-
Train Towards Paignton Departs	-	-	12:13	-	-	-
Train Towards Weymouth Departs	09:27	10:27	12:41	-	-	-
Train Towards Gloucester Departs	09:39	-	-	-	-	-

	600	600	600	600	600	600
Train From London Arrives	-	10:12	12:12	16:12	18:15	-
Train From Exeter/Plymouth Arrives	-	10:19	12:06	-	-	18:22
Train From Weymouth Arrives	-	-	11:41	-	-	19:00
Train From Gloucester Arrives	-	-	-	-	-	19:03
Connect From Train To Bus						
Castle Cary Train Station	09:05	10:30	12:25	16:40	18:20	19:20
Pilton The Crown	09:19	10:45	12:40	-	18:35	19:35
Keinton Mandeville Butchers Shop	-	-	-	16:55	-	-
Compton Dundon Church	-	-	-	17:10	-	-
Compton Dundon Ham Lane	-	-	-	17:02	-	-
Street The Library	-	-	-	17:10	-	-
Glastonbury Town Hall	09:33	11:00	12:55	17:20	18:49	19:50
Street The Library	-	11:10	13:05	-	-	20:00

Passengers on bus services not calling at Compton Dundon should change in Street for the 55/376.

In the event that the train from Weymouth arriving in Castle Cary Train Station at 19:00 is delayed, the 19:20 bus to Street will wait until 5 minutes after the train has arrived.

July 2025 Finance notes

There is no budget set for the Glastonbury donation funds

Meeting costs have more than doubled - budget needs review

Other/Miscellaneous - £5950 = purchase of SID brackets. Suggest set up of new Cost Code for Highways as there is an expected expenditure of £1,000 - £1,500 for drain clearance

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2025 and 30/06/2025)

Earmarked Reserves

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
14	Elections							(N/A)
19	Defibrillator							(N/A)
22	Burial Ground Maintenance				2,034.00		2,034.00	2,034.00 (100%)
36	Assets							(N/A)
39	War Memorial				2,350.00		2,350.00	2,350.00 (100%)
40	Emergency Fund							(N/A)
47	GFEL Donation					20,000.00	-20,000.00	-20,000.00 (N/A)
SUB TOTAL					4,384.00	20,000.00	-15,616.00	-15,616.00 (-356%)

Payments

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
6	Staff Costs				8,232.00	2,067.41	6,164.59	6,164.59 (74%)
7	Staff Expenses & Training				49.00		49.00	49.00 (100%)
8	Subscriptions & Memberships				810.00	792.13	17.87	17.87 (2%)
9	Insurance				788.00		788.00	788.00 (100%)
10	Utilities							(N/A)
11	Communications (Phone, Websi				236.00	192.00	44.00	44.00 (18%)
13	Audit & Professional Fees				500.00		500.00	500.00 (100%)
15	S.137				84.00		84.00	84.00 (100%)
16	Loan Repayment							(N/A)
17	Open Spaces							(N/A)
20	Other/Miscellaneous					59.50	-59.50	-59.50 (N/A)
21	Meeting Costs				350.00	190.00	160.00	160.00 (45%)
23	Working From Home Allowance				312.00	52.00	260.00	260.00 (83%)
24	Office Costs				1,060.00	93.00	967.00	967.00 (91%)
25	Burial Groundsman				1,000.00	208.31	791.69	791.69 (79%)
26	Events				198.00		198.00	198.00 (100%)
27	Payroll				504.00	85.00	419.00	419.00 (83%)
28	Parish Plan				500.00		500.00	500.00 (100%)
29	Emp NI				2,000.00	10.91	1,989.09	1,989.09 (99%)
30	Grants				8,000.00	1,000.00	7,000.00	7,000.00 (87%)
31	Burial Ground IT upgrade							(N/A)
32	Clerk Expenses							(N/A)
33	Environment Initiatives				525.00		525.00	525.00 (100%)
34	Training				300.00		300.00	300.00 (100%)
35	ASBOs				500.00		500.00	500.00 (100%)
37	Projects				750.00		750.00	750.00 (100%)
44	Insurance				788.00		788.00	788.00 (100%)
45	Burial Ground Maintenance				2,034.00	130.00	1,904.00	1,904.00 (93%)
46	Bank Charges				84.00	12.75	71.25	71.25 (84%)
SUB TOTAL					29,604.00	4,893.01	24,710.99	24,710.99 (83%)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2025 and 30/06/2025)

Receipts

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Precept	32,488.00	32,488.00					(0%)
2	Grants/Donations							(N/A)
3	Bank Interest	2,000.00	113.41	-1,886.59				-1,886.59 (-94%)
4	VAT Refund							(N/A)
5	Other Income							(N/A)
38	Burial Fees	1,500.00	750.00	-750.00				-750.00 (-50%)
SUB TOTAL		35,988.00	33,351.41	-2,636.59				-2,636.59 (-7%)

Summary

NET TOTAL	35,988.00	33,351.41	-2,636.59	33,988.00	24,893.01	9,094.99	6,458.40 (9%)
V.A.T.					93.90		
GROSS TOTAL		33,351.41			24,986.91		

Pilton Parish Council
PAYMENTS & RECEIPTS LIST

8 July 2025 (2025-2026)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
18	Staff Costs	04/06/2025		Community a/c	Mth 2	Payment - Clerk	Pilton Parish Council	X	-596.67		-596.67
14	Other/Miscellaneous	04/06/2025		Community a/c		Payment - SID brackets	Westcotec Ltd	S	-59.50	-11.90	-71.40
15	Meeting Costs	04/06/2025		Community a/c	April meetings	Payment - Meeting Room Hire	The Pilton Stage Ltd	X	-100.00		-100.00
11	Meeting Costs	04/06/2025		Community a/c	Annual Parish Mee	Payment - Meeting Room Hire	The Pilton Stage Ltd	X	-50.00		-50.00
11	Meeting Costs	04/06/2025		Community a/c	Annual Parish Mee	Payment - Meeting Room Hire	The Pilton Stage Ltd	S	-40.00	-8.00	-48.00
20	Working From Home Allowance	04/06/2025		Community a/c	Mth 2	Payment - Working From Home	Pilton Parish Council	X	-26.00		-26.00
19	Burial Groundsman	04/06/2025		Community a/c	Mth 2	Payment - Groundsman	Rick England	X	-61.79		-61.79
10	Burial Ground Maintenance	04/06/2025		Community a/c	April 2025	Payment - Burial Ground Mowin	H Bailey	X	-130.00		-130.00
22	GFEL Donation	06/06/2025		Community a/c		Payment - Grant	Pilton Playing Fields Trust	X	-20,000.00		-20,000.00
9	Bank Interest	09/06/2025		Commercial Instant /		Receipt - Bank Interest	Lloyds Bank	X	35.26		35.26
16	Subscriptions & Memberships	09/06/2025		Community a/c		Payment - ICCM subscription	ICCM	X	-105.00		-105.00
24	Subscriptions & Memberships	09/06/2025		Community a/c		Payment - SALC Affiliation	Somerset Association of Lo	X	-640.13		-640.13
23	Grants	09/06/2025		Community a/c		Payment - Grant	Pilton Parish Bell Tower Fu	X	-1,000.00		-1,000.00
17	Office Costs	15/06/2025		Community a/c		Payment - Scribe	Starboard Systems Ltd t/a	S	-31.00	-6.20	-37.20
30	Bank Charges	17/06/2025		Community a/c		Payment - Bank Charges	Lloyds Bank	X	-4.25		-4.25
13	Subscriptions & Memberships	21/06/2025		Community a/c		Payment - Information Commis	Information Commissioner	X	-47.00		-47.00
6	Burial Fees	02/07/2025		Community a/c	A-H9	Receipt - Interment	Forsey & Son	X	400.00		400.00
26	Staff Costs	04/07/2025		Community a/c	Mth 3	Payment - Clerk	Pilton Parish Council	X	-526.67		-526.67
28	Staff Costs	04/07/2025		Community a/c	Q1	Payment - PAYE	HMRC	X	-335.60		-335.60
25	Meeting Costs	04/07/2025		Community a/c	May meeting	Payment - Meeting Room Hire	The Pilton Stage Ltd	X	-50.00		-50.00
27	Burial Groundsman	04/07/2025		Community a/c	Mth 3	Payment - Groundsman	Rick England	X	-73.26		-73.26
28	Burial Groundsman	04/07/2025		Community a/c	Q1	Payment - PAYE	HMRC	X	-70.20		-70.20
28	Emp NI	04/07/2025		Community a/c	Q1	Payment - PAYE	HMRC	X	-110.19		-110.19
29	Staff Expenses & Training	04/07/2025		Community a/c		Payment - Training	Somerset Association of Lo	X	-25.00		-25.00
31	Working From Home Allowance	04/07/2025		Community a/c	Mth 3	Payment - Working From Home	Pilton Parish Council	X	-26.00		-26.00
32	Communications (Phone, Webs	07/07/2025		Community a/c		Payment - NameCheapDomain	NameCheap	X	-6.95		-6.95
Total									-23,679.95	-26.10	-23,706.05

Pilton Community Parish Survey Steering Group

Meeting Notes, June 10 2025, 6:30pm, Pilton Village Hall

Present: Cllr Nick Hall, Gill Pettitt, Lise Sorensen, Carolyn Griffiths

Apologies: Richard Woodhouse, Louisa Byng, Claire Connock, Christine Griffiths.

1. **Minutes of the last meeting** - Noted that the last meeting was purely to prepare for the Annual Parish Meeting
2. **Reflection on presentation** - The minutes of the Annual Parish Meeting will be shared with the group. The main outcomes were from Richard's presentation where he introduced the aim to hold a meeting of stakeholders to further the action plan. The meeting also heard that the Pilton Parish Playing Fields were well on the way to completing many of the ideas expressed in the survey, and that the Village Hall Trust was planning a meeting with the community to discuss its role.
3. **Mandate clarification** - The Steering Group Terms of Reference were clarified at the Parish Council Annual Meeting to make it clearer when the group would be disbanded. Item 6. Purpose and Scope states the Community Plan aims as:
 - to involve and engage local people in identifying and addressing local needs;
 - to give direction to the Council in deciding where its priorities should lie; and
 - to provide a mandate to the Council for spending local council tax-payers money.

Item 9. Life of the Steering Group, formerly stated: Once the Community Plan has been approved and adopted by the Council, the Steering Group will be disbanded. This has been amended to: Once the Community Plan has been approved, adopted, and the Purpose and Scope completed by the Council, the Steering Group will be disbanded.

4. **Fundraising video & action plan** - Members present decided to not look at the video at the meeting but for the clerk to email it, with the attachments, after the meeting. There was some discussion around what the group needs to achieve at this stage, which can be summarised into four areas:
 - To meet with the four existing stakeholders, Parish Council, Pilton Village Hall, Pilton Parish Playing Fields, and the ASBOs, to see where their ideas align with suggestions arising in the survey.
 - To find out who is doing what in furthering actions from the survey.
 - To identify gaps where there are, as yet, no known people or groups to take actions forward.
 - To find user groups / people and identify where / what the Steering Group can help with.

It was agreed that Cllr Woodhouse and the clerk would meet with the four existing stakeholders. Interest has been expressed in creating a Repair Shop, and provision of medical support nursing sessions.

The group then went through the items identified in the Green and Amber bubbles.

EASY WINS

Roundabout - A valued resource that has now gone through a change of management and continues. As it settles into its new format, the group will revisit in six months.

Communication - Noted that all means of communication are being used, it is thought that the two Facebook Pilton Community groups may have extended reach. Noted that the Parish Council is working towards improving the noticeboards.

The meeting viewed the Pilton Village website, which is good, but may need more consistent upkeep. There was discussion around whether the Roundabout group might find this a useful extension to their work. **To be discussed with Kelly Sumner - Richard?**

Community Transport - there was some confusion around whether this section referred to the minibus that is used locally, or the Slinky bus. **Decision that it is the Slinky bus and to publicise it widely - clerk.** However, it would also be useful to know how the local minibus is managed - **Cllr Connock may be able to advise.**
Health Connectors - the clerk will obtain contact details of Health Connectors with a view to arranging a public presentation towards the autumn.

We have been told that there is a local nurse who would be able to help with minor medical support sessions. **Need to find out what she can offer and what preparation would be needed e.g. space in the Village Hall - Richard?.**

Cleaner Parish - Currently there is one dog waste bin in the parish. This to be brought to a near future Council agenda perhaps to include a litter bin in the layby. Contacts to Somerset Council on road issues have been notified to the parish through various means, and it remains on the website. **This will be promoted again and consider a notice in the noticeboard.**

Increase Biodiversity - Parish Council has just appointed a Biodiversity Conservation triad - yet to have its first meeting, but it can discuss how planting more trees, hedges and wildflowers can be achieved and aim to involve the community in monitoring suitable sites, dealing with invasive species and other measures such as placement of bat, owl, insect boxes/houses.

MEDIUM TERM

Pilton Playing Fields - the recent works should attend to many of the suggestions. **Richard and clerk to meet with them, as above.**

Communication - consultations, surveys, polls - noted that the parish may be asked to complete a housing needs survey soon. The Parish Council may also be looking into starting a Neighbourhood Plan, but this is a long-term target. Note that the plan to hold a meeting for the Health Connector meets this objective. Some discussion around Cllr surgeries - **to be put to Council suggesting two councillors with a timetable of once every 3 or 4 months - clerk.** Dedicated parish-only Facebook page - need to consider the people resources to run this - reconsider at the end of the year.

Environment - verge management, biodiversity, recycling, Green Charter, garden days, seed swaps, pond building - see under Increase Biodiversity above.

Village Hall - large number of suggestions here. Richard and clerk to meet as mentioned above. [Subsequent to the meeting, on discussion with Richard, it was thought best to glean a better understanding of needs for the Repair Shop and minor medical support before meeting with Hall representatives.]

Energy - community schemes / purchasing, energy proficiency guidance. **Nick will research where best to go for information.** Some discussion around starting up an oil buying group. It is thought there is a group locally, **Carolyn will also find out.**

Rights of Way - Query on necessity of footpath closure for four months in each festival year. Noted there is a walking group starting up **Lise will report back on it.** ASBOs have provided a map of local footpaths which will be put on the website in Roundabout and displayed in the Crown.

Traffic/transport concerns - Bike hire and community car sharing was thought may be difficult to achieve. A spin-off Facebook group could focus on car trips? Bike hire could help with children reaching the Pavilion and apparently the police sometimes donate stolen unclaimed bikes. But it could be abused, and safety would be an issue. Noted that work is going into providing a Glastonbury/Castle Cary bus route that would pass through Pilton.

5. **Next meetings** - Suggest 30th July for an engagement meeting with stakeholders to share ideas. A Steering Group meeting to be held before then with suggested dates of 15th/16th July or 22nd 23rd July.