



# Horndean Parish Council

## NOTICE OF MEETING

**A MEETING OF HORNDEAN PARISH COUNCIL WILL BE HELD ONLINE ON MONDAY 19 APRIL 2021 at 7.00 P.M.**

**Members of the public can login via the website link.**

Documents pertaining to the meeting are available to download from the HPC website.

Members are summoned to attend

Carla Baverstock-Jones GCILEx, PSLCC, MCMI  
Chief Officer

13 April 2021

### AGENDA

1. To receive and approve apologies for absence.
2. ***Declaration of interest: Members are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011. You must withdraw from the room or chamber when the meeting discusses and votes on the matter.***
3. To receive a written update from County Councillor Mrs M Harvey regarding County Council Matters.
4. To receive a written update from District Councillors regarding District Council matters.
5. ***To open the meeting to members of the public to enable them to address questions to Parish Councillors. The period of time which is designated for public participation shall not exceed 20 minutes. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 3 minutes. Questions shall not require a debate and those that cannot be answered at the meeting may be answered in writing later.***
6. To approve the Minutes of the Council Meeting held on the 15 March 2021.
7. To receive and approve the Orders for Payment (List 1 attached).
8. To receive and approve the bank reconciliation – Co-operative, Lloyds and Cambridge & Counties as at the 31 March 2021.
9. To receive and agree the revised Code of Conduct for Councillors.
10. To receive a report and consider the final layout in respect of the the Parish Office signage.
11. To receive the recommendation from the Grounds Committee on the 22 March 2021, in respect of the Memorial Benches Policy.
12. To note the next scheduled meeting of the Council being the Annual Meeting on the 05 May 2021.
13. **To resolve to exclude the public and the press, in the view that publicity would prejudice the public interest by reason of the confidential nature of the business**

**or arising out of the business about to be transacted. (Public Bodies (Admissions to meetings) Act 1960).**

14. To approve the Confidential Minutes of the Council meeting held on the 15 March 2021.



# **HORNDEAN PARISH COUNCIL**

## **MINUTES OF THE COUNCIL MEETING HELD VIRTUALLY ON 15<sup>th</sup> MARCH 2021 AT 7.00 P.M. WITH MICROSOFT TEAMS**

**PRESENT:** Councillors Mrs L Evans (Chairman), A Forbes (Vice Chairman), D Alexander, P Beck, D Evans, P Little, Mrs E Tickell, R Veitch, D Prosser

**IN ATTENDANCE:** Carla Baverstock-Jones, Chief Officer; Cheree Garvey, Office Manager (Minute Taker); Sarah Guy, Operations Officer (Meeting Facilitator); Simon Ritson, Responsible Finance Officer

**PUBLIC ATTENDANCE:** County Councillor Mrs Marge Harvey  
5 representatives from Highwood  
2 representatives from Inspired Village Group.  
No members of the public or press were present.

**HPC 165/20/21      TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies received from Cllrs J Lay, B Raymond and Mrs I Weeks.

**HPC 166/20/21      TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of pecuniary interest were received.

**HPC 167/20/21      TO RECEIVE A WRITTEN UPDATE FROM COUNTY COUNCILLOR MRS M HARVEY REGARDING COUNTY COUNCIL MATTERS**

A report by County Cllr Mrs Marge Harvey was circulated prior to the meeting. There were no questions from members for Cllr Mrs Harvey.

Cllr Mrs Harvey informed members of an email from Ray Hamilton in regards to developments on Rowlands Castle Road, which she will forward on to members.

**HPC 168/20/21      TO RECEIVE A WRITTEN UPDATE FROM DISTRICT COUNCILLORS REGARDING DISTRICT COUNCIL MATTERS**

No written update provided. There were no questions from members for District Councillors.

**HPC 169/20/21      TO OPEN THE MEETING TO MEMBERS OF THE PUBLIC**

The meeting was duly opened to members of the public. The Chairman in welcomed the representatives from Highwood and Inspired Village Group.

HPC 170/20/21

**TO RECEIVE A PRESENTATION FROM HIGHWOOD IN RESPECT OF THE PLANNED CARE VILLAGE AND CARE HOME BEING PART OF THE LAND EAST OF HORNDEAN DEVELOPMENT**

The Planning Director of Highwood presented the overall design concept and drawings for the proposed Care Village. He then handed over to Inspired Village Group who presented the proposed amenities, layouts and expected benefits to residents.

A brief time was allowed for questions.

*The representatives from Highwood and Inspired Village Group exited the meeting following their presentation (7:37pm)*

*County Cllr Mrs Marge Harvey exited the meeting (7:37pm).*

HPC 171/20/21

**TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON THE 8<sup>th</sup> FEBRUARY 2021**

It was **RESOLVED** that the minutes of the Council meeting held on 8<sup>th</sup> February 2021 be signed as a true record of the meeting.

This was proposed by Cllr R Veitch and seconded by Cllr Mrs E Tickell.

HPC 172/20/21

**TO RECEIVE AND APPROVE THE ORDERS FOR PAYMENT (LIST 8 ATTACHED)**

Cllr D Evans questioned the expenditure in regard to the felling of the trees at Yeolls Copse.

It was **RESOLVED** that the Orders for Payment (List 8 attached) be approved and duly signed. All agreed.

HPC 173/20/21

**TO RECEIVE AND NOTE THE MONTHLY FINANCE REPORT**

A report by the RFO was circulated prior to the meeting and duly noted.

HPC 174/20/21

**TO RECEIVE A REPORT IN RESPECT OF THE QUOTATIONS PERTAINING TO THE PARISH OFFICE SIGNAGE**

A report by the Operations Officer was circulated prior to the meeting. A brief discussion took place.

It was proposed by Cllr Mrs L Evans that a formal decision be held off until such time that the HPC badge could be digitally reproduced.

The office is to investigate and return a report to the next scheduled Council meeting on 19<sup>th</sup> April 2021.

*Cllr Veitch exited the meeting due to technical difficulties. (20:07pm)*

**HPC 175/20/21                    TO RECEIVE AND CONSIDER THE APPLICATION FOR CIL FUNDING TO REPLACE THE PLAY EQUIPMENT AT FIVE HEADS RECREATION GROUND**

Cllr Mrs L Evans thanked Cllrs Mrs E Tickell, P Little and D Evans for their efforts in preparing the application. A brief discussion took place.

It is noted that the Application for CIL Funding in regards to Five Heads Recreation Ground will be submitted to EHDC on 17<sup>th</sup> March 2021.

**HPC 176/20/21                    TO CONSIDER THE RESCHEDULING OF HPC'S ANNUAL MEETING TO A DATE WITHIN THE FIRST WEEK OF MAY 2021**

A brief discussion took place.

It was **RESOLVED** that the scheduled Annual Meeting will be moved from 24<sup>th</sup> May 2021 to Wednesday 5<sup>th</sup> May 2021 in order for the meeting to be held virtually.

This was proposed by Cllr D Evans and seconded by Cllr A Forbes. All agreed.

**HPC 177/20/21                    TO CONSIDER THE STRUCTURE OF THE STAFF COMMITTEE**

The Chairman expressed a concern that the Staff Committee is down to 4 members and that it is imperative to bring the number up to the required 7. Cllrs D Prosser, A Forbes and P Little volunteered to join the Staff Committee at the Annual Meeting when the Committees are selected.

**HPC 178/20/21                    TO CONFIRM THE PROCESS OF DELEGATED POWERS IN THE ABSENCE OF FORMAL MEETINGS OF THE PARISH COUNCIL**

A brief discussion took place.

The Chief Officer reminded Members that the legislation allowing for virtual meetings will expire on 7<sup>th</sup> May 2021. Cllr D Evans proposed that Council reverts to the Delegated powers put in place at the start of the pandemic, should the need arise. This was seconded by Cllr A Forbes.

It was **RESOLVED** to revert to delegated powers after the 7<sup>th</sup> May 2021 until face to face meetings can resume. All agreed.

**HPC 179/20/21                    TO NOTE THE NEXT SCHEDULED MEETING OF THE COUNCIL BEING THE 19<sup>th</sup> APRIL 2021**

The next scheduled meeting of the Council is noted as 19<sup>th</sup> April 2021. This meeting will be held virtually.

**HPC 180/20/21                    TO RESOLVE TO EXCLUDE THE PUBLIC AND THE PRESS, IN THE VIEW THAT PUBLICITY WOULD PREJUDICE THE PUBLIC INTEREST BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS OR ARISING OUT OF THE BUSINESS ABOUT TO BE TRANSACTED. (PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960.**

No members of the public or press were present.

*Recording of meeting ended at 8.21pm.*

**HPC 181/20/21      TO APPROVE THE CONFIDENTIAL MINUTES OF THE COUNCIL MEETING HELD ON THE 8<sup>th</sup> FEBRUARY 2021**

It was **RESOLVED** that the minutes of the Council meeting held on 8<sup>th</sup> February 2021 be signed as a true record of the meeting.

This was proposed by Cllr Mrs L Evans and seconded by Cllr A Forbes. All agreed.

**HPC 182/20/21      TO RECEIVE A REPORT IN RESPECT OF A CONTRACTUAL DISPUTE AND AGREE THE WAY FORWARD**

A report by the Operations Officer was circulated prior to the meeting. A brief discussion took place.

It was **RESOLVED** that the Chief Officer will advise the provider that the contract is unfair and that no further payments will be made in terms of termination fees. All agreed.

*Cheree Garvey & Sarah Guy exited the meeting. (8:42pm)*

**HPC 183/20/21      TO RECEIVE THE RECOMMENDATION FROM THE STAFF COMMITTEE ON THE 08 MARCH 2021, IN RESPECT OF ANY PROPOSED CHANGES TO STAFF SALARIES FOR 2021/22**

Carla to provide minute

*Carla Baverstock-Jones exited the meeting (8:50pm)*

**HPC 183/20/21      TO RECEIVE THE RECOMMENDATION FROM THE STAFF COMMITTEE ON THE 08 MARCH 2021, IN RESPECT OF THE CHIEF OFFICER'S APPRAISAL**

Lynn to provide minute

**HPC 183/20/21      TO RECEIVE THE RECOMMENDATION FROM THE STAFF COMMITTEE ON THE 08 MARCH 2021, IN RESPECT OF ANY PROPOSED CHANGES TO THE CHIEF OFFICER'S SALARY FOR 2021/22**

Lynn to provide minute

Meeting concluded & recording ended at 9:00pm.

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Signed - The Chairman

.....  
Date

PAYMENTS & RECEIPTS SINCE LAST ORDER OF PAYMENTS			LIST 1 - 19-APR-2021			BANK ENTRIES: 06 MAR - 09 APR 2021	
Ref	Date	Payee/Payer	Net	VAT	Total	Details	
DIRECT DEBITS			BANK ENTRIES: 06 MAR - 09 APR 2021				
1	01/03/2021	Fuelgenie	£164.23	£32.85	£197.08	Fuel: February 2021	
2	23/03/2021	SSE Gas (Refund)	-£222.79	-£68.05	-£290.84	Refund on 30 Dec-27 January Gas at Napier Hall	
3	11/03/2021	Vodafone	£158.35	£31.67	£190.02	Mobiles: 1 Mar - 31 Mar 2021	
4	28/02/2021	Veolia	£167.98	£33.60	£201.58	Waste Collection: February 2021	
5	11/02/2021	Initial	£116.35	£23.27	£139.62	Napier Hall Waste Collection: 01/3/21 - 31/5/21	
6	01/04/2021	Grenke Leasing	£111.90	£22.38	£134.28	Photocopier Rental: 1/4/21-30/6/21	
7	10/03/2021	PHS	£189.75	£37.95	£227.70	Jubilee Waste Collection: 14/04/21-13/07/21	
B A C S			BANK ENTRIES: 06 MAR - 09 APR 2021				
8	05/03/2021	Watling & Hirst	£200.00	£40.00	£240.00	Quarter 4: Payroll Charges	
9	04/03/2021	AVS Fencing	£240.24	£48.05	£288.29	21 Fence Posts	
10	04/03/2021	AVS Fencing	£181.20	£36.24	£217.44	15 Round Pointed Fencing Posts	
11	22/01/2021	Aquaaid	£242.40	£48.48	£290.88	Annual Rental of Water Cooler at Jubilee Office	
12	22/02/2021	Aquaaid	-£203.40	-£40.68	-£244.08	10 Refund on Tyfield Water Cooler Contract	
13	12/03/2021	Happy Days	£45.00	£0.00	£45.00	Carpets Cleaned at Tyfield House	
14	09/03/2021	AVS Fencing	£11.44	£2.29	£13.73	Fence Post-Replace Sign Ashley Close	
15	08/03/2021	SLCC	£75.00	£15.00	£90.00	Virtual Training-Leadership In Action Book	
16	11/03/2021	Screwfix	£133.33	£26.66	£159.99	Makita Drill + 2 Batteries	
17	03/03/2021	F R Jones & Son	£203.69	£40.75	£244.44	Oil, Shredder Blade, 2 in 1 File, Gloves	
18	19/03/2021	Hordean PC Employees	£14,424.39	£0.00	£14,424.39	Salaries: March 2021	
19	11/03/2021	Initial	£74.10	£14.82	£88.92	Jubilee Office Waste Collection 19/3/21-18/3/22	
20	10/03/2021	Lloyds Bank	£7.00	£0.00	£7.00	Bank Charges: March 2021	
21	12/03/2021	Aardvark Supplies Ltd	£87.36	£17.47	£104.83	Janitorial Supplies - February 2021	
22	22/03/2021	F R Jones & Son	£4.10	£0.82	£4.92	Stihl Thrust Washer	
23	10/03/2021	Griffin Fire & Training	£70.00	£14.00	£84.00	Emergency Light Replacement in Napier Main Hall	
24	18/03/2021	Speltham Contracts Ltd	£100.00	£20.00	£120.00	Call Out Charge to Establish Water Leak at Jubilee Admin Building	
25	24/03/2021	H Japp Decoration Ltd	£444.89	£0.00	£444.89	Replacement Water Tank for Immersion Boiler	
26	24/03/2021	J F Goodwillie Ltd	£8.98	£1.80	£10.78	2 x Bench Slats	
27	24/03/2021	Idverde Ltd	£1,511.64	£302.32	£1,813.96	Emptying 19 Bins: Jan - March 2021	
28	10/03/2021	UK Office Direct	£34.50	£6.90	£41.40	Mop & Refill for Jubilee Hall/Office Stationery	
29	22/03/2021	Viking	£232.05	£6.61	£238.66	Stamps/Files for Office	
30	24/03/2021	Viking	£69.28	£0.96	£70.24	Stamps	
31	24/02/2021	Jewson	£19.58	£3.92	£23.50	Paving Slabs/Sharp Sand for Noticeboard	
32	29/03/2021	Lloyds Bank	£7.00	£0.00	£7.00	Bank Charges: April 2021	
33	31/03/2021	Hampshire Pension Fund	£4,166.70	£0.00	£4,166.70	Pensions: March 2021	
34	31/03/2021	HM Revenues & Customs	£3,839.56	£0.00	£3,839.56	NI/PAYE: March 2021	
35	01/04/2021	Staff Expenses	£27.12	£0.00	£27.12	Staff Expenses: March 2021	
DEBIT CARD			BANK ENTRIES: 06 MAR - 09 APR 2021				
36	02/03/2021	Amazon	£10.00	£2.00	£12.00	New Bin for Ladies Toilet at Jubilee Office	
37	10/03/2021	Top Notch	£34.95	£6.99	£41.94	Self-Adhesive Sticker for Public Toilet at Jubilee	
38	16/03/2021	Eventbrite	£114.00	£0.00	£114.00	Ecology & Survey Training	
39	17/03/2021	HM Land Registry	£6.00	£0.00	£6.00	Eskdale Close Land Dispute	
40	23/03/2021	Top Notch Signs	£43.95	£8.79	£52.74	5 x CCTV Signs	
41	24/03/2021	J F Goodwillie Ltd	£8.98	£1.80	£10.78	2 x Bench Slats (Cath Lith)	
42	29/03/2021	Portal Plan Quest	£141.00	£0.00	£141.00	To remove Condition 11 from Planning Application	
43	07/04/2021	HM Land Registry	£3.00	£0.00	£3.00	Register and Title Plan View	
44	08/04/2021	HM Land Registry	£6.00	£0.00	£6.00	Register and Title Plan View	
TOTAL EXPENDITURE			£27,369.36	£774.83	£28,144.19		
RECEIPTS RECEIVED SINCE LAST ORDER OF PAYMENTS			LIST 1 - 19-APR-2021			BANK ENTRIES: 06 MAR - 09 APR 2021	
Ref	Date	Payee/Payer	Net	VAT	Total	Details	
RECEIPTS			BANK ENTRIES: 06 MAR - 09 APR 2021				
45	01/04/2021	Football Teams	£87.50	£0.00	£87.50	Hire of Football Pitches	
46	31/03/2021	Bank Interest	£181.64	£0.00	£181.64	Interest- March 2021	
TOTAL INCOME			£269.14		£269.14		

SIGNED:	
SIGNED:	
DATE:	LIST 1 - 19-APR-2021





## **Horndean Parish Council Code of Conduct for Councillors**

1. Horndean Parish Council ('the Council') has adopted the following code ('the code') dealing with the conduct that is expected of Councillors and co-opted<sup>1</sup> members of the Council ('Co-opted Members') when they are acting in that capacity as required by section 27 of the Localism Act 2011 ('the Act').
2. The Council has a statutory duty under the Act to promote and maintain high standards of conduct by Councillors and Co-opted Members and the Code sets out the standards that the Council expects them to observe.
3. The Code is not intended to be an exhaustive list of all the obligations that are placed on Councillors and Co-opted Members. It is the responsibility of individual Councillors and Co-opted Members to comply with the provisions of the Code as well as such other legal obligations as may apply to them from time to time. Failure to do so may result in a sanction being applied by the Council. Failure to take appropriate action in respect of a Disclosable Pecuniary Interest may result in a criminal conviction and a fine of up to £5,000 and/or disqualification from office for a period of up to five years.
4. The Code is intended to be consistent with the seven principles as attached to this Code and applies whenever a person is acting in his/her capacity as a Councillor or Co-opted Member in the conduct of the Council's business or acting as a representative of the Council or when giving the impression that they are acting as a representative of the Council.
5. This Code of Conduct applies to you whenever you are acting in your capacity as a Councillor or Co-opted Members of Horndean Parish Council<sup>2</sup>, including:
  - (i) at formal meetings of the Council and its Committees.
  - (ii) when acting as a representative of the Council.
  - (iii) in discharging your functions as a Ward Councillor.

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<sup>1</sup> A "co-opted member" for the purposes of this code is, as defined in the Localism Act 2011 Section 27 (4) "a person who is not a member of the council but who

a) is a member of any committee or sub-committee of the council; or  
b) is a member of, and represents the council on, any joint committee or joint sub-committee of the council; and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee".

<sup>2</sup> In the case of Livingstone v Adjudication Panel for England, the court found that The Code covers misconduct in a councillor's official capacity or if a member otherwise 'misuses his position as a member'. However, there does need to be a link with the member's membership of the Council.



- (iv) at briefing meetings with Council employees.
  - (v) at site visits. and
  - (vi) when corresponding with the Council other than in a private capacity.
6. Failure to comply with the requirements of paragraph 9–12 of this Code constitutes a criminal offence for which you may be prosecuted. Failure to comply with any of the other sections of the Code may result in censure of you by the Council and may lead to the Council and/or your political group (if any) being recommended to impose further sanctions on you.
7. Common law developed by the courts indicated that, at least in relation to “quasi-judicial” functions such as Planning, Councillors and Co-opted Members should not participate if a reasonable member of the public who is neither complacent nor unduly sensitive or suspicious would in the circumstances conclude that there is a real possibility of bias by a Councillor or Co-opted Members. This Code requires Councillors and Co-opted Members to excuse themselves from involvement in decision making where they have a “Disclosable Pecuniary Interest” in the matter under consideration. However, it is possible that when exercising their powers in, for example, planning, other interests could lead a reasonable member of the public to conclude that there was a real possibility of bias on the part of the Councillor or Co-opted Member. In such circumstances they should not participate in the decision-making process (i.e. they should not vote nor, unless they are requested by the Chairman of the Committee on a point of clarification, speak on the matter). In cases of doubt or difficulty, advice should be sought from the Monitoring Officer.

## **8. General obligations of Councillors and Co-opted Members**

As a Councillor or Co-opted Member, your conduct will address the principles of the Code of Conduct by:

- (i) Representing residents and putting their interests first.
- (ii) Dealing timely (and in case, within 28 days) with enquiries from residents, members of communities, within the administrative area of Horndean Parish Council and visitors fairly, appropriately and impartially.
- (iii) Not allowing other pressures (such as personal friendship etc and including the financial interests of yourself or others connected to you) to deter you from pursuing constituents’ casework, the interests of the Council’s area, or the good governance of the Council in a proper manner.
- (iv) Exercising independent judgement and not compromising your position by placing yourself under obligations to outside individuals or organisations who might seek to influence the way you perform your duties.

- (v) Listening to the interests of all parties, including relevant advice from statutory and other professional officers of the Council, taking all relevant information into consideration, remaining objective and making decisions on merit.
- (vi) Being accountable for your decisions and co-operating when scrutinised internally and externally.
- (vii) Contributing to making the Council's decision-making processes as open and transparent as possible.
- (viii) Restricting access to information when the wider public interest, the Council's Constitution, or the law requires it.
- (ix) Behaving in accordance with all the Council's legal obligations, alongside any requirements contained in the Council's policies, protocols and procedures relating to conduct.
- (x) Not bullying<sup>3</sup> any person.
- (xi) Ensuring that when using or authorising the use by others of the resources of the Council that such resources are not used improperly or for political purposes.
- (xii) Having regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986 or otherwise.
- (xiii) Not knowingly doing anything which might cause the Council to breach any legislation.
- (xiv) Valuing your colleagues and Officers of the Council and engaging with them in a respectful and courteous manner.
- (xv) Always treating all people and organisations with respect and propriety.
- (xvi) Providing leadership through behaving in accordance with these principles.
- (xvii) Being careful not to bring your role as a Councillor into disrepute with the use of your language when using social media by, for example posting inappropriate messages.
- (xviii) Being careful with the use of your language when using social media in your personal capacity as it may conflict with your role as a Councillor and impact on your reputation in the Council.

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<sup>3</sup> Bullying is defined as offensive, intimidating, malicious, insulting or humiliating behaviour which attempts to undermine, hurt or humiliate an individual or group. It can have a damaging effect on a victim's confidence, capability and health. Bullying conduct can involve behaving in an abusive or threatening way, or making allegations about people in public, in the company of their colleagues, through the press or in blogs. It may happen once or be part of a pattern of behaviour, although minor isolated incidents are unlikely to be considered bullying.

- (xix) When engaging in the use of e-mail be careful not to disclose information not intended to reach others or those who do not need to see the information.

## **REGISTERING AND DECLARING DISCLOSABLE PECUNIARY INTERESTS<sup>4</sup>**

9. You must within 28 days of taking office as a Councillor or Co-opted member, notify the Council's Monitoring Officer of the disclosable pecuniary interest as defined by regulations made by the Secretary of State, where the disclosable pecuniary interest is yours, your spouse's or civil partner's, or is the disclosable pecuniary interest of someone with whom you are living with as a husband or wife, or as if you were civil partners.
10. You must disclose the pecuniary interest at any meeting of the Council at which you are present, where you have a disclosable pecuniary interest in any matter being considered and where the matter is not a 'sensitive interest'<sup>5</sup>.
11. Following any disclosure of a pecuniary interest not on the Council's register or the subject of pending notification, you must notify the Monitoring Officer of the pecuniary interest within 28 days beginning with the date of disclosure.
12. Unless dispensation has been granted, you must not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary

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<sup>4</sup> "Disclosable Pecuniary Interest" includes:

- any employment, office, trade, profession or vocation carried on for profit or gain.
- any payment or provision of any other financial benefit (other than from the Council) made or provided within the last 12 months in respect of any expenses incurred in carrying out duties as a member, or towards election expenses.
- any contract which is made with the Council under which (a) goods or services are to be provided or works are to be executed and (b) which has not been fully discharged.
- any beneficial interest in land within the District.
- any licence to occupy land in the District for a month or longer.
- any tenancy where the landlord is the Council.
- any beneficial interest in the securities of a body where (a) that body has a place of business or land in the District; and (b) either (i) the total nominal value of the securities held exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which a beneficial interest exists exceeds one hundredth of the total issued share capital of that class.

<sup>5</sup> A "sensitive interest" is described in the Localism Act 2011 as a member or co-opted member of a council having an interest, and the nature of the interest being such that the member or co-opted member, and the council's monitoring officer, consider that disclosure of the details of the interest could lead to the member or co-opted member, or a person connected with the member or co-opted member, being subject to violence or intimidation.

of State. You must withdraw from the room or chamber when the meeting discusses and votes on the matter.

This Code is based on and consistent with the following seven Nolan principles.

### **SELFLESSNESS**

Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits.

### **INTEGRITY**

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

### **OBJECTIVITY**

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

### **ACCOUNTABILITY**

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

### **OPENNESS**

Holders of public office should be as open as possible about the decision and actions they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

### **HONESTY**

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

### **LEADERSHIP**

Holders of public office should promote and support these principles by leadership and example.

## **Councillors' Code of Conduct**

### **PREAMBLE TO THE CODE OF CONDUCT**

This Preamble provides an explanatory introduction to the Councillors' Code of Conduct. It does not form part of the Code of Conduct, and in the event of any conflict between the Preamble and the Code, the Code shall take precedence. The Standards Committee are responsible for administering the Councillor's Code of Conduct.

#### **Introduction**

The East Hampshire District Council has adopted the following code dealing with the conduct that is expected of Councillors and co-opted members of the Council when they are acting in that capacity, as required by section 27 of the Localism Act 2011 ("the Act").

The Council has a statutory duty under the Act to promote and maintain high standards of conduct by Councillors, and the Code sets out the standards that the Council expects Councillors to observe.

The Code is not intended to be an exhaustive list of all the obligations that are placed on Councillors. If in doubt, Councillors should seek advice from the Monitoring Officer or Deputy Monitoring Officer, but the final decision and responsibility on how to act rests with Councillors themselves.

Councillors should not do anything in their capacity as councillors, which they could not justify to the public or could not justify by law. Councillors' conduct and what the public believe about their conduct will affect the reputation and credibility of Councillors and the Council as a whole.

Failure to comply with the code may result in a sanction being applied by the Council.

Failure to take appropriate action in respect of a Disclosable Pecuniary Interest may result in a criminal conviction and an unlimited fine and/or disqualification from office for a period of up to 5 years.

#### **Expectations and Values**

It is the responsibility of individual Councillors to understand comply with the provisions of the Code of Conduct and the Protocols contained in or linked to the Council's Constitution, as well as such other legal obligations as may apply to them from time to time.

Councillors have a responsibility to ensure that they comply with the Code of Conduct in all respects.

Councillors are community leaders who will hold their peers to account and challenge any conduct which is unbecoming to the role and position of Councillor.

Councillors will treat each other and officers civilly and with respect and will challenge any breach of this requirement.

Councillors will regularly review their personal circumstances and intended actions in the context of the Code.

It is not enough to avoid impropriety; perception is also important. Councillors should avoid any occasion for suspicion and any appearance of improper conduct.

## CODE OF CONDUCT

### SEVEN GENERAL PRINCIPLES OF PUBLIC LIFE

The Code of Conduct includes and is intended to be consistent with the following seven principles, introduced by the Committee on Standards in Public Life, as required by the Localism Act 2011.

#### **1. Selflessness**

Holders of public office should act solely in terms of the public interest.

#### **2. Integrity**

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

#### **3. Objectivity**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

#### **4. Accountability**

Holders of public office are accountable to the public for their decisions and actions to the

public and must submit themselves to the scrutiny necessary to ensure this.

#### **5. Openness**

Holders of public office should act and take decisions in an open and transparent manner.

Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

#### **6. Honesty**

Holders of public office should be truthful.

#### **7. Leadership**

Holders of public office should exhibit these principles in their own behaviour. They should

actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.



## Part A

### General Provisions

#### Introduction and interpretation

1. — (1) This Code applies to members of the Council and any co-opted member.

(2) It is your responsibility to comply with the provisions of this Code.

(3) In this Code—

"meeting" means any meeting of—

(a) the Council;

(b) the Cabinet of the Council;

(c) any of the Council's or its Cabinet Committees, Sub-Committees, Joint Committees, Joint

Sub-Committees,

(d) any informal meeting,

"member" includes a co-opted member and an appointed Councillor.

### Scope

2. You must comply with this Code whenever you—

(a) conduct the business of your Council (which, in this Code, includes the business of the office to which you are elected or appointed); or

(b) act, claim to act or give the impression you are acting as a representative of your Council, and references to your official capacity are construed accordingly.

(c) you act or may be perceived as acting in your role in public life.

### General obligations

3. (1) You must treat others civilly and with respect.

(2) You must not—

(a) do anything which may cause the Council to breach the Equality Act 2010 (or subsequent legislation)

(b) bully<sup>1</sup> any person;

(c) intimidate or attempt to intimidate any person, in particular:

(i) a complainant,

(ii) a witness, or

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<sup>1</sup> Bullying definition is the definition as adopted by ACAS and updated from time to time and includes any offensive, intimidating, malicious or insulting behaviour, abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient.

(iii) involved in the administration of any investigation or proceedings, in relation to an allegation that a Councillor has failed to comply

with the Council's code of conduct; or

(d) do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, the Council.

(e) you must comply with any reasonable request made in any investigation of a complaint.

(3) The Chief Executive and the Monitoring Officer should be advised about any close personal relationship with an Officer or a close family member of an Officer, that goes beyond that of a simple friendship which might be expected to exist between colleagues.

#### **4. You must not—**

(a) disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where—

(i) you have the consent of a person authorised to give it;

(ii) you are required by law to do so;

(iii) the disclosure is made to a third party for the purpose of obtaining professional advice (such as legal advice) provided that the third party agrees not to disclose the information to any other person; or

(iv) the disclosure is permitted by law; or

(b) prevent another person from gaining access to information to which that person is entitled by law.

**5. You must not conduct yourself in a manner which a reasonable member of the public would regard as bringing the Council or the office of councillor into disrepute.**

#### **6. You must:**

(a) represent the needs of residents- the whole community and your constituents, including those who did not vote for you,

(b) deal with representations or inquiries from residents and visitors, fairly, appropriately and impartially

#### **7. You—**

(a) must not use or attempt to use your position as a Councillor improperly to confer on or secure for yourself or any other person, an advantage or disadvantage<sup>2</sup>; and

(b) must, when using or authorising the use by others of the resources of the Council—

(i) act in accordance with the Council's reasonable requirements;

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<sup>2</sup> The advantage may be any benefit and need not be materially significant or financial.

(ii) ensure that such resources are not used improperly for political purposes (including party political purposes); and

(c) must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.

**8. (1)** When reaching decisions on any matter you must have regard to any relevant advice provided to you by—

(a) the Council's Chief Finance Officer; or

(b) the Council's Monitoring Officer,

where that Officer is acting pursuant to his/her statutory duties.

(2) You must give reasons for all decisions in accordance with any statutory requirements and any reasonable additional requirements imposed by the Council.

### Disclosable Pecuniary Interests

This part explains the statutory requirements of the Localism Act 2011 (Sections 29-34) in relation to disclosable pecuniary interests. These are enforced by criminal sanction.

#### **1. Notification of disclosable pecuniary interests**

Within 28 days of becoming a Councillor or co-opted member, you must notify the Monitoring Officer of any 'disclosable pecuniary interests'.

A 'disclosable pecuniary interest' is an interest of yourself or your partner (which means spouse or civil partner, a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners) of the following descriptions:

(a) Details of any employment, office, trade, profession or vocation carried on for profit or gain

(b) Details of any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by you in carrying out duties as a member, or towards your election expenses. (This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.

(c) Details of any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority under which goods or services are to be provided or works are to be executed; and which has not been fully discharged.

(d) Details of any beneficial interest in land which is within the area of the relevant authority.

(e) Details of any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.

(f) Details of any tenancy where (to your knowledge) the landlord is the relevant authority; and the tenant is a body in which the relevant person has a beneficial interest.

(g) Details of any beneficial interest in securities of a body where that body (to your knowledge) has a place of business or land in the area of the relevant authority; and either the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or if that share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

For the purposes of the foregoing “relevant authority” means the Council; “relevant period” means the period of 12 months ending with the day on which you notify the Monitoring of your disclosable pecuniary interest, and “relevant person” means you or your spouse or partner as defined above.

## **2. Register of interests**

Any interests notified to the Monitoring Officer will be included in the register of interests.

A copy of the register will be available for public inspection and will be published on the Council’s website.

## **3. Sensitive interests**

Where you consider that disclosure of the details of a disclosable pecuniary interest could lead to you, or a person connected with you, being subject to violence, intimidation, threats, harassment or abusive behaviour and the Monitoring Officer agrees, if the interest or information is entered on the register, copies of the register that are made available for inspection and any published version of the register will exclude details of the interest or information, but may state that you have a disclosable pecuniary interest, the details of which are withheld under Section 32(2) of the Localism Act 2011.

## **4. Non-participation in case of disclosable pecuniary interest**

a) If you are present at a meeting of the Council, Cabinet, or any Committee, Sub-Committee, Joint Committee or Joint Sub-Committee of the Council, and you have a disclosable pecuniary interest in any matter to be considered or being considered at the meeting:

- You may not participate in any discussion of the matter at the meeting.
- You may not participate in any vote taken on the matter at the meeting.
- If the interest is not registered, you must disclose the interest to the meeting.
- If the interest is not registered and is not the subject of a pending notification, you must notify the Monitoring Officer of the interest within 28 days.

In addition, the Council Procedure Rules require you to leave the room where the meeting is held while any discussion or voting takes place.

b) Where a Cabinet member may discharge a function alone and becomes aware of a disclosable pecuniary interest in a matter being dealt with or to be dealt with by them, the Cabinet member must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter.

## **5. Dispensations**

The Monitoring Officer may authorise the granting of dispensations pursuant to section 33 of the Localism Act 2011.

## **6. Offences**

It is a criminal offence to:

(a) Fail to notify the Monitoring Officer within twenty-eight days of election of any disclosable pecuniary interest

(b) Fail to disclose a disclosable pecuniary interest at a meeting if it is not on the register.

(c) Fail to notify the Monitoring Officer within twenty-eight days of a disclosable pecuniary interest that is not on the register that you have disclosed to a meeting

(d) Participate in any discussion below or vote on a matter in which you have a disclosable pecuniary interest

(e) As a Cabinet member discharging a function acting alone, and having a disclosable pecuniary interest in such a matter, fail to notify the Monitoring Officer within 28 days of the interest.

(f) Knowingly or recklessly provide information that is false or misleading in notifying the Monitoring Officer of a disclosable pecuniary interest or in disclosing such interest to a meeting

## **7. Notification of changes**

You must notify the Monitoring Officer within 28 days of any new disclosable pecuniary interest, or any change to a disclosable pecuniary interest already notified/registered.

## **Other Interests**

## **8. Notification of Other Interests**

(1) You must, within 28 days of adopted of the Code; or your election or appointment to office notify the Monitoring Officer in writing of the details of your other interests within the following categories, for inclusion in the register of interests:

(a) Details of any body of which you are a member or in a position of general control or management;

(b) Details of any body exercising functions of a public nature, any body directed to charitable purposes or any body one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union), of which you are a member or in a position of general control or management;

(c) Details of any gift or hospitality with an estimated value of at least £50 or from a single source where the total exceeds £100, that you have received in connection

with your role as a Councillor, and details of the donor, the reason for acceptance and disposal of the benefit.

(2) You must, within 28 days of becoming aware of any new interest or change to any interest registered under this paragraph notify the Monitoring Officer of the details of that new interest or change.

#### **9. Disclosure of Other Interests**

(1) Subject to sub-paragraphs (2) to (6), where you have an interest described in paragraph 8(1) above or in paragraph (2) below in any business of the Council, and where you are aware or ought reasonably to be aware of the existence of that interest, and you attend a meeting of your authority at which the business is considered, you must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.

(2) You have an interest in any business of the Council where a decision in relation to that business might reasonably be regarded as affecting your well-being or financial position or the well-being or financial position of a member of your family or any person with whom you have a close association, to a greater extent than the majority of other Council Tax payers.

(3) Where you have an interest in any business of the Council of the type mentioned in paragraph 8(1)(c), (gifts and hospitality) you need not disclose the nature or existence of that interest to the meeting if the interest was registered more than three years before the date of the meeting.

(4) Where you have an interest by virtue of paragraph 8(1) but, by virtue of paragraph

**11.** sensitive information relating to it is not registered in the register of Councillors' interests, you must indicate to the meeting that you have an interest, but need not disclose the sensitive information to the meeting.

(5) Where you have an interest in any business of the Council by virtue of paragraph 8(1) or 9(2), and you have made an executive decision in relation to that business, you must ensure that any written statement of that decision records the existence and nature of that interest.

#### **10. Register of interests**

(1) Any interests notified to the Monitoring Officer under paragraph 8 above will be included in the register of interests.

(2) A copy of the register will be available for public inspection and will be published on the Council's website.

#### **11. Sensitive interests**

Where you consider that disclosure of the details of an other interest could lead to you, or a person connected with you, being subject to violence, intimidation, threats, harassment or abusive behaviour, and the Monitoring Officer's agrees, if the interest is entered on the register, copies of the register that are made available for inspection and any published version of the register will exclude details of the interest, but may state that you have an interest, the details of which are withheld.

## 12. Non participation in case of certain other interests

(1) Subject to paragraphs (2) and (3) below, where you have an interest in any business of the Council by virtue of paragraph 8(1) or 9(2) AND the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest you may not participate in any discussion of the matter at the meeting, and you may not participate in any vote taken on the matter at the meeting.

In addition, you are required to leave the room where the meeting is held while any discussion or voting takes place.

(2) Where you have an interest in any business of the Council to which paragraph 12(1) applies, you may attend a meeting but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise, and provided that you leave the room where the meeting is held immediately after making representations, answering questions or giving evidence.

(3) Subject to you disclosing the interest at the meeting, you may attend a meeting and vote on a matter where you have an interest under paragraph 12(1) that relates to the functions of the Council in respect of—

(i) housing, where you are a tenant of your Council provided that those functions do not relate particularly to your tenancy or lease;

(ii) an allowance, payment or indemnity given to Councillors;

(iii) any ceremonial honour given to Councillors; and

(iv) setting Council Tax or a precept under the Local Government Finance Act 1992.

(v) Where, as a Cabinet member, you may discharge a function alone, and you become aware of an interest under paragraph 12(1) in a matter being dealt with, or to be dealt with by you, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter, or seek improperly to influence a decision about the matter



# HORNDEAN PARISH COUNCIL

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## COUNCIL AGENDA

Date: 19 April 2021

## AGENDA ITEM:

**SUBJECT OF REPORT:** To receive a report in respect of the quotations pertaining to the Parish Office signage.

### BACKGROUND

Following the meeting of Horndean Parish Council on 15 March 2021, it was resolved to obtain a digital copy of the HPC logo, with a suggestion to contact the company where the Chairman's Civic regalia was purchased. It was resolved that the font be the same as the wording on the HPC logo, written in gold leaf or gold and returned to Council to decide the final layout.

Unfortunately, we were unsuccessful in obtaining a high-resolution digital copy of the HPC logo. The company where the Chairman's Civic regalia was purchased could only locate some drawings from 1998 (please see attached).

With this in mind, quotations have been sought for a professional graphic designer to recreate the HPC logo so that there is a high-resolution image to work from and an image that can be used by HPC going forward. Please see quotations/estimations below.

### GRAPHIC DESIGN QUOTATIONS

- |                             |               |
|-----------------------------|---------------|
| 1. To recreate the HPC logo | £300          |
| 2. To recreate the HPC logo | £350 - £400   |
| 3. To recreate the HPC logo | £300 plus VAT |

### RECOMMENDATION

Council may wish to consider the final layout of the signage as per the options originally given to us by the Sign Writer (to include the logo). Please see quotations below as a reminder.

- |   |                         |
|---|-------------------------|
| • The option of signwriting onto the glass in gold leaf glass gilding | <b>£1,400 plus VAT</b>  |
| • The option of signwriting onto the glass in gold                    | <b>£1,225 plus VAT</b>  |
| • The option of an adhesive vinyl sign                                | <b>£670.00 plus VAT</b> |

Council may wish to consider proceeding with instructing the Sign Writer and they may wish to consider the above Graphic Design Quotations for a high-resolution image of the HPC logo to be drawn up.

Report prepared by:

Sarah Guy  
Operations Officer

*Report*



**Thomas Fattorini**

Regent Street, Birmingham B1 3HQ, England

Alteration to top L.H.  $\frac{1}{4}$  (hops)  
Colours and finish as before

**Sarah Guy**

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**Subject:** FW: Quotation request

**From:**  
**Sent:** 18 March 2021 13:47  
**To:** Cheree Garvey <[cheree.garvey@horndeanpc-hants.gov.uk](mailto:cheree.garvey@horndeanpc-hants.gov.uk)>  
**Subject:** Re: Quotation request

Hi Cheree

Estimate is £300 – will be interesting to see if you obtain any quotes for significantly less 😊

Kind regards

**From:**  
**Sent:** 18 March 2021 13:47  
**To:** Cheree Garvey <[cheree.garvey@horndeanpc-hants.gov.uk](mailto:cheree.garvey@horndeanpc-hants.gov.uk)>  
**Subject:** Re: Quotation request

Hi Cheree

Due to the style and detail required it's a fairly involved job to recreate (more so in the current style than to modernise)

Kind regards

**Sarah Guy**

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**Subject:**

FW: Quotation request

**Sent:** 19 March 2021 09:08

**To:** Cheree Garvey <[cheree.garvey@horndeanpc-hants.gov.uk](mailto:cheree.garvey@horndeanpc-hants.gov.uk)>

**Subject:** Re: Quotation request

Hi Cheree

Thanks for sending the image over.

The job would involve drawing the logo from scratch and there is quite a lot of detail to consider. I would estimate somewhere in the region of £350 to £400 to complete the work.

If that's of some interest, ideally I would need a better image to work from...Is there a badge or plaque or similar somewhere that could be photographed?

Many thanks

**Sarah Guy**

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**Subject:**

FW: Quotation request

**Sent:** 19 March 2021 09:36

**To:** Cheree Garvey <[cheree.garvey@horndeanpc-hants.gov.uk](mailto:cheree.garvey@horndeanpc-hants.gov.uk)>

**Subject:** Re: Quotation request

Hi Cheree

Thank you for the clarification, i think as the emblem is quite elaborate i would need to allow six hours to recreate and then provided you with all industry standard logo files including the .avi you mention below. So it would be £300 +VAT.

Let me know if you would like to discuss this further.

Thanks

**HORNDEAN PARISH COUNCIL**

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**COUNCIL AGENDA****Date: 15 March 2021****AGENDA ITEM:****SUBJECT OF REPORT**

To receive a report and consider the signage in respect of the new Parish Office

**BACKGROUND**

Following the meeting of Horndean Parish Council on 08 February 2021, quotations/ballpark figures were requested and sent to the Sign Writer as follows

- Costing for Signwriting onto the large panelled glass with the Logo incorporated but also a separate costing for the logo to be separate, next to the text.
- Costing for a vinyl type sticker with both the text and logo (both fitting into the large glass panel).
- Colour options ideas to be explored: gold or dark green, to match the colours in the HPC logo or white.

**OPTIONS PROVIDED BY SIGN WRITER**

Email received from the Sign Writer:

*I have attached a very rough computer sketch to show a quick design that I can put some costs to as per your request.*

*The attached design could be Full Colour logo with Gold paint text, or with White Text or similar. or the Lettering and gold elements of the Name and logo could be gilded to the glass in Gold leaf, which gives a mirror like brilliance to the work, ( i have attached some photo examples of this in use) As you can imagine, Costs will vary depending upon the method used, but as a rough guide:*

- *To design and carry out logo and signwriting to glass in Painted signwriting and Gold leaf glass gilding - **£1400 plus vat***
- *To design and carry out logo and signwriting to glass in Painted signwriting and painted gold/ or a yellow colour/ white / or similar - **£1225.00 plus vat***
- *To design and carry out logo and signwriting to glass in adhesive vinyl with digital printed logo from your supplied artwork files - **£670.00 plus vat***

**RECOMMENDATION**

Council may wish to give consideration as to the above options, looking at either painted signwriting directly onto the glass with gold leaf glass gilding or painted gold/or a yellow colour/white or similar or an adhesive vinyl with digital printed logo from our supplied artwork.

*Report*

**However, please note that the HPC logo that we hold on file is not of a high resolution and this has been pointed out to us many times before, when ordering various signage. It may be that if Council consider the adhesive vinyl option, that they consider signage without the HPC logo.**

Report prepared by:

Sarah Guy  
Operations Officer





## **HORNDEAN PARISH COUNCIL MEMORIAL BENCH POLICY**

- The Council will facilitate the purchase and placement of memorial benches in public open spaces owned or managed by the Council including parks, green spaces and countryside where appropriate opportunities exist.
- The Council will have final say on the locations for bench installation on each site. Only suitable locations within the site where people are likely to make good use of the bench will be considered.
- There may be a need to limit benches on a particular areas/site.
- Purchase of a memorial bench will be for the expected life period of the bench (5 years) only, after which time it will be removed once it becomes unsuitable. As the benches should require minimal maintenance, there will be no additional cost for this. Any replacement would be treated in the same way as a new memorial bench.
- The Council cannot guarantee against theft or vandalism and may not be able to replace either the bench or plaque in this event.
- It is the applicant's responsibility to keep the Parish Council up to date with contact details in case they need to be contacted. If contact cannot be made, once the bench has become unsuitable the space may be used by someone else.
- The design of bench is attached to this policy. Only under special circumstances an alternative design may be considered.

### **Purchasing Equipment**

The Parish Council will get a quote for materials (wood/screws etc) and provide the applicant with costs to purchase the bench. Once payment has been made to the Parish Council the bench materials will be purchased and the bench built for installation.

In order to minimise the deterioration of equipment, the bench will be painted.

Memorial plaques must be purchased by the applicant. The plaque must be made from either Bronze or Stainless Steel. Any inscription on the plaque must first be agreed by the Parish Council.

Each plaque must have 4 counter sunk holes (1 in each corner) so the plaque can be screwed directly onto to the bench back support.

## **Memorial Bench Purchase Enquiry Form**

Please complete, print and return to: Jubilee Hall, Crouch Lane, Horndean. PO8 9SU.

### **Section A Contact details**

Name.....

Address.....

Telephone ..... E-mail.....

### **Section B Preferred Location:**

Please specify your preferred location for the bench below ie name of park and nearest settlement.

.....

### **Section C Memorial Plaque**

All plaques must be either a bronze or stainless steel. Please print your memorial message for the plaque below for Council approval.

.....

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