

Costessey Town Council



Tel: 01603 742958
Email: info@costesseypc.org
Web: www.costessey.org.uk

The Costessey Centre, Longwater Lane
Costessey, Norwich, NR8 5AH

DECLARATION OF ACCEPTANCE OF OFFICE (CHAIRMAN)

I (FULL NAME)

HAVING BEEN ELECTED TO THE OFFICE OF **CHAIRMAN** OF THE TOWN OF COSTESSEY DECLARE THAT I TAKE THAT OFFICE UPON MYSELF, AND WILL DULY AND FAITHFULLY FULFIL THE DUTIES OF IT ACCORDING TO THE BEST OF MY JUDGEMENT AND ABILITY.

I UNDERTAKE TO OBSERVE THE CODE OF CONDUCT WHICH IS EXPECTED OF MEMBERS OF THE COUNCIL OF THE TOWN OF COSTESSEY.

SIGNED: _____ DATE: _____

THIS DECLARATION WAS MADE AND SIGNED BEFORE ME,

SIGNED: _____ DATE: _____

CLERK (PROPER OFFICER) TO COSTESSEY TOWN COUNCIL

Costessey Town Council

CTC - Members' Code of Conduct

Introduction

Pursuant to Section 27 of the Localism Act 2011, Costessey Town Council has adopted this code to promote and maintain the high standards of behaviour by its members whenever they conduct the business of the council, claim to act or give the impression of acting as representatives of the council, or interact with other members, officers, other public bodies, or the general public.

Definitions

For the purposes of this code:

- i) references to 'the council' refers to Costessey Town Council
- ii) references to 'the code' refers to this code of conduct or any associated document that forms part of the code
- iii) a 'member' refers to any member of the council, or to a non-member of the council who is appointed by co-option to any committee, sub-committee, or working group of the council.

The Code of Conduct

The code deals with members' obligations about their conduct, including the registration and disclosure of their interests.

The code is underpinned by the legal framework set by central government for local authorities, the recommendations of the Nolan Committee Report into standards of conduct for people in public life, and the best practice advice of the National Association of Local Councils (NALC). The council is a member of NALC.

In order to promote the high standard of behaviour expected of members, the council has adopted a range of policies, protocols and resolutions that govern the conduct of members. These form part of the code.

Members' Obligations

You are a member of Costessey Town Council, it is your responsibility to comply with the provisions of this Code and hence you shall have regard to the following principles (as stated in the Localism Act 2011 section 28) – selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

You must promote and support high standards of conduct when serving in your public post, in particular as characterised by the following requirements, by leadership and example.

Accordingly, when acting in your capacity as a member or co-opted member:

- Selflessness - You must act solely in the public interest and should never improperly confer an advantage or disadvantage on any person or act to gain financial or other material benefits for yourself, your family, a friend or close associate.
- Integrity - You must not place yourself under a financial or other obligation to outside individuals or organisations that might seek to influence you in the performance of your official duties.
- Objectivity - When carrying out your public duties you must make all choices, such as making public appointments, awarding contracts or recommending individuals for rewards or benefits, on merit.
- Accountability - You are accountable for your decision to the public and you must co-operate fully with whatever scrutiny is appropriate to your office.
- Openness - You must be as open as possible about your decisions and actions and the decisions and actions of your authority, and should be prepared to give reasons for those decisions and actions.
- Honesty - You must declare any private interests, both pecuniary and non-pecuniary, that relate to your public duties, and must take steps to resolve any conflicts arising in a way that protects the public interest, including registering and declaring interests in a manner conforming with the procedures set out below.
- Leadership – Holders of public office should promote and support these principles, by leadership and by example and should act in a way that secures or preserves public confidence.

You should conduct yourself in accordance with these principles, which underpin the purpose and provisions of the Code of Conduct.

General Obligations

You must: -

- treat others with courtesy and respect;
- when reaching decisions on any matter, do so on the merits of the circumstances and in the public interest and have reasonable regard to relevant advice provided to you by an officer of the council.

You must not: -

- attempt to use your position as a Member to confer on or secure for yourself or any other person, an advantage or disadvantage;
- do anything which may cause the Council to breach a statutory duty including any of the equality duties in section 149 of the Equality Act 2010);
- bully any person (bullying may be characterised as any single act or pattern of offensive, threatening, aggressive, antagonistic, intimidating, malicious, insulting or humiliating behaviour; an abuse or misuse of power or authority which attempts to undermine or coerce or has the effect of undermining or coercing an individual or group of individuals by gradually eroding their confidence or capability which may cause them to suffer stress or fear);
- do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, the Council;
- 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 the Town Clerk or another person authorised to give it;
 - ii) you are required by law to do so; the disclosure is in the public interest as defined in Section 43(B)(1) of the Public Interest Disclosure Act 1998
 - iii) you have a safeguarding concern which must be disclosed under the requirements of the Safeguarding Vulnerable Groups Act 2006 and subsequent amendments or revisions

You must, when using or authorising the use by others of the resources of your authority, ensure that such resources are not used improperly for political purposes (including party political purposes) and you must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.

Registering and declaring pecuniary and non-pecuniary interests

You must, within 28 days of taking office as a member or co-opted member, notify South Norfolk Council's monitoring officer of any disclosable pecuniary interest as defined by regulations made by the Secretary of State, where the pecuniary interest is yours, your spouse's or civil partner's, or is the pecuniary interest of somebody with whom you are living as a husband or wife, or as if you were civil partners.

In addition, you must, within 28 days of taking office as a member or co-opted member, notify South Norfolk Council's monitoring officer of any disclosable pecuniary or non-pecuniary interests which your authority has decided should be included in the register.

Your registration of personal interests should be guided by your duty to act in Conformity with the Principles of Public Life. The rules on registering and declaring interests are intended to promote openness and transparency to give the public confidence that councillors are putting the public interest first and are not benefiting

their own financial affairs from being a councillor.

You should consider your obligations in respect of registering and declaring interests within this context. As a general rule, if you are in any doubt about your situation you should register or declare an interest. This provides openness and transparency, protects the public interest, the local authority's decision and your own position.

Your register of interests is a public document available on South Norfolk Council's website and should contain sufficient details to ensure that the nature of your interest is clear to members of the public. In the case of an interest in land this should include a sufficient description of the land to enable it to be identified.

To ensure openness and transparency, in addition to the interests you are required to register by law, you are encouraged to consider including details of the following on your register of interests:

- Any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by the Council;
- Any body exercising functions of a public nature of which you are a member or in a position of general control or management;
- Any body directed to charitable purposes of which you are in a position of general control or management;
- Any body whose principal purposes include 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.
- Details of any gift, benefit or hospitality with a value in excess of £ 50 which you have accepted as a member from any person or body other than the Council.

All councillors must make sure their online records are correct and up-to-date

If an interest has not been entered onto the authority's register you must disclose the interest to any meeting of the authority at which you are present, where you have a disclosable interest in any matter being considered and where the matter is not a sensitive interest.

Following any disclosure of any interest which is not on the authority's register or the subject of pending notification, you must notify the monitoring officer of the interest within 28 days beginning with the date of disclosure.

Unless dispensation has been granted, you may not participate in any discussion 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. See guidance at appendix A

Dual-Hatted Councillors

These are Councillors who serve on two or more relevant authorities; for instance, a Councillor who is both a District/County and Town Councillor.

A dual-hatted Councillor should declare an interest if taking part in a council meeting and an issue is under discussion which affects that Councillor's other authority, then provided that they do not have a prejudicial interest, the dual hatted Councillor only needs to declare a personal interest if they intend to speak on the matter involving the other authority. If the Councillor does speak on the matter then they must declare a personal interest, but they are still able to vote.

Councillors must consider carefully, however, if the nature of the matter under discussion means that their membership of another authority may also give rise to a prejudicial interest.

For dual-hatted members who would not otherwise have a prejudicial interest for any other reason, a prejudicial interest will arise as a result of membership of the other authority if all of the following conditions are met:

- the matter affects the other authority's financial position or is about a licensing or regulatory matter applied for by the other authority
- the matter does not fall within one of the exempt categories of decisions
- a reasonable member of the public with knowledge of the relevant facts would believe that the member's ability to judge the public interest would be impaired

Where a regulatory application, including a matter of consent or approval, is made by a body on a member's register of interests, or a matter is discussed that would impact upon the financial interests of a body on a member's register of interests, then a prejudicial interest will arise.

For example, if a town council planning application was being considered at a district council meeting, a member of the planning committee who is also a town council member would need to declare a personal and prejudicial interest when that matter is considered and not take part in the discussion or vote.

Bias and Predetermination

Decisions, particularly in regulatory matters such as planning and licensing, may be challenged and ruled unlawful on the ground of bias. The test is whether a fair-minded and informed observer, having considered the facts, would conclude that there was a real possibility that the councillor was biased. In particular, under the Council's Code of Conduct for Members, bias would occur if you placed yourself under a financial or other obligation to third parties that might seek to influence you in the performance of your official duties.

The rules on registration and declaration of interests are intended to protect councillors against allegations of bias and predetermination. This also applies when a

councillor is lobbied by members of the public on a particular matter and should be declared to avoid allegations of bias and predetermination.

The Localism Act 2011 has clarified the rules on predetermination. Predetermination occurs where someone has a closed mind so that they are unable to apply their judgment fully and properly to the issue requiring a decision. This can lead to legal challenges and decisions being set aside.

The Act makes it clear that a councillor is not deemed to have had a closed mind on an issue just because they have indicated what view they have taken or may take before the issue is decided. A councillor is not, for example, prevented from participating in discussion of an issue or voting on it if they have campaigned on the issue or made public statements about their approach to it.

The general position, however, remains that, whatever their views, Councillors must approach their decision-making with an open mind in the sense that they must have regard to all material considerations and must be prepared to change their views if persuaded that they should.

Whether or not there is actual or apparent bias or predetermination is a question of fact to be considered in each case. Where this may be an issue for a Councillor advice should be sought at an early stage and in any event before the decision concerned is made.

Approved by Full Council on 10 December 2019

APPENDIX A

“Disclosable Pecuniary Interests”

- | | |
|--|---|
| 1. Employment, office, trade, profession or vocation | Any employment, office trade, profession or vocation carried out for profit or gain. |
| 2. Sponsorship | <p>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 the Member in carrying out duties as a member, or towards the election expenses of Members.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992 (a)</p> |
| 3. Contracts | <p>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:</p> <ul style="list-style-type: none">a. Under which goods or services are to be provided or works are to be executed; andb. Which has not been fully discharged |
| 4. Land | Any beneficial interest in land which is within the area of your authority. i.e. the address of the property or Land Registry number. If you live in the authority's area you should include your home address under this heading as owner, lessee or tenant. |
| 5. Licences | Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer |
| 6. Corporate tenancies | Any tenancy where (to the Members knowledge): |

- a. The landlord is the relevant authority; and
- b. The tenant is a body in which the relevant person has a beneficial interest

7. Securities

Any beneficial interest in securities of a body where:

- a. That body (to the Members knowledge) has a place of business or land in the area of the relevant authority; and
- b. Either:
 - i. The total nominal value of the securities 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 the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class

CONTINUATION UNTIL JULY CTC MEETING

ANNUAL
CTC 4 (5/21.
6)

COMMITTEE MEMBERSHIP & TERMS OF REFERENCE 2020-2021 v13

Chair and Vice-Chair to be *ex-officio* members of all committees with full voting rights.
Voting substitutes should be agreed in advance of meetings if possible
All committees (and CTC) may appoint Task and Finish / Working Groups to investigate specific items, reporting back to their respective committees or full Council until the project is completed.

Committees: (Quorum – 3 members)

Executive Committee: A group of ANY Councillors who can attend
The Committee will meet when decisions have to be made in advance of the next full Council meeting with the full powers of the Town Council, except that of deciding the Precept.

Finance, Budgets & Staffing Committee: CTC Chairman & Vice-Chairman: Cllrs G Blundell, G Dole, S Hannant, G Jones, T Laidlaw, P O'Connor
The Committee will have responsibility for dealing with all matters to do with finances, preparing the budget and staff issues, the latter with full delegated powers of decision making. The committee will meet as and when required (approx every month).

Staffing Sub-Committee: (Subsidiary of the Finance, Budget & Staffing Committee to which it reports) Cllrs J Amis, G Dole, S Hannant, G Jones and P O'Connor

Property & Environment Committee: Meets at 7pm CTC Chairman & Vice-Chairman & Cllrs M Bedford, G Blundell, L Glover, J Newby, P O'Connor.
To deal with all matters concerning buildings and open spaces. Grounds to be included on every agenda as a standing item. The committee will meet as and when required. (approx every two months).

Working Groups set up for specific projects: (Quorum – 3 members)

Boundary Review WG: Chairman & Vice-Chairman & G Jones, P O'Connor
To formulate a response to the consultation on Norfolk CC division boundaries (Reports to Full Council)

Comms WG: CTC Chairman & Vice-Chairman & Cllrs G Blundell, G Dole, J Newby, P O'Connor.
(Reports to Full Council)
To deal with all aspects of communications incl. social media, community engagement, strategy, policies and equipment, and GDPR provisions

Fees & Charges WG: CTC Chairman & Vice-Chairman & Cllrs G Blundell, G Jones, P O'Connor
To set fees for hall hire, pitch hire, burials & memorials
(Subsidiary of the Finance, Budget & Staffing Committee; reports to Full Council).

Fete & Fair WG: CTC Chairman & Vice-Chairman & Cllrs G Blundell, G Dole, L Glover, G Jones, P O'Connor
To organise all aspects of the fete & fair & "Wash-up" session. (Reports to Full Council)
ALSO: Support & Compliance Group Meetings – For any Cllr who wishes to attend to receive the latest update on the Fete – Tuesday mornings at 10am in the Rymarz Gallery. NOTES taken.

Local Infrastructure Review WG: CTC Chairman, Vice-Chair & Cllrs G Blundell, T East, G Jones, T Laidlaw, J Newby, P O'Connor - includes Easton & Bawburgh Councillors where relevant

To discuss new Local Plan for development incl. Food Hub, Longwater Interchange, NWL and measures to protect the River Tud valley and the Strategic Gap between Old and New Costessey. (Reports to Full Council)

Lodge Farm Community Facility: CTC Chairman & Vice-Chairman & Cllrs G Blundell, T Laidlaw, J Newby, P O'Connor.

To oversee design of new facility.

Natural Burial / New Cemetery WG: CTC Chairman & Vice-Chair, Cllrs I Alam, M Bedford, T East, S Hannant, G Jones, S Jones, P O'Connor. (Reports to Property & Environment Committee and / or Full Council) **(Check Meeting times)**

To manage the natural burials & cemetery extension projects

Policies Review Working Group: Cllrs D Burrill, T East, G Dole, P O'Connor (and others as required from time to time for specific expertise)

To review and draft policies for approval, specifically Member/Officer Protocol, Standing Orders, Code of Conduct and HR policies and to review the structure of the council relating to committees, delegated powers and terms of reference (reports to Full Council and/or F, B & S Committee)

Queen's Hills Drainage Task & Finish Group: Cllrs J Amis, G Jones, T Laidlaw, J Newby, P O'Connor

To resolve issues with the adoption of foul drainage system from the QHCC

Woodlands & Walks WG: Cllrs D Burrill, L Glover, P O'Connor.

Co-opted: Mrs P Williamson (Volunteer Tree Warden)

To collect evidence for submission for Right of Way registration for Costessey-Bawburgh path and Townhouse Road-Marriot's Way permissive route. Also, Greenhills Woods & QH Community Park (Reports to Full Council). *NB: Some overlap with the P&E Committee*

Appointments to other Bodies

Costessey Cares: Trustee Rep: Cllr Patrick O' Connor

NorfolkALC Representative: Cllr Gary Blundell

Norwich Western Link Liaison Group: Cllr John Amis

Queen's Hills Community Park CIO: Cllr John Newby

Youth Group Management Committees: (Cossey Posse & QUBE): Cllrs T Laidlaw, J Newby, P O' Connor

Delegation of powers to committees

Planning

To comment on planning applications.

Full council reserves the right to consider and comment upon applications involving significant development (defined as four or more dwellings, a change of use from residential to commercial or vice versa, new commercial premises, or applications relating to the provision of NHS services, education, or religious premises).

Finance

To review the monthly accounts before they are submitted to full council.

To approve the payment of all invoices, where such spending has been previously approved as part of the budget, or a resolution of full council, and there have been no concerns raised with the chairman of FB&S or the RFO that could impact upon the payment of the invoice.

Other powers as current delegation.

Property & Environment

To make resolutions regarding the management of buildings and open spaces owned or managed by Costessey Town Council.

Decisions to take on, dispose of, or substantially alter the use of open spaces or buildings (e.g the removal of existing facilities such as sports pitches, the MUGA at Longwater, etc) are reserved for full council.

Staffing

As the current staffing sub-committee.

Staff appraisals shall be conducted by the chair of the Staffing committee, in conjunction with the member who conducted the previous year's appraisal.

Executive Committee

Comprised of all councillors able to attend.

Has all of the powers of full council, except those that cannot be delegated by statute.

MONTHLY MEETINGS CYCLE: Evening Meetings Generally On Tuesdays

- Week 1:** WG slot Tuesday evenings, or daytime as agreed
- Week 2:** Tues 6.30pm Planning, (Hilary & future Minutes Secretary to clerk)
Tues 7.30 pm FULL CTC (Hilary & future Minutes Secretary to clerk)
- Week 3:** (These two meetings will not need to be back-to-back when Staffing becomes its own Committee with delegated powers)
Fri 10am Staffing Committee (Hilary & future Minutes Secretary to clerk)
Fri 11am Finance Committee (Hilary as RFO and future Minutes Secretary to clerk)
- Week 4:** Tues 6.30pm Planning, (Hilary & future Minutes Secretary to clerk)
Tues 7.30pm P&E (Nigel & future Minutes Secretary to clerk)

If possible meetings are to be minimised in August and December. Monday evening meetings are to be avoided due to clashes with SNDC full council meetings. Where a meeting of the Planning Committee takes place before another committee or full council, it is proposed that the planning committee starts at 6:30pm, with a hard cut off at 7:15pm, so that all present have the chance to have a comfort break and those arriving for the later meeting may do so without disturbing the Planning Committee. The second meeting would then begin at 7:30pm.

172/21: RESOLVED to approve the Committees as proposed in the report; approximately how frequently they meet, and that they will follow the new monthly cycle of meetings.

175/21: RESOLVED to approve the amendments to the Standing Orders re Committees, but to carry on with the current committees and their membership (with the exception of Planning which was to be set up) until the meeting on 13 July after the elections.

TRANSITIONAL ARRANGEMENTS DURING COVID

177/21: Transitional arrangements: It was noted that after 7 May all full Council, Committee and Sub-Committee Meetings would have to return to in-person meetings, due to the Government not having the time or inclination to change the legislation to enable remote meetings to continue beyond 7 May. As many Cllrs might not be comfortable meeting indoors so soon, meetings might not be quorate, so an alternative would be to call committee meetings as working groups to allow Cllrs to meet on-line. Recommendations would still have to be either delegated to the Clerk or presented to full Council. The wearing of masks and accommodating members of the public might cause difficulties in face-to-face meetings. Public Participation could take place at the start to minimise officer time.

A WG would not have delegated powers but powers could be delegated to the Proper Officer rather than going to the next full Council if necessary; CTC could continue to advertise the WG meetings to the public and write minutes as usual. This would work particularly well in the case of Planning where powers were previously delegated to the Clerk in the first lockdown, and she took a "steer" on planning recommendations before crafting the responses on behalf of the Council. During the Transition period the frequency of meetings could be more spread out, again to avoid face-to-face meetings.

RESOLVED to approve the transitional arrangements as per the document, with planning responses delegated to the Clerk to collate.

DIARY OF MEETINGS 2021 TO NEW YEAR 2022

Tues 4 May	7pm	Annual CTC via ZOOM
Tues 11 May	6.30pm	Planning (WG on-line OR Committee in person)
Fri 21 May	10am	Staffing (WG on-line OR Committee in person)
Fri 21 May	11am	Finance (WG on-line OR Committee in person)
Tues 25 May	6.30pm	Planning (WG on-line OR Committee in person)
Tues 25 May	7.30pm	P&E (WG on-line OR Committee in person)
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Tues 8 June	6.30pm	Planning (WG on-line OR Committee in person)
Tues 8 June	7.30pm	CTC
Fri 18 June	10am	Staffing (WG on-line OR Committee in person)
Fri 18 June	11am	Finance (WG on-line OR Committee in person)
Tues 22 June	6.30pm	Planning (WG on-line OR Committee in person)
Tues 22 June	7.30pm	P&E (WG on-line OR Committee in person)
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Tues 13 July	6.30pm	Planning (WG on-line OR Committee in person) (Note: Clerk on leave)
Tues 13 July	7.30pm	CTC (Agree Committees – Note: Clerk on leave)
Fri 23 July	10am	Staffing (WG on-line OR Committee in person) (Note: Clerk on leave)
Fri 23 July	11am	Finance (WG on-line OR Committee in person) DO these need to be back-to back any more? <u>NB</u> : Clerk / RFO on leave
Tues 27 July	6.30pm	Planning (WG on-line OR Committee in person)
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Tues 10 Aug	6.30pm	Planning (WG on-line OR Committee in person)
Tues 10 Aug	7.30pm	CTC
Fri 20 Aug	11am	Finance (WG on-line OR Committee in person)
Tues 24 Aug	6.30pm	Planning (WG on-line OR Committee in person)
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Tues 14 Sept	6.30pm	Planning (WG on-line OR Committee in person)
Tues 14 Sept	7.30pm	CTC
Fri 24 Sept	10am	Staffing (WG on-line OR Committee in person)

Fri 24 Sept	11am	Finance (WG on-line OR Committee in person) DO these need to be back-to back any more?
Tues 28 Sept	6.30pm	Planning (WG on-line OR Committee in person)
Tues 28 Sept	7.30pm	P&E (WG on-line OR Committee in person)
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Tues 12 Oct	6.30pm	Planning (WG on-line OR Committee in person)
Tues 12 Oct	7.30pm	CTC
Fri 22 Oct	10am	Staffing (WG on-line OR Committee in person)
Fri 22 Oct	11am	Finance (WG on-line OR Committee in person) DO these need to be back-to back any more?
Tues 26 Oct (1/2 Term)?	6.30pm	Planning (WG on-line OR Committee in person)
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Tues 9 Nov	6.30pm	Planning (WG on-line OR Committee in person)
Tues 9 Nov	7.30pm	CTC
Fri 19 Nov	10am	Staffing (WG on-line OR Committee in person)
Fri 19 Nov	11am	Finance (WG on-line OR Committee in person) DO these need to be back-to back any more?
Tues 23 Nov	6.30pm	Planning (WG on-line OR Committee in person)
Tues 23 Nov	7.30pm	P&E (WG on-line OR Committee in person)
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Tues 14 Dec	6.30pm	Planning (WG on-line OR Committee in person)
Tues 14 Dec	7.30pm	CTC
Tues 21 Dec (IF necessary)	6.30pm	Planning (WG on-line OR Committee in person)
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Tues 11 Jan 22	6.30pm	Planning (WG on-line OR Committee in person)
Tues 11 Jan 22	7.30pm	CTC
Fri 21 Jan	10am	Staffing (WG on-line OR Committee in person)
Fri 21 Jan	11am	Finance (WG on-line OR Committee in person) DO these need to be back-to back any more?
Tues 25 Jan 22	6.30pm	Planning (WG on-line OR Committee in person)
Tues 25 Jan 22	7.30pm	P&E (WG on-line OR Committee in person)

Other Committees / WGs to be slotted in as necessary

Planning No.	Name/Address	Description	CTC recommendation	SNC/NCC Decision
2020/2407	Land East of Fieldfare Way	Approval of condition details		Approved
2021/0308	Land North of Play Area Worcester Road	T6 Sycamore - fell T4 Oak - fell Approval with Conditions	N/A	Approved with conditions
2021/0330	Barn At Windmill Farm Windmill Lane	PD Change from Barn to Dwelling Notification for Prior Approval for a proposed change of use and associated building works of an agricultural building to a dwelling house (QA and QB)		Refused
2021/0353	5 & 5A Highlow Road Costessey NR5 OHP	Certificate for existing lawful use of annex/garage		Approval with no Conditions
2021/1376	29 Olive Road, Costessey, NR5 OAT	Single storey front, side and rear extensions	Approved	Approved



DRAFT CTC GRANTS POLICY as amended by F,B&S Committee

1 Introduction

1.1 Costessey Town Council has acquired the Power of General Competence, so now awards ALL grants under Permitted Powers (nothing under S137).

1.2 The Council has a limited budget for grants. The budget is determined by full Council every year.

1.3 Each application will be judged on its own merits. **No one gift sets a precedent for other similar organisations.**

2 Requests from Constituted Groups and Charities, and Charity Fund-Raisers:

2.1 The emphasis / preference is for grants to be given to small local charities and constituted groups within Costessey. Larger charities will be asked for information on how their work benefits Costessey residents

2.2 Council requires a copy of the summary of the organisation's latest audited accounts. (Usually a sheet of A4 for each of the Summary of Income & Expenditure and the Balance Sheet – not reams of details),

2.3 A request letter plus a brief summary / publicity of what the charity does is also welcome.

2.4 For official charity requests the charity number is also required.

2.5 Where an individual is fund-raising for a charity and requests a grant from the Town Council, an official letter of authorisation from the charity is required. **To minimise risk, CTC prefers to make grants to organisations with a bank account and not to individuals fund raising on behalf of charities. Therefore, fundraising via websites such as "Just Giving" and "Go Fund Me" will not be possible without an official letter of authorisation from the charity.**

2.6 Schools and churches will not be granted Council money.

3 Requests from Individuals:

3.1 ~~Under previous legislation grants to individuals were not permitted. Under the General Power of Competence requests from individuals will be considered on their own merits.~~

3.1 Individuals will not be granted Council money

4 Timescales & Payments:

4.1 Once a request has been received the item will be added to the agenda for the following full Council **or appropriate Committee / WG meeting for approval within the agreed budget.** The agendas and supporting documentation will be sent out to councillors about a week beforehand

4.2 Payment will be made by cheque.

