



# Stratfield Mortimer Parish Council

## Policy Guidance and Glossary

### Policy Guidance

- 1 The Council has a number of Policies and Documents, either determined by the Council or by a Body to which Council has delegated responsibility, as detailed in the Appendix hereto.
- 2 Any new Policy or Document, or any substantive amendment to such, must be agreed by:
  - 2.1 a Resolution of the Body to which the Policy or Document has been delegated (for example, F&GP in respect of personnel Policies); or
  - 2.2 Council Resolution.
- 3 The Clerk may make minor amendments to Policies or Documents, to be reported to the next applicable Council or Body Meeting:
  - 3.1 in order to ensure that legislative provisions are current and any typographical or other errors are corrected;
  - 3.2 to edit the Appendix hereto so that it is up to date; or
  - 3.3 that, in the reasonable opinion of the Clerk together with (as applicable) the Council Chairman or Vice-Chairman, or the relevant Body Chairman, are consequential upon other amendments agreed in accordance with this Part.
- 4 Text in a Policy in italics is included for explanation and assistance only and does not form part of the Policy in question.

### Glossary

- 5 In any Policy, the following words or phrases (or their singular or plural as applicable) expressed in **black bold** type shall have the meanings ascribed to them:

<b>1960 Act</b>	Public Bodies (Admission to Meetings) Act 1960
<b>1964 Act</b>	Harbours Act 1964
<b>1972 Act</b>	Local Government Act 1972
<b>1989 Act</b>	Local Government and Housing Act 1989
<b>1990 Regulations</b>	The Parish and Community Councils (Committees) Regulations 1990
<b>1992 Act</b>	Local Government Finance Act 1992
<b>1998 Act</b>	Audit Commission Act 1998
<b>2003 Regulations</b>	The Local Authorities (Capital Finance and Accounting) (England) Regulations 2003

<b>2011 Act</b>	Localism Act 2011
<b>2014 Act</b>	Local Audit and Accountability Act 2014
<b>2014 Regulations</b>	The Openness of Local Government Bodies Regulations 2014
<b>AAR</b>	the Accounts and Audit Regulations issued under ss 32, 43(2) and 46 of the 2014 Act, or any superseding legislation, and then in force unless otherwise specified;
<b>Access Code</b>	any code, personal identification number (PIN), password, memorable information, etc, needed to access a relevant computer system or Bank Portal
<b>Accounts</b>	the accounting records of the Council
<b>Advisory Committee</b>	a Committee constituted further to s.102(4), 1972 Act “to advise the [Council] on any matter relating to the discharge of their functions”
<b>AGAR</b>	Annual Governance and Accountability Return produced in accordance with the 2014 Act, the AAR and Proper Financial Practice
<b>Agenda</b>	the agenda for a Meeting (generally contained in the Summons)
<b>Annual Budget</b>	a detailed estimate of all receipts and payments, including the use of reserves and all sources of funding, producing the annual budget of the Council (and thus a combination of the Council Budget and Body Budgets)
<b>Annual Meeting</b>	the annual Council Meeting
<b>Appendices</b>	the appendices to a Council Policy as the context requires
<b>BACS</b>	Bankers' Automated Clearing System
<b>Bank</b>	a bank holding an account belonging to the Council
<b>Bank Account</b>	a Council bank account held by a Bank
<b>Bank Administrator</b>	an Officer authorised to administer any Bank Account, including creating Electronic Instructions
<b>Bank Mandate</b>	the mandate issued by the Council to a Bank identifying Bank Signatories
<b>Bank Signatory</b>	a Councillor who has been appointed by Council Resolution as a signatory to a Bank Account or Accounts (but a Bank Signatory being, or having a family or business connection with, the beneficiary of a payment shall not authorise that payment)

<b>Banking Portal</b>	a system portal used to access a Bank Account electronically
<b>Body</b>	a Committee, Sub-Committee, Steering Group, Working Party, or any other body formed in accordance with the Standing Orders and/or Scheme of Delegation, as the context requires
<b>Body Budget</b>	the budget of a Body as set (subject to S101) by the Annual Budget or any Virement
<b>Body Chairman</b>	the chairman of a Body as the context requires
<b>Chairman's Allowance</b>	<p>any sum agreed by the Council as an annual allowance made available to the Council Chairman:</p> <ul style="list-style-type: none"> <li>(i) to be taken as a salary for performing the functions of Council Chairman (and thus subject to PAYE etc), or</li> <li>(ii) to be spent by the Council on the instruction of the Council Chairman upon anything that the Clerk alone, or the Clerk in conjunction with the Council Chairman, has authority to purchase in accordance with the Financial Regulations</li> </ul>
<b>Calendar</b>	the calendar of Meetings in each Municipal Year
<b>CHAPS</b>	Clearing House Automated Payment System
<b>Clear Day</b>	a day not including 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
<b>Clerk</b>	the Clerk of the Council
<b>Code of Conduct</b>	the Council's Code of Conduct
<b>Committee</b>	a committee of the Council (a Standing Committee, Advisory Committee or Other Committee)
<b>Co-Opt</b>	an individual within the definition in s27(4) of the 2011 Act: a non-Councillor appointed as a member of a Body and entitled to vote on an Item
<b>Council</b>	Stratfield Mortimer Parish Council
<b>Council Budget</b>	that element of the Annual Budget not contained in Body Budgets
<b>Council Chairman</b>	the chairman of the Council
<b>Council Vice-Chairman</b>	the vice-chairman of the Council
<b>Councillor</b>	an elected or co-opted member of the Council

<b>Delegated Body</b>	a Body with Delegated Powers, as detailed in the relevant Minutes and/or its Terms of Reference
<b>Delegated Matter</b>	subject to S101, a Matter delegated to an individual or a Body, and recorded in Minutes and/or the Scheme of Delegation where relevant, by: <ul style="list-style-type: none"> <li>(i) statute</li> <li>(ii) a Body to an individual</li> <li>(iii) a Parent Body to a Sub-Body</li> </ul>
<b>Delegated Power</b>	the power of a duly delegated individual or a Delegated Body to act in respect of a Delegated Matter
<b>Disclosable Pecuniary Interest</b>	as defined in Appendix A to the Code of Conduct
<b>Dispensation</b>	a dispensation, as defined in the Code of Conduct, allowing a Subject Member to take part in a Meeting and vote in respect of an Item where an Interest might otherwise prevent them from being able to do so
<b>Document</b>	a document other than a Policy (a standard contract, regulations, etc) issued by the Council in connection with its activities and controlled in accordance with this Policy Guidance and Glossary
<b>DPI</b>	a Disclosable Pecuniary Interest
<b>Earmarked Reserve</b>	a financial reserve earmarked for a specific project or purpose
<b>Election Year</b>	a year in which ordinary elections for Council are held
<b>Electronic Instruction</b>	an electronic or internet instruction to a Bank to make a payment or transfer (including by BACS or CHAPS where authorised in accordance with the Financial Regulations)
<b>Extraordinary Meeting</b>	a Meeting other than the Annual Meeting or an Ordinary Meeting called in accordance with the Standing Orders
<b>F&amp;GP</b>	the Council's Finance and General Purposes Committee
<b>Financial Regulations</b>	the Council's Financial Regulations
<b>General Power Of Competence</b>	further to ss1-8 of the 2011 Act, the power given to certain local authorities, including eligible parish councils, to do anything that individuals may generally do
<b>General Reserve</b>	that element of the Council's financial balances not held in the Operating Reserve or in Earmarked Reserves
<b>IFC Confirmation</b>	a document confirming that the Internal Financial Control referred to has been undertaken

<b>Interest</b>	a Subject Member's interest in an Item
<b>Internal Financial Control</b>	the system for Officers and Supervising Councillors to check that Proper Financial Practice is undertaken, and to facilitate the effective administration of the Council's functions, including arrangements for the management of risk
<b>Item</b>	an item listed on a Meeting Agenda or otherwise arising at a Meeting
<b>JPAG</b>	the Joint Panel on Accountability and Governance
<b>Matter</b>	a matter relating to the discharge of the functions of the Council
<b>Meeting</b>	a quorate meeting of the Council or a Body held in accordance with a Summons – all Council and Committee Meetings shall be held in public or in Part II, but Sub-Committee and other Body Meetings may be held in private if their Terms of Reference provide for such
<b>meeting</b>	a meeting of a Body that is not a Meeting
<b>Meeting Chairman</b>	the chairman of a Meeting or meeting
<b>Meeting Clerk</b>	the person clerking a Meeting or meeting
<b>Member</b>	a Councillor in respect of the Council, or a member of the Body in question (ie a Councillor or non-Councillor appointed to that Body)
<b>Minutes</b>	the agreed minutes of a Meeting or meeting
<b>Monitoring Officer</b>	the WBC Monitoring Officer
<b>Motion</b>	a motion submitted in accordance with the Standing Orders
<b>Municipal Year</b>	a year commencing on the date of the declaration of the results of the election of Councillors in an Election Year or the anniversary of that date until the next Election Year
<b>Named Vote</b>	a vote in which each Voting Member present is asked in turn by the Meeting Chairman or Meeting Clerk how they vote and their name and vote is recorded in the Minutes
<b>Officer</b>	an employee of the Council
<b>Operating Reserve</b>	a financial reserve containing an amount agreed by the Council as being an appropriate minimum to be held in reserve, relative to the Council's size, situation, risks and budget, and in accordance with JPAG guidance
<b>Ordinary Meeting</b>	a scheduled Meeting of the Council or a Body

<b>Other Committee</b>	a Committee other than a Standing Committee or Advisory Committee
<b>Other Registerable Interest</b>	as defined in Appendix B to the Code of Conduct
<b>Outside Body</b>	an external body that the Council appoints to (where there is a power of appointment) or nominates to (where there is a power to propose members, trustees, etc)
<b>Paragraph</b>	a numbered section of the Policy in question or of another Policy if referred to
<b>Parent Body</b>	the Council in respect of a Committee, or the Body establishing a Sub-Body in respect of that Sub-Body
<b>Parish</b>	the Civil Parish of Stratfield Mortimer
<b>Part</b>	a section of a Policy divided by a blue heading
<b>Part II</b>	any part of a Meeting where a resolution has been passed to exclude members of the press and public from the Meeting in accordance with s1(2) of 1960 Act due to the confidential nature of the business to be transacted
<b>PCR</b>	The Public Contracts Regulations 2015
<b>Personal Interest</b>	any Interest other than a Registerable Interest or a Related Interest which the Subject Member thinks should be disclosed as a matter of openness
<b>Policy</b>	a policy of the Council
<b>Precept</b>	the amount of money required from council tax payers in the parish to balance the Annual Budget (submitted to WBC for inclusion, by reference to council tax bands, in WBC council tax demands)
<b>Pricing Submission</b>	a quotation (fixed pricing for the proposed supply) or estimate (estimated pricing for the proposed supply) as applicable in the circumstances of the proposed supply
<b>Procurement Terms</b>	any terms for procurement by the Council issued from time to time
<b>Proper Financial Practice</b>	proper financial practice as set out in the most recent version of the Practitioners' Guide issued by JPAG and published by the National Association of Local Councils
<b>Proper Officer</b>	the Clerk or such other person appointed by the Council Chairman to undertake the work of the Proper Officer if the position of Clerk is vacant or the Council Chairman considers it necessary

<b>Register of Interests</b>	the public register of Registerable Interests (excluding Sensitive Interests) relating to each Subject Member held by WBC
<b>Registerable Interest</b>	a Disclosable Pecuniary Interest or an Other Registerable Interest
<b>Related Interest</b>	a financial Interest of a friend, relative or close associate of a Subject Member which is not a Registerable Interest
<b>Relevant Body</b>	the Council, or a Delegated Body acting in accordance with the Scheme of Delegation, making a decision in accordance with the Financial Regulations in relation to the Council Budget or a relevant Body Budget as the case may be
<b>Relevant Body Chairman</b>	the Council Chairman (eg in relation to an element of the Council Budget) or the Chairman of a Relevant Body (eg in respect of that Relevant Body's or Relevant Sub-Body's Budget)
<b>Relevant Sub-Body</b>	a Sub-Body of a Relevant Body
<b>Resolution</b>	a resolution of the Council or a Body to do or not do something
<b>RFO</b>	the Responsible Financial Officer (a statutory office appointed to by the Council) - the Council may also appoint a Deputy RFO in which event the RFO may delegate any action in the Financial Regulations allocated to them to the Deputy RFO (and any reference to the RFO in the Financial Regulations shall also be to the Deputy RFO where the context allows for or requires such)
<b>S101</b>	s.101 of the 1972 Act, which includes that "a local authority may arrange for the discharge of any of their functions ... by a committee, a sub-committee or an officer of the authority"
<b>Scheme of Delegation</b>	the Council's Scheme of Delegation
<b>Sensitive Interest</b>	a Registerable Interest which, if disclosed on a public register, could lead the Subject Member or a person connected with the Subject Member to suffer violence or intimidation
<b>Standing Committee</b>	a Committee identified as such in the Scheme of Delegation and meeting regularly
<b>Standing Sub-Committee</b>	a Sub-Committee of a Standing Committee
<b>Standing Orders</b>	the Council's Standing Orders
<b>Steering Group</b>	a group established by the Council or a Committee to deal with long term, task-limited, matters

<b>Sub-Body</b>	a Committee in respect of the Council, or a Body established by another Body in respect of the Body establishing it
<b>Sub-Committee</b>	a sub-committee of a Committee
<b>Subject Member</b>	a Councillor or Co-Opt whenever they are acting, claiming to act, or giving the impression they are acting, in their capacity as a Councillor or Co-Opt
<b>Summons</b>	the notice summoning a Meeting and specifying the Agenda
<b>Supervising Councillor</b>	a Councillor appointed by F&GP to undertake a certain activity or activities as described in the Financial Regulations
<b>Supplier Account</b>	a trading account established with a supplier of goods and/or services to the Council enabling the purchase of goods and/or service on agreed credit (etc) terms
<b>Terms of Reference</b>	the terms of reference relating to a Body as detailed in the Scheme of Delegation, or in the Minutes of a relevant Meeting or meeting
<b>Virement</b>	a transfer of funds between Budgets and/or the Operating Reserve and/or the General Reserve and/or Earmarked Reserves authorised in accordance with the Financial Regulations
<b>Voting Member</b>	<ul style="list-style-type: none"> <li>(i) a Councillor in respect of any Item before the Council or a Body of which they are a Member, or</li> <li>(ii) a non-Councillor Member of a Body with a right to vote in respect of an Item before that Body</li> </ul>
<b>WBC</b>	West Berkshire Council
<b>Website</b>	<a href="http://www.stratfield-mortimer.gov.uk">www.stratfield-mortimer.gov.uk</a>
<b>Working Party</b>	a group established by the Council or a Committee to deal with short term, task-limited, matters



## Appendix – List of Policies and Documents, and assignments

Name	Latest version	Date	Assigned to
<b>Policies - Public</b>			
Advertising and Fly Posting	1.0	12/11/2020	Community Committee
Asset Valuation and Register	2.0	11/04/2024	F&GP
Biodiversity	1.0	08/02/2024	Community Committee
CCTV Surveillance System	1.0	14/11/2024	Council via Community Committee
Code of Conduct	3.0	15/05/2025	Council via F&GP
Communications	1.0	14/09/2017	Community Committee
Community Grant	2.0	15/05/2025	Council via Community Committee
Expenses	3.0	09/01/2024	Council via F&GP
Facebook Use	1.0	09/01/2024	Community Committee
Fairground Use	1.0	11/04/2024	Estate Management Committee
Financial Regulations	6.0	15/05/2025	Council via F&GP
Freedom of Information	1.0	14/11/2019	Council via F&GP
Health and Safety	1.0	12/10/2023	Council via F&GP
Investment Strategy	3.0	09/01/2025	Council via F&GP
Policy Guidance and Glossary	1.0	15/05/2025	Council via F&GP
Scheme of Delegation	1.0	15/05/2025	Council via F&GP
Standing Orders	3.0	15/05/2025	Council via F&GP
Tennis Diversity and Inclusion	1.0	11/2022	Estate Management Committee
Tennis Safeguarding	1.0	11/2022	Estate Management Committee
Tennis Safeguarding and Whistleblowing	1.0	2019	Estate Management Committee
Training and Development	2.0	09/01/2025	Council via F&GP
<b>Policies - Personnel</b>			
Dignity at Work	1.0	05/09/2023	F&GP via Personnel Sub-Committee
Disciplinary	1.0	05/09/2023	F&GP via Personnel Sub-Committee
Equal Opportunities	1.0	05/09/2023	F&GP via Personnel Sub-Committee
Grievance	1.0	05/09/2023	F&GP via Personnel Sub-Committee
Performance Management	1.0	05/09/2023	F&GP via Personnel Sub-Committee
Sickness and Absence	1.0	05/09/2023	F&GP via Personnel Sub-Committee
<b>Documents</b>			
CCTV Data Privacy Impact Statement	1.0	14/11/2024	Council via Community Committee
Cemetery Regulations	1.0	13/06/2024	Estate Management Committee
Complaints Procedure	1.0	14/07/2022	Council via F&GP
Data Protection Privacy Notice	2.0	11/01/2024	Council via F&GP
Fairground Regulations	5.0	13/06/2024	Estate Management Committee
Freedom of Information Publication Scheme	1.0	14/01/2019	Council via F&GP
Guidance Notes on Annual Parish Meetings	2.0	08/03/2012	Council via F&GP
Persistent Complaints Procedure	1.0	14/07/2022	Council via F&GP

Pillbox Terms of Access	1.0	14/03/2024	Estate Management Committee
Procurement Terms	2.0	08/02/2024	F&GP
Record Retention Schedule	1.0	08/09/2022	Council via F&GP

## Policy control

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