

**Present:** Cllrs Bell, Chambers, Clare, Goldie, Hawes (7.45 pm), Lowther, Page, Rogers

**In the Chair:** Cllr Plater

**Clerk:** Michelle Curtis

**Also Present:** District Councillor Stephens  
3 members of the public

**1. Apologies for Absence**

There were apologies for absence from Cllrs Ferneyhough and St Joseph.

**2. Declarations of Interest**

There were no declarations of interest disclosed.

**3. Public Forum**

An Allotment Tenant reported the following on behalf of other Allotment Tenants:

- A Tenant with a plot at the Allotments throws rubbish and unwanted vegetables from his plot onto other plots, onto the paths, in other Tenants' compost bins and into the hedge.

The Rules and Regulations for the Allotments state the following:

4.8 Not to deposit or allow other persons to deposit on the Allotment any refuse or decaying matter (except manure and compost in such quantities as may reasonably be required for use in cultivation).

4.9 Not to place any matter in any hedges or ditches in the Allotment site or on any adjoining land.

**Action:** Clerk to write to the Tenant to raise the concerns brought to the Parish Councils attention.

Cllr Stephens reported the following on behalf of the Tollesbury Parish Magazine:

- Due to increased printing costs, it will be necessary to increase the price for publishing in the Parish Magazine.

**Action:** Cllr Stephens to advise the Clerk of the proposed increased price.

**4. County Councillors and District Councillors**

**4.1 County Councillor**

There was no report from Cllr Durham.

**4.2 District Councillors**

Cllr Stephens presented her report (Appendix A).

**5. Minutes of the Meetings held on the 28<sup>th</sup> September 2022**

**Resolved:** the Minutes of the Parish Council Meeting held on 28<sup>th</sup> September 2022 be approved as a true and accurate record of the meeting. Proposed Cllr Lowther, seconded Cllr Page. Unanimously agreed.

The Chairman signed the Minutes.

Cllr Hawes arrived at the meeting.

**6. Finance**

**6.1 Monthly Finance Report**

The Financial Reports as of the 30<sup>th</sup> September 2022, were presented to the Council (Appendix B).

Councillors received the following monthly financial reports:

**Bank Reconciliation** – The closing balance of £122,454.21

**Expenditure to date** – Budget £101,511 - Actual to date £50,714

**Income to date** – Budget £101,511 (including Precept £92,599) Actual to date £96,862

**Earmarked Funds** – Closing Balance £28,080.43 – Net movement £5,790.48

**Resolved:** to approve the Financial Report. Unanimously agreed.

The Chairman signed the Reports.

**6.2 Payments**

The items for payment totalling £12,380.33 were presented for approval (Appendix C).

**Resolved:** Unanimously agreed to approve payments and make online payments.

**7. External Audit**

The Clerk advised that Section 3 – External Auditor Report and Certificate 2020/21 had been received from the PKF Littlejohn. The External Auditor reported the following:

“On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.”

Other matters not affecting our opinion which we draw to the attention of the authority: “None.”

Councillors thanked the Clerk for achieving a good report.

**8. Recreation Ground**

**8.1 Verbal Update from the Recreation Ground Committee**

Cllr Lowther reported:

- The Recreation Ground Committee will be meeting on 11<sup>th</sup> October 2022.

## **8.2 Monthly Inspection Report**

The Monthly Inspection Report dated 25/09/22 was received. There were no new issues reported.

The Clerk advised that the Litter Contractor reported that someone had dumped a headboard and a small mattress in the hedge on the boundary of the properties in Elysian Gardens.

**Action:** to be discussed by the Recreation Ground Committee.

## **9. Environment & Amenity (Allotments, Burial Ground, Hasler Green, Woodrolfe Green, Streetlights, Dog/Litter Bins, Highways, Footpaths)**

### **9.1 Verbal Update from the Environment and Amenity Committee Meeting**

Cllr Clare asked for an update on the kissing gate at the footpath near the sewerage works, which the Parish Council had raised with Essex County Council (ECC).

**Action:** Clerk to request an update from ECC.

The Clerk reported that a meeting is being arranged with Bonz Cairey and a representative of the Allotments to discuss additional work.

## **10. Woodrolfe Hard**

### **10.1 Verbal Update from the Woodrolfe Hard Committee**

The Clerk reported:

- The stone for Woodrolfe Hard had been purchased. Cllr St Jospeh would be organising a working party to lay the stone.

Cllr Clare reported:

- There were some large objects near the sluice gate that needed removal.  
Councillors thanked Andrew Eastham, who had arranged to remove a sharp object near the sluice gate.
- There were also two large posts which required cutting down.  
The Clerk advised that she had spoken with Andrew Eastham, who agreed to deal with the posts.

## **11. Woodup Pool**

### **11.1 Verbal Update from the Woodup Pool Committee**

Cllr Lowther reported:

- Woodup Pool Committee meeting scheduled for 6<sup>th</sup> October 2022.

## **12. Remembrance Day**

The Clerk reported that with the agenda, she had circulated two risk assessments for the Remembrance Day Service. Since the publication of the agenda, she had been notified by the Royal British Legion that it had been decided to hold the complete service at St Mary's Church; therefore, only the risk assessment for St Mary's church is required.

**Resolved:** Unanimously agreed to approve the Risk Assessment for the Remembrance Parade on 13<sup>th</sup> November 2022.

The Chairman reported that works on the war memorial had commenced, and he would be meeting Punch Construction on Friday. The repairs are anticipated to be completed in time for the Remembrance Service.

### **13. Police/Community Protection Officers (CPOs)**

#### **13.1 Police**

The Police Reports (confidential) were received and noted.

#### **13.2 CPO Report for August 2022**

The report for August 2022 was received. During the August patrols, it was noted that there were 9 Fixed Penalty Charge Notices (PCNs) and 7 Vehicle Move-on (VMOs).

### **14. Administration**

Parish and Town Council Engagement Workshop – The Clerk reminded Councillors of the workshops being held on 11th October 2022.

Cllrs Bell, Page and the Clerk agreed to attend the workshop in Tollesbury.

Civility and Respect Project – The Clerk reported that Councils are encouraged to sign up for the pledge. The Clerk had circulated information on the project to Councillors before the meeting (Appendix D).

**Action:** to include on the next agenda for the Parish Council to sign up to the Civility and Respect pledge.

### **15. Community Concerns**

Cllr Hawes reported:

- She attended the Meet Your Councillor session on Saturday, 1<sup>st</sup> October 2022, and there was a good turnout.

The Chairman reported:

- He had spoken with Ed Moreton from The Moreton Partnership regarding the wall outside McColls. Ed is the Managing Director and works on conservation and repairing, and adapting historic buildings and structures. Ed inspected the wall and felt that repair work could be done to the wall rather than the need for it to be taken down. Ed submitted a report which had been forwarded to Tim Howson, Conservation Officer at MDC. Tim has approached Morrisons, who took over the McColls shops, and suggested that they consider repairs which would save the wall.

The Clerk had received an email from a resident in New Road concerning the planning application for the bus depot.

**Action:** Clerk to respond to the resident.

### **16. Dates of the Next Meetings**

Thursday 6<sup>th</sup> October 2022 – Woodup Pool Committee – 7.00 pm – Pavilion

Tuesday 11<sup>th</sup> October 2022 – Recreation Ground Committee – 7.00 pm – Pavilion

Tuesday 18<sup>th</sup> October 2022 - Full Council Meeting – 7.30 pm – Pavilion

Thursday 20<sup>th</sup> October 2022 – Finance Committee – 7.30 pm – Pavilion

Tuesday 1<sup>st</sup> November 2022 - Full Council Meeting – 7.30 pm – Pavilion

Tuesday 8<sup>th</sup> November 2022 – Recreation Ground Committee – 7.00 pm – Pavilion

Monday 14<sup>th</sup> November 2022 – Woodrolfe Hard Committee – 7.00 pm – Pavilion

Tuesday 15<sup>th</sup> November 2022 - Full Council Meeting – 7.30 pm – Pavilion

Tuesday 15<sup>th</sup> November 2022 – Environment & Amenity Committee – Following Full Council Meeting – Pavilion

The Chairman closed the meeting at 8.26 pm.

Signed.....

Date .....

**Report for Tollesbury Parish Council meeting**  
**on 4<sup>th</sup> October 2022** (report written 30Sep22)

**MALDON DISTRICT COUNCIL**

Princes Road  
 Maldon  
 Essex CM9 5DL

[www.maldon.gov.uk](http://www.maldon.gov.uk)



**From Councillor Emma Stephens**  
**Maldon District Councillor for Tollesbury (Independent)**



[Cllr.Emma.Stephens@Maldon.gov.uk](mailto:Cllr.Emma.Stephens@Maldon.gov.uk)

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## 1. PLANNING

**Next planning meetings:** District 27Oct22, 1Dec (provisional); North Western 5Oct22, 2Nov22.

**LDP:** On 21<sup>st</sup> September, Council resolved that “the Council pauses the current review methodology of the LDP, all members be invited to an Extraordinary Meeting of the Council to consider options with regard to the methodology used and consider a partial review of the LDP as required, rather than a full change to the Council’s current Strategy.” This Extraordinary Meeting is scheduled for 3Nov22.

**Five Year Housing Land Supply:** A working group has been created to review the methodology used to arrive at our 5YHLS figures (within the constraints of the national planning policy framework); and to ensure that the current figure of 3.66 years has been calculated correctly. The group is expected to report its findings and recommendations to Council on 15Dec22.

## 2. ROAD SAFETY

- Local Highways Panel applications: meeting held 22Jul22: minutes published but next steps for Tollesbury’s applications (including 20mph limit) are unclear. Have requested an update from ECC Highways.

## 3. CRIME AND DISORDER IN TOLLESBURY

- Follow-up meeting due 11Oct22 between PC Rosie Smith, some Tollesbury Parish Councillors, the Neighbourhood Watch Co-ordinator and me.

## 4. NEWS

- Bird Flu prevention zone includes Tollesbury:** Keepers of all types of poultry – commercial or domestic – are affected: please see <https://tinyurl.com/ss2yefdp>.
- Homelessness:** MDC has secured a share of £1.7m awarded to Essex to tackle homelessness. It will enable us to continue our Rough Sleeper Navigator role for three years; provide 7 day a week Chess outreach response to Streetlink Alerts (a service to connect people sleeping rough with local services to support them); and provide bedspace at the single homeless hub at Stock run by Chess.
- Annual Residents’ and Business Survey begins 3<sup>rd</sup> October:** Have your say, and get the chance to win a £50 voucher. The survey helps the Council to set its priorities, to plan for the future, and to prioritise its services to meet people’s needs. Please see <http://www.maldon.gov.uk/yourviews>.

## 5. OTHER: Woodrolfe Green tidy up - have raised requests to:

- MDC for new signage on the recycling bins, as some are missing, and the rest are tatty;
- Anglian Water for a sign to the sewerage works entrance, to avoid lorries turning round further along Woodrolfe Road;
- To ECC to replace the faded parking restriction sign opposite the car park entrance;
- To MDC to refresh the public toilet opening time signs as they are contradictory and tatty;
- To MDC to fix the damage inside the toilet block and remove graffiti from the outside

Date: 02/10/2022

Tollesbury Parish Council Current Year

Page 1

Time: 11:21

**Bank Reconciliation Statement as at 30/09/2022  
for Cashbook 1 - Tollesbury Bank Accounts**

User: MICHELLE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account 1	30/09/2022		74,914.99
Deposit Account	30/09/2022		497.36
P/Sector Reserve	31/03/2021		0.00
Coop Current Account 2	30/09/2022		2,553.31
Petty Cash	30/09/2022		29.48
Unity Current Account	30/09/2022		44,459.07
			0.00
			<u>122,454.21</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			122,454.21
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			122,454.21
		<b>Balance per Cash Book is :-</b>	<b>122,454.21</b>
		<b>Difference Excluding Adjustments is :-</b>	<b>0.00</b>
<u>Adjustments to Reconciliation</u>			
19/09/2017 ONLINE Colin Elmer		0.00	
19/09/2017 ONLINE Colin Elmer		0.00	
18/04/2019 D/C Morrisons		0.00	
			<u>0.00</u>
		<b>Unreconciled Difference is :-</b>	<b><u>0.00</u></b>

## Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR Amenities	4,058.43	1,000.00	5,058.43
321 EMR Cemetery	0.00		0.00
322 EMR Recreation Ground	4,302.13	4,000.00	8,302.13
323 EMR Unallocated	1,484.64	478.34	1,962.98
324 EMR Woodup Pool	1,597.74	495.00	2,092.74
325 EMR Pavilion Project	0.00		0.00
326 EMR Pavilion	0.00		0.00
327 EMR Neighbourhood Plan	3,139.19	200.00	3,339.19
328 EMR Fencing Project	0.00		0.00
329 EMR Woodrolfe Hard	5,435.82	-1,382.86	4,052.96
330 EMR Streetlighting	77.00		77.00
331 EMR Woodup Pool Project	0.00		0.00
332 EMR Play Equipment Project	0.00		0.00
333 Tollesbury Harbour Project	250.00		250.00
334 EMR Website	1,945.00		1,945.00
335 EMR Bus Shelter	0.00	1,000.00	1,000.00
	<u>22,289.95</u>	<u>5,790.48</u>	<u>28,080.43</u>



## Detailed Income &amp; Expenditure by Budget Heading 30/09/2022

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Wages</u>							
Wages :- Indirect Expenditure	21,858	41,935	20,077	0	20,077	52.1%	0
Net Expenditure	(21,858)	(41,935)	(20,077)				
<u>110 Administration</u>							
1076 Precept	92,600	92,599	(1)			100.0%	
1080 Bank Interest Received	0	0	(0)			0.0%	
1150 Donations	401	0	(401)			0.0%	
1160 Other Income	59	0	(59)			0.0%	
Administration :- Income	93,060	92,599	(461)			100.5%	0
4100 Audit Fees	300	700	400		400	42.9%	
4110 Bank Charges	50	100	50		50	49.6%	
4120 Insurance	0	3,200	3,200		3,200	0.0%	
4130 Miscellaneous	151	700	549		549	21.5%	
4140 Office Allowance	390	780	390		390	50.0%	
4150 Photocopier	387	950	563		563	40.7%	
4160 Postage	0	40	40		40	0.0%	
4170 Stationery	4	60	56		56	6.4%	
4180 Subscriptions	1,447	2,200	753		753	65.8%	
4190 Telephone	277	600	323		323	46.1%	
4200 Training	(144)	300	444		444	(48.0%)	
4210 Website	218	725	507		507	30.1%	
Administration :- Indirect Expenditure	3,079	10,355	7,276	0	7,276	29.7%	0
Net Income over Expenditure	89,981	82,244	(7,737)				
<u>120 Amenities</u>							
1100 Allotments Income	0	1,062	1,062			0.0%	
Amenities :- Income	0	1,062	1,062			0.0%	0
4130 Miscellaneous	447	500	53		53	89.3%	
4250 Allotments	332	500	168		168	66.4%	
4260 Hasler Green	150	360	210		210	41.7%	
4270 Rangers	323	1,400	1,077		1,077	23.1%	
4280 Woodrolfe Green	250	600	350		350	41.7%	
4420 Maintenance	124	200	76		76	61.9%	
Amenities :- Indirect Expenditure	1,626	3,560	1,934	0	1,934	45.7%	0
Net Income over Expenditure	(1,626)	(2,498)	(872)				

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>130 Cemetery</u>							
1110 Fees	2,242	5,000	2,758			44.8%	
Cemetery :- Income	<u>2,242</u>	<u>5,000</u>	<u>2,758</u>			<u>44.8%</u>	<u>0</u>
4130 Miscellaneous	11	100	89		89	10.9%	
4310 Contract	2,708	7,000	4,292		4,292	38.7%	
4320 Skip Fees	0	200	200		200	0.0%	
4330 Water/Sewage Rate	110	100	(10)		(10)	110.2%	
4340 Rates	214	0	(214)		(214)	0.0%	
Cemetery :- Indirect Expenditure	<u>3,043</u>	<u>7,400</u>	<u>4,357</u>	<u>0</u>	<u>4,357</u>	<u>41.1%</u>	<u>0</u>
Net Income over Expenditure	<u>(802)</u>	<u>(2,400)</u>	<u>(1,598)</u>				
<u>140 Pavilion</u>							
1120 Hire Charge	75	50	(25)			150.0%	
Pavilion :- Income	<u>75</u>	<u>50</u>	<u>(25)</u>			<u>150.0%</u>	<u>0</u>
4330 Water/Sewage Rate	128	250	122		122	51.1%	
4400 Cleaning Items	22	50	28		28	44.4%	
4410 Electricity	325	600	275		275	54.1%	
4420 Maintenance	162	150	(12)		(12)	107.9%	
Pavilion :- Indirect Expenditure	<u>637</u>	<u>1,050</u>	<u>413</u>	<u>0</u>	<u>413</u>	<u>60.6%</u>	<u>0</u>
Net Income over Expenditure	<u>(562)</u>	<u>(1,000)</u>	<u>(438)</u>				
<u>150 Projects</u>							
4500 Amenities	0	1,000	1,000		1,000	0.0%	
4530 Recreation Ground	0	4,000	4,000		4,000	0.0%	
4540 Woodup Pool	4,850	4,260	(590)		(590)	113.8%	4,850
4560 Neighbourhood Plan	0	200	200		200	0.0%	
4590 Woodrolfe Hard	298	0	(298)		(298)	0.0%	298
4610 Unallocated Sum	412	890	478		478	46.3%	412
4650 Bus Shelter	0	1,000	1,000		1,000	0.0%	
Projects :- Indirect Expenditure	<u>5,560</u>	<u>11,350</u>	<u>5,790</u>	<u>0</u>	<u>5,790</u>	<u>49.0%</u>	<u>5,560</u>
Net Expenditure	<u>(5,560)</u>	<u>(11,350)</u>	<u>(5,790)</u>				
6000 plus Transfer from EMR	5,560						
Movement to/(from) Gen Reserve	<u>0</u>						

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2022

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>160 Rec Ground</u>							
1130 Pitch Fees	742	2,000	1,258			37.1%	
Rec Ground :- Income	742	2,000	1,258			37.1%	0
4310 Contract	3,600	8,800	5,200		5,200	40.9%	
4420 Maintenance	643	2,200	1,557		1,557	29.2%	
4710 Pitch	405	500	95		95	81.0%	
Rec Ground :- Indirect Expenditure	4,648	11,500	6,852	0	6,852	40.4%	0
Net Income over Expenditure	(3,906)	(9,500)	(5,594)				
<u>170 Street Clean</u>							
4310 Contract	2,083	5,000	2,917		2,917	41.7%	
Street Clean :- Indirect Expenditure	2,083	5,000	2,917	0	2,917	41.7%	0
Net Expenditure	(2,083)	(5,000)	(2,917)				
<u>180 Street Light</u>							
4410 Electricity	1,554	1,500	(54)		(54)	103.6%	
4420 Maintenance	340	700	360		360	48.5%	
Street Light :- Indirect Expenditure	1,894	2,200	306	0	306	86.1%	0
Net Expenditure	(1,894)	(2,200)	(306)				
<u>190 Woodrolfe Hard</u>							
1110 Fees	744	800	56			93.0%	
Woodrolfe Hard :- Income	744	800	56			93.0%	0
4130 Miscellaneous	36	350	314		314	10.2%	
4730 Rent	430	431	1		1	99.7%	
Woodrolfe Hard :- Indirect Expenditure	465	781	316	0	316	59.6%	0
Net Income over Expenditure	278	19	(259)				
<u>200 Woodup</u>							
4190 Telephone	61	480	419		419	12.8%	
4270 Rangers	0	400	400		400	0.0%	
4310 Contract	100	240	140		140	41.7%	
4420 Maintenance	1,818	1,650	(168)		(168)	110.2%	
4700 Toilet	1,055	1,100	45		45	95.9%	
4760 Litter Collection	188	480	292		292	39.2%	
Woodup :- Indirect Expenditure	3,223	4,350	1,127	0	1,127	74.1%	0
Net Expenditure	(3,223)	(4,350)	(1,127)				

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>210</u> <u>S137 Expenditure</u>							
4800 Donations	1,058	1,350	292		292	78.4%	
S137 Expenditure :- Indirect Expenditure	<u>1,058</u>	<u>1,350</u>	<u>292</u>	<u>0</u>	<u>292</u>	<u>78.4%</u>	<u>0</u>
Net Expenditure	<u>(1,058)</u>	<u>(1,350)</u>	<u>(292)</u>				
<u>220</u> <u>Other</u>							
4850 Agency Services	1,540	500	(1,040)		(1,040)	308.0%	
4860 Advertising	0	180	180		180	0.0%	
Other :- Indirect Expenditure	<u>1,540</u>	<u>680</u>	<u>(860)</u>	<u>0</u>	<u>(860)</u>	<u>226.5%</u>	<u>0</u>
Net Expenditure	<u>(1,540)</u>	<u>(680)</u>	<u>860</u>				
Grand Totals:- Income	96,862	101,511	4,649			95.4%	
Expenditure	50,714	101,511	50,797	0	50,797	50.0%	
Net Income over Expenditure	<u>46,148</u>	<u>0</u>	<u>(46,148)</u>				
plus Transfer from EMR	5,560						
Movement to/(from) Gen Reserve	<u>51,708</u>						

**TOLLESBURY PARISH COUNCIL**  
**PAYMENTS FOR APPROVAL**

October 2022

Date	Cheque No.	Payee	Invoice No/Ref	Expenditure Detail		Amount
<b>CO-OPERATIVE BANK - CURRENT ACCOUNT</b>						
16.09.22	D/D	Bulb		Electricity Supply - Pavilion		£43.61
30.09.22	D/D	Utility Warehouse	186467928	Parish Phone		£55.16
01.10.22	D/D	Maldon District Council		Non-Domestic Rates - Cemetery		£33.00
03.10.22	D/D	Npower	IN04754534	Electricity Supply - Streetlights		£312.02
15.10.22	D/D	A & J Lighting Solutions	36588	Monthly maintenance		£67.92
<b>CO-OPERATIVE ACCOUNT - ACCOUNT No. 2</b>						
10.09.22	D/C	B's Blooms		Wreath - Queen Elizabeth II		£100.00
16.09.22	D/D	Adobe		Adobe Monthly Subscription		£12.94
01.10.22	D/C	Amazon		Key Hider for inside Pavilion/Smoke Alarm		£39.99
03.10.22	D/C	Tiptree Building Supplies	IN3077045	Stone - Woodrolfe Hard		£270.00
<b>UNITY TRUST BANK - CURRENT ACCOUNT</b>						
30.09.22	DD	Unity Trust Bank		Bank Charges		£25.20
04.10.22	SO	Wages		Staff Wages		£2,288.53
	Online	Essex Pension Fund		Employee and Employer Contributions - October		£769.79
	Online	HMRC		Tax & NI September 2022		£835.00
	Online	D W Maintenance	2302	Grounds Maintenance - Cemetery - September	£541.66	
			2303	Grounds Maintenance - September	£842.92	£1,384.58
	Online	S Curtis		Litter Contract		£416.66
	Online	Viking Skips	1270	Civic Amenity Skip	£168.00	
			1281	Civic Amenity Skip	£168.00	£336.00
	Online	PKF Littlejohn	SB20222476	External Audit 2021/22		£480.00
	Online	Green Recycling	375907	Wheelie Bin - Woodup Pool		£99.41
	Online	Bonz Cairey Ltd	4732	Install new bin and dispose of old bin - Woodup Pool	£96.00	
	Online	Bonz Cairey Ltd	4737	Supply and install sleepers - Woodup Pool	£516.00	£612.00
	Online	Gallagher		Annual Insurance		£3,758.32
	Online	Glasdon UK Ltd		New large dog bin		£380.20
	Online	Phelan Barker	INV-3852	Website - Memoriam for Queen Elizabeth II		£60.00
<b>TOTAL</b>						<b>£12,380.33</b>

<b>Payment Breakdown</b>	
Tollesbury Current Account	£511.71
Tollesbury A/c No. 2 Debit Card	£422.93
Unity Trust Bank	£11,445.69
<b>TOTAL</b>	<b>£12,380.33</b>

# CIVILITY AND RESPECT PROJECT



## WELCOME TO THE CIVILITY AND RESPECT PROJECT NEWSLETTER

### PROJECT UPDATE

We have started to deliver against the objectives set out at the start of the project.

There is now a bespoke training offering to support you, enhance your skills and confidence to handle incivility, disrespect, and poor behaviour. We are also delighted to announce the launch of 'The Pledge' to help your council encourage the right behaviours, stamp out bullying, and demonstrate high standards of conduct.

We are inviting all councils to please take the pledge.



## SIGN UP TO THE CIVILITY AND RESPECT PLEDGE

It is evident the vast majority of councillors and officers want to maintain the highest standards of conduct at their council, but unfortunately there are still too many examples of poor behaviour across our sector.

In councils where councillors, the clerk, and staff work in harmony, considerable benefits are provided for the local community and there are many excellent examples of this.

Unfortunately, as we know only too well in our sector there is, and has been a problem with lack of civility and respect in some councils, leading to bullying and harassment. Although this is in the minority it is nonetheless significant and can have a serious detrimental impact on the well-being of those involved, the functionality and finances of the council, as well as the local community.

There is no place for bullying, harassment, and intimidation within our sector and signing up to the Civility and Respect Pledge is one of the ways a council can demonstrate that it is committed to standing up to poor behaviour across our sector, and to demonstrate positive changes which support civil and respectful conduct.

By signing the pledge, your council is agreeing that it will treat councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers with civility and respect in their roles, and it:

- Has put in place a training programme for councillors and staff
- Has signed up to the Code of Conduct for councillors
- Has good governance arrangements in place including staff contracts and a dignity at work policy
- Will seek professional help at early stages should civility and respect issues arise
- Will commit to calling out bullying and harassment if and when it happens
- Will continue to learn from best practice in the sector and aspire to being a role model/champion council
- Supports the continued lobbying for change in legislation to support civility and respect, including sanctions for elected members where appropriate

We invite all councils to include an agenda item to review the statements and sign up to the Civility and Respect Pledge. Click to take the pledge: [SLCC](#) | [NALC](#).

There is also an [example agenda item for the pledge to assist you](#).

## CIVILITY AND RESPECT TRAINING



One of the key aims of the project is to deliver training packages to support councillors, clerks, and employees who are experiencing difficulties with bullying and harassment. We have worked with key partners to create a brand-new series of workshops and are delighted to share the first range of this training with you. The cost for attendance will be supplemented by the project, with a 50% discount being offered until the end of 2022. If we have a high demand for places, we will schedule additional dates (the workshops are delivered virtually).

Breakthrough Communications are experts in the field of training for local councils. They have created a **suite of bespoke workshops and resource packs** for local council clerks, officers, and councillors as part of the Civility and Respect Project.



**Each package comprises useful guides and custom-designed toolkits as well as access to on-demand and live virtual training events.**

Separate packages have been designed for clerks/officers and councillors, click on the titles below to book your place.

### **\*\*Resilience and Emotional Intelligence - What it means in practice for clerks and council officers\*\***

**Delegate fee £30**

The learning content, live workshop, and toolkits will enable participants to develop a better understanding of where our behaviour comes from, consider what resilience means for us in the context of our different local council roles, and will provide an opportunity to explore role-focused scenarios and how we might respond to those different scenarios. We'll consider strategies to manage and deal with different situations effectively, and provide guidelines and suggestions, based on worked-through scenarios. We'll also lead the user through a set of exercises, input, and self-reflection, as well as providing a useful resource pack for building your own resilience and emotional intelligence.

### **\*\*Leadership in Challenging Situations - Dealing with challenging situations and working with others effectively\*\***

**Delegate fee £30**

The learning content, live workshop, and toolkits will enable participants to deal with a range of role-focused challenging situations, as well as exploring how we can work with others more effectively. We will consider different leadership styles and approaches in the context of your role, exploring which styles we personally 'default' to and which styles can work effectively for different situations. We will explore scenarios of challenging situations we might face, and discuss how we might deal with these effectively and appropriately. We'll also consider how to build, support, and get the most from an effective and motivated team.

### **\*\*Respectful Social Media — How to deal with attacks and negative engagement\*\***

**Delegate fee £30**

The learning content, live workshop, and toolkits will enable participants to explore different methods and strategies for dealing with negative attacks on social media and ways in which you can keep control of social media output. We will consider how we come across on social media as councils, as well as individually, what our personal 'digital tone of voice' sounds like, explore our use of language and its role in positive two-way communication, as well as discussing the type of content we can post on social media depending on our role. For councillors, we will provide suggested social media dos and don'ts and how to be effective on social media, whilst bearing in mind issues around the Code of Conduct. For clerks and officers will explore how the council can de-mystify the role of the council and showcase its people in order to help pre-emptively deal with negative engagement and attacks.

Personal development themed comedian, intuitive catalyst, speaker, author and communications specialist, Becky Walsh has been turning the dry world of self-development on its head with a down-to-earth, uniquely funny style for over two decades. She has created these civility and respect themed webinars to support some of the key issues faced by our sector.



### **\*\*Civility and respect — Uncovering the issues for the public sector\*\***

**Delegate fee £15**

Condescending comments, demeaning emails, disrupting meetings, reprimanding someone publicly, talking behind someone's back, giving someone the silent treatment, not giving credit where credit is due, rolling eyes, and being yelled at, is a regular occurrence for many councils. In this webinar, we talk about the issues we face in our council roles. We will then talk about the impact this has on the individuals involved and the organisation as a whole.

Each of the webinars will give real situation scenarios and what to do in each of them.

**Councillors only session** - 12 September 2022 — 1.30 pm (60 minutes)

To register a place, clerks please email [sue@haptc.org.uk](mailto:sue@haptc.org.uk), copying in your councillor delegate(s).

**Clerks only session** - 8 September 2022 — 11am (60 minutes) **SLCC | Uncovering the issues for public sector.**

### **\*\*What makes people become challenging?\*\***

Delegate fee £15

In this webinar, we dive into human psychology, neuroscience, and power dynamics. What triggers people to behave from the worst of themselves? How as leaders can we create environments with fewer trigger situations and more safety? We will discuss real-life situations and how to turn them around when they start to get out of hand.

Each of the webinars will give real situation scenarios and what to do in each of them.

**Councillors only session** - 26 September 2022 — 1.30 pm (60 minutes)

To register a place, clerks please email [sue@haptc.org.uk](mailto:sue@haptc.org.uk), copying in your councillor delegate(s).

**Clerks only session** - 22 September 2022 – 11am (60 minutes) **SLCC | What makes people become challenging?**

### **\*\*Personal resilience and self-protection\*\***

Delegate fee £15

Having a good understanding of yourself means you'll know what to do when someone tries to push your buttons. In this webinar, we discuss emotional resilience and emotional intelligence and how this applies to specific council situations.

Each of the webinars will give real situation scenarios and what to do in each of them.

**Councillors only session** - 3 October 2022 — 1.30 pm (60 minutes)

To register a place, clerks please email [sue@haptc.org.uk](mailto:sue@haptc.org.uk), copying in your councillor delegate(s).

**Clerks only session** - 6 October 2022 – 11am (60 minutes) **SLCC | Personal resilience and self-protection.**

### **\*\*Understanding psychopathic and narcissistic behaviour\*\***

Delegate fee £15

Both psychopathic and narcissistic people generally lack empathy and tend to have unrealistically high opinions of themselves. They often exploit and manipulate others and can be hard to spot as they can also be superficially charming. They are also attracted to roles of power and are often found in leadership positions and in political roles. In this webinar, we learn how to spot them and how to monitor your own behaviour to lessen their impact on you and your organisation.

Each of the webinars will give real situation scenarios and what to do in each of them.

**Councillors only session** - 17 October 2022 — 1.30 pm (60 minutes)

To register a place, clerks please email [sue@haptc.org.uk](mailto:sue@haptc.org.uk), copying in your councillor delegate(s).

**Clerks only session** - 20 October 2022 — 11am (60 minutes) **SLCC | Understanding psychopathic and narcissistic behaviour.**

Paul Hoey and Natalie Ainscough of Hoey Ainscough Associates Ltd are national experts in effective local governance with a particular emphasis on supporting the local standards framework for members introduced by the Localism Act 2011. They worked with the Local Government Association (LGA) to produce the latest Code of Conduct and so are uniquely placed to deliver this workshop.

Hoey Ainscough Associates Ltd  
Supporting Local Governance

### **\*\*The (New) Code of Conduct\*\***

Delegate fee £15

This session is aimed at members and officers of local councils who have adopted the new Local Government Association (LGA) Code of Conduct for members (as endorsed by NALC and SLCC) or who are considering adopting it. It will look at key aspects of the code, the practical implications of working with it and look at the guidance which sits alongside it.

This is an interactive session where attendees will be invited to ask questions about any aspect of the code, as the session aims to help people understand how to effectively implement the code at a local level.

**Councillors only session** - 19 October 2022 — 7 pm (120 minutes)

To register a place, clerks please email [sue@haptc.org.uk](mailto:sue@haptc.org.uk), copying in your councillor delegate(s).

**Clerks only session** - 28 September 2022 – 10am (120 minutes) **SLCC | The New Code of Conduct.**

**For more information about the training available, please contact [michelle.moss@nalc.gov.uk](mailto:michelle.moss@nalc.gov.uk).**



# COMMUNITY GOVERNANCE

Develop your career, support your council and strengthen your community

In addition to the civility and respect training programme we're pleased to be able to share details of an event being run by the year six students studying the community governance degree, De Montfort University.

## **\*\*Managing conflict and difficult conversations\*\***

**Delegate fee - £90**

The training specifically covers conflict management; a thread of management essential to the clerking industry given the depth and breadth of communications and dealings clerks have with other people and organisations.

The event will be led by Sue Noble from [www.noblelearning.co.uk](http://www.noblelearning.co.uk), a highly experienced coach and mentor who has extensive experience in the local government sector and training staff from town and parish councils.

It will be an interactive event, enabling attendees to actively learn new coping skills and mechanisms, whilst building relationships with other professionals in the town and parish sector.

At the end of the formal training session, there will be an opportunity to network with colleagues and hear about further training opportunities, whilst sampling delicious wines from Oaken Grove.

**For clerks only** - 14th September 2022 | Henley Town Hall, Henley on Thames, RG9 2A | [SLCC](#) | **Managing Conflict and Difficult Conversations**.

## DIGNITY AT WORK POLICY

One of the project objectives is to strengthen the governance arrangements across our sector to better support councils.

The Dignity at Work Policy is the first of a series of new or revised governance documents which are being developed by the project team.

The documents have been reviewed by a focus group made up of clerks, councillors, monitoring officers, and county associations, and approved by NALC and SLCC for use.

The Dignity at Work Policy will replace any previous Bullying and Harassment Policy. It encompasses behaviours beyond bullying and harassment, and zero tolerance, with the aim of dealing with concerns before they escalate.



**It has been produced with supporting guidance because it is so important that any commitment made in the policy is applied in practice.**

Wording has been suggested to demonstrate a council's commitment to promoting dignity and respect where they have signed up to the Civility and Respect Pledge.

Councils who have not signed up to this are requested to consider making this pledge which is based on basic behaviours and expectations of all council representatives to create workplaces that allow people to maintain their dignity at all times.

**Dignity at Work Policy**

**Please visit our dedicated civility and respect pages  
for lots more information and support**

**[SLCC](#) | Civility and Respect Project and**  
**[NALC](#) | Civility and Respect Project**



IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS