

EUXTON PARISH COUNCIL



Meeting arrangements: Full Council Meeting

Thursday, 21 November 2024, 7.15 pm start

Annexe, Euxton PC Community Centre, Wigan Road, Euxton

A G E N D A

Doc. Ref

1. Apologies
2. Declarations of Interest and Dispensation Considerations
Members are reminded of their responsibility to declare any interest in respect of any matters contained or brought up at any point in this meeting, in accordance with the current Code of Conduct. Council will consider dispensation requests.
3. Minutes of Council Meetings
Approve the signing as a correct record, Full Council of 17 October 2024
4. Public Participation
Matters brought to the Parish Council by residents. The Chair may limit a member of the public to 3 minutes of speaking in order to ensure the smooth running of the meeting. Overall this section will typically be limited to 20 minutes although the Chair may, at their discretion, extend this.
5. Statutory Business
 - 5.1 Co-option Item 5.1
 - 5.2 Planning - Consider planning report from Lead Member for Planning, approve responses and ratify responses made between meetings or to meet deadlines Item 5.2
6. Financial Items
 - 6.1 Approve Expenditures for this month, and any submitted after the agenda Item 6.1
 - 6.2 Receive finance reports circulated (income, reconciliation, budgets) Item 6.2
 - 6.3 Appoint Internal Auditor for accounts year ending 31 March 2025 Item 6.3
7. Code of Conduct Item 7
Review the circulated Code of Conduct, update and re-affirm adoption
8. Register of Interests Item 8
 - 8a Register of Interest form
 - 8b Guidance notes on completing the register of interests
9. Register of Gifts form Item 9
10. Matters for information
Notify the Chair prior to the meeting starts of any item to be brought up under this section. Only items of information, referral to another authority, or matters offered for consideration at a future meeting can be raised. No legal decisions can be taken.

D. Platt
CLERK

Published: 14/11/24

Full Council meetings 2025: 16 January, 20 February, 20 March

Newsletter deadlines: 07/02/25 for March issue; 08/05/25 for June issue; 07/09/25 for September issue; 07/11/25 for December issue;

Date, Valid, Ref	Description/Location (click to be directed to www)	Comment/Recommendation
Ref. No: 24/00884/NOT Received: Thu 17 Oct 2024 Validated: Thu 17 Oct 2024	Notification of intention to remove and replace 3.no antennas, internal upgrade of existing equipment cabin and associated ancillary works thereto Telecommunication Mast At Euxton Park Golf Centre Euxton Lane Euxton	No observations
Ref. No: 24/00900/CLPUD Received: Tue 22 Oct 2024 Validated: Tue 22 Oct 2024	Application for a certificate of lawfulness for a proposed single storey rear extension (following demolition of existing conservatory) 27 Dunrobin Drive Euxton Chorley PR7 6NE	There is no observation to the demolition or erection of the extension, however, the plans indicate that the garage has been converted to storage. If there are 4 bedrooms then 3 off-street car parking spaces should be provided.
Ref. No: 24/00898/CLEUD Received: Tue 22 Oct 2024 Validated: Tue 22 Oct 2024	Application for a certificate of lawfulness for an existing ground floor window 6 Shaw Green Crescent Euxton Chorley PR7 6QR	No observations
Ref. No: 24/00932/TPO Received: Fri 01 Nov 2024 Validated: Tue 05 Nov 2024	Application for works to a protected tree - Chorley BC TPO 3 (Euxton) 1978: Oak (T21) Removal of secondary growth to clear roof by 2 meters 39 Fieldside Avenue Euxton Chorley PR7 6JF	Std A1
Ref. No: 24/00929/DIS Received: Thu 31 Oct 2024 Validated: Thu 31 Oct 2024	Application to discharge conditions 3 (materials) and 11 (site boundaries details) of planning permission ref: 23/01080/FUL (Section 73 application to vary condition no. 3 attached to planning permission ref: 23/00689/FUL (Construction of a single detached dwelling, together with detached garage and all associated works, following the demolition of existing buildings) to amend the design of the approved garage and dwelling) Land To The Rear Of 33 Washington Lane Euxton	No observations
Ref. No: 24/00915/TPO Received: Mon 28 Oct 2024 Validated: Mon 04 Nov 2024	Application for works to a protected tree - Chorley BC TPO 1 (Euxton) 1996: T1 Oak - installation of root barrier. 14 Cherryfields Euxton Chorley PR7 6JS	Std A1
Ref. No: 24/00750/FULHH Received: Sat 31 Aug 2024 Validated: Tue 22 Oct 2024	Single storey side extension 3 Park Avenue Euxton Chorley PR7 6JQ	No observations
Ref. No: 24/00950/TPO Received: Thu 07 Nov 2024 Validated: Mon 11 Nov 2024	Application for works to protected trees - Chorley BC TPO 1 (Euxton) 2016: Removal of specific lower limbs as agreed. Greenside Football Pitches Greenside Euxton Chorley PR7 6BL	EPC application

List of Payments made between 18/10/2024 and 30/11/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
21/10/2024	Pole Green Nurseries	199	95.13		Plans
21/10/2024	C&W Berry Ltd	200	39.39		Hardware
21/10/2024	Studholme Bell Ltd	201	234.00		Salary services
21/10/2024	Post Office Limited	202	264.50		Postage
21/10/2024	Amazon	203	27.71		IT
21/10/2024	Water Plus	204	241.90		Wastewater at Greenside
21/10/2024	Mesh Direct	205	137.99		Fencing
21/10/2024	Water Plus	206	84.60		Water
21/10/2024	SoloPress Printers	207	846.80		Calendars
21/10/2024	Water Plus	204B	74.07		waste water
25/10/2024	Water Plus	208	10.37		Water Allotment
29/10/2024	Amazon	209	24.71		Hardware
29/10/2024	Screwfix	210	29.37		Hardware
29/10/2024	British Telecom	211	171.55		Telecoms
31/10/2024	Unity Trust Bank	212	6.30		Charges
01/11/2024	Easy Websites	213	91.08		Website & Emails
01/11/2024	Chorley Business & Technology	214	461.76		Office
01/11/2024	EE Mobile & Broadband	215	120.50		Mobiles
01/11/2024	Lebara Mobile	216	2.96		Mobile
01/11/2024	Peoples Pension	217	258.96		Pensions
01/11/2024	Bright HR	218	28.80		HR software
21/11/2024	Proludic	219	78,000.01		Primrose equip/fitting
21/11/2024	Specialist Aquatic Services	220	1,485.00		Pond maint/training
21/11/2024	Buckshaw Village Scouts	221	500.00		Grant
21/11/2024	Euxton Methodist Church	222	2,500.00		Grant
21/11/2024	St Mary's Primary PTFA	223	1,000.00		Grant
21/11/2024	Euxton PC Mothers' Union	224	250.00		Grant
21/11/2024	DWG (NW) Ltd	225	2,085.00		Installations
21/11/2024	C&W Berry Ltd	226	6.20		Hardware
21/11/2024	Hotline	227	309.54		Christmas
21/11/2024	Pole Green Nurseries	228	83.85		Plants
21/11/2024	Defib Store Ltd	229	82.80		Pads
21/11/2024	Instant Print	230	57.72		Signage
21/11/2024	Earth Anthors Ltd	231	759.60		Seat Mr Balcombe
21/11/2024	Amazon	232	21.48		Hardware
21/11/2024	TESCO	233	140.00		Gift tokens
21/11/2024	RHF Landscape Supplies	234	2,844.00		RHF Landscape Supplies
21/11/2024	Lock & Key	235	144.48		Lock
21/11/2024	RBS Bank	236	3.15		Charges
21/11/2024	Various	237	7,058.49		Salaries Nov24
21/11/2024	HMRC	238	2,127.81		Tax&NI Nov 24
21/11/2024	Post Office Limited	239	7.95		Postage
21/11/2024	TESCO	240	13.60		Hardware

Total Payments	102,733.13
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**Bank Reconciliation Statement as at 31/10/2024
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
RBS Current Account	22/07/2024		541.19
RBS High Interest	31/10/2024		98,452.42
RBS Debit Card	31/10/2024		4,000.00
Public Sector Deposit Fund	31/10/2024		145,870.20
Unity Trust (Current)	31/10/2024		21,110.25
Unity Trust (Saver)	31/10/2024		197,339.27
TSB	30/04/2024		0.01
Co-op	05/04/2024		1.43
			<hr/> 467,314.77
 <u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			467,314.77
 <u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			467,314.77
		Balance per Cash Book is :-	467,314.77
		Difference Excluding Adjustments is :-	0.00
 <u>Adjustments to Reconciliation</u>			
17/09/2020 112 TESCO		0.00	
			<hr/> 0.00
		Unreconciled Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
INCOME						
100 Employees						
1100 Grants and Donations RCVD	500	0	(500)			0.0%
120 Housekeeping						
1090 Income Publicity	490	0	(490)			0.0%
160 Grants/S137						
1100 Grants and Donations RCVD	3,209	0	(3,209)			0.0%
200 Amenity/Utility						
1100 Grants and Donations RCVD	1,194	0	(1,194)			0.0%
1550 Income Allotments	3,583	0	(3,583)			0.0%
220 Other						
1076 Precept	185,579	0	(185,579)			0.0%
1080 Bank Interest Received	7,882	0	(7,882)			0.0%
1620 Income CIL	122,297	0	(122,297)			0.0%
TOTAL INCOME	324,733	0	(324,733)	0	0	0.0%
EXPENDITURE						
100 Employees						
4000 Employees	76,871	110,000	33,129		33,129	69.9%
120 Housekeeping						
4010 Payroll Services	728	1,000	272		272	72.8%
4020 Office Premises	3,114	5,000	1,886		1,886	62.3%
4070 Mileage	1,688	3,500	1,813		1,813	48.2%
4075 Employee Training	232	3,000	2,768		2,768	7.7%
4080 General Office	4,512	5,500	988		988	82.0%
4090 Communications	3,098	6,000	2,903		2,903	51.6%
4100 Insurance	6,783	7,000	217		217	96.9%
4120 Audit	1,258	1,500	242		242	83.9%
4130 Legal Fees/Planning Investig	641	3,000	2,359		2,359	21.4%
140 Council						
4211 Councillor Training	0	500	500		500	0.0%
160 Grants/S137						
4250 Grants	5,250	6,000	750		750	87.5%
4260 Christmas Celebrations	258	2,500	2,242		2,242	10.3%
180 Special Events/Projects						
4300 Euxton Gala	0	1,500	1,500		1,500	0.0%
4340 Community Engagement	30	2,500	2,470		2,470	1.2%
4350 ECO/Trees/Foot/Cycle	0	10,000	10,000		10,000	0.0%
4380 Heritage Projects	7,990	7,000	(990)		(990)	114.1%
4410 Major events	0	1,000	1,000		1,000	0.0%
4420 Environmental Spaces/Improves	0	36,000	36,000		36,000	0.0%
200 Amenity/Utility						
4500 Utilities	2,289	3,000	711		711	76.3%
4510 Gardens/Planting/Competitions	1,066	10,000	8,934		8,934	10.7%
4520 Allotments	3,085	15,071	11,986		11,986	20.5%

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4530 Millennium Green	6,076	0	(6,076)		(6,076)	0.0%
4540 All Purpose Committee	842	3,000	2,158		2,158	28.1%
4560 Road Safety/SPIDs	0	1,000	1,000		1,000	0.0%
4570 Amenity/Open Space RRM	77,603	45,000	(32,603)		(32,603)	172.5%
4580 Street Machines	0	2,000	2,000		2,000	0.0%
4581 War Memorial	0	500	500		500	0.0%
4585 Defibrillator Project	1,199	1,000	(199)		(199)	119.9%
TOTAL EXPENDITURE	204,612	293,071	88,459	0	88,459	69.8%
Total Income	324,733	0	(324,733)			0.0%
Total Expenditure	204,612	293,071	88,459	0	88,459	69.8%
Net Income over Expenditure	120,121	(293,071)	(413,192)			
plus Transfer From EMR	65,000					
less Transfer From EMR	0					
Movement to/(from) Gen Reserve	185,121	(293,071)	(478,192)			

Current Bank A/c

Receipts received between 01/10/2024 and 30/11/2024

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked 02/10/2024	596.27						
	CCLA	596.27			1080	220	596.27	Interest
	Banked 09/10/2024	240.00						
	Churches Together	240.00			1090	120	240.00	Advert
	Banked 21/10/2024	500.00						
	Oldham College	500.00			1100	100	500.00	Apprentice grant
	Banked 31/10/2024	250.00						
	Euxton Domestic	250.00			1090	120	250.00	Advert
	Banked 31/10/2024	118.16						
	RBS	118.16			1080	220	118.16	Interest
	Banked 01/11/2024	22,391.11						
	Chorley Council	22,391.11			1620	220	22,391.11	CIL
	Total Receipts:	24,095.54	0.00	0.00			24,095.54	

7. Code of Conduct

Review the circulated Code of Conduct, update and adopt.

This current Code of Conduct is the standard governance document issued by the Local Government Association (LGA).

Euxton adopted this model code 19 May 2022. This exact code has also been adopted by Chorley Council.

The LGA Code has not been reviewed or updated since 17/05/21, which is the version adopted by Euxton Council in 2022.

Model Councillor Code of Conduct 2020

Joint statement

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviours and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area, taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.

Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied, or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

Introduction

The Local Government Association (LGA) has developed this Model Councillor Code of Conduct, in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance. It is a template for councils to adopt in whole and/or with local amendments.

All councils are required to have a local Councillor Code of Conduct.

The LGA will undertake an annual review of this Code to ensure it continues to be fit-for-purpose, incorporating advances in technology, social media and changes in legislation. The LGA can also offer support, training and mediation to councils and councillors on the application of the Code and the National Association of Local Councils (NALC) and the county associations of local councils can offer advice and support to town and parish councils.

Definitions

For the purposes of this Code of Conduct, a "councillor" means a member or co-opted member of a local authority or a directly elected mayor. A "co-opted member" is defined in the Localism Act 2011 Section 27(4) as "a person who is not a member of the authority but who

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

For the purposes of this Code of Conduct, “local authority” includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority’s requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor

- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a councillor:

1.1 I treat other councillors and members of the public with respect.

1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors,

where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor- officer protocol.

2. Bullying, harassment and discrimination

As a councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

2.3 I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council

As a councillor:

3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a councillor:

4.1 I do not disclose information:

- a. **given to me in confidence by anyone**
- b. **acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
 - i. **I have received the consent of a person authorised to give it;**
 - ii. **I am required by law to do so;**
 - iii. **the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
 - iv. **the disclosure is:**
 - 1. **reasonable and in the public interest; and**
 - 2. **made in good faith and in compliance with the reasonable requirements of the local authority; and**
 - 3. **I have consulted the Monitoring Officer prior to its release.**

4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3 I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a councillor:

5.1 I do not bring my role or local authority into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in you or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities

As a councillor:

7.1 I do not misuse council resources.

7.2 I will, when using the resources of the local authority or authorising their use by others:

- a. act in accordance with the local authority's requirements; and**
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.**

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers • transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

8. Complying with the Code of Conduct

As a Councillor:

8.1 I undertake Code of Conduct training provided by my local authority.

8.2 I cooperate with any Code of Conduct investigation and/or determination.

8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

Protecting your reputation and the reputation of the local authority

9. Interests

As a councillor:

9.1 I register and disclose my interests.

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority .

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

10. Gifts and hospitality

As a councillor:

10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.

10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.

10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

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

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 disclose and resolve any interests and relationships.

Objectivity

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

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

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.

Honesty

Holders of public office should be truthful.

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.

Appendix B

Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in

Table 1 (Disclosable Pecuniary Interests) which are as described in “The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012”. You should also register details of your other personal interests which fall within the categories set out in

Table 2 (Other Registerable Interests).

“**Disclosable Pecuniary Interest**” means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

“**Partner**” means a spouse or civil partner, or 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.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A ‘sensitive interest’ is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a ‘sensitive interest’ you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest, just that you have an interest.
Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.
5. [Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which **directly relates** to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
8. Where a matter arises at a meeting which **affects** –
 - a. your own financial interest or well-being;
 - b. a financial interest or well-being of a relative or close associate; or
 - c. a financial interest or wellbeing of a body included under Other Registrable Interests as set out in **Table 2** you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied
9. Where a matter (referred to in paragraph 8 above) **affects** the financial interest or well-being:
 - a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
 - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. [Where you have an Other Registerable Interest or Non-Registerable Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#). (Attached)

Appendix C – the Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on [Local Government Ethical Standards](#).

If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations.

These are:

Best practice 1: Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

Best practice 2: Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by councillors.

Best practice 3: Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

Best practice 4: An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.

Best practice 5: Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

Best practice 6: Councils should publish a clear and straightforward public interest test against which allegations are filtered.

Best practice 7: Local authorities should have access to at least two Independent Persons.

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

Best practice 9: Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

Best practice 10: A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

Best practice 11: Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council, rather than the clerk in all but exceptional circumstances.

Best practice 12: Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

Best practice 13: A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

Best practice 14: Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

Best practice 15: Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

The LGA has committed to reviewing the Code on an annual basis to ensure it is still fit for purpose.

Euxton Parish Council
Adopted 19 May 2022
Reviewed 20 November 2024

Register of interests

I, Councillor,
 a Member of **Euxton Parish Council**, give notice that I have the following financial interests:

Financial Interests

<p>1. Employment, office, trade, profession or vocation: Any employment, office, trade, profession or vocation carried on for profit or gain. <i>Example</i> The name and address of your employer and your role in that company.</p>	
<p>2. Sponsorship: Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her 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.</p>	
<p>3. Contracts: Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.</p>	
<p>4. Land: Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.. <i>Example</i> Your home address. Do not leave box empty.</p>	

<p>5. Licences: Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer.</p>	
<p>6. Corporate tenancies: Any tenancy where (to the councillor’s knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.</p>	
<p>7. Securities: Any beneficial interest in securities of a body where: (a) that body (to the councillor’s knowledge) has a place of business or land in the area of the council; 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 councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.</p>	

Other Interests

<p>8. You must register as an Other Registerable Interest:</p> <p>a) any unpaid directorships</p> <p>b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority</p> <p>c) any body</p> <p style="padding-left: 20px;">(i) exercising functions of a public nature</p> <p style="padding-left: 20px;">(ii) directed to charitable purposes or</p> <p style="padding-left: 20px;">(iii) 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</p> <p><i>Examples A Political Party membership; Membership of the Library Friends Group.</i></p>	
<p>6. Registering Gifts & Hospitality</p> <ul style="list-style-type: none"> • Any gifts or hospitality worth over £25 which you receive in connections with your official duties as a member, need to be registered. • Gifts or hospitality not related to your role as a member. However, you should always consider whether any gifts or hospitality could be seen as connected to your role as a member. • You may have to estimate how much a gift or hospitality is worth. • You do not have to register gifts or hospitality if you do not accept them. • Any gifts or hospitality must be registered within 28 days of receiving it. • Your Clerk has a register relating to gifts and hospitality. 	

Note: Do not leave boxes empty, you must fill each box in even if it says not applicable

Signature:

Date:

Disclosable Pecuniary Interests: Guidance Note

This note relates to the interpretation of Disclosable Pecuniary Interests (DPI's). It is for guidance only and members should form their own view as to whether the interest constitutes a DPI. Where examples are provided these should not be taken as exhaustive lists.

Disclosure of the following interests relates to the Member personally and the interests of their Partner (spouse, civil partner, common law spouse or civil partner).

Members are advised to contact the Monitoring Officer to discuss the interest if they have any doubts.

DPI	Prescribed Description	Guidance / Example
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain	<p>You should provide detail of your employer to include their name and address.</p> <p>It is for the member to consider, where they are a self-employed contractor, which of their clients they should include. Factors should include frequency that their service is retained or the amount received for services.</p>
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 the Member.</p> <p>This includes any payment or financial benefit from a trade union with the meaning of the Trade Union and Labour Relations Act 1992.</p>	This relates to any payments received by the Member for the discharge of their duties as a Member – it does not include the receipt of the Members Allowance from the Council.
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> <p style="margin-left: 40px;">(a) Under which goods or services are to be provided or works are to be executed; and</p> <p style="margin-left: 40px;">(b) Which has not been fully discharged.</p>	<p>Members must disclose where they have a contract with their Authority for the provision of goods or services or provision of works. This includes where their employer or a business in which they have a commercial interest has such a contract; or any other body in which they have a financial interest has such a contract.</p> <p>It only relates to current contracts. Where the contract has been completed there is no requirement to disclose it.</p>
Land	Any beneficial interest in land which is within the area of the relevant authority	<p>This will include your home (if owned) and any other property you own in the Borough. Rented property constitutes a DPI</p> <p>It will not include land in which you are a trustee – unless you are also a beneficiary under the trust.</p>

<p>Licences</p>	<p>Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer</p>	<p>No further explanation required</p>
<p>Corporate Tenancies</p>	<p>Any tenancy where (to 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</p>	<p>This adds to the earlier DPI 'land'. You may have to declare the same tenancy twice (once here and once under 'land'). The lease does not have to be within the borough boundaries (some authorities own land in neighbouring boroughs) so it may not be recorded earlier. If any club or body of which you are a member have a lease with the authority you may have to disclose it here.</p>
<p>Securities</p>	<p>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 (1) The total nominal value of the securities exceeds £25k or 1/100 of the total issued share capital of that body; or (2) 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 1/100 of the total issued share capital of that class</p>	<p>This primarily relates to shareholdings and will only apply to members who hold shares. To be a DPI the business in which the shares are held must have a place of business or land within the Borough And The shareholding must exceed the value of £25,000.00 or 1/100th of the share capital ie if you hold 10 shares that are worth £24,000 but there are only 999 shares then you have a DPI in that business if it trades in the Borough or owns land there. For more detailed requests please contact the Monitoring Officer.</p>

Please contact the Monitoring Officer, Chris Moister, on 01257 515160 or email chris.moister@chorley.gov.uk

Register of Members' Gifts and Hospitality

I, (insert full name)
as a member of **Euxton Parish Council**, wish to register a gift or hospitality of the
estimated value of £50 or more on any one occasion, which was received in
connection with an official duty as Councillor, as required by the Council's Code of
Conduct.

Please enter the details of the gift or hospitality (including from whom this was
received) below:

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Signed	Date
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