

**KING'S STANLEY PARISH COUNCIL  
PROSPECTIVE NEW COUNCILLORS?  
WHAT'S IT ALL ABOUT?**

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**The following notes are designed to help new Councillors make the most of their appointment.**

**Section 1: The Council and Councillors**

1.1 The number of members serving on a Council is determined by the District Council. In England the minimum number of members is 5.

**Elections**

1.2 Elections are held every four years and normally take place on the first Thursday in May. If, following an election, there are insufficient members a Council may, if a quorum exists (see notes on procedures) fill the vacancies by co-opting people to serve as members of the Council.

**Legal status**

1.3 It is important to emphasise that a Council has a separate identity from its members. It enjoys its own legal status. The fact that a Council derives its existence from statute means that it can only do those things that are expressly or impliedly authorised by statute.

**The Clerk**

1.4 In order to deal with procedural requirements of meetings, financial affairs & other matters as deemed appropriate the Council may appoint such officers as it thinks necessary. Normally a clerk will be appointed & this person often assumes the statutory responsibility for the Council's affairs as the Proper Officer. (Local Government Act 1972 s.112(1)). The Clerk is normally the person who is the point of contact in the Council.

If appointed the Responsible Financial Officer the Clerk will also be responsible for the financial affairs of the Council. It is likely that the Clerk will also fulfil the role of Proper Officer. Appointments to a post which carry a salary /honorarium must be made on merit. There is discretion for a Council to appoint a member as an officer but any such appointment must be without remuneration although expenses can be reimbursed.

1.5 When making appointments a Council should ensure that contracts of employment are in place. A model contract of employment, agreed between the National Association of Local Councils (NALC) & the Society of Local Council Clerks (SLCC) is currently available. It is important that there is clarity regarding pay & payment of increments & help is available via the "Green Book" which is supported by both NALC & SLCC. Councils should make adequate provision for training its staff and providing support as appropriate in other areas.

1.6 It is important that mutual respect and understanding exists in the relationship between officers and members. Standards of conduct have always been important and there is much guidance available on how officers and members should deal with various matters. (Model Code of Conduct 2001 Part 3.)

### **Conduct of Cllrs**

1.7 A statutory Code of Conduct now exists in respect of members This is linked to the operation of Standards Committees by District Councils & a national Standards Board which deals with complaints against members and offers guidance on matters of ethical standards. Members need to have regard to the requirement to register various items of information and also to ensure that where they have personal/prejudicial interest in a matter under consideration they declare such interest.

## **Section 2: Council Procedures**

### **Council meetings**

2.1 Every Council is required to hold an Annual Meeting during May but the frequency of meetings is a matter for each Council but a Parish Council must hold at least three meetings, in addition to the Annual Meeting, in each year. Separate from the range of Council Meetings referred to above there is a requirement to have a Parish Meeting each year. This meeting must be held between 1 March and 1 June and consists of all registered local government electors for the area for which the meeting is held.

2.2 A Council can set up Committees to deal with its business and it has a wide discretion regarding what business can be allocated to Committees. However, it is important to note that a number of financial matters, including the setting of a precept, cannot be allocated to Committees. There is also provision for a Council to set up a Joint Committee with other Councils to deal with matters for which it is responsible.

### **Conduct of meetings**

2.3 The Chairman presides at a Council meeting. If he/she is absent then the Vice Chairman presides or, in his/her absence, a person appointed by the Council. Meetings of a Council are open to the press and public although specific matters can be dealt with in private provided that a resolution is passed by the Council giving the reason why the business needs to be transacted in a confidential manner.

2.4 A Council meeting cannot take place unless a quorum of members is present. A quorum is 3 or a third of the Council's membership, whichever is the greater. If more than a third of the Council members are disqualified then the requirement in respect of a third of the Council's members is for qualified members only.

2.5 The rules of debate and the general conduct of business will normally be governed by Standing Orders (see below). Voting is usually by show of hands but, in certain circumstances, alternative means of voting can be required. The person chairing the meeting will have a casting vote if the votes are equal.

2.6 If any members have difficulty in attending meetings they should advise the Clerk. If absence is likely to be prolonged it is important to be aware of the consequences of failing to attend any meeting of the Council, or its Committees for 6 consecutive months. Unless the Council approves such an absence, or there is statutory justification the member will automatically be disqualified.

### **Standing Orders**

2.7 Every Council is encouraged to have access to Standing Orders to provide a framework for the conduct of business. Many Councils adopt their own Standing Orders but some small Councils may rely on model standing orders such as the NALC publication: Chairmanship and Standing Orders April 2002.

## **Agendas and Minutes**

2.8 The agenda for a Council meeting, notice of which must be given at least three clear days before the meeting, sets out the business to be conducted. 'Any Other Business' may be used to make announcements or convey information but it should not be used to avoid including specific items of business on the agenda. Other meetings of Committees or Extra-Ordinary Meetings may be called at shorter notice. The non-receipt of a Notice of a Meeting and Agenda by a Cllr(s) does not invalidate the Meeting.

2.9 Minutes of Council meetings provide a record of the business transacted & the details of the decisions reached by the Council. Ratified & Approved Minutes are the only record recognised in a Court of Law. Long after the meeting the minutes may be used as a reference point. Whilst they should be kept as short as possible they should set out clearly the decisions reached by the Council and the reasons prompting such decisions. Minutes must be kept in an appropriate book & signed by the person presiding at the meeting.

## **Expenses**

2.10 Cllrs cannot normally claim expenses for activities within the parish. It is however open to the Council to agree arrangements for the payment of attendance allowances and travel and subsistence when a member is representing the Council on approved duty or outside the locality. Any travel expenses paid at a rate greater than 40p per mile attracts both liability for Tax and National Insurance.

## **Section 3: The Council as an employer**

3.1 In law a Council is a corporation & is treated the same way, subject to the same laws & regulations. Each Cllr is treated as a corporation director. Unless a matter dealt with by the Council in relation to any actions is resolved decisively by the whole Council, individual Cllrs are jointly & severally liable for actions taken.

3.2 In employment law each Cllr is treated as an individual director and has all the duties & responsibilities of a director to act properly within the law & regulations. No individual Cllr, or group of Cllrs may take action against any employee. All actions must be dealt with by the Council corporate. The Approved Minutes of the Council are the only legal record recognised in a Court of Law. No Cllr has any immunity from the law of the land for their individual actions. Especial attention is drawn to the provisions of the Employment Rights Act 1996, The Employment Relations Act 1999, The Employment Act 2000, The Part Time Working (Prevention Of Less Favourable Treatment) Regulations 2000 & The Employment Act 2002.

## **Role and Legal position of Clerk**

3.3 There is an absolute requirement for a Council & individual Cllrs to act as responsible employers. That is they must conform to both the employment law and the spirit of that law. It should be borne in mind that the Clerk to the Council is required to be appointed under the Local Government Act 1972 s.112. The Clerk is therefore placed in his or her position as the Officer of the Council by Act of Parliament and should be able to enjoy the respect of their employers in fulfilling this role. They are, in law, the 'Office Holder'.

3.4 The Clerk must have a contract of employment. **It is a requirement in law and not an option.** (Employment Act 1996). This applies to both full and part-time Clerks. The contract is required to identify the main duties required of the Clerk as well as itemise the conditions under which the Clerk is employed. These must include the starting salary and scale, incremental points and additions ie. for success in examinations, pensions or gratuity, statutory sick pay provisions, annual leave entitlement, time-in-lieu or overtime payment arrangements, discipline & grievance procedures & courses of appeal against decisions, training requirements and support and appraisal.

3.5 Part-time Clerk posts are covered by the Part Time Working (Prevention Of Less Favourable Treatment) Regulations 2000. In these it is stated that the part-time worker is entitled to be treated the same as a full time worker doing the same job. This applies even if there is no other worker in the organisation (The Council). Therefore a part-time Clerk's conditions will be determined against a full time Clerk's conditions of employment. Clearly the matter is decided on a pro-rata basis, but the baseline for any calculations is the full time post holder in an analogous position as Clerk to the Council.

3.6 It is essential for good relationships that the Clerk is fully informed on the standards expected by the Council in respect of the work & roles that the Clerk has to fulfil. The Clerk's role is crucial to the operation of the Council. All appropriate training & support is an absolute requirement for a competent Clerk in post. Budgets should reflect this. The Clerk is the source of legal advice for the Council. Many disagreements, which are the beginning of complaints by some Cllrs of the Clerk, stem from annoyance at being informed that their actions would be Ultra Vires. It is the Clerk's absolute duty to inform Cllrs if this is likely to be the case. In the words of a senior Auditor to a Council (Cllr) on a matter of complaint of a Clerk brought to them:

“Just because you do not agree with it (Cllr) does not make it wrong”. Cllrs are free to ignore advice if they choose but the Clerk must record these occasions in the relevant Minutes as a duty of the Proper Officer

3.7 The following ruling by the Lord’s Justices is worth recording: In the House of Lords case: Malik v Bank of Credit and Commerce International 1997 Senior Appeal Judges insisted that an implied legal obligation to promote “trust and confidence” between employer and employee must be written into every employment contract. Lord Nicholls of Birkenhead stipulated that an employer is under a “general obligation not to engage in conduct likely to undermine the trust and confidence required, if the employment relationship is to continue in the manner the employment contract envisages”.

### **Selwyn – Law of Employment**

3.8 The employer has a legal duty to treat his employees with due respect and consideration, mindful of their needs and problems, sympathetic to their difficulties. **It is no longer possible to treat an employee as an expendable chattel or as an object without feelings and emotions.**

3.9 The role of the Clerk has become increasingly complex during the past few years due, in the main, to the plethora of legislative changes brought about by government. It should be borne in mind that these are not optional extras for a Council and it is the Clerk’s duty to deal with the matters that arise from them and to inform and advise the Council on actions that must be taken. Depending on the nature of the Council the Clerk will be called upon to play many or few roles but some are common to all Clerks whether they have a parish of 200 people or 25,000. A selection is offered below. It is not intended to be complete but to give an idea of the scope required of a Clerk to the Council and the concomitant level of knowledge and expertise required. In most commercial organisations several members of staff would be employed to fill these roles.

### **Standards Board, Code of Conduct and Employees**

3.10 The Model Code that Cllrs were required to sign in 2002 came into being to ensure that Cllrs observed the proprieties in public life. However, in Part III of the Model Code 2001 there was a particular clause that related to conduct towards others. This has a particular application in the case of the employees (The Officers) of a Council. In the case of a majority of Local Councils the Clerk to the Council is the sole employee. For obvious reasons this is a position that may expose the Clerk to unfair treatment by individual Cllrs, (possibly the whole Council). The Clerk to the Council has – in theory – no voice in Committee or Council if she or he is attacked, slighted, or has their veracity impugned by a Cllr(s). Of course it should never come to that and there is a proper procedure to be followed where there is any complaint of the Clerk. (See Discipline and Grievance – Employment Act 2002).

3.11 The Model Code therefore has provision for a complaint to be made to the Standards Board For England of the Conduct of a Cllr towards the Clerk, or other employees. Some Councils in adopting the Model Code reinforced this particular situation with an additional clause to identify the importance of the Clerk being treated fairly & properly with the clear right not to be defamed or vilified in public meetings of the Council. The Code after all is largely about what the man in the street would consider to be fair & decent conduct. The maximum penalty under the Code where a case is proven is to be banned from holding office as a Cllr for 5 years.

3.12 Your attention is drawn to The Prevention From Harassment Act 1997. Originally designed to be used in matters of sexual harassment, it was drawn widely enough to include any form of harassment & bullying by an individual. A case may be brought by an individual against another in the Civil Courts. Uniquely this Act contains provision for a case once proven & a restraining order issued & broken immediately to become a criminal matter with a maximum penalty of 5 years in gaol. The heart of the Act is that a person must not pursue a course of conduct:

- which amounts to harassment of another, and
- which he knows or ought to know amounts to harassment of the other

### **Discipline and Grievance**

3.13 The rules and procedures must be stated in the Terms and Conditions in the Clerk’s and any other employees contract. (Employment Rights Act 1996 s.1to7). There must also be a note specifying the person to whom the employee may apply if dissatisfied with any disciplinary decision relating to him or her. In the case of a Clerk to the Council it is NALC. The employee must be given clear and unambiguous reasons in writing of any complaint against them. They must be also given the right to present their own case (or have it presented for them) in rebuttal.

3.14 The employee has an absolute right in law to be accompanied by a person of his or her own choice at a disciplinary hearing to act as observer or representative. (Employment Relations Act 1999 s.10).

There is no absolute legal right at this stage to have a solicitor or barrister represent the employee where this is not written into the contract of employment. The proceedings must be seen to be manifestly fair and just. The decision reached must be seen to be 'reasonable'. If not there may well be a challenge in law or to an Employment Tribunal, possibly on the grounds of a case brought for unfair dismissal. The maximum award is now £53,500.

3.15 Should the Clerk to the Council or another employee have cause for a grievance with the Council or any Cllr(s) they should inform the Chairman of the Council in writing. The Chairman must call a meeting of the Council under Exempt Business to hear the matter within a reasonable time. The person with the grievance is entitled to have a person with them.

### **Council Proceedings and the Law in respect of Employees.**

3.16 All matters concerning the employment of a member of staff are automatically a matter of Exempt Business & fall under Standing Orders 68 & 69 respectively (Chairmanship & Standing Orders April 2002, NALC publication). Such matters must be placed on an Agenda as Exempt Business.

3.17 Matters relating to terms and conditions of employment of a member of staff, salary, appraisal and sickness records are also exempt under the Data Protection Act 1998 and the Freedom Of Information Act 2000 and may not be divulged to other persons who do not have a specific need to know.

### **Interviewing for Staff**

3.18 Records of interview including any notes made are required to be kept for 6 months after the date of interview and then destroyed.

3.19 The conditions applying to Local Councils & the Race Relations (Amendment) Act 2000 must be adhered to in advertising for a position. (See SLCC Advice Note on Interviewing). The requirements of other legislation relating to discrimination must also be observed.

## **Section 4: Finance**

### **Precept**

4.1 A local council will obtain its required funds via a precept upon the billing authority (the Unitary or District Council within whose area the local council operates). The precept is an order on the billing authority to pay to the local council a certain sum which is required to carry out its functions and services for the year.

4.2 Before setting its precept, the council should consider its spending plans for the year & to take into account any income from other sources so that only the net total of revenue expenditure is approved as its precept. This procedure normally happens between October & November for the precept for the ensuing financial year.

4.3 Only the full council at a properly convened meeting can approve a precept. A sub-committee can discuss and recommend a precept so long as its recommendation is approved at a later full council meeting.

### **Power to Incur Expenditure**

4.4 A local council is empowered to incur expenditure on anything which is calculated to facilitate, or is conducive or incidental to, the exercise of its statutory powers. This means that it cannot incur expenditure on anything that is not specifically included in statute (but see Section 137 expenditure below). Numerous Acts and Regulations detail the statutory powers conferred on a local council.

### **Section 137 Expenditure**

4.5 Although a local council may not incur expenditure on anything other than powers conferred by statute, the Local Government Act 1972, Section 137, allows expenditure, up to a certain annual limit, on anything which, in the opinion of the council, is in the interests of the parish, or part of it, or is in the interests of all or some of its inhabitants. (Good examples here are Armistice Day wreaths or donations to local clubs and organisations). The current annual limit on Section 137 expenditure is £5.14 per elector.

### **Capital Finance**

4.6 If a local council wishes to incur expenditure on capital items (items not considered to be normal day to day revenues expenses), for example purchase of land or building or refurbishing a village hall, it will have to choose between several ways of financing the expenditure – sale of an asset (e.g. land), payment by instalments, saving the funds in advance, borrowing, grant or a combination of these.

4.7 Saving in Advance: the council should decide what the likely costs of the project are and how much it can realistically include in the precept for each year until the required sum is accumulated. It should set up a Specific Reserve in its accounts into which the annual sum is transferred from its General Reserve until the required total expenditure is accumulated. Depending on the amount required, this may take several years.

4.8 Borrowing – a local council may not borrow money (except as an overdraft on its bank account to cover for the short-term problems encountered between paying for day-to-day expenditure and receipt of income or precept), unless permission is given by the Office of the Deputy Prime Minister. This is termed as “Loan Sanction”. Loan sanction is not the granting of a loan – it is merely permission to borrow. Once loan sanction is given, the local council is free to negotiate a loan from whichever source can give the best terms. In reality, most local councils will apply to the Public Works Loan Board for the loan. Once granted, a loan will obviously have to be “serviced” i.e. arrangements will have to be made for the repayments, including interest, to be paid and these must be included in the budget process and precept setting for future years.

### **Annual Accounts**

4.9 A local council must prepare a set of Accounts to show its transactions for each year. This set of Accounts must be prepared in accordance with legislation at the time and is currently as follows:

4.10 For local councils with income or expenditure up to £100,000 - Receipts and Payments Account showing the actual total receipts and payments for the year.

4.11 For local councils with income or expenditure above £100,000 – Income and Expenditure Account showing the actual total receipts and payments for the year which have been adjusted to include for amounts owing and owed at the end of the year (debtors and creditors), and Balance Sheet showing the state of the balances as at the year end.

4.12 In both cases, a set of Supporting Notes must be produced also. These Notes should detail how certain required figures are arrived at in the Accounts and also must include certain other explanations.

4.13 These Statutory Accounts must be prepared and approved by the Full Council before 30 September each year but this deadline is to be brought forward by one month each year over the next 3 years to 30 June.

### **Internal Audit.**

4.14 Regulation 5 of the Accounts & Audit Regulations 1996 requires that each local authority “**shall maintain an adequate and effective system of internal audit**”. This requirement is now being enforced more rigorously.

4.15 The Accounts and Audit Regulations 2003 continue to include this requirement.

4.16 A local council must appoint an internal auditor who is independent of the council’s day-to-day transactions. **He/she may not be a Member of the Council.** The auditor may be anyone who, in the opinion of the council, is competent to carry out the work & does not have to be a qualified person. He/she may be paid or not.

4.17 It is not necessary for the auditor to have professional indemnity insurance cover – the Audit Commission has stated that the internal auditor will not be held responsible for not discovering any error, omission or fraud which may come to light at a later date.

### **Approving Expenditure and Drawing Cheques**

4.18 The Council must approve all items of expenditure for payment. It is usual practice for a list of payments to be presented to the Council Meeting for approval and the cheques signed at that meeting. If cheques are signed prior to the meeting, retrospective approval must be given.

4.19 All cheques or orders for payment against the council’s bank account must be signed by at least two Members (Local Government Act 1972 – Section 150 (5)). Clerks or other employees should not sign cheques or orders unless two Cllrs also sign.

## **Section 5: Planning**

5.1 Planning policy is decided by the Secretary of State for the Environment. His/her powers are exercised through HM Planning Inspectorate which is based in Bristol. Strategic plans are produced at regional level (eg SER Plan is the South East Regional Plan).

5.2 County Councils draw up Structure Plans. It consults on them and publishes the outcome. They are broad-brush plans that look at issues such as population, employment habits, land use and traffic. It also sets targets for the numbers of new houses in each District and indicate where they should be. Structure Plans are under regular review & the Parish will be kept up to date with amendments. The future of Structure Plans is under review.

### **The District Council as planning authority**

5.3 District Councils produce Local Plans. They set out the District planning policy and proposals for the area. They identify where development can and cannot take place, the natural & the built environment and the management of traffic. The Local Plan covers a 10 year period but is kept under fairly constant review. The District Council also prepares Design Briefs. They are aimed at developers and give details of the type and density of building that is acceptable, the materials to be used, provision of green spaces etc.

5.4 Apart from a number of exceptions, anyone wishing to develop must apply to the District Council for planning permission. The District Council forwards one copy of the application and plans to the Parish Council. People living in the vicinity of the proposed development will be advised that they can inspect the plans at the Parish Council Offices. District Council Planning officers will consider all the comments received and reflect these in their report made to the District Council Planning Committee.

### **The Parish Council as consultee**

5.5 The Parish Council is a statutory consultee on planning applications & is normally given 21 days to comment. Plans for consideration are listed on the Council agenda & comments returned to the District by the deadline.

5.6 In commenting on Planning applications, it is important to consider planning issues. These include:

- consistency with the development plan for the areas
- traffic and highway safety issues
- overlooking, loss of privacy and loss of light
- scale of the development
- design, appearance, layout and material
- loss of important open space or physical features
- noise, disturbance or smells
- local knowledge of drainage or other possible problems with the surface
- impact on the surroundings

5.7 Issues that are not relevant include:

- effect on the value of property
- loss of view over other peoples land
- possible future development not included in the application
- private property rights such as boundary or access disputes
- matters covered by other laws
- the morals or motives of the developer

5.8 Special rules apply for listed buildings, conservation areas, trees (some are protected by Tree Preservation Orders). Planning permission is needed for advertisements over a particular size.

5.9 If a development appears to have occurred without permission or if it is larger than given in the planning consent, the District Council's enforcement officer should be asked to visit the site & take any necessary action.

## **Section 6: Who does what in Local Government**

6.1 Local government provides a wide range of services to the public. Different tiers of government are responsible for different services. The following list gives an indication of where responsibilities lie although there may be variations.

6.2 A local council is empowered only to exercise its statutory powers. Any body acting beyond its legal powers is said to be acting ultra vires. Local councils can be restrained by the courts if they act do so. Clerks should be asked to check the legal position before Council enters into any new business.

## WHO DOES WHAT IN LOCAL GOVERNMENT

County Council (or unitary authority)	District Council (or unitary authority)	Parish Council
Education	Collection of Council tax and rates	Allotments
Fire	Environmental Health	Burial grounds
Highways – maintenance, traffic management and street lighting.	Housing	Bus shelters
Libraries	Local Plans	Public benches
Recreation, Arts and Museums	Planning applications	Footpaths
Social Services	Public conveniences	Markets
Strategic Planning	Recreation, Arts, Museums, Tourism	Recreation
Trading Standards	Minor Roads, footpaths, car parks	Arts and Museums
Transport	Waste Collection and recycling	Village Halls and village greens
Waste Disposal		War memorials

## THE POWERS AND DUTIES OF PARISH COUNCILS

A parish council may only act where it has the powers to do so. Listed below is a summary of the main powers and duties of parish councils. This is not a definitive list.

Topic	Powers and Duties
Allotments	Power to provide allotments and a duty to provide allotments if demand is unsatisfied
Burial grounds, cemeteries and crematoria	Power to acquire, provide and maintain. Power to agree to maintain monuments and memorials Power to contribute towards expenses of burial grounds and cemeteries provided by others
Byelaws	Power to make bye-laws for: Pleasure grounds Cycle parks Baths and swimming pools Open Spaces and Burial grounds Mortuaries and post-mortem rooms Markets maintained by the parish Council
Charities	Right to appoint trustee to some parochial charities.
Churchyards	Power to contribute to the cost of a churchyard in use Duty to maintain a closed churchyard where duty has been transferred by the church.
Clocks	Power to provide public clocks.
Commons and common pasture	Power to protect any registered common with no registered owner. Power to contribute to cost of scheme for registration and management of commons. Power to provide common pasture.

Conference facilities	Power to provide and encourage the use of facilities.
Crime prevention	Power to install equipment/ establish a scheme for crime prevention.
Ditches and drains	Power to deal with ponds, ditches and drains containing filth or a matter prejudicial to public health.
Education	Right to nominate primary school governors.
Employment	Power to employ staff to carry out council functions.
Entertainment and the arts	Power to provide public entertainment & premises for giving entertainment. Power to develop & improve knowledge of the arts.
Flagpoles	Power to erect flagpoles.
Footpaths	Power to repair and maintain public footpaths.
Gifts	Power to accept gifts.
Halls	Power to provide and furnish buildings for public meetings & to contribute to the expenses of another parish council or person providing such facilities. Power to provide and equip premises for indoor sport or physical recreation or for the use of clubs having athletic, social or educational objects.
Highways	Power to light roads and public places. Power to maintain parking places. Power to enter into agreement to dedicate & widen highways. Power to provide traffic signs and other notices. Power to plant and maintain roadside verges. Power to contribute to cost of traffic calming by highways authority. Power to instigate use of & need for local roads & traffic control.
Information and Advice	Power to provide information for the public about local services. Power to help voluntary organisations providing information & advice.
Land	Power to acquire by agreement, to appropriate dispose of land.
Legal proceedings	Power to prosecute and defend legal proceedings.
Litter	Power to provide litter bins.
Lotteries	Power to promote local lotteries.
Money	Power to borrow money. Power to raise money from the Council tax by precepting on the district council Power to invest in statutory securities.
Planning	Right to be notified of planning applications and to comment.
Public lavatories	Power to provide and maintain lavatories.
Recreation	Power to acquire land for or to provide recreation grounds, public walks, pleasure grounds & open spaces & to manage & control them Power to provide indoor facilities such as sports centres, swimming pools etc. Power to provide outdoor facilities such as pitches for team games, athletic grounds etc. Power to provide boating ponds.

Seats	Power to provide public seats on the highway.
Shelters	Power to provide and maintain shelters for general public use and bus shelters.
Tourism	Power to encourage tourism.
Transport	Power to establish local car sharing scheme Power to make grants for bus services benefiting local elderly or disabled people. Power to make grants to local community bus services Power to subsidise taxi fares for eligible local residents. Power to publicise information on local public transport services.
Village Greens	Power to maintain village greens
War Memorials	Power to maintain, repair, protect and adapt war memorials.
Water supply	Power to utilise well, spring or stream and to provide facilities for obtaining water therefrom.
S137 General Expenditure Power	If any situation is not covered by one of the specific powers listed above, power to spend money on purpose in the interest of and direct benefit to the parish or its inhabitants. (limited to £5.14 per elector per annum).

Possible Annexes to be added  
List of Parish, County and District Cllrs for the local area  
Calendar of meetings  
Copy of Standing Orders  
Financial Regulations  
Budget for the year and precept  
Audit Return  
A copy of KSPCs Code of Conduct  
A copy of the form to be used to register interests