

Member Handbook

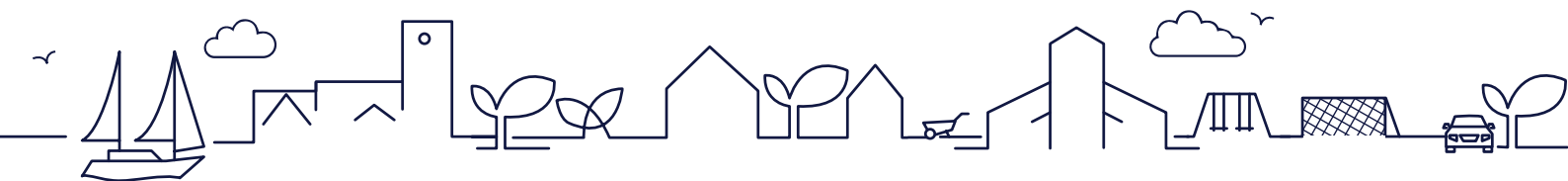
September 2022

HAMBLE
PARISH
— COUNCIL —



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DECISION MAKING

The Council is a corporate body. All decisions of the Council are taken by the majority vote during Council, or Committee meetings. The Chair is responsible for ensuring the business of the meeting is transacted in accordance with the Council's standing orders and financial regulations in an efficient and timely manner. The Clerk to the Council is the Proper Officer/Responsible Financial Officer and carries out the statutory obligations of the Council.

HOW ARE WE FUNDED?

Each year the Parish Council sets a budget. Our income comes from a combination of money from services such as car parking, lease income and charges for services as well as a precept charge which forms part of residents' Council Tax and is collected by Eastleigh Borough Council. In addition to the services offered we also work in partnership with Eastleigh Borough Council and Hampshire County Council as well as other organisations. Where possible we will seek alternative sources of income such as developers' contributions and grants.

APPLICATIONS TO BECOME A COUNCILLOR

Candidates are asked to complete a short application form and confirm they meet the eligibility criteria to become a parish councillor and return to the office. Completed forms will be considered by Councillors at their next meeting. Copies of the application form will be published on our website although contact information will be removed.

Candidates will be invited to attend the meeting, to introduce themselves and to make a short statement in support of their application lasting no more than 5 minutes. Members may ask a number of set questions. This will be in the public session.

Members will select their preferred candidate by way of a vote. The successful candidate(s) will need to secure an absolute majority of votes cast (50% + 1 of the votes available at the meeting). If there are more than two candidates and there is no candidate with an overall majority in the first round of voting the candidate with the least number of votes will drop out of the process. Further rounds of voting will then take place with the process repeated until a candidate has an absolute majority. This part of the meeting will not be open to the public or to the candidates.

Candidates will be notified as soon as possible after the meeting and the successful candidate invited to attend the Parish Office to sign the Declaration of Acceptance of Office, including an undertaking to abide by the Parish Council's Code of Conduct which embed the Nolan seven principles of public life (found in Appendix C). Failure to sign the Declaration of Acceptance will result in automatic disqualification. The successful candidate will also be required to complete a Notification of Disclosable Pecuniary and Other Interests form. This form is published on the Parish website and Eastleigh Borough Council is sent a copy along with confirmation of the appointment.



COUNCILLOR ROLE DESCRIPTION

Responsible to:	The 'Corporate Body' (i.e. the Parish Council) and all residents within the parish
Responsible for:	Effective leadership, governance, liaison and budget setting Purpose: Representing the views of residents
Liaison with:	Other councillors, staff, local authorities, residents' associations, community groups, charitable groups and residents
Period of service:	Elections are held every four years
Next elections:	May 2024
Remuneration:	This is an unpaid voluntary position
Availability:	To attend evening meetings

MAIN DUTIES AND RESPONSIBILITIES OF COUNCILLORS

- To attend Parish Council meetings.
- To prepare for meetings and be properly informed about the issues to be discussed.
- Participate constructively in the governance of Hamble Parish Council.
- To participate in the formation and scrutiny of the Parish Council's policies, budgets, strategies and service delivery.
- Ensure, with other councillors, that the Parish Council is properly managed.
- Keep up to date with significant developments affecting the Parish Council at local, regional and national levels.
- Promote the economic, social and environmental well-being in the work of the Council.
- To represent the interests of the whole community when discussing Council business and working with outside bodies.
- Take an active part in engaging with the community and build capacity and resilience.
- To comment on planning applications and other planning matters such as the Local Plan.
- To represent the Parish Council on outside bodies to which the councillor is appointed.
- To maintain proper standards of behaviour and to act as an Ambassador for the Parish Council and to promote the work the Council undertakes, on behalf of the community.
- To be aware of and to comply with the Councils policies especially in relation to confidentiality, data protection and GDPR.
- To participate effectively as a member of any committee or working party to which the councillor is appointed.
- To uphold the Parish Council's Standing Orders, Code of Conduct and the Nolan principles of Public Life (ensuring that the impartiality of Council staff is not compromised) (Nolan principles found in Appendix C).
- To undertake appropriate training courses and as when possible.
- The Parish Council operates its own email server – new members will be provided with a unique councillor email address which must be used for all communications.

TRAINING

Induction comprises a tour of the Parish and a 'walk through' of the Members' Handbook. Ongoing training is provided via the Hampshire Association of Local Councils and other bespoke training sessions. IT training on Microsoft Office and Decisions is also provided. These vary between day-time and evening sessions.



INFORMATION & COMMUNICATIONS TECHNOLOGY

Introduction

The Council is committed to using electronic means of communications whenever possible. There is an overall expectation that Councillors will correspond with officers by e-mail or Microsoft Teams and that they will access much of the information that they need through the internet. The Council is supported by an IT company who will help Councillors set up when they start. They also can help with specific issues.

To operate efficiently, and get timely access to documents, you will need:

- A broadband connection.
- A laptop/tablet computer running a current Operating System e.g., Windows 10 (please note that earlier versions of Windows such as Windows CP no longer have manufacturers' updates and security support so will not be suitable. If you don't have access to one then the Council will loan you one for the duration of your time as a Councillor. Windows 7 is not supported by Microsoft after January 2020 so should be upgraded to Windows 10)
- A printer
- An up-to-date internet browser (we recommend Internet Explorer);
- Microsoft Office; and
- A virus checker and security software package e.g., Webroot.

The Council must safeguard the security and integrity of its systems, and because you as a member will be connecting to our systems it is important that the equipment that you have, including antivirus protection, is kept up to date.

Computers / Mobile Devices / Internet

All Councillors are expected to have access to a personal computer or a mobile device and broadband connection for use on Council business. The Council can loan you a laptop but you will need access to broadband.

The Parish Council will provide all members with a Microsoft 365 'Essentials' account.

All agenda and minutes will be circulated electronically and are available on the Parish Council website. The Parish Council does not send out hard copy agenda and minutes.



ARRANGEMENTS FOR MEETINGS

Council, Committees, Sub-Committees and Task & Finish Groups

The Parish Council is made up of 12 Councillors who are usually elected every 4 years in May. Each Councillor is usually appointed to serve on one or more of the various Committees through which the Council conducts its business as well as ad hoc Task & Finish Groups. A brief explanation is provided below:

Full Council is made up of all 12 members the Council. It determines all policy and strategic documents and agrees the Parish Precept.

Asset Management Committee is made up of 6 members. It is responsible for all decisions relating to Council assets such as buildings, public open space, play areas and trees within the agreed budget.

Planning Committee is made up of 7 members. They are responsible for highways & infrastructure, designations, design/local policies, enforcement, applications and footpaths.

Agendas, Reports and Minutes of Meetings

It is a statutory requirement that members and the general public receive at least 3 clear working days' notice before each meeting of the Full Council or Standing Committees. Each Member of the Council is sent an email with a link to the published agenda at least three working days in advance of the meeting. This does not include weekends or public holidays.

All agendas, reports and minutes are published on the Council's Website (with some limited exceptions relating to 'confidential' business) at the same time as they are emailed out to members.

Paper copies of agendas and minutes of meetings are not circulated.

Attendance at Meetings

To ensure that all meetings are quorate, if you cannot attend a meeting of the Council, Committee, Sub-Committee, or a Task & Finish Group of which you are a member, please submit your apologies to the Clerk before the meeting by 4pm at the latest on the day of the meeting). Quorum is achieved when at least one third of the members are present, if this is not achieved the meeting cannot take place. Members will be automatically disqualified if they have not attended meetings of the Council for six consecutive months.

With very rare exceptions, you are entitled to attend all meetings, even if you are not appointed as a member of that body. The only exception is where the business falls within one of the categories that the legislation says can be kept private (in practice, councillors would only be excluded on, for



example, discussions relating to individual members of staff or a private individual); or where you have a disclosable pecuniary interest (please see later sections on Codes of Conduct and Local Government Act 2000 for a more detailed explanation).

There are rules which control the way in which all meetings are conducted. These are set out in Council's Standing Orders for Meetings. These are designed to make sure that everyone is treated courteously and fairly, and that the business is dealt with efficiently. The Chair is responsible for the conduct of the meeting. He or she will ensure that the issues are properly debated by the Members of the Council, Committee or Task & Finish Group. Other members of the Council have a right to attend the meetings of Committees etc of which they are not appointed members, but they do not have the right to speak. That is solely at the discretion of the Chair. In practice, it is rare for the Chair to decline to allow another member to speak.

Members will receive calendar meeting requests at the start of the Council year for all meetings of the Council & Committees. A schedule of meetings will be sent to members at the start of every Council year (May).

Codes of Conduct

Every Councillor must be aware of the need to preserve both the appearance and the substance of being absolutely fair, open-minded and unbiased in all their actions when they are engaged on Council business. There are detailed Codes of Conduct which apply to your general role as a councillor, and to your relationships with officers. The Code of Conduct can be found in the Standing Orders. It is important that you familiarise yourself with the Code of Conduct as soon as possible after your election and certainly before you attend any meetings.

Council's Governance Structure

View the Parish Council Governance Organisational Chart at <https://hambleparishcouncil.gov.uk/organisational-structure/>



In your capacity as a councillor, you will be party to some information of a personal and sensitive nature. Please always be aware of the need to keep this confidential and never disclose it to anybody else, no matter how plausible or worthy their reasons may seem.

Councillors are likely to have three different roles:

- As a member of the Council
- A representative of residents, for example, in dealing with complaints
- As a representative of a political party, particularly at election time

The Council is a data controller, but there may be circumstances where you, in your capacity as a councillor will also be a data controller.

Councillors may have access to, and process, personal information in the same way as employees of the Council. In this case, it is the Council rather than you as a councillor that determines what personal information is used for and how it is processed. For example, as a member of a committee, a councillor is carrying out the local authority's functions and therefore the Council is the data controller in this instance.

However, where you are representing one of the residents of your ward as you pursue issues on their behalf you will be the data controller.

It is, therefore, important that you familiarise yourself with the requirements of the Data Protection Act 2018 and the GDPR.

For further information regarding data protection, please see the Information Commissioner's Office's (ICO) Guide to the GDPR: <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/>

The Localism Act 2011

It is a legal requirement that each Councillor complete a form which sets out all their "Disclosable Pecuniary Interests" – such as property ownership, their employment and any contracts with the Council. There is also a requirement that the interests of spouses and partners be declared. If something that affects one of the interests in boxes 2-7 (these relate to employment, sponsorship, shares/securities, contracts with the Council, land and tenancies) and 11-15 (these are the same as those listed above but for your partner) of the form is being discussed at a meeting it is now an offence if you do not disclose that interest to the meeting. You cannot speak or vote on the matter, although you may remain in the room.

There are some very limited circumstances in which a dispensation can be granted which means that a councillor may speak and vote on a matter in which they have a pecuniary interest. However, it is suggested that advice is sought from the Clerk at the earliest opportunity should you consider that you would like to make such a request.



Although it is no longer a statutory requirement that Councillors should disclose the pecuniary interests of relatives and friends, other than spouses and partners, any Member failing to disclose such an interest could be vulnerable to accusations of bias, and the Council has therefore included the requirement to disclose such interests in the Council's Standing Orders.

Interests relating to membership of organisations (box 8 on the form) are called nonpecuniary interests. They must also be disclosed at the meeting but need not disbar you from taking part in the debate, provided that you are not also prohibited through common law principles relating to bias or pre-determination. A quick guide for members, to assist you in deciding the most appropriate response to any interest you may have, is set out below.

The form to register your interests must be completed and returned to the Clerk within 28 days of an election, and the entries should be kept up to date, with the Clerk and Eastleigh Borough Council's Monitoring Officer informed, in writing, of any changes in circumstances. The forms are open to public inspection and must be reproduced on the Council's website.

It is very important that you familiarise yourself with the Code of Conduct quickly as it sets the context within which you should carry out all your duties as a Councillor. Your personal reputation may suffer if you inadvertently breach the Code. There is a procedure for dealing with complaints that a councillor has failed to comply with the provisions of the Code. If a complaint is upheld this might lead to your censure, adverse publicity, or the Council removing you from a Committee or other position.

Failure to comply with the law relating to disclosable pecuniary interests is a criminal offence.



RULES ON DISCLOSING INTERESTS: QUICK GUIDE FOR MEMBERS

The rules set out below are contained in the law and the Council's Standing Orders.

Where failure to comply with any particular requirement is a criminal offence, rather than a breach of Standing Orders, this is stated.

Nature of Interest	What you should do
<p>1. Disclosable pecuniary interests (those listed in boxes 2 to 7 and 11 to 15 of the Register form) which are already entered on your register</p>	<ul style="list-style-type: none"> i. Disclose the interest to the meeting. ii. Do not speak or vote. It is an OFFENCE to do so. iii. You are no longer permitted to make a statement and then leave. iv. You need not leave the meeting room.
<p>2. Disclosable pecuniary interests (of the type that fall within boxes 2 to 7 and 11 to 15 of the Register form), which you have not yet included on your register</p>	<ul style="list-style-type: none"> i. Disclose the interest to the meeting. It is an OFFENCE not to do so. ii. Do not speak or vote. It is an OFFENCE to do so. iii. You are no longer permitted to make a statement and then leave. iv. You need not leave the meeting room. v. Then notify the Monitoring Officer in writing of the interest within 28 days. It is an OFFENCE not to do so.
<p>3. Non-pecuniary interests (those listed in box 8 of the register form) where there is NO issue with common law rules on bias or predetermination</p>	<ul style="list-style-type: none"> i. Disclose the interest to the meeting. ii. You may speak and vote normally.
<p>4. Non-pecuniary interests (those listed in box 8 on the register form), where there IS a potential issue with common law rules on bias or predetermination</p>	<ul style="list-style-type: none"> i. Disclose the interest to the meeting and make it clear you will not be voting. ii. If you wish to speak, withdraw to the public area of the room, make your statement, and answer any questions asked of you. iii. You must not participate in the members' debate, move or second a recommendation, or vote.



Nature of Interest	What you should do
<p>5. Pecuniary interests of relatives (other than spouses/partners which fall under 1), close friends and close associates – these will not be registered on your form</p>	<ul style="list-style-type: none"> i. Disclose the interest to the meeting and make it clear you will not be voting. ii. If you wish to speak, withdraw to the public area of the room, make your statement, and answer any questions asked of you. iii. You must not participate in the members' debate, move or second a recommendation, or vote.

Note: Special rules apply to the registration and disclosure of "sensitive" interests – those where you think disclosure could lead to you, or a person connected with you, being subject to violence or intimidation. If you think this may apply to you, ask the Clerk for advice.



MEDIA & COMMUNICATIONS POLICY

1. Purpose

- 1.1 The purpose of this policy is to define the roles and responsibilities within the Parish Council for achieving an effective working relationship with the media, and to provide guidance on how to handle media interest.
- 1.2 Without proper co-ordination, it would be difficult to ensure that the messages put out by the Parish Council are consistent and accurate. However, if communication is managed effectively, the Council will be able to create and seize opportunities to communicate with partners and the public and build an accurate and positive reputation.
- 1.3 This policy is advised by the Code of Recommended Practice on Local Authority Publicity, as issued by the Department for Communities and Local Government (DCLG). The code is statutory guidance and therefore Councils must have regard to it and follow its provisions.
- 1.4 Failure to follow the Council's Media and Communications Policy could lead to a breach of the statutory code and risk adverse publicity, which in turn could damage the Council's and relevant Councillor's reputation. It is important that all Councillors and Officers understand the implications of this code which this policy explains within a local context.
- 1.5 In short, the Council must ensure that publicity is
 - Lawful
 - Cost effective
 - Objective
 - Even-handed
 - Appropriate
 - Regard to equality and diversity
 - Careful during periods of heightened sensitivity
- 1.6 This policy should be read in conjunction with the Code of Conduct for Members and the Council's Social Media & Digital Communications Policy.

2. Approach to Publicity

- 2.1 The Council welcomes enquiries from the press and media and recognises that a good relationship with the press helps us to communicate effectively with residents.
- 2.2 Equally, the Council recognises that taking a proactive approach to communication ensures information is made available to residents in a timely manner and is accessible via as many media sources as possible including social media.



- 2.3 In all cases, the Council's approach to the media should be:
- Open and honest
 - Proactive
 - Responsive and timely
 - In line with the Code of Conduct for Members
- 2.4 The Council is accountable to the local community for its actions, and this can only be achieved through effective two-way communication. The media plays a large role in informing residents about what the Council does and how it spends their money. It is therefore vital that the Council communicates effectively with the media and wherever possible takes a positive and constructive approach to meeting media requests for information and interviews to increase public awareness of the Council's priorities, services, and facilities.
- 2.5 The use of media is also vital in terms of holding the Council to account for its policies and actions. It is important that they have access to officers and Councillors and to background information to assist them in this role. To balance this, the Council will defend itself from any unfounded criticism and will ensure that the public are properly informed of all the relevant facts using other channels of communication if necessary.
- 2.6 The main media pertaining to Hamble is the local and regional press, in addition to local radio and television station. It is unlikely that Hamble Parish Council would be involved in media communications at a national or international level, but this policy would also apply in these cases. A separate social media policy exists for communication via digital and social media.

3. The Legal Framework

- 3.1 The law governing communications in local authorities can be found in the Local Government Acts 1986 and 1988. The Council must also have regard to the government's Code of Recommended Practice on Local Authority Publicity. Some aspects of the Code are relevant to this policy:
- "Any publicity describing the Council's policies and aims [and the provision of services] should be as objective as possible, concentrating on facts or explanation or both."
 - "Publicity touching on issues that are controversial, or on which there are arguments for and against the views or policies of the Council should be handled with particular care. Issues must be presented clearly, fairly and as simply as possible, although councils should not oversimplify facts, issues or arguments."
 - "Publicity should not attack, nor appear to undermine, generally accepted moral standards."
 - "... local authorities... should not use public funds to mount publicity campaigns whose primary purpose is to persuade the public to hold a particular view on a question of policy."

Furthermore, the Local Government Transparency Code (2014) requires Councils to operate a culture of transparency making information widely



- available to all that want to access and use it. This includes media organisations and those wishing to reuse the information for that purpose.
- 3.2 In particular, officers and Councillors should always have due regard for the long-term reputation of the Council in all their dealings with the media.
 - 3.3 Confidential documents, exempt minutes, reports, papers, and private correspondence should not be leaked to the media. If such leaks do occur, an investigation will take place to establish who was responsible and the appropriate action taken.
 - 3.4 When the media wishes to discuss an issue that is, or is likely to be, subject to legal proceedings then advice should be taken from the Council's solicitor before any response is made.
 - 3.5 There are a number of personal privacy issues for officers and Councillors that must be handled carefully and sensitively. These include the release of personal information, such as home addresses and telephone numbers (although member contact details are in the public domain), disciplinary procedures, and long-term sickness absences that are affecting service provision. In all these and similar situations, advice must be taken from the Clerk before any response is made to the media.

4. Handling Media Enquiries

- 4.1 All media approaches should be directed to the Parish Clerk and the Chair of the Council, with copy to the Communications Working Group lead.
- 4.2 If other Councillors are contacted directly by the media for comment, they should liaise with the Clerk before responding to the request.
- 4.3 All statements made by the Clerk or the Chairman should reflect the Council's decisions and stated policies.
- 4.4 The Council should not pass comments on leaks, anonymous allegations or allegations about individual staff and Councillors. The phrase "no comment" should not be used as a response to a media enquiry. The Council is open and accountable and should always explain if there is a reason why it cannot answer a specific enquiry.
- 4.5 Letters representing the views of the Council should only be submitted by the Chairman or the Clerk. Councillors are strongly encouraged not to use the letters page within the Local Press as a means of expressing their personal views.
- 4.6 At all times, Councillors, Officers, and staff should consider the potential risk to the Council, its reputation, and the reputation of other Councillors, when dealing with the media.

5. Requests for Interview

- 5.1 Any request for an interview with a Councillor or Officer should be referred to the Clerk in the first instance. The Clerk, in liaison with the Chairman, will determine the most appropriate Councillor or Officer to put forward for



interview.

- 5.2 Where a Councillor is authorised to speak on behalf of the Council, it is their responsibility to ensure they are clear on the corporate position of the Council, and that their responses to questions accurately reflect this.
- 5.3 Where an officer is authorised to speak on behalf of the Council, they must never give their opinion on specific Council policy and must remember their role is to provide expertise and factual knowledge in support of the Council's agreed policies.
- 5.4 If a Councillor has not been specifically authorised by the Council to speak to the media on a particular issue, a Councillor who is asked for a comment should make it clear that it is a personal view and ask that it be clearly reported as such.

6. Official Council Press Releases

- 6.1 The purpose of a press release is to make the media aware of a potential story, to provide important public information, or to explain the Council's position on a particular issue. It is the responsibility of all officers and Councillors to look for opportunities where the issuing of a press release may be beneficial.
- 6.2 All press releases are to be factual, non-political, not written to cause offence, and must be in accordance with Council policy.
- 6.3 All press releases are to be drafted and issued by the Clerk to ensure that the principles outlined in Section 3 (Legal Framework) are adhered to, that there is consistency of style across the Council, and that the use of the press release can be monitored, having consulted with the Chairman of the relevant committee on the proposed wording.
- 6.4 Press releases will be issued to local newspapers and copies will be made available on the Council's website. An edited version will be shared on the Council's social media platforms, with a link to the full story.

7. Attendance of Media at Council or Committee Meetings

- 7.1 The Local Government Act 1972 requires that all agendas, reports, and minutes are sent to the media on request, five working days prior to the meeting.
- 7.2 Provision is made for Councillors of the media to attend Council and committee meetings. During meetings Councillors should be mindful that any comments and messages are put across in a manner which gives the journalist an accurate picture rather than relying on the journalist's interpretation of what may be a complex issue.

8. Publicity During Elections

- 8.1 There are specific rules governing publicity when an election has been announced. In the period between the notice of an election and the election



12. Freedom of Information and Data Protection

- 12.1 Should the Council receive a request for information under the Freedom of Information Act 2000 on a topic on which there is correspondence (written or email), that correspondence will normally have to be disclosed unless it is exempt. The fact that the disclosure may prove embarrassing would not, in itself, prevent disclosure.
- 12.2 In addition, care should be taken when processing personal data. The Data Protection Act 1998 prevents the use of personal information other than for the purposes for which it was supplied. Councillors should bear this in mind when using any personal data which may be supplied to them by residents.

13. General Guidance for Councillors and Officers

- 13.1 Councillors and officers must ensure they do not disclose information that is of a confidential nature. This includes any discussion with the press or other media on any matter which has been discussed under confidential items on council or committee agendas or at any other private briefing.
- 13.2 Councillors and officers should act with integrity at all times when representing or acting on behalf of the council.
- 13.3 Councillors should not use the prefix 'Councillor' when writing to the press as an individual. This implies you are stating Council policy, which is not necessarily consistent with your personal opinion.
- 13.4 Any Councillor failing to follow the guidelines set out in this policy may find themselves in breach of the Code of Conduct for Members and subject to a complaint to the Monitoring Officer.
- 13.5 Any officer failing to follow the guidance set out in this policy could face disciplinary action.



RECORDING OF PUBLIC COUNCIL MEETINGS POLICY

1. Purpose

- 1.1 Hamble Parish Council is committed to meaningful engagement with the local community, as set out in our Mission Statement. Our intention is to be open, transparent, and accountable for meetings and decisions taken by the Council at all times.
- 1.2 Hamble Parish Council understands and recognises that different people within our community will have different communication needs and strives to facilitate access to public Council meetings for all residents.
- 1.3 Council will continue to provide information on Public Council meetings through notices, agendas, minutes, and reports through the Hamble Parish Council website.
- 1.4 Residents are welcome to attend Hamble Parish Council meetings and may make representations during the public session. These meetings typically take place at Roy Underdown Pavilion.
- 1.5 If residents are unable to join the Council in person, they can view a recording of the meeting. The recording of meetings makes use of technology to provide residents and the public with access to view Public Council meetings at locations other than Roy Underdown Pavilion. Meetings are recorded wherever practicable and shared online via the Hamble Parish Council website, Facebook page, and YouTube channel.
- 1.6 This policy will provide guidelines for the transparent management of recordings of Public Council meetings and Public Meetings.
- 1.7 This policy should be read in conjunction with the Code of Conduct for Members and the Council's Media & Communications Policy.

2. Scope

- 2.1 This policy applies to the recording, storage, and distribution of recorded meetings held by Hamble Parish Council. The Council does not currently intend to live stream or broadcast live Council meetings.
- 2.2 This policy applies to all persons attending Public Meetings, including Councillors, staff, invited speakers, observers, presenters, and members of the public (both as visitors in the public gallery and as contributors to the meeting).
- 2.3 All persons attending meetings are required to act in a professional and ethical manner.
- 2.4 This policy applies until such time as is concluded by way of resolution of Council.

3. Procedures

- 3.1 Parish Council meetings are typically held at Roy Underdown Pavilion. Wherever practicable, Parish Council Meetings will be recorded and uploaded to the Council's website, Facebook page, and YouTube channel within 24 hours of the meeting being held. Any meetings or portions of meetings that are closed to the public shall not be recorded.



- 3.2 It is the intent that the camera position will only provide vision of the Chair, Deputy Chair, Councillors, designated staff, and presenters/speakers who are present at the meeting. It is not intended that there be recorded footage of the public. However, there may be incidental capture. Members of the public should inform the Clerk if they do not wish to be filmed so they can be directed where to sit out of the camera view.
- 3.3 Presenters and members of the Public who address Council shall be recorded.
- 3.4 To ensure those present at Parish Council Meetings are aware that Council Meetings will be recorded, at the commencement of each meeting the Chair shall notify those present, including members of the public, that the meeting is being recorded in accordance with this policy.
- 3.5 The announcement will remind people of the recording and the expectation that they shall refrain from making potentially defamatory statements or inappropriate comments.
- 3.6 A designated staff member or Councillor shall be responsible for the operation of the recording equipment.
- 3.7 The Clerk, or in the absence of the Clerk, the Chair, has the discretion and authority at any time to direct the termination or interruption of the recording of the meeting if he or she considers it prudent or advisable to do so.
- 3.8 To resume recording, direction shall be provided by the Clerk, or in the absence of the Clerk, the Chair.
- 3.9 Following any meeting, the Clerk, or in the absence of the Clerk, the Chair, may direct staff in writing to remove recordings or portions of recordings from the public domain where it is considered prudent or advisable to do so.
- 3.10 Opinions and statements expressed and made during a Parish Council Meeting are those of the individuals making them.
- 3.11 Hamble Parish Council does not accept responsibility for any verbal statements made by the public during meetings which may be inaccurate, incorrect, or defamatory.
- 3.12 No protection will be afforded to Council members or staff, or to the public, for comments and statements made during the recording of Council Meetings which may be or are subsequently challenged in a Court of Law and determined to be potentially defamatory or inappropriate.
- 3.13 This policy does not extend to confidential meetings closed to the public. Privileged or Private Meetings shall not be recorded. Should a meeting be adjourned for Exempt Business, a motion of Council is required, and this Exempt Business shall not be recorded. The Clerk, or in the absence of the Clerk the Chair, shall provide direction to resume recording.
- 3.14 The Parish Council will make every reasonable effort to ensure that a recording is available of all Full Council, Planning, and Asset Management Committee meetings. There may be situations where due to technical difficulties the recording will not be available. If such circumstances occur, the Chair shall advise those present that recording is not available. In the event the technical difficulties are not identified during the meeting, this information will be displayed on the Parish Council's website and/or the Parish Council's Facebook page.
- 3.15 Viewing recordings of Council Meetings over the internet consumes data. The user is responsible for any charges that a service provider may impose for data usage, particularly over a mobile internet connection. The Council does not accept any



responsibility or liability for any loss, damage, cost, or expense that may be incurred as a result of viewing recordings of Council Meetings.

- 3.16 Recordings of Council Meetings are the property of Hamble Parish Council and cannot be reused or reproduced without the approval of the Council. If requested, permission may be granted to produce or reproduce the recordings posted on the Council's website, provided that the copied material is not modified or altered, and ownership of the material is attributed to Hamble Parish Council. No person may use the recordings for political party advertising, election campaigns, or any other politically partisan activity. Unless expressly authorised herein, no part of the recorded materials posted on the Parish Council website may be reproduced without the written permission of the Parish Council. Copyright remains with Council.
- 3.17 Recordings will be available to the public on the Parish Council's website, Facebook page, and YouTube channel for a period of seven (7) years from the date of the meeting. Once the seven (7) year period has elapsed the recording shall be removed from the website, Facebook page, and YouTube channel.
- 3.18 Meeting recordings published to the Council's website, Facebook page, and YouTube channel are for information purposes only. The adopted Minutes of the Public Council Meetings remain the official records. The recordings are to promote broader access to meetings and are for information purposes only.



OUR ASSETS

Allotments

The allotment site is situated off Hamble Lane. Vacant allotments are let in order of application. Non-residents may only be considered if there are no residents on the electoral roll on the waiting list.

Dinghy Storage Park

Storage for single hull boats under 16ft can apply for a space at the dinghy storage park on a first come first serve basis via application. The storage park can be found along the Foreshore. The Foreshore is a valuable public open space and an asset belonging to the whole community which provides public access to the water.

Donkey Derby Field

The Donkey Derby Field is managed by Hamble Parish Council. Each year the Council makes the Donkey Derby Field (DDF) available for a range of events across the village. The DDF can only be used for parking 28 days a year. The field is located just off Green Lane, down Solent Meadows.

Mount Pleasant

Situated off Hamble Lane, Mount Pleasant is a large recreational ground with parking and skatepark. The ground has sports pitch facilities which can be hired out.

Parking

Hamble Foreshore Car Park

Hamble Foreshore Car Park is owned, managed and maintained by Hamble Parish Council and offers easy access to the Quay and the village's High Street.

Charges apply 7 days a week between the hours of 8am and 6pm. Parking can be paid for with change, by credit/debit card and Android and Apple Pay or via RingGo.

Disabled badge holders get 4 hours free parking in any one day - including Sundays and Bank Holidays - in marked bays, only when displaying a Disabled Badge.

The Square Car Park

This car park is managed by Eastleigh Borough Council (EBC).



PARISH COUNCIL STAFF



**Parish Clerk:
Amanda Jobling**

clerk
@hambleparishcouncil.gov.uk



**Operations Manager:
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Borough Councillors:	David Airey
	Malcolm Cross
	Adam Manning
County Councillor:	Keith House
Member of Parliament:	Paul Holmes



PARISH OFFICE DETAILS

OUR ADDRESS

Hamble Parish Council
Hamble Village Memorial Hall
2 High Street
Hamble-Le-Rice
SO31 4JE

OPENING TIMES

The Parish Council offices are open between 10:00 - 12:00 and 14:00 - 16:00, Tuesday to Friday.

CALL US

023 8045 3422

EMAIL US

office@hambleparishcouncil.gov.uk

OUR WEBSITE

<https://www.hambleparishcouncil.gov.uk/>



In order to be eligible for co-option as a Hamble Parish Councillor you must confirm that:

- You are 18 years of age or over
- British citizen or a citizen of the Commonwealth or a citizen of any other member state of the European Union

In addition, you must also be able to satisfy one of the following:

- I am registered as a local government elector for the Parish; or
- I have, during the whole of the twelve months preceding the date of my co-option occupied, as owner or tenant, land or other premises in the Parish; or
- My principal or only place of work during those twelve months has been in the Parish; or
- I have during the whole of those twelve months resided in the Parish or within 3 miles of it.

Please note that under Section 80 of the Local Government Act 1972 a person is disqualified from being a parish councillor if he/she:

- Is employed by the Parish Council or holds paid office (other than Chairman, Vice Chairman) under the Parish Council.
- Is employed by an entity controlled by the Parish Council;
- Is the subject of a bankruptcy restrictions order or an interim bankruptcy restrictions order or a debt relief restrictions order or an interim debt relief restrictions order;
- Has within five years before the day of co-option, or since his/her co-option, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine; or
- Is otherwise disqualified under Part III of the Representation of the People Act 1983 (relating to corrupt or illegal electoral practices and offences relating to donations) or the Audit Commission Act 1998.

Use of personal information: The Parish Council will use your information, including that which you provide on this application form, to assess your suitability to be a parish councillor.

Declaration & Consent

I have read the section entitled 'Use of Personal Information' and by signing this form I consent to the use and disclosure/publication of my information included in this application form in accordance with the GDPR. I declare the information given on this form to be true and correct.

Signature

Full name

Date



CO-OPTION APPLICATION FORM

Appendix A

Name:	
Address:	
Telephone Number:	
Email Address:	
Why are you applying to become a Parish Councillor?	
What skills and experience can you bring to the role?	
What would you like to achieve in your time on the Council?	



Use of personal information: The Parish Council will use your information, including that which you provide on this application form, to assess your suitability to be a parish councillor.

Declaration & Consent

I have read the section entitled 'Use of Personal Information' and by signing this form I consent to the use and disclosure/publication of my information included in this application form in accordance with the GDPR. I declare the information given on this form to be true and correct.

Signature

Full name

Date

Please return this completed form along with Co-option Eligibility form no later than
..... to: **clerk@hambleparishcouncil.gov.uk**. Please include the following in the subject heading – Application for co-option. Or send to the Clerk, Hamble Parish Council, Parish Office, 2 High Street, Hamble SO31 4JE



SUPPORTING INFORMATION AND ADDITIONAL POLICIES

There are a number of other policy documents and guidance which may be of interest to you in the performance of your duties as a Hamble Parish Council Councillor.

These are as follows:

- Hamble Parish Council website
- Statutory Policies:
 - Members' Code of Conduct
 - Standing Orders
- Hamble Parish Council Policies:
 - Accessibility Statement
 - Biodiversity Action Plan
 - Cemetery & Burial Policy
 - Child Protection & Vulnerable Person Policy
 - Complaints & Compliments
 - Equality & Diversity
 - Financial Regulations
 - Freedom of Information Publication Scheme
 - Policy and Procedure for Testing of Memorials
 - Policy for Memorials in Public Spaces
 - Tree Management Policy
- Documents Provided by the Hampshire Association of Local Councils:
 - Introduction Pack for New Councillors
 - 'Get Involved, Get Informed' document
 - The Role of Chairman
 - The Role of the Clerk and RFO
- The Seven Principles of Public Life (Nolan Principles)



The Seven Principles of Public Life (also known as the Nolan Principles) apply to anyone who works as a public office-holder. This includes all those who are elected or appointed to public office, nationally and locally, and all people appointed to work in the Civil Service, local government, the police, courts and probation services, non-departmental public bodies (NDPBs), and in the health, education, social and care services. All public office-holders are both servants of the public and stewards of public resources. The principles also apply to all those in other sectors delivering public services.

1.1 Selflessness

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

1.2 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 declare and resolve any interests and relationships.

1.3 Objectivity

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

1.4 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.

1.5 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.

1.6 Honesty

Holders of public office should be truthful.

1.7 Leadership

Holders of public office should exhibit these principles in their own behaviour and treat others with respect. They should actively promote and robustly support the principles and challenge poor behaviour wherever it occurs.

