



# NEWTON PARISH COUNCIL

## POLICIES AND PROCEDURES

This booklet contains all Newton Parish Council's policies, procedures and terms of references except its Standing Orders and Financial Regulations, which are individual documents.

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# PRIVACY NOTICE

## Your personal data – what is it?

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of staff may contain personnel ID numbers rather than names but if you use a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR”) and other legislation relating to personal data and rights such as the Human Rights Act.

## Who are we?

This Privacy Notice is provided to you by the Newton Parish Council which is the data controller for your data.

## Other data controllers the council works with:

- e.g. other data controllers, such as local authorities
- Community groups
- Charities
- Other not for profit entities
- Contractors.

We may need to share your personal data we hold with them so that they can carry out their responsibilities to the council. If we and the other data controllers listed above are processing your data jointly for the same purposes, then the council and the other data controllers may be “joint data controllers” which mean we are all collectively responsible to you for your data. Where each of the parties listed above are processing your data for their own independent purposes then each of us will be independently responsible to you and if you have any questions, wish to exercise any of your rights (see below) or wish to raise a complaint, you should do so directly to the relevant data controller.

A description of what personal data the council processes and for what purposes is set out in this Privacy Notice.

## The council will process some or all of the following personal data where necessary to perform its tasks:

- Names, titles, and aliases, photographs;
- Contact details such as telephone numbers, addresses, and email addresses;
- Where they are relevant to the services provided by a council, or where you provide them to us, we may process information such as gender, age, marital status, nationality, education/work history, academic/professional qualifications, hobbies, family composition, and dependants;
- Where you pay for activities such as use of a council hall, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers;
- The personal data we process may include sensitive or other special categories of personal data such as criminal convictions, racial or ethnic origin, mental and physical health, details of injuries, medication/treatment received, political beliefs, trade union affiliation, genetic data, biometric data, data concerning and sexual life or orientation.

## How we use sensitive personal data

- We may process sensitive personal data including, as appropriate:
  - your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;
  - in order to comply with legal requirements and obligations to third parties.

- These types of data are described in the GDPR as “Special categories of data” and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.
- We may process special categories of personal data in the following circumstances:
  - In limited circumstances, with your explicit written consent.
  - Where we need to carry out our legal obligations.
  - Where it is needed in the public interest.
- Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else’s interests) and you are not capable of giving your consent, or where you have already made the information public.

**Do we need your consent to process your sensitive personal data?**

- In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

**The council will comply with data protection law. This says that the personal data we hold about you must be:**

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

**We use your personal data for some or all of the following purposes:**

- To deliver public services including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services;
- To confirm your identity to provide some services;
- To contact you by post, email, telephone or using social media (e.g., Facebook, Twitter, WhatsApp);
- To help us to build up a picture of how we are performing;
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions;
- To enable us to meet all legal and statutory obligations and powers including any delegated functions;
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and generally as necessary to protect individuals from harm or injury;
- To promote the interests of the council;
- To maintain our own accounts and records;
- To seek your views, opinions or comments;
- To notify you of changes to our facilities, services, events and staff, councillors and other role holders;
- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other new projects or initiatives;
- To process relevant financial transactions including grants and payments for goods and services supplied to the council

- To allow the statistical analysis of data so we can plan the provision of services. Our processing may also include the use of CCTV systems for the prevention and prosecution of crime.

### **What is the legal basis for processing your personal data?**

The council is a public authority and has certain powers and obligations. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the council's statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using the council's services. We will always take into account your interests and rights. This Privacy Notice sets out your rights and the council's obligations to you.

We may process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the use of sports facilities, or the acceptance of an allotment garden tenancy

Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

### **Sharing your personal data**

This section provides information about the third parties with whom the council may share your personal data. These third parties have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- The data controllers listed above under the heading "Other data controllers the council works with";
- Our agents, suppliers and contractors. For example, we may ask a commercial provider to publish or distribute newsletters on our behalf, or to maintain our database software;
- On occasion, other local authorities or not for profit bodies with which we are carrying out joint ventures e.g. in relation to facilities or events for the community.

### **How long do we keep your personal data?**

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases, the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

### **Your rights and your personal data**

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

#### **1) *The right to access personal data we hold on you***

At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.

There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

**2) *The right to correct and update the personal data we hold on you***

If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

**3) *The right to have your personal data erased***

If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold. When we receive your request, we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).

**4) *The right to object to processing of your personal data or to restrict it to certain purposes only***

You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

**5) *The right to data portability***

You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.

**6) *The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained***

You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).

**7) *The right to lodge a complaint with the Information Commissioner's Office.***

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

## **Transfer of Data Abroad**

Any personal data transferred to countries or territories outside the European Economic Area ("EEA") will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

## **Further processing**

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

## **Changes to this notice**

This Notice was last updated in September 2020 and we will keep this Privacy Notice under regular review.

## **Contact Details**

Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

**Dave Crimmin PSLCC**, Proper Officer, Newton Parish Council

Email: [clerk@newton-pc.gov.uk](mailto:clerk@newton-pc.gov.uk)

# DATA PROTECTION POLICY

## 1. Purpose

The Council is committed to protecting personal data and complying with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. This policy explains how the Council processes personal data, how it keeps data secure, and the rights of individuals whose data we hold. This policy applies mainly to staff, councillors, contractors, and volunteers. Information relating to members of the public is covered by the Council's Privacy Policy.

The Clerk is the Council's Data Protection Lead and can be contacted regarding this policy.

## 2. Key Definitions

Personal data:	Information that identifies a living person.
Processing:	Any action involving personal data (e.g. collecting, storing, sharing, deleting).
Special category data:	Sensitive data such as health, ethnicity, religion, trade union membership, or criminal records.

## 3. Data Protection Principles

The Council ensures that personal data is:

- processed lawfully, fairly and transparently
- collected only for specified purposes
- adequate, relevant and limited to what is necessary
- accurate and kept up to date
- kept only as long as necessary
- stored securely

## 4. Lawful Processing

The Council processes personal data only when there is a lawful basis, including:

- employment or service contracts
- legal obligations
- legitimate interests
- public task
- vital interests

Consent is only used where no other lawful basis applies and may be withdrawn at any time.

Special category data is processed only where legally permitted and with appropriate safeguards.

## 5. Data Storage and Security

Personal data is stored securely in both electronic and paper formats. Access is restricted to authorised persons only.

Where third parties process data on behalf of the Council, they must follow written instructions and apply appropriate security measures.

## 6. Data Sharing

Personal data may be shared where necessary for lawful Council business or legal obligations. Data is never sold or shared unnecessarily.

The Council does not normally transfer personal data outside the UK.

## **7. Individual Rights**

Individuals have the right to:

- access their data
- have inaccurate data corrected
- request erasure of data where appropriate
- restrict or object to processing
- complain to the Information Commissioner's Office (ICO).

Requests should be made to the Clerk. The Council normally responds within one month.

## **8. Data Breaches**

All data breaches must be reported immediately to the Clerk.

Serious breaches will be reported to the ICO within 72 hours and affected individuals will be informed where required.

## **9. Staff and Councillor Responsibilities**

Anyone handling personal data must:

- access data only when authorised
- keep data secure
- not disclose data improperly
- not remove data or devices without permission
- report suspected breaches immediately

Failure to follow this policy may result in disciplinary action.

## **10. Training and Review**

Appropriate training is provided. This policy is reviewed regularly and updated as required.

Newton Parish Council adopted this policy at its meeting on 11<sup>th</sup> February 2026

Last Reviewed 11<sup>th</sup> February 2026

## FREEDOM OF INFORMATION PUBLICATION SCHEME

Information available from Newton Parish Council under the model publication scheme from 1<sup>st</sup> February 2026.

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b> This will be current information only		
Who's who on the Council and its Committees	Website Notice Boards From the Clerk	Free Free 10p/sheet
Contact details for Parish Clerk and Council members	Website Notice Boards From the Clerk	Free Free 10p/sheet
Location of main Council office and accessibility details	Website Notice Boards From the Clerk	Free Free 10p/sheet
Staffing structure	Website From the Clerk	Free 10p/sheet
<b>Class 2 – What we spend and how we spend it</b> Current and previous financial year as a minimum		
Annual return form and report by auditor	Website From the Clerk	Free 10p/sheet
Finalised budget	Website From the Clerk	Free 10p/sheet
Precept	Website From the Clerk	Free 10p/sheet
<del>Borrowing Approval letter</del>		
Financial Standing Orders and Regulations	Website From the Clerk	Free 10p/sheet
Grants given and received	Website From the Clerk	Free 10p/sheet
List of current contracts awarded and value of contract	From the Clerk	10p/sheet
<del>Members' allowances and expenses</del>		
<b>Class 3 – What our priorities are and how we are doing</b>		
Annual Governance Statement	Website From the Clerk	Free 10p/sheet
Newton Neighbourhood Plan	Website From the Clerk	Free 10p/sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website From the Clerk	Free 10p/sheet
<del>Local charters drawn up in accordance with DCLG guidelines</del>		



<b>Class 4 – How we make decisions</b> Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website From the Clerk	Free 10p/sheet
Agendas of meetings (as above)	Website Notice Boards From the Clerk	Free Free 10p/sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website From the Clerk	Free 10p/sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	From the Clerk	10p/sheet
Responses to consultation papers	Website From the Clerk	10p/sheet
Responses to planning applications	Website From the Clerk	10p/sheet
Bye-laws	Website From the Clerk	Free 10p/sheet
<b>Class 5 – Our policies and procedures</b> Current information only		
Policies and procedures for the conduct of council business:  Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website From the Clerk	Free 10p/sheet
Policies and procedures for the provision of services and about the employment of staff:  <del>Internal policies relating to the delivery of services</del> Equality and diversity policy Health and safety policy <del>Recruitment policies (including current vacancies)</del> Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Website From the Clerk	Free 10p/sheet
<del>Information security policy</del>		
Records management policies (records retention, destruction and archive)	Website From the Clerk	Free 10p/sheet
Data protection policies	Website From the Clerk	Free 10p/sheet
Schedule of charges (for the publication of information)	Website Notice Board Bottom of this page	Free Free Free

<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only		
<del>Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)</del>		
Assets Register	Website From the Clerk	Free 10p/sheet
<del>Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)</del>		
Register of members' interests	Babergh website	Free
Register of gifts and hospitality	Website From the Clerk	Free 10p/sheet
<b>Class 7 – The services we offer</b>		
Current information only		
Allotments	From the Clerk	
<del>Burial grounds and closed churchyards</del>		
<del>Community centres and village halls</del>		
Defibrillators	Website From the Clerk	Free Free
<del>Parks, playing fields and recreational facilities</del>	Website From the Clerk	Free 10p/sheet
Seating, litter bins, dog bins, grit bins and memorials	Website From the Clerk	Free 10p/sheet
Bus shelters	Website From the Clerk	Free 10p/sheet
<del>Markets</del>		
<del>Public conveniences</del>		
<del>Agency agreements</del>		
<del>A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)</del>		
<b>Additional Information</b>		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Welcome to Newton & Newton Walks	From the Clerk	Free to residents / otherwise £2.

**Clerk Contact details:**

**Dave Crimmin, Cragston, Sudbury Road,  
Newton, Sudbury CO10 0QH**

**Telephone:**

**01787 375085**

**Email:**

[clerk@newton-pc.gov.uk](mailto:clerk@newton-pc.gov.uk)

**Website:**

[www.newton-pc.gov.uk](http://www.newton-pc.gov.uk)

## SCHEDULE OF CHARGES

This describes how the charges have been arrived at:

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost of clerk's time and printing.
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

Newton Parish Council adopted this policy at its meeting on 14<sup>th</sup> January 2026

Last Reviewed 14<sup>th</sup> January 2026

# **FREEDOM OF INFORMATION REQUEST**

## **Making a Freedom of Information (FOI) request from Newton Parish Council**

To make a request under the FOI Act please contact the Clerk in writing by letter or e-mail providing the following details:

- Your title, initials and last name
- Your address for correspondence including the postcode
- Your e-mail address if applicable
- A contact telephone number
- Details of the information you are requesting

Send your application to the council address / email address as follows:

Newton Parish Council  
Cragston  
Sudbury Road  
Newton  
Sudbury  
Suffolk CO10 0QH.

Email [clerk@newton-pc.gov.uk](mailto:clerk@newton-pc.gov.uk)

## **Council's response**

The request will be registered upon receipt and the Clerk will send you an acknowledgment setting out the date of the commencement of the statutory period of 20 working days. You will be advised of the amount that you will be likely to pay for the information and payment will be required before the information is provided.

The Council must provide the information within your request within 20 working days or explain to you why it is unable to do so. If the information requested is only available by viewing in person the Clerk will make arrangements with you to view the information.

## **What to do if you are unhappy with the FOI response**

If you are unhappy with information provided you may request an internal review of this matter from the Council. If, after an internal review, you are still unhappy with the decision, you have a right of appeal to the Information Commissioner at the following address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Telephone 01625 545745.

Newton Parish Council adopted this policy at its meeting on 10<sup>th</sup> March 2021

Last Reviewed 11<sup>th</sup> February 2026

# DOCUMENT RETENTION POLICY

DOCUMENT	PAPER / ELECTRONIC	LOCATION	MINIMUM RETENTION PERIOD
<b>Administration</b>			
Agendas	E	Cloud & Website	3 years
Byelaws	P	Cloud & Admin File	Indefinitely
Clerk's Personnel records	P	Chairman	15 months after ceasing employment
Contracts	P	File	Indefinitely
Declaration of Office Chairman	P	Admin File	Term of Office plus 1 year
Declaration of Office Councillor	P	Admin File	Term of Office plus 1 year
Election documents	P	Admin File	6 months after Election
Inspection Reports	P	Admin File	Indefinitely
Leases	P	File	Indefinitely
Planning Applications & Responses	E	BDC website	
Register of Interests	E	BDC website	
Routine Correspondence	P	Correspondence File	Retain as long as useful
Routine emails	E	email account	Retain as long as useful
Signed Minutes of Annual Parish Meeting	P	Minutes File	Indefinitely
Signed Minutes of Council Meetings	P	Minutes File	Indefinitely
<b>Finance</b>			
Annual Return	P	Accounts File by Year	Indefinitely
	P	Finance File	2 years
Bank paying-in books & Cheque book stubs	P	Accounts File by Year	12 years
Bank Statements	P	Accounts File by Year	12 years
Clerk expenses	P	Accounts File by Year	12 years
Insurance policies	P	Accounts File by Year	Indefinitely
Paid Invoices	P	Accounts File by Year	12 years
PAYE returns including hours paid	P	Accounts File by Year	12 years
Quotation and tenders	P	Accounts File by Year	12 years
Receipt & Payment Accounts	P	Accounts File by Year	Indefinitely
Receipt Books	P	Accounts File by Year	12 years
VAT records	P	Accounts File by Year	12 years
Accounts	E	Cloud	12 years

Last Reviewed 11<sup>th</sup> February 2026

# **SUBJECT ACCESS REQUEST POLICY**

**Upon receipt of a Subject Access Request (SAR) the Parish Council will:**

- Verify whether Newton Parish Council (Parish Council) is the controller of the data subject's personal data. If it is not a controller, but merely a processor, the Proper Officer of the Parish Council will inform the data subject and refer them to the actual controller.
- Verify the identity of the data subject; requesting any further evidence on the identity of the data subject, if required.
- Verify the access request; is it sufficiently substantiated? Is it clear to the data controller what personal data is requested? If not: request additional information.
- Verify whether requests are unfounded or excessive (in particular because of their repetitive character); if so, the Parish Council may refuse to act on the request or charge a reasonable fee.
- Promptly acknowledge receipt of the SAR and inform the data subject of any costs involved in the processing of the SAR.
- Verify whether the Parish Council processes the data requested. If it does not process any data, inform the data subject accordingly. At all times make sure the SAR policy is followed and progress can be monitored.
- Ensure data will not be changed as a result of the SAR. Routine changes as part of the processing activities concerned are permitted.
- Verify whether the data requested also involves data on other data subjects and make sure this data is filtered before the requested data is supplied to the data subject; if data cannot be filtered, ensure that other data subjects have consented to the supply of their data as part of the SAR.

## **Responding to a Subject Access Request**

The Parish Council will respond to a SAR within one month after receipt of the request. If more time is needed to respond to complex requests, an extension of another two months is permissible, provided this is communicated to the data subject in a timely manner within the first month. If the Parish Council cannot provide the information requested, it should inform the data subject on this decision without delay and at the latest within one month of receipt of the request. If a SAR is submitted in electronic form, any personal data should preferably be provided by electronic means as well. If data on the data subject is processed, the Parish Council will make sure to include as a minimum the following information in the SAR response:

- the purposes of the processing and the categories of personal data concerned;
- the recipients or categories of recipients to whom personal data has been or will be disclosed, in particular in third countries or international organisations, including any appropriate safeguards for transfer of data, such as Binding Corporate Rules or EU model clauses;
- where possible, the envisaged period for which personal data will be stored, or, if not possible, the criteria used to determine that period;
- the existence of the right to request rectification or erasure of personal data or restriction of processing of personal data concerning the data subject or to object to such processing;
- the right to lodge a complaint with the Information Commissioners Office ("ICO");
- if the data has not been collected from the data subject: the source of such data;
- the existence of any automated decision-making, including profiling and any meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing for the data subject.

The Parish Council will provide a copy of the personal data undergoing processing.

Newton Parish Council adopted this Policy on 10<sup>th</sup> February 2021.

Last Reviewed 11<sup>th</sup> February 2026

# CHARITABLE GIVING POLICY

## 1 Introduction

1.1 In common with all parish councils, Newton Parish Council ("Council") received requests from third parties for donations. The power of the Council to donate is contained in the Local Government Act 1972, s 137, which allows a local authority to spend a limited amount on activities for which it has no specific power, but which the authority considers 'will bring direct benefit to the area, or any part of it or all of some of its inhabitants'. The Local Government and Housing Act 1989 added the requirement that the benefit obtained should be commensurate with the expenditure incurred.

1.2 If the Council has determined its eligibility to use the General Power of Competence, all donations made by the council will be made under the Localism Act 2011 ss 1 to 8.

1.3 The Council receives donation requests the total sum of which far exceeds the sum of money the Council earmarks for this purpose when setting a prudent budget for the year. It is necessary, therefore, to implement policy guidelines to follow when deciding upon making a grant. This document sets out the policy adopted by the Council.

## 2 Policy Statement

It is the policy of the Council that where charitable organisations, supported by local people, can provide facilities and services for the community, they are supported financially in so doing. The Council will earmark a sum within each annual budget to be used at the sole discretion of the Council in furtherance of this policy.

## 3 Conditions of donations:

3.1 All requests must promote the well being of village residents or the fabric of the parish.

3.2 Applications must state the:

- a. amount required
- b. purpose to which it will be put
- c. number of parish residents who have benefited from any activity or an explanation of the direct benefit to the parish of any activity of the body within the last 12 months
- d. proportion of the overall activity of the applicant body work within / for parish represents in percentage terms.

3.3 Requests will not be considered from individuals, non-charitable bodies outside of the Parish or for work unrelated to the parish.

3.4 Requests will not be considered from charitable bodies that have not demonstrated benefit within/for the parish within the preceding 12 months, or if it is the considered opinion of the Council that there is no reasonable expectation that any benefit within / for the parish is likely to be gained within the following 12 months.

3.5 Requests will not be considered from bodies from other areas of the UK unless the service they provide significantly benefits the parish or its residents.

3.6 Requests should be for the following financial year and are for single donations. The Parish does not commit to continuing support and no donation or series of donations is to be taken as an indicator of future funding.

3.7 The sum of money requested should be commensurate to the benefit obtained by the parish when compared to the overall activity of any organisation requesting such a donation. This is to mean that an organisation for which activity in the parish represents a very small proportion of its overall activity (eg a national charity) will not be eligible for as large a donation as a body for which the majority of its activity is promoting the wellbeing of village residents (eg a local village charity).

3.8 The decision of the Council is final.

#### **4 Procedure**

4.1 All donation requests will be considered at the March Council meeting. No donations will be made at other times except at the sole discretion of the Council.

4.2 At that meeting the Council will first consider the financial position and agree the total sum to be made available for donations.

4.3 The Council will decide which requests are to be refused.

4.4 Of those donation requests considered favourably, the Council will decide the level of support it is able to make in each case. The amount required notified by the applicant will be used as a guide only.

4.5 Applicants who are able to demonstrate the greatest benefit within / for the parish as a proportion of their activity will be considered more favourably than those for whom such activity is marginal.

4.6 Payment will be made by BACS before 31<sup>st</sup> March.

Newton Parish Council adopted this policy at its meeting on 10<sup>th</sup> February 2021.

Last Reviewed 11<sup>th</sup> February 2026



## APPLICATION FOR A DONATION FROM NEWTON PARISH COUNCIL

Date:

Organisation Name:

Registered Charity Number (if applicable):

Address:

Email:

Telephone:

Contact Name:

Amount required:

Purpose:

Please explain the direct benefit to the Parish of any activity of your organisation within last 12 months including the number of residents who have benefitted from this work:

The proportion of overall activity that the work within / for the parish represents in percentage terms of the applicant's work:

Other relevant information in support of application:

Send application to:

Newton Parish Council, Cragston, Sudbury Road, Newton, Sudbury, Suffolk CO10 0QH

Email [clerk@newton-pc.gov.uk](mailto:clerk@newton-pc.gov.uk) Telephone 01787 375085

## COMMUNITY INFRASTRUCTURE LEVY (CIL) POLICY

The aim of this policy is to provide guidance to parish councillors on how the parish council (NPC) will review its plans for and use of the Community Infrastructure Levy (CIL) received from the district council.

### CIL Overview

CIL is the levy that local authorities can charge on developments in their area to ensure facilities and services in the area have capacity to keep up with new homes and to enable further sustainable growth. The CIL Charging Schedule sets out the rate per square metre for charged developments which is payable on commencement of Permitted Development as well as Planning Permission development.

A portion of CIL income is paid to NPC to be spent on offsetting the impacts of development in the area. The remaining CIL income is spent by the district council. NPC has a duty to spend CIL income on providing, improving, replacing, operating or maintaining infrastructure that supports the development of the parish's area or anything else concerned with addressing the demands that development places on the area.

The amount passed on depends on the income received by the District which in turn depends on whether there has been development granted and commenced in Newton and if all or any part of that development is granted exemption or relief from some / all of the CIL charge. The amount is also dependent on the presence of a Neighbourhood Plan and the number of dwellings in the area.

If development has been commenced in the area and there is an adopted Neighbourhood Plan, 25% of CIL will be passed on, otherwise 15% will be passed on capped at £100 per council tax dwelling in Newton, multiplied by the index figure for the year.

As NPC has adopted the General Power of Competence (GPC) it will also be able to rely on the exercise of the GPC to fund wider strategic infrastructure. For example, providing new roads or new or extended schools, libraries or doctors surgeries or providing affordable housing or village shops, gyms or cafés or funding or part funding a PCSO or a Community Warden etc. - so long as such expenditure can properly be said to relate to the provision, improvement, replacement, operation or maintenance of infrastructure or assists in addressing the demands that development places on Newton.

CIL payments to NPC will potentially be paid twice a year for the preceding 6 months' income in the same way as precepts. CIL income received between 1<sup>st</sup> April and 30<sup>th</sup> September will be paid by 28<sup>th</sup> October and CIL income received between 1<sup>st</sup> October and 31<sup>st</sup> March will be paid by 28<sup>th</sup> April.

If NPC does not spend its CIL within 5 years of receipt the district council may send a repayment notice and the district council will spend the CIL income on NPC's behalf following consultation. Exceptions may be made if NPC can show they have allocated their CIL income to a particular project for which they are accumulating funds before spending.

If NPC is unable to repay the amount specified in the repayment notice the district council will recover the amount from future CIL income that NPC is due to receive.

NPC must publish a report on their CIL income and expenditure every year.

Further guidance on CIL can be found in ***CIL Guidance for Parish and Town Councils, Babergh District Council (April 2016)***.

## CIL Policy

NPC will develop a Parish Infrastructure Investment Plan (PIIP) which will provide an audit of existing facilities within the locality, capture opinion on the needs and wants of residents and identify opportunities for collaborative spending with other groups, PC's, etc. to achieve the best use of funding sources for the benefit of the community. This will be reviewed annually at the June meeting.

NPC will review any proposed expenditure of its CIL money against the PIIP and ensure that the expenditure is for:

- The provision, improvement, replacement, operation or maintenance of infrastructure; or
- Anything else that is concerned with addressing the demands that development places on an area.

NPC will share the PIIP with the district council in order to help the district council gather information about how the community access facilities and to make decisions on how best to spend the district council's portion of CIL income to mitigate the impacts of development, improve facilities for the community and enable further sustainable growth where appropriate. A copy of the PIIP will be forwarded to the district council at the start of June each year.

NPC will record in its accounts, all carried over CIL, CIL receipts and expenditure for each year. It will also prepare an Annual CIL Report for each financial year (the 12 months ending 31<sup>st</sup> March) they receive CIL detailing:

- CIL receipts
- CIL expenditure
- A summary of items on which CIL has been spent
- The amount spent on each item
- The amount of any CIL repaid following a repayment notice
- The amount of CIL retained at the end of the year
- The amount of CIL from previous years retained at the end of the year.

The report will comply with accounting and audit procedures as set out in ***Governance and Accountability for Smaller Authorities in England, JPAG..***

The Annual CIL Report will be sent to the district council and published on the Newton website by the start of June.

Newton Parish Council adopted this Policy on 9<sup>th</sup> September 2020.

Last Reviewed 11<sup>th</sup> February 2026

# RESERVES POLICY

## 1. Introduction

Newton Parish Council is required to maintain adequate Financial Reserves to meet the needs of its operations and to ensure financial security. The purpose of this policy is to set out how the Council will determine and review the level of reserves.

The Joint Panel on Accountability and Governance Practitioners Guide (JPAG) March 2024 s 5.31 advises: "As with any financial entity, it is essential that authorities have sufficient reserves (general and earmarked) to finance both their day-to-day operations and future plans."

Section 49A of the Local Government Finance Act 1992 require local authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the Precept requirement. However, there is no specific minimum level of reserves which an authority should hold, and it is the responsibility of the Responsible Financial Officer to advise the Council about the level of reserves and to ensure that there are procedures for their establishment and use.

## 2. Types of Reserves

These may be categorised as either General, Restricted or Earmarked.

### 2.1 General Reserves

General Reserves are funds which do not have any restrictions on their use. They cushion the impact of uneven cash flows, offset budget requirements, if necessary, or can be held in case of unexpected events or emergencies. Setting the level of General Reserves is agreed with the Annual Budget. JPAG March 2024 s 5.34 advises: "The generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months net revenue expenditure."

s 5.35 expands "The reason for the wide range is to cater for the large variation in activity level between individual authorities. The smaller the authority, the closer the figure may be to 12 months expenditure, the larger the authority, the nearer to 3 months. In practice, any authority with income and expenditure in excess of £200,000 should plan towards 3 months equivalent general reserve."

The primary means of building General Reserves will be through a reallocation of funds (underspend on a completed project) and allocation from the annual budget. This will be in addition to any amounts needed to replenish reserves which have been spent in the previous year. If in extreme circumstances General Reserves were exhausted due to major unforeseen spending pressures within a particular financial year, the Council would be able to draw down from its earmarked reserves to provide short term resources.

### 2.2 Restricted

Developers Contributions such as CIL can only be used for specified purposes. A record on how the Council has used its CIL funds must be reported annually to Babergh District Council and unless they are appropriately identified for a future project, may be taken back after a set period of time if unspent.

### **2.3 Earmarked Reserves (EMR's)**

JPAG March 2024 s 5.39 states "There is in practice no upper or lower limit to EMR's save only that they must be held for genuine and identifiable purposes and projects, and their level should be subject to regular review and justification (at least annually and at budget setting), and should be separately identified and enumerated. Significant levels of ERM's in particular may give rise from internal and/or external auditors."

EMR's are held for several reasons and shall only be used for the purpose for which they were created:

- Renewals – to enable the planning and financing of an effective program of equipment replacement and property maintenance/refurbishment. The funds required are built up incrementally over several years when taking into account asset conditions and asset life. They are a mechanism to smooth expenditure without the need to vary budgets.
- Carry forward of underspend on an uncompleted project – expenditure committed to a project but not spent in the budget year. Reserves can be used as a mechanism to carry forward those resources.
- Other EMR's – these may be set up from time to time to meet known or predicted liabilities.

Where the purpose of an EMR's becomes obsolete, or where there is an over-provision of funds, the excess may, on the approval of the Council, be transferred to other budget headings within the revenue budget, to General Reserves or to one or more other EMR's.

EMR's will be established on a "needs" basis in line with anticipated requirements and these are to be reviewed annually when the budget is agreed.

Any decision to set up an EMR's must be approved by the Council. If the EMR's are used to meet short term funding gaps, they must be replenished in the following financial year. However, EMRs which have been used to meet a specific liability would not need to be replenished, after having served the purpose for which they were originally set up.

### **3. Management and Control of Reserves**

Movements in Earmarked Reserves and General Reserves shall be reported to the Council in the RFO Report at each meeting. The use of Reserves shall be approved by the Council.

The level of General Reserves shall be reviewed on an annual basis during the annual budgetary review and agreed by the Council. The minimum level of General Reserves shall be recommended to the Council by the Responsible Financial Officer. This will form part of the recommendations for the Annual Budget and Precept request by the Council.

The current level of General Reserves to be held by the Council is set at four months of expenditure or £10,000 whichever is the lower.

Earmarked Reserves shall be reviewed on an individual basis. This review will also be undertaken as part of the Annual Budgetary Review. Approval for the creation, amendment, cessation or continuation of Earmarked Reserves will be given by the Council.

Newton Parish Council adopted this policy on 9<sup>th</sup> October 2024.

Last Reviewed 11<sup>th</sup> February 2026

# **STATEMENT ON INTERNAL CONTROL**

## **1. SCOPE OF RESPONSIBILITY**

Newton Parish Council (The Council) is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently, and effectively. In discharging this overall responsibility, The Council is also responsible for ensuring that there is a sound system of internal control as required by Section 2 of the Annual Governance and Accountability Return (AGAR) – Annual Governance Statement.

## **2. THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL**

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of The Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically. The system of internal control accords with proper practice.

## **3. THE INTERNAL CONTROL ENVIRONMENT**

### **The Council**

The Council has appointed a Chairman, who is responsible for the running of meetings and for ensuring that all Council decisions are lawful. The Council reviews its obligations and objectives and approves budgets and sets the level of precept at a full council meeting in the January of the financial year. The Council meets at least eleven times each year and monitors progress against its aims and objectives and actions to achieve them at each meeting. The Council carries out regular reviews of its internal controls, systems, and procedures.

### **Clerk to the Council / Responsible Financial Officer**

The Council has appointed a Clerk to the Council who acts as the Council's advisor and administrator. The Clerk is the Council's Responsible Financial Officer and is responsible for administering the Council's finances. The Council operates an approved Scheme of Delegation. The Clerk is responsible for the day-to-day compliance with laws and regulations that The Council is subject to and for managing risks. The Clerk also ensures that The Council's procedures, control systems and policies are adhered to.

### **Payments**

All payments are reported at its meetings for The Council to approval. The Chairman confirms that each payment has been authorised by The Council and two Members of The Council must authorise every payment on the Unity Trust internet banking system

### **Income**

All income is received and banked in The Councils' name in a timely manner and reported to the Council.

### **Risk Assessments / Risk Management**

The Council carries out regular risk assessments in respect of actions and regularly reviews its systems and controls.

### **Internal Audit**

The Council has appointed an Independent Internal Auditor who reports to The Council on the adequacy of its:

- Records
- Procedures
- Systems

- Internal control
- Regulations
- Risk management

### **Effectiveness**

Heelis and Lodge were appointed as The Council's Internal Auditor for 2025 / 2026 at its meeting on 14<sup>th</sup> May 2025 (Minute 25/089). The two partners of Heelis and Lodge have both worked for local Councils in the past and are completely independent of this Council and The Council has judged that they meet the adequacy criteria. Whilst Heelis & Lodge comply with the regulations covering the Internal Auditors, it would also appear that they meet the coverage required of a council of its size at a fee level that would also appear appropriate

### **External Audit**

PKF Littlejohn LLP, is the appointed External Auditor of The Council.

## **4. REVIEW OF EFFECTIVENESS**

The Council has responsibility for conducting an annual review of the effectiveness of the system of internal control. The review of the effectiveness of the system of internal control is informed by the work of:

- The Council
- The Clerk to the Council / Responsible Financial Officer who has responsibility for the development and maintenance of the internal control environment and managing risks
- The independent Internal Auditor who reviews The Council's system of internal control
- The Council's External Auditors, make the final check using the AGAR, a form completed and signed by The Responsible Financial Officer, the Chairman and the Internal Auditor, and issue an annual audit certificate.
- The number of significant issues that are raised during the year.

## **5. SIGNIFICANT INTERNAL CONTROL ISSUES**

No significant internal control issues were identified during the financial year ended 2024 / 2025. The Internal Auditor in their report made no recommendations for improvement. The Internal Audit Report along with AGAR – Annual Internal Audit Report were reviewed by The Council at the meeting on 9<sup>th</sup> April 2025 (Minute 25/068b). Whilst no significant internal control issues were identified during the year The Council strives for the continuous improvement of the system it has adopted for internal control, and it addresses any minor issues and weaknesses raised and reported during the review process.

## **6. EXTERNAL AUDIT FINDING**

The External Auditor's Report and Certificate for 2024 / 2025 stated that:

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

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

## **7. APPROVAL**

A Statement of Internal Control shall be approved each year.

Approved 14<sup>th</sup> January 2026 (Minute 26/014).

Last Reviewed 11<sup>th</sup> February 2026



## NEWTON PARISH COUNCIL - Risk Management Register as at 1st January 2026

	Risk	P	S	Control Action	Frequency	CP	CS	Responsible
1	Inadequate forward planning and budgetary controls	1	5	Actual v Budget reviews	PC Meeting	1	3	Councillors
				Budget Review	Annually			
2	Poor Reporting to Council, Record Keeping and Book Keeping	2	3	Accurate Minutes	PC Meeting	1	3	Councillors
				Timely and accurate financial reporting	PC Meeting			
				Regular project reports	PC Meeting			
				Internal Audit Review	Annually			
				External Audit Review	Annually			
3	Council operates Ultra Vires or does not comply with current legislation	2	5	Within Clerks Job Description	PC Meetings	1	5	Clerk & Councillors
				Regular training for Councillors and Clerk				
4	Council lacks relevant skills	2	3	Regular training for Councillors and Clerk	Annually	1	3	Councillors
				Create Committee & second skills required	As required			
5	Failure to respond to electors' right of access	1	2	Within Clerks Job Description	Annually	1	1	Councillors
6	Lack of maintenance of council owned assets	3	5	Maintenance programme.	PC Meeting	2	4	Councillors
				External Risk Assessments of War Memorial	Every 10 years			
				Walk of Parish to review condition of assets	Annually			
7	Damage to third party property or individual due to services or amenity provided	3	5	Public Liability Insurance	Annually	2	4	Councillors and Clerk
				Play Equipment and MUGA Risk Assessments	Annually			
				Play Equipment and MUGA inspections	Fortnightly			
				External Play Equipment Inspection	Annually			
				Walk of Parish to review	6 monthly			
8	Damage or loss to Council owned property by third party or Act of God	3	3	Asset Insurance cover	Annually	3	2	Councillors
				Assets insured against Asset Register	Annually			
9	Failure to reclaim VAT paid by Council	1	2	VAT can be claimed back up to 3 years	PC Meeting	1	1	Councillors
10	Clerk Fidelity	2	5	Insurance Cover	Annually	1	3	Councillors
				Internal Controls	PC Meeting			
11	Unexpected Loss of Clerk or Clerk's Office is destroyed	1	5	Up to date Job Description	Annually	1	4	Councillors
				Council electronic data	Daily			Computer data is on NPC's One Drive cloud account on NPC's Laptop.
12	GDPR							
	Consent	1	3	Review all new forms & website changes	As required	1	2	Clerk & Councillor
	Council Awareness	4	4	Clerk training	As required	3	3	Councillors
	Councillor Awareness	4	4	Councillor training & ICO Guide	As required	3	3	Councillors
	Data Breaches	1	5	ICO process to follow	As required	1	4	Clerk
	Data Protection Officer	1	1	Parish Council does not need to appoint.				
	Information Held	2	3	Data Audit and associated actions reviewed annually.	Annually	2	2	Councillors
	Lawful basis for holding data	2	3	Data retention policy	Annually	1	2	Councillors
	Subject Access Requests	1	1	Review Policy	Annually	1	1	Councillors

P = Probability S = Severity CP = Probability after Control Action CS = Severity after Control Action - Rating 1 = Low to 5 = High

Last Reviewed 14<sup>th</sup> January 2026



## **PROTOCOL FOR REPORTING OF NEWTON PARISH COUNCIL MEETINGS**

1. Except where members of the public have been excluded due to the confidential nature of the business, any person may film, photograph, audio record or use social media to report on meetings of the Council, or a committee, including any public participation session.
2. Reporting is restricted by legislation to the proceedings of the meeting, in other words from calling to order to the official closure of the meeting.
3. In accordance with Government guidelines, Council policy does not permit the filming or photographing of persons under the age of eighteen or vulnerable adults without permission of a responsible adult. Any persons who object to being filmed or photographed and have moved to an area designated for this purpose should also not be filmed or photographed. However, the Council cannot guarantee that anyone will not be filmed or photographed.
4. Any person intending to report should give notice before the commencement of the meeting to the Clerk or Chairman of the Council. This will enable reasonable facilities to be afforded.
5. A notice indicating that meetings may be reported by use of filming etc. will be displayed at the meeting venue and a statement about reporting will also be included in relevant notices of meetings.
6. At the start of each meeting, the Chairman will announce that proceedings may be filmed, photographed or recorded and invite any members of the public not wishing to be filmed or photographed to move to the designated area.
7. Any filming or recording of meetings should be conducted overtly from a fixed point in an area of the meeting room specified by the Clerk or Chairman.
8. Live oral commentary will not be permitted at any time.
9. The use of flash photography or additional lighting will not be allowed unless agreement has been reached in advance of the meeting.
10. Recordings will not be made for reporting by the Council or any other person during any part of the meeting when the public and press are excluded.
11. Persons reporting on a meeting who act improperly or in a disruptive manner could be excluded from the meeting. 'Disruptive behaviour' would include any action or activity which disrupts the conduct of the meeting or impedes other members of the public from being able to see, hear or film etc., the proceedings. This might include:
  - Moving outside designated public areas
  - Excessive noise during debate
  - Intrusive lighting and use of flash photography
  - Asking people to repeat for the purpose of recording
12. Those reporting on meetings should not edit the recordings, films or photographs in a way that could lead to misinterpretation of the proceedings. This includes refraining from editing an image or views expressed in a way that may ridicule, or show a lack of respect towards those being photographed, filmed or recorded.

13. Recording and reporting the council's meetings is subject to the law and it is the responsibility of those recording and reporting to ensure compliance, including data protection and defamation. They will be responsible for any allegations of breaches of the law which may result from their use of recorded material and are admitted to the Council Meeting on the basis that they accept this responsibility. The Council reserves the right to initiate legal proceedings in appropriate circumstances.
14. The Council takes no responsibility for any recording made by others. It also takes no responsibility where a recording which it makes is subsequently used by any third party. Any third party making or editing a recording of a meeting shall in doing so be taken to have indemnified the Council against all actions, proceedings, costs, claims, demands, liabilities, losses and expenses whatsoever relating to the making or use of that recording.
15. The Council asserts no copyright or control over recordings of meetings made by itself or others whilst on Council premises, subject to paragraph 12 above.
16. Generally, archived recordings made by the Council will be available on request.

Newton Parish Council adopted this protocol on 14<sup>th</sup> April 2021

Last Reviewed 11<sup>th</sup> February 2026

# STATEMENT OF COMMUNITY ENGAGEMENT POLICY

## Aims and Objectives

Newton Parish Council ("Council") is committed to high standards of engagement with its community. Our council is part of a tier of local government which belongs to, is part of and is directly accountable to its local community. Councillors play an important role as they are elected to make decisions on matters affecting the village. We aim to make a measurable difference to the quality of life of the community we serve and to be responsive to the needs of our community. This statement sets out how we ensure the community is kept informed about and can contribute to the activities and decision-making of this council to the benefit of the Council.

## What is Our Community?

We believe our community is everyone within the boundaries of our parish including all ages, any organisations, groups and individuals within it. We also recognise that residents pay for the activities of the Council and that visitors to our community form an important part of the vibrancy of community life. We understand that there are certain bodies that are crucial to local quality of life and we will strive to achieve excellent working relationships with these bodies including village organisations, the Police, neighbouring councils and other tiers of local government.

## Provision of Information to the Community

This Council ensures that its main documents which reflect its decisions are published and readily available for the public to view. These documents include the agendas, minutes and annual reports of the council which are:

- Published on the council's website
- Posted on the notice boards
- Available to view by request and prior arrangement with the Clerk, or in the 15 minutes before council meetings

The council also summarises its activities and reports them to the *Press* and in the newsletter, which is distributed free of charge to all Newton households.

You can view the council's Freedom of Information Publication Scheme on the council's website.

## Opportunities for involvement and representations to the Council

The agenda for full council meetings contain an invitation to the public and press to attend and gives you an indication of the business to be transacted so that you can decide whether you want to attend or make your views known by some other means prior to the meeting. Meetings are the forum for business and decision-making and it is important that this business can be conducted with ample time for due consideration of issues before councillors. However, at council meetings there is also an opportunity for the public to make representations in person prior to decisions being made. We welcome representations but inevitably have to apply a time limit and if you are concerned that there might be insufficient time to make your points known, you might wish to make representations in writing prior to the meeting. We give representatives from the Police and other tiers of local government an opportunity to make reports to full council meetings. This provides the public and councillors with more information and an opportunity to ask questions on matters of interest to them.

The Council will also call an annual meeting of the parish on a day falling between 1 March and 1 June inclusive. This is your meeting and you will have an opportunity to hear from many community organisations and to ask them questions. It is also possible to raise matters of concern to the community.

## **Involvement in Partnerships**

The Council has representation on the Newton Green Trust and the Village Hall Management Committee and attends many meetings of bodies which make decisions affecting the local community. Information obtained from these meetings is reported to full council meetings.

## **Role of councillors**

Councillors are the decision-makers of the Council. The contact details for all councillors are available from the clerk and are also published on the council's website, the notice boards and in the newsletter. Councillors also hold the Clerk to account. Councillors welcome contact with members of the public, endeavour to be available immediately prior to council meeting for anybody who wishes to speak with them and they will listen to the representations you make to them at council meetings whether you attend in person, ask another person to raise matters for you or provide your comments in writing.

The contact details for the Clerk to the council are published on the council's website, the notice boards and in the newsletter. The Clerk is the Proper Officer of the council and is the appropriate contact in most cases for raising matters with or requesting information from the council.

Please feel free to contact to contact the Clerk for more information on anything in this Statement.

## **Specific Areas for Community Involvement**

In some circumstances, we also provide additional information sheets and/or provide additional public meetings in the event that exceptional issues arise which are of particular interest to the community. We envisage that these might include plans for significant planning development, exceptional spending plans and any emergency situations that arise. We will also hold public meetings in our ongoing communication with all residents on their requirements of the Council.

### **Contact details for the council are:**

Address	Cragston, Sudbury Road, Newton, Sudbury, Suffolk CO10 0QH
Telephone	01787 375085
Email	clerk@newton-pc.gov.uk
Website	<a href="http://www.newton-pc.gov.uk">www.newton-pc.gov.uk</a>

Newton Parish Council adopted this policy at its meeting on 14<sup>th</sup> April 2021

Last Reviewed 11<sup>th</sup> February 2026

## COMPLAINTS PROCEDURE

1. This Policy sets out procedures for dealing with any complaints that anyone may have about Newton Parish Council's (NPC) **administration and procedures** and it applies to the NPC's employees. Councillors are covered by **the Local Code of Conduct** which has been adopted by the council and any complaint against a councillor should be addressed to Babergh District Council's Monitoring Officer. Complaints against **policy decisions** made by NPC shall be referred back to the Council.
2. If a complaint about procedures or administration as practised by NPC's employees is notified orally to a Councillor or the Parish Clerk, they should seek to satisfy the complaint fully. If that fails, the complainant should be asked to put the complaint in writing to the Parish Clerk and be assured that it will be dealt with promptly after receipt.
3. If the complainant prefers not to put the complaint to the Parish Clerk he or she should be advised to put it to the Chairman or Vice Chairman.
4. On receipt of a written complaint the Chairman, Vice Chairman or the Parish Clerk (*except where the complainant is about the Clerk's own actions*), shall try to settle the complaint directly with the complainant. This shall not be done without first notifying the person complained against and giving him or her an opportunity to comment. Efforts should be made to attempt to settle the complaint at this stage.
5. Where the Chairman or Vice Chairman receives a written complaint about the Parish Clerk's own actions, the Parish Clerk shall be notified and given an opportunity to comment.
6. The Parish Clerk, Chairman or Vice Chairman shall report to the next meeting of the Council any written complaint disposed of by direct action with the complainant.
7. The Parish Clerk, Chairman or Vice Chairman shall bring any written complaint that has not been settled to the next meeting of the Council. The Parish Clerk shall notify the complainant of the date on which the complaint will be considered and the complainant shall be offered an opportunity to explain the complaint orally. (Unless such a matter may be related to Grievance, Disciplinary proceedings that are taking, or likely to take place when such a hearing may prejudice those hearings when the complaint will have to be heard under Exempt Business to exclude any member of the public or the press, or deferred on appropriate advice received).
8. NPC shall consider whether the circumstances attending any complaint warrant the matter being discussed in the absence of the press and public but any decision on a complaint shall be announced at the Council meeting in public.
9. As soon as may be after the decision has been made it and the nature of any action to be taken shall be communicated in writing to the complainant.
10. NPC shall defer dealing with any written complaint only if it is of the opinion that issues of law or practice arise on which advice is necessary. The complaint shall be dealt with at the next meeting after the advice has been received.

Newton Parish Council adopted this policy at its meeting on 10<sup>th</sup> February 2021.

Last Reviewed 11<sup>th</sup> February 2026

# **DISCIPLINARY PROCEDURE**

## **1. POLICY STATEMENT**

- 1.1 The aims of this Disciplinary Procedure and its associated Disciplinary Rules are to set out the standards of conduct expected of all staff and to provide a framework within which managers can work with employees to maintain satisfactory standards of conduct and to encourage improvement where necessary. The standards of conduct expected of all employees are set out in the Disciplinary Rules which are appended to this procedure.
- 1.2 It is our policy to ensure that any disciplinary matter is dealt with fairly and that steps are taken to establish the facts and to give employees the opportunity to respond before taking any formal action.
- 1.3 This procedure does not form part of any employee's contract of employment and it may be amended at any time. We may also vary this procedure, including any time limits, as appropriate in any case.

## **2. WHO IS COVERED BY THE PROCEDURE?**

The procedure applies to all employees regardless of length of service. It does not apply to agency workers or self-employed contractors.

## **3. WHAT IS COVERED BY THE PROCEDURE?**

- 3.1 This procedure is used to deal with misconduct. It does not apply to cases involving genuine sickness absence, proposed redundancies or poor performance. In those cases reference should be made to the appropriate policy or procedure.
- 3.2 Minor conduct issues can often be resolved informally between you and the Chairman. These discussions should be held in private and without undue delay whenever there is cause for concern. Where appropriate, a note of any such informal discussions may be placed on your personnel file but will be ignored for the purposes of any future capability hearings. In some cases an informal verbal warning may be given, which will not form part of your disciplinary records. Formal steps will be taken under this procedure if the matter is not resolved, or if informal discussion is not appropriate (for example, because of the seriousness of the allegation).
- 3.3 You will not normally be dismissed for a first act of misconduct, unless we decide it amounts to gross misconduct or you have not yet completed your probationary period.
- 3.4 If you have difficulty at any stage of the procedure because of a disability, you should discuss the situation with the Chairman as soon as possible.

## **4. CONFIDENTIALITY**

- 4.1 Our aim is to deal with disciplinary matters sensitively and with due respect for the privacy of any individuals involved. All employees must treat as confidential any information communicated to them in connection with an investigation or disciplinary matter.

- 4.2 You, and anyone accompanying you (including witnesses), must not make electronic recordings of any meetings or hearings conducted under this procedure.
- 4.3 You will normally be told the names of any witnesses whose evidence is relevant to disciplinary proceedings against you, unless we believe that a witness's identity should remain confidential.

## **5. INVESTIGATIONS**

- 5.1 The purpose of an investigation is for us to establish a fair and balanced view of the facts relating to any disciplinary allegations against you, before deciding whether to proceed with a disciplinary hearing. The amount of investigation required will depend on the nature of the allegations and will vary from case to case. It may involve interviewing and taking statements from you and any witnesses, and/or reviewing relevant documents. The HR Committee will investigate and we will set out a provisional timetable for the investigation, which will be communicated to all parties. The investigation will be thorough, impartial and objective. We reserve the ability to appoint an independent third party to investigate the allegations made.
- 5.2 Investigative interviews are solely for the purpose of fact-finding and no decision on disciplinary action will be taken until after a disciplinary hearing has been held.
- 5.3 You do not normally have the right to bring a companion to an investigative interview. However, we may allow you to bring a companion if it helps you to overcome any disability, or any difficulty in understanding English.
- 5.4 You must co-operate fully and promptly in any investigation. This will include informing us of the names of any relevant witnesses, disclosing any relevant documents to us and attending investigative interviews if required.

## **6. CRIMINAL CHARGES**

- 6.1 Where your conduct is the subject of a criminal investigation, charge or conviction we will investigate the facts before deciding whether to take formal disciplinary action.
- 6.2 We will not usually wait for the outcome of any prosecution before deciding what action, if any, to take. Where you are unable or have been advised not to attend a disciplinary hearing or say anything about a pending criminal matter, we may have to take a decision based on the available evidence.
- 6.3 A criminal investigation, charge or conviction relating to conduct outside work may be treated as a disciplinary matter if we consider that it is relevant to your employment.

## **7. SUSPENSION**

- 7.1 In some circumstances we may need to suspend you from work. The suspension will be for no longer than is necessary to investigate the allegations and we will confirm the arrangements to you in writing. While suspended you should not visit our premises or contact any of our clients, customers, suppliers, contractors or staff, unless you have been authorised to do so by the HR Committee.

- 7.2 Suspension of this kind is not a disciplinary penalty and does not imply that any decision has already been made about the allegations. [You will continue to receive your full [basic] salary and benefits during the period of suspension].

## **8. NOTIFICATION OF A HEARING**

- 8.1 Following any investigation, if we consider there are grounds for disciplinary action, you will be required to attend a disciplinary hearing. We will inform you in writing of the allegations against you, the basis for those allegations, and what the likely range of consequences will be if we decide after the hearing that the allegations are true. We will also include the following where appropriate:
- (a) a summary of relevant information gathered during the investigation;
  - (b) a copy of any relevant documents which will be used at the disciplinary hearing; and
  - (c) a copy of any relevant witness statements, except where a witness's identity is to be kept confidential, in which case we will give you as much information as possible while maintaining confidentiality.
- 8.2 We will give you written notice of the date, time and place of the disciplinary hearing. The hearing will be held as soon as reasonably practicable, but you will be given a reasonable amount of time to prepare your case based on the information we have given you.

## **9. THE RIGHT TO BE ACCOMPANIED**

- 9.1 You may bring a companion to any disciplinary hearing or appeal hearing under this procedure. The companion may be either a trade union representative or a colleague. You must tell the HR Committee Chairman who your chosen companion is, in good time before the hearing.
- 9.2 A companion is allowed reasonable time off from duties without loss of pay but no-one is obliged to act as a companion if they do not wish to do so.
- 9.3 If your choice of companion is unreasonable we may require you to choose someone else, for example:
- (a) if in our opinion your companion may have a conflict of interest or may prejudice the hearing; or
  - (b) if your companion works at another site and someone reasonably suitable is available at the site at which you work; or
  - (c) if your companion is unavailable at the time a hearing is scheduled and will not be available for more than five working days.
- 9.4 We may, at our discretion, allow you to bring a companion who is not a colleague or union representative (for example, a member of your family) where this will help overcome a disability, or where you have difficulty understanding English.

## **10. PROCEDURE AT DISCIPLINARY HEARINGS**

- 10.1 If you or your companion cannot attend the hearing you should inform us immediately and we will arrange an alternative time. You must make every effort to attend the hearing, and



failure to attend without good reason may be treated as misconduct in itself. If you fail to attend without good reason, or are persistently unable to do so (for example for health reasons), we may have to take a decision based on the available evidence.

- 10.2 The hearing will be chaired by a councillor on the HR Committee. You may bring a companion with you to the disciplinary hearing (see paragraph 9).
- 10.3 At the disciplinary hearing we will go through the allegations against you and the evidence that has been gathered. You will be able to respond and present any evidence of your own. Your companion may make representations to us and ask questions, but should not answer questions on your behalf. You may confer privately with your companion at any time during the hearing.
- 10.4 You may ask relevant witnesses to appear at the hearing, provided you give us sufficient advance notice to arrange their attendance. You will be given the opportunity to respond to any information given by a witness. However, you will not normally be permitted to cross-examine witnesses unless, in exceptional circumstances, we decide that a fair hearing could not be held otherwise.
- 10.5 We may adjourn the disciplinary hearing if we need to carry out any further investigations such as re-interviewing witnesses in the light of any new points you have raised at the hearing. You will be given a reasonable opportunity to consider any new information obtained before the hearing is reconvened.
- 10.6 We will inform you in writing of our decision and our reasons for it. Where possible we will also explain this information to you in person.

## **11. DISCIPLINARY PENALTIES**

- 11.1 The usual penalties for misconduct are set out below. No penalty should be imposed without a hearing. We aim to treat all employees fairly and consistently, and a penalty imposed on another employee for similar misconduct will usually be taken into account but should not be treated as a precedent. Each case will be assessed on its own merits.
- 11.2 **Stage 1 - First written warning.** It will usually be appropriate for a first act of misconduct where there are no other active written warnings on your disciplinary record.
- 11.3 **Stage 2 - Final written warning.** It will usually be appropriate for:
  - (a) misconduct where there is already an active written warning on your record; or
  - (b) misconduct that we consider sufficiently serious to warrant a final written warning even though there are no other active warnings on your record.
- 11.4 **Stage 3 - Dismissal.** It will usually only be appropriate for:
  - (a) any misconduct during your probationary period;
  - (b) further misconduct where there is an active final written warning on your record; or
  - (c) any gross misconduct regardless of whether there are active warnings on your record. Gross misconduct will usually result in immediate dismissal without notice or

payment in lieu of notice (summary dismissal). Examples of gross misconduct are set out in our Disciplinary Rules, which are contained in the Staff Handbook.

11.5 **Alternatives to dismissal.** In some cases we may at our discretion consider alternatives to dismissal. These will usually be accompanied by a final written warning. Examples include:

- (a) Demotion.
- (b) Transfer to another department or job.
- (c) A period of suspension without pay.
- (d) Loss of seniority.
- (e) Reduction in pay.
- (f) Loss of future pay increment or bonus.
- (g) Loss of overtime.

## 12. THE EFFECT OF A WARNING

12.1 Written warnings will set out the nature of the misconduct, the change in behaviour required, the period for which the warning will remain active, and the likely consequences of further misconduct in that active period.

12.2 A first written warning will usually remain active for six months and a final written warning will usually remain active for **12** months. Your conduct may be reviewed at the end of a warning's active period and if it has not improved sufficiently we may decide to extend the active period.

12.3 After the active period, the warning will remain permanently on your personnel file but will be disregarded in deciding the outcome of future disciplinary proceedings.

## 13. APPEALS AGAINST DISCIPLINARY ACTION

13.1 If you feel that disciplinary action taken against you is wrong or unjust you should appeal in writing, stating your full grounds of appeal, to the HR Committee Chairman within one week of the date on which you were informed of the decision.

13.2 If you are appealing against dismissal, the date on which dismissal takes effect will not be delayed pending the outcome of the appeal. However, if your appeal is successful you will be reinstated with no loss of continuity or pay.

13.3 If you raise any new matters in your appeal, we may need to carry out further investigation. If any new information comes to light we will provide you with a summary including, where appropriate, copies of additional relevant documents and witness statements. You will have a reasonable opportunity to consider this information before the hearing, and you or your companion may comment on any new evidence arising during the appeal before any decision is taken.

13.4 We will give you written notice of the date, time and place of the appeal hearing.

13.5 The appeal hearing may be a complete re-hearing of the matter or it may be a review of the fairness of the original decision in the light of the procedure that was followed and any new

information that may have come to light. This will be at our discretion depending on the circumstances of your case. In any event the appeal will be dealt with as impartially as possible.

- 13.6 Where possible, the appeal hearing will be conducted impartially by councillors forming an Appeals Committee who have not been previously involved in the case. You may bring a companion with you to the appeal hearing (see paragraph 9).
- 13.7 We may adjourn the appeal hearing if we need to carry out any further investigations in the light of any new points you have raised at the hearing. You will be given a reasonable opportunity to consider any new information obtained before the hearing is reconvened.
- 13.8 Following the appeal hearing we may:
  - (a) confirm the original decision;
  - (b) revoke the original decision; or
  - (c) substitute a different penalty.
- 13.9 We will inform you in writing of our final decision as soon as possible. Where possible we will also explain this to you in person. There will be no further right of appeal.

Newton Parish Council adopted this policy at its meeting on 10<sup>th</sup> February 2021.

Last Reviewed 11<sup>th</sup> February 2026

# **DISCIPLINARY RULES**

## **1. POLICY STATEMENT**

- 1.1 These Disciplinary Rules should be read in conjunction with our Disciplinary Procedure. The aim of the Disciplinary Rules and Disciplinary Procedure is to set out the standards of conduct expected of all staff and to provide a framework within which managers can work with staff to maintain those standards and encourage improvement where necessary.
- 1.2 It is our policy to ensure that any disciplinary matter is dealt with fairly and in accordance with the Disciplinary Procedure.
- 1.3 If you are in any doubt as to your responsibilities or the standards of conduct expected you should speak to your line manager or chairman.
- 1.4 These rules do not form part of any employee's contract of employment and may be amended at any time.

## **2. RULES OF CONDUCT**

- 2.1 While working for us you should at all times maintain professional and responsible standards of conduct. In particular you should:
  - (a) observe the terms and conditions of your contract, particularly with regard to:
    - (i) hours of work;
    - (ii) confidentiality;
  - (b) observe all our policies, procedures and regulations notified to you from time to time;
  - (c) take reasonable care in respect of the health and safety of colleagues and third parties [and comply with our Health and Safety Policy];
  - (d) comply with all reasonable instructions given by managers; and
  - (e) act at all times in good faith and in our best interests and those of our staff.
- 2.2 Failure to maintain satisfactory standards of conduct may result in action being taken under our Disciplinary Procedure.

## **3. MISCONDUCT**

The following are examples of matters that will normally be regarded as misconduct and will be dealt with under our Disciplinary Procedure:

- (a) Minor breaches of our policies;
- (b) Minor breaches of your contract;
- (c) Damage to, or unauthorised use of, our property;
- (d) Poor timekeeping;
- (e) Time wasting;

- (f) Unauthorised absence from work;
- (g) Refusal to follow instructions;
- (h) Excessive use of our telephones for personal calls;
- (i) Excessive personal e-mail or internet usage;
- (j) Obscene language or other offensive behaviour;
- (k) Negligence in the performance of your duties; or
- (l) Smoking in no-smoking areas.

This list is intended as a guide and is not exhaustive.

#### **4. GROSS MISCONDUCT**

4.1 Gross misconduct is a serious breach of contract and includes misconduct which, in our opinion, is likely to prejudice our business or reputation or irreparably damage the working relationship and trust between us. Gross misconduct will be dealt with under our Disciplinary Procedure and will normally lead to dismissal without notice or pay in lieu of notice (summary dismissal).

4.2 The following are examples of matters that are normally regarded as gross misconduct:

- (a) Theft or fraud;
- (b) Physical violence or bullying;
- (c) Deliberate and serious damage to property;
- (d) Serious misuse of our property or name;
- (e) Deliberately accessing internet sites containing pornographic, offensive or obscene material;
- (f) Repeated or serious failure to obey instructions, or any other serious act of insubordination;
- (g) Unlawful discrimination or harassment;
- (h) Bringing the organisation into serious disrepute;
- (i) Being under the influence of alcohol, illegal drugs or other substances during working hours;
- (j) Causing loss, damage or injury through serious negligence;
- (k) Serious breach of health and safety rules;
- (l) Serious breach of confidence;
- (m) Accepting or offering a bribe or other secret payment;
- (n) Conviction for a criminal offence that in our opinion may affect our reputation or our relationships with our staff, customers or the public, or otherwise affects your suitability to continue to work for us;
- (o) Possession, use, supply or attempted supply of illegal drugs;
- (p) Serious neglect of duties, or a serious or deliberate breach of your contract or operating procedures;

- (q) Knowing breach of statutory rules affecting your work;
- (r) Unauthorised use, processing or disclosure of personal data contrary to our Data Protection Policy;
- (s) Harassment of, or discrimination against, employees, contractors, clients or members of the public, related to gender, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, disability, religion or belief or age;
- (t) Refusal to disclose any of the information required by your employment or any other information that may have a bearing on the performance of your duties;
- (u) Giving false information as to qualifications or entitlement to work (including immigration status) in order to gain employment or other benefits;
- (v) Knowingly taking parental, paternity or adoption leave when not eligible to do so or for a purpose other than supporting a child;
- (w) Making untrue allegations in bad faith against a colleague;

Newton Parish Council adopted this policy at its meeting on 10<sup>th</sup> February 2021.

Last Reviewed 11<sup>th</sup> February 2026

# GRIEVANCE PROCEDURE

## 1. POLICY STATEMENT

- 1.1 It is our policy to ensure that all employees have access to a procedure to help deal with any grievances relating to their employment fairly and without unreasonable delay. We aim to investigate any formal grievance you raise, hold a meeting to discuss it with you, inform you in writing of the outcome, and give you a right of appeal if you are not satisfied.
- 1.2 Issues that may cause grievances include:
- (a) terms and conditions of employment;
  - (b) health and safety;
  - (c) work relations;
  - (d) bullying and harassment;
  - (e) new working practices;
  - (f) working environment;
  - (g) organisational change; and
  - (h) discrimination.
- 1.3 This procedure does not form part of any employee's contract of employment. It may be amended at any time and we may depart from it depending on the circumstances of any case.

## 2. WHO IS COVERED BY THE PROCEDURE?

This procedure applies to all employees regardless of length of service.

## 3. USING THIS PROCEDURE

- 3.1 If you have difficulty at any stage of the Grievance Procedure because of a disability or because English is not your first language, you should discuss the situation with the Chairman as soon as possible.
- 3.2 This Grievance Procedure should not be used to complain about dismissal or disciplinary action. If you are dissatisfied with any disciplinary action, you should submit an appeal under the appropriate procedure.
- 3.3 Written grievances will be placed on your personnel file along with a record of any decisions taken and any notes or other documents compiled during the grievance process. These will be processed in accordance with our GDPR Data Map.

## 4. RAISING GRIEVANCES INFORMALLY

Most grievances can be resolved quickly and informally through discussion with the Chairman. If the complaint concerns him or her, then you should speak informally to another Member of the Council. If this does not resolve the issue, you should follow the formal procedure below.

## **5. FORMAL WRITTEN GRIEVANCES**

- 5.1 If your grievance cannot be resolved informally you should put it in writing and submit it to the Chairman, indicating that it is a formal grievance. If the grievance concerns him or her, you may submit it instead to the Vice Chairman.
- 5.2 The written grievance should contain a brief description of the nature of your complaint, including any relevant facts, dates, and names of individuals involved. In some situations we may need to ask you to provide further information.

## **6. INVESTIGATIONS**

- 6.1 In some cases it may be necessary for us to carry out an investigation into your grievance. The amount of any investigation required will depend on the nature of the allegations and will vary from case to case. It may involve interviewing and taking statements from you and any witnesses, and/or reviewing relevant documents. The investigation will be carried out by the Chairman.
- 6.2 You must co-operate fully and promptly in any investigation. This may include informing us of the names of any relevant witnesses, disclosing any relevant documents to us and attending interviews, as part of our investigation.
- 6.3 We may initiate an investigation before holding a grievance meeting where we consider this appropriate. In other cases we may hold a grievance meeting before deciding what investigation (if any) to carry out. In those cases we will hold a further grievance meeting with you after our investigation and before we reach a decision.

## **7. RIGHT TO BE ACCOMPANIED**

- 7.1 You may bring a companion to any grievance meeting or appeal meeting under this procedure. The companion may be either a trade union representative or a colleague. You must tell the person holding the grievance meeting who your chosen companion is, in good time before the meeting.
- 7.2 At the meeting, your companion may make representations to us and ask questions, but should not answer questions on your behalf. You may confer privately with your companion at any time during the meeting.
- 7.3 Acting as a companion is voluntary and your colleagues are under no obligation to do so. If they agree to do so they will be allowed reasonable time off from duties without loss of pay to act as a companion.
- 7.4 If your choice of companion is unreasonable we may ask you to choose someone else, for example:
  - (a) if in our opinion your companion may have a conflict of interest or may prejudice the meeting; or
  - (b) if your companion works at another site and someone reasonably suitable is available at the site at which you work; or



- (c) if your companion is unavailable at the time a meeting is scheduled and will not be available for more than five working days afterwards.

## **8. GRIEVANCE MEETINGS**

- 8.1 We will arrange a grievance meeting, normally within **one week** of receiving your written grievance.
- 8.2 You and your companion (if any) should make every effort to attend grievance meetings. If you or your companion cannot attend at the time specified, you should inform us immediately and we will try, within reason, to agree an alternative time.
- 8.3 The purpose of a grievance meeting is to enable you to explain your grievance and how you think it should be resolved, and to assist us to reach a decision based on the available evidence and the representations you have made.
- 8.4 After an initial grievance meeting we may carry out further investigations and hold further grievance meetings as we consider appropriate. Such meetings will be arranged without unreasonable delay.
- 8.5 Your companion at a grievance meeting may make representations to us and ask questions, but should not answer questions on your behalf. You may confer privately with your companion at any time during the meeting.
- 8.6 We will write to you, usually within one week of the final grievance meeting, to inform you of the outcome of your grievance and any further action that we intend to take to resolve the grievance. We will also remind you of your right of appeal. Where appropriate we may hold a meeting to give you this information in person.

## **9. APPEALS**

- 9.1 If the grievance has not been resolved to your satisfaction you may appeal in writing to the Chairman, stating your full grounds of appeal, within one week of the date on which the decision was sent or given to you.
- 9.2 We will hold an appeal meeting. This will be dealt with impartially by councillors forming the Appeals Committee who have not previously been involved in the case (although they may ask anyone previously involved to be present). You have a right to bring a companion to the meeting (see paragraph 9).
- 9.3 We will confirm our final decision in writing, usually within one week of the appeal hearing. This is the end of the procedure and there is no further appeal

Newton Parish Council adopted this policy at its meeting on 10<sup>th</sup> March 2021

Last Reviewed 11<sup>th</sup> February 2026

# TRAINING AND DEVELOPMENT POLICY

## 1 Introduction

Newton Parish Council is committed to ensuring its Councillors and staff are trained to the highest standard and kept up to date with all new legislation. To support this, funds are allocated to a training budget each year to enable staff and councillors to attend training and conferences relevant to their office. Prospective Councillors and applicants for the post of Clerk should be made aware of the content of this policy and the expectations placed upon them contained within it.

## 2 Policy Statement

The council is committed to ensure that it continues to fulfil its duties and responsibilities to residents professionally. To that end the Council's intention is that Councillors, Clerk and any other workers of the Council are suitably equipped with knowledge and skills to carry out their roles and maintain effective working practices. The Council will procure or provide such training and development opportunities as it deems necessary and relevant for the delivery of its work.

## 3 Training and Development Activity

The council consists of seven elected Councillors and employs one part-time Parish Clerk. In addition, volunteers from within the parish provide invaluable support for its work. Training and development for each of these groups will be regularly reviewed but will contain as a minimum requirement:

### 3.1 For Councillors

- a. Attendance at induction sessions explaining the role of Councillors
- b. Provision of an Councillor Information Handbook containing copies of the Standing orders, Financial Regulations, Code of Conduct, policies of the Council and other information deemed relevant
- c. Access to relevant courses provided by bodies such as the *Suffolk Association of Local Councils* (SALC).
- d. Expenses for attending briefings, consultations and other general meetings for Councillors in Suffolk
- e. Circulation of documentation such as briefings and newsletters/magazines

### 3.2 For the Clerk

- a. Induction session explaining the role of the Clerk
- b. Provision of copies of the Standing Orders, Financial Regulations, Code of Conduct, policies of the Council and other information deemed relevant.
- c. Completion of the Introduction to Local Council Administration course or similar.
- d. Gaining the *Certificate in Local Council Administration* (CiLCA) within 12 months of appointment (this is a condition of employment) in order to retain Quality Parish Council status and the General Power of Competence.
- e. Any other training relevant to the proficient discharge of their duties such as IT, Legal powers, Finance and understanding the planning system, identified through regular training needs assessments.
- f. Attendance at relevant local meetings of bodies such as the Society of Local Council Clerks (SLCC) and briefings by SALC.
- g. Subscription to relevant publications and advice services.
- h. Provision of *Local Council Administration* by Paul Clayden and other relevant publications, which will remain the property of the Council.
- i. Arranging mentoring opportunities with suitably qualified Clerks from neighbouring parishes.
- j. Regular feedback from the Chairman of the Council in their performance.

- 3.3 For Volunteers on Parish Council activities
- a. Briefings on relevant health and safety matters and the scope of their work prior to starting.
  - b. Assessment of their skill, knowledge and capacity to complete the task in hand.
  - c. Briefing on the safe use of any equipment provided by the Council.
  - d. Training for volunteers will not be beyond that which is necessary for their role.

#### **4. Training needs identification**

4.1 Training requirements for Councillors will usually be identified by themselves, the Chairman and Clerk. Opportunities to attend courses will be investigated by the Clerk and brought to the attention of the full council.

4.2 Annually, the Council will formally review the training needs of Councillors and the Clerk at a meeting of the Parish Council.

4.3 Training needs for the Clerk will be identified through the recruitment process for new clerks, including application form and interview, formal and informal discussions and annual staff appraisal. The Clerk is expected to keep up-to-date with developments in the sector and highlight to the Council any training required.

#### **5. Resourcing Training**

5.1 Annually, an allocation will be made in the budget each year as required to enable reasonable training and development.

5.2 Annually, the Council will consider an allocation in the budget for the payment of a subscription to the Society of Local Council Clerks Suffolk Association of Local Councils to enable the Clerk and Councillors to take advantage of their training courses and conferences.

5.3 Purchases of relevant resources such as publications will be considered on an ongoing basis.

#### **6. Evaluation and review of training**

6.1 All training undertaken will be subsequently evaluated by the Council to gauge its relevance, content and appropriateness. Any additional training needs highlighted as a result will be brought into the training identification process in section 4 above.

6.2 Training will be reviewed in the light of changes to legislation or any quality systems relevant to the Council; new qualifications; new equipment; complaints received or incidents which highlight training needs and requests from Councillors, the Clerk or volunteers.

6.3 The Clerk will maintain a record of training attended by themselves and Councillors.

Newton Parish Council adopted this policy at its meeting on 10<sup>th</sup> March 2021

Last Reviewed 11<sup>th</sup> February 2026

# **HEALTH AND SAFETY POLICY**

## **POLICY STATEMENT**

It is the Policy of Newton Parish Council ("Council") to protect all persons including employees, customers, contractors and members of the public from potential injury and damage to their health which may arise from work activities.

## **KEY PRINCIPLES**

The Council will

- provide and maintain safe and healthy working conditions, equipment and systems of work for all employees
- provide and maintain safe council owned facilities for the public
- provide such information, training and supervision, as they need for this purpose
- give a high level of commitment to health and safety and will comply with all statutory requirements.

## **WHO DOES THE POLICY APPLY TO**

The Policy applies to all employees, contractors and Councillors of the Council

Newton Parish Council adopted this policy at its meeting on 14<sup>th</sup> April 2021

Last Reviewed 11<sup>th</sup> February 2026

## **EQUALITY POLICY**

Newton Parish Council ("Council") is committed to a policy of equality of opportunity for all our residents, customers, staff and potential staff and will fulfil its legal responsibilities under all legislation concerning equal opportunities.

The Council will actively develop positive practices which promote equality of opportunity and enable residents and customers to fully participate and staff to realise their full potential. No resident, customer, job applicant or employee will receive less favourable treatment on the grounds of gender, race, colour, creed, nationality, ethnic or national origin, physical or mental disability, sexual orientation, marital status, or will be disadvantaged by any condition which cannot be justified. The Council will ensure that all decisions on participation, recruitment, selection, training, promotion and career development are based on abilities, merits, and objective job related criteria.

All staff are required to behave in a non-discriminatory manner and to create a culture in which people can feel confident of being treated with fairness, dignity and tolerance. It is the responsibility of all Council Members and employees to adopt and implement this policy as part of their professional activities and conduct.

Newton Parish Council adopted this policy at its meeting on 10<sup>th</sup> March 2021

Last Reviewed 11<sup>th</sup> February 2026

## **ACCESSIBILITY STATEMENT**

Newton Parish Council runs this website (newton-pc.gov.uk). We want as many people as possible to be able to use this website. For example, that means you should be able to:

- navigate most of the website using just a keyboard
- navigate most of the website using speech recognition software.
- listen to most of the website using a screen reader (including the most recent versions of JAWS, NVDA and VoiceOver).

We've also made the website text as simple as possible to understand. AbilityNet has advice on making your device easier to use if you have a disability.

### **How accessible this website is**

We know some parts of this website are not fully accessible:

- you cannot modify the line height or spacing of text
- we can't guarantee the full accessibility of our PDF documents or Word documents to screen reader software.

The "Missing Form Label" error, which is highlighted by Wave within the Search Box available on various pages of the website, is not an error according to Community Action Suffolk, who have developed the template on which this website is based.

### **What to do if you cannot access parts of this website**

If you need information on this website in a different format like accessible PDF, large print, easy read, audio recording or braille:

- email [clerk@newton-pc.gov.uk](mailto:clerk@newton-pc.gov.uk)
- call 01787 375085.

We'll consider your request and get back to you in 10 days.

### **Reporting accessibility problems with this website**

We're always looking to improve the accessibility of this website. If you find any problems not listed on this page or think we're not meeting accessibility requirements, contact Dave Crimmin via email [clerk@newton-pc.gov.uk](mailto:clerk@newton-pc.gov.uk) or phone 01787 375085.

### **Enforcement procedure**

The Equality and Human Rights Commission (EHRC) is responsible for enforcing the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (the 'accessibility regulations'). If you're not happy with how we respond to your complaint, contact the Equality Advisory and Support Service (EASS).

### **Technical information about this website's accessibility**

Newton Parish Council is committed to making its website accessible, in accordance with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018. This website is fully compliant with the Web Content Accessibility Guidelines version 2.1 AA standard.

### **How we tested this website**

This website was last tested on 21st November 2025. Newton Parish Council undertook its own testing. The test was performed using the Wave Accessibility software. We tested our main website platform, available at [www.newton.onesuffolk.net](http://www.newton.onesuffolk.net)

**What we're doing to improve accessibility**

We are constantly looking at our website accessibility alongside our website developers, and where we can improve on it, we will. We follow a specific set of guidelines to ensure all our content meets the WCAG 2.1 Standard.

This statement was prepared on 22nd July 2020. It was last updated on 21st November 2025.

# **IT AND EMAIL POLICY**

## **1. Introduction**

Newton Parish Council (NPC) recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications.

This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees, volunteers, and contractors.

## **2. Scope**

This policy applies to all individuals who use NPC's IT resources, including computers, networks, software, devices, data, and email accounts.

## **3. Acceptable use of IT resources and email**

NPC IT resources and email accounts are to be used for official council-related activities and tasks. Limited personal use is permitted, provided it does not interfere with work responsibilities or violate any part of this policy. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

## **4. Device and software usage**

Where possible, authorised devices, software, and applications will be provided by NPC for work-related tasks.

Unauthorised installation of software on authorised devices, including personal software, is strictly prohibited due to security concerns.

## **5. Data management and security**

All sensitive and confidential NPC data should be stored and transmitted securely using approved methods. Regular data backups should be performed to prevent data loss, and secure data destruction methods should be used when necessary.

## **6. Network and internet usage**

NPC's network and internet connections should be used responsibly and efficiently for official purposes. Downloading and sharing copyrighted material without proper authorisation is prohibited.

## **7. Email communication**

Email accounts provided by NPC are for official communication only. Emails should be professional and respectful in tone. Confidential or sensitive information should be sent via the NPC Councillors WhatsApp group. Be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

## **8. Password and account security**

NPC users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others. Regular password changes are encouraged to enhance security.



## **9. Mobile devices and remote Work**

Mobile devices provided by NPC should be secured with passcodes and/or biometric authentication. When working remotely, users should follow the same security practices as if they were in the office.

## **10. Email monitoring**

NPC reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR.

## **11. Retention and archiving**

Emails should be retained and archived in accordance with legal and regulatory requirements. Regularly review and delete unnecessary emails to maintain an organised inbox.

## **12. Reporting security incidents**

All suspected security breaches or incidents should be reported immediately to the designated IT point of contact for investigation and resolution. Report any email-related security incidents or breaches to the Clerk immediately.

## **13 Training and awareness**

NPC will provide regular training and resources to educate users about IT security best practices, privacy concerns, and technology updates. All employees and councillors will receive regular training on email security and best practices.

## **14. Compliance and consequences**

Breach of this IT and Email Policy may result in the suspension of IT privileges and further consequences as deemed appropriate.

## **15. Policy review**

This policy will be reviewed annually to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

## **16. Contacts**

For IT-related enquiries or assistance, users can contact the Clerk.

All staff and councillors are responsible for the safety and security of NPC's IT and email systems. By adhering to this IT and Email Policy, NPC aims to create a secure and efficient IT environment that supports its mission and goals.

The policy was adopted by Newton Parish Council on 9<sup>th</sup> July 2025.

Last Reviewed 11<sup>th</sup> February 2026

## **TERMS OF REFERENCE FOR THE HR COMMITTEE**

### **1. PURPOSE**

This shall be called the Human Resources Committee (hereafter referred to as the HR Committee). The committee's purpose is to facilitate the discharge of Newton Parish Council's responsibilities as an employer and make recommendations on such matters to the full Council.

### **2. MEMBERSHIP**

The committee shall comprise of 3 councillors who will be elected at the Annual Meeting of Newton Parish Council in May and subsequent parish council meetings if the need arises. The quorum of the committee will be 3.

### **3. MEETINGS**

Meetings will take place as required but at least once annually to review staff conditions and pay scales.

### **4. COMMITTEE SERVICES**

The committee will be serviced by the Clerk.

### **5. VOTING**

Each member shall have a single vote, apart from the chairperson who will have, in addition, a casting vote.

### **6. ROLES AND RESPONSIBILITIES – STAFFING MATTERS – GENERAL**

- 6.1 To ensure that the staff's Job Description and Contract of Employment are up to date and kept under review.
- 6.2 To implement as necessary, monitor and review policies for staff.
- 6.3 To review salary pay scales for staff annually.
- 6.4 The appointment of staff will be on a recommendation of the HR Committee to be presented to the full Council for approval.
- 6.5 To arrange the execution of new employment contracts and changes to contracts.
- 6.6 To keep under review staff working conditions and health and safety, particularly with changes to employment and health and safety legislation.
- 6.7 To consider any health and safety or staff well-being matters brought to the committee's attention.
- 6.8 The Clerk's appraisals will be undertaken by the Chair and Vice Chair of the Council and reported to the full Council for approval.
- 6.9 Staff appraisals will be undertaken by the Clerk and reported to HR Committee.
- 6.10 Staff overtime, TOIL and leave requests will be authorised by full Council.

### **7. ROLES AND RESPONSIBILITIES – STAFFING MATTERS – GRIEVANCE, DISCIPLINARY AND DISMISSAL.**

- 6.1 To consider any grievance or disciplinary matters.
- 6.2 Refer the outcome of any grievance/disciplinary matter, together with recommendations to full Council.
- 6.3 Following a decision by full Council, to oversee any process leading to disciplining or dismissal of staff (including redundancy).
- 6.4 To apply any decisions/correspondence in respect of an upheld grievance.

The terms of reference were last reviewed by the HR Committee on 10<sup>th</sup> December 2025.

## **TERMS OF REFERENCE FOR THE STANDARDS COMMITTEE**

### **1. PURPOSE**

This shall be called the Standards Committee with the purpose of the committee being to facilitate the discharge of Newton Parish Council's responsibilities as a corporate body concerning complaints received on council decisions and councillors' conduct.

### **2. MEMBERSHIP**

The committee shall comprise of 3 councillors who will be elected at the Annual Meeting of Newton Parish Council in May and subsequent parish council meetings if the need arises. The quorum for the committee will be 3.

### **3. MEETINGS**

Meetings will take place as required but at least once annually to review the council's complaints policy and procedures and the Terms of Reference for the Standards Committee.

### **4. COMMITTEE SERVICES**

The committee will be serviced by the Clerk.

### **5. VOTING**

Each member shall have a single vote, apart from the chairperson who will have, in addition, a casting vote.

### **6. ROLES AND RESPONSIBILITIES**

- 6.5 Review (annually) the complaints policy and procedures, recommending any necessary changes to the full Council.
- 6.6 Review (annually) the Terms of Reference of the Standards Committee recommending any necessary changes to the full Council.
- 6.7 Conduct formal procedures properly brought against a Parish Councillor under the Code of Conduct
- 6.8 Conduct formal procedures to handle any complaints properly brought against the Parish Council
- 6.9 Review and make recommendations to the full Council for the training status of all Parish Councillors and staff to ensure familiarity with correct practice.

### **7. DELEGATION**

For convenience in cases where an urgent response is required to areas delegated to this Committee, the Chair of the Committee together with one other person serving on the Committee and the Clerk may prepare and submit a representation on behalf of the Parish Council without referring to the Parish Council, provided a report is made in writing to the next available meeting of either the Committee or the full Council whichever is sooner.

The terms of reference were last reviewed by the Standards Committee on 10<sup>th</sup> December 2025.

## **TERMS OF REFERENCE FOR NEIGHBOURHOOD PLAN WORKING PARTY**

The Newton Neighbourhood Plan Working Party (NPWP) is a working group of Newton Parish Council (NPC). All NPC policies and procedures are applicable to NPWP, and all the work undertaken by the NPWP will be submitted to NPC for adoption.

### **1. Purpose**

The primary purpose of the NPWP is to prepare the Neighbourhood Plan (NP) for Newton, progressing it through an Independent Examination, a successful community referendum, and ultimately its adoption by Babergh District Council as planning policy.

The NPWP will engage the local community to ensure the NP reflects the ambitions of Newton, maximising support through high levels of engagement throughout the process.

### **2. Principles**

The NPWP will operate democratically, transparently, and fairly, encouraging participation and giving equal weight to all community views. All decisions will be evidence-based and supported by community consultation.

### **3. Roles and Responsibilities**

The NPWP will be accountable for developing and providing strategic management of the NP. It will develop and maintain a project timetable to guide progress. The NPWP will also produce a programme of consultation and engagement events with residents, aligning with NPC's Statement of Community Engagement, to ensure public involvement throughout the process.

To support plan production, the NPWP will undertake analysis and evidence gathering. It will actively support and promote the NP during the project and liaise with relevant authorities and organisations to enhance effectiveness.

The NPWP will gather data from a wide range of sources to ensure that conclusions are robust and reflect the aspirations and concerns of all residents. It will consult widely to ensure that both the draft and final versions of the NP accurately represent the community's views. Monthly progress reports will be made to NPC.

### **4. Membership, Chairman, and Quorum**

Membership of the NPWP will include a minimum of 5 members, with at least 2 being members of NPC. Additional members may be co-opted as needed to ensure broad community representation. The Chair of the NPWP will be an NPC member and a Deputy Chair will be selected by the NPWP. For a meeting to be quorate, at least 3 members must be present, including an NPC member.

### **5. Decision Making**

The plan-making process is the responsibility of NPC as the qualifying body. All NPWP actions will be carried out on behalf of and require approval from NPC. NPC will approve all the documents making up the Draft of the NP before it is published for consultation and independent examination processes.

### **Meetings**

Meetings of the NPWP will be held monthly at Newton Village Hall. Notices and accompanying papers will be distributed at least three days before each meeting. All documents of the NPWP will be updated on the Newton website by the Parish Clerk. Decisions will typically be made by consensus; however, where voting is necessary, each member will have one vote (excluding co-opted members), with a simple majority determining the outcome. The Chair will hold a casting vote in the event of a tie.

### **6. Finance**

All grants and funds for the NP will be managed and accounted for by NPC. All orders and purchases will be placed via the Parish Clerk and will conform to NPC's Financial Regulations. NPWP members may reclaim agreed expenses related to the project.

## **7. Conduct**

NPWP members are expected to adhere to NPC's Code of Conduct, including the declaration of interests where applicable. Members should conduct themselves with dignity, courtesy, and respect towards others, regardless of age, gender, sexual orientation, ethnicity, or religious belief. They must promote equality of access and opportunity throughout the process.

## **8. Amendments**

Any amendments to these Terms of Reference must be approved by NPC.

Adopted at the NPC meeting on 9th July 2025

Last Reviewed 11<sup>th</sup> February 2026