

Poulton Parish Council

Standing Orders



Revision 6

31st January 2026

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1. Ordinary Meetings

- a. At least 3 Ordinary Meetings of the Council shall be held in each year on such dates and times and at such place as the Council may direct with the first place of choice being Poulton Village Hall. Meetings shall not take place in premises, which at the time of the meeting, are used for the supply of alcohol unless no other premises are available free of charge or at a reasonable cost.
- b. Smoking is not permitted at any meeting of the Council.
- c. When calculating the 3 clear days for notice of a meeting to councillors and the public, the day on which notice was issued, weekends and public holidays or mourning shall not count.
- d. Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public or press's exclusion from part or all of a meeting, shall be by a resolution detailed at Standing Order which gives reasons for their exclusion.
- e. Subject to standing order 1(d) above, members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda. The period of time given shall be at the Chairman's discretion and their participation minuted.
- f. In accordance with standing order 1(e) above, a question asked by a member of the public, for an item not on the agenda, will be minuted and answered at the next meeting.
- g. Any person speaking at a meeting shall address his comments to the Chairman.
- h. Only one person is permitted to speak at a time. If more than one person wishes to speak the Chairman shall direct the order of speaking.
- i. Photographing, recording, broadcasting or transmitting the proceedings of a meeting is only permitted with the Council's prior consent.
- j. Subject to any standing order indicating otherwise, anything authorised

or required to be done by, to or before the Chairman may in his absence be done so by, to or before the Vice-Chairman.

- k. The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.

2. The Statutory Annual Meeting

- a. In an election year the Annual Parish Council Meeting shall be held on or within 14 days following the day on which the councillors elected take office.
- b. In a year which is not an election year the Annual Parish Council Meeting shall be held on such day and time in May as the Council may direct.
- c. The election of the Chairman and Vice-Chairman (if any) of the Council shall be the first business completed at the annual meeting of the Council.
- d. The Chairman of the Council, unless he/she has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his/her successor is elected.
- e. The Vice-Chairman of the Council, if any, unless he/she resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.
- f. In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he/she shall preside at the meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equality of votes.
- g. In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he/she shall preside at the meeting until a new

Chairman of the Council has been elected. He/she may exercise an original vote in respect of the election of the new Chairman of the Council and must give a casting vote in the case of an equality of votes.

- h. Following the election of the Chairman of the Council and Vice-Chairman (if any) of the Council at the annual meeting of the Council, the order of business shall be as follows: -
- i. In an election year, delivery by councillors of their declarations of acceptance of office.
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council and to receive and note minutes of and/or to determine recommendations made by committees.
 - iii. Review and adoption of appropriate standing orders and financial regulations.
 - iv. Review of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities.
 - v. Review of inventory of land and assets including buildings and office equipment.
 - vi. Review and confirmation of arrangements for insurance cover in respect of all insured risks.
 - vii. Review of the Council and/or employees' memberships of other bodies.
 - viii. Setting the dates, times and place of ordinary meetings of the full Council for the year ahead.

3. Chairman of the Meeting

The person presiding at a meeting may exercise all the powers and duties of the Chairman in relation to the conduct of the meeting.

4. Clerk to the Parish Council

- a. The Council's Clerk shall be either (i) the clerk or such other employee as may be nominated by the Council from time to time or (ii) such other employee appointed by the Council to undertake the role of the Clerk during the Clerk's absence. The Clerk and the employee appointed to act as such during the Clerk's absence shall fulfil the duties assigned to the Clerk in standing orders.

5. The Council's Clerk shall do the following: -

- a. Sign and serve on councillors by electronic form or post at their residences a summons confirming the time, date, venue and the agenda of a meeting of the Council at least 3 clear days before the meeting as indicated in 1c.
- b. Give public notice of the time, date, venue and agenda at least 3 clear days before a meeting of the Council (provided that the public notice with agenda of any extraordinary meeting of the Council convened by councillors is signed by them).
- c. Subject to standing orders, include in the agenda all motions in the order received, unless a councillor has given written notice at least 3 days before the meeting confirming his withdrawal of it.
- d. Convene a meeting of full Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office.
- e. Make available for inspection the minutes of meetings.
- f. Receive and retain copies of byelaws made by other local authorities.
- g. Receive and retain declarations of acceptance of office from councillors.
- h. Retain a copy of every councillor's register of interests and any changes to it and keep copies of the same available for inspection.
- i. Keep proper records required before and after meetings.
- j. Process all requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the Council's procedures relating to the same.
- k. Receive and send general correspondence and notices on behalf of the Council.
- l. Manage the organisation, storage of and access to information held by the Council in paper and electronic form.
- m. Arrange for the prompt authorisation, approval, and instruction regarding any

payments to be made by the Council in accordance with the Council's financial regulations.

6. Quorum of the Council

Three members or one-third of the total membership, whichever is the greater, shall constitute a quorum at meetings of the Council.

If a quorum is not present or if during a meeting the number of councillors present (not counting those debarred by reason of a declared interest) falls below the required quorum, the meeting shall be adjourned and business not transacted shall be transacted at the next meeting or on such other day as the Chairman may fix.

7. Voting

Members shall vote by show of hands or, if at least two members so request, by signed ballot.

- a) If a member so requires, the Clerk shall record the names of the members who voted on any question so as to show whether they voted for or against it. Such a request must be made before moving on to the next business.
- b) The Chairman may give an original vote on any matter put to the vote, and in any case of an equality of votes may give a casting vote whether or not he gave an original vote.
- c) If the person presiding at the annual meeting would have ceased to be a member of the council but for the statutory provisions which preserve the membership of the Chairman and Vice-Chairman until the end of their term of office, he may not give an original vote in an election for Chairman.
- d) The person presiding must give a casting vote whenever there is an equality of votes in an election for Chairman.

8. Order of Business - Annual Parish Council Meeting.

The first business shall be: -

- a. To elect a Chairman of the Council
- b. To receive the Chairman's declaration of acceptance of office or, if not then received, to decide when it shall be received.
- c. In the ordinary year of election of the Council to fill any vacancies left unfilled at the election by reason of insufficient nominations.
- d. To decide when any declarations of acceptance of office which have not been received as provided by law shall be received.
- e. To elect a Vice-Chairman of the Council.

- f. To appoint representatives to outside bodies.
- g. To consider the payment of any subscriptions falling to be paid annually.
- h. To inspect any deeds and trust investments in the custody of the Council as required.
- i. and shall thereafter follow the order set out in the Standing Order 9

8.1

At every meeting other than the Annual Parish Council Meeting the first business shall be to appoint a Chairman if the Chairman and Vice Chairman be absent and to receive such declarations of acceptance of office (if any) and undertaking to observe the Council's code of conduct as are required by law to be made or, if not then received, to decide when they shall be received.

8.2

In every year, not later than the meeting at which the estimates for next year are settled, the Council shall review the pay and conditions of service of any existing employee. Standing Order 11.1.5 must be read in conjunction with this requirement.

9. Order of Business - Ordinary Parish Council Meeting

The order of business, unless the Council otherwise decides on the ground of urgency, shall be as follows:

- a. To read and consider the Minutes; provided that if a copy has been circulated to each member not later than the day of issue of the summons to attend the meeting, the Minutes may be taken as read unless queries are identified.
- b. To dispose of any matters arising
- c. After consideration, to approve the signature of the Minutes by the person presiding as a correct record.
- d. To deal with business expressly required by statute.
- e. To receive such communications as the person presiding may wish to lay before the Council.
- f. To answer questions from Councillors.
- g. To receive and consider resolutions or recommendations in the order in which they have been notified.
- h. To authorise the sealing of documents.
- i. If necessary, to authorise the signing of orders for payment.

1. Urgent Business

A motion to vary the order of business on the ground of urgency:

- a. May be proposed by the Chairman or by any member and put to a vote.

2. Resolutions and Motions

3. No ordinary motion may be moved at a meeting unless it is included in the agenda and the mover has given written notice of its wording to the Council's Clerk at least 6 working days before the next meeting.
4. The Clerk may, before including a motion in the agenda, correct obvious grammatical or typographical errors in the wording of the motion.

5. If the Clerk considers the wording of a motion received is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Clerk in clear and certain language at least 6 clear days before the meeting.
6. If the wording or nature of a proposed motion is considered unlawful or improper, the Clerk shall consult with the Chairman of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included or rejected in the agenda. The decision of the Chairman as to whether or not to include the motion in the agenda shall be final.
7. Every motion rejected in accordance with the Council's standing orders shall be duly recorded with a note by the Clerk giving reasons for its rejection in Council records.
8. Every motion and resolution shall relate to the Council's statutory functions, powers and lawful obligations or shall relate to an issue, which specifically affects the Council's area or its residents.

9.2.1 Motions not requiring written notice.

- a. Motions in respect of the following matters may be moved without written notice.
 - i. To correct an inaccuracy in the minutes of the previous meeting.
 - ii. To dispose of business, if any, remaining from the last meeting.
 - iii. To alter the order of business on the agenda for reasons of urgency or expedience.
 - iv. To authorise legal deed signed by two councillors and witnessed.
 - v. To exclude the press and public for all or part of a meeting.
 - vi. To silence or exclude from the meeting a Councillor or a member of the public for disorderly conduct.

- vii. To suspend any standing order except those which are mandatory by law.
- viii. To adjourn the meeting.

10. Questions

- a. A councillor may seek an answer to a question concerning any business of the Council provided 6 working days notice of the question has been given to the Clerk.
- b. Questions not related to items of business on the agenda for a meeting shall only be asked during the part of the meeting set aside for such questions.
- c. Every question shall be put and answered where feasible.

11. Rules of Debate

No discussion of the Minutes shall take place except upon their accuracy. Corrections to the Minutes shall be made by resolution and must be initialled by the Chairman.

- 1. A resolution or amendment shall not be discussed unless it has been proposed and seconded, and, unless proper notice has already been given, it shall, if required by the Chairman, be reduced to writing and handed to him before it is further discussed or put to the meeting.
 - a. No speech by a mover of a resolution shall exceed ten minutes and no other speech shall exceed five minutes except by consent of the Council.
 - b. The mover of a resolution or of an amendment shall have a right of reply, not exceeding three minutes.
 - c. A member, other than the mover of a resolution, shall not, without leave of the Council, speak more than once on any resolution except to move an amendment or further amendment, or on an amendment, or on a point of order, or in personal explanation, or to move a closure.

1.1. Right of Reply

The mover of a resolution shall have a right to reply immediately before the resolution is put to the vote. If an amendment is proposed the mover of the amendment shall be entitled to reply immediately before the amendment is put to the vote. A member exercising a right of reply shall not introduce a new matter. After the right of reply has been exercised or waived, a vote shall be taken without further discussion.

1.2. Alteration of Resolution

A member may, with the consent of his seconded, move amendments to his own resolution.

1.3. Rescission of Previous Resolution

- a. Any decision of the Council shall not be reversed within six months except either by a special resolution, the written notice whereof bears the names of at least three members of the Council.
- b. No similar resolution may be moved within a further six months.

1.4. Normal Voting On Appointments

Where more than two persons have been nominated for any position to be filled by the Council and of the votes given there is not an absolute majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken, and so on until a majority of votes is given in favour of one person.

1.5. Discussions and Resolutions Affecting Employees of the Council

If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service, of any person employed by the Council, it shall not be considered until the Council has decided whether or not the press and public shall be excluded.

1.6. Resolutions on Expenditure

Any resolution which would, in the opinion of the Chairman, substantially increase the expenditure upon any service which is under the management of the Council or reduce revenue, or which would involve capital expenditure, shall, when proposed and seconded, stand adjourned without further discussion to the next ordinary meeting of the Council.

1.7. Expenditure

Orders for the payment of money shall be authorised by resolution of the Council and signed by two members.

1.8. Sealing of Documents

A document shall not be sealed on behalf of the Council unless its sealing has been authorised by a resolution.

11.1.9 Accounts and Financial Statement

- a. All payments by the Council shall be authorised, approved and paid in accordance with the Council's financial regulations, which shall be reviewed at least annually.

- b. The Clerk as Responsible Financial Officer shall supply to each councillor as soon as practicable after 31 March, 30 June, 30 September and 31 December in each year a statement summarising the Council's receipts and payments for each quarter and the balances held at the end of a quarter. This statement should include a comparison with the budget for the financial year. A Financial Statement prepared on the appropriate accounting basis (receipts and payments, or income and expenditure) for a year to 31 March shall be presented to each councillor before the end of the following month of May. The Statement of Accounts of the Council (which is subject to external audit), including the annual governance statement, shall be presented to Council for formal approval before 30 June.

12. Estimates / Precepts

The Council shall approve written estimates for the coming financial year at its meeting before the end of January.

13. Interests

13.1 If a member has a personal interest as defined by the Code of Conduct adopted by the Council, then he shall declare such interest as soon as it becomes apparent, disclosing the existence and nature of that interest as required.

13.2 If a member who has declared a personal interest, then considers the interest to be prejudicial, he must withdraw from the room or chamber during consideration of the item to which the interest relates.

13.3 The Clerk may be required to compile and hold a register of member's interests in accordance with agreement reached with the Monitoring Officer of the Responsible Authority and/or as required by statute.

13.4 If a candidate for any appointment under the Council is to his knowledge related to any member of or the holder of any office under the Council, he and the person to whom he is related, shall disclose the relationship in writing to the Clerk. A candidate who fails so to do, shall be disqualified for such appointment. If appointed, they may be dismissed without notice. The Clerk shall report to the Council any such disclosure.

13.5 The Clerk shall make known the purpose of Standing Order 13 to every candidate.

14. Canvassing of and Recommendations by Members

- a. Canvassing of members of the Council directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. The Clerk shall make known the purpose of this subparagraph of this Standing Order to every candidate.
- b. A member of the Council shall not solicit for any person any appointment under the Council or recommend any person for such appointment or for promotion; but, nevertheless, any such member may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.
- c. This shall apply to tenders as if the person making the tender were a candidate for an appointment.

15. Inspection of Documents

- a. A member may for the purpose of his duty as such (but not otherwise), inspect any document in possession of the Council, and if copies are available shall, on request, be supplied for the like purpose with a copy.
- b. Minutes by resolution shall be signed by the Chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.

16. Unauthorised Activities

No member of the Council shall in the name of or on behalf of the Council:

-

1. Inspect any lands or premises, other than which the Council has a right or duty to inspect.
2. Issue orders, instructions or directions. Unless authorised to do so by the Council.

17. Admission of the Public and Press to Meetings

The Public and Press shall be admitted to all meetings of the Council, but may however be temporarily excluded by means of the following resolution :- That in view of the (special)(confidential) nature of the business about to be transacted, it is advisable in the public interest that Parishioners and the Press be temporarily excluded, and they are now instructed to withdraw.

18. Disorderly Conduct

- a. No person shall obstruct the transaction of business at a meeting or behave offensively or improperly.
- b. If, in the opinion of the Chairman, there has been a breach of standing order, the Chairman shall express that opinion and thereafter any councillor (including the Chairman) may move that the person be silenced or excluded from the meeting, and the motion, if seconded, shall be voted upon.
- c. If a resolution made in accordance with standing orders, is disobeyed, the Chairman may take such further steps as may reasonably be necessary to enforce it and/or he may adjourn the meeting.

19. Confidential Business

- a. No member of the Council shall disclose to any person not a member of the Council any business declared to be confidential by the Council.

19. Liaison with County and District Councillors

- a) A summons and Agenda for each meeting shall be sent, together with an invitation to attend, to the

County, Borough, Unitary or District Councillor for the appropriate division or ward.

- b) Unless the Council otherwise orders, a copy of each letter ordered to be sent to the County or District Council shall be transmitted to the County Councillor for the division or to the District Councillor for the ward as the case may require.

20. Planning Applications

- a. The Clerk shall, as soon as it is received, promptly circulate to members the application clearly marked as to identify it as a planning application notified to the Council. The clerk may summarise the following details for clarity: -
 - i. the date on which it was received
 - ii. the name of the applicant
 - iii. the place to which it relates.

- b. The Clerk shall post a notice of the receipt of any new planning application within the Parish on the Parish notice board informing the Parish as to its kept location for viewing purposes by appointment.

21. Financial Matters

- a. The Council shall consider and approve financial regulations drawn up by the Clerk as Responsible Financial Officer, which shall include detailed arrangements in respect of the following: -
 - i. the accounting records and systems of internal control.
 - ii. the assessment and management of financial risks faced by the Council.
 - iii. the work of the Internal Auditor and the receipt of regular reports from the Internal Auditor, which shall be required at least annually.
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments.

22. Tender Procedures

- a. procurement policies including the setting of values for different procedures where the contract has an estimated value of less than £60,000.

- b. Any proposed contract for the supply of goods, materials, services

and the execution of works with an estimated value in excess of [£60,000] shall be procured on the basis of a formal tender as summarised below.

- c. Any formal tender process shall comprise the following steps: -
- i. a specification of the goods, materials, services and the execution of works shall be drawn up.
 - ii. tenders are to be sent, in a sealed marked envelope, to the Clerk by a stated date and time.
 - iii. tenders submitted are to be opened, after the stated closing date and time, by the Clerk and at least one member of the Council.
 - iv. tenders are then to be assessed and reported to the appropriate meeting of Council or Committee.
 - v. The Council is not bound to accept the lowest tender, estimate or quote.
 - vi. Where the value of a contract is likely to exceed £138,893 (or other threshold specified by the Office of Government Commerce from time to time) the Council must consider whether the Public Contracts Regulations 2006 (SI No.5, as amended) and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the Council must comply with EU procurement rules.

23. Standing Orders, including Variation, Revocation and Suspension

- a. The Chairman's decision as to the application of standing orders at meetings shall be final.
- b. The Clerk shall provide a copy of the Council's standing orders to a councillor upon delivery of his declaration of acceptance of office.
- c. . Any or every part of the standing orders, except those, which are mandatory by law, may be suspended by resolution in relation to any specific item of

business.

- d. A councillor's failure to observe standing orders more than 3 times in one meeting may result in him being excluded from the meeting.
- e. A motion to permanently add to or to vary or to revoke one or more of the Council's standing orders not mandatory by law shall not be carried unless two-thirds of the councillors at a meeting of the Council vote in favour of the same.

24. Conduct on Complaints

The Council shall deal with complaints of maladministration allegedly committed by the Council or by any officer or member in such manner as adopted by the Council except for those complaints, which should be properly directed to the Standards Board for consideration.

25 Poulton Playing Fields and Allotments Charity

Appointment of Trustees – Standing Order

- a) The council is responsible for the appointment of trustees to the Poulton Playing Field and Allotment Charity.
- b) When a vacancy occurs the council will advertise, on the village noticeboard and via the village website, for applicants.
- c) The closing date for applications will be two weeks after the date shown on the advertisement.
- d) Applicants should be aware that they may be approached by the Council and/or the chairperson of the Trust to enquire if they have any previous experience of being a trustee, of working with voluntary organisations and/or other relevant criteria.
- e) Trustees are appointed for a term of four years and at the end of that term need to apply to the Parish Council to be re-appointed.-
- f) Their names will be circulated to councillors who will then indicate their preferences at a private session of the council. In the event of a vote resulting in a tie the chairman of the council will have a second and casting vote.
- g) Names of those selected will be passed to the chairperson of the trustees who will have the right to veto any selection.
- h) In the event of no suitable candidate being selected or coming forward the council will approach other parishioners to present to the chairperson of the trustees for his/her approval.

26. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

- a) The Council shall appoint a Data Protection Officer.
- b) The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.
- c) The Council shall have a written policy in place for responding to and managing a personal data breach.
- d) The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.
- e) The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.
- e) The Council shall maintain a written record of its processing activities.

27. Equal Opportunities Policy

1. Introduction

- 1. Poulton Parish Council is committed to providing and promoting equal opportunities, eliminating discrimination and encouraging diversity in the Community.
- 2. Poulton Parish Council aims to create a culture that respects and values each other's differences and which promotes dignity, equality and diversity.
- 3. An up-to-date copy of this Policy shall be maintained on Poulton Parish Council's website.

2. Purpose

- 1. Poulton Parish Council recognises that supporting equality is of primary importance. This policy will help Councillors and employees of the Council to develop sound and effective policies that impact on the local community, whilst ensuring that the Council meets its duty under the Equality Act 2010.

3. Scope

- 1. This policy applies to all employees, volunteers, contractors and elected members of Poulton Parish Council.
- 2. It is the responsibility of every employee and Councillor of Poulton Parish Council to ensure that they do not discriminate in any way. All employees and Councillors have a duty to uphold equal opportunities principles. Any breach of this policy will be dealt with appropriately.

4. Equality Act 2010

1. The Equality Act 2010 applies to public bodies and others carrying out public functions. It supports good decision-making by ensuring public bodies consider how different people will be affected by the activities, policies and services provided.
2. The Equality Act 2010 places a Public Sector Duty on Poulton Parish Council to work to:
 1. Eliminate discrimination, harassment, victimisation and any other conduct prohibited under the Act.
 2. Advance equality of opportunity between persons who share a protected characteristic and persons who don't share it.
 3. Foster good relations between persons who share a relevant protected characteristic and persons who don't share it.
3. No individual will be discriminated against. This includes, but is not limited to the following characteristics (known as protected characteristics under the Act)
 - Age
 - Disability
 - Gender
 - Marital status and civil partnerships
 - Pregnancy and maternity
 - Race
 - Religion and beliefs
 - Sexual orientation
 - Ethnic origin
 - Nationality

5. Equality Commitments

1. Poulton Parish Council supports the principles and practices of the Equality Act 2010 and recognises that it is the duty of all Councillors and employees to accept their personal responsibility for fostering a fully integrated community at work by respecting and adhering to the principles of equality for all.
2. Poulton Parish Council will actively promote equality throughout the organisation through the application of policies, which will ensure that individuals receive treatment that is fair and equitable and consistent with their relevant aptitudes, potential, skills, experiences and abilities.
3. Poulton Parish Council is committed to:
 - Promoting equality opportunity for all persons
 - Promoting a good and harmonious environment in which all persons are treated with respect and valued.
 - Preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimisation

- Fulfilling its legal obligations under the Equality Act 2010

6. Policy Review

1. Poulton Parish Council will review this Policy as is necessary and appropriate.

28. Safeguarding

SECTION 1

Policy Statement

Everyone has a duty to safeguard children, young people and vulnerable adults.

This policy promotes good practice in safeguarding for those using Parish Council facilities.

The Parish Council will review it periodically.

Definitions

Children and young people:

Anyone under the age of 18 years

Vulnerable Adult:

Anyone over 18 who is:

- Unable to care for themselves.
- Unable to protect themselves from significant harm or exploitation.
- Or may be in need of community care services.

To whom this policy applies

This policy applies to anyone working for or on behalf of the Parish Council whether in a paid, voluntary or commissioned capacity, for example contracted to do a piece of work.

It also applies to any individual hiring, leasing or using the Parish Council facilities for the purpose of delivering any service to children, young people or vulnerable adults.

SECTION 2

Promoting a safe environment

In order to promote a safe environment for children, young people and vulnerable adults, the Parish Council will:

- Provide safe facilities and do regular safety assessments.

- Ensure that employees, Councillors and leaders of activities in the parish or in/on parish facilities, are aware of the safeguarding expectations.

- Members of staff and volunteers who have regular unsupervised contact with children, young people or vulnerable adults during the course of their duties MUST undergo appropriate Disclosure and Barring Service (“DBS”) checks BEFORE commencement of such duties.

Expectations of behaviour

All users of Parish Council facilities, organisers of parish events and volunteers should:

- Ensure that communications, behaviour and interaction is appropriate and professional.
- Treat each other with respect and show consideration for other groups using the Parish Council facilities.
- Refrain from any behaviour that involves racism, sexism, homophobia, and bullying and in addition, report any instances of such behaviour to the Chair of the Parish Council, Parish Clerk or parents/carers, as appropriate.

Hiring of facilities to groups for use with children, young people or vulnerable adults

The Parish Council will require the hirer to:

- Have public liability insurance.
- Have a suitable safeguarding policy and/or agree to work to the Parish Council’s policy and relevant guidance.
- Ensure leaders make their members aware of the Parish Council Policy and ensure that it is followed whilst using parish facilities.
- Ensure leaders have valid enhanced DBS checks as appropriate and know where the first aid boxes are and how to summon help from the Emergency Services.
- Do risk assessments for individual activities.