



Notice/Summons

Councillors:

G Taylor (Chair), R Jones, J Newark, I Nilsson-Forrest, J Redfearn, D Walker, L Welch.

You are hereby summoned to attend the following meeting:

Acaster Malbis Parish Council Meeting

When: Monday 12 June 2023 at 19:30

Where: Acaster Malbis Memorial Hall, Acaster Malbis

Members of the press and public are invited to attend, rules of attendance are available on our website.

Craig Booth

Craig Booth, Clerk

posted: **6 Jun 2023**

Meeting Agenda

37 Apologies

37.1 To receive apologies and approve reasons for absence.

38 Declarations of Interest

38.1 To receive declarations of interest from councillors on items on the agenda.

38.2 To receive written requests for dispensations for disclosable pecuniary interests (if any).

38.3 To grant any requests for dispensation as appropriate.

39 Council Minutes

39.1 To confirm the minutes of the council meeting on **15 May 2023** as a correct record.

40 Public Participation

40.1 Fifteen minutes is allocated for public participation. Up to five members of the public will be given no more than three minutes each to speak.

Planning & COYC Report

41 Planning Applications

41.1 23/00810/FUL – Willow Garth, Mill Lane – Raise roof height and add 2 dormer windows.

41.2 Any applications received after the agenda was posted.

42 Planning Decisions

42.1 23/00245/FUL – Beechlands (Acaster Marine) - Erection of new Industrial Units.
Rejected.

43 City of York Council Ward Member Report

- 43.1 To consider matters raised with/by the Ward Member Cllr M Nicholls.

Finance

44 Financial matters

- 44.1 To approve/note payments as detailed in Appendix 1.
44.2 To note receipts as detailed in Appendix 2.
44.3 To approve a bank reconciliation report up to **31 May** in Appendix 3.
44.4 To note the internal controls undertaken prior to the meeting.
44.5 To consider use of a debit card or pre-paid card.
44.6 To agree and sign the updated bank mandate and send to HSBC.

Discussion & Decision Items

45 Clerk's Report

- 45.1 To receive the clerk's report on matters since the last meeting.

46 Policy Updates

- 46.1 To adopt the updated Code of Conduct (DR011-3) in Appendix 4.
46.2 To adopt the new Dignity at Work Policy (DR031-1) in Appendix 5.
46.3 To adopt the new Training and Development Policy (DR032-1) in Appendix 6.

47 Civility and Respect

- 47.1 To pass a resolution to sign up to the civility and respect pledge in Appendix 7.

48 Business Plan

- 48.1 To consider the Business Plan for 2023/24 in Appendix 8.
48.2 To discuss goals and aspiration for inclusion on the Strategic Plan.

49 Balsam Bash 2023

- 49.1 To receive a progress report from Cllr Redfearn on Balsam Bash 2023.

50 Community Speed Watch

- 50.1 To receive a progress report from Cllr Newark on the Community Speed Watch application.

Correspondence, Training & Security

51 Correspondence

To consider the following new correspondence and decide action where necessary.

- 51.1 White Rose Update (19 May, 2 June).
51.2 CPRE Newsletter June 2023.
51.3 YLCA Training and Discussion Forum bulletin (15, 23 May, 2 June).
51.4 York Branch Meeting Agenda for 8 June.
51.5 Northern Gas Networks Newsletter May 2023.

51.6 Weekly list of planning applications from COYC.

52 Training and Employment

52.1 To receive reports from councillors having attended training or meetings of outside bodies.

53 Policing and Security

53.1 To receive local crime reports.

54 Information or items for inclusion on next meeting agenda

54.1 To include any item on the agenda for the next meeting.

54.2 To exchange information not on the agenda. No discussion or decision may take place.

55 Date of the Next Meeting

55.1 To confirm the date of the next meeting as 10 July 2023.

Acronyms:

AMPC Acaster Malbis Parish Council

COYC City of York Council

AMMH Acaster Malbis Memorial Hall

YLCA Yorkshire Local Council Association

Appendix 1

Payments to note/approve

| To whom | Description | Total |
|---------------------------------|-----------------------------|------------------|
| Staples | Stationary | 24.96 |
| Society of Local Council Clerks | SLCC Clerk's Membership | 112.00 |
| Society of Local Council Clerks | SLCC Training | 144.00 |
| HSBC Bank | Bank Charges | 8.00 |
| C Booth | Clerk's Salary | 1,116.00 |
| C Booth | Clerk's Office Allowance | 25.00 |
| C Booth | Clerk's Telephone Allowance | 18.00 |
| Dalbys Nursery | Flower Tower Refresh | 66.20 |
| | Total | £1,514.16 |

Transfer of £1,514.16 from Money Manager to Current Account.

Appendix 2

Receipts to note

| From whom | Description | Total |
|-----------|--------------|--------------|
| | Total | £0.00 |

Appendix 3

Bank Reconciliation

| Bank | On | | Total |
|------------------------|------------|--|-----------|
| HSBC Money Manager | 31/05/2023 | | 12,588.10 |
| HSBC Community Account | 31/05/2023 | | 500.00 |
| Petty Cash | 31/05/2023 | | 0.00 |

Total (A) £13,088.10

| Cash Book | On | | Total |
|------------------|------------|--|------------|
| Cash in hand | 01/04/2023 | | 11,842.33 |
| Receipts to date | 31/05/2023 | | 2,905.85 |
| Payments to date | 31/05/2023 | | (1,660.08) |

Total (B) £13,088.10

As totals **A = B** there no issue to report.



CODE OF CONDUCT

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1 Introduction

1.1 Legal

- 1.1.1 Pursuant to sections 27 [1] and 28 [2] of the Localism Act 2011, Acaster Malbis Parish Council has adopted this Code of Conduct.
- 1.1.2 The council has a statutory duty to promote and maintain high standards of conduct by members and co-opted members of the council [2]. The Code of Conduct sets out general principles of conduct expected of all councillors and specific obligations in relation to standards of conduct.

1.2 Purpose

- 1.2.1 For the purpose of this Code of Conduct, a “councillor” is any person described in section 2.1.
- 1.2.2 The purpose of this Code of Conduct is to assist councillors, in modelling the behaviour that is expected of them, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against them. It is also to protect councillors, the public, fellow Councillors, local authority officers and the reputation of local government.
- 1.2.3 The Code of Conduct is not intended to be an exhaustive list of all the obligations that are placed on councillors. It is the responsibility of individual councillors to comply with the provisions of the Code of Conduct as well as such other legal obligations as may apply to them from time to time.

1.3 Basis

- 1.3.1 The Code of Conduct is based largely on the Local Government Association (LGA) Model Councillor Code of Conduct [3] updated in May 2021.
- 1.3.2 The Code is consistent with the Seven Principles of Public Life, also known as the Nolan Principles:
- Selflessness
 - Integrity
 - Objectivity
 - Accountability
 - Openness
 - Honesty
 - Leadership
- 1.3.3 Building on these principles, the following general principles have been developed specifically for the role of councillor. In accordance with the public trust placed in me, on all occasions:
- I act with integrity and honesty
 - I act lawfully
 - I treat all persons fairly and with respect; and
 - I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

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

2 Application of the Code of Conduct

2.1 To whom does this Code of Conduct apply

2.1.1 The Code of Conduct applies to all members of the council and to all co-opted members of any committee, sub-committee or joint committee of the council.

2.1.2 A “co-opted member” is defined in the Localism Act 2011 Section 27(4) [1] as “a person who is not a member of the authority but who;

- is a member of any committee or sub-committee of the authority, or;
- is a member of, and represents the authority on, any joint committee or joint subcommittee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

2.2 When does the Code of Conduct apply

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

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

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

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

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

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

3 Standards of councillor conduct

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

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

3.1 Respect

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

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

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

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

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor-officer protocol.

3.2 Bullying, harassment and discrimination

3.2.1 I do not bully any person.

3.2.2 I do not harass any person.

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

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

The Protection from Harassment Act 1997 [4] defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010 [5]. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 [5] places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3.3 Impartiality of officers of the council

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

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

3.4 Confidentiality and access to information

3.4.1 I do not disclose information: a) given to me in confidence by anyone or b) acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless

- i. I have received the consent of a person authorised to give it;
- ii. I am required by law to do so;

- iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or
- iv. the disclosure is:
 - a. reasonable and in the public interest; and made in good faith and in compliance with the
 - b. reasonable requirements of the local authority; and I have consulted the Monitoring Officer prior to its release.

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

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

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

3.5 Disrepute

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

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

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

3.6 Use of position

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

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

3.7 Use of local authority resources and facilities

3.7.1 I do not misuse council resources.

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

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

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

Examples include:

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

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

3.8 Complying with the Code of Conduct

- 3.8.1 I undertake Code of Conduct training provided by my local authority.
- 3.8.2 I cooperate with any Code of Conduct investigation and/or determination.
- 3.8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.
- 3.8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

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

3.9 Interests

- 3.9.1 I register and disclose my interests.

Section 29 of the Localism Act 2011 [6] requires the Monitoring Officer to establish and maintain a register of interests of members of the local authority.

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

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011 [7].

Section 3.11 sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

3.10 Gifts and hospitality

- 3.10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.
- 3.10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.
- 3.10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.

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

3.11 Register of Interests

3.11.1 Definitions

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

“Partner” means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

- 3.11.2 City of York Council's Monitoring Officer maintains a register of interests of councillors.
- 3.11.3 Within 28 days of this Code being adopted by the council, or being elected, or appointed, the councillor shall register with the Monitoring Officer the interests which fall within the categories set out in **Table 1: Disclosable Pecuniary Interests** which are as described in The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 [8].

The councillor should also register details of your other personal interests which fall within the categories set out in **Table 2: Other Registrable Interests**.

- 3.11.4 Councillors must ensure that their register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
- 3.11.5 A councillor need only declare the existence but not the details of any interest which the Monitoring Officer agrees is a 'sensitive interest'. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.

Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

- 3.11.6 A copy of or link to the Register of Interests held on the City of York Council website will be available for public inspection and will be published on the council's website.

Links to the register of interest are also found on the Acaster Malbis Parish Council's website under the councillors section.

3.12 Non participation in case of disclosable pecuniary interest

- 3.12.1 Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.

3.13 Disclosure of Other Registrable Interests

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

3.14 Disclosure of Non- Registrable Interests

- 3.14.1 Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in **Table 1**) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

- 3.14.2 Where a matter arises at a meeting which **affects**:

- a. your own financial interest or well-being;
- b. a financial interest or well-being of a relative or close associate; or
- c. a financial interest or wellbeing of a body included under Other Registrable Interests as set out in **Table 2**

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied.

- 3.14.3 Where a matter (referred to in paragraph 3.14.2 above) **affects** the financial interest or well-being:

- a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
- b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

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

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

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

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

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

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

Accountability

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

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B – Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 [8].

Table 1: Disclosable Pecuniary Interests

| Subject | Description |
|---|--|
| Employment, office, trade, profession or vocation | Any employment, office, trade, profession or vocation carried on for profit or gain. |
| Sponsorship | Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992 [9]. |
| Contracts | Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged. |
| Land and Property | Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income. |
| Licenses | Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer |
| Corporate tenancies | Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities* of. |
| Securities | Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or |

| | |
|--|---|
| | (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class. |
|--|---|

* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 [10] and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

You must register as an Other Registrable Interest:

a) any unpaid directorships

b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority

c) any body

- i. exercising functions of a public nature
- ii. directed to charitable purposes or
- iii. one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

of which you are a member or in a position of general control or management

Appendix C – The Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on Local Government Ethical Standards [11]. If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- changes to the Localism Act 2011 [7] to clarify in law when the Code of Conduct applies
- the introduction of sanctions
- an appeals process through the Local Government Ombudsman
- changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 [8]
- updates to the Local Government Transparency Code
- changes to the role and responsibilities of the Independent Person
- criminal offences in the Localism Act 2011 [7] relating to Disclosable Pecuniary Interests should be abolished.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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- 1: UK Government, Localism Act, 2011. s27
- 2: UK Government, Localism Act, 2011. s28
- 3: Local Government Association, Model Councillor Code of Conduct, 2020.
- 4: UK Government, The Protection from Harassment Act, 1997.
- 5: UK Government, Equality Act, 2010.
- 6: UK Government, Localism Act, 2011. s29
- 7: UK Government, Localism Act, 2011.
- 8: UK Government, The Relevant Authorities (Disclosable Pecuniary Interests) Regulations, 2012.
- 9: UK Government, Trade Union and Labour Relations (Consolidation) Act, 1992.
- 10: UK Government, Financial Services and Markets Act, 2000.
- 11: Committee on Standards in Public Life, Local government Ethical Standards: report, 2019.



DIGNITY AT WORK POLICY

Acaster Malbis Parish believes that civility and respect are important in the working environment, and expect all councillors, officers and the public to be polite and courteous when working for, and with the council.

Purpose

Acaster Malbis Parish Council is committed to creating a working environment where all council employees, councillors, contractors and others who come into contact with us in the course of our work, are treated with dignity, respect and courtesy. We aim to create a workplace where there is zero tolerance for harassment and bullying.

In support of this objective, Acaster Malbis Parish Council has signed up to the Civility Pledge, as a commitment to civility and respect in our work, and politeness and courtesy in behaviour, speech, and in the written word. Further information about the Civility and Respect Pledge is available [NALC](#) & [SLCC](#).

We recognise that there is a continuum where unaddressed issues have the potential to escalate and become larger, more complex issues and this policy sets out how concerns will be managed however, the emphasis of this policy is on resolution and mediation where appropriate, rather than an adversarial process.

This document:

- explains how we will respond to complaints of bullying or harassment;
- ensures that we respond sensitively and promptly; and,
- supports our employees in ensuring their behaviour does not amount to bullying and/or harassment by giving examples.

Scope

This policy covers bullying and harassment of and by officers and all employees engaged to work at Acaster Malbis Parish Council. Should agency staff, or contractors have a complaint connected to their engagement with Acaster Malbis Parish Council this should be raised to their nominated contact, manager, or the chair of the council, in the first instance. Should the complaint be about the chair of the council the complaint should be raised to the vice-chair.

Agency staff, or contractors are equally expected to treat council colleagues, and other representatives and stakeholders with dignity and respect, and the council may terminate the contract, without notice, where there are suspicions of harassment or bullying.

Complaints about other employment matters will be managed under the council's [Grievance Policy](#).

It is noted that the management of a situation may differ depending on who the allegations relate to (e.g. employees, contractor, councillor), however, the council will take appropriate action if any of its employees are bullied or harassed by employees, councillors, members of the public, suppliers or contractors.

The position on bullying and harassment

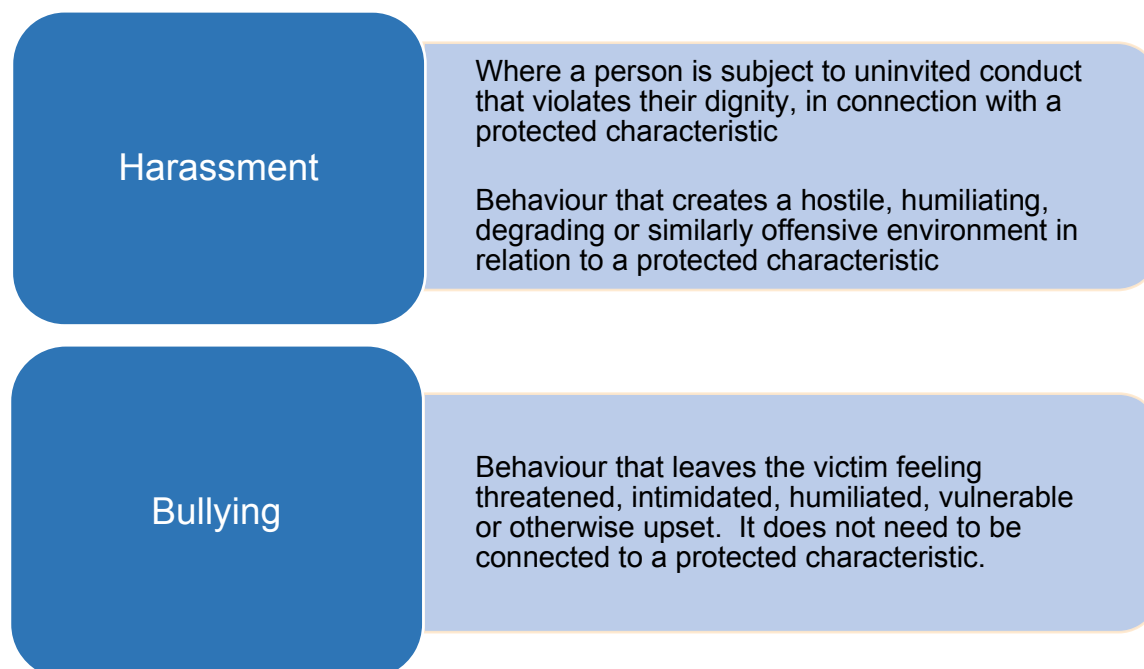
All staff and council representatives are entitled to dignity, respect and courtesy within the workplace and to not experience any form of discrimination. Acaster Malbis Parish Council will not tolerate bullying or harassment in our workplace or at work-related events outside of the workplace, whether the conduct is a one-off act or repeated course of conduct, and whether harm is intended or not. Neither will we tolerate retaliation against, or victimisation of, any person involved in bringing a complaint of harassment or bullying. You should also be aware that, if you have bullied or harassed someone (e.g. physical violence, harassment), in some circumstances the treatment may amount to a crime punishable by a fine or imprisonment.

We expect all representatives of the council to treat each other with respect and uphold the values of the code of conduct, civility and respect pledge, equality opportunities policy, and all other policies and procedures set by the Council.

We expect you to demonstrate respect by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

Allegations of bullying and harassment will be treated seriously. Investigations will be carried out promptly, sensitively and, as far as possible, confidentially. See the [Grievance Policy](#) for further details regarding the process. Employees and others who make allegations of bullying or harassment in good faith will not be treated less favourably as a result.

False accusations of harassment or bullying can have a serious effect on innocent individuals. Staff and others have a responsibility not to make false allegations. While we will assume that all complaints of bullying and harassment are made in good faith, in the event that allegations are found to be malicious or vexatious the person raising the complaint may be subject to action under the council's disciplinary procedure.



What Type of Treatment amounts to Bullying or Harassment?

'Bullying' or 'harassment' are phrases that apply to treatment from one person (or a group of people) to another that is unwanted and that has the effect of violating that person's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment for that person.

Examples of bullying and harassment include:

- Physical conduct ranging from unwelcome touching to serious assault
- Unwelcome sexual advances
- The offer of rewards for going along with sexual advances e.g. promotion, access to training
- Threats for rejecting sexual advances
- Demeaning comments about a person's appearance
- Verbal abuse or offensive comments, including jokes or pranks related to age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Unwanted nicknames, especially related to a person's age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Spreading malicious rumours or insulting someone
- Lewd or suggestive comments or gestures
- Deliberate exclusion from conversations, work activities or social activities.
- Withholding information a person needs in order to do their job
- Practical jokes, initiation ceremonies or inappropriate birthday rituals
- Physical abuse such as hitting, pushing or jostling
- Rifling through, hiding or damaging personal property
- Display of pictures or objects with sexual or racial overtones, even if not directed at any particular person
- Isolation or non-cooperation at work
- Subjecting a person to humiliation or ridicule, belittling their efforts, whether directly and / or in front of others
- The use of obscene gestures
- Abusing a position of power

Bullying and harassment can occur through verbal and face to face interactions, but can also take place through sharing inappropriate or offensive content in writing or via email and other electronic communications and social media.

It is important to recognise that conduct which one person may find acceptable, another may find totally unacceptable and behaviour could be harassment when the person had no intention to offend. We all have the right to determine what offends us. Some behaviour will be clear to any reasonable person that it is likely to offend – for example sexual touching. Other examples may be less clear, however, you should be aware that harassment will occur if behaviour continues after the recipient has advised you that the behaviour is unacceptable to them.

Harassment can also occur where the unwanted behaviour relates to a perceived characteristic (such as offensive jokes or comments based on the assumption someone is gay, even if they are not) or due to their association with someone else (such as harassment related to their partner having a disability for example). See the council's [Equality and Diversity Policy](#).

All employees must, therefore, treat their colleagues with respect and appropriate sensitivity and should feel able to challenge behaviour that they find offensive even if it is not directed at them.

It is important to recognise that bullying does not include appropriate criticism of an employee's behaviour or effective, robust performance management. Constructive and fair feedback about your behaviour or performance from your manager or colleagues/Councillors is not bullying. It is part of normal employment and management routines, and should not be interpreted as anything different.

Victimisation

Victimisation is subjecting a person to a detriment because they have, in good faith, complained (whether formally or otherwise) that someone has been bullying or harassing them or someone else, or supported someone to make a complaint or given evidence in relation to a complaint. This would include isolating someone because they have made a complaint or giving them a heavier or more difficult workload.

Provided that you act in good faith, i.e. you genuinely believe that what you are saying is true, you have a right not to be victimised for making a complaint or doing anything in relation to a complaint of bullying or harassment and the council will take appropriate action to deal with any alleged victimisation, which may include disciplinary action against anyone found to have victimised you.

Making a complaint that you know to be untrue, or giving evidence that you know to be untrue, may lead to disciplinary action being taken against you.

Reporting Concerns

What you should do if you feel you are being bullied or harassed by a member of the public or supplier (as opposed to a colleague)

If you are being bullied or harassed by someone with whom you come into contact at work, please raise this with your nominated manager in the first instance or, with the clerk/or a councillor. Any such report will be taken seriously, and we will decide how best to deal with the situation, in consultation with you.

What you should do if you feel you are being bullied or harassed by a councillor: If you are being bullied or harassed by a councillor, please raise this with the clerk/chief officer or the chair of the council in the first instance. They will then decide how best to deal with the situation, in consultation with you. There are two possible avenues for you, informal or formal. The Informal Resolution is described below. Formal concerns regarding potential breaches of the Councillors Code of Conduct must be investigated by the Monitoring Officer.

The council will consider reasonable measures to protect your health and safety. Such measures may include a temporary change in duties or change of work location, not attending meetings with the person about whom the complaint has been made etc.

What you should do if you witness an incident you believe to be harassment or bullying: If you witness such behaviour you should report the incident in confidence to the clerk/chief officer or a councillor. Such reports will be taken seriously and will be treated in strict confidence as far as it is possible to do so.

What you should do if you are being bullied or harassed by another member of staff: If you are being bullied or harassed by a colleague or contractor, there are two possible avenues for you, informal or formal. These are described below.

Informal resolution

If you are being bullied or harassed, you may be able to resolve the situation yourself by explaining clearly to the perpetrator(s) that their behaviour is unacceptable, contrary to the council's policy and must stop. Alternatively, you may wish to ask the clerk/chief officer, your nominated manager or a colleague to put this on your behalf or to be with you when confronting the perpetrator(s).

If the above approach does not work or if you do not want to try to resolve the situation in this way, or if you are being bullied by your own nominated manager, you should raise the issue with the chair of the council. (If your concern relates to the chair, you should raise it with the chair of the personnel/staffing committee). The chair (or another appropriate person) will discuss with you the option of trying to resolve the situation informally by telling the alleged perpetrator, without prejudicing the matter, that:

- there has been a complaint that their behaviour is having an adverse effect on a member of the council staff
- such behaviour is contrary to our policy
- for employees, the continuation of such behaviour could amount to a serious disciplinary offence

It may be possible for this conversation to take place with the alleged perpetrator without revealing your name, if this is what you want. The person dealing with it will also stress that the conversation is confidential.

In certain circumstances we may be able to involve a neutral third party (a mediator) to facilitate a resolution of the problem. The chair (or another appropriate person) will discuss this with you if it is appropriate.

If your complaint is resolved informally, the alleged perpetrator(s) will not usually be subject to disciplinary sanctions. However, in exceptional circumstances (such as extremely serious allegation or in cases where a problem has happened before) we may decide to investigate further and take more formal action notwithstanding that you raised the matter informally. We will consult with you before taking this step.

Raising a formal complaint

If informal resolution is unsuccessful or inappropriate, you can make a formal complaint about bullying and harassment through the council's grievance procedure. You should raise your complaint to the clerk/chief officer or the chair of the council. A formal complaint may ultimately lead to disciplinary action against the perpetrator(s) where they are employed.

The clerk/chief officer or the chair of the council will appoint someone to investigate your complaint in line with the grievance policy. You will need to co-operate with the investigation and provide the following details (if not already provided):

- The name of the alleged perpetrator(s).
- The nature of the harassment or bullying.
- The dates and times the harassment or bullying occurred.
- The names of any witnesses.
- Any action taken by you to resolve the matter informally.

The alleged perpetrator(s) would normally need to be told your name and the details of your grievance in order for the issue to be investigated properly. However, we will carry out the investigation as confidentially and sensitively as possible. Where you and the alleged perpetrator(s) work in proximity to each other, we will consider whether it is appropriate to make temporary adjustments to working arrangements whilst the matter is being investigated.

Where your complaint relates to potential breaches of the Councillors Code of Conduct, these will need to be investigated by the Monitoring Officer. The council will consider any adjustments to support you in your work and to manage the relationship with the councillor the allegations relate to, while the investigation proceeds.

Investigations will be carried out promptly (without unreasonable delay), sensitively and, as far as possible, confidentially. When carrying out any investigations, we will ensure that individuals' personal data is handled in accordance with the data protection policy.

The council will consider how to protect your health and wellbeing whilst the investigation is taking place and discuss this with you. Depending on the nature of the allegations, the Investigator may want to meet with you to understand better your complaint (see the grievance policy for further information, and details of your right to be accompanied).

After the investigation, a panel will meet with you to consider the complaint and the findings of the investigation in accordance with the grievance procedure. At the meeting you may be accompanied by a fellow worker or a trade union official.

Following the conclusion of the hearing the panel will write to you to inform you of the decision and to notify you of your right to appeal if you are dissatisfied with the outcome. You should put your appeal in writing explaining the reasons why you are dissatisfied with the decision. Your appeal will be heard under the appeal process that is described in the grievance procedure.

The use of the Disciplinary Procedure

If at any stage from the point at which a complaint is raised, we believe there is a case to answer and a disciplinary offence might have been committed, we will instigate our disciplinary procedure. We will keep you informed of the outcome.

This is a non-contractual policy and procedure which will be reviewed from time to time.



TRAINING AND DEVELOPMENT POLICY

1 Introduction

Acaster Malbis Parish Council is committed to the training and development of its councillors and staff, in order to assist the council in achieving its aims, objectives, priorities and vision, as well as ensuring the council is kept up to date with all new legislation. To support this funds are allocated to a training budget annually to enable councillors and staff to attend training and conferences relevant to their office. Prospective councillors and applicants for the post of Parish Clerk should be made aware of the content of this policy and the expectations placed upon them.

2 Policy Statement

Acaster Malbis Parish 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 the correct knowledge and skills to carry out their roles and maintain effective working practises.

The council will procure or provide such training and development opportunities as it deems necessary and relevant for the delivery of its work. It is essential that councillors and staff are given equal opportunity to develop their knowledge of local government and the law relating to parish councils and to learn new skills to promote partnership working and community engagement in order to become effective councillors and lead a modern and progressive parish council of the future. Councillor and staff development should be regarded as an integral part of the council's business.

3 Training and Development Activity

Acaster Malbis Parish Council consists of seven elected or co-opted councillors and employs one part time Parish Clerk who is also the Responsible Financial Officer. In addition, volunteers from within the parish of Acaster Malbis provide support for the parish's work.

Training and development for each of the councillors will be reviewed regularly but will contain, as a minimum requirement:

3.1 Councillors

- a. Attendance at induction sessions explaining the role of a councillor, such as the Yorkshire Local Councils Association (YLCA) 'Off to a Flying Start' training course for new councillors – within six months of the date on which they are elected or co-opted.
- b. Provision of a councillor Information Pack which includes copies of 'The Good councillor's Guide', Standing Orders, Financial Regulations, Code of Conduct and a list of the policies of the council, together with any other information deemed relevant. This pack is to be provided within seven days of the date on which they are elected or co-opted.
- c. Councillor's with primary responsibility for specific areas of work will receive relevant training within six months of the date on which they take on the specific role. For instance, those responsible for finance will receive basic finance training, those responsible for planning will receive training basic planning training, including how to respond to planning applications

- d. The chair of the council (and of any sub-committee) shall receive chairmanship skills training as soon as possible but within six months of the date on which they are elected as chair.
- e. Attendance at relevant courses provided by external bodies, such as City of York Council and the Yorkshire Local Councils Association related to the council's aims and objectives, as and when required and within three months of a training need being identified.

3.2 Clerk/Responsible Financial officer

- a. Induction sessions explaining the role of Clerk, such as attendance at a 'New Clerks' training course, or similar – within three months of the date on which they are employed.
- b. Provision of a councillor Information pack which contains copies of 'The Good councillor's Guide', Standing Orders, Financial Regulations, Code of Conduct and a list of the policies of the council, together with any other information deemed relevant – to be This is to be provided within seven days of the date on which they are employed.
- c. Gaining the Certificate of Local Council Administration (CiLCA) within twenty four months of appointment.
- d. Any other training relevant to the proficient discharge of their duties such as I.T., Legal Powers, Finance and understanding the planning system, identified through regular training needs and assessments – within three (3) months of the need being identified.
- e. Attendance at relevant training courses and/or local meetings of external bodies such as the Society of Local Council Clerks (SLCC), the Yorkshire Local Councils Association, and the City of York Council.

The council will meet the costs of all pre-approved training undertaken or meetings attended, including mileage and parking costs involved.

The council will pay for pre-approved subscriptions to relevant publications and advice services.

4 Identifying Training Needs

Training requirements for councillors will be ongoing but will usually be identified by the councillors, the chair and/or the clerk with opportunities to attend courses being investigated by the clerk and brought to the attention of full council.

Annually the council will formally review the training needs of the councillors and the clerk at a meeting of the Parish Council.

Training and development needs will be identified from a variety of sources:

- Induction and probationary periods
- One-to-ones
- Appraisal
- Workforce planning
- Team meetings
- Annual plan
- Change processes

The clerk is expected to keep up to date with developments in the sector and highlight to the council any training required.

5 Training Resources

Each year an allocation will be made in the budget to enable necessary training and development. The annual budget shall make provision for the following items:

- Councillor training.
- Clerk Training.
- Subscription to external/professional bodies including: YLCA, SLCC, CPRE etc.

Purchase of relevant resources such as publications will be considered on an ongoing basis, but the following books should be held by the clerk:

- Arnold-Baker Local on Council Administration—Roger Taylor.
- The Clerk's Manual 2023—SLCC.
- Local Councils Explained—Meera Tharmarajah.

6 Evaluation and Review of Training

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 stated in section 4 above.

Evaluation of professional bodies and association will take place annually before the membership subscription is due.

Training will be reviewed in the light of changes to legislation or any applicable regulations relevant to the council: This will include requirements for new qualifications; new equipment; complaints received; incidents which highlight training needs; requests from the clerk, councillors or volunteers.

The clerk will maintain a record of training attended by themselves and councillors.



Appendix 7

Civility and Respect Pledge

| Statement | Tick to agree |
|---|---------------|
| Our council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role. | |
| Our council has put in place a training programme for councillors and staff. | |
| Our council has signed up to Code of Conduct for councillors. | |
| Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy. | |
| Our council will commit to seeking professional help in the early stages should civility and respect issues arise. | |
| Our council will commit to calling out bullying and harassment when it happens. | |
| Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme | |
| Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate. | |



BUSINESS PLAN 2023-24

1 Introduction

This Business Plan provide an opportunity for the Acaster Malbis Parish Council to set out its vision, its purpose, values, objectives and key priorities over the council year commencing May 2023.

The aim of the plan is to give residents of the parish of Acaster Malbis a clear understanding of what their parish council does and what it is trying to achieve over the year.

The plan will be monitored during the year and a final review will take place at the end of the year.

2 Why Produce a Business Plan?

The Business Plan is a statement of intent and allows the council and the public to monitor its performance over the council year comparing actual vs target.

Business planning and strategic planning are a key part of attaining recognition in the Local Council Award scheme. The award scheme is a way to show that the council is well run and that the resident can have confidence in the council.

3 Structure of the Local Government

There are two tiers of local government within York, each with different roles:- Acaster Malbis Parish Council is the first and most local tier, with an important role to play in promoting the parish of Acaster Malbis, representing both the interests and work of its residents and local organisations.

City of York Council (COYC) is the second tier and is responsible for services such as education, highways, health, social services and environment as well as the strategic planning policies for all development including housing and employment sites via its Local Plan.

Acaster Malbis Parish Council comprises 7 councillors who makes decisions on behalf of the council and a clerk that provides administrative and procedural assistance to the council.

4 Goals

4.1 Strategic Plan

To produce a Strategic Plan for Acaster Malbis for the short, medium and long term. The plan will include:

- Mission Statements
- Core Values
- Goal and Objectives

4.2 General Power of Competence

To be able to declare the General Power of Competence for the council year commencing May 2024. This will require:

- A clerk qualified to CiLCA level.
- At least 5 elected councillors (66% of councillors).

4.3 Grass Cutting and Verge Maintenance

To put in place a grass cutting and verge maintenance contract to supplement the activity of the City of York Council's grass cutting program. This will require:

- Establishing the frequency and extent of COYC's verge maintenance.
- Creating a cutting plan and schedule.
- Creating a tender for the contract.
- Letting a contract.

4.4 Himalayan Balsam Control

To continue the project to control the Himalayan Balsam in the parish, that will include:

- Re-work areas that were visited in 2022.
- Visit new areas with an identified problem (South Ings and Stub Wood).
- To increase community awareness and involvement of the project.

4.5 Business Plan for 2024-25

To produce the Business Plan for 2024-25. The Business Plan will take the goals from the Strategic Plan that the council would like to achieve in the year, and form a series of actions required to achieve those goals.

The Business Plan will need to be completed in time for the preparation of the budget and precept for 2024-25. The precept demand must be submitted in by the end of January 2024.