



MEETING OF ALVANLEY PARISH COUNCIL

To the Members of Alvanley Parish Council: You are hereby summoned to attend the Annual Meeting of the Parish Council on Wednesday 15th July 2026 to be held in Alvanley Village Hall, which will begin at 19.00hrs for the transaction of the business set out below.

Signed *Trudy Ryall-Harvey*, Clerk

08/07/2026

clerk@alvanleyparishcouncil.gov.uk

07784 486 767

MEMBERS OF THE PUBLIC AND PRESS ARE INVITED TO ATTEND ALL COUNCIL MEETINGS

(Public Bodies (Admission to Meetings) Act 1960)

AGENDA

1.	APOLOGIES	and reason for absence.
2.	DECLARATIONS OF INTEREST	Members to declare any interest under the following categories: pecuniary, outside body and family, friend or close associate.
3.	EXCLUSION OF PRESS AND PUBLIC	Council is asked to discuss excluding the Press and Public for any items listed on the below agenda. The Parish Council may exercise their right to exclude the public and press by resolution from a closed meeting due to the confidential nature to be discussed pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.
4.	PUBLIC PARTICIPATION	When members of the public may comment or raise questions regarding matters affecting the Parish. <i>(max. of 3 minutes per person without prior agreement with Chair and for a total of 10 minutes).</i> <i>This provides an opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chairman) to participate by asking questions, raising concerns or making comments on matters affecting Alvanley. No decision can be taken during this session, but the Chairman may decide to refer any matters raised for further consideration.</i> <i>N.B. Councils cannot lawfully decide items of business that is not specified in the summons/agenda (LGA1972 Sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119)</i>
5.	MINUTES	To approve the minutes of the Parish Council meeting held on 20 th May 2026
6.	ACTIONS	To receive verbal updates on any actions from the minutes since the last meeting:- - Cheshire Railings repair by CWaC (Commonside Crossroads) - Fingerpost – Helsby/Frodsham road junction - To review costs of fingerpost and milestone painting and agree next steps - Christmas Illuminations - Update on Wifi for Alvanley Village Hall
7.	MEETINGS ATTENDED	To receive verbal reports on meetings attended by Councillors since the last meeting.
8.	PLANNING	1) To note planning applications as listed on the planning register, including comments submitted since the last meeting and enforcement matters. 2) To note any planning applications received since the distribution of the Agenda.
10.	ACCOUNTS	1) To accept the YTD Cash Book and Out-turn (Forecast) to date. 2) To receive a verbal update on the Parish Council's bank account. 3) To approve the year-to-date bank reconciliation. 4) To approve payments made since last meeting.
11.	ENVIRONMENT	1) Dog Fouling on local footpaths – to receive a verbal report on concerns and agree any actions required. 2) Local Hedges – to note complaints received and actions taken on overgrown hedges in the area.
12.	HIGHWAYS MATTERS	Parking on Verges – to agree to send a polite request to the Cricket Club that no parking on verges outside the cricket club should be allowed following the work

		that has been undertaken to create a snowdrop display and the impact on reducing the visibility spray for the safety of motorists and pedestrians.
13.	PARISH COUNCIL MATTERS	1. To review revised Standing Orders and agree it's re-adoption. 2. Strategic Plan– to review amended Strategic Plan for 2027-30 and agree the next steps. 3. Emergency Guide – to review the draft Emergency Guide and agree it's adoption. 4. To receive a verbal update on the proposed Parish Council 'Drop-in' Sessions for residents to meet and speak with the Parish Council and agree dates. 5. Maintenance of Assets – to receive a verbal report on any maintenance requirements of Parish Council assets and agree budget. 6. Co-option – to discuss and vote on any applications for co-option. 7. Training – to discuss and agree any training requirements since the last meeting. 8. To receive a report on the impact of the council's functions and decisions on Crime and Disorder in the local area. 9. Local Council Award Scheme – to receive a verbal report as to where the Parish Council are in applying for this award and agree next steps. 10. Residents Survey – to review the draft Residents Survey document and agree it's circulation. 11. To agree date for the Parish Council meeting for the rest of the financial year:- - Wednesday 20th January 2027 - Wednesday 24th March 2027 - Wednesday 19th May 2027 – Annual (First) Parish Council Meeting
14.	AGENDA ITEMS	To receive any items for inclusion on the agenda for the next meeting
15.	DATE OF NEXT MEETING	The next meeting of the Parish Council will take place on Wednesday 9 th September 2026 at Alvanley Village Hall at 19.00 hrs.



MINUTES OF THE ANNUAL (FIRST) MEETING OF ALVANLEY PARISH COUNCIL HELD ON 20th MAY 2026 AT 19.00HRS AT ALVANLEY VILLAGE HALL

In Attendance:

Cllr B Crowe
Cllr D Gilbert
Cllr J Hughes (Chair)
Cllr A Mahoney

Cllr J Wright
Clerk: Mrs T Ryall-Harvey
Cllr H Deynem (Ward Councillor)
Members of the Public: 0

ELECTION OF CHAIR AND VICE-CHAIR

RESOLVED 26/024 – that Jeanette Hughes be elected as Chairperson for 2026-27, proposed by Cllr Gilbert, seconded by Cllr Wright and unanimously agreed.

RESOLVED 26/025 – that David Gilbert be elected as Vice-Chairperson for 2026-27, proposed by Cllr Hughes seconded by Cllr Mahoney and unanimously agreed.

Cllr Hughes and Gilbert signed their acceptance of office.

APOLOGIES: Apologies were received and accepted from Cllr H Lodge due to a work commitment.

DECLARATION OF DISCLOSABLE INTERESTS –

Nothing reported.

EXCLUSION OF PRESS AND PUBLIC - it was agreed that there were no issues that needed to be discussed with the exclusion of Press and Public.

PUBLIC SESSION

Cllr Deynem reported that planning is currently a very contentious issue for him, with him receiving the majority of emails relating to planning issues from constituents along with highways issues. He reported that recently another parish council local to Alvanley had requested that a planning application be called in due to is being contentious and have a lot of locals opposing it. Unfortunately, this request was refused by the head of the planning committee on advice from the planning officers, Cllr Deynem felt this was a change by CWaC and had concerns about the opportunity for transparency and giving residents their democratic right to speak, he would be following this up with CWaC.

Cllr Deynem also reported about PIP “Planning in principle” applications that were being received in more recently, this was originally designed to speed up the developers ability to seek finance on a site before full planning application has been achieved, however it was more recently being used by the landowner to seek planning in principle without putting full detailed plans in before they sold the land.

MINUTES

RESOLVED 26/026 that the Chairman signs, as a true and correct record, the minutes of the meeting held on 15th April 2026 proposed by Cllr Gilbert and seconded by Cllr Mahoney.

ACTIONS (*not otherwise on the agenda*)

Verbal reports on the following issues were received:-

Cheshire Railings repair by CWaC – Commonsides Crossroads – It was proposed by Cllr Wright, seconded by Cllr Gilbert and RESOLVED 26/027 that the Parish Council would write to CWaC to find out when these will be repaired.

- Fingerpost – Helsby/Frodsham Road Junction – it was reported that a quote for the fingerpost painting and milestone in Alvanley had been received in and the clerk was obtaining further quotes.
- It was reported to the meeting that Helsby Parish Council seemed to be reluctant to contribute towards the painting of the fingerpost on Bates Lane due to it being owned by CWaC and not being their asset.

ACTION: The Parish Council to arrange for the reinstallation of the fingerpost on junction of Frodsham Road and Helsby Road.

- Christmas Illuminations – Cllr Gilbert and Cllr Hughes had recently met with an electrician to obtain quotes to up light the trees in Alvanley that had been previously wrapped. Cllr Gilbert reported that the electrician had concerns about the lights being stolen if set on the ground and therefore was looking at options to adapt the lighting to allow them to be fitted into the trees and lighting to be cast both up and down.

It was agreed that the Clerk should explore applying for a Marshes Community Benefit Grant to assist in the funding of the Christmas Illuminations and the Fingerpost Painting once quotes had been received in. Lights are still attached to the lighting column – double check if the lights are still live – and report that the streetlight is not working.

- Wifi for Village Hall – Cllr Wright reported that Starlink was supposed to be installed wifi week commencing 18th May.

MEETINGS ATTENDED

School Governors link meeting at Early Years – Cllr Crowe reported on a School Governors Early Years link meeting she had attended earlier in the day.

Installation of the new Vicar for the Parishes of Alvanley, Crowton, Kingsley, Manley and Norley – Cllr Hughes as Chair of the Parish Council reported that she was invited to attend the installation of the new vicar on 12th May 2025 which she attended and welcomed the new vicar, Revd Margaret Byrne.

Manley Parish Meeting – Cllr Hughes reported that she had been invited to attend the recent Parish Meeting on 6th May for Manley.

PLANNING

The Planning Register dated 01/05/2026 was accepted.

The following planning consultation had been received since the last meeting:-

26/00974/FUL - Birches Farm, Manley Road, Alvanley, Frodsham WA6 9DD - Erection of temporary agricultural worker's dwelling. This application was discussed at the meeting and it was agreed that the Parish Council wished to submit a response in support of this consultation as it was a young family who are looking set up a calf rearing business utilising the existing land and buildings and therefore need to be on site.

Proposed by Cllr J Wright, seconded Cllr B Crowe and unanimously RESOLVED 26/028 that this application be support.

The following planning consultation had been noted but not consulted on:-

26/01398/AGR - Land At Commonsides, Alvanley, Frodsham – Erection of an agricultural storage building with open high bay area for high cab tractor storage and storage deck over part of main building. It was noted that the Parish Council had not yet been consulted on this planning consultation, but it was proposed that the Parish Council support this application should they be consulted on.

Cllr Deynem left the meeting.

AUDIT 2025-26

The Clerk provided the meeting with information with regards to the finances for 2025-26.

- Summary Pack – the Parish Council received and noted the end of year financial summary pack that had been circulated.
- Certificate of Exemption – it was proposed by Cllr Gilbert, seconded by Cllr Wright and RESOLVED 26/029 that the Council sign the Certificate of Exemption certifying that during the financial year 2025-26, the higher of the authority's total gross income for the year or the total gross annual expenditure, for the year did not exceed £25,000.
- Internal Audit Report – The council noted the report dated 11th April 2026 from the Internal Auditor.
- Governance Statement - it was proposed by Cllr Gilbert, seconded by Cllr Wright and RESOLVED 26/030 that the Council reviewed and completed all points on the Governance Statement, Section 1 of the Annual Governance and Accountability Return (AGAR) 2025-26.
- Accounting Statement proposed Cllr Mahoney, seconded by Cllr Wright and RESOLVED 26/031 that the Council agree and sign the accounting statement of the AGAR 2025-26.
- Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return – proposed Cllr Gilbert, seconded Cllr Crowe and RESOLVED 26/032 – that the Council accept the notice period of 3rd June to 14th July for the Notice of Public Rights and agrees to it's signing and publishing.

FINANCIAL ITEMS

Cashbook

Proposed by Cllr Gilbert, seconded by Cllr Wright and RESOLVED 26/033 that the year-to-date cashbook dated 05/05/2026 be approved as a true and correct record.

Payments between meetings

Proposed by Cllr Mahoney, seconded by Cllr Wright and RESOLVED 26/034 to accept that the Clerk is authorised to make payments in between meetings for the following categories and in-line with the budget:-

Salary & HMRC Payments, Clerk's Equipment, Admin and Expenses, Training, Payroll Services, Internal Audit, Website, Room Hire, CHALC Membership & Other Memberships, Data Protection Fees PPE for Events and Councillors.

Internal Auditor Recommendations and Actions

- The Council needs to ensure that all invoices and remittance advice notes are retained for inspection by auditors and/or HMRC -*this was noted*.
- There is no evidence that Councillors are considering the implications of Assertion 10 in the Annual Accounting Statement and plans need to be put in place to move towards a more secure email and website -*The Parish Council confirmed that a .gov.uk website was currently being set up*.
- There is a comprehensive strategic plan in place on the website which shows ambitious performance indicators for the council which is promising – this was noted.
- I have also noted the Financial Processes on the website which demonstrate an awareness by Councillors of their responsibilities – this was noted.

It was requested by the Parish Council that the clerk seek clarification as to what Key Governance Review documents they were looking to evidence so that this could be provided for future audits.

Proposed by Cllr Wright, seconded Cllr Crowe and RESOLVED 26/035 to accept the comments and recommendations provided by the Internal Auditor for 2025-26.

Poppy Wreath and Lamp-post Poppies

It was proposed by Cllr Wright and seconded by Cllr Mahoney that a Poppy Wreath be purchased at a cost of £25.00 and 25 lamp-post poppies at a cost of £75.00 for Remembrance Sunday in November this is RESOLVED 26/036.

Parish Council Debit Card

It was proposed by Cllr Mahoney and seconded Cllr Crowe and unanimously RESOLVED 26/037 that the Clerk explore moving the Parish Council's bank account Lloyds bank and apply for a bank card for single purchases items under the value of £500 (as per financial regulation 8.1).

Bank Reconciliation – it was proposed by Cllr Mahoney, seconded by Cllr Wright and RESOLVED 26/038 that the year to date bank reconciliation and bank statements dated 01/05/2026 that were provided to the meeting, reviewed and accepted, were signed by Cllr Wright.

Payments for approval:-

Proposed by Cllr Mahoney seconded by Cllr Wright and unanimously RESOLVED 26/039 to accept the list below of income received and payments made or due to be made since the last meeting for approval.

Income received since the last meeting

31/04/2026	Bank Interest	£4.79	Bank Interest for April

Payments made since the last meeting - for noting

Date	Payable to	Net Amount	VAT	Gross Amount	Comment
01/05/2026	CTA IT Solutions Ltd	£57.45	£11.68	£70.08	Domain, Emails and Hosting

Payments not yet made - for approval

Payable to	Net Amount	VAT	Gross Amount	Comment
The Accounts Centre	£10.00	£2.00	£12.00	Payroll Services for April
JKE Web Design	£337.50	£67.50	£405.00	Web design and Development – Final Payment
The Accounts Centre	£10.00	£2.00	£12.00	Payroll Services for April
Clerk's Salary	£358.04	£0.00	£358.04	Payroll for Tax Period 2
Clerk's Expenses	£57.45	£0.00	£57.45	Clerk's Expenses
HMRC	£94.20	£0.00	£94.20	PAYE Payment for Clerk

PARISH COUNCIL MATTERS

Polices for approval – proposed by Cllr Wright, seconded by Cllr Crowe and unanimously RESOLVED 26/040 that the following policies be adopted:-

- Privacy Policy
- Disciplinary Procedures
- Financial Processes
- Long Workers Policy (Councillors)

Councillor Induction Pack – proposed by Cllr Gilbert, seconded by Cllr Mahoney and unanimously RESOLVED 26/041 that the Councillor Induction Pack be adopted and uploaded onto the Parish Council website.

Proposed New Projects for 2026 –

It was agreed to add a list of the current projects for 2026 on the website to share with residents.

Strategic Plan - a draft Strategic Plan was included with the agenda pack for parish councillors comments. It was agreed to carry out working group to review the Strategic Plan and report to a future council meeting.

Website the Clerk reported that the new .gov.uk website was now up and running, with all information transferred over. The Clerk sought from parish councillors details of local community groups and facilities that she could include on the website.

Councillor Drop-in Sessions – It was suggested that the Parish Council carry out a quarterly drop-in session, to allow residents the opportunity to meet Parish Councillors, it was suggested that a two hours session in an evening, potentially in the White Lion could be organised. Cllr Crowe to ask if the Parish Council could utilise the White Lion for these drop-in sessions.

Co-option – It was reported that there were currently two vacancies and no application for co-option received by the clerk since the last meeting.

Training – *Code of Conduct* - following the last meeting it was proposed that Cllr Hughes attend a CHALC run Code of Conduct training at a cost of £25 and then Cllr Hughes and share the slides with all Parish Councillors e.

It was proposed Cllr Wright, seconded by Cllr Mahoney and RESOLVED 26/042 that Cllr Hughes attend the Code of Conduct training and share the slides around the Parish Councillors.

Summer Bedding Plant x 3 planters – it was reported that the White Lion have replanted the 3 planters. The Parish Council thanked the White Lion for their continued support in doing this.

Items for inclusion on the agenda for the next meeting:-

Nothing raised.

NEXT MEETING

The next meeting will be the meeting of the Parish Council and will take place on Wednesday 15th July 2026 at Alvanley Village Hall at 19.00hrs.

The meeting closed at 20.36

Signed:.....

Dated:.....

Alvanley Parish Council Planning Register 2024-25

Received	Number	Location	Description	PC Response	Result
Fri 19 Jul 2024	24/02121/FUL	The Cedars Towers Lane Alvanley Frodsham WA6 0LG	Remodelling of existing dwelling (Revised Description)	Supported	Awaiting decision

Alvanley Parish Council Planning Register 2025-26

Received	Number	Location	Description	PC Response	Result
Wed 03 Sep 2025	25/02767/FUL	Cliff Farm Commonside Alvanley Frodsham WA6 9HA	Installation of 100 ground- mounted solar photovoltaic panels (approx. 55 kWp) on land to provide renewable energy for the dwellinghouse.	Supported	Approved

Alvanley Parish Council Planning Register 2026-27

Received	Number	Location	Description	PC Response	Result
Thu 26 Mar 2026	26/00974/FUL	Birches Farm, Manley Road, Alvanley, Frodsham WA6 9DD	Erection of temporary agricultural worker's dwelling	Supported	
Fri 08 May 2026	26/01398/AGR	Land at Commonside, Alvanley, Frodsham	Erection of an agricultural storage building with open high bay area for high cab tractor storage and storage deck over part of main building	Not consulted	Decided – prior approve required and refused
Thur 02 July 2026	26/01831/FUL	75 The Rock, Alvanley, Frodsham WA6 9AP	Conversion and alterations of existing coach house to include single storey extension to provide gym accommodation at ground floor level and living accommodation at first floor		

AGR – Agricultural application
 CAT – Conservation area tree
 FUL – Full application
 LBC – Listed building consent
 PDQ – Agricultural Buildings to Dwelling Houses
 REF – Appeal
 S73 – Minor material amendments
 LDC – Lawful Development Certificate
 TPO – Tree Preservation Order

Trudy Ryall-Harvey
 03/07/2026

Budget Element	Calc. %	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	2026-27	2026-27 Budget	2025-26 YE	Variance	Commentary
EXPENDITURE																		
People																		
Clerk & HMRC		452.24	452.24		904.48	452.24	452.24	952.24	452.24	452.24	452.24	452.24	452.24	5,927	5,000	3,851	-2,076	Costs include VAT
Professional service																		
Insurance			241											241	280	241	0	
Internal Audit		60												60	400	100	40	
External Audit														0	250	0	0	
Payroll Services			12		36	12	12	12	12	12	12	12	12	144	0	0	-144	
General Services																		
Email and Website Hosting		70	70	70	70								192	472	500	933	461	Annual Hosting Fee £135 + VAT, Annual
New Interactive Web Site		135	405										280	540	470	0	-540	
Parish Hall Hire													280	280	280	480	200	
Admin & Expenses		167												167	170	163	-4	
CHALC Membership				47										0	0	0	0	
Other memberships (SLCC)														47	52	47	0	
Data Protection Fee								50						50	50	50	0	
PPE for Events and Councillors														0	200	0	-50	
Parish Council Logo Costs														0	600	0	0	Art Work
Clerk Equipment		63	57		50		50	50	50	75	50	50	50	370	0	96	-274	new Computer for Clerk etc
Admin & Expenses					85		50	35	75	25	50	50	75	445	500	330	-115	
Training														0	0	0	0	
Elections														0	0	0	0	Next election is 2027
Projects																		
Ad Hoc Beneficial items (S137)								125						125	50	877	752	Purchase of Poppy Wreath and Lamp-post Poppies
Christmas Lights & Consumables											1,300			1,300	1,300	786	-514	£500 based on last year and £400 for consumables
Electricity for Christmas Lights 2026											100			100	100	0	-100	
CwAc Approval Costs for Christmas Lights on lighting columns									400					400	400	0	-400	
Painting of Finger Posts					1585									1,585	0	0	-1,585	Quote for Fingerpost Painting.
Parish Council Questionnaire					100									100	100	0	-100	
Inflation %		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Provision
Contingency % of above		0	0	0	22	22	21	38	34	18	70	18	37	280	380	0	0	
TOTAL CASH OUT		947	1,238	117	2,752	586	635	1,162	1,023	507	2,034	532	1,098	12,633	10,532	7,903		
RECEIPTS																		
Precept	Monthly	11,102												11,102	11,102	5,500		
Bank Interest		5	8	8	4	4	4	3	3	3	2	2	2	48	42	59		
VAT recovery													361	361	361	534		
Money taken from reserves														0	0	0		
Ward contribution														0	0	0		
Other														0	0	150		
TOTAL CASH IN		11,107	8	8	4	4	4	3	3	3	2	2	363	11,511	11,505	6,243		
Transaction Cash flow		10,160	-1,230	-109	-2,748	-582	-631	-1,159	-1,020	-504	-2,032	-530	-735					
RESERVES																		
Grants & Projects - to be taken from reserves																		
General Reserves	2,469													0	2,706			
TOTAL IN RESERVES		0	0	0	0	0	0	0	0	0	0	0	0	0	2,706			
Cash in Bank	2,469	12,629	11,399	11,290	8,542	7,960	7,328	6,169	5,149	4,645	2,612	2,082	1,347					

Alvanley Parish Council

Bank Reconciliation to Cashbook 1st July 2026

Presented at Council Meeting - Wednesday 15th July 2026

Prepared

Balance shown on Cashbook	£10,814.46
Current Account	£603.88
Reserves Account	£10,210.58
Less: Uncleared payments	
TOTAL	£10,814.46
Reconciliation	Yes

☆ SLA P.C. OF ALVANLEY	GBP	603.88	603.88
☆ SLA PCC OF ALVANLEY	GBP	10,210.58	10,210.58
> Interest rate			

Income received since the last meeting

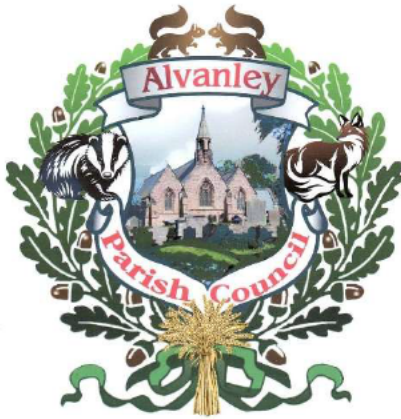
30/06/2026	Bank Interest	£8.35	Bank Interest for June
29/05/2026	Bank Interest	£8.05	Bank Interest for May

Payments made since the last meeting - for noting

Date	Payable to	Net Amount	VAT	Gross Amount	Comment
04/06/2026	CTA IT Solutions L	£105.00	£0.00	£105.00	Domain, Emails and Hosting
04/07/2026	CTA IT Solutions L	£58.40	£11.68	£70.08	Domain, Emails and Hosting
01/07/2026	Wealth Managem	£10.00	£2.00	£12.00	Payroll Services for May
01/07/2026	Wealth Managem	£10.00	£2.00	£12.00	Payroll Services for June
01/07/2026	Clerk's Salary	£358.24	£0.00	£358.24	Payroll for Tax Period 3
01/07/2026	HMRC	£94.00	£0.00	£94.00	PAYE Payment for Clerk

Payments not yet made - for approval

Payable to	Net Amount	VAT	Gross Amount	Comment
The Accounts Centre (Wealth Management)	£10.00	£2.00	£12.00	Payroll Services for July
Clerk's Salary	£358.24	£0.00	£358.24	Payroll for Tax Period 4
Clerk's Expenses	£42.20	£0.00	£42.20	Clerk's Expenses
HMRC	£94.00	£0.00	£94.00	PAYE Payment for Clerk



ALVANLEY PARISH COUNCIL STANDING ORDERS

National Association of Local Councils (NALC)

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INTRODUCTION

This is an update to Model Standing Orders 14 and 18.

HOW TO USE MODEL STANDING ORDERS

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- h A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- k One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chair of the meeting, a councillor may speak once in

the debate on a motion except:

- i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since they last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
- q A point of order shall be decided by the chair of the meeting and their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chair of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a **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 **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- 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's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 10 minutes unless

directed by the chair of the meeting.

- g Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
- i A person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chair of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct their comments to the chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).**
- p **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- r **The chair of a meeting may give an original vote on any matter put to**

- the vote, and in the case of an equality of votes may exercise their
- casting vote whether or not they gave an original vote.

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.

- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

t The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
- ii. the names of councillors who are present and the names of councillors who are absent;
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.

- u **A councillor or a non-councillor with voting rights who has a**
- **disclosable pecuniary interest or another interest as set out in the**
- **Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.**

- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

- w **If a meeting is or becomes inquorate no business shall be transacted**
- **and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.**

x A meeting shall not exceed a period of 2 hours.

4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 1 day before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and

- xii. may dissolve a committee or a sub-committee.

5. ORDINARY COUNCIL MEETINGS

- a **In an election year, the annual meeting of the Council 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 meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**
- f **The Chair of the Council, unless they have resigned or become disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chair of the Council, if there is one, unless they resign or become disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**
- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
 - i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an**

election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;

- ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
- iii. Receipt of the minutes of the last meeting of a committee;
- iv. Consideration of the recommendations made by a committee;
- v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- vi. Review of the terms of reference for committees;
- vii. Appointment of members to existing committees;
- viii. Appointment of any new committees in accordance with standing order 4;
- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.

- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chair of a committee may convene an extraordinary meeting of the committee at any time.
- d If the chair of a committee does not call an extraordinary meeting within 5 days of having been requested to do so by 2 members of the committee, any 2 members of the committee may convene an extraordinary meeting of the committee.

7. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 2 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 7 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair 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 in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;

- v. to appoint a person to preside at a meeting;
- vi. to change the order of business on the agenda;
- vii. to proceed to the next business on the agenda;
- viii. to require a written report;
- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

11. **MANAGEMENT OF INFORMATION**

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. DRAFT MINUTES

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but this view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- e **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
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- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless they have been granted a dispensation, a councillor or non-councillor

with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.

- c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e by a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

14. **CODE OF CONDUCT COMPLAINTS**

- a **Upon notification by the Principal Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.**

15. **PROPER OFFICER**

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.

- b The Proper Officer shall:

- i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
- **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 1 day before the meeting confirming their withdrawal of it;
- iii. convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;

- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(*see also standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the Chair or in their absence the Vice-Chair (if there is one) of the Council within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council;
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(*see also standing order 23*).

16. **RESPONSIBLE FINANCIAL OFFICER**

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council's receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported andwhich includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices 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; and
 - v. whether contracts with an estimated value below [60,000] or due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - iv. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- d. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

- e. **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

19. HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of Council is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of the Council or if they are not available, the vice-chair (if there is one) of absence occasioned by illness or other reason and that person shall report such absence at its next meeting.
- c The chair of the the Council or in their absence, the vice-chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Proper Officer. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Council.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chair of the Council or in their absence, the vice-chair of the Council in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Council.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Proper Officer relates to the chair or vice-chair of the Council, this shall be communicated to another member of the Council, which shall be reported back and progressed by resolution of the Council.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. **RESPONSIBILITIES TO PROVIDE INFORMATION**

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b **The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**

21. **RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

(Below is not an exclusive list).

See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their 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.**
- f **The Council shall maintain a written record of its processing activities.**

22. **RELATIONS WITH THE PRESS/MEDIA**

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. **EXECUTION AND SEALING OF LEGAL DEEDS**

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

24. **COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS**

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council OR Unitary Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

25. **RESTRICTIONS ON COUNCILLOR ACTIVITIES**

- a. Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

26. **STANDING ORDERS GENERALLY**

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 2

councillors to be given to the Proper Officer in accordance with standing order 9.

- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.



Strategic Plan for Alvanley Parish Council (2027–2030)

A strategic plan for Alvanley Parish Council covering 2027–2030 can be built by extending the council's existing priorities from the 2025–2026 plans while preparing for medium-term needs.

The outline below is grounded in the council's current vision, values, and strategic priorities.

1. Vision (2027–2030)

To maintain a **thriving, inclusive, and sustainable rural parish** that protects its heritage, strengthens community life, and improves the well-being of all residents.

2. Core Values

These values remain consistent with the 2025–2026 plan:

- **Community First** – prioritising residents' needs.
- **Transparency & Accountability** – open governance and communication.
- **Inclusivity & Respect** – ensuring all voices are heard.
- **Sustainability** – protecting green spaces and reducing environmental impact.
- **Collaboration** – working with residents, businesses, community groups and Cheshire West & Chester Council.
- **Heritage & Growth** – balancing preservation with progress.
- **Safety & Well-being** – supporting a safe, healthy parish.

3. Strategic Priorities (2027–2030)

A. Community Engagement & Participation

- Expand digital engagement through the new interactive website.
- Introduce quarterly community forums and youth engagement sessions.
- Develop volunteer programmes for village maintenance and events.

B. Infrastructure & Environment

- Continue enhancement of public spaces, footpaths, and verges.
- Work with transport authorities to improve road safety.
- Launch a parish-wide biodiversity initiative (tree planting, pollinator corridors).

C. Public Services & Safety

- Strengthen coordination with police and community safety officers.
- Improve signage, and maintenance reporting systems.
- Support emergency preparedness and resilience planning.

D. Economic Development & Local Businesses

- Promote local businesses through parish events and online directories.
- Work with Cheshire West & Chester Council to attract rural investment.
- Explore small-grant schemes for community enterprises.

E. Health & Well-being

- Expand walking routes and promote active lifestyles.
- Support mental health initiatives and services for vulnerable residents.
- Improve access to recreational spaces and community activities.

4. Governance, Finance & Performance Monitoring

- Maintain annual budgeting and precept-setting processes (e.g., 2025 precept £11,102) and three year budget.
- Publish KPIs for each strategic priority and review progress annually.
- Ensure compliance with Annual Governance and Accountability Return requirements.

5. Implementation Timeline (2027–2030)

- **2027:** Promote new website features, begin biodiversity programme, expand community forums.
- **2028:** Infrastructure upgrades, business support initiatives, expanded health & well-being programmes.
- **2029:** Review KPIs, adjust priorities, deepen partnerships with local authorities.
- **2030:** Final evaluation and preparation for next strategic cycle.

Alvanley Parish Council – Action Plan & KPIs (2027–2030)

A detailed, measurable plan aligned with the council's vision, values, and statutory responsibilities.

1. Community Engagement & Participation

Objective A1 — Strengthen communication and resident involvement

Actions (2027–2030)

- A1.1: Promote enhanced parish website with real-time reporting tools (2027).
- A1.2: Introduce quarterly Community Forums and annual Parish Assembly improvements.
- A1.3: Establish Youth Voice Panel (2028).
- A1.4: Expand volunteer programmes for litter-picking, footpath maintenance, and events.
- A1.5: Publish annual report and quarterly newsletters.
- A1.6: New resident information pack

KPIs

- Website engagement increases by **30% by end of 2028**.
- Minimum **4 community forums per year** with attendance above 25 residents.
- Youth Panel established with **at least 8 active members by 2029**.
- Volunteer participation increases by **20% year-on-year**.
- Resident satisfaction (survey) reaches **80% positive by 2030** of those responses received.
- Ensure 100% of new residents moving into the area with welcome packs.

2. Infrastructure, Environment & Sustainability

Objective B1 — Improve local infrastructure and protect the rural environment

Actions

- B1.1: Annual review and upgrade of footpaths, stiles, and signage.
- B1.2: Work with Highways to improve road safety (speed limits, crossings, signage and overgrown hedges).
- B1.3: Launch Biodiversity Programme: tree planting, wildflower corridors.
- B1.4: Improve drainage and flood-resilience in known hotspots.

KPIs

- **100% of parish footpaths inspected annually**; 90% of defects resolved within 6 months.
- Road safety improvements implemented at **3 priority locations by 2029**.
- Plant **100+ native trees** and establish **1 pollinator corridors** by 2030.
- Flood-risk areas reduced by **25%** through drainage improvements.

3. Public Services & Safety

Objective C1 — Enhance safety, resilience, and public service coordination

Actions

- C1.1: Quarterly liaison meetings with Cheshire Police.
- C1.2: Introduce parish emergency resilience plan (2027).
- C1.3: Promote reporting tools for potholes, fly-tipping, and vandalism.
- C1.4: Support neighbourhood watch schemes.

KPIs

- Crime reports reduced by **10% by 2030**.
- Emergency plan adopted and tested annually.
- Resident reporting of issues increases by **30%** (indicating engagement).
- At least 1 **active neighbourhood watch groups** by 2028.

4. Local Economy & Business Support

Objective D1 — Support local businesses and rural economic vitality

Actions

- D1.1: Create online directory of local businesses (2027).
- D1.2: Explore micro-grant scheme for community enterprises (2028).
- D1.3: Work with CWAC to secure rural development funding.
- D1.4: Promote tourism through heritage trails and walking routes.

KPIs

- Business directory includes **90% of local businesses** by 2028.
- At least 2 **micro-grants awarded** by 2030 (subject to budget).
- Secure **minimum £40k external funding** over the plan period.
- Visitor numbers to walking routes increase by **10%**.

5. Health, Well-being & Social Inclusion

Objective E1 — Improve quality of life and support vulnerable residents

Actions

- E1.1: Expand walking routes and promote active lifestyle campaigns.
- E1.2: Partner with health providers to deliver mental-health awareness sessions.
- E1.3: Support social groups for older residents and isolated individuals.
- E1.4: Improve accessibility of community spaces.
- E1.5: Develop annual programme of community events (Heritage Day, Christmas lights).

KPIs

- Walking route usage increases by **10% by 2030**.
- Promote **2 mental-health sessions per year**.
- Reduce reported social isolation by **15%** (survey-based).
- **100% of community spaces accessibility-audited** by 2028; improvements completed by 2030.
- Minimum **2 community events per year** with rising attendance.

6. Governance, Finance & Performance Monitoring

Objective F1 — Ensure transparent, accountable, and efficient governance

Actions

- F1.1: Publish annual budget, precept rationale, and financial summary.
- F1.2: Maintain compliance with AGAR and internal audit requirements.
- F1.3: Introduce KPI dashboard reviewed quarterly by council.
- F1.4: Conduct annual councillor training (governance, planning, finance).
- F1.5: Review and update all policies every 1 to 2 years.

KPIs

- **100% compliance** with statutory reporting deadlines.
- Quarterly KPI dashboard published on website.
- All councillors complete **minimum 3 hours training per year**.
- Policies reviewed on schedule with **no overdue items**.
- Precept increases kept within **inflation-aligned limits** unless justified.

7. Year-by-Year Delivery Timeline

2027 – Foundation Year

- Website upgrade
- Emergency resilience plan
- Business directory
- First biodiversity projects
- Community forums launched

2028 – Expansion Year

- Youth Panel established
- Micro-grant scheme
- Accessibility audits
- New resident welcome pack
- Major footpath upgrades

2029 – Consolidation Year

- Road safety improvements
- Flood-resilience works
- KPI mid-term review
- Additional pollinator corridors

2030 – Evaluation & Renewal Year

- Full strategic plan evaluation
- Resident satisfaction survey
- Prepare 2031–2035 strategy
- Final biodiversity and infrastructure targets met



Alvanley Emergency Guide

1. Key Contacts

- **Life Threatening:** 999
- **Power Cut:** 105
- **Council Roads:** 0300 123 7036
- **Safe Place & Defibrillator:** Alvanley Village Hall

2. Main Local Risks

- **Flooding:** Lower Manley Road, A56 junctions.
- **Ice & Snow:** Church area, steep lanes to Manley.
- **Fallen Trees:** Helsby Hill roads, narrow country lanes.

3. Action Steps

1. **Team Check:** The 3 leaders quickly message each other to start the plan.
Parish Clerk, Chair Person and Vice Chair Person.
2. **Tell the Village:** Post a warning on local Facebook and website. Tell people to check on their neighbours.
3. **Welfare Check:** If known, contact vulnerable residents (the elderly, those living alone, or those with medical needs) to see if they need help.
4. **Bad Weather Actions:**
 - a. **Snow:** If possible get volunteers to clear snow and spread grit on main paths and near the school.
 - b. **Floods:** Report blocked drains to the council. Keep people away from floodwater.
5. **Open the Hall:** If the power goes out or homes are unsafe, open the Village Hall as a warm, safe shelter.



Alvanley Parish Council

Evidence of Consideration of Crime and Disorder in Council Functions and Decision-Making

Report to Alvanley Parish Council – 15 July 2026

Alvanley Parish Council acknowledges its responsibilities under **Section 17 of the Crime and Disorder Act 1998**, which places a duty on all local authorities, including parish councils, to consider the impact of their functions, decisions and activities on crime and disorder within their area and to take reasonable steps to prevent and reduce crime, anti-social behaviour and disorder.

The Council recognises that anti-social behaviour, defined as "*acting in a manner that causes, or is likely to cause, harassment, alarm or distress to one or more persons not of the same household as the perpetrator*", can have a significant impact on the quality of life of local residents. Although Alvanley is a small rural village within Cheshire West and Chester and is not considered a high-crime area, the Parish Council remains committed to promoting community safety and maintaining a safe, welcoming and secure environment for all residents.

Alvanley Parish Council recognises the importance of developing and maintaining strong working relationships with Cheshire Police, local Police Community Support Officers (PCSOs), Cheshire West and Chester Council and other relevant agencies. Representatives of the Parish Council have attended regular meetings with local Police Officer **PC Owain Hughes**, while the Clerk maintains ongoing contact with local PCSOs **Neil Flanagan** and **James Hannath**. Parish Council representatives also attend local police surgeries and community engagement events, which provide opportunities to discuss concerns raised by residents, understand emerging issues and share local intelligence that may assist in crime prevention and community safety initiatives.

Partnership Working

The Council demonstrates its commitment to reducing crime and disorder through:

- Maintaining regular communication with the local Neighbourhood Policing Team.
- Attending police surgeries, community engagement events and local policing meetings.
- Sharing relevant community concerns with Cheshire Police and partner organisations.
- Supporting initiatives aimed at reducing anti-social behaviour and improving public safety.
- Developing positive working relationships with local police officers and PCSOs.

Consideration in Decision-Making

Crime and disorder implications are considered when the Council undertakes its various functions and makes decisions. This includes:

- Assessing whether Council decisions could affect community safety, public spaces or local amenity.
- Taking account of resident concerns regarding anti-social behaviour, vandalism, speeding, road safety and other issues affecting quality of life.
- Ensuring that the management and maintenance of Parish Council assets do not inadvertently create opportunities for crime, disorder or nuisance.
- Reviewing local incidents and considering whether preventative measures can be implemented where appropriate.
- Ensuring that considerations relating to crime and disorder are reflected within the Council's strategic planning processes.

Community Engagement

The Council actively seeks to engage with residents regarding issues that affect community safety by:

- Providing opportunities for residents to raise concerns relating to crime, anti-social behaviour, road safety and public security through Council meetings and the Parish Council's developing website.
- Taking account of resident feedback when determining priorities and responding to local issues.
- Planning to undertake and promote a residents' survey during 2026 to help identify community concerns and priorities.
- Signposting residents to Cheshire Police and other relevant agencies through the Parish Council's Emergency Guide and other communications.

Supporting a Safe Environment

The Parish Council recognises that well-maintained public spaces contribute to community wellbeing and can help discourage criminal and anti-social behaviour. The Council therefore:

- Monitors local issues reported by residents and discussed during Council meetings.
- Encourages residents to report criminal and anti-social behaviour through the appropriate channels.
- Supports measures that contribute to a well-maintained and cared-for environment.
- Reviews and updates the Council's current Strategic Plan.
- Ensures that crime and disorder considerations are incorporated into the development of the Council's Strategic Plan for 2027–2030.

Road Safety and Traffic Monitoring

The Parish Council recognises that road safety forms an important part of community safety. The Council:

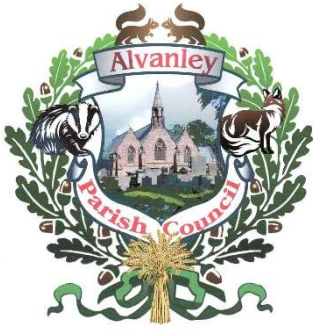
- Receives reports relating to road traffic accidents occurring within the parish.
- Works with Cheshire West and Chester Council and other relevant authorities to explore measures that may help reduce the likelihood of future accidents.
- Owns and operates a Vehicle Activated Sign (VAS), enabling the Council to monitor vehicle speeds through the village and support efforts to address speeding concerns raised by residents.

Conclusion

Through its ongoing engagement with Cheshire Police and local PCSOs, attendance at police surgeries and community policing meetings, consideration of crime and disorder implications during decision-making, monitoring of road safety concerns, and regular dialogue with residents, Alvanley Parish Council demonstrates that it actively fulfils its responsibilities under Section 17 of the Crime and Disorder Act 1998.

Whilst Alvanley remains a relatively low-crime rural community, the Council recognises the importance of remaining vigilant, promoting community safety and working collaboratively with Cheshire Police, Cheshire West and Chester Council and local residents. The Council remains committed to ensuring that crime and disorder considerations continue to be integrated into its functions, decision-making processes and future strategic planning, helping to maintain Alvanley as a safe and welcoming place in which to live and work.

Report prepared by Cllr Gilbert and Mrs T Ryall-Harvey (Clerk)



Alvanley Parish Council

Residents Survey 2026



NEW WEBSITE LAUNCHED:

www.alvanleyparishcouncil.gov.uk

Your Parish Councillors are currently made up of 6 local residents who give up their time, free of charge, to improve and monitor the local area. They are really interested to getting your feedback and hearing what you consider their priorities should be for the next four years.

Services provided by the Parish Council:

How much do you understand about the parish council services:-

	Excellent Understanding	Good Understanding	Poor Understanding	Very Poor Understanding
Awareness of what the Parish Council does				
Role in reviewing planning applications				
Escalating issues to CWaC				

If a vacancy on the Parish Council became available, would you be interested in joining them?

Yes ☐

No ☐

Would need more information ☐

If yes or would need more information, please share your contact details below:

Name: _____

Contact Phone Number: _____

Email address: _____

Address: _____

Strengthen communications:-

The Parish Council has recently launched a new website (www.alvanleyparishcouncil.gov.uk) and shares all information to meet the Transparency Code requirements, how else would you like the Parish Council to communicate to you?

- Newsletters ☐
- Facebook ☐
- Information on Noticeboard ☐
- I am happy with currently level of information I receive ☐

The Parish Council is interested in establishing volunteer programmes and a Youth Voice Panel, if you or someone in your household would be interested in joining these groups please share you contact details below:-

Please indicate which group a representative of your household would be interested in joining:-

Volunteer Group ☐ Youth Voice Panel (must be under 18 years old) ☐

Name:

Contact Phone Number:

Email address:

Address:

Priorities of the Parish Council:-

These are projects that the Parish Council are currently considering working on, subject to securing the necessary funding, which do you consider to be the most important:-

- ☐ Replacing the festive tree lighting on Primrose Lane
- ☐ Renovating the fingerposts and milestone in Alvanley.
- ☐ Bulb planting in the Autumn (daffodils, snowdrops and wildflowers on verges)
- ☐ Tree planting on local green spaces
- ☐ Replacing stiles with kissing gates on footpaths around the Parish
- ☐ Welcome letter to new residents. This could be broadened to a welcome pack. Walks, maps, local information, emergency numbers etc

Is there any other project that you would like the Parish Council to consider undertaking over the next four years?

The Parish of Alvanley -protecting the parish for the future

One way to protect the parish for the future would be to create a **neighbourhood plan**, this is a document that outlines planning policies for a specific area, created by the local community. It allows communities to have a say in the development and growth of their neighbourhood, ensuring that the types of development meet local needs. The plan is based on community input and can cover various issues, including housing, transport, and amenities. Ultimately, it empowers residents to shape their local environment and influence planning decisions

Subject to the Parish Council obtaining the necessary funding when available, would you like to see a Neighbourhood Plan developed for the Alvanley area?

Yes ☐ No ☐ Have no opinion ☐

If yes, would you be willing to sit on the Neighbourhood Plan development committee?

Yes ☐ No ☐

If yes, please share your contact details below:

Name:

Contact Phone Number:

Email address:

Address:

Public Safety

The Parish Council is interested in understanding if you have a neighbourhood watch scheme in the area you live in, whether this be a simple ‘whatsapp’ group for your street or an official registered Neighbourhood Watch Group.

Please confirm if there is a Neighbourhood Watch Group set up for your street:-

Yes ☐ No ☐

What street do you live on:

Is your group an official Neighbourhood Watch Group? Yes ☐ No ☐

Please return all completed surveys to the Village Hall, Church Way, Frodsham WA6 9BZ

Closing date for all surveys to be returned is ??????????????????

All fully completed surveys returned by the deadline will be entered into a prize draw (unless you do not wish to be entered into the draw). The winner will receive a £50 voucher for a shop of your choice (M&S, Amazon, other major shopping outlets).

Name:

Contact Phone Number:

Email address:

Prize Draw Rules:-

- Entry to the Prize draw is free and is open to all current residents of Alvanley who return a fully completed official residents survey document, excluding anyone directly connected with the administration of the survey. No purchase is necessary.
- The closing date for the Prize Draw is 23/11/2026. Responsibility will not be taken for entries lost or delayed.
- All entrants must be 18 years of age or over.
- Parish Councillors or their family members, or anyone else connected with the set up/administration of the resident's survey, are not eligible to enter.
- Only one entry per person will be allowed irrespective of how many entries are returned.
- There is one prize of £50 which will be paid in voucher only. There is no cash alternative.
- The winner will be able to select the type of voucher they want to receive from a selection of major shopping outlets.
- The winning entry will be randomly selected in the presence of an independent observer at the Parish Council meeting on 23/11/2026 and the winner will be notified. The winner's name will be displayed on the Parish Noticeboard, after 23/11/2026.
- The instructions on how to complete and return the resident's survey document form part of the Prize Draw Rules.
- No correspondence will be entered into. In all aspects relating to the administration of the Prize Draw, The Parish Council's decision is final.

We value your privacy. By completing and returning the survey, you consent to Alvanley Parish Council collecting and processing your response for the purpose of improving the service we provide to you. Your data will be stored securely and will not be shared with third parties for marketing purposes. You can withdraw your consent or request data deletion at any time by contacting clerk@alvanleyparishcouncil.gov.uk.

For more information, please see our privacy policy which can be found at:-

<https://alvanleyparishcouncil.gov.uk>.