

Date: 06 November 2023
Enquiries to: Richard Webster
Tel: 01473 264067
Email: Richard.webster@suffolkstreetlighting.org

Mrs Jane Connell-Smith
Tattingstone Parish Council
31 Church Road
Tattingstone
IP9 2NA

Dear Mrs Connell-Smith

Re: Street Lighting Contract

We would like to take this opportunity to inform you of the outcome following the recent street lighting term maintenance contract procurement carried out by Suffolk County Council.

After a very competitive process, J McCann & Co Ltd. were the successful tenderer and from the 1st October 2023, have commenced a 7 year term maintenance street lighting contract with Suffolk County Council with the potential for a further three year extension. Further information regarding J McCann can be found at <https://mccann-ltd.co.uk/>

The contract you have in place with Suffolk County Council will not change and your local contacts remain the same. Appended to this letter is a condensed outline of what you can expect from this new arrangement.

The rates secured are extremely competitive and, in most cases, you will see a reduction in maintenance costs. Energy costs, continue to be volatile however the rates secured remain competitive and are purchased as part of our larger energy portfolio.

Reporting of street lighting faults remains the same as previous years and can either be reported online at www.suffolk.gov.uk/streetlighting or via telephone through Suffolk County Council's contact centre on 0345 606 6171.

Our new contract has a strong focus on customer engagement and a commitment to ensure you are informed of programme dates regarding any works you have previously ordered, or works you will be placing. There is a performance framework in place to ensure all works are carried out efficiently and effectively and meet prescribed response times.

We are aware many of you have taken the opportunity to upgrade your assets to LED to benefit from reduced energy costs. However, if this is something you are still to consider, we are able to work with you to identify the required works and associated costs, as well as suggest measures that can be taken to further reduce costs through the use of the county council's central management system. The options available to reduce energy costs and associated carbon emissions include for part night switching and applying dimming, whether at 75%, 50% power, or

less, and we can provide the expected savings and return on investment figures for you to make an informed choice.

I trust the above, and attached, provides you with relevant information regarding the service provided, and if I can be of any further assistance then please do not hesitate to contact me.

Yours sincerely

Richard Webster
Asset Manager – Street Lighting

STREET LIGHTING MANAGEMENT SCHEME FOR LOCAL LIGHTING AUTHORITIES

How does the scheme work?

The local lighting authority (e.g., District, Town or Parish Council), will continue to own the lighting assets. The County Council will manage the lighting assets on behalf of the local lighting authority. Maintenance and energy will be bought under the same contracts that the County Council uses for its own lights. As the County Council has 75,000 lighting assets, it is in a strong position to get the best prices. Although there will be a management charge by the County Council, the savings offered in contract prices mean that the whole package should still be financially attractive to the councils which participate.

A single annual fee for each lighting asset proposes to keep each light working for the year, including:

- Scheduled maintenance.
- A performance framework for Suffolk Streetlighting to identify and repair faults whether they are reported or not.
- Night inspections for faults carried out on a regular basis. Where applicable, the county council will be utilising the Central Management System (CMS) for this activity. All District, Town and Parish Council's with street lighting managed by the County Council are able to invest in the CMS. Parishes that do not want to utilise the CMS will be required to report faults using mediums mentioned below.
- A 10-day repair time for faults once reported to, or identified by, Suffolk Streetlighting.
- A 6-year cycle of electrical testing, visual structural inspection (non-destructive structural testing can be arranged, but there is an additional charge for this service) and associated record keeping, to satisfy safety legislation.
- A freephone reporting service for faults and on-line reporting system (complete with mapping) that can be accessed through the internet (via the SCC Website) by the public.
- Identification, reporting and management of faults with an electricity supply company.
- Maintaining the lighting inventory and agreeing the energy usage with the supplier.
- Local decision making on major replacements.
- Advice and competitive prices for new or replacement lighting.
- Co-ordination of mains supply connections for new lighting.
- Management of legal requirements for working in the highway.
- Emergency attendance and making sites safe.

What will it cost?

The **annual fee** will be calculated as the sum of:

1. **Standard Maintenance or Enhanced Maintenance:** - New County contract rates.
2. **Energy:** - Current county contract rates + Climate Change Levy
3. **Management:** This will be calculated as an additional 10% fee of the sum of the Maintenance Package and Energy costs.

New or Replacement Equipment and Painting can be obtained through quotation from Suffolk Streetlighting

Inflation: - Prices will be subject to adjustments for inflation based upon Price Adjustment Formulae Indices as published by the BCIS.

Joining the Scheme

Participants can join at any time, effective from the first day of a calendar month, but preferably at the start of the financial year (1 April). This is subject to the following:

- The agreement of any other party involved in any existing contract for the provision of energy or maintenance of the lights.
- The existing condition of all lighting units owned by the applicant is acceptable to the County Council and its Maintenance Contractor

Leaving the Scheme

Participants can choose to leave the scheme from 31 March in any year, subject to giving 3 months notice. It will also be possible to leave at other times, or with less notice, subject to agreement with the County Council. The County Council hereby retains the right to reserve the right to withdraw this service from 31 March in any year, subject to 3 months notice, however, there is no intention that this scheme will be of limited duration.

Paying for the Service

The County Council pays its energy supplier and its maintenance contractor monthly. To simplify administration for all parties concerned, 100% of the annual charges to participants under the scheme will be invoiced at the end of the financial year and will include any adjustments for changes in the inventory during the year. The year-end invoice for the current financial year, will be invoiced during February, this to be paid by 31st March.

Standard Maintenance Contract - Exclusions and Enhancements

Annual payments exclude dealing with:

1. Accidental damage,
2. Vandalism,
3. Repairs to private circuit cables,
4. Painting,
5. Replacement when a unit has reached the end of its serviceable life.

Participants may wish to consider insuring the lighting assets against items 1 and 2. Alternatively, the **Enhanced Maintenance contract** can offer an increased level of service, which covers items 1 to 3 above.

Suffolk Street Lighting are also able to offer a Green Claims service to implement a cost recovery process, where possible, to recover any cost incurred following an impact. Should this be of interest then please contact the Suffolk Street Lighting team accordingly.

It should be noted that items 4 and 5 above are not covered by either the Standard or Enhanced Maintenance Contracts. Please refer to “New or Replacement Equipment and Painting” above.

Participants who select the Standard Maintenance contract should be aware it may be necessary to incur additional cost in an emergency, without the specific prior consent of the participant. The Standard Maintenance contract allows for emergency attendance and make safe only.

Who is in control?

Whilst the routine task of managing lighting assets is undertaken by the County Council, any decision on programmes of replacements, or any new lights and painting, rests with the participant. The County Council can offer advice at no additional charge, but the final decision will be with the asset owner.

Paper 1 –Expenditure to be approved and receipts allocated

Agenda Item 09 (c)

The integrity of the Council’s finances is to be protected by two of the three signatories checking and reviewing the invoices for payment for which they will have seen an original copy.

Within the Council’s Financial Regulations (4.1) – expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget or where prior approval has been given for such expenditure to be incurred (i.e. under contractual agreements)

Such authority is to be evidenced by a Minute or by an authorisation slip duly signed by the Clerk and where necessary also by the appropriate Chair. Invoices will only be processed for payment by the Parish Clerk once she is satisfied that the payment sums match the invoices produced.

Accounts submitted for payment – Current Account

Payee	Detail	Method	NETT	VAT	TOTAL
S. Keys	Clerk/RFO September Salary	Bank Transfer	477.30		477.30
S. Keys	Clerk’s Expenses	Bank Transfer	9.00		9.00
D. Childs	Playing Field Grounds Maintenance (inv. TBC)	Bank Transfer	TBC		TBC
Parish Online	Digital Mapping 2023-24	Bank Transfer	54.00	10.80	64.80

Receipts allocated

	Detail	Method	TOTAL

Presented by:..... Sarah Keys, Responsible Finance Officer

Countersigned by:..... Chair to the Parish Council

All payments authorised under The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012

Note: Council resolved at the 2023 Annual Meeting that it met the eligibility conditions, and this continues right through until the next relevant annual meeting which will be May 2027. This is regardless of whether the Council continues to meet those conditions for the duration, (para 7.12 of the Explanatory Memorandum to The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 refers.

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				INCOME	EXPENDITURE	BALANCE
Balance in restricted funds brought forward on 01 April 2023				0.00		0.00
TPC 2023-24 Budget allocation for Tattler				400.00		400.00
MONTH	WHO	DETAIL	METHOD	INCOME	EXPENDITURE	BALANCE
April 2023	Leiston Press	Tattler Printing (inv. 57773)	CHQ - 101443		268.00	132.00
June 2023	Leiston Press	Tattler Printing (inv. 58707)	CHQ - 101458		268.00	-136.00
June 2023	Anonymous	Donations	CHQ deposit	300.00		164.00
October 2023	Leiston Press	Tattler Printing (inv. 60137)	Bank Transfer		268.00	-104.00
October 2023	Essex & Suffolk Pest Control	Tattler Advert	Bank Transfer	100.00		-4.00
October 2023	Mrs L Riddell	Tattler Advert	Bank Transfer	20.00		16.00
TOTALS				820.00	804.00	16.00

Presented by:..... Sarah Keys, Responsible Finance Officer

Countersigned by:..... Chair to the Parish Council

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Tattingsstone Parish Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 31/10/2023			
	Cash in Hand 01/04/2023		50,750.74	
	ADD			
	Receipts 01/04/2023 - 31/10/2023		21,907.82	
			72,658.56	
	SUBTRACT			
	Payments 01/04/2023 - 31/10/2023		24,070.40	
A	Cash in Hand 31/10/2023 (per Cash Book)		48,588.16	
	Cash in hand per Bank Statements			
	Petty Cash	31/10/2023	0.00	
	Lloyds Account	31/10/2023	32,864.41	
	Deposit Account	31/10/2023	3,205.82	
	Current Account	31/10/2023	12,517.93	
			48,588.16	
	Less unrepresented payments			
				48,588.16
	Plus unrepresented receipts			
B	Adjusted Bank Balance			48,588.16
	A = B Checks out OK			



CIL SPENDING REVIEW – April 2023 for the year ending 31 March 2024

Neighbourhood CIL is governed by the CIL Regulations and the rate at which it is paid is set out in national legislation. For those Parish Councils with a made Neighbourhood Plan it is 25% (with no CAPO and for Parishes where there is no made Neighbourhood Plan it is 15% subject to a cap which is set out nationally (in legislation). *The cap is worked out at £100 index linked per occupied property within the parish. The cap rate is set for the year and changes on the 1st January each year.*

1. CIL Resources available

CIL funding currently stands at:

Financial Year	Income	Expenditure	CIL running Total	Timescales
2021-22	£7,485.48		£7485.48	06.10.26
2022-23	£10,838.85		18,323.85	07.04.27
2023-24		263.99	18,059.86	
		887.95	17,171.91	
<i>Committed</i>		£6406.00	£10,765.91	Balance after committed funds
Totals	£18,323.85	£1151.94		

2. Projects completed as bids against the Neighbourhood CIL Pot

The following projects having been previously approved as valid projects for the Neighbourhood CIL pot are now completed with monies being fully paid out

Project	Budget	Predicted Cost	Sources of External Funding	Neighbourhood CIL (Parish) Funding	Start date	Current Position
Purchase of new dog litter bin	Parish CIL funding	£263.99	None	£263.99	July 2023	Completed
Grit bin update	None allocated	£864.00	None	£887.95	October 2023	Completed

3. Projects identified as potential bids against the Neighbourhood CIL Pot

The following projects have been identified as valid bids against the Neighbourhood CIL Pot, have approval and are awaiting completion with monies being fully allocated and therefore committed:

Project	Budget	Predicted Cost	Sources of External Funding	Neighbourhood CIL (Parish) Funding	Start date	Current Position
Play area updates	None allocated	£20,000	Neighbourhood CIL (BDC)	£6406.00	Once BDC CIL Funding approved	Funding request to BDC CIL underway

Grit bin update	None allocated	£864.00	None	E864.00	October 2023	Bins on order
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4. The following projects may be identified or submitted as potential discussion bids and will provide the basis for infrastructure spending as developments come online

Items highlighted in GRAY will be identified on an “as and when demand” as the parish continues to grow

Project	Budget	Predicted Cost	Sources of External Funding	Neighbourhood CIL (Parish) Funding	Additional consultation required	Further information
New Grit Bins	On as an when basis			Neighbourhood CIL (Parish)		
New Waste Bins	On as and when basis			Neighbourhood CIL (Parish)		

PAPER 5

From: davyred@aol.com <davyred@aol.com>
Sent: Wednesday, October 25, 2023 10:54 PM
To: tatt.pc@gmail.com
Subject: Funding for Village Hall

Dear Sarah,

I am writing as at the last Parish Council meeting on 2nd October, I requested on behalf of the Village Hall Committee that a payment of £1,000 annually be included in the next precept. This money to help with the rising maintenance costs of the hall.

Please find this our written confirmation of my request at the meeting.

Kind Regards

David Brown

Chairman
Tattingstone Village Hall Committee

PAPER 6

VILLAGE BENCHES

Options for Village Benches:

COMPANY	PRICE	LINK
NBB Recycled Furniture	£340 (excl. VAT)	Captains Treble Seat
Street Furniture Direct	£480 (excl. VAT)	Trafalgar Seat
Glasdon	£585 (excl. VAT)	Phoenix Seat

TPC ANNUAL BUDGET 2024-25

VERSION 2

DATE OF ADOPTION: TBC

MINUTE NO. TBC

CATEGORY	BUDGET	BUDGET	BUDGET	BUDGET	* average inflation 2023
	2023-24	2024-25 SAME	2024-25 +2%	2024-25 +5%	
INCOME					
Precept	15,500	15,425.00	15,733.00	16,196.00	16,350.00
Bank Interest	5.00	50.00	50.00	50.00	50.00
Allotments		100.00	100.00	100.00	100.00
CIL	500.00	500.00	500.00	500.00	500.00
TOTAL INCOME	16,005.00	16,075.00	16,383.00	16,846.00	17,000.00
EXPENDITURE					
<u>Salaries</u>					
Clerk/RFO	4,200.00	6,000.00	6,000.00	6,000.00	6,000.00
Clerk's expenses	220.00	220.00	220.00	220.00	220.00
HMRC		1,500.00	1,500.00	1,500.00	1,500.00
Payroll costs	110.00	120.00	120.00	120.00	120.00
TOTAL	4,530.00	7,840.00	7,840.00	7,840.00	7,840.00

Increased hours and rate of pay

See above

Administration

Audit	350.00	500.00	500.00	500.00	500.00	Increased to cover current rates
Hall Hire	250.00	250.00	250.00	250.00	250.00	
Insurance	550.00	560.00	560.00	560.00	560.00	
Website/Email	100.00	300.00	300.00	300.00	300.00	Increased to cover email provision
Training	200.00	200.00	200.00	200.00	200.00	
GDPR costs	40.00	40.00	40.00	40.00	40.00	
Miscellaneous						
Stationary		100.00	100.00	100.00	100.00	
Postage		20.00	20.00	20.00	20.00	
Staff recruitment						
Accounting software		250.00	250.00	250.00	250.00	
Election costs	1,000.00	200.00	200.00	200.00	200.00	Hopefully this will be unnecessary
TOTAL	2,490.00	2,420.00	2,420.00	2,420.00	2,420.00	

Subscriptions/Grants, Donations

SALC Subscription	237.00	275.00	275.00	275.00	275.00	Based on this year's fees
SLCC Subscription	100.00	115.00	115.00	115.00	115.00	Based on this year's fees (shared with BPC)
Donations/Project support	800.00	425.00	500.00	800.00	1,000.00	For local groups/projects
VH Donation		1,000.00	1,000.00	1,000.00	1,000.00	Based on recent request from VH Committee
Church support	800.00	800.00	800.00	800.00	800.00	Based on this year's figure
Tattler support	400.00					
TOTAL	2,337.00	2,615.00	2,690.00	2,990.00	3,190.00	

Services					
BDC Litter bin emptying	350.00	350.00	350.00	350.00	350.00
Litter purchases	300.00				
Playground Inspection	100.00	100.00	100.00	100.00	100.00
General Village Maintenance	200.00	500.00	500.00	500.00	500.00
Play areas grass cutting	2,000.00	1,600.00	1,600.00	1,600.00	1,600.00
SCC Street Light contract Mainten	550.00	550.00	550.00	550.00	550.00
TOTAL	3,500.00	3,100.00	3,100.00	3,100.00	3,100.00

Removed - future bin purchases through CIL
 ie. installation of new benches and bins

Other items					
Purchases/Assets	548.00				
Miscellaneous/Project support	2,600.00		233.00	396.00	350.00
Allotments		100.00	100.00	100.00	100.00
TOTAL	3,148.00	100.00	333.00	496.00	450.00

TOTAL EXPENDITURE	16,005.00	16,075.00	16,383.00	16,846.00	17,000.00
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COUNCIL TAX BASE FIGURES 2024-25	2023-24	2024-25
COUNCIL TAX BASE	241.72	240.55
BAND D COUNCIL TAX	64.12	67.97

Council tax base Calculations	SAME	+2% pp	+5% pp	+inflation
Council tax base 2024-25	240.55	240.55	240.55	240.55
increase	64.1238	65.41	67.33	67.97
TPC Precept Request	15,424.98	15,734.38	16,195.99	16,350.18

LAST YEAR'S PRECEPT 15,500.00

PAPER 7 – CORRESPONDENCE TO NOTE

ITEM ONE: (For information)

From:
Sent: Thursday, November 9, 2023 10:00 PM
To: tatt.pc@gmail.com
Subject: What's going on ?!

Hello

I had a email recently asking if I'd like to re advertise my pilates studio. I replied and received this reply ????

What on earth has happened ??
The Tattler was such a great magazine !!!!

Thanks

ITEM TWO: (For information)

From:
Sent: Thursday, November 9, 2023 12:28 PM
To: andrea.mendel@me.com; tatt.pc@gmail.com
Subject: THE TATTLER

Dear Andrea and Sarah

████████████████████ I would like to express my dismay about the way Denise Hawes has been treated in recent meetings. Of course I wasn't present but I have read the minutes , spoken with Denise and another Parish Councillor.

I am sure you will agree that Denise created a wonderful Parish Magazine which has been appreciated by all of us in the village. It was far superior to the previous offering. She did it as a volunteer and paid for some elements out of her own pocket.

As I understand it a particular councillor wishes to place constraints on her work for no good reason that I know of.

██, this seems to be yet another attack on her. I am not surprised that she chose to withdraw as editor as clearly she felt unsupported.

Please consider some form of mediation. It is the only way we can retain the publication we love. After all it is our villagers who will suffer most, particularly the elderly.

Kind regards

ITEM THREE: (For consideration/agreement of next steps)

From: Address Management <Address.Management@baberghmidsuffolk.gov.uk>
Sent: Wednesday, November 15, 2023 9:27 AM
To: Tattingstone Parish Council <tatt.pc@gmail.com>
Subject: FW: SN/20/00408/RSS Wonder Lane

Good morning

I have spoken further with my colleague on the above matter.

The official address held on our database and Royal Mail is: The Wonder.

Therefore, a street sign could be installed as The Wonder as opposed to Wonder Lane. This would, as Julie states in the attached letter, fall to the Parish Council to bear the cost. I am happy to obtain a quote for you. Please let me know if you would like me to action this.

If you have any queries please do not hesitate to contact us.

Kind regards

Susannah Saunders

Senior Admin & Technical Support Officer- Building Control and Street Name & Numbering

ITEM FOUR: (For information)

From:

Sent: Monday, November 27, 2023 8:08 PM

To: clerk@tattingstoneparishcouncil.gov.uk

Subject: Bus shelters

Hi Sarah,

It looks like the weather is going to beat my wife and I to complete the 3 bus shelters in Tattingsstone.

We have nearly completed the first shelter opposite the church but this is failing to dry at the present time due to the weather.

We have left it taped off at the moment and shall check every day to see if the treatment is dry, we can then open it back up again.

As soon as the weather turns we shall proceed and complete the other two shelters.

It may be wiser to redo these before winter sets in next time.

The broken fixings and posts on both waste and dog bin have been replaced and re installed to their original position as well.

Regards,

Fencing Operations Manager

PAPER 8

Tattingstone Parish Council

Social Media Policy

Version 1.0

ADOPTION DATE:	
MINUTE NO.	
VERSION NO.	1
REVIEW DATE:	

SOCIAL MEDIA POLICY

- 1. Introduction**
- 2. How social media will be used by the Council**
- 3. Who is covered by this policy**
- 4. Code of Practice**
- 5. Managing Social Media Accounts**

1. Introduction

Social media is a term for websites based on user participation and user-generated content, including social media sites and other sites that are centered on user interaction.

This policy is intended to help Councillors and Council staff make appropriate decisions about the use of social media, and to outline Tattingstone Parish Council's position on various aspects of its use, including the management of comments made by members of the public when using TPC's social media sites.

It includes standards and guidelines for Councillors and Council staff to observe when using social media as a channel for communication, the management of public comments, and the action to be taken in respect to breaches of this policy.

This policy covers all forms of social media and social networking sites which include (but are not limited to):

- Tattingstone Parish Council website
- Facebook, Instagram, TikTok and other social networking sites
- Youtube and other video clips and podcast sites
- LinkedIn and other business networking sites
- Blogs and discussion forums
- Email

This policy supplements, and should be read in conjunction, with all other policies and procedures adopted by Tattingstone Parish Council. The current Code of Conduct applies to online activity in the same way it does to other written or verbal communication.

Over time Tattingstone Parish Council may add to the channels of communication that it uses as it seeks to improve and expand the services the Council delivers. When these changes occur this policy will be updated to reflect the new arrangements. This policy may be amended at any time.

2. How Social Media will be used by the Council

Social media may be used for:

- Engagement with individuals and communities for the promotion of Council based services, decisions and actions
- Supporting local democracy
- Distribute in whole or part information from council notices, agendas, approved minutes and dates of meetings
- Information specifically agreed to be communicated via social media at Council meetings
- Advertising events and activities that Tattingstone Parish Council has organised or co-organised, or supports as being beneficial for the community
- Sharing good news stories relevant to the local area
- Announcing new information relevant to people living in or around the Tattingstone area
- Providing and exchanging information about local services and events
- Supporting community cohesion, neighbourliness and resilience
- Gathering local resident's insights

- Promoting cultural events or tourism in the area
- Advertising vacancies
- Re-tweeting or sharing relevant information from partner agencies such as Principal Authorities, Police, Library, Health etc.
- Post, retweet or share relevant information from local community groups for community benefit such as information from community associations, community groups, schools, sports clubs, Scouts/Guides and charities
- Link to appropriate websites and other social media accounts of sites or organisations that meet the council's expectations of conduct
- Post other items as the council see fit
- Refer resident queries via social media to the Clerk for wider dissemination to Councillors if required

Councillors and staff should be aware that not all communication through social media requires a response, although an acknowledgement should be made if appropriate.

Tattingstone Parish Council runs its social media pages so that it can pass information on to residents quickly. Social media accounts will not necessarily be checked daily and posts will not necessarily be responded to. TPC's social media accounts are primarily a tool to pass information on.

Though TPC is keen to hear resident's views, it will not be able to take comments made on its social media accounts as official comments, particularly on planning applications. In order to manage the messages received, residents will be asked – if necessary – to forward their comments to TPC. This can be done by emailing the Parish Clerk, by contacting a Parish Councillor or by attending a monthly meeting.

3. Who is covered by this policy

The principles of this policy apply to elected and co-opted Parish Councillors, council staff and volunteers (collectively referred to as staff in this policy).

All Councillors and staff are expected to comply with this policy at all times to protect the reputation, privacy, confidentiality, and interests of the council, its services, employees, partners and community.

Individual Parish Councillors and council staff are responsible for what they post, both in a council and personal capacity.

In the main, Councillors and council staff have the same legal duties online as anyone else, but failure to comply with the law may have more serious consequences.

The Council may take disciplinary action in respect serious breaches of this policy by employees. This may include unlawful, libellous, harassing, defamatory, abusive, threatening, harmful, obscene, profane, sexually oriented or racially offensive comments by an employee.

Volunteers in breach of the policy will result in the council no longer using their services and, if necessary, appropriate action will be taken.

The behaviour required in the Councillor's Code of Conduct shall apply to online activity in the same way it does to other written or verbal communication. Councillors will bear in mind that inappropriate conduct can still attract adverse publicity, even where the code does not apply.

Councillors must be aware that their profile as a Councillor means the more likely it is they will be seen as acting in an official capacity when blogging or networking.

Councillors and staff must remember that communications on the internet are permanent and public.

When communicating in a 'private' group it should be ensured that the council would be content with the statement should it be made public.

A Councillor or council staff member's behaviour on any social media site must be consistent with the behaviour required generally.

4. Code of Practice

When using social media, Councillors and staff must be mindful of the information they post in both a personal and council capacity and keep the tone of any comments respectful and informative.

Councillors and staff should not post comments that they would not be prepared to make in writing or face-to-face. When participating in online communication, Councillors and staff must:

- Be responsible and respectful, ensuring posts are positive, informative and balanced
- Respect the privacy of other Councillors, staff and residents
- Keep the tone of comments respectful and informative, never condescending or 'loud' i.e. use sentence case format and not write in capital letters or red to emphasize points
- Seek permission to publish original photos or videos (posting copyright images or text on social media sites is an offence so Councillors and staff must ensure any information does not infringe copyright).
- Always disclose their identity and affiliation to the Council, and never hide their identity using false names or pseudonyms
- Be objective, balanced, informative and accurate.
- Spell and grammar check everything

Parish Councillors and council staff must not:

- Give out the personal data of others on social media, including home address and telephone numbers.
- Use an individual's name in social media communications or post information about an individual unless given written permission to do so (publishing personal data of individuals without permission is a breach of Data Protection legislation)
- Present personal opinions as that of Tattingstone Parish Council.
- If a Councillor or member of staff blogs, tweets or communicates online personally, and not in the role as a Councillor or member of council staff, they must not claim to act or give the impression that they are acting as a representative of the Council i.e. they should not include web links to official Council websites, Council logos, Council email addresses or any other Council identification as this may give or reinforce the impression that they are representing the Council.
- Present themselves in a way that might cause embarrassment to the Council; they must protect the good reputation of the Council
- Make false or misleading statements
- Post personal or political content, content that is contrary to the democratic decisions of the council or post controversial or potentially inflammatory remarks
- Make derogatory, defamatory, discriminatory or offensive comments about any person including council staff, Councillors, the council or about the people, businesses and agencies the council works with and serves, or post online activity that constitutes bullying or harassment. Language that may be deemed offensive relating in particular to race, sexuality, disability, gender, age or religion or belief should not be published on any social media site
- Engage in personal attacks, online fights, hostile communications or in any way allow their interaction on websites or blogs to damage their working relationships with others
- Publish photographs or videos of minors without parental permission
- Post any information that may be deemed libel (publishing untrue statements about a person which is damaging to their reputation is libel and can result in a court action)
- Post obscene material (publication of some obscene material is a criminal offence and is subject to a custodial sentence)

- Conduct any online activity that violates laws, regulations or that constitutes a criminal offence
- Bring the council into disrepute, including through content posted in a personal capacity

Councillors views posted in any capacity in advance of matters to be debated by the council at a council or committee meeting may constitute Pre-disposition, Predetermination or Bias and may require the individual to declare an interest at council meetings

Anyone with concerns regarding content placed on social media sites that denigrate Parish Councillors, Council staff or residents should report them to the Parish Clerk for referral to the moderator(s) and/or the Council as required.

5. Managing Social Media Accounts

The Parish Clerk, or a designated Parish Councillor agreed by the Parish Council, will be responsible for posting content on council website and social media pages and moderating Parish Council social media output.

The Parish Clerk, or a designated Parish Councillor agreed by the Parish Council, is responsible for monitoring content to ensure it complies with the Social Media Policy.

The Parish Clerk, or a designated Parish Councillor agreed by the Parish Council, will have authority, without notice or comment, to remove any posts from council social media pages which are deemed to be of an inflammatory, defamatory or libelous nature. Such posts may also be reported to the hosts (i.e. Facebook) and also to the Parish Clerk for council records.

The Parish Clerk, or a designated Parish Councillor agreed by the Parish Council, will also have the authority to block or ban access from an individual or company's account to TPC's social media pages.

When participating in online communication, TPC will generally allow posts on its social media pages from members of the public that:

- Are responsible and respectful
- Respect the privacy of other Councillors, staff and residents
- Are objective, balanced, informative and accurate
- Posts may be deleted and the holder of an account banned if a comment or post:
 - Gives out the personal data of others on social media, including home address and telephone numbers.
 - Mentions an individual's name in social media communications or post information about an individual unless deemed reasonable (publishing personal data of individuals without permission is a breach of Data Protection legislation)
 - Makes intentionally false or misleading statements
 - Includes potentially inflammatory, defamatory, libellous or offensive remarks
 - Makes derogatory, defamatory, discriminatory or offensive comments about any person including council staff, Councillors, the council or about the people, businesses and agencies the council works with and serves, or post online activity that constitutes bullying or harassment.
 - Uses language that may be deemed offensive, in particular relating to race, sexuality, disability, gender, age or religion or belief
 - Engages in personal attacks, online fights, and/or hostile communications
 - Includes the publication of photographs or videos of minors without parental permission
 - Includes any information that may be deemed libel (publishing untrue statements about a person which is damaging to their reputation is libel and can result in a court action)
 - Includes obscene material (publication of some obscene material is a criminal offence and is subject to a custodial sentence)
 - Conducts any online activity that violates laws, regulations or that constitutes a criminal offence

It is ultimately up to the Parish Clerk – either acting individually or in consultation with Councillors - as to whether a post will be deleted and/or an account blocked.

The Parish Clerk will also be responsible for checking the correct security settings are in place on the social media sites used.

Councillors may assist the Parish Clerk to disseminate information however all must ensure they follow this policy.

No social media account details may be changed without the permission of the Parish Clerk or full council.

This policy will be reviewed on an annual basis. Next due 01 August 2024.

6 NOVEMBER 2023

E01-23 | 2023/24 LOCAL GOVERNMENT SERVICES PAY AGREEMENT

We have been informed by the Local Government Association that the National Joint Council for Local Government Services has reached agreement on rates of pay applicable from 1 April 2023 to 31 March 2024.

The new pay rates for local councils are attached and have been agreed with SLCC and ALCC.

Employers are encouraged to implement this pay award as swiftly as possible.

For all spinal points to 43 the agreed award was a flat rate payment of £1,925. For scale points above that the award was 3.88%

The Joint Council notes on backpay for employees who have left employment: "If requested by an ex-employee to do so, we recommend that employers should pay any monies due to that employee from 1 April 2023 to the employee's last day of employment. When salary arrears are paid to ex-employees who were in the LGPS, the employer must inform its local LGPS fund. Employers will need to amend the CARE and final pay figures (if the ex-employee has pre-April 2014 LGPS membership) accordingly. Further detail is provided in section 15 of the HR guide and the Backdated Pay Award FAQs, which are available on the employer resources section of www.lgpsregs.org.

Historically the calculation of hourly pay for local councils has been reached by dividing the annual salary by 52 weeks and then by 37 hours. This is different from the recommendation of the Joint Council which calculates hourly rates by dividing annual salary by 52.143 weeks (which is 365 days divided by 7) and then divided by 37 hours (the standard working week). This marginal difference causes some confusion, and it is intended that next year we shall move to the approach recommended by the National Joint Council.

NALC continues to be disappointed that the annual settlement has been delayed for reasons outside the Association's control.

SCP	1 April 2023		Scale Ranges
	£ per annum	* £ per hour	Based on SCP
2	£22,366	£11.62	Below LC Scale (for staff other than clerks)
3	£22,737	£11.82	
4	£23,114	£12.01	
5	£23,500	£12.21	
5	£23,500	£12.21	LC1 (5-6) (below substantive range)
6	£23,893	£12.42	LC1 (7-12) (substantive benchmark range)
7	£24,294	£12.63	
8	£24,702	£12.84	
9	£25,119	£13.06	
10	£25,545	£13.28	
11	£25,979	£13.50	LC1 (13-17) (above substantive range)
12	£26,421	£13.73	
13	£26,873	£13.97	
14	£27,334	£14.21	
15	£27,803	£14.45	
16	£28,282	£14.70	LC2 (18-23) (below substantive range)
17	£28,770	£14.95	
18	£29,269	£15.21	
19	£29,777	£15.48	
20	£30,296	£15.75	
21	£30,825	£16.02	LC2 (24-28) (substantive benchmark range)
22	£31,364	£16.30	
23	£32,076	£16.67	
24	£33,024	£17.16	
25	£33,945	£17.64	
26	£34,834	£18.10	
27	£35,745	£18.58	
28	£36,648	£19.05	



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	1 April 2023		Scale Ranges
SCP	£ per annum	* £ per hour	Based on SCP
29	£37,336	£19.41	LC2 (29-32) (above substantive benchmark range)
30	£38,223	£19.87	
31	£39,186	£20.37	
32	£40,221	£20.90	
33	£41,418	£21.53	LC3 (33-36) (below substantive range)
34	£42,403	£22.04	
35	£43,421	£22.57	
36	£44,428	£23.09	
37	£45,441	£23.62	LC3 (37-41) (substantive benchmark range)
38	£46,464	£24.15	
39	£47,420	£24.65	
40	£48,474	£25.19	
41	£49,498	£25.73	
42	£50,512	£26.25	LC3 (42-45) (above substantive benchmark range)
43	£51,515	£26.77	
44	£52,752	£27.42	
45	£54,017	£28.08	
46	£55,325	£28.76	LC4 (46-49) (below substantive range)
47	£56,648	£29.44	
48	£57,854	£30.07	
49	£59,418	£30.88	
50	£60,856	£31.63	LC4 (50-54) (substantive benchmark range)
51	£62,323	£32.39	
52	£64,335	£33.44	
53	£66,341	£34.48	
54	£68,356	£35.53	

	1 April 2023		Scale Ranges
SCP	£ per annum	* £ per hour	Based on SCP
55	£70,385	£36.58	LC4 (55-62) (above substantive benchmark range)
56	£72,388	£37.62	
57	£74,417	£38.68	
58	£76,405	£39.71	
59	£78,290	£40.69	
60	£80,216	£41.69	
61	£82,188	£42.72	
62	£84,214	£43.77	

* Hourly Rates

As per the national agreement, hourly rates are calculated by dividing annual salary by 52 weeks and then by 37 hours. Please note that these hourly rates differ from those published by NJC for Principal Authorities as the calculation basis differs.