



# **Boldre Parish Council**

## **Operating Framework**

Version: 1.3

Adopted: 11 May 2020

For queries on this document, please contact the Clerk to the Parish.

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This statement summarises how Boldre Parish Council operates. It is designed as a quick reference point for members of the public, and an “aide memoire” for officers and Councillors.

It is a summary only. Further information can be obtained from the Parish Clerk, and/or by consulting the Parish Council’s Standing Orders

## **The Full Council**

The Council is made up of 10 Councillors elected every 4 years (2015, 2019 etc). If a vacancy occurs during the 4 years, an election will be held if 10 residents call for one, otherwise the remaining Councillors can co-opt someone on to the Council.

The full Council is ultimately responsible for all the functions and decisions of the Council.

The Clerk will attend all meetings and will be able to advise Councillors generally.

## **Councillors**

Councillors are democratically accountable to the residents of the Parish. Their over-riding duty is to the whole community, but they have a special duty to the constituents in their ward (Boldre & Pilley Ward and South Baddesley Ward)

Councillors have to follow a Code of Conduct, setting out the behaviour expected of them while acting in their official capacity.

Councillors cannot make decisions individually. They cannot undertake action on behalf of the Council unless authorised to do so by the Council.

When communicating with the public about a Council matter, Councillors should make it clear whether they are speaking or writing on behalf of the Council, or as an individual.

## **Meetings of Council**

Council meetings are held approximately every 2<sup>nd</sup> Monday each month formally starting at 18.30 sometimes with a guest speaker. They are open to the public, except when confidential items are discussed. Minutes of meetings are published on the Council’s website or can be obtained from the Parish Clerk.

Minutes are not a verbatim record of a meeting. However, any decisions the meeting makes are recorded.

## **The Parish Clerk**

The Parish Clerk is the Chief Officer of the Council. His/her main role is to carry out the wishes of the Council, manage and oversee the delivery of its services, and advise on constitutional matters. He/she is also responsible for the proper administration of the Council’s financial affairs.

## **Financial matters**

The Council has a budget it can spend to carry out its duties.



## **Relationship between Parish Clerk and Councillors**

A close working relationship between Councillors and the Parish Clerk is important, and they should treat each other with mutual respect. However, the relationships should not become so close, or appear to be so close, as to bring into question Councillors' or the Clerk's ability to deal impartially with others.



## Change History

Version	Date	Author	Change Summary
1.0	08/06/15	Parish Clerk	Initial Version
1.1	23/08/15	Oliver Moore	Updated to new template, incorporated comments.
1.2	29/8/16	Peter Lock	Council address
1.3	19/4/20	Peter Lock	The Full Council – updated election years Meetings of Council – modified section on guest speaker. Financial Matters – Deleted “capital and revenue” Relationship between Parish Clerk and Councillors – deleted reference to Councillors’ code of conduct.

## Review Log

Version	Date	Reviewer	Comments
1.0	14/07/15	James Puttick / Peter Lock	<p>B) Operating Framework</p> <p>[JP] Do we need the header Hampshire ALC etc. I feel Boldre Parish Council - Operating Framework is all that is required.</p> <p>[PL] I agree – The footer should be Boldre Parish Council, or a standard footer on all Policies. In this case we might refer to a HALC ‘template’ ?</p> <p>Page 1</p> <p>[JP] The Full Council section - The words "if election" should be deleted.</p> <p>[PL] Agree. Could update the dates to (2011, 2015 etc) – if they are needed at all.?</p> <p>[JP] Councillors section - the brackets on the second and third lines should be deleted together with the asterisk.</p> <p>[PL] Agree</p> <p>[JP] The word "either" should be inserted before Boldre and Pilley Ward.</p> <p>[PL] I do not have Boldre and Pilley on my version.?? I have Boldre South &amp; Baddesley, which I assume should be Boldre &amp; South Baddesley – but why is it there at all.??</p> <p>[JP] Meetings of Council section - The wording should be updated to take into account the new start time of 6.15pm if there are presentations by members of the public and other invited speakers.</p> <p>[PL] Colin says that the formal meeting still starts at 18:30, but invited speakers should attend/speak from at 18:15. I agree the start time should be stated on the document.</p> <p>[JP] If copies of the minutes are placed on the Notice Boards then this fact should be added to this paragraph.</p> <p>[PL] Minutes are not published on the NBS.</p> <p>Page 2</p>



			[JP] Relationship between Parish Clerk and Councillors section. The word "each" should be added as the penultimate word on the final line. [PL] Assume you mean "each other". ?
1.3	23/04/20	Oliver Moore	Reviewed, added changes to change history.