**HALE PARISH COUNCIL**

Fundamental Principles

Role of the Council

* The Council is a corporate body and decisions must be taken by the council as a whole
* Its job is to represent the interests of the whole community
* Decisions must be made in an open and reasoned way particularly in sensitive areas of potential conflict
* Hale Parish Council has few duties, things it must do. They are:
  + To comply with the Freedom of Information Act 2000, the Data Protection Act 1998, the Equality Act 2010 and employment law
  + To consider the impact of decisions on reducing crime and disorder
  + To protect biodiversity
  + To consider the provision of allotment where there is a demand and it is reasonable to do so
  + To decide whether to adopt a closed churchyard if requested by the PCC
* It may only act where it has a legal power to do so
* Where it does not have power to act it should signpost parishioners to those who do have such power
* All contact must be from identified persons. There name and personal details will not be released publically without their agreement.

Meetings

* Meetings are governed by Local Government Act 1972 and the Standing Orders
* The content of the agenda is a matter for the Clerk
* All items to appear on the agenda need to be notified to the Clerk at least 7 clear days in advance of the meeting
* The Chairman has the conduct of the meeting
* No person shall obstruct the business of the meeting or behave offensively or improperly
* The Chairman can request a person to improve their conduct or leave the meeting
* The Chairman may temporarily suspend or close a meeting
* All members shall abide by the Code of Conduct

Conduct

* Members must abide by the Nolan Principles which are included in the Code of Conduct: selflessness, integrity, objectivity, accountability, openness, honesty and leadership
* Members must not: use their position to gain an advantage, use resources for political purposes, compromise the impartiality of those who work for the Council, bully, intimidate or humiliate anyone, disclose confidential information or breach the Equality Laws.
* Members must treat others with respect.

Sue Plumb  
Clerk to Hale Parish Council  
February 2017