



PARISH COUNCIL MEETING AGENDA

Members are summoned to the Meeting to be held on Tuesday 11th July 2017 at 7.30 p.m at the
Parish Hall Woodmancote

Members of the Public are welcome to attend

Email: woodmancoteparishcouncil@gmail.com

1. Apologies
2. Minutes of the last Meeting held on the 13th June 2017
3. Action updates from previous Minutes
4. Declarations of interest from Members in respect of any items in the Agenda
5. Open Forum (Members agree to adjourn the meeting for comments from members of the public)
6. Co option & vacancies
7. Reports from other Authorities:
 - 7.1. Horsham District Council
 - 7.2. West Sussex County Council
8. Discussion with T. Leggo from SSALC re. Parish Hall.
9. Planning (go to www.horsham.gov.uk for full details)
 - 9.1. DC/17/1327 Annies Baskets Limited, Henfield Road
 - 9.2. DC/17/1362 Bramcote Farm, Bramlands Lane
 - 9.3. DC/17/1274 Land South of Brighton Road
 - 9.4. DC/17/1398 Woodmancote Place, Brighton Road
 - 9.5. DC/17/1401 Pear Tree Farm, Furners Lane
 - 9.6. DC/17/1374 Turnhams Gill, Furners Lane
 - 9.7. DC/17/1240 Catsland Farm, Bramlands Lane
 - 9.8. Any applications received since publication of the Agenda
10. Planning updates
11. Training for Clerk
12. Policies & procedures
13. Website upgrade
14. Winter management
15. Vehicle Activated Signs/traffic management
16. Neighbourhood Plan
17. Finance/Payment
 - 17.1. Reconciled accounts & bank statement
 - 17.2. YTD Budget comparison
 - 17.3. Online banking
 - 17.4. Payments:-
 - a. WSCC – Invoice for Clerk’s salary for June – £304.17
 - b. SSALC Ltd – Invoice for training for Clerk - £48
18. Correspondence/meetings
 - 18.1. Parish Hall & Playing Field
19. Other business
20. Date of next meeting

L Bannister 4/7/2017

Clerk to Woodmancote Parish Council



CODE OF CONDUCT EMPLOYEES

1. Apply strict honesty and absolute fairness in all matters carried out for the Council, acting without bias.
2. Respect all confidential information – never make a disclosure without the authority of the source.
3. Be prompt in all dealings/responses – if this is not always possible, issue an acknowledgement that the matter is receiving attention.
4. Never use the position in the Council to gain an advantage that is not available to the general public.
5. Never accept any favours or gifts – apart from modest items that might be offered e.g. pens/diaries/calendars.
6. Disclose any personal or family interests in issues under discussion in Council.
7. Observe correct relations with Members and other staff. Treat all alike, without favour, and avoid over familiarity.
8. Keep everything in the open and discourage closed sessions. Ensure members and staff are kept up to date with all matters affecting the Council.
9. Avoid taking political stance in Council dealings.
10. Be open and amenable to any potential changes in procedures and systems.
11. Be aware and fully understand the legal or statutory requirements that relate to the Council and work within these frameworks at all times.

12. If it appears that an adopted Policy is illegal or improper, refer the matter to your Local Council Association or District Monitoring Officer.

13. If it could be considered by residents that Council staff and their families may benefit from Council grants, donations, sponsorship or the engagement of contractors, report the matter to the Council.

COMPLAINTS PROCEDURE

Before the Meeting

1. This Complaints Procedure can be provided by email, in printed hard copy, or orally.
2. The complainant should be asked to put the complaint about the council's procedures or administrator in writing to the clerk or other nominated officer. However if this is not possible other means of communication will be acceptable.
3. If the complainant does not wish to put the complaint to the clerk or other nominated officer, he or she should be advised to address it to the chairman of the council.
4. The clerk or other nominated officer shall acknowledge receipt of the complaint within 21 days and advise the complainant when the matter will be considered by the council or by the committee established for the purposes of hearing complaints. This will be within 2 months of the date of the complaint. The complainant should also be advised whether the complaint will be treated as confidential or whether, for example, notice of it will be given in the usual way (if, for example, the complaint is to be heard by a committee).
5. The complainant shall be invited to attend a meeting and to bring with them a representative if they wish.
6. Seven clear working days prior to the meeting, the complainant shall provide the council with copies of any documentation or other evidence relied on. The council shall provide the complainant with copies of any documentation upon which they wish to rely at the meeting and shall do so promptly, allowing the claimant the opportunity to read the material in good time for the meeting.

At the Meeting

7. The council shall consider whether the circumstances of the meeting warrant the exclusion of the public and the press. Any decision on a complaint shall be announced at the council meeting in public.
8. The chairman should introduce everyone and explain the procedure.

9. The complainant (or representative) should outline the grounds for complaint and, thereafter, questions may be asked by (i) the clerk or other nominated officer and then (ii), members.
10. The clerk or other nominated officer will have an opportunity to explain the council's position and questions may be asked by (i) the complainant and (ii), members.
11. The clerk or other nominated officer and then the complainant should be offered the opportunity to summarise their position.
12. The clerk or other nominated officer and the complainant should be asked to leave the room while members decide whether or not the grounds for the complaint have been made. If a point of clarification is necessary, *both* parties shall be invited back.
13. The clerk or other nominated officer and the complainant should be given the opportunity to wait for the decision but if the decision is unlikely to be finalised on that day they should be advised when the decision is likely to be made and when it is likely to be communicated to them.

After the Meeting

14. The decision should be confirmed in writing within seven working days together with details of any action to be taken.

PROCEDURES TO DEAL WITH WRITTEN REQUESTS

All responses to consultation are dealt with as soon as possible within the consultation time allowed.

PROCEDURES TO DEAL WITH DOCUMENT RECEIPT, CIRCULATION, RESPONSE, HANDLING AND FILING

1. All documents and letters are acknowledged if appropriate.
2. All documents and letters etc. are placed in the correspondence file for the next appropriate meeting. Copies are given to all Parish Councillors.
3. All urgent correspondence is placed before the Chairman of Council.
4. All correspondence is answered within one week from the meeting if possible.
5. All documents are then filed in the appropriate file. Responses are kept on computer.
- 6. Original documents will be scanned, stored online and password protected. The original document will be stored in the filing cabinet owned by Woodmancote Parish Council, which is kept locked at all times. The Clerk is the keyholder.**

EMAIL & SOCIAL MEDIA

- 1. All emails to other bodies and members of the public will be sent via the Clerk.**
- 2. The Clerk and Chairman hold the password to the email account.**
- 3. Emails with historic or useful information will be stored indefinitely. All other emails will be stored for at least two years.**
- 4. Social media is not currently used by Woodmancote Parish Council. Members and Employees will refrain from referring to Council matters on their personal social media accounts.**

DATA PROTECTION

Woodmancote Parish Council needs to gather and use certain information about individuals. This policy describes how this data must be collected, handled and stored.

- 1. The Clerk is the appointed data protection officer.**
- 2. Woodmancote Parish Council subscribes to the Information Commissioner's Office annually.**
- 3. Personal information will be collected and used fairly, stored safely, and not disclosed unlawfully.**
- 4. This policy applies to all employees and Members of Woodmancote Parish Council, and applies to all data held relating to identifiable individuals.**
- 5. All individuals will be free to choose how Woodmancote Parish Council uses data relating to them.**
- 6. Every employee and Member has some responsibility for ensuring data is collected, stored and handled appropriately.**
- 7. Members are ultimately responsible for ensuring that Woodmancote Parish Council meets its legal obligations.**
- 8. The Clerk is responsible for:-**
 - Keeping the Council updated about data protection responsibilities, risks and issues.**
 - Reviewing all data protection procedures and related policies.**
 - Handling data protection questions from Members and employees.**
 - Dealing with requests from individuals to see data Woodmancote Parish Council holds about them.**
- 9. Data should be regularly reviewed and updated if it is found to be out of date. If no longer required, it should be deleted and disposed of.**
- 10. When data is stored on paper, it should be kept in a secure place where unauthorised people cannot see it.**
- 11. Data should be protected by strong passwords.**

12. Requests by individuals to find out what information is held by Woodmancote Parish Council about them should be made by email and addressed to the Clerk at woodmancoteparishcouncil@gmail.com.

13. In certain circumstances, the Data Protection Act allows personal data to be disclosed to law enforcement agencies without the consent of the data subject. Under these circumstances, Woodmancote Parish Council will disclose requested data. However, the Clerk will ensure the request is legitimate.

GRIEVANCE

DISCIPLINARY (SEE CONTRACT)

WOODMANCOTE PARISH COUNCIL'S DISCIPLINARY POLICY

INTRODUCTION

- 1 This policy is based on and complies with the 2009 ACAS Code of Practice (<http://www.acas.org.uk/CHttpHandler.ashx?id=1047&p=0>). It is designed to help council employees improve unsatisfactory conduct and performance in their job. Wherever possible, the Council will try to resolve its concerns about employees' behaviour informally, without starting the formal procedure set out below.
- 2 The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.
- 3 This policy confirms:
 - the Council will fully investigate the facts of each case
 - the Council recognises that misconduct and unsatisfactory work performance are different issues. The disciplinary policy will also apply to work performance issues to ensure that all alleged instances of employees' underperformance are dealt with fairly and in a way that is consistent with required standards. However, the disciplinary policy will only be used to when performance management proves ineffective. For more information see the Acas publication "How to manage performance" at:
http://www.acas.org.uk/media/pdf/g/7/Acas_how_to_manage_performance-accessible-version-Nov-2011.pdf
 - employees will be informed in writing about the nature of the complaint against them and given the opportunity to state their case
 - employees may be accompanied or represented by a trade union representative or a work colleague at any disciplinary or investigatory meeting. The companion is permitted to address such meetings, to put the employee's case and confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining his/her case
 - the Council will give employees reasonable notice of any meetings in this procedure. Employee must make all reasonable efforts to attend. Failure to attend any meeting may result in it going ahead and a decision being taken. An employee who does not attend a meeting will be given the opportunity to be represented and to make written submissions.
 - If the employee's companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date.

- any changes to specified time limits in the Council's procedure must be agreed by the employee and the Council
- information about an employee's disciplinary matter will be restricted to those involved in the disciplinary process. A record of the reason for disciplinary action and the action taken by the Council is confidential to the employee. The employee's disciplinary records will be held by the Council in accordance with the Data Protection Act 1998
- recordings of the proceedings at any stage of the disciplinary procedure are prohibited, unless agreed as a reasonable adjustment that takes account of an employee's medical condition
- employees have the right to appeal against any disciplinary action. The appeal decision is final
- if an employee who is already subject to the Council's disciplinary procedure, raises a grievance, the grievance will normally be heard after the completion of the disciplinary procedure
- disciplinary action taken by the Council can include an oral warning, written warning, final written warning or dismissal
- except for gross misconduct when an employee may be dismissed without notice, the Council will not dismiss an employee on the first occasion that it decides there has been misconduct
- if an employee is suspended following allegations of misconduct, it will be on full pay and only for such time as is necessary. Suspension is not a disciplinary sanction. The Council will write to the employee to confirm any period of suspension and the reasons for it.
- the Council may consider mediation at any stage of the disciplinary procedure where appropriate (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process that requires the Council's and the employee's consent.

Examples of misconduct

- 4 Misconduct is employee behaviour that can lead to the employer taking disciplinary action. The following list contains some examples of misconduct.
- unauthorised absence
 - poor timekeeping
 - misuse of the Council's resources and facilities including telephone, email and internet
 - inappropriate behaviour
 - refusal to follow reasonable instructions
 - breach of health and safety rules.

Examples of gross misconduct

5 Gross misconduct is misconduct that is so serious that it is likely to lead to dismissal without notice. The following list contains some examples of gross misconduct.

- bullying, discrimination and harassment
- incapacity at work because of alcohol or drugs
- violent behaviour
- fraud or theft
- gross negligence
- gross insubordination
- serious breaches of health and safety rules
- serious and deliberate damage to property
- use of the internet or email to access pornographic, obscene or offensive material
- disclosure of confidential information.

Examples of unsatisfactory work performance

- inadequate application of office procedures
- inadequate IT skills
- unsatisfactory management of staff
- unsatisfactory communication skills.

DISCIPLINARY INVESTIGATION

6 There will be an investigation of the facts. The council's staffing committee will appoint an Investigator who will be responsible for undertaking the disciplinary investigation. The Investigator will be independent and will normally be a councillor. If the staffing committee considers that there are no councillors who are independent (for example, because they all have direct involvement in the allegations about the employee), it will appoint someone from outside the council. The Investigator will be appointed as soon as possible after the allegations have been made. The Investigator will be asked to submit a report within 20 working days of appointment. In cases of alleged unsatisfactory performance or of allegations of minor misconduct, the appointment of an investigator may not be necessary and the council may decide to commence disciplinary proceedings at the next stage (see paragraphs 14 -16).

7 The staffing committee will first notify the employee in writing of the alleged misconduct and ask him/her to attend a meeting with the Investigator. The employee will be given at least five working days' notice of the meeting with the Investigator so that he/she has reasonable time to prepare for it. The letter will explain the investigatory process and that the meeting is part of that process. The employee should be provided with a copy of the Council's

disciplinary procedure. The Council will also inform the employee that when he/she meets with the Investigator, he/she will have the opportunity to comment on the allegations of misconduct.

- 8 Employees may be accompanied or represented by a trade union representative or a work colleague at any investigatory meeting.
- 9 If there are other persons (eg employees, councillors, members of the public or the Council's contractors) who can provide relevant information, the Investigator should try to obtain it from them in advance of the meeting with the employee.
- 10 The Investigator has no authority to take disciplinary action. His/her role is to establish the facts of the case as quickly as possible and prepare a report that recommends to the staffing committee whether or not disciplinary action should be taken.
- 11 The Investigator's report will contain his/her recommendations and the findings on which they were based. He/she will recommend either:
 - the employee has no case to answer and there should be no further action under the Council's disciplinary procedure
 - the matter is not serious enough to justify further use of the disciplinary procedure and can be dealt with informally or
 - the employee has a case to answer and there should be action under the Council's disciplinary procedure.
- 12 The Investigator will submit the report to the staffing committee which will decide whether further action will be taken.
- 13 If the Council decides that it will not take disciplinary action, it may consider whether mediation would be appropriate in the circumstances.

THE DISCIPLINARY MEETING

- 14 If the staffing committee decides that there is a case to answer, it will appoint a staffing sub-committee of three councillors. The staffing sub-committee will appoint a Chairman from one of its members. The Investigator shall not sit on the sub-committee. No councillor with direct involvement in the matter shall be appointed to the sub-committee. The employee will be invited, in writing, to attend a disciplinary meeting. The sub-committee's letter will confirm the following:
 - the names of its Chairman and other two members

- details of the alleged misconduct, its possible consequences and the employee's statutory right to be accompanied at the meeting
- a copy of the investigation report, all the supporting evidence and a copy of the Council's disciplinary procedure
- the time and place for the meeting. The employee will be given reasonable notice of the hearing (at least 15 working days) so that he /she has sufficient time to prepare for it
- that witnesses may attend on the employee's and the Council's behalf and that both parties should inform each other of their witnesses' names at least five working days before the meeting
- that the employee and the Council will provide each other with all supporting evidence at least five working days before the meeting. If witnesses are not attending the meeting, witness statements will be submitted to the other side at least five working days before the hearing
- that the employee may be accompanied by a companion, either a trade union representative or a work colleague

The disciplinary meeting will be conducted as follows:

- the Chairman will introduce the members of the sub-committee to the employee
- the investigator will present the findings of the investigation report
- the Chairman will set out the council's case and present supporting evidence (including any witnesses)
- the employee (or the companion) will set out his/her case and present evidence (including any witnesses)
- any member of the sub-committee and the employee (or the companion) may question the Investigator and any witness
- the employee (or the companion) will have the opportunity to sum up his/her case
- the Chairman will provide the employee with the sub-committee's decision with reasons, in writing, within five working days of the meeting. The Chairman will also notify the employee of the right to appeal the decision
- the disciplinary meeting may be adjourned to allow matters that were raised during the meeting to be investigated by the sub-committee.

DISCIPLINARY ACTION

15 If the sub-committee decides that there should be disciplinary action, it may be any of the following:

Oral warning

An oral warning is issued for most first instances of minor misconduct. The council will notify the employee:

- of the reason for the warning, the improvement required (if appropriate) and the time period for improvement
- that further misconduct/failure to improve will result in more serious disciplinary action
- of the right to appeal
- that a note confirming the oral warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for six months.

Written warning

If there is a repetition of earlier misconduct which resulted in an oral warning, or for different and more serious misconduct, the employee will normally be given a written warning. A written warning will set out:

- the reason for the written warning, the improvement required (if appropriate) and the time period for improvement
- that further misconduct/failure to improve will result in more serious disciplinary action
- the employee's right of appeal
- that a note confirming the written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for 12 months.

Final written warning

If there is further misconduct during the period of a written warning or if the misconduct is sufficiently serious, the employee will be given a final written warning. A final written warning will set out:

- the reason for the final written warning, the improvement required (if appropriate) and the time period for improvement
- that further misconduct/failure to improve will result in more serious disciplinary action up to and including dismissal
- the employee's right of appeal
- that a note confirming the final written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for 18 months.

Dismissal

The council may dismiss:

- for gross misconduct

- if there is no improvement within the specified time period in the conduct which has been the subject of a final written warning
- if another instance of misconduct has occurred and a final written warning has already been issued and remains in force.

16 The council will consider very carefully a decision to dismiss. If an employee is dismissed, he/she will receive a written statement of the reasons for his/her dismissal, the date on which the employment will end and details of his/her right of appeal.

17 If the sub-committee decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file. Action imposed as a result of the disciplinary meeting will remain in force unless and until it is modified as a result of an appeal.

THE APPEAL

- 18 An employee who is the subject of disciplinary action will be notified of the right of appeal. His/her written notice of appeal must be received by the Council within five working days of the employee receiving written notice of the disciplinary action and must specify the grounds for appeal.
- 19 The grounds for appeal include;
- a failure by the Council to follow its disciplinary policy
 - the sub-committee's decision was not supported by the evidence
 - the disciplinary action was too severe in the circumstances of the case
 - new evidence has come to light since the disciplinary meeting.
- 20 The Appeal will be heard by a panel of three members of the staff committee who have not previously been involved in the case. This includes the Investigator. There may be insufficient members of the staffing committee who have not previously been involved. If so, the appeal panel will be a committee of three members of the council who may include members of the staff committee. The appeal panel will appoint a Chairman from one of its members.
- 21 The employee will be notified, in writing, within 10 working days of receipt of the notice of appeal of the time, date and place of the appeal meeting. The employee will be advised that he/she may be accompanied by a companion, either a trade union representative or a work colleague.
- 22 At the appeal meeting, the Chairman will:
- introduce the panel members to the employee
 - explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the decision of the staffing sub-committee
 - explain the action that the appeal panel may take.
- 23 The employee (or his companion) will be asked to explain the grounds for appeal.
- 24 The Chairman will inform the employee that he/she will receive the decision and the panel's reasons, in writing, within five working days of the appeal hearing.
- 25 The appeal panel may decide to uphold the decision of the staffing committee, substitute a less serious sanction or decide that no disciplinary action is necessary. If it decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file.

- 26 If an appeal against dismissal is upheld, the employee will be paid in full for the period from the date of dismissal and continuity of service will be preserved.
- 27 The appeal panel's decision is final.

WOODMANCOTE PARISH COUNCIL'S GRIEVANCE POLICY

INTRODUCTION

1. This policy is based on and complies with the 2009 ACAS Code of Practice (<http://www.acas.org.uk/CHttpHandler.ashx?id=1047&p=0>). It aims to encourage and maintain good relationships between the Council and its employees by treating grievances seriously and resolving them as quickly as possible. It sets out the arrangements for employees to raise their concerns, problems or complaints about their employment with the Council. The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.
2. Many problems can be raised and settled during the course of everyday working relationships. Employees should aim to settle most grievances informally with their line manager.
3. This policy confirms:
 - employees have the right to be accompanied or represented at a grievance meeting or appeal by a trade union representative or work colleague. The companion will be permitted to address the grievance/appeal meetings, to present the employee's case for his /her grievance/appeal and to confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining his/her case
 - the Council will give employees reasonable notice of the date of the grievance/appeal meetings. Employees and their companions must make all reasonable efforts to attend. If the employee's companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date.
 - any changes to specified time limits must be agreed by the employee and the Council
 - an employee has the right to appeal against the decision about his/her grievance. The appeal decision is final
 - information about an employee's grievance will be restricted to those involved in the grievance process. A record of the reason for the grievance, its outcome and action taken is confidential to the employee. The employee's grievance records will be held by the Council in accordance with the Data Protection Act 1998

- recordings of the proceedings at any stage of the grievance procedure are prohibited, unless agreed as a reasonable adjustment that takes account of an employee's medical condition
- if an employee who is already subject to a disciplinary process raises a grievance, the grievance will normally be heard after completion of the disciplinary procedure
- if a grievance is not upheld, no disciplinary action will be taken against an employee if he/she raised the grievance in good faith
- the Council may consider mediation at any stage of the grievance procedure where appropriate, (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process which requires the Council's and the employee's consent.

INFORMAL GRIEVANCE PROCEDURE

4. The Council and its employees benefit if grievances are resolved informally and as quickly as possible. As soon as a problem arises, the employee should raise it with his/her manager to see if an informal solution is possible. Both should try to resolve the matter at this stage. If the employee does not want to discuss the grievance with his/her manager (for example, because it concerns the manager), the employee should contact the chairman of the staffing committee or, if appropriate, another member of the staffing committee.

FORMAL GRIEVANCE PROCEDURE

5. If it is not possible to resolve the grievance informally, the employee may submit a formal grievance. It should be submitted in writing to the chairman of the staffing committee.
6. The staffing committee will appoint a sub-committee of three members to investigate the grievance. The sub-committee will appoint a Chairman from one of its members. No councillor with direct involvement in the matter shall be appointed to the sub-committee.

Investigation

7. The sub-committee will investigate the matter before the grievance meeting which may include interviewing others (e.g. employees, councillors or members of the public) .

Notification

8. Within 10 working days of the Council receiving the employee's grievance, the employee will be asked, in writing, to attend a grievance meeting. The sub-committee's letter will include the following:
- the names of its Chairman and other members
 - a summary of the employee's grievance based on his/her written submission
 - the date, time and place for the meeting. The employee will be given reasonable notice of the meeting which will be within 25 working days of when the council received the grievance
 - the employee's right to be accompanied by a trade union representative or work colleague
 - a copy of the Council's grievance policy
 - confirmation that, if necessary, witnesses may attend on the employee's behalf and that the employee should provide the names of his/her witnesses at least five working days before the meeting
 - confirmation that the employee will provide the Council with any supporting evidence at least five working days before the meeting.

The grievance meeting

9. At the grievance meeting:
- the Chairman will introduce the members of the sub-committee to the employee
 - the employee (or companion) will set out the grievance and present the evidence.
 - the Chairman will ask the employee what action does he/she wants the council to take
 - any member of the sub-committee and the employee (or the companion) may question any witness
 - the employee (or companion) will have the opportunity to sum up the case
 - the Chairman will provide the employee with the sub-committee's decision, in writing, within five working days of the meeting. The letter will notify the employee of the action, if any, that the council will take and of the employee's right to appeal
 - a grievance meeting may be adjourned to allow matters that were raised during the meeting to be investigated by the sub-committee.

The appeal

10. If an employee decides that his/her grievance has not been satisfactorily resolved by the sub-committee, he/she may submit a written appeal to the staffing committee. An appeal must be received by the Council within five working days of the employee receiving the sub-committee's decision and must specify the grounds of appeal.

11. Appeals may be raised on a number of grounds, eg:
 - a failure by the Council to follow its grievance policy
 - the decision was not supported by the evidence
 - the action proposed by the sub-committee was inadequate/inappropriate
 - new evidence has come to light since the grievance meeting.

12. The Appeal will be heard by a panel of three members of the staffing committee who have not previously been involved in the case. There may be insufficient members of the staffing committee who have not previously been involved. If so, the appeal panel will be a committee of three council members who may include members of the staff committee. The appeal panel will appoint a Chairman from one of its members.

13. The employee will be notified, in writing, within 10 working days of receipt of the appeal of the time, date and place of the appeal meeting. The meeting will take place within 25 working days of the council's receipt of the appeal. The employee will be advised that he/she may be accompanied by a trade union representative or work colleague.

14. At the appeal meeting, the Chairman will:
 - introduce the panel members to the employee
 - explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the decision of the staffing sub-committee
 - explain the action that the appeal panel may take.

15. The employee (or his/her companion) will be asked to explain the grounds of his/her appeal.

16. The Chairman will inform the employee that he/she will receive the decision and the panel's reasons, in writing, within five working days of the appeal meeting.

17. The appeal panel may decide to uphold the decision of the staffing committee or substitute its own decision.

18. The decision of the appeal panel is final.

INVOICE

Please ask for
KEVIN SAUNDERS
 03302225187

Financial Services
 County Hall
 Chichester
 West Sussex
 PO19 1RG



WOODMANCOTE PARISH COUNCIL
 FAO LEANNE BANNISTER, CLERK
 48 TITMUS DRIVE
 CRAWLEY
 WEST SUSSEX
 RH10 5ER

Invoice No. 8001234761
 Invoice Date: 03.07.2017
 Payment Due: 02.08.2017
 Customer No: 80555

DESCRIPTION	VAT %	VAT AMOUNT	NET AMOUNT
Salaries and Oncosts Qty: 1 Sales doc: 10573766 ESTABLISHMENT : Woodmancote Parish Council PLEASE FIND ATTACHED INVOICE IN RESPECT OF SALARIES FOR JUNE 2017	0.00	0.00	304.17

VAT Registration No. GB 193 604455	Subtotal	0.00	304.17
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Tax Code	Net Amount	VAT %	Vat Amount
AW (Standard)	0.00	20.00	0.00
A1 (Standard)	0.00	17.50	0.00
A3 (Non-Business)	304.17	0.00	0.00
A6 (Reduced)	0.00	5.00	0.00
A8 (Zero)	0.00	0.00	0.00
AE (Exempt)	0.00	0.00	0.00
AT (Standard)	0.00	15.00	0.00

TOTAL £ 304.17

We reserve the right to charge interest on non-payment of invoices after the due date quoted above.

bank giro credit

Date _____
 Cashier's Stamp

Lloyds Bank H.O. Collection Account	
Account WSCC Invoice Account	
Paid in by:	80555

Notes £50	
Notes £20	
Notes £10	
Notes £5	
Coins £2	
Coins £1	
50p	
20p	
Silver	
Bronze	
Total Cash	
Cheques	
£	

Send correspondence to
 County Hall.
 Is your cheque signed ?
 Is your invoice number
 on the reverse of your
 cheque?

Sorting Code Number
30-00-00

Invoice Number
8001234761

Information Regarding This Invoice

Should you require any further information regarding the details of this invoice, please contact the person indicated under 'Please ask for'. If the phone number quoted is unobtainable, please contact the County Council Exchange on (01243) 777100 for assistance.

CORRESPONDENCE

Please send your correspondence by email to income.team@westsussex.gov.uk. Alternatively, please write to the Head of Income and Banking at the address on the front of this invoice.

Methods of Payment

ON-LINE VIA WSCC WEBSITE

The quickest and easiest way to pay this invoice is to make the payment via our secure on-line payment facility at www.westsussex.gov.uk/payments. Payments can be made with a credit or debit card and all you need are your invoice and customer numbers (provided at the top of this invoice) and an email address (to receive your receipt).

TELEPHONE PAYMENT

You can make card payments by telephone on (01243) 777505 between 9am - 5pm Monday to Friday. Please have your Credit or Debit card and invoice details ready.



DELTA
Barclays Connect
Lloyds Payment
Halifax Cash Card



BACS/BANK TRANSFER

To make payments via BACS or bank transfer you will need to quote our sort code 30-00-02 and our bank account number 00196601. Please note that these are different to those on the payment slip. You should use your invoice number (provided at the top of this invoice) as the payment reference. If you need to complete a remittance advice please send to the income team by email to income.team@westsussex.gov.uk, fax on (01243) 382302 or send by post to the address on the front of this invoice.

AT THE BANK



Complete the tear off remittance slip at the bottom of this invoice and take it to your bank with your payment. Cheques (or postal orders) should be made payable to West Sussex County Council. Please do not use this method of payment if you receive invoices by email as the slips are not compatible with the banks system.

BY POST

Please send your cheque (made payable to West Sussex County Council) and the tear off remittance slip at the bottom of this invoice to:

West Sussex County Council
Department IB
County Hall
Chichester
West Sussex, PO19 1RG

Please ensure that the remittance slip is completed with the value of your payment and that the invoice number is clearly written on the back of your cheque. DO NOT SEND CASH THROUGH THE POST.

AT A POST OFFICE

At the post office a 'TRANSCASH' form must be completed. This is available from the post office and must be completed quoting this invoice number and WSCC account no. 3157318.

DIRECT DEBIT



Should you wish to pay by direct debit, please contact the person indicated under 'Please ask for'.



SSALC Limited
Sackville House
Brooks Close
Lewes
East Sussex, BN7 2FZ
United Kingdom

VAT Number: 167413406
T: 01273 830 200
E: anna.beams@ssalc.co.uk

Woodmancote Parish Council
United Kingdom

Invoice

Number: 10797
Date: 30th Jun '17
Due By: 21st Jul '17
Account: WOOD01
Purchase Order:

Qty	Description	Rate	Total	VAT
1	Meeting Procedures Training - 6th July	40.00	40.00	8.00

Natwest. Sort Code: 60-13-09 Account Number: 42329833
Company Registration: 08512101

Net: £40.00
VAT @ 20%: £8.00
TOTAL: £48.00

WOODMANCOTE PARISH COUNCIL--RECONCILED ACCOUNTS SUMMARY AS AT 30 JUNE 2017

	DEBIT	CREDIT
B/FWD (31 March 2017)		1,013.73
HDC--Precept		4,050.00
WSCC--Clerk's Salary refunds		
Environmental Cleansing Grant		
Grants		506.63
VAT Return		1,219.44
Donations		
Playing field		700.00
Professional fees	85.80	
Neighbourhood Plan	120.00	
Neighbourhood Plan Secretarial Services		
Neighbourhood Plan Reimbursable Expenses		
Subscriptions (HALC, NALC, etc.)	179.80	
IT & Internet	140.00	
Printing and Stationery		
Insurance	310.60	
Clerk's Salary	912.51	
Blackstone Playing Fields	700.00	
Transfers to Barclays Active Savers A/C		
Administrative Fees		
Parish Hall		
Maintenance & Repairs		
S137 Payments	200.00	
Other fees	40.00	
VAT	69.16	
	TOTAL	£7,489.80
	£2,757.87	
	[1]	£4,731.93
	£4,731.93	
TRIAL BALANCE CHECK--->	<u>£7,489.80</u>	<u>£7,489.80</u>
Balance per bank statement 30/6/17	£4,731.93	
Less: Outstanding cheques		
Barclays Current A/C [1]	£4,731.93	
Balance of reserves	£17,727.82	
Plus: Interest earned from 31/12/17-30/12/18		
Barclays Active Saver A/C [2]	£17,727.82	
Total available funds at Barclays Bank [1+2]	£22,459.75	

WOODMANCOTE PARISH COUNCIL--YTD EXPENDITURE VS BUDGET

June 2017

	BUDGET 2016-17	YTD Expenditure	BUDGET 2017-18
Clerk	3,960.00	912.51	4,322.00
Office	400.00	0.00	200.00
Insurance	400.00	310.60	400.00
Accountant	200.00	85.80	350.00
Hall Hire	160.00	0.00	170.00
Web	150.00	140.00	150.00
Memberships	210.00	179.80	215.00
S137 Donations	150.00	200.00	150.00
Admin Fees	180.00	0.00	180.00
Neighbourhood Plan	1,300.00	120.00	0.00
NP reimbursable expenses	400.00	0.00	0.00
NP clerk costs	300.00	0.00	0.00
Training	150.00		450.00
Contingencies	120.00	40.00	120.00
Legal	100.00	0.00	100.00
VAT	0.00	69.16	0.00
Enviro Cleansing Grant			0.00
VAS			1,000.00
TOTAL	<u>£0.00</u>	<u>£2,057.87</u>	<u>£8,180.00</u>

Expenditure outside of Budget

Enviro Cleansing Grant	
Blackstone Playing Field rent	700.00