

LONGFORD PARISH COUNCIL

www.longford-pc.gov.uk ~ Tel: 07759 118922

19th May 2026

I hereby give notice that the **Annual** meeting of Longford Parish Council will be held in **Longford Village Hall** on **Tuesday 26th May 2026 at 7.15pm.**

Members of the Council are hereby summoned to attend for the purpose of transacting the business as set out below.

All residents of the Parish are welcome to attend and a period of 15 minutes is set aside for members of the public to raise questions.

J. Kay

John Kay, Clerk to Longford Parish Council

MEETING AGENDA 26 MAY 2026

- 1. To elect Chair of Longford Parish Council and receive Chair's Declaration of Acceptance of Office**
- 2. To elect Vice-Chair of Longford Parish Council**
- 3. To note attendance and apologies for absence**
- 4. To receive declarations of interest in items on the agenda**
- 5. To approve the minutes of the meeting held on 7th April 2026**
- 6. To consider applications to fill two councillor vacancies by Co-option.**
- 7. To receive an update on outstanding matters not on the agenda.**
- 8. To appoint officers and representatives to the LPC working groups / external bodies**
- 9. To agree meeting dates for 2026/27**

10. Public Participation

(15 mins max)

Members of the public are welcome to attend and in accordance with the parish council's Standing Orders may, at this agenda item, make representation, answer questions and give evidence at this meeting in respect of the business on the agenda. The Parish Council is not permitted to make any decisions during the public session.

Please note:

- i. The period designated for public speakers shall not exceed fifteen minutes.*
- ii. No individual member of the public shall speak for more than three minutes unless directed by the Chair of the meeting.*
- iii. No question put shall require a response nor start a debate on the question. The Chair of the meeting may direct that a written or oral response be given.*

Whilst members of the public are welcome to stay for the duration of the meeting there is no further opportunity for participation unless invited to do so by the Chair of the meeting.

11. To receive a report from County & Borough Councillor(s) (5 mins)

12. Planning (5 mins)

- a) To consider new planning applications including those received since publication of the agenda.
- b) To receive an update from the Cox's Brook Solar Farm Community Liaison Group.
- c) To consider the premises licence application - The White Horse Chinese Restaurant - 26/00742/LIQPRM

13. Highways (5 mins)

- a) To receive an update from the Road Safety Working Group
- b) To receive an update on village gateways and vehicle activated speed signs.

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14. Finance / Procedures

(30 mins)

- a) To receive the latest bank reconciliation and confirm the balance matches the bank statement.
- b) To receive the latest budget reports.
- c) To review the Council's bankers, authorised signatories, and confirm direct debits
- d) To review the Standing Orders
- e) To review the Financial Regulations
- f) To review the Code of Conduct
- g) To review the Publication Scheme (no proposed changes)
- h) To review the risk management scheme (minor amendments)
- i) To review the Internal Controls Policy (minor amendments on debit card controls)
- j) To review the insurance and consider insurance renewal quotes
- k) To approve the invoices for payment.

15. Parks, Open Spaces & Allotments

(10 mins)

- a) To receive an update on the playing field and community orchard and agree any actions.
- b) To agree working party dates.
- c) To consider harvesting rainwater from the container and Village Hall Roof.
- d) To consider autumn planting of spring bulbs.

16. To consider a request from Longford Village Hall (LVH) Committee for funding from the Parish Council's Village Hall Improvement Budget to enable the installation of a hearing loop and audio-visual equipment. The LVH Committee will provide the exact costings, with the estimate being approximately £5,000

17. To receive reports from representatives of Allotments, Finance, Personnel, Playing Field and Village Hall, for information only.

Minutes of the Parish Council Meeting held on Tuesday 7th April 2026 at 7.00pm at Longford Village Hall

Council received a presentation from the Severn Trent Water Community Flooding Team.

Two representatives introduced themselves and the purpose of the new team: to improve engagement with communities impacted by flooding. Councillors updated the team on the sewerage issues on the land between Longford and Twigworth parishes. The Community Flooding Team explained that new developments have a right to connect to the existing sewerage system with 21 days' notice and Severn Trent Water cannot refuse connections from new developments.

1. Attendance noted as

Cllrs C Young (Chair), C Byers (Vice-Chair), K Doherty, L Gough, R Harris, D Melvin

Also present: Mrs J Shirley (Clerk)

Members of public present: one.

Apologies: Cllr G Bocking, County & Borough Cllr Sarah Hands

2. Declarations of interest in items on the agenda

None.

3. Approval of the minutes of the meeting held on 3rd March 2026.

Council resolved to approve the minutes of the meeting held on 3rd March 2026. Proposed by Cllr Byers, seconded by Cllr Harris, all in favour.

4. There were no applications to fill two councillor vacancies by Co-option.

5. Council received updates regarding outstanding items not already on the agenda.

None.

6. Public Participation

Member of public was present regarding the installation of the bike racks.

It was agreed to bring forward agenda item 12d. The Village Hall Committee have requested the racks be installed on the corner of the village hall on the concrete path around the changing rooms. This was agreed by the parish council.

7. Report from County & Borough Councillor: No report.

8. Planning

a) Council considered new planning applications including those received since publication of the agenda.

- 26/00156/FUL - 3 Gwinnett Drive (ratified the "No objection" submitted 04/03/26)

- 26/00064/OUT – new business park at Down Hatherley. Strong objection to the loss of the facilities and goes against Tewkesbury Borough Council planning policies. **Action:**

Clerk to submit response.

b) Cllr Harris and Cllr Byers have not received any contact from the Cox's Brook Solar Farm Community Liaison Group yet.

9. Highways

a) There was no update from the Road Safety Working Group; expressions of interest have been put forward for the community speedwatch training.

b) There was no update on village gateways and vehicle activated speed signs.

c) Cllr Melvin gave an update regarding the condition of the access road to Victoria Court and that pothole repairs will take place during May 2026. Cllr Melvin has requested from Bromford a plan for ongoing inspections and maintenance of the road.

10. Cllr Harris and Cllr Byers gave a brief update from the multi-parish council working party on

Signed

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Date

sewerage overflow issue and the issues they have reported to Severn Trent Water.

11. Finance

- a) Council received the latest bank reconciliation and confirmed the balance £65,206.07 matches the bank statement as at 31st March 2026.
- b) Council received the final 2025-26 budget report.
- c) Council agreed 26th May for the annual parish meeting 7pm with the council meeting following at 7.15pm.
- d) Council approved the year end accounts as of 31st March 2026
- e) Council received the internal audit report for 2025/26 and noted the recommendations to move to an Imprest account for the debit cards, and to update Financial Regulations to match the council’s paperless systems.
- f) Council approved the Annual Governance Statement (section 1) for 2025/26, proposed by Cllr Byers, seconded by Cllr Gough, agreed by all.
- g) Council approved the Annual Accounting Statements (section 2) for 2025/26, proposed by Cllr Byers, seconded by Cllr Harris, agreed by all.
- h) Council agreed the dates (3rd June to 14th July 2026) for the Public Rights & Publication of Annual Governance & Accountability Return.
- i) Council received a letter from S.A.R.A. in respect of recent donation.
- j) Cllr Young gave feedback from the Local Government Reorganisation meeting.
- k) Council approved the following invoices for payment, Cllr Young and Cllr Byers will approve the online payments:

Date	Supplier	Details	Gross
01/04/26	Chris Arnold Tree Surgery	Hedge and tree works at allotment	960.00
01/04/26	Edge IT Systems Ltd	Annual subscription of software packages	£836.76
01/04/26	Gloucestershire Association of Local Councils	Annual subscription	£757.42
01/04/26	Laser Alarms	Call-out to fix CCTV camera	£114.00
05/04/26	HMRC	Q4 PAYE/NI	£440.25
			£3108.43

12. Parks, Open Spaces & Allotments

- a) Cllr Byers gave an update on the playing field and community orchard; the fruit trees are blossoming. There is one fruit tree that is not thriving and may need to be replaced. One of the rowan trees has died; it was agreed to replace the two trees. It was also agreed to purchase some more tree ties and petrol for the strimmer. **Action: Cllr Byers. Action: Clerk** to check the ground maintenance contract for strimming around the fruit trees.

Council received an update on the grass cutting of highways verges and agreed to sign the agreement with Highways. Council noted that Highways will pay £238.88 per year to the parish council for cutting the verges on its behalf. This includes Sandhurst Lane which hasn’t yet been included in the contract with Glebe. Glebe will quote for the Sandhurst Lane verges and council authorised the Clerk to accept the quote providing the cost does not exceed the remaining budget. **Action: Clerk.**

- b) The next working party date will be 30th May for orchard maintenance.
- c) The spare sensor light has already been utilised.
- d) The location for the bike racks was confirmed as next to the village hall changing rooms.
- e) Council reviewed the football club agreement regarding playing field use; the club are not providing fixture lists as per the agreement. Council amended the clauses for car parking to allow parking on the field during dry conditions, and this will be confirmed via text from council to the club on Fridays. Council also updated the hours of use to 9am at weekends instead of 8am. It was noted that the Gloucestershire FA has offered to meet with the club and council to discuss playing field usage and the possibility of pitch maintenance grants. The annual fee will be reviewed following a meeting with the FA and club. **Action: Clerk** to

- arrange a meeting.
- f) Council discussed use of the playing field for all other activities in relation to parking and usage and would like to review the Playing Field Hire Agreement at the June/July council meeting. **Action: Clerk.**
- g) Council considered condition of the allotments and would like quotes to plant a hawthorn hedge. **Action: Clerk** to request quotes for hedging and explore the hedge-planting scheme with Gloucestershire Rural Community Council. A tenant has requested a composting toilet, and another tenant has requested an additional water pipe in the bottom right-hand corner, this has been quoted at £2,400+VAT. **Action: Clerk** to seek views from the ploholders on both items.

13. To receive reports from representatives:

- Allotments: two vacant plots and no-one on waiting list.
- Finance: no further updates.
- Personnel: Cllr Doherty spoke on behalf of the Council to thank the outgoing clerk for the previous 7 years' service.
- Playing Field: no further updates.
- Village Hall: no updates.

Separate Business

Pursuant to 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and press leave the meeting.

14. Council confirmed the appointment of John Kay as the new Clerk and approved the contract of employment. The rate of pay and working hours will be reviewed upon completion of the probationary period.

15. Next parish council meeting to be held on Tuesday 26th May 2026 at 7.15pm after the annual parish meeting at 7pm.

- Deadline for receipt of agenda items is Monday 18th May 2026.

Meeting closed at 8.45pm.

Meeting date: 26th May 2026

Agenda number: 8

Topic: Appoint officers and representatives to working groups / external bodies

Allotments lead councillor: (1 councillor)

Finance lead: (minimum 2 councillors)

Flooding reps

Highways reps

Personnel lead: (minimum 2 councillors)

Planning lead councillor

Playing Field lead councillor

Village Hall rep (1 councillor)

Application for a premises licence to be granted under the Licensing Act 2003

Please read the following instructions first

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

I/We Nicholas Edward Housden

(Insert name(s) of applicant)

apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003

Part 1 – Premises details

Postal address of premises or, if none, Ordnance Survey map reference or description			
The White Horse Chinese Restaurant, Sandhurst Lane, Gloucestershire,			
Post town	Gloucester	Postcode	GL2 9NG

Telephone number at premises (if any)	01452414651
Non-domestic rateable value of premises	£15,000

Part 2 - Applicant details

Please state whether you are applying for a premises licence as appropriate **Please tick as appropriate**

a)	an individual or individuals *		please complete section (A)
b)	a person other than an individual *		
	i	as a limited company/limited liability partnership	Yes please complete section (B)
	ii	as a partnership (other than limited liability)	please complete section (B)
	iii	as an unincorporated association or	please complete section (B)

	iv	other (for example a statutory corporation)		please complete section (B)
c)		a recognised club		please complete section (B)
d)		a charity		please complete section (B)
e)		the proprietor of an educational establishment		please complete section (B)
f)		a health service body		please complete section (B)
g)		a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales		please complete section (B)
ga)		a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England		please complete section (B)
h)		the chief officer of police of a police force in England and Wales		please complete section (B)

* If you are applying as a person described in (a) or (b) please confirm (by ticking yes to one box below):

- I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or
- I am making the application pursuant to a
- statutory function or
- a function discharged by virtue of Her Majesty's prerogative

(A) individual applicants (fill in as applicable)

Mr	Mrs	Miss	Ms	Other Title (for example, Rev)	
Surname			First names		
Date of birth		I am 18 years old or over		Please tick yes	
Nationality					
Current residential address if different from premises address					
Post town			Postcode		
Daytime contact telephone number					
E-mail address (optional)					

Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 'share code' provided to the applicant by that service (please see note 15 for information)

Second individual applicant (if applicable)

Mr	Mrs	Miss	Ms	Other Title (for example, Rev)	
Surname			First names		
Date of birth or over		I am 18 years old		Please tick yes	
Nationality					
Current residential address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 'share code' provided to the applicant by that service: (please see note 15 for information)					

(B) Other applicants

Please provide name and registered address of applicant in full. Where appropriate please give any registered number. In the case of a partnership or other joint venture (other than a body corporate), please give the name and address of each party concerned.

Name Nicholas Edward Housden - You Lin Ltd (Company No: 16706021)
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Address <div style="background-color: black; width: 100%; height: 15px; margin-bottom: 5px;"></div> White Horse Chinese Restaurant, Sandhurst Lane, Gloucestershire, GL2 9NG (Business Premises)
Registered number (where applicable) 16706021
Description of applicant (for example, partnership, company, unincorporated association etc.) Ltd company registered in England.
Telephone number (if any) 01452414651
E-mail address (optional) <div style="background-color: black; width: 100%; height: 15px;"></div>

Part 3 Operating Schedule

When do you want the premises licence to start?

DD	MM	YYYY
09	05	2026

If you wish the licence to be valid only for a limited period, when do you want it to end?

DD	MM	YYYY

Please give a general description of the premises (please read guidance note 1)

Sit down Chinese restaurant which also provides takeaway service for customers.

If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend.

N/A

What licensable activities do you intend to carry on from the premises?

(please see sections 1 and 14 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment (please read guidance note 2)	Please tick all that apply
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a)	plays (if ticking yes, fill in box A)	
b)	films (if ticking yes, fill in box B)	
c)	indoor sporting events (if ticking yes, fill in box C)	
d)	boxing or wrestling entertainment (if ticking yes, fill in box D)	
e)	live music (if ticking yes, fill in box E)	
f)	recorded music (if ticking yes, fill in box F)	
g)	performances of dance (if ticking yes, fill in box G)	
h)	anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)	

<u>Provision of late night refreshment</u> (if ticking yes, fill in box I)	YES ✓
<u>Supply of alcohol</u> (if ticking yes, fill in box J)	Yes ✓

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 7)			Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
Day	Start	Finish		Outdoors	
				Both	
Mon			Please give further details here (please read guidance note 4)		
Tue					
Wed			State any seasonal variations for performing plays (please read guidance note 5)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list (please read guidance note 6)		
Sat					
Sun					

B

Films Standard days and timings (please read guidance note 7)			Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
Day	Start	Finish		Outdoors	
Mon			Please give further details here (please read guidance note 4) _____	Both	
Tue					
Wed			State any seasonal variations for the exhibition of films (please read guidance note 5)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list (please read guidance note 6)		
Sat					
Sun					

C

Indoor sporting events Standard days and timings (please read guidance note 7)			<u>Please give further details</u> (please read guidance note 4)
Day	Start	Finish	
Mon			
Tue			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 5)
Wed			<u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u> (please read guidance note 6)
Thur			
Fri			
Sat			
Sun			

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 7)			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
				Outdoors	
Day	Start	Finish		Both	
Mon			Please give further details here (please read guidance note 4)		
Tue					
Wed			State any seasonal variations for boxing or wrestling entertainment (please read guidance note 5)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list (please read guidance note 6)		
Sat					
Sun					

E

Live music Standard days and timings (please read guidance note 7)			Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
Day	Start	Finis h		Outdoors	
				Both	
Mon			Please give further details here (please read guidance note 4)		
Tue					
Wed			State any seasonal variations for the performance of live music (please read guidance note 5)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list (please read guidance note 6)		
Sat					
Sun					

F

Recorded music Standard days and timings (please read guidance note 7)			Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
				Outdoors	
Day	Start	Finish		Both	
Mon			Please give further details here (please read guidance note 4)		
Tue					
Wed			State any seasonal variations for the playing of recorded music (please read guidance note 5)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list (please read guidance note 6)		
Sat					
Sun					

G

Performances of dance Standard days and timings (please read guidance note 7)			Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
Day	Start	Finish		Outdoors	
Mon			Please give further details here (please read guidance note 4)	Both	
Tue					
Wed					
Thur			State any seasonal variations for the performance of dance (please read guidance note 5)		
Fri					
Sat			Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list (please read guidance note 6)		
Sun					

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 7)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	Will this entertainment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
Mon				Outdoors	
				Both	
Tue			Please give further details here (please read guidance note 4)		
Wed					
Thur			State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 5)		
Fri					
Sat			Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list (please read guidance note 6)		
Sun					

1

Late night refreshment Standard days and timings (please read guidance note 7)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
Day	Start	Finish		Outdoors	
		h		Both	
Mon	12.00	23.30	Please give further details here (please read guidance note 4)		
Tue	12.00	23.30			
Wed	12.00	23.30	State any seasonal variations for the provision of late night refreshment (please read guidance note 5)		
Thur	12.00	23.30			
Fri	12.00	00.00	Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list (please read guidance note 6)		
Sat	12.00	00.00			
Sun	12.00	00.00			

J

Supply of alcohol Standard days and timings (please read guidance note 7)			Will the supply of alcohol be for consumption – please tick (please read guidance note 8)	On the premises	Yes
Day	Start	Finis h		Off the premises	No
				Both	No
Mon	12.00	23.30	State any seasonal variations for the supply of alcohol (please read guidance note 5)		
Tue	12.00	23.30			
Wed	12.00	23.30			
Thur	12.00	23.30		Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 6)	
Fri	12.00	00.00			
Sat	12.00	00.00			
Sun	12.00	00.00			

State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor (Please see declaration about the entitlement to work in the checklist at the end of the form):

Name	: Nicholas Edward Housde
Date of birth	: [REDACTED]
Address:	[REDACTED]
Postcode	: [REDACTED]
Personal licence number (if known)	24/00611/LAPENW

Issuing licensing authority (if known) Stroud District Council

K

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 9).

N/A – No adult entertainment.

L

Hours premises are open to the public Standard days and timings (please read guidance note 7)			State any seasonal variations (please read guidance note 5) N/A
Day	Start	Finish	
Mon	12.00	23.30	Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 6) N/A
Tue	12.00	23.30	
Wed	12.00	23.30	
Thur	12.00	23.30	
Fri	12.00	00.00	

Sat	12.00	00.00	
Sun	12.00	00.00	

M

Describe the steps you intend to take to promote the four licensing objectives:

a) General – all four licensing objectives (b, c, d and e) (please read guidance note 10)

My premises will actively promote all four licensing objectives through robust management policies, staff training, and responsible day-to-day operation. The restaurant will operate primarily as a food-led establishment, with alcohol served responsibly to customers in a controlled dining environment. All staff will receive training on licensing law, age verification, responsible alcohol service, and how to identify and respond to signs of intoxication or disorderly behaviour. A refusals log and incident register will be maintained, and management will operate a Challenge 25 policy to prevent underage sales. CCTV is installed and maintained in key areas of the premises to support crime prevention and public safety, with recordings retained and made available to authorised officers when required. The premises will be kept clean, safe, and compliant with fire safety and health and safety regulations, with regular risk assessments undertaken. Measures will also be in place to minimise public nuisance, including appropriate waste management, controlled noise levels, and ensuring customers leave the premises in a respectful and orderly manner. Management will work proactively with local authorities, residents, and responsible authorities to ensure the business operates as a responsible and community-focused licensed premises. All staff will have ID and right to work checks completed as part of onboarding.

b) The prevention of crime and disorder

My premises will actively promote all four licensing objectives through robust management policies, staff training, and responsible day-to-day operation. The restaurant will operate primarily as a food-led establishment, with alcohol served responsibly to customers in a controlled dining environment. All staff will receive training on licensing law, age verification, responsible alcohol service, and how to identify and respond to signs of intoxication or disorderly behaviour. A refusals log and incident register will be maintained, and management will operate a Challenge 25 policy to prevent underage sales. CCTV is installed and maintained in key areas of the premises to support crime prevention and public safety, with recordings retained and made available to authorised officers when required. The premises will be kept clean, safe, and compliant with fire safety and health and safety regulations, with regular risk assessments undertaken. Measures will also be in place to minimise public nuisance, including appropriate waste management, controlled noise levels, and ensuring customers leave the premises in a respectful and orderly manner. Management will work proactively with local authorities, residents, and responsible authorities to ensure the business operates as a responsible and community-focused licensed premises. All staff will have ID and right to work checks completed as part of onboarding.

c) Public safety

My premises will actively promote all four licensing objectives through robust management policies, staff training, and responsible day-to-day operation. The restaurant will operate primarily as a food-led establishment, with alcohol served responsibly to customers in a controlled dining environment. All staff will receive training on licensing law, age verification, responsible alcohol service, and how to identify and respond to signs of intoxication or disorderly behaviour. A refusals log and incident register will be maintained, and management will operate a Challenge 25 policy to prevent underage sales. CCTV is installed and maintained in key areas of the premises to support crime prevention and public safety, with recordings retained and made available to authorised officers when required. The premises will be kept clean, safe, and compliant with fire safety and health and safety regulations, with regular risk assessments undertaken. Measures will also be in place to minimise public nuisance, including appropriate waste management, controlled noise levels, and ensuring customers leave the premises in a respectful and orderly manner. Management will work proactively with local authorities, residents, and responsible authorities to ensure the business operates as a responsible and community-focused licensed premises. All staff will have ID and right to work checks completed as part of onboarding.

d) The prevention of public nuisance

My premises will actively promote all four licensing objectives through robust management policies, staff training, and responsible day-to-day operation. The restaurant will operate primarily as a food-led establishment, with alcohol served responsibly to customers in a controlled dining environment. All staff will receive training on licensing law, age verification, responsible alcohol service, and how to identify and respond to signs of intoxication or disorderly behaviour. A refusals log and incident register will be maintained, and management will operate a Challenge 25 policy to prevent underage sales. CCTV is installed and maintained in key areas of the premises to support crime prevention and public safety, with recordings retained and made available to authorised officers when required. The premises will be kept clean, safe, and compliant with fire safety and health and safety regulations, with regular risk assessments undertaken. Measures will also be in place to minimise public nuisance, including appropriate waste management, controlled noise levels, and ensuring customers leave the premises in a respectful and orderly manner. Management will work proactively with local authorities, residents, and responsible authorities to ensure the business operates as a responsible and community-focused licensed premises. All staff will have ID and right to work checks completed as part of onboarding.

e) The protection of children from harm

My premises will actively promote all four licensing objectives through robust management policies, staff training, and responsible day-to-day operation. The restaurant will operate primarily as a food-led establishment, with alcohol served responsibly to customers in a controlled dining environment. All staff will receive training on licensing law, age verification, responsible alcohol service, and how to identify and respond to signs of intoxication or disorderly behaviour. A refusals log and incident register will be maintained, and management will operate a Challenge 25 policy to prevent underage sales. CCTV is installed and maintained in key areas of the premises to support crime prevention and public safety, with recordings retained and made available to authorised officers when required. The premises will be kept clean, safe, and compliant with fire safety and health and safety regulations, with regular risk assessments undertaken. Measures will also be in place to minimise public nuisance, including appropriate waste management, controlled noise levels, and ensuring customers leave the premises in a respectful and orderly manner. Management will work proactively with local authorities, residents, and responsible authorities to ensure the business operates as a responsible and community-focused licensed premises. All staff will have ID and right to work checks completed as part of onboarding.

Checklist:

Please tick to indicate agreement

• I have made or enclosed payment of the fee.	Y
• I have enclosed the plan of the premises.	Y
• I have sent copies of this application and the plan to responsible authorities and others where applicable.	Y
• I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable.	Y
• I understand that I must now advertise my application.	Y
• I understand that if I do not comply with the above requirements my application will be rejected. • [Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom or my share code issued by the Home Office online right to work checking service (please read note 15).	Y

NO CHANGE TO PREVIOUS LAYOUT.

It is an offence, under Section 158 of the Licensing Act 2003, to make a false statement in or in connection with this application. Those who make a false statement may be liable on summary conviction to a fine of any amount.

It is an offence under Section 24b of the Immigration Act 1971 for a person to work when they know, or have reasonable cause to believe, that they are disqualified from doing so by reason of their immigration status. Those who employ an adult without leave or who is subject to conditions as to employment will be liable to a civil penalty under section 15 of the Immigration, Asylum and Nationality Act 2006 and pursuant to Section 21 of the same act, will be committing an offence where they do so in the knowledge, or with reasonable cause to believe, that the employee is disqualified.

Part 4 – Signatures (please read guidance note 11)

Signature of applicant or applicant's solicitor or other duly authorised agent (see guidance note 12). If signing on behalf of the applicant, please state in what capacity.

Declaration	<ul style="list-style-type: none"> • [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15). • The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, or have conducted an online right to work check using the Home Office online right to work checking service which confirmed their right to work (please see note 15)
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Signature	[REDACTED]
Date	08/05/2026
Capacity	Director / Licence Applicant.

For joint applications, signature of 2nd applicant or 2nd applicant's solicitor or other authorised agent (please read guidance note 13). If signing on behalf of the applicant, please state in what capacity.

Signature	
Date	
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14)			
Post town		Postcode	
Telephone number (if any)			
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)			

Notes for Guidance

1. Describe the premises, for example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.
2. In terms of specific regulated entertainments please note that:
 - Plays: no licence is required for performances between 08:00 and 23:00 on any day, provided that the audience does not exceed 500.

- Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
- Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
- Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
- Live music: no licence permission is required for:
 - a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
 - a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
 - a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
- Recorded Music: no licence permission is required for:
 - any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.

- any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.
 - Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
 - Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
 - any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
 - any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
 - any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.
3. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
 4. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
 5. For example (but not exclusively), where the activity will occur on additional days during the summer months.
 6. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
 7. Please give timings in 24 hour clock (e.g. 16.00) and only give details for the days of the week when you intend the premises to be used for the activity.
 8. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.
 9. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups or the presence of gaming machines.
 10. Please list here steps you will take to promote all four licensing objectives together.
 11. The application form must be signed.
 12. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.

13. Where there is more than one applicant, each of the applicants or their respective agent must sign the application form.
14. This is the address which we shall use to correspond with you about this application.
15. Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:

A licence may not be issued to an individual or an individual in a partnership which is not a limited liability partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have the right to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

They do this in one of two ways:

- 1) by providing with this application, copies or scanned copies of the documents which an applicant has provided, to demonstrate their entitlement to work in the UK (which do not need to be certified) as per information published on gov.uk and in guidance.
- 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

Home Office online right to work checking service.

As an alternative to providing a copy of original documents, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

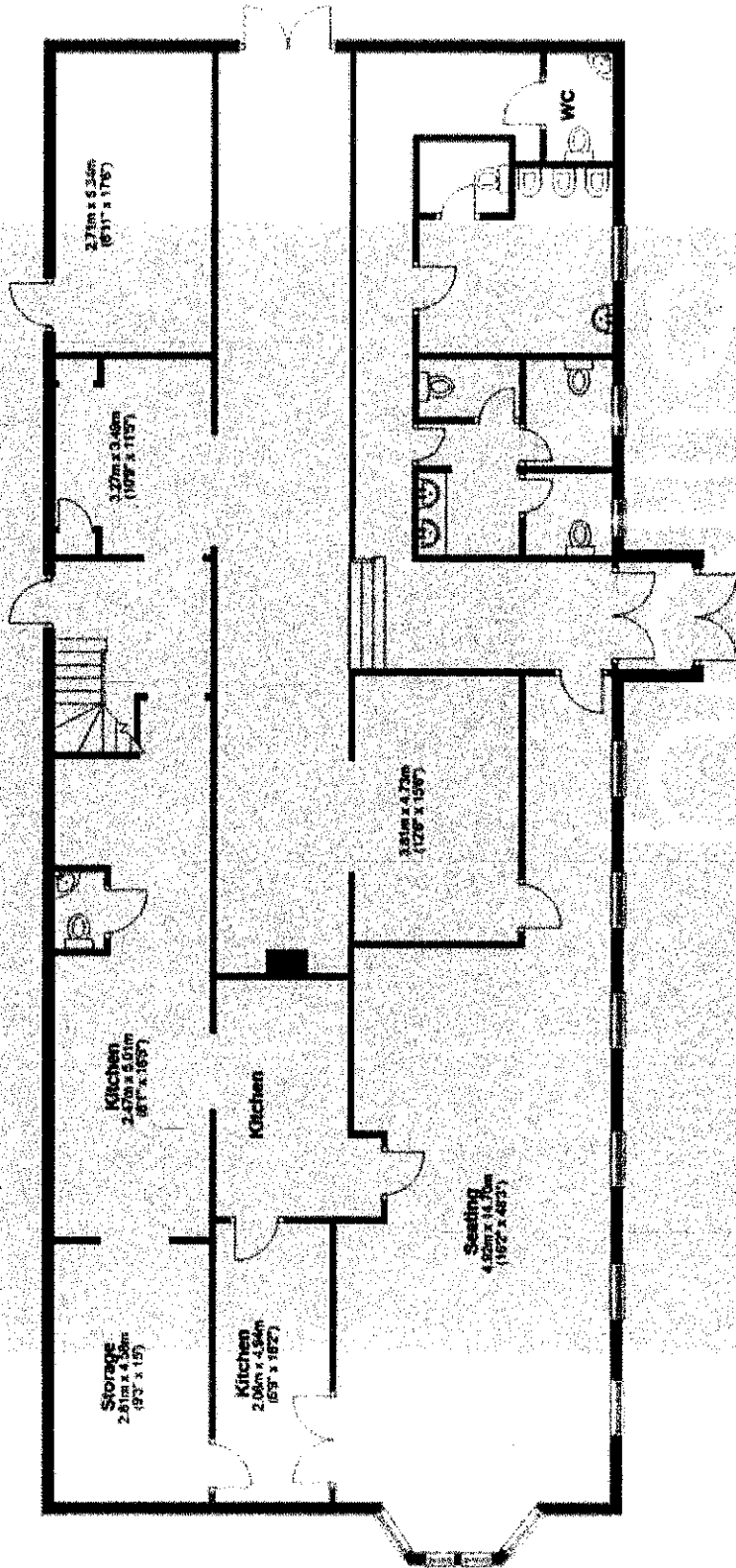
To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their share code (provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work>) which, along with the applicant's date of birth, will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

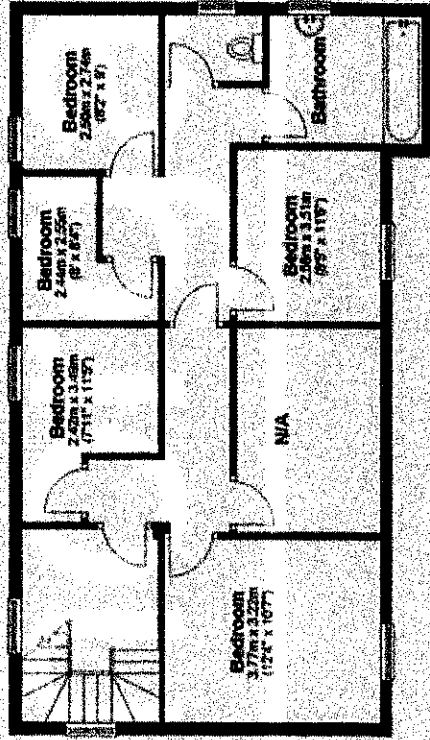
An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be shared digitally. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copies of documents as set out above.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

Ground Floor



First Floor



Total area: approx. 321.8 sq. metres (3464.3 sq. feet)

Measurements are approximate and do not include the area of any external walls or balconies. Measurements are taken to the internal face of walls and doors.

See product area for details.

Parish Council of Longford

Your Account

Sort Code 30-93-48
Account Number 00528705

COMMUNITY ACCOUNT

01 May 2026 to 15 May 2026

Money In	£13.01	Balance on 01 May 2026	£31,232.93
Money Out	£392.06	Balance on 15 May 2026	£30,853.88

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
11 May 26	WATER PLUS 7001288447	DD		7.25	31,225.68
11 May 26	INT (GROSS) T/FER FROM 934806592405		13.01		31,238.69
12 May 26	giffgaff CD 5519	DEB		6.00	31,232.69
15 May 26	WATER PLUS 7001288447	DD		378.81	30,853.88

Transaction types

BGC Bank Giro Credit	BP Bill Payments	CHG Charge	CHQ Cheque
COR Correction	CPT Cashpoint	DD Direct Debit	DEB Debit Card
DEP Deposit	FEE Fixed Service	FPI Faster Payment In	FPO Faster Payment Out
MPI Mobile Payment In	MPO Mobile Payment Out	PAY Payment	SO Standing Order
TFR Transfer			

Bank Account Reconciled Statement

Lloyds Current

Statement Number	54	Bank Statement No.	54
Statement Opening Balance	£15,077.93	Opening Date	01/05/26
Statement Closing Balance	£30,853.88	Closing Date	31/05/26
True/ Cashbook Closing Balance	£30,853.88		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
28/04/26	BACS260428a	Tewkesbury Borough Council	0.00	16,155.00	31,232.93
11/05/26		Lloyds Bank	0.00	13.01	31,245.94
11/05/26	260511DDa	WaterPlus	7.25	0.00	31,238.69
12/05/26	260512a	GiffGaff	6.00	0.00	31,232.69
15/05/26	260515a	WaterPlus	378.81	0.00	30,853.88

Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	392.06	16168.01

Reconciled by John Kay

Signed _____
Clerk / Responsible Financial Officer

Chair

Date _____

Financial Budget Comparison

Comparison between 01/04/26 and 15/05/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/26

		2026/27	Reserve Movements	Actual Net	Balance
INCOME					
COUNCIL					
10	Precept	£32,310.00	£0.00	£16,155.00	-£16,155.00
20	Allotment Rents	£1,100.00	£0.00	£638.25	-£461.75
30	Grants and other income	£330.00	£0.00	£343.01	£13.01
99	VAT reclaims	£0.00	£0.00	£3,871.82	£3,871.82
Total COUNCIL		<u>£33,740.00</u>	<u>£0.00</u>	<u>£21,008.08</u>	<u>-£12,731.92</u>
Total Income		<u>£33,740.00</u>	<u>£0.00</u>	<u>£21,008.08</u>	<u>-£12,731.92</u>
EXPENDITURE					
COUNCIL					
100	Staff Costs	£7,100.00	£0.00	£1,137.94	£5,962.06
110	Office admin / expenses	£2,500.00	£0.00	£1,137.47	£1,362.53
120	Insurance	£900.00	£0.00	£0.00	£900.00
130	Donations	£150.00	£0.00	£0.00	£150.00
140	Parks & Open Spaces	£11,500.00	£0.00	£2,422.72	£9,077.28
150	Allotments	£3,500.00	£0.00	£386.06	£3,113.94
160	Maintenance	£1,500.00	£0.00	£0.00	£1,500.00
170	Training	£500.00	£0.00	£300.00	£200.00
180	IT incl software	£1,500.00	£0.00	£697.30	£802.70
190	Newsletter	£0.00	£0.00	£0.00	£0.00
200	New equipment	£1,280.00	£0.00	£0.00	£1,280.00
210	Projects	£4,000.00	£0.00	£0.00	£4,000.00
999	VAT Payments	£0.00	£0.00	£0.00	£0.00

Financial Budget Comparison

Comparison between 01/04/26 and 15/05/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/26

	2026/27	Reserve Movements	Actual Net	Balance
1000 Devolution Contingency	£2,500.00	£0.00	£0.00	£2,500.00
Total COUNCIL	£36,930.00	£0.00	£6,081.49	£30,848.51
Total Expenditure	<u>£36,930.00</u>	<u>£0.00</u>	<u>£6,081.49</u>	<u>£30,848.51</u>
Total Income	£33,740.00	£0.00	£21,008.08	-£12,731.92
Total Expenditure	<u>£36,930.00</u>	<u>£0.00</u>	<u>£6,081.49</u>	<u>£30,848.51</u>
Total Net Balance	-£3,190.00		£14,926.59	

Meeting date: 26th May 2026

Agenda number: 14c

Topic: Review of Direct Debits and banking arrangements

Current Banking Arrangements:

Lloyds Bank

Online signatories: Cllr Byers, Cllr Doherty, Cllr Harris, Cllr Young

Current authorised signatories: Cllr Byers, Cllr Doherty, Cllr Gough, Cllr Harris, Cllr Young

Annual Approval of Direct Debits/Standing Orders:

Information Commissioners Office – annual direct debit £47

WaterPlus – monthly variable direct debit

Salaries – monthly standing order

GiffGaff – mobile phone monthly contract £6 per month

McAfee virus protection – annual direct debit

Suggested amendments:

15b

xv. refer a planning application received by the Council to the Chairman or in his absence the Vice-Chairman (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;

Update the above to allow delegation to Clerk to respond to routine planning applications after consultation with councillors. This is already in the Scheme of Delegation, only need to update Standing Orders to be consistent with current practice:

Planning Delegation to the Clerk

- The Council delegates decisions arising under development control consultations to the Clerk in consultation with members determined by council

- The councillors to be consulted will be the Chairman, Vice Chairman and at least one other member of the council. In the event the Chairman and Vice Chairman are unavailable, decision will be delegated to any three members of the Council

- Consultation may be by correspondence, including email, remotely, or in person. It may also take place at meetings of the Council

- Decisions made under delegation will be reported to and minuted at the next Parish Council meeting

- Under delegation to the Clerk, and in particular regarding controversial or major development proposals, the Clerk in consultation with the Chairman, may decide that an Extraordinary Meeting of the Parish Council be called to consider the matter or that the matter be referred to the next council meeting, whichever is appropriate

Suggested amendments

Update 2.6

2.6. At each full council meeting, members will verify the bank reconciliation against the bank statements (for all accounts), and this will be confirmed in the minutes. At least once per financial year, a member other than the Chair shall be appointed to carry out a check of the accounts. This activity, including any exceptions, shall be reported to and noted by the council.

Update 6.8

6.8. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council. The council shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting, along with a minute detailing the names of the two councillors delegated to authorise the online payments.

Update 9.1:

9.1. Any Debit Card issued for use will be specifically restricted to the Clerk and the Chair (or Vice-Chair). Council has imposed a maximum value of £500 in any single transaction unless authorised by council or finance committee in writing before any order is placed.

LONGFORD PARISH COUNCIL

CODE OF MEMBERS' CONDUCT

Reviewed on 26th May 2026

Contents

- I Introduction
- II Scope of the Code of Conduct
- III General Principles of Councillors' Conduct
- IV Rules of Conduct
- V Registration of Interests
- VI Declaration of Interests and Restrictions on Participation
- VII Duties in respect of the Standards Committee
- VIII Dispensations
- IX Gifts and Hospitality
- X Definitions

Appendix A – Disclosable Pecuniary Interests

Appendix B – Other Registrable Interests

I. Introduction

1. This Code of Conduct (Code) is adopted pursuant to the Council's duty to promote and maintain high standards of conduct by Members of the Council.

Members have a duty to uphold the law and to act on all occasions in accordance with the public trust placed in them.

II. Scope of the Code of Conduct

2. The Code applies to Members whenever acting in their official capacity as a Member of Longford Parish Council, including;
 - (a) when engaged in the business of Longford Parish Council including Ward business or representing the Council externally;
 - (b) when behaving so as to give a reasonable person the impression of acting as a representative of Longford Parish Council.

This Code of Conduct does not seek to regulate what Members do in their purely private and personal lives.

3. The obligations set out in this Code are in addition to those which apply to all Members by virtue of the procedural and other rules of the Council and any Protocols and Policies which may be adopted from time to time by the Council.
4. Failure to comply with the requirements within this Code of Conduct which relate to disclosable pecuniary interests and which are set out in sections V and VI and Appendix A is a criminal offence.¹

¹ Section 34 Localism Act 2011

III. General Principles of Members' Conduct

5. In carrying out their duties in exercising the functions of their Authority or otherwise acting as a Councillor, Members will be expected to observe the general principles of conduct set out below. These principles will be taken into consideration when any allegation is received of a breach of the provisions of the Code.

- *Selflessness*
- *Integrity*
- *Objectivity*
- *Accountability*
- *Openness*
- *Honesty*
- *Leadership*

IV. Rules of Conduct

6. Members shall base their conduct on a consideration of the public interest, avoid conflict between personal interest and the public interest and resolve any conflict between the two, at once, and in favour of the public interest.
7. Members shall observe the following rules:-

General Requirements

- (1) **Do** treat everyone with respect.
- (2) **Do not** bully any person.
- (3) **Do not** harass any person
- (4) **Do** promote equalities and **do not** discriminate unlawfully against any person.
- (5) **Do not** use your position improperly to confer on or secure for yourself or any other person, an advantage or disadvantage, or seek to improperly influence a decision about any matter from which you are excluded from participating or voting as a result of the requirements of Part VI of this Code.
- (6) **Do not** do anything which compromises, or is likely to compromise, the impartiality of those who work for, or on behalf of, the Council.
- (7) **Do not** disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, unless–
 - (i) you have the consent of a person authorised to give it;
 - (ii) you are required by law to do so;
 - (iii) the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or
 - (iv) the disclosure is –
 - (a) reasonable and in the public interest; and
 - (b) made in good faith and in compliance with the reasonable requirements of the Council.

- (8) **Do not** prevent another person from gaining access to information to which that person is entitled by law.
- (9) **Do** promote and support high standards of conduct when serving in your public post by leadership and example.
- (10) **Do** not behave in a manner which brings your role or the Council into disrepute.
- (11) **Do not** use knowledge gained solely as a result of your role as a Member for the advancement of your own interests.

When using the resources of the Council, or authorising the use of those resources by others:

- (12) **Do** ensure that such resources are not used for political purposes (including party political purposes) unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the Council or to the office to which you have been elected or appointed.
- (13) **Do** have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.

When making decisions on behalf of, or as part of, the Council:

- (14) **Do** ensure that decisions are made on merit, particularly when making public appointments, awarding contracts, or recommending individuals for rewards or benefits.
- (15) **Do** be as open as possible about your own decisions and actions and those of the Council and be prepared to give reasons for those decisions and actions.
- (16) **Do** ensure that you are accountable for your decisions and co-operate fully with whatever scrutiny is appropriate to your office.

V. Registration of Interests

8. Members shall observe the following rules when registering their interests.
 - (1) **Do**, within 28 days of taking office as a Member (or Co-opted Member), notify the Monitoring Officer of any disclosable pecuniary interest as defined in Appendix A and any other registrable interest as defined in Appendix B.
 - (2) **Do**, within 28 days of the date of a disclosure referred to in Paragraph 9(2) of this Code, notify the Monitoring Officer of the interest.
 - (3) **Do** notify the Monitoring Officer of any new interest (disclosable pecuniary or other registrable interest) or change to any registered interest within 28 days of the date of that change.
 - (4) **Do** approach the Monitoring Officer if you feel that your interest should be treated as sensitive because its disclosure could lead to you, or a person connected with you, being subject to violence or intimidation.

VI. Declaration of Interests and Restrictions on Participation

Members must observe the following rules:-

9. Disclosable Pecuniary Interests

Where a matter, in which you have an interest as specified in Appendix A (disclosable pecuniary interests), arises at a meeting at which you are present, or where you become aware that you have such an interest in any matter to be considered or being considered at the meeting:-

- (1) **Do** disclose the interest to the meeting. If the Monitoring Officer considers it a sensitive interest, you must declare that you have an interest but do not need to disclose the nature of the interest.
- (2) **Do** ensure that, if your interest is not entered in the Council's Register, you disclose the interest to the meeting as required in 9(1) above and that you notify the Monitoring Officer of the interest within 28 days in accordance with Paragraph 8(2) of this Code.
- (3) **Do** withdraw from the meeting and **do not** vote on the matter, participate, or participate further, in any discussion of the matter at the meeting unless a dispensation has been granted.

10. Other Interests (Other Registrable Interests Appendix B and Non - registrable Interests)

Where a matter, in which

- (1) either you have an interest as specified in Appendix B (other registrable interests),
- (2) or where a decision on the matter might reasonably be regarded as affecting, to a greater extent than it would affect the majority of other Council taxpayers, ratepayers or inhabitants of the Ward affected by the decision, your well-being or financial position or the well-being or financial position of a member of your family, or any person with whom you have a close association, or who has a contractual relationship (including employment) with yourself, member of your family or close associate,

arises at a meeting at which you are present, or where you become aware that you have such an interest in any matter to be considered or being considered at the meeting:-

- (3) **Do** ensure that you disclose the interest to the meeting. If the Monitoring Officer considers it a sensitive interest, you must declare that you have an interest but do not need to disclose the nature of the interest.

(4) **Do** leave the meeting and **do not** vote on the matter, participate, or participate further, in any discussion of the matter at the meeting (unless a dispensation has been granted or it is an excepted function), if,

- (a) it affects the financial position of an interest specified in Appendix B (other registrable interests).
- (b) it affects your financial position or well-being or that of a member of your family, or any person with whom you have a close association, or who has a contractual relationship (including employment) with yourself, member of your family or close associate

or

- (c) it relates to the determination of any approval, consent, licence, permission or registration in relation to you or any person or body described in (a) and (b) above

and a reasonable member of the public knowing the facts would reasonably regard it as so significant that it is likely to prejudice your judgement of the public interest.

The rules set out in Paragraph 10(4) above do not have the effect of precluding a Member from attending a meeting only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise. The Member must, after making their submission, withdraw immediately from the meeting.

VII. Duties in respect of the Standards Committee

11. Members shall observe the following:-

- (1) **Do** undertake training on the Code of Conduct as required by the Council.
- (2) **Do** co-operate, at all stages, with any investigation into your conduct which may be carried out in accordance with the arrangements for the investigation and determination of complaints which have been put in place by Tewkesbury Borough Council pursuant to the Act².
- (3) **Do not** seek to intimidate, or attempt to intimidate, any person who is, or is likely to be, a complainant, a witness or involved in the administration of any investigation or proceedings in relation to an allegation that a Member has failed to comply with their Council's Code of Conduct.
- (4) **Do** comply with any sanction imposed on you following a finding that you have failed to comply with the Code of Conduct.

² Section 28(b) of the Localism Act 2011

VIII. Dispensations

12. Where a Member has a disclosable pecuniary interest as described in this Code, and set out in Appendix A, or has an interest which would preclude the Member's participation in the item of business as described in Paragraph 10 of this Code, the Member may apply to the Parish Clerk (Longford Parish Council) for a dispensation. The application will be determined in accordance with the adopted procedure of the Council.
13. The Council may grant a Member a dispensation to participate in a discussion and vote on a matter at a meeting even if the Member has a disclosable pecuniary interest as described in this Code, and set out in Appendix A, or has an other registrable interest (Appendix B) or non-registrable interest which would preclude the Member's participation in the item of business as described in Paragraph 10 of this Code.

IX. Gifts and Hospitality

14. When offered gifts or hospitality in your capacity as a Member of the Council, the following rules must be observed.
 - (1) **Do not** accept gifts or hospitality, irrespective of estimated value, could give rise to real or substantive personal gain or a reasonable suspicion of influence to show favour from persons seeking to do business with the Council or from persons who may apply to the Council for any funding or other significant advantage.
 - (2) **Do** register with the Monitoring Officer any gift or hospitality with an estimated value of £50 or more, within 28 days of its receipt. (Appendix B).

X. Definitions

The following are definitions which apply for the purposes of this Code of Conduct.

1. Bullying is offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate, or injure the recipient.
2. "Close associate" means someone with whom you are in close regular contact over a period of time who is more than an acquaintance. It may be a friend, a colleague, a business associate or someone you know through general social contacts. It is someone a reasonable member of the public would think you might be prepared to favour/disadvantage ("close association" shall be construed accordingly).
3. "Harassment" is conduct, on at least two occasions, that causes alarm or distress or puts people in fear of violence.
4. "Meeting" is a meeting of the Council, or any Committee, Sub-Committee, Joint Committee or Joint Sub-Committee of the Council.
5. "Member" is an elected Member or a Co-opted Member of the Authority.
"Co-opted Member" is a person who is not a Member of the Council but who is either a Member of any Committee or Sub-Committee of the Council, or a Member of, and represents the Council on, any Joint Committee or Joint Sub-Committee of the Council, and who is entitled to vote on any question that falls to be decided at any meeting of that Committee or Sub-Committee.
6. "Member of your family" means:
 - Partner (spouse/civil partner/someone you live with as if a spouse or civil partner);
 - A parent/parent-in-law, son/daughter, step-son/step-daughter, child of partner; or the partners of any of these persons;
 - A brother/sister, grandparent/grandchild, uncle/aunt, nephew/niece; or the partners of any of these persons.

7. "Monitoring Officer" is the Monitoring Officer to Tewkesbury Borough Council.
8. "Pending notification" is an interest which has been notified to the Monitoring Officer but which has not been entered in the Council's Register in consequence of that notification.
9. "Respect" means politeness and courtesy in behaviour, speech, and in the written word.
10. "Standards Committee" is the Standards Committee of Tewkesbury Borough Council.
11. "The Act" is the Localism Act 2011.
12. "The Council" is Longford Parish Council.
13. "Unlawful discrimination" is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
14. "Well-being" means general sense of contentment and quality of life.
15. "Excepted functions" are functions of the Council in respect of
 - (i) an allowance, payment or indemnity given to Members;
 - (ii) any ceremonial honour given to Members; and
 - (iii) setting Council tax or a precept under the Local Government Finance Act 1992.

Disclosable Pecuniary Interests

The interests set out below are “Disclosable Pecuniary Interests” in accordance with the Localism Act 2011 and Members must notify the Monitoring Officer in accordance with Paragraphs 8(1)-(3) of this Code of Conduct of any interest which is an interest of **the Member (M) or of any of the following**:

- the Member’s spouse or civil partner;
- a person with whom the Member is living as husband and wife; or
- a person with whom the Member is living as if they were civil partners;

and the Member is aware that that other person has the interest.

Subject	Disclosable Pecuniary Interest
Employment, Office, Trade, Profession or Vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a Member, or towards the election expenses of M. This includes any payment or financial benefit from a Trade Union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992(a).
Contracts	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority – (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the relevant authority.

Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate Tenancies	Any tenancy where (to M's knowledge) – (a) the landlord is the relevant authority; and (b) the tenant is a body in which the relevant person has a beneficial interest.
Securities	Any beneficial interest in securities of a body where – (a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority; and (b) either – (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

- (a) "the Act" means the Localism Act 2011.
- (b) "body in which the relevant person has a beneficial interest" means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest.
- (c) "director" includes a member of the committee of management of an industrial and provident society.
- (d) "land" excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income.
- (e) "M" means a member of a relevant authority.
- (f) "member" includes a co-opted member.
- (g) "relevant authority" means the authority of which M is a member.

- (h) "relevant period" means the period of 12 months ending with the day on which M gives a notification for the purposes of section 30(1) or section 31(7), as the case may be, of the Act.
- (i) "relevant person" means M or any other person referred to in section 30(3)(b) of the Act.
- (j) "securities" means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000(b) and other securities of any description, other than money deposited with a building society.

Other Registrable Interests

The interests set out below are “other registrable interests” which must be notified to the Monitoring Officer in accordance with Paragraphs 8(1), 8(2) and 8(3) of this Code of Conduct.

A Member must notify the Monitoring Officer of any interest held by **the Member** in any of the categories set out below:-

Subject	Other Interest
Management or Control	Any body of which the Member is in a position of general control or management (including where you have been appointed or nominated by the Council).
Public/Charitable and Other External Bodies	Any body – (a) exercising functions of a public nature; (b) directed to charitable purposes; or (c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or Trade Union). of which the Member of the Council is a member or in a position of general control or management.
Employer	Any person or body who employs, or has appointed, the Member.
Gifts and Hospitality	The name of any person, organisation, company or other body from whom the Member has received, by virtue of their Office, gifts or hospitality worth an estimated value of £50 or more.

Information available from Longford Parish Council under the model publication scheme

Freedom of Information Act

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

-) To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
-) To specify the information which is held by the authority and falls within the classifications below.
-) To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
-) To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
-) To review and update on a regular basis the information the authority makes available under this scheme.
-) To produce a schedule of any fees charged for access to information which is made proactively available.
-) To make this publication scheme available to the public.

Classes of Information

These are the classes of information we provide under this publication scheme:

Who we are and what we do?

Organisational information, location and contacts, constitutional and legal governance

What we spend and how we spend it?

Financial information relating to projected and actual income and expenditure, tendering, procurement, and contracts.

What our priorities are and how we are doing

Strategy and performance information, plans, assessments, inspections, and reviews.

How we make decisions

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

List and registers.

Information held in registers required by law and other lists and registers relating to the functions of the authority.

The services we offer.

Advice and guidance, booklets and leaflets, transactions, and media requests. A description of the services offered.

The classes of information will not generally include:

-) Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
-) Information on draft form.
-) Information that is no longer readily available as it is contained in files that have been placed in archive storage or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available.

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this scheme.

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information. Charges may be made for actual disbursements incurred such as:

-) Photocopying
-) Postage and packaging
-) The costs directly incurred as a result of viewing information.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Photocopying – 50p per A4 sheet (Black and white)

Postage – Actual cost of Royal Mail standard 2nd class

Written Requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Information available from Longford Parish Council under the model publication scheme

This scheme commits the Council to make information available to the public as part of its normal business activities. The information is included in the classes of information outlined below.

Where possible information will be provided on the Council's website but where it is impractical, hard copies of some information can be made available. The policy below states how information can be obtained.

In exceptional circumstances some information may be available only by viewing in person. An appointment to view the information can be arranged within a reasonable timescale.

Information held by the Parish Council that is not published under this Scheme can be requested in writing, when its provision will be considered in accordance with the Freedom of Information Act.

Information in this definition document will be made available unless

-) The information is no longer held.
-) The information is exempt under one of the FOIA exemptions or its release is prohibited by another statute.
-) The information is readily and publicly available from an external website; such information may have been provided by the public authority or on its behalf. The authority must provide a direct link to that information.
-) The information is archived, out of date or otherwise inaccessible.
-) It would be impractical or resource-intensive to prepare the material for routine release

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	(hard copy or website)	
Who's who on the Council and its Committees	Website	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website	
Location of main Council office and accessibility details	Website	
Staffing structure	One member of staff	
<p>Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	(hard copy or website)	
Annual return form and report by auditor	Website	
Finalised budget	Website	
Precept	Website	
Borrowing Approval letter	N/A	

Financial Standing Orders and Regulations	Website	
Grants given and received	Website (Council Minutes)	
List of current contracts awarded and value of contract	Website (Council Minutes)	
Members' allowances and expenses	N/A	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	N/A	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website	
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website	
Agendas of meetings (as above)	Website	

Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website	
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website	
Responses to consultation papers	Email	
Responses to planning applications	Website	
Bye-laws	N/A	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website where policy exists	
Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and policies relating to the delivery of services Equality and diversity policy		

Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)		
Information security policy	Website	
Records management policies (records retention, destruction and archive)	Website	
Data protection policies	Website	
Schedule of charges (for the publication of information)	Website	
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets register	Website	
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Not held	
Register of members' interests	Website	
Register of gifts and hospitality	Email	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may	

Current information only	only be available by inspection)	
Allotments	Website	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Website	
Seating, litter bins, clocks, memorials and lighting	Website (asset list)	
Bus shelters	N/A	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	

Contact details:

Clerk to Longford Parish Council

Email: clerk@longford-pc.gov.uk

Tel: 07759 118922

Longford Parish Council Risk Register

Risk management is the process whereby local councils methodically address the risks associated with what they do and the services which they provide. The Parish Council should identify potential risks, then take all practical and necessary steps to reduce or eliminate the risks associated with working conditions, workplace activities and environmental factors, as far as is practically possible. This document should enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

Assessment Scoring: 1 = low; 2 = low/medium; 3 = medium/high; 5 = high

Activity	Risk	Cause	Effect	Likelihood	Actions
1. Finances	Sudden large expenditure required or excessive under budgeting	Unforeseen problem / Poor budgeting	Service not provided. Lack of confidence in council. Inability to carry out functions. Insufficient funds for contingencies	2 - Low/Med	Council has some reserves. Insurance in place to cover major risks. Careful budget planning with contingency built in each year
2. Finances	Adequacy of Precept	Precept not submitted to Tewkesbury Borough Council. Precept not received by Parish Council	No income for parish council to continue its work	1 – Low	RFO to prepare budget, considering expenditure + projects. Full review of proposed budget by Council in November. Regular review of budget v spend. RFO to submit precept figure before deadline. RFO to advise council of receipt of precept at next available meeting.

Activity	Risk	Cause	Effect	Likelihood	Actions
3.Finances	Fraud	Inadequate controls/ record	Loss of funds Financial irregularities	2- Low/Med	<p>Financial Regulations reviewed annually to ensure they are adequate. Annual internal & external audit.</p> <p>Bank Statements provided at every meeting with bank reconciliation.</p> <p>Bank balance and expenditure audited by councillor twice a year.</p> <p>Online bank payments authorised by 2 councillors.</p> <p>Cheques + cheque stubs signed by 2 councillors upon sight of original invoice</p> <p>Debit card expenditure is viewable by all authorised signatories and unusual spend will be identified on the bank statements.</p>
4.Finance – VAT	VAT not re-claimed within time limit	Poor accounting	Loss of funds Financial irregularities	2- Low/Med	<p>All VAT receipts to be recorded. Separate field to show VAT on Accounts system.</p> <p>RFO to produce refund analysis and make claim to HMRC for recovery of amounts within time scale.</p> <p>All documentation for this process to be maintained in council records</p>
5. Finance - Payroll	Payroll incorrectly processed – staff over/under paid	Staff errors	Loss of funds Financial irregularities	1 - Low	<p>Payroll outsourced to reputable firm to manage on behalf of the parish council.</p>

Activity	Risk	Cause	Effect	Likelihood	Actions
6. Assets	Damage, theft	Vandalism, accident, storms	High cost of repair or replacement. Loss of Assets. Disruption. Damage to public property or person	2 – Low/Med	<p>Maintain up to-date register of assets. Regular maintenance for physical assets and record of inspections. Monthly inspection of defibrillators by volunteers.</p> <p>Annual review of risk and adequacy of insurance cover.</p> <p>Playground equipment visually checked monthly by Cllrs/Clerk and annually by qualified play inspector.</p> <p>Visual check of trees on regular basis particularly after storms. Qualified arboriculturist to assess condition of trees at least every 3 years more frequent in high risk areas.</p>
7. Contractors	Contractors not supplying services	Unavailable due to illness, poor weather	Poor Services	1 - Low	Contracts are defined. Contracts are informally monitored by Clerk & Councillors. Corrective action taken as required.
8. Insurance	Inadequate Insurance cover for the Council, its employees and assets	Failure to renew insurance policy. Cover on policy inadequate.	Council is uninsured and liable to insurance claim.	2 – Low/Med	An annual review is undertaken of all insurance arrangements in place. Employers Liability, Public Liability and Fidelity Guarantee are a statutory requirement. Officials' Indemnity also in place.

Activity	Risk	Cause	Effect	Likelihood	Actions
9. Parish Council records and archives	Loss of Parish Council records	Fire, Flood, theft		1 - Low	Archived records stored with Gloucestershire County Council's Archives Office. Any risk to these records is unlikely. Daily files stored in Clerk's home which are at risk, however most are also stored electronically (see next item).
10. Electronic Records	Loss of documents on Clerk's computer Unauthorised access to CCTV	Computer crash, fire, theft, flood	Loss of records, breach of data protection	2 – Low/Med	All files stored on Microsoft OneDrive which are backed up for 30 days. Anti-virus software installed. Minutes kept as hard copies and copies emailed to all councillors. Minutes & policies held on parish council website Secure passwords to be used on all electronic devices + websites only known by Clerk + Chairman Secure password on CCTV system. Data retained for 30 days. See full CCTV Policy for more details.
11. Clerk to the Parish Council	Unavailability	Resignation, illness	Work of the Parish Council cannot be carried out	2 – Low/Med	Urgent work carried out by Councillors. Contact GAPTC about availability of temporary cover or contact local Clerks
12.PC Meetings	Accommodation unavailable for meetings	Damage to meeting room or Village Hall. VH already booked.	Meeting room unavailable	1 - Low	Use nearby primary school or similar amenity

Activity	Risk	Cause	Effect	Likelihood	Actions
13. Membership of the Parish Council	Vacancies on council	Resignation, retirement, insufficient nomination at elections	Meetings cannot be held due to not being quorate	2 – Low/Med	Ensure council meetings are run smoothly and business is relevant to retain the interest of serving councillors. Promote vacancies widely around the parish especially at election time.
14. Members Interest	Member has not disclosed a Declaration of Interest relating to an agenda item	Conflict of Interest by Member	Resolutions cannot be met due to insufficient number of Cllrs	2 – Low/Med	Standard agenda item for members to declare any personal or prejudicial interests they have + need to disclose of matters to be discussed.
15. Safety of Cllrs + Clerk	Physical safety of Cllrs + clerk on site meetings	Inadequate precautions. Accidents due to unsafe ground or buildings	Injury to person and/or compensation claimed from council	2 – Low/Med	At site meetings, all councillors to adhere to any safety requests from site managers. Adequate insurance in place to cover accidents. Councillors to never carry out solo visits, always have clerk or another councillor present.
16. Pandemic	Health of Cllrs + clerk + members of public	Ineffective infection control could cause spread of illness .	Service not provided. Lack of confidence in council. Inability to carry out functions.	2 – Low/Med	Hand sanitizer provided at face-to-face meetings and social distancing protocols in place during declared pandemics.

LONGFORD PARISH COUNCIL

Internal Controls Policy

Last Reviewed: 26th May 2026

As adopted date 6th May 2025

Based on Financial Regulations Longford Parish Council have in place the following:

Full Council Meetings:

-) The Clerk shall submit all spending for the month on the agenda for authorisation.
-) All invoices shall be sent to the authorising councillors to cross-check with the bank payments.
-) For all expenditure, the Parish Council needs a 'power' to spend, unless the Council has the General Power of Competence and can authorise payments under this, unless there is legislation to prevent this.
-) The Clerk shall provide a monthly budget and bank reconciliation with the relevant statement to be approved as a true record at the Parish Council Meeting
-) All cheques and counterfoils for payments are to be signed by 2 Councillors. The Clerk is not a signatory, OR
-) Payments can be authorised by BACS via online banking*. The Clerk is a creator of payments, and 2 Cllrs need to log in to authorise the payments within 48hours. The Clerk cannot authorise payments.
-) The Clerk shall present to the Council an update of expenditure and how it relates to the budget.
-) There are two bank debit cards** – one allocated to the Parish Clerk and one to the Chairman (or Vice-Chairman). Purchases are limited to a council-imposed maximum of £500 in a single transaction unless pre-authorized by Council.

Quarterly

- A Cllr to check the accounts against the bank records and sign and note this quarterly, with any questions asked and answered accordingly

Yearly:

- In October / November Cllrs shall consider the draft budget for the coming year. The Clerk shall present a budget forecast including expenditure on projects for the coming year, where Cllrs can decide what to take forward. This will be produced as a draft and available on the website. The Precept request must be approved and submitted to the precepting authority by 30th January.
- During January-March the Clerk will prepare the accounts for examination by an internal auditor who is independent of the council. The purpose of the internal audit is to review whether the system of financial controls is effective. This will usually take place March / April.

- By May, all relevant paperwork and administration will be completed, in accordance with the external auditor's requirements.
- The councillors will approve the accounts and sign all relevant paperwork at the council meeting which will be minuted.
- Accounts are then sent off to the external auditor.

*** Risks of online banking.**

All online banking is done using a card reader and card accessing the accounts via an ID number, password and being identified using the card reader via a PIN.

It is noted that the Clerk has access to non-Council Lloyds accounts (and this may be the case for Councillors). The ID number and password is the same for a personal account at Lloyds as it is for the business account of the council.

The Clerk cannot authorise payments due to the account being set up with the Clerk as a Creator and Cllrs as Authorisers – this has to be done by a Councillor (the relevant tab is not available on the Clerk's web page due to the Clerk not being a signatory).

Any two Cllrs who have registered for online banking and are also signatories can authorise payments by logging in.

Should any Cllr resign from the Council the card readers and cards are to be returned to the Clerk to be destroyed and the Cllr is to be removed from the bank account.

All Cllrs paperwork and passwords is sent to the Parish Clerk to be distributed to the relevant Cllr. Therefore to note risk that the Clerk 'could' have access to this if opened.

Cllrs have full access to the accounts and could have opportunities to make payments or set up payments unknown. Clerk has access to statements and would be able to pick this up if errors occur.

**** Debit card**

The Council has two debit cards: one is assigned to the Clerk and one to the Chair or Vice-Chair. The debit cards are in the individuals' names under Longford Parish Council. This is so that the Clerk/Cllrs personal credit / debit cards are no longer used.

Spending on this card only needs the registered user to use (not the usual two signatories). Therefore, Councillors will receive the monthly bank statement to review all expenditure along with the monthly meeting papers. The Clerk's home address is redacted from the bank statement.

Standing Orders / regular payments will be set up against the Clerk's card to come out of the bank account – e.g. mobile phone Giff Gaff.

Council policy pack

Your policy schedule

Insured

Longford Parish Council

Business Description

Local Council

Period of Insurance

From 01/06/2026 to 31/05/2027

Broker

Clear Insurance Management Ltd, AGM House, 3 Barton Close, Grove Park, Enderby, Leicester, LE19 1SJ

Your Policy Number

LCO02095

Date of Issue

15/05/2026

Reason for Issue

Renewal

This schedule gives details of the cover you have chosen for your policy. It also gives details of your premium and excesses or clauses that apply.

What you need to do:

- **Read this schedule alongside the Clear Councils Insurance Policy Wording.** Any words or phrases which appear in **block capitals** will have either the meaning that is shown in the policy or cover section definitions part of the policy wording.
- **Contact** Clear Insurance on 0330 013 0036 or councils@thecleargroup.com if you:
 - want to make any changes or anything is incorrect
 - need a copy of the policy wording

Your premium

Premium	Insurance Premium Tax (IPT)	Total Premium
£679.37	£81.52	£760.89

Your policy schedule

This summary shows which sections and cover apply to you. The details including limits and excesses follow this summary.

Your cover at a glance

The following sections of cover apply to your policy. Sections 1 to 2 are location specific

Section 1 – Property damage	✓
Section 2 – Fine art and collections	✗

General covers applying to all locations

Section 3 – Business interruption	✓
Section 4 – Goods in transit	✓
Section 5 – Money with assault extension	✓
Section 6 – Personal accident	✓
Section 7 – Liabilities	✓
Section 8 – Reputational risks	✓
Section 9 – Hirers' liability	✗
Section 10 – Trustees' and management liability	✓
Section 11 – Legal expenses	✓
Section 12 – Fidelity	✓
Section 13 - Terrorism	✗

Details of your cover – location covers

Section 1 – Property damage

The table below shows the items which are covered by the Property damage section, and the amount they would be insured for.

Item Insured	Sum Insured	Declared/Full Value
BUILDINGS	£0	£0
CONTENTS	£15,000	£12,500
Street Furniture	£36,000	£30,000
Walls, Gates and Fences	£15,000	£12,500
Playground Equipment	£60,000	£50,000
War Memorials	£36,000	£30,000
CCTV Equipment	£8,526	£7,105
Ground Surfaces	£0	£0
Mowers and Machinery	£6,000	£5,000
Sports Equipment	£12,000	£10,000

Excesses

The table below shows the excess you will need to pay in the event of a claim unless otherwise stated elsewhere in this schedule.

Causes	Excess
RESTRICTED PERILS unless listed below	£250
SUBSIDENCE	£1,000
FIRE	£250
Deterioration of refrigerated stock	£50
All other losses	£250

Specified Property away from the PREMISES

Item	Sum Insured	Location	Excess
Regalia	£0	Anywhere within the GEOGRAPHICAL LIMITS	£250

Section 2 – Fine art and collections

Section does not apply

Details of your cover – general covers

The cover provided here applies on a general basis (excluding any premises where a section is more specifically insured). Any limits provided apply once only to the whole policy.

Section 3 – Business interruption

The table below shows the cover provided by the Business interruption section, and the amounts you would be insured for.

Item Insured	Sum Insured	Maximum Indemnity Period
REVENUE	£10,000	12 Months
RENT RECEIVABLE	£0	Not Included
Additional Cost of Working	£10,000	12 Months
Additional Increased Cost of Working	£0	12 Months

Section 4 – Goods in transit

Limit Any one vehicle	Estimated annual carrying or value	Excess
£2,500	£30,000	£100

Section 5 – Money with assault extension

The table below shows the limit of liability for any one occurrence.

Cover A - Money

Types of Money	Limit of Liability
NON-NEGOTIABLE MONEY	£250,000
OTHER MONEY	
On the premises/in a locked safe during business hours	£2,500
In transit	£2,500
In any other circumstances	£500
Money in safes out of business hours	
Unspecified safe	£1,500

Cover B - Assault extension

Number of units	10
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Section 6 - Personal accident

Cover 1 - Clerk absence	Not Insured
Cover 2 - Personal accident	Insured

Insured persons or category of persons	Cover type	Number of units insured	Deferment period
EMPLOYEES and AUTHORISED VOLUNTEERS	Cover B	10	14 Days

Type of injury	Benefit payable per unit
Death	£10,000
LOSS OF LIMB(S) or LOSS OF EYE(S) or LOSS OF HEARING	£10,000
PERMANENT TOTAL DISABLEMENT	£10,000
TEMPORARY TOTAL DISABLEMENT	£20 per week
TEMPORARY PARTIAL DISABLEMENT	£10 per week
Cover 3 – Key person	Insured

Section 7 – Liabilities

The tables below show the cover provided by the Liabilities section, and the amounts you would be insured for.

Cover 1 – Employers’ liability

Limit of indemnity

£10,000,000

Cover 2 – Public & products liability

Limit of indemnity

£10,000,000

Excess

£250 Third party property damage only

Public liability extensions

Extension

Legionellosis

RETROACTIVE DATE

Not Applicable

Section 8 – Reputational risks

The table below shows the cover provided by the Reputational risks section, and the amounts you would be insured for.

Cover	Limit of Liability
Cover 1 – Libel and slander	Insured
Cover 2 – PR Crisis Communication (Cover A Claims Related)	£25,000
Cover 3 – Death of Patron	Insured

Section 9 – Hirers’ liability

NOT INSURED

Section 10 – Trustees’ and management liability

The table below shows the cover provided by the Trustees’ and management liability section, and the amounts you would be insured for.

Cover	Limit of indemnity	Wrongful Act Date	Excess
Cover 2 – Trustees’ and management liability	£500,000	Not Applicable	£250

Section 11 – Legal expenses

Reference number: TS5/6773743

Insured Events	Population Size	Limit of indemnity
All INSURED EVENTS excluding Contract disputes and Debt recovery	Council Population Size 501 - 1,000	£250,000

Section 12 - Fidelity

The table below shows the cover provided by the Fidelity section, and the amounts you would be insured for.

Category	Limit of indemnity	Excess
All employees	£250,000	£250

Aggregate limit of indemnity: £250,000

Section 13 - Terrorism

Section does not apply

Details of your cover – general covers

Clauses applying to Section 1 - Property damage

CCPD01 - Amendment to Contents definition

The Contents definition is deleted and replaced with the following:

CONTENTS

means business equipment computers plant machinery furniture fixtures and fittings consumable stock not for sale and all other contents belonging to YOU or for which YOU are legally responsible or which are entrusted to YOU whilst at the PREMISES and elsewhere as stated in the policy and the schedule

Contents includes the following property subject to the limits shown under the Limit of liability paragraph of this section

1. The cost of materials labour and computer time in reproducing
 - a. documents manuscripts and business books
 - b. patterns models moulds plans and designs
 - c. computer systems records
 but not any cost in connection with producing information to be recorded or the value of information to YOU
2. the PERSONAL BELONGINGS of the following whilst at the PREMISES
 - a. directors trustees officials partners employees
 - b. visitors
 - c. other persons as shown in the schedule
3. personal money of those specified in (2)

Excluding

- i. STOCK
- ii. landlords fixtures or fittings
- iii. cash or money instruments of any description whether negotiable or non-negotiable (other than personal money noted in (4) above)

any living creatures

trees shrubs plants or other vegetation (except where more specifically noted by this policy)

explosives

prints paintings drawings rare books pieces of tapestry sculptures or other works of art

jewellery precious stones or precious metals bullion furs or curiosities

any other property more specifically insured

CCPD02 - Tenant's improvements definition

The following definition is added

TENANT'S IMPROVEMENTS

means improvements and decorations belonging to YOU or for which YOU are legally responsible in or on the BUILDINGS and elsewhere as stated in the policy and the schedule

Clauses applying to Section 7 - Liabilities

CCLC090426 - Maintenance of Playgrounds Condition

Applicable to Section 7 Liabilities – Cover 2 Public & products liability

It is a CONDITION PRECEDENT TO LIABILITY that in respect of any playground equipment devices and facilities including sand pits and paddling pools that

1. all playgrounds are manufactured and installed to the appropriate standard and maintained in good condition
2. all playgrounds are inspected by a competent person at least weekly and all defects or risks to health or safety immediately rectified
or
the defective equipment device or facility taken out of use
3. all playgrounds are inspected at least annually by a Royal Society for the Prevention of Accidents (ROSPA) or a Register of Play Inspectors International (RPII) approved inspector
4. YOU will erect where necessary suitable signs detailing any information that is necessary for the safe use of the facility and clearly stating any restrictions on its use
5. YOU will determine where supervision is necessary and ensure that it is provided whenever the facilities are in use

CCLI01 - Skateboard/BMX Parks

It is a CONDITION PRECEDENT TO LIABILITY that in respect of the use of skateboard or BMX parks the undernoted precautions will be complied with by YOU:

1. all structures including the skating surfaces
 - a. are manufactured and installed to the appropriate standard and maintained in good condition
 - b. are inspected by a competent person at least weekly and
 - i. all defects or risks to health or safety immediately rectified
 - or
 - ii. the structure taken out of use
2. YOU will erect where necessary suitable signs detailing any information that is necessary for the safe use of the facility and clearly stating any restrictions on its use
3. YOU will determine where supervision is necessary and ensure that it is provided whenever the facilities are in use

WE will not provide indemnity in respect of BODILY INJURY to persons taking part in activities in the skateboard or BMX parks unless arising solely from defects in the structure of the skateboard or BMX park or the defective condition of the associated premises

Mr John Kay

Longford Parish Council

Po Box 2281
Gloucester
GL3 9GT

15 May 2026

Policy Number: LCO02095

Dear Mr Kay,

LOCAL COUNCIL RENEWAL INVITE

Your Local Councils Insurance policy with Ecclesiastical Insurance Office plc is now due for renewal. Please find your renewal invite enclosed. It is important that you review all the documentation to ensure the information is correct and cover continues to meet your requirements. If any of the information is incorrect, or you would like to make a change to your cover, please contact our team.

Policy Type:	Local Councils
Insurer:	Ecclesiastical Insurance Office plc
Renewal Date:	01 June 2026
Premium:	£760.89 including Insurance Premium Tax (IPT) at the current rate
Arrangement Fee:	£55.00 non-refundable in the event of cancellation
TOTAL PREMIUM	£815.89

Please note the premium quoted is based on the information you have provided, should any information change or be incorrect the premium may be subject to change.

IMPORTANT DOCUMENTS: Please read the following documents carefully.

- **Policy Schedule:** This is an outline of the cover provided under the policy including cover levels, and relevant sums insured, excesses and exclusions.
- **Statement of Fact:** This is an outline of the information you have provided to Clear Councils and the insurer.
- **Your Risk Presentation Details:** This outlines the questions and answers provided by you to Clear Councils in relation to your previous policy.
- **Summary of Cover:** This provides a summary of the risk information held and levels of cover provided.
- **Policy Wording:** This sets out the cover provided and the terms, conditions and exclusions which apply.
- **Clear Councils Cyber Policy Information:** A summary of an additional Cyber Insurance policy Clear Councils can arrange for you.
- **Terms of Business:** Clear Councils' Terms and Conditions, which explain how we will manage your policy.
- **Premium Finance Information:** This provides important information regarding Premium Finance arrangements with Premium Credit Limited (PCL).

Renewal details for any other insurance policies arranged through Clear Insurance Management Ltd (CIM) alongside your Local Councils Insurance will be issued under a separate communication.

Policy Documents

Your documents will be emailed within 28 days of your renewal date. If you would prefer to receive your documents by post, this can be arranged. Please note that if you receive your documents by post, a copy of the Policy Wording will be provided in the first year. In subsequent years, this will only be issued if the version previously supplied is no longer valid.

Is This Policy Suitable for You?

This policy is designed for Local Town and Parish Councils domiciled in the UK who require insurance cover:

- as an employer against damages and legal costs made against them by employees for injury or disease arising out of their employment
- for claims made against them by third parties for injury, disease or damage to property during the policy term

- for claims made against them by third parties for injury, disease or damage to property caused by or in connection with products sold during the policy term.
- against theft of the council's own money, securities or property by an employee, partner, contractor or volunteer.
- for money which is lost or stolen.
- against the cost of compensation claims made against your business's directors and key managers (officers) for alleged wrongful acts.
- against libel and slander for certain events.
- for assistance with legal expenses incurred for certain events. (This element of cover is optional and can be removed if not required.)

We do not give advice or make a personal recommendation in relation to this policy regarding its suitability for your needs. It's important that you review the cover levels and sums insured and read and understand all documentation and policy terms to ensure it meets your requirements.

It is important that you check the levels of cover and sums insured noted on the enclosed documents are correct and reflective of current valuations, and that you are not under insured. Please check the statements and answers that are shown on these documents and let us know if anything is incorrect, as any inaccuracies or omissions may invalidate your cover. Should any alterations be required then please contact our Local Councils Team on 0330 013 0036.

What is Underinsurance?

This refers to inadequate insurance coverage which could leave you unable to claim for your full loss, and making you susceptible to the average rule, reducing your claim further. We recommend you obtain professional valuations for the reinstatement of your Buildings, every three years, to ensure your sum insured is set at the right level, avoiding the potentially damaging effects of underinsurance.

Index Linking

Certain Sums Insured on this policy are Index Linked, which means they will be adjusted annually according to recognised UK price indices. These indices measure the effect of inflation on such things as the price of raw materials and goods and the cost of labour. Each year, the relevant sums insured are automatically uplifted by your insurers. The revised values will be shown on your policy schedule at each renewal and the appropriate revised proportional premiums are charged accordingly. If your policy is subject to a Long-Term Agreement (see below), index linking will continue to be applied annually, and your premiums will therefore fluctuate proportionally, according to the revised values noted in your renewal invitation schedules. These rates fluctuate monthly, according to the most recent recommendations from the selected indices. Typically, different index linked rates may be applied to Buildings, Contents, Machinery, Plant and Equipment. These annual fluctuations are designed to help your sums insured to keep pace with the effects of inflation, however, you remain responsible for ensuring that your declared values and sums insured represent the correct replacement and/or reinstatement values of the items insured, at all times. Further information and explanation on this subject is available on request from Clear Councils.

Market Selection

We have approached a Single Insurer. You should also be aware that in sourcing and placing business with Ecclesiastical Insurance Office plc that we have acted as agent of the insurer. We act as your agent in the event of a claim

This policy is renewable.

Important Changes to Your Policy

Hirers' Liability

Hirers' Liability is available as an optional extension under this policy, providing cover where Council premises are hired out to third parties.

This cover can be added from £50 plus Insurance Premium Tax for £1,000,000 of cover.

If the Council hires out premises and would like to consider this cover, please contact our team and we will be happy to provide further details.

Money Cover

The policy includes cover for loss of money under Section 6 (Money with Assault Extension).

The standard limits of cover include:

- £2,500 for money on the premises during business hours
- £2,500 for money in transit

Full details of the cover and applicable limits are set out within the Policy Schedule and Policy Wording.

Significant Endorsements, Exclusions, Limitations, Warranties and Subjectivities

Please refer to the enclosed Policy Schedule, Policy Summary and Policy Wording which outline all conditions and exclusions applicable to your policy.

All key and significant endorsements specifically applicable to the Council, these can be found listed below:

- [CCLC090426] - Maintenance of Playgrounds Condition
- [CCLI01] - Skateboard/BMX Parks
- [CCPD01] - Amendment to Contents definition
- [CCPD02] - Tenant's improvements definition

It is important that you read and understand the endorsements, exclusions, limitations and other conditions and warranties that apply both on the Policy Schedule and within the Policy Wording. Please contact the Clear Councils Team if you require any further explanation or assistance.

Failure to adhere to any significant endorsements, exclusions, limitations and other conditions and warranties can invalidate your policy, compromise your cover and result in claims not being paid. It is therefore vital that you are clear on your responsibilities. Please refer to the enclosed Policy Schedule and Policy Wording documents for further information.

The **Policy Wording** will include conditions that you must meet so cover applies if a claim is made. The insurer can refuse to pay out if all the policy's conditions are not met.

The policy may also include warranties. A **warranty** is a condition you must comply with precisely; if a warranty is not fulfilled, the insurer can suspend cover or cancel it.

Your insurer can refuse to pay out if you don't meet all its conditions. The proposal from the insurer can contain conditions called subjectivities. A **subjectivity** is something the insurer will want you to carry out within a standard timescale. For example, you could be asked to fill in a proposal form, provide details of your claims history, or undertake risk improvement measures.

Excesses

All excesses are detailed in your Policy Schedule, please ensure you familiarise yourself with these.

Failure to adhere to any significant endorsements, exclusions, limitations and other conditions and warranties can invalidate your policy, compromise your cover and result in claims not being paid. It is therefore vital that you are clear on your responsibilities. Please refer to the enclosed Policy Schedule and Policy Wording documents for further information.

The insurer may also add an excess or exclusions. An **excess** is the amount paid, or the insurer holds back in the event of a claim (excess details are noted below). An **exclusion** is a clause in the policy that states which risks the insurance won't cover.

Duty of Fair Presentation

It is your responsibility to provide a fair presentation of the insurance risk by carrying out a reasonable search for information, including obtaining information from senior managers or other parties within your organisation or anybody who your business outsources any tasks to.

You must disclose every material circumstance which you know or ought to know or failing that disclose sufficient information to put your insurer on notice that it needs to make further enquiries. You must ensure that any information you provide is correct to the best of your knowledge and representations that you make in expectation or belief must be made in good faith.

To ensure that your business is adequately covered, you have an ongoing responsibility to share all material circumstances about your business are accurate and in good faith. Details about your business, its activities and how it is managed must be reported to your insurers. This means you must disclose:

- All known material circumstances which may influence your insurer's assessment of the risk, for example:
 - Changes to your address, premises, or security
 - Contractual obligations to customers and suppliers
 - Changes to processes or your customer base
 - New products and services
 - Importing/Exporting to or from foreign markets
 - Opening offices or employing staff overseas
 - Past Convictions, County Court Judgements, Bankruptcies, or company/ individual voluntary arrangements
 - Been the subject of recovery action by HM revenue and customs
 - Been prosecuted, served prohibition, or served an important order or notice under health and safety legislation or environmental protection legislation
 - Been disqualified from being a company director
- The knowledge of your senior management team, as well as directors, middle management and staff who may have knowledge of information material to the nature of your business now or any changes which might affect the profile of your risk in the future.

You are obliged to undertake a reasonable search of any information relating to your business held by external parties employed to advise the business, such as consultants, managing agents, accountants, solicitors, or risk managers

Remuneration

We will charge a policy administration fee in respect of this policy (details of which can be found in the 'Premium Breakdown' section of this Information Pack). In addition, the insurer will pay us commission, which is a percentage of the total premium you pay.

For this policy, we undertake additional work on behalf of the insurer for which we receive additional income paid by the insurer.

If you make any changes to your policy after the inception or renewal date, we will charge a £25.00 Administration Fee in addition to any premium decrease/increase applied by your insurer.

Cancellation Rights

You have the right to cancel this insurance after the inception or renewal date, as described in the Insurance Product Information Document (IPID) or in your Policy Wording.

Claims

Insurers require you to notify details of claims or circumstances that may give rise to a claim against you. This Condition sets out the insurer's requirements for notifying claims and the procedures to be adopted and complied with. For example, you must not admit liability or prejudice the insurer's position and if you do, insurers could repudiate claims.

Additional Benefits

Local Council Awards Scheme (LCAS)

If you hold a Foundation, Quality or Gold Quality Award, you are entitled to a premium discount, in addition to any discounts already applied to this quotation. Simply contact the Local Councils Insurance Team on the contact number noted below, confirming your LCAS status, for us to provide an amended quotation.

Secure Your Council Insurance Renewal for 3 Years and Reduce your Premium

You have the option to reduce your premium for the next three years, by agreeing to a Fixed Rate Agreement (FRA) with Ecclesiastical Insurance Office plc, subject to meeting the terms and conditions of the agreement (enclosed). Doing so gives you the benefit of ensuring that your policy will renew based on the same underlying rates as those used for the first year's quotation and is relevant to your Property, Business Interruption and Money sections of cover only. Please be aware that premiums are adjusted proportionally, according to any revised sums insured you declare to us, for example, during the policy period, or in advance of a renewal.

Premiums are also adjusted proportionally, according to fluctuations in the value of annual index linking applied at each renewal by your insurers (as explained above). Your insurers reserve the right to adjust the underlying rates and terms, where there have been claims made during the period preceding a renewal, as detailed in the agreement. Any changes to the rate of Insurance Premium Tax, in accordance with HMRC instructions, will also apply at each renewal. Should you choose to enter the Fixed Rate Agreement, you are making a commitment to maintain this insurance policy until the point of renewal in three years' time. This FRA relates solely to the abovementioned sections of this product and cannot be transferred to another policy or insurer. **Please contact the Clear Councils Insurance Team for a reduced premium option.**

Other Insurance Products

Clear Cyber for Councils

We can arrange specialist Cyber Insurance designed to support councils in the event of a cyber incident or data breach.

This cover helps protect against the financial and operational impact of cyber risks, including:

- Data breaches and GDPR-related liabilities
- Cyber-attacks, including ransomware and system disruption
- Loss of data and recovery costs
- Financial loss arising from cyber incidents

In addition to insurance protection, the policy provides access to specialist support services to help Councils respond quickly and effectively to an incident, including expert guidance and assistance throughout the process.

If you would like to discuss Cyber Insurance further or obtain a quotation, please contact our team.

What To Do Next

Please read through the enclosed documents carefully, ensuring the cover details accurately reflect your requirements.

If you would like to go ahead and renew cover, please contact us by phone or email. It is essential that we receive instructions to proceed with cover and payment prior to the renewal date.

Paying for Your Policy

Credit/Debit Card:	Please access our online Self Service Portal* or call us on 0330 013 0036 and have your card details ready. * Please refer to our recent email communications detailing the registration and access process. If you need any assistance getting started, please email, or call the team and we will be happy to help.
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BACS/Automatic Transfer:	Account Name: Clear Insurance Management Ltd Account No.: 65304586 Sort Code: 60-15-03 Reference: Your quote reference (see above)
Cheque:	Please make cheques payable to Clear Insurance Management Ltd and send to, Clear Insurance Management Ltd, 7/8 Tolherst Court, Turkey Mill, Ashford Road, Maidstone, Kent ME14 5SF, quoting your quote reference (see above) on the reverse.

Premium Finance

You may be able to spread the cost of your insurance premium across regular monthly instalments; if you choose this method a Premium Finance Loan Application will be sent to you for completion. Please note Clear Insurance Management is a credit broker and not a lender, we will not provide you with any advice regarding finance and will only approach Premium Finance Limited (PCL). Clear Insurance Management is remunerated for arranging credit. Please refer to the enclosed Premium Finance Information Sheet for further information.

Finance Provider	Premium Finance Limited (PCL)
Loan Amount	£815.89
Interest Amount (7.95%)	£64.86
10 Monthly Instalments of	£88.08
Total Payable	£880.75
APR	20.77%
Instalment Term	10 Months
Policy Term	12 Months

The policy term is 2 months longer than the instalment plan. Financing the premium at £880.75 means the overall cost will be more expensive than making a single payment of £815.89, the additional cost amounts to £880.75 minus £815.89.

Please refer to the enclosed **Premium Finance Information Sheet** for further information.

We look forward to receiving your instructions, however, should you have any queries in relation to the quotation please contact us.

Yours sincerely,

Clear Councils Team
Email: councils@thecleargroup.com
Telephone: 0330 013 0036
Website: www.clearcouncils.co.uk

Gloucestershire Association of Local Councils (GALC)

Cranham House,
Falcon Close,
Quedgeley,
Gloucester GL2 4LY



Longford PC

INVOICE

Invoice No **1692**

Account No 7575138

1 May 2026

Item Details	NET	VAT
Internal Audit Internal Audit Band 3	250.00	0.00
SUB TOTAL	250.00	

TOTAL £ **250.00**

When making payment, please include the invoice number.

BANK DETAILS

Account number

63409716

Sort code

08-92-99

Account Name: Gloucestershire Association of Local Councils (GALC) LTD



Invoice No.
20950

Glebe Contractors Limited, Company no. 16250717
 Registered Address: Woodland View Farm, Great Bouldon, Newent, Gloucestershire, GL18 1JJ
 T: 01531 820634 E: info@glebegroup.co.uk W: www.glebecontractors.co.uk

Customer's Order No. LPC/68/22 LPC/82/26 LPC/91/25	Job No.	Account No. LON02	Date of Supply	Invoice Date 29/04/2026
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Invoice to: Longford Parish Council P O Box 2281 Gloucester GL3 9GT	Delivery to (if different from left):
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Code	Quantity	Details	Price	Amount
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Longford Parish Grounds Maintenance Contract

4001	1.00	Monthly payment - April 2026	£790.63	£790.63
4048	1.00	Fuel surcharge	£31.63	£31.63

Non-delivery or discrepancies must be notified within 3 days of receipt of invoice otherwise claims cannot be accepted. E.& O.E	Terms:	Sub Total	£822.26
	Payment due by 28 May 2026	VAT 20.00%	£164.46
 	For BACS payments: Account No: 31429360 Sort Code: 30 54 66	TOTAL	£986.72
	VAT Reg. No. 487 5078 44		

Directors: K&J Jones

INVOICE

Longford Parish Council
PO Box 2281
Gloucester
Gloucestershire
GL3 9GT
GBR

Invoice Date
1 May 2026

Invoice Number
INV-0980

Reference
Brush cutter

VAT Number
341443330

Herefordshire Training
Services limited
Radnor House
Ridgehill
Hereford
Herefordshire
HR2 8AF
GBR

Description	Quantity	Unit Price	VAT	Amount GBP
Brush Cutter training on 29th May	2.00	200.00	20%	400.00
Lantra certification and registration	2.00	45.00	20%	90.00
			Subtotal	490.00
			TOTAL VAT 20%	98.00
			TOTAL GBP	588.00

Due Date: 29 May 2026

Please make immediate payment upon receiving this invoice.
Please make cheques payable to Herefordshire Training Services limited
BACS Payment : Sort Code 20-98-68 Account Number 03867684
www.herefordshiretrainingservices.co.uk



[View and pay online now](#)

PAYMENT ADVICE

To: Herefordshire Training Services limited
Radnor House
Ridgehill
Hereford
Herefordshire
HR2 8AF
GBR

Customer Longford Parish Council
Invoice Number INV-0980
Amount Due **588.00**
Due Date 29 May 2026
Amount Enclosed

Enter the amount you are paying above



Tel: 01452 422280
Web: www.laser-alarms.com
Email: info@laser-alarms.com

Longford Village Hall
BO Box 2281
Gloucester
GL3 9GT

Invoice Number 66852
Invoice Date 21 Apr 2026
Due Date: **21 May 2026**
Account Number
Reference LPC///92//25

Description	Quantity	Unit Price	VAT	Amount GBP
Sites Covered: Longford Village Hall/Playing Field	1.00	0.00		0.00
Replaced 1 x PTZ camera to the CCTV system as per our quotation Job I15919	1.00	695.80	20%	695.80
			Subtotal	695.80
			Total VAT 20%	139.16
			Invoice Total GBP	834.96

Payment Options

Please use the Pay Now button in the accompanying email to make payment by card
Alternatively, we can accept bank transfer to: Account Number: 80539619, Sort Code: 20-33-83
Cheques made payable to Laser Alarms Ltd, or please call the office to make payment by card over the phone.

Please clearly note the invoice number on your payment