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Notice of Meeting

Windsor Forum

Councillors Alison Carpenter (Chair), Amy Tisi (Vice-Chair), Neil Knowles, Wisdom Da Costa and Mark Wilson

Thursday 9 November 2023 6.30 pm

Grey Room - York House - Windsor & on [RBWM YouTube](#)

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Royal Borough
of Windsor &
Maidenhead

Agenda

Item	Description	Page
1	Apologies for Absence The Forum shall receive any apologies for absence.	-
2	Declarations of Interest The Forum are asked to declare any interests that they may have.	3 - 4
3	Minutes The Forum is to go through the action points in the minutes of the meeting held on 19 th September 2023 and approve them as a true and accurate record.	5 - 18
4	Busy Buttons CORE Charity To receive a presentation about Busy Buttons CORE Charity from their founders, Louella & Lautaro.	19 - 22
5	Parish and Town Councils - Powers and Responsibilities To receive a presentation on the powers and responsibilities of parish and town councils from Stephen Hedges, Clerk to Cox Green Parish Council.	23 - 102
6	Town Manager Update To receive an update from Paul Roach, Windsor and Eton Town Centre Manager.	Verbal Report
7	Vision for Windsor To receive an update from Chris Joyce, Assistant Director of Infrastructure Sustainability and Economic Growth, on the Vision for Windsor. NOTE: This item follows up from Vision for Windsor being discussed in previous Forum meetings: <ul style="list-style-type: none">• ‘Vision for Windsor’ – Meeting on 19th September 2023• ‘The Windsor Vision’ – Meeting on 20th March 2023	Verbal Report
8	Resident Questions and Item Suggestions for Next Forum	

	Residents are invited to make suggestions on agenda items for future forum meetings and ask any questions that may have.	103 - 104
9	<p>Date and Location of Next Meeting</p> <p>To note that all future meetings to be held in-person at York House, Windsor on the following dates at 6.30pm:</p> <ul style="list-style-type: none"> • 11th January 2024 • 12th March 2024 • 8th May 2024 	-

By attending this meeting, participants are consenting to the audio & visual recording being permitted and acknowledge that this shall remain accessible in the public domain permanently.

Please contact Laurence Ellis, Laurence.Ellis@RBWM.gov.uk, with any special requests that you may have when attending this meeting.

Published: Wednesday 1st November 2023



MEMBERS' GUIDE TO DECLARING INTERESTS AT MEETINGS

Disclosure at Meetings

If a Member has not disclosed an interest in their Register of Interests, they **must make** the declaration of interest at the beginning of the meeting, or as soon as they are aware that they have a Disclosable Pecuniary Interest (DPI) or Other Registerable Interest. If a Member has already disclosed the interest in their Register of Interests they are still required to disclose this in the meeting if it relates to the matter being discussed.

Any Member with concerns about the nature of their interest should consult the Monitoring Officer in advance of the meeting.

Non-participation in case of Disclosable Pecuniary Interest (DPI)

Where a matter arises at a meeting which directly relates to one of your DPIs (summary below, further details set out in Table 1 of the Members' Code of Conduct) you must disclose the interest, **not participate in any discussion or vote on the matter and must not remain in the room** unless you have been granted a dispensation. If it is a 'sensitive interest' (as agreed in advance by the Monitoring Officer), you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted by the Monitoring Officer in limited circumstances, to enable you to participate and vote on a matter in which you have a DPI.

Where you have a DPI on a matter to be considered or is being considered by you as a Cabinet Member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it.

DPIs (relating to the Member or their partner) include:

- *Any employment, office, trade, profession or vocation carried on for profit or gain.*
- *Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses*
- *Any contract under which goods and services are to be provided/works to be executed which has not been fully discharged.*
- *Any beneficial interest in land within the area of the council.*
- *Any licence to occupy land in the area of the council for a month or longer.*
- *Any tenancy where the landlord is the council, and the tenant is a body in which the relevant person has a beneficial interest in the securities of.*
- *Any beneficial interest in securities of a body where:*
 - a) *that body has a place of business or land in the area of the council, 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) the total nominal value of the shares of any one class belonging to the relevant person exceeds one hundredth of the total issued share capital of that class.*

Any Member who is unsure if their interest falls within any of the above legal definitions should seek advice from the Monitoring Officer in advance of the meeting.

Disclosure of Other Registerable Interests

Where a matter arises at a meeting which **directly relates** to one of your Other Registerable Interests (summary below and as set out in Table 2 of the Members Code of Conduct), you must disclose the interest. **You may speak on the matter only if members of the public are also allowed to speak at the meeting** but otherwise **must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation**. If it is a 'sensitive interest' (as agreed in advance by the Monitoring Officer), you do not have to disclose the nature of the interest.

Other Registerable Interests (relating to the Member or their partner):

You have an interest in any business of your authority where it relates to or is likely to affect:

- a) any body of which you are in general control or management and to which you are nominated or appointed by your authority*
- b) any body*
 - (i) exercising functions of a public nature*
 - (ii) directed to charitable purposes or*

one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

Disclosure of Non- Registerable Interests

Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a DPI) or a financial interest or well-being of a relative or close associate, you must disclose the interest. **You may speak on the matter only if members of the public are also allowed to speak at the meeting** but otherwise **must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation**. If it is a 'sensitive interest' (agreed in advance by the Monitoring Officer) you do not have to disclose the nature of the interest.

Where a matter arises at a meeting which **affects** –

- a. your own financial interest or well-being;
- b. a financial interest or well-being of a friend, relative, close associate; or
- c. a body included in those you need to disclose under DPIs as set out in Table 1 of the Members' code of Conduct

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied.

Where a matter **affects** your financial interest or well-being:

- a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
- b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise **must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation**. If it is a 'sensitive interest' (agreed in advance by the Monitoring Officer, you do not have to disclose the nature of the interest.

Other declarations

Members may wish to declare at the beginning of the meeting any other information they feel should be in the public domain in relation to an item on the agenda; such Member statements will be included in the minutes for transparency.

Agenda Item 3

WINDSOR FORUM

Tuesday 19 September 2023

Present: Councillors Alison Carpenter (Chair), Amy Tisi (Vice-Chair), Devon Davies and Mark Wilson

Also in attendance (virtually): Councillor Wisdom Da Costa

Officers: Laurence Ellis and Paul Roach

Officers (virtually): Shasta Parveen and Chris Joyce

Apologies for Absence

The Chair, Councillor Carpenter, welcomed everyone to the meeting. Forum members then introduced themselves.

Apologies for absence were received from Councillor Knowles. He was substituted by Councillor D. Davies.

Declarations of Interest

No interests were declared.

Minutes

The Chair went through the actions from the last meeting:

<u>ACTIONS FROM PREVIOUS MEETINGS</u>	<u>UPDATE</u>
Resident to email Andrew Durrant who would then forward information on project works around Goswell Hill.	A press release in relation explaining the works in the area was published and had been attached as a supplement with the agenda.
Andrew Durrant to investigate opening the coach park to improve access from Footbridge to The Arches.	COMPLETE – The focus at the moment was to deal with dilapidated state of the Footbridge and lift. There were no further plans at the moment. Some information surrounding the works was provided in the press release.
A motion to be forwarded at Full Council to change the name of Windsor Town Forum to ‘Windsor Forum’.	This was to be discussed and proposed at the next Full Council meeting on Tuesday 16 th September 2023.
Invite a relevant officer or Councillor to discuss the Council’s economic growth plan to a future Forum meeting.	The Chair still wished to do this at a future meeting.
Investigate whether there were grants available for the Forum to use.	The Chair suggested that Councillor W. Da Costa could look further into this.
Vision for Windsor to be added to the next	COMPLETE – Item added to the agenda.

meeting agenda.	
Chris Wheeler to investigate with the Highways Team and contractors on the repair works on Victoria Street.	COMPLETE – Answer added to the Q/A sheet attached to the agenda.

Outstanding actions:

- **A motion to be forwarded at Full Council to change the name of Windsor Town Forum to ‘Windsor Forum’.**
- **Invite a relevant officer or Councillor to discuss the Council’s economic growth plan to a future Forum meeting.**

Councillor W. Da Costa raised that he suggested an item where relevant officers present RBWM’s response to Heathrow Airport’s noise management plan consultation to the Forum. Laurence Ellis, Democratic Services Officer, replied that RBWM had responded to the consultation, but the response was not publicly available yet. Once made publicly available, he suggested that this could be added to a Forum agenda in some shape or form.

AGREED UNANIMOUSLY: That the minutes of the meetings held on 18th July 2023 were a true and accurate record.

Town Manager Update

Paul Roach, Windsor and Eton Town Centre Manager, gave the Town Manager Update. Starting with the Footfall Count, he informed that the trend of the footfall decreasing at around August of each year (as a result of the end of summer holidays and return to schools) had remained unchanged in August 2023 and for the last four-to-five years. In spite of this, Windsor had seen a 6.5% increase in footfall in the same period in 2022. Since 31st July 2023, Windsor Town Centre had over 655,000 visits, which was calculated from a footfall counter on Prescott Street.

Paul Roach informed that the Windsor Town Management Team was looking into a new scheme to monitor footfall across the whole of the Town Centre, which he hoped to present to the Forum in the future once the data going into the scheme had been updated. This would give a more accurate picture of movement around the Town Centre and shopping centres, in contrast to the original practice of a single counter on Prescott Street.

Car and coach parking in July 2023 were fairly static compared to the same period in 2022. Coach parking had seen a 23% increase compared to 2022 with much more tour groups returning.

Town Centre vacancy rates had decreased by 9.4% (compared to 9.8% when last reported). Windsor Town Centre did slightly better than the national average of 13.8%, though there were still areas of concern.

The recently vacated units in the last three months were:

- Reem Gallery – which had opened up but then closed within three weeks.
- New Look.
- Penriver Design Ltd.
- Top Print.
- Barclays Bank
- HSBC

Paul Roach informed that there was a new scheme called Banking Hubs, whereby all the banks came together and shared a space, usually through the post office service. There was consideration on whether this scheme could be applied in Windsor as there was a strict

criterion, such as the number of cashpoints in the Town Centre. The Windsor Town Management Team were planning to investigate this further, though Paul Roach speculated that Windsor Town Centre may not fit the criteria due to not having the adequate number of cashpoints. He suggested to possibly relay an update on this to the Forum in the future.

Despite the closures of Barclays and HSBC, Nationwide Building Society were not planning to close their Windsor branch and instead they had made a national commitment to keep and support their local branches.

(Chris Joyce, Assistant Director of Infrastructure Sustainability and Economic Growth, entered the meeting virtually at 6:43pm)

Stores which had opened in the last three months were:

- Delicious Faux.
- Banana Tree.
- Badiani Gelato.
- Time Watch Repair.
- Greggs – doing well with two-floor store, potentially their second largest unit in “this part of the world”, according to Paul Roach.
- Rogue Tattoo.
- Temptation Gifts.
- Ti Chicken.
- The Shambles.
- YourHolidays.

There were new stores which were under development in the following vacant units:

- The Halifax unit would be rented out by another provider in the near future with an agent from Halifax being interested in a unit.
- The New Look unit would be taken over by Mango, a fashion retail.
- The empty Top Shop unit had acquired some interest from providers.
- The Valarie's Patisserie unit was under redevelopment before being rented out to a provider.
- The Pyms and Brothers unit had acquired some interest.
- The Corals unit had acquired some interest.

Overall, there had been some movement in a number of units with more interest coming in for other vacant units in the next few months. It was expected that many of these would open before the 2023 Christmas period. Paul Roach stated that while it was not 100% super positive, Windsor Town Centre was doing better than most town centres.

Since the Covid pandemic, there had been a large number of new agencies which came on board (in contrast to previously being one or two agents who solely dealt with retail units) which sought to rent out vacant units in the Town Centre. From this, the Town Management Team sought to contact all the agencies which managed the empty units. As it was uncertain who managed some of the retail units, an objective over the next couple of months was to identify the agents and the receive an update from them on the status of the unit, as well as inform them of providers who may be interested in being tenants to the empty unit and the types of offers wanted for the Town Centre.

Paul Roach also planned to create a Welcome Pack to provide information for new tenants arriving to the Town Centre. This would primarily include information and who to contact in regard to planning, licensing, permits and highways.

Sarah Walker, a resident, asked a couple of questions. Firstly, whether the footfall between residents and tourists were distinguished. Secondly, clarification on how commercial retail lettings and rates worked, as well as what impact the Borough could experience on reducing rates and encouraging more and better occupancy in Windsor and how this process worked.

Replying to the first question, Paul Roach stated that residential and tourist footfall could not be determined under the current measuring scheme. However, the new footfall measuring scheme, called Visitor Insights, would be able to monitor movement in the Town Centre via any devices with a GPS signal, such as mobile phones. It was also able to inform where the particular device came from. The Town Management Team had signed up to a three-year programme for Visitor Insights. They had been uploading the data in the last three months, namely adding every property in Windsor, Eton and Ascot town centres, so the Team could potentially identify people that entered into different shops, how they moved around Windsor and where they came from based on the GPS signal.

Responding to the second question, Paul Roach answered that the Council did not set the rates but only collected them. It had limited powers around offering discounts, whereby the Borough used to offer a retail hardship discount for potential retailers for a unit if it was empty for more than 12 months as an incentive to rent it out. Paul Roach speculated that the Borough continued to run this discount offer but added he would need to double check this. He explained that the Town Management Team had an annual review with the Business Rates Team discuss the available offers.

Paul Roach stated that the Town Management Team always advised businesses to review their rates, particularly after the Covid pandemic, and many businesses discovered that they fell out of the business rates scheme because they were too small. From this, the Town Management Team encouraged businesses to receive professional advice and a valuation review of their property unit; particularly as many more larger property units were being split up into smaller units and therefore reducing the rateable value of the unit.

While stating that coach park usage increase by 23% year-on-year was positive, Jack Rankin, a resident and the Conservative Party parliamentary candidate for Windsor, commented that there was a perception in Windsor that there were inadequate dwell times for coach park users. He asked what could be done to increase dwell time to ensure it benefited Windsor more generally.

Paul Roach responded that the coach park usage was 1,400 users in August 2023, compared to around 1,100 users in August-September 2022. He stated that there had been a number of changes. For example, Windsor Castle opened only five days a week, being closed on Tuesdays and Wednesdays, which had a significant impact on the Town Centre.

Paul Roach elaborated that Windsor Castle did a lot of work before the Covid pandemic around improving the experience of visitors, with some feedback stating that visitors felt as if they were being rushed and hassled, and that the Castle was not up to standard. As such, he explained, the Covid pandemic provided an opportunity for Windsor Castle to reform themselves; most notably a timed entry to avoid an over-capacity of visitors.

Regarding Windsor Coach Park, Paul Roach acknowledged that it required a refurbishment in terms of where and how people enter Windsor and how they get from the Coach Park to the Town Centre. He stated that there had been some discussions to improve this, but there was much work to be done. He also informed that there was some work taking place on a tourism strategy for the next five years, which would highlight the various aspects of visitors (both local residents and out-of-town tourists). He stated that improving the local economy involved increasing the dwell time of visitors and thus encourage visitors to spend more time and money. Therefore, this involved a lot of place management and consideration of how Windsor looked and felt.

Anil Singh, a resident, expressed appreciation towards an organisation for providing a budget for the flowers on Park Street. Moving onto his question, he explained that many visitors parked their vehicles on Park Street due to its close proximity to the Town Centre. He highlighted that there had been vans (in contrast to coaches) parking at Park Street in the last

few weeks. He asked if there was anything which could be done to improve this, stating that residents may have to wait to park their cars.

Regarding the first point, Paul Roach informed that the flower baskets for Park Street were provided by Windsor Town Partnership, an organisation which was funded by a number of businesses and supported by the Council. He also informed that it was agreed at around the end of July 2023 that there were some outstanding areas which required hanging baskets, and that funding was acquired to reinstate hanging baskets, such as in Park Street, Prescott Steet and Eton High Street.

Answering the second point, Paul Roach acknowledged the issue, stating that there had been a slight increase in legal parking on Park Street since the Covid pandemic and the end of lockdown as well as the works on Castle Hill. He stated that a number of parked vehicles were private hire vehicles. While parking wardens patrolled areas, he conceded that the drivers likely drove away when a warden was spotted and then returned once the warden was gone.

From Neil Waters, Parking Principal, Paul Roach explained that improvements were being planned for Park Street, namely to increase and improve the signage as well as identifying residential parking bays. On top of this, Paul Roach conveyed that he had done some investigations around some of the vehicles which were parking on Park Street, stating that some of the vehicles tended to be large, black Mercedes-Benz cars. He managed to identify two private tour operators and then written to them about the issue of parking by their drivers. Paul Roach stated that he would continue to communicate with the private tour operators on the behaviour of their drivers in hopes of at least reducing the issue.

Councillor W. Da Costa asked a series of questions. He first asked whether there had been any consultation or engagement with Windsor's local businesses on what kept their businesses located in Windsor and how aspects in Windsor could be improved to increase their successes. He also asked whether these sorts of questions were also forwarded to agents, namely what they wanted when they moved into Windsor, and therefore make improvements based on the feedback. He followed up by asking whether the data set differentiated the different types of businesses operations (e.g., bars, clubs, restaurants, food stores, and department stores). Councillor W. Da Costa then asked whether the footfall could be differentiated between daytime, afternoon, evening and late night.

In terms of business survey work, Paul Roach replied that Windsor Yards shopping centre used to do an annual operators survey which went to all the retail business units in the Town Centre before 2019. It asked them how their stores were operated, confidence in the future and barriers for customers visiting their store. Paul Roach mentioned that there had been recent discussions in reintroducing this but more frequently (possibly every yearly quarter) to get a sense or a trend from the various businesses in the area. This could be linked, he suggested, with the survey from the Visitor Insights app (which would monitor footfall in and out of the Town Centre); from there, advice could be given to retailers on where the main footfall was.

Paul Roach then informed that the data sets included the different sectors, such as financial institutions, retailers, independent retailers, health stores, non-food stores, restaurants, pubs and clubs. From this, the Town Management Team was able to see roughly how many units in the Town Centre covered each business sector (with some units covering more than one). With the collected data, Paul Roach sought to provide the data on a more regular basis so that people could see how the Town Centre moved in terms of its different sectors. There was a large sector in terms of food and eateries as well as there being many non-food sectors.

Regarding the footfall, Paul Roach mentioned that he received reports which gave a timeline of the footfall which recorded the footfall from 12:00am to 11:59pm, and thus he was able to see the footfall during the daytime and night-time. The new system would show the same data of footfall movement at certain times.

(Councillor W. Da Costa left the meeting virtually at 7:39pm)

While thankful for Paul Roach's work, Duncan Reed, a resident, commented that there was much emphasis on tourism in Windsor, opining that the development should be resident-based. He then asked why there was much focus on tourists and not so much on residents. Adding to the question, the Chair conveyed that she heard that many residents were visiting other towns and asked how they could be kept in Windsor.

Paul Roach replied that he used the term "visitor" to refer to both residents and out-of-town tourists. He then stated that the Covid pandemic and lockdown period highlighted that the importance of the visitor sector of the Town Centre, particularly as they had an international tourist window. He elaborated that it was important to maintain the visitor sector of Windsor and Eton Town Centres as it helped the local economy as well as the fact that many businesses moved into Windsor due to there being a mix of local, regional and international visitors.

In spite of this, Paul Roach added that this did not mean that there should not be any focus on residents. He believed that some issues which residents had raised around the Town Centre were equally shared with out-of-town tourists with most complaints coming from out-of-town tourists and some of them being similar to what residents had raised. From this, Paul Roach believed that focusing on the tourist sector meant residents were losing out but rather improve what Windsor had. He also informed that the tourism strategy would include investigating the needs of local residents.

Vision for Windsor

Chris Joyce, Assistant Director of Infrastructure Sustainability and Economic Growth, gave a presentation on the progress for the Vision for Windsor.

Starting off with some context, the Vision for Windsor was a development project managed and undertaken by the Council-appointed Prince's Foundation back in April 2022. From there, a large number of engagement sessions with stakeholders, residents and community groups took place between August and November 2022 which led to a vision being developed. This was then adopted by Cabinet in February 2023.

The feedback was collated together to develop a vision statement across a number of different areas. The statements, Chris Joyce perceived, referenced discussions around a conflict between the local community and global community, and thus raised questions on how to balance the needs of residents with the desire and the demand which came from the internationally recognised assets in Windsor, particularly Windsor Castle and Windsor Great Park.

Coming out of the workshop sessions, five strategies were formulated alongside a set of actions under each strategy (totalling to around 21 actions) to deliver the Vision. The five strategies were:

- Gateways and Arrival,
- Town Centre Movement,
- Character and Uses,
- Public Realm,
- Local Governance and Community Partnerships.

Work on the Vision had begun, though there had been a short pause due to the local elections in May 2023 and the transition to the new administration. A workshop was held on 11th September 2023 for RBWM officers as a starting point to develop a long list of potential opportunities based on the work undertaken for the Vision. There were three key themes:

- What the Council was already doing in moving towards the Vision,

- Any potential quick wins based on the Borough's knowledge of those areas, and the work that's already in development.
- Identify some longer-term strategic plans which would take longer and therefore start developing them.

On the back of the feedback from the engagement workshops, RBWM officers would work with the new administration to establish their priorities based upon the Vision. There would be a prioritisation process to develop a shorter list of potential projects, taking into account some funding opportunities, particularly in the quick wins.

As part of the process for the Vision, RBWM officers sought to put key stakeholders, communities and residents at the heart of the development of some of the key projects around the objectives and scope, as much of the strength of the Vision came off the back of much engagement from them.

Chris Joyce mentioned that there was an opportunity to utilise Windsor Town Forum to shape some of these projects. He suggested to bring back the Vision for Windsor item at the next Forum meeting in November 2023, bringing back details and some quick wins for further discussion and to acquire input from residents and Forum members to help shape the work.

The projects which were in progress under each strategy included:

- **Gateways and Arrival**
 - Refurbishment works at the coach park bridge and lift.
 - Windsor to Staines Bus route, alongside an upcoming Cabinet paper for supported bus services.
 - Car parking 'facelifts' as part of the 'Welcome to Windsor' project.
- **Town Centre Movement**
 - Recent improvements on Stovell Road and Barry Avenue.
 - Improvements to wayfinding in Windsor.
 - Investments into cycle parking
- **Public Realm**
 - Works at Castle Hill Public Realm.
 - Installation at Platinum Jubilee fountain.
- **Local Governance and Community partnerships**
 - Directory of community partnerships in development.
 - Working group being established to look at a register of landlords to improve the knowledge and information on owned properties in Windsor and therefore engage with people around how the town could develop.

After thanking Chris Joyce for the presentation, Duncan Reed, a resident, perceived that the listed activities were only "small, minor projects fiddling on the edges" and that he did not see a vision. He believed that Windsor needed great consideration on a major re-engineering of the layout and how things worked. Chris Joyce responded that he agreed and that this was the purpose of the Vision: setting out some bigger and bolder ideas which could be taken forward. One of the key themes taken out of the recent workshops was quick wins in which the Council was already doing: minor works which could be done quickly with small amounts of funding.

As part of that work, there were also larger longer-term strategies, such as traffic flow and managing car parking, and coach arrivals, which would be delivered over a longer period. Chris Joyce suggested this could be brought back for further discussion to flesh them out. He reassured that there were large and small projects, but added that it did not mean smaller, short-term projects would not be worked on now while a longer-term plan was being developed.

Duncan Reed responded that the little projects in the meantime should be building up towards a larger objective.

Adding to Duncan Reed's point, Sarah Walker conveyed that the purpose of the Windsor Vision was for a vision for Windsor. She stated that in spite of there being many strategic ideas, significant resident engagement and a vision being formulated, she perceived that the workshop for RBWM officers on 11th September 2023 was "watering down" the work which had been done. She reiterated Duncan Reed's point that a proper formulated plan was needed, coming out of the vision and strategy. Chris Joyce denied that the Vision for Windsor was being watered down. He explained that the workshop was formulating more detailed planning on the long-term strategies as developing them would take a lot of work, as well as identifying the feasibility of some of the ideas. He added that the works would need to be prioritised due to the limited amount of resources at the Borough. In the short-term, the Borough sought to continue the drive improvements through the quick wins. Essentially, the workshop was not about watering down, but rather prioritising the short-term works and progressing the feasibility studies on the larger projects. It was more about how to turn the idea into reality and how to develop a plan. Chris Joyce stated that clearer worked-out plans could be presented at the next meeting in November 2023.

The Chair liked the idea of a list of quick wins for the next Forum meeting.

Nigel Griffin, a resident, asked who was responsible for setting the budget, where the finance was coming from, and which elected Councillor was championing the project. Answering the first questions, Chris Joyce replied that the workshop on 11th September 2023 included discussions on identifying existing funding streams which could be directed to some of the projects, such as central government through the UK Shared Prosperity Fund. Fundamentally, the Borough's budget was set at the Full Council meeting every February. As the projects would require money and people's time, the prioritisation work included working with the administration to determine what money could be put into the budget as well as prioritise where officer time should be spent.

The Chair then pointed out that Councillor A. Tisi was the Lead (Cabinet) Member for Windsor. Councillor A. Tisi informed that she was involved in the Vision for Windsor project, such as taking part in some of the stakeholder meetings, and then stated that it was important the project did not get shelved and be forgotten. She stated she looked forward to working with Andrew Durrant, Chris Joyce and the rest of the team to develop it. She added that she started talking to local businesses in Windsor about their involvement with the project and that they and the Borough could draw together the Windsor Town Partnership and Visit Windsor strategy so that they could potentially help deliver the Windsor Vision project, as well as the works relating to these could be delivered collectively rather than separately.

Rewin, a resident, asked what sort of residents were involved in the engagement meetings in relation to the project currently and in the future. Chris Joyce replied that the meeting on 11th September 2023 was attended by Council officers and was to develop some of the project ideas into greater detail. The Vision for Windsor was written with a lot of input from residents and was to continue to have residents at the heart of it, whereby individual projects were shaped in partnership with residents so that the objectives and scope were clear and being achieved. This was part of the reason why the item was brought to the Forum and for the suggestion of bringing the item back to the Forum.

The Chair pointed out that the documents for Vision for Windsor had listed the stakeholders which were involved in the decision making.

Being the Councillor for Eton and Castle ward, Councillor Wilson commented that the Castle part of the ward was a key part of the Windsor Vision, and that he and the other Councillors from the ward (Councillors J. Tisi and D. Davies) had been heavily involved in speaking to residents, businesses and RBWM officers on the issues to acquire and represent residents' views. He stated that there was much discussion on some potential concepts and projects, such as one-way systems and pedestrianisation. He stated that this was an exciting time in

which he was enthusiastic to be a part of and would continue to be a point of contact for residents.

Anil Singh highlighted that Windsor lacked a cinema and a live music venue in spite of having many other features, namely many restaurants and Windsor Castle, which made Windsor a popular tourist destination. He asked whether the Vision could consider a cinema and a live music venue or club (like a jazz club). Chris Joyce replied that while the Borough could not force a jazz club to be opened, it nevertheless was engaging with agents and landlords to diversify Windsor and attract businesses and services. Chris Joyce added that the Borough sought to work with residents and visitors to bring forward facilities in which they would use in the Town Centre. He stated that he would take this away.

Adding to Chris Joyce's answer, Paul Roach stated that one of the upcoming developments was the works around Windsor Yards, which was approved in May 2023, and that this would include a three-screen boutique cinema.

ACTION: Vision for Windsor to return to the next Forum meeting in November 2023.

Digital Strategy in Windsor

Shasta Parveen, Service Lead for Infrastructure and Digital Strategy, gave a presentation on the digital infrastructure in the Borough. She explained that the Borough was part of the Digital Infrastructure Group (DIG), a pan-Berkshire organisation whereby the local authorities in Berkshire (RBWM, Bracknell, Slough, Wokingham and West Berkshire) worked with the Local Enterprise Partnership to deliver and achieve improved digital connectivity to achieve a Connected Berkshire.

The reason that RBWM joined DIG were to:

- Improve digital connectivity across the borough and support the broader corporate plan goals.
- Provide opportunity for residents and businesses and look at emerging digital technology and then bring them to the Borough.
- Have a uniformed approach to make it easier for infrastructure companies to work with the Borough.

The Borough recently had signed the Digital Adoption Strategy on 11th July 2023 which outlined the goals that DIG sought to achieve, primarily to support economic development and business engagement. Shasta Parveen suggested that she could return to the Forum and give an update to the Digital Adoption Strategy.

The benefits of the Borough being part of DIG were:

- Achieve broader and faster broadband coverage, ensuring that it was available for everybody.
- Ensuring mobile coverage and enabling 5G roll out.
- Enabling opportunities for emerging digital technology (e.g., internet of things, smart cities).

In terms of what was happening, the Digital Infrastructure Team were:

- Engaging with multiple providers and facilitating the roll out of FTTP (fibre to the premises) in the Borough, which would include an infrastructure roll out of cables.
- CityFibre had completed the roll out in Maidenhead and mobilisation would commence in Windsor early-2024. Shasta Parveen offered to provide more details in terms of the location of works when the information would become available.
- Rolled out FTTP to 26 schools within RBWM, allowing them the choice to connect, and thus expanding more opportunities.

- Engaging with multiple mobile network providers on the roll out of 5G mobile connectivity. Windsor would be one of the first areas in RBWM to have a small cell deployed.

The three main providers were:

- **Gigaclear:**
 - **5,594** premises were ready for service within the Borough.
- **Openreach:**
 - Delivery was completed, **4,600** premises ready for service borough-wide.
- **CityFibre:**
 - Have **6,125** properties borough wide 'ready for service'.
 - 350 connected customers on the borough network at present).
 - Run rate of around 20 connections/week.

They would ensure that the Borough would have live connections for local residents and businesses and therefore possess fast broadband speeds.

Regarding the timeframe in Windsor:

- **August 2023 – present**
 - Virgin Media/O2 were working to upgrade telecoms cabinets, with a planned 864 cabinet upgrades borough-wide.
- **Early-2024**
 - CityFibre to commence roll out of FTTP infrastructure in Windsor – detailed plans were pending.

Jon Davey, a resident, briefly asked if high-speed broadband was 10-to-20 times faster than normal broadband, to which Shasta Parveen confirmed. He then asked whether the new technologies would decrease the likelihood of latencies (delays) in wireless connection, for example, in the garden or certain parts of a house. Shasta Parveen replied that she could take this question away and provide a more accurate answer; but she believed that the FTTP was a stronger and faster signal.

Jon Davey then asked if the 5G small cell deployment would be applied at industrial sites and the Town Centre or across the board. Shasta Parveen replied that it was across the board. She added that the providers, working collaboratively with the Borough, were expressing their interest in certain locations where they would ideally like to deploy a 5G cell. From there, a process in which the Borough would assess whether the location was viable to deploy the cell, ensuring that it would be deployed correctly and safely.

Anil Singh stated that when he approached provider companies (such as Vodafone) on getting faster broadband connection on Park Street, he received unsatisfactory responses. He then requested for Park Street to be included in the work. Shasta Parveen responded that she had noted Park Street and would take the question away. She then stated that the providers were encouraging; and that there was a process where residents could submit questions regarding certain areas and postcodes, in which timely responses were sent.

Anil Singh added that a neighbour of his had followed the aforementioned process and had reached a dead end. This then led to some consideration for residents of Park Street to improve the connectivity privately, but it would cost thousands of pounds and therefore it was not ideal. He hoped that this issue would be resolved. Shasta Parveen reiterated that she would take this point away; adding that another Councillor had raised a point in relation to connectivity on Prescott Street and thus would investigate Park Street alongside Prescott Street.

The Chair highlighted that there had been connectivity issues in the Town Centre and mentioned that she would contact Shasta Parveen regarding a local business not acquiring internet. Shasta Parveen gave some feedback on Prescott Street, stating that it was being investigated with some engineers being deployed. She added that some messages may have

been missed due to the holiday period. Nevertheless, she reiterated that she would investigate this.

John Reed, a resident, stated that he worked with the local business referenced by the Chair to get them access to the internet since December 2022 until August 2023. He stated that it was impossible for the business to get internet access (near the B Road, off Dedworth Road) apart from a 4G signal. He also briefly highlighted that there were other internet blind spots in Windsor. Shasta Parveen stated that she would take this away.

John Reed then highlighted that the people in rented properties were forced to take out 12–24-month leases with internet providers and often they were only on a six-or-12-month tenure, and they may be required to have an 18-month service with their service provider. He asked whether the Local Enterprise Partnership could do anything to encourage service providers to offer shorter-term contracts which do not cost a fortune. Shasta Parveen said that she would take this away and investigate.

John Reed commented that he believed that it would help people in rented properties because they would not need to then be in long-term contracts with fixed service providers.

Chris Joyce raised that one objective in which DIG was working on was more affordable tariffs that could come forward, particularly for residents on low incomes; adding that one of the benefits of the Berkshire local authorities working together under DIG was that they had more clout in those discussions with operators. He suggested that this was a point which could be taken into discussions amongst the other local authorities under DIG, stating that it would be a useful to have a collective engagement with the companies on how a product could be developed which worked well for renters.

Elliot Howells, a resident, commented that there were two issues. Alongside the issue of installing fast broadband in homes, he stated that there was a broader issue of signal capacity, in contrast to signal speed and strength. He asked if there was any work being done to address this. Elliot Howells then highlighted that signal blockers around Windsor Castle (likely for security reasons) were often blamed by local businesses. Shasta Parveen replied that she would take these points away.

Frankie Theobald, a resident, asked how DIG determined which areas should be prioritised for the roll out of FTTP, or who determined the program. Shasta Parveen replied that the decisions came from the providers rather than DIG. Nevertheless, the Borough would find out when works were happening through DIG and step in when necessary and support the facilitation process, such as setting community drop-in sessions for CityFibre. While she did not have the information on which streets in Windsor were being rolled out and when, she stated that once received, she could forward the information.

Councillor A. Tisi asked whether the roll out of FTTP would predominantly be focused on the Town Centre or would encompass the wider town of Windsor. She then stated that the area between Eton and Eton Wick was a rural area which had poor internet connectivity, and asked whether the roll out in this area could be chased up. Shasta Parveen replied that she would take these points away. She confirmed that the roll out would encompass the wider Windsor area and that she had a location map of where it covered. In regard to Eton, she stated that there were pockets of poor internet connection which were being investigated and improve the connectivity.

Gareth Jones, a resident, asked whether there would be any disruptions during the roll out of FTTP, such as roadworks. Shasta Parveen replied that there would be some disruption. However, this would be well communicated with the Digital Infrastructure Team working closely with the providers to ensure that this would be minimised. She cited that CityFibre had communicated well with residents and business when doing works in Maidenhead.

ACTION: Shasta Parveen to forward answers to the following queries on:

- **Whether the new technologies would decrease the likelihood of latencies (delays) in wireless connection, for example, in the garden or certain parts of a house.**
- **Investigate any works on improving broadband connectivity on Park Street and Prescott Street as part of the Digital Adoption Strategy.**
- **Internet access for a local business near the B Road off Dedworth Road.**
- **Whether the Local Enterprise Partnership could anything to encourage service providers to offer shorter-term contracts in regard contracts in rental properties which do not cost a fortune.**
- **Whether there was any work being done to address the issue of internet capacity and whether signal blockers around Windsor Castle played a role in this.**
- **Which streets in Windsor would be prioritised for the roll out of FTTP and when this would happen.**
- **What areas of Windsor would the roll out of FTTP be implemented, whether the Town Centre or wider Windsor, and including the rural areas of Eton and Eton Wick.**

Resident Questions and Item Suggestions for Next Forum

The Chair asked for any questions or item suggestions.

Gareth Jones informed that he was a member of WAMCLT (Windsor, Ascot and Maidenhead Community Land Trust), which sought to provide housing for the community, and that they had an interest in the Borough Local Plan (BLP) sites. He asked if there were any updates on the BLP sites AL21 and AL22 in west Windsor. As Chair of the Windsor Development Management Committee, Councillor Tisi stated that the outline permission for the BLP near Aldi in the west of Windsor was approved in early 2023, and the reserve matters (details of the design of the plan) would be forwarded to the Panel shortly (likely in October 2023). The other site had been built.

Rewin raised concerns regarding the speed (or lack of speed) of planning enforcement in regard to the removal of the signage, fencing and enclosure of the pathway at Alma Road and Vansittart Road. While appreciative of the support from local Councillors, she stated that residents were nevertheless concerned of the lack of speed of enforcement and this being regarded as of medium importance, and therefore little clout in regard to resolving the issue. Rewin sought to re-emphasise the concerns of this issue and acquire more support that the land was recognised as a green area since the mid-1980s (including the pathway). She reiterated that Planning Enforcement was slow in resolving the issue, which started on 30th May 2023 according to Rewin, and was a cause of concern for nearby residents. According to Rewin, yesterday afternoon, the private owners of the land had moved the fencing due to the nearby highways works. She stated that this allowed residents to use the walkway more efficiently. But when it was fenced off again, she described the pathway as “look[ing] ghastly” and not being maintained in anyway.

The Chair stated that she was aware of the issue. Councillor Wilson responded that he shared the concerns about the aforementioned piece of land, mentioning that he regularly cycled down the pathway, and understood the frustration with the pace of planning enforcement. He stated that he was ensuring that Planning Enforcement Officers were aware of this as well as understand their process. He stated that there was a challenge in communicating with the landowners, and that, as far as he was aware, planning enforcement had not contacted the owners, adding that this was a problem. He nevertheless perceived this as a very high-risk site. He informed that he was planning to catch-up with the Planning Enforcement Officer within the week and receive an update from them. He perceived that the actions within the Planning Department moved quite slowly, to which he apologised for, as well as contacted the local PCSO (Police Community Support Officer) in anticipation of some additional work taking place and an opposing demonstration taking place. Overall, he considered this issue as very serious, particularly as it was a green space.

While appreciative of the support from local Councillors, Rewin then raised that there was much concern about a third planning application (since 2010) around the old Imperial House site.

Jon Davey asked about the name change of the Forum. The Chair replied that there was a suggestion from residents in the Forum meeting in May 2023 to change the Forum meeting from 'Windsor Town Forum' to 'Windsor Forum' on the grounds that the Forum covered the whole of Windsor. When Jon Davey queried on the areas the Forum encompassed, the Chair informed that it covered the unparished wards of Windsor: Clewer and Dedworth East, Clewer and Dedworth West, Clewer East, Eton and Castle, and Old Windsor.

Rewin commented that the discussion around the name change was to be make the Forum more inclusive of all areas of Windsor.

The Chair reiterated the request for tree management and Vision for Windsor on the next meeting agenda. Councillor A. Tisi suggested an item from Visit Windsor.

Anil Singh requested that, as part of the Vision for Windsor update, the quick wins would be included and potentially circulated before the next meeting. He stated that he had seen two dates for the next meeting: one time stating 9th November 2023 and another time mentioning 8th November 2023. He therefore asked for clarification on which was the correct date. When the Chair directed the question to Laurence Ellis, he replied that the recent rearrangement of Cabinet and Full Council meetings had meant that the dates of other meetings had to be moved, including Windsor Town Forum. Therefore, the confirmed date was Thursday 9th November 2023.

Nigel Griffin asked if any lessons had been learnt around consultation, stating that work on the refurbishment of the Footbridge had stalled and a response was received after a minor demonstration and some press coverage. Councillor D. Davies replied that the lessons learnt included ensuring businesses knew what was going on and that communication needed to be improved. He informed that this would hopefully be improved with a new CRM (Customer Relationship Management) system which was going to be installed.

When asked by the Chair about delays surrounding the work on the Footbridge, Chris Joyce stated that as a result of feedback from businesses, the programme was altered whereby works on the lift and the bridge were split rather than both worked being simultaneously. The works on the lift would take place first, which would enable the bridge to remain open during the Christmas period. The works on the footbridge would take place after Christmas period whereby the footfall would be low.

Chris Joyce then stated that a lot of the issues surrounding the works on the Footbridge were based on the Borough having an agreement with Network Rail, for which they insisted that they pick up the discussions with businesses and The Arch Company as part of that engagement. He stated that this was not picked up as well as it was hoped. From this, he stated that the lesson learnt from the Borough's perspective was that it was important for it to be close to local businesses and ensuring that they were receiving the information they needed. Overall, Chris Joyce stated that the Borough listened to the feedback, and as such changed the work programme, and therefore the impact on businesses as a result of the works would be improved.

Councillor A. Tisi expressed appreciation to Chris Joyce and the rest of the Infrastructure Team for their work in relation to the Footbridge.

The items suggested for future Forum meetings:

- Tree management
- Vision for Windsor

- Visit Windsor

Date and Location of Next Meeting

The Forum noted that the next meeting would be held on 9th November 2023 at 6:30pm at York House, Windsor. The subsequent meeting dates (all 6:30pm) were:

- 11th January 2024
- 12th March 2024
- 8th May 2024

The meeting, which began at 6.31 pm, finished at 8.20 pm

Chair.....

Date.....



BUSY BUTTONS CORE CHARITY

Busy Buttons CORE is an inclusive local registered charity based in the heart of the Windsor community. CORE stands for Creativity, Opportunity, Respect and Empowerment and these values are central to everything we do. Our primary activity is to deliver arts programmes for the local community, and beyond.

Our core objective and commitment is to nurture wellbeing, especially of young people, by using the arts to encourage co-operation, communication, imagination, and creativity. Through the delivery of a huge range of creative arts, we provide people with the opportunity to develop skills, improve confidence and self-esteem, and to build family relationships through family participation.

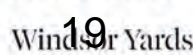
Through our community design studio in Windsor, we work hard to make children feel comfortable and safe. We inclusively welcome children from all backgrounds and abilities, including those with special needs (we call it 'Super Powers') to learn a variety of creative skills, such as filmmaking, animation, fashion design, sculpting, painting and illustration to help them discover their real passions and interests. We offer individual attention and a quality education through small group work and provide the guidance and a helping hand to allow children to learn at their own pace. We encourage them to celebrate their 'unique self' through their design expression. Our referrals are from CAMHS, SENCOs, Adoption Services, NHS and Social Services.

We recognise that some children face multiple barriers to progression, and we know that participation in creative learning can help them overcome a number of these, including confidence, self-esteem, mental health, and loneliness and isolation. Our early intervention aids progression in these areas. It supports wider achievements, such as improved attendance and behaviour at school; improved self-management of anxiety and other low level mental health needs; and the creation of a new network of friends overcoming loneliness. We offer acceptance for all, regardless of 'Super powers', socio-economic background, ability, gender or race.

“ Having not managed to attend school for three years due to high levels of anxiety this was a huge achievement but thanks to the support and encouragement of the team she achieved more than she ever thought was possible. It helped build up her confidence and self belief to try and give things a go. She is now making the transition back into school and I believe that without her time at Busy Buttons this would not have been possible. ”
- Occupational Therapist & parent.

The experience of creating and achieving for children who have struggled in mainstream educational environments, or who have faced discrimination and stigma because of their physical or learning disabilities or needs is hugely powerful. Through their work with Busy Buttons they find acceptance, the opportunity to achieve in their own time and using their own skills, and this builds their confidence in their own abilities and their feelings of self-worth.

Registered Charity: 1188606. OFSTED REG NO: 2662296. DUKE OF EDINBURGH LICENSED CENTRE





THE CHARITY'S OFFER

Creative Educational Programmes:

Our programme includes free and fee based arts education programmes delivered on a full-time basis, including weekends and school holidays. These are delivered almost exclusively by volunteers.

Alternative Provision:

In 2021, we also began to offer alternative provision for young people that suffer due to emotionally based school avoidance. With our support, children are able to overcome their barriers and return to school.

School engagement projects:

The charity annually engages with several public, private and specialised schools enabling them to participate in creative enrichment outside of the class and actively participate in community projects.

Directly Licensed Duke of Edinburgh Centre:

Busy Buttons is an officially licensed Duke of Edinburgh (DofE) Award Centre. We support young people who would otherwise not participate due to low self-esteem or anxiety to achieve all their DofE levels on our various programmes. Our safe and nurturing environment offers the space and support these young people need to help them achieve their goals.

Work experience:

We also provide opportunities for young people to gain work experience as part of their placement experience for school or college and internships for University students.

Arts Award Centre:

We also offer Arts Awards certification from Trinity College, London through our various programmes, maybe the first experience of a 'qualification' for some of these young people.



I have autism which makes life more difficult for me including school I love going to Busy Buttons to learn new things and wish I could do it everyday. Busy Buttons has taught me that I can do anything if I put my mind to it.

- 10 year old student with 'Superpowers'.



IMPACT

15,500

beneficiaries



Free places offered to low income families referred to the charity



£291,346

Social Value contribution to the community* in 2021

*HACT Wellbeing Valuation Approach

2,000+

interactive teaching hours delivered online during Covid

AUTISM IS MY Super POWER

33%

of young people attending our regular programmes were registered with CAMHS or have clinically diagnosed special education needs

60%

of the young people attending our Alternative Provision have returned / resumed to school



30+

Community engagement projects



RA

Royal Academy of Arts

3 Busy Buttons' students art selected for display at The Royal Academy of Arts, Young Artists Summer Show, London from 21000 entries nationally



2,200+

school creative enrichment workshops



NATIONAL KS1 WINNER, 2 SHORTLISTED STUDENTS & NATIONAL WINNER OF THE DESIGNER'S AWARD FOR BEST CRAFT SCHOOL 2023



This award is for all the artists and staff at Busy Buttons, recognising their excellence in developing work that celebrates both individual voices and their diverse community as a whole. Staff create space for learners to explore personal approaches, encourage experimentation and support self-reflection of learner's work. Each artist's work is unique and celebrates their individual passions and imagination.

- Crafts Council UK on Busy Buttons receiving the Designer's Yinka Ilori Award



COMMUNITY ENGAGEMENT PROJECTS

The programme of activities at Busy Buttons is extensive and too numerous to list in its entirety. However, some notable examples are included below.

The Platinum Orb', an 11ft tall spherical community art installation, created using 70 recycled bicycle wheels and over 700 milk bottles. The art installation created together with over 1000 members of the local community was on display on The Long Walk as part of the official Platinum Jubilee celebrations.



A celebration of Queen Victoria's 200th anniversary through a repurposed Victorian Steam Punk Swimwear Fashion Collection, imaginatively designed and crafted together with 12 children using 100% recycled fabrics.



A ground-breaking online theatre project involving young people working alongside senior citizens who were children during WW2. We offered 2000h+ ongoing online arts sessions throughout Covid, and enabled young people to take part by delivering art packs to their homes.



A Remembrance Day project involving the design and manufacture of 152 giant poppies made of parachute material, beautifully adorning the Queen's Diamond Jubilee monument in Windsor. The project was carried out with families of the Coldstream and Welsh Guard from 2 local barracks and sponsored by Windsor Yards Shopping Centre.



Busy Buttons curated and delivered 'The little GREAT Exhibition' to commemorate Queen Victoria's Bicentenary. With generous contributions by The Royal Collection Trust: Windsor Castle, The Household Cavalry, The Toor collection of Sikh art and local organisations this community engagement project engaged over 360 school children, 1000s of visitors and members of the local community in a celebration of Victorian history.



"The work Busy Buttons is doing is desperately needed and enriching. Bringing together cultures to the creative medium of arts and heritage workshops is mind opening."

— Davinder Toor, art collector, consultant to V&A Museum, British Museum, director of 'The Toor collection of Sikh Art' & as featured on BBC.

Parish & Town Councils

Windsor Forum



24

This is NOT a Parish Council

What are Parish Councils

- Civil local authorities
- A tier of local government that is closest to communities
- Created by the Local Government Act 1894
- They vary enormously in size with some representing populations of less than 100 to others over 130,000
- Individual budgets ranging from less than £1,000 to over £4 million
- They cover both rural and urban areas
- Generically referred to as “local councils”, there are over 10,000 in England
- There is not a ‘one-size fits all’ definition



Naming Style

As well as Parish Council, a local council can resolve to call itself any of the following:

Town Council

Village Council

Community Council

Neighbourhood Council

However, their powers and duties are the same whatever name they choose – the same legislation applies to all.

Note: The Chairman of a Town Council may style themselves as Town Mayor

Unitary Authority
(RBWM)



County Councils

These are responsible for services across the whole of a county, like:

- education
- transport
- planning
- fire and public safety
- social care
- libraries
- waste management
- trading standards

District, Borough and City Councils

These cover a smaller area than county councils. They're usually responsible for services like:

- rubbish collection
- recycling
- council tax collections
- housing
- planning applications

Parish and Town Councils

They're elected and can help on a number of local issues, like providing:

- allotments
- public clocks
- bus shelters
- community centres
- play areas and play equipment
- grants to help local organisations
- consultation on neighbourhood planning

They also have the power to issue fixed penalty fines for things like:

- litter
- graffiti
- fly posting
- dog offences

Powers & Duties

Local Councils have various powers and duties conveyed by many Acts of Parliament. This means they may only do what the law says they “may” do (powers) and they must do what the law says they “must” or “shall” do (duties).



28 Many **duties** are in relation to operational and/or legislative compliance, i.e. appointment of relevant officers, signing of acceptance of office, financial reporting, declaration of interests, holding of an annual meeting. There is also a duty to provide allotments if demand exists.

Effectively **powers** provide the legislative authorisation for both the ability to do something along with its related expenditure. A local council may only incur expenditure from the public purse if it has a lawful basis to do so (i.e. a relevant power).

Recreation General powers
 Parish documents
 Clocked Public conveniences
 Lotteries
 Closed churchyards
 Tourism
 Burial grounds, cemeteries and crematoria
 Commons
 War memorials
 Entertainment and the arts
 Town and country planning
 Crime prevention
 Open spaces
 Bus shelters
 Litter
 Land
 Allotments
 Financial assistance
 Public buildings and village hall
 Land
 Highways
 Bye-laws
 Access land
 Traffic calming
 Investments
 Baths and washhouses
 Community centres
 Mortuaries and post mortem rooms
 Conference facilities
 Water supply
 Gifts
 Drainage

Parish & Town Council Facilities



Parish/Town Council Funding

The main source of funding is the precept levy which is part of the Council Tax bill

Other sources of funding may also include:-

- Service charges
- Allotment rents
- Hall/room hires
- Lease income
- Market fees
- Pitch/Grounds fees
- Car parking charges
- Interest & Investments
- Grants
- CIL/Section 106

In addition, capital expenditure may also be funded via loans from the Public Works Loan Board as well as reserves built up for that purpose.

Berkshire Parishes

Berkshire currently has 104 civil parishes across the six Unitary Authority areas.

- Wokingham, West Berkshire & Bracknell Forest are fully parished
- Reading has no parishes
- Slough has 3 parishes on the periphery with the vast majority of the authority's area unparished.
- RBWM has 15 parishes (13 parish councils, 1 town council and a parish meeting) – the two main urban areas of Maidenhead and Windsor are unparished.



WINDSOR

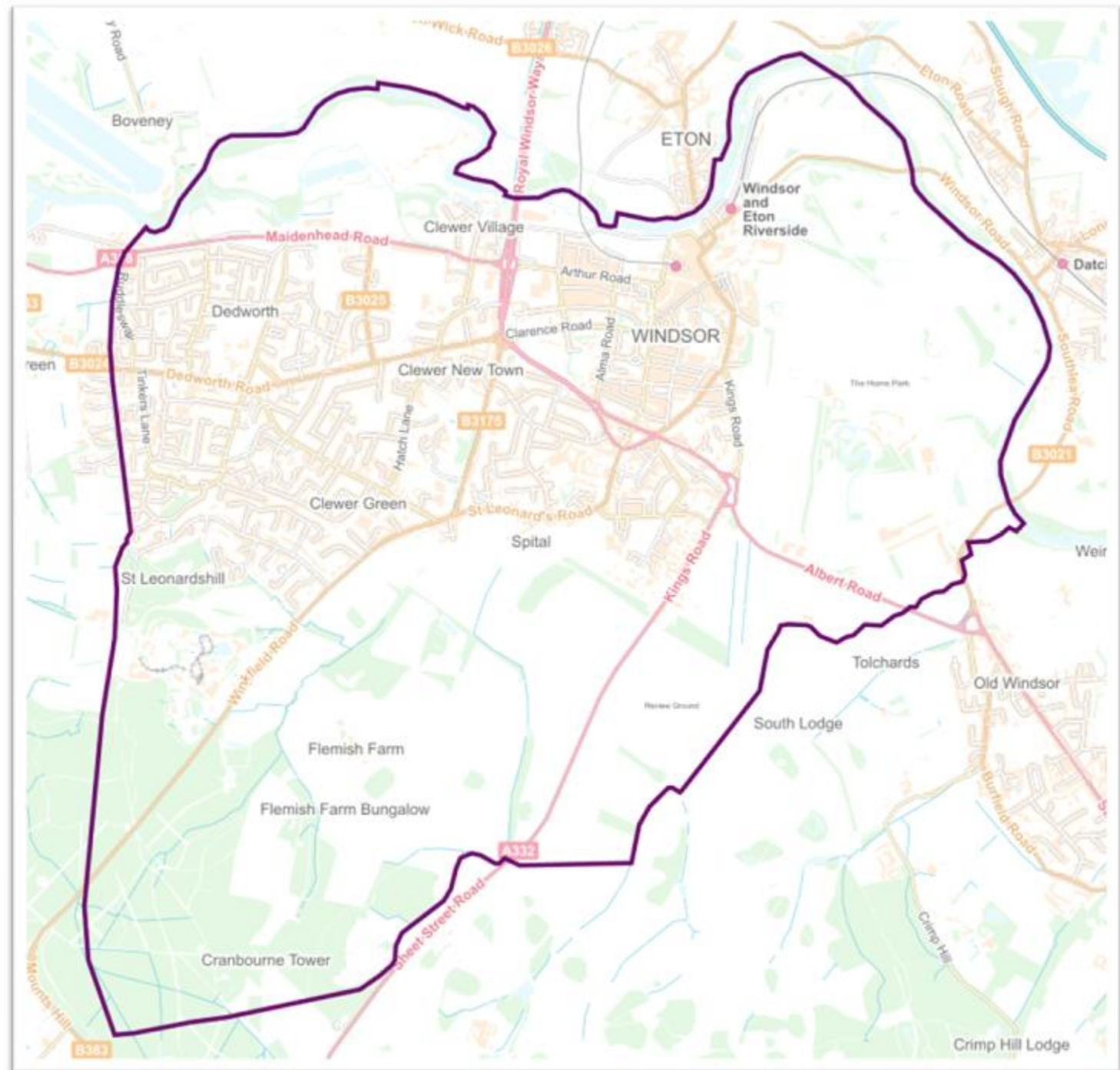
Town Council



Town Council Area

- Population of approx. 34,000
- Area covering 7.2 sq.miles
- 20,500 electors
- Two third's Green Belt
- River Thames
- ³⁴Historic Royal Town
- Shopping Centre
- Popular tourist destination
- Royal residence

Windsor Town Council would be a large local council



Larger Council Comparison

Compared with other local councils, Windsor Town Council would be within the:

- Largest 40 within England (35th of 10,400)
- Largest 20 within Unitary Authority Areas (18th of 4,300)
 - Largest 5 within Berkshire (3rd of 105)

Using the tax base for comparison

35

Comparative Precept Data

England

Largest 40

Average Band D = £ 80.54

Average Precept = £ 1.4m

Unitary Area

Largest 20

Average Band D = £ 110.31

Average Precept = £ 1.9m

Berkshire

Largest 5

Average Band D = £ 90.13

Average Precept = £ 1.3m

Comparison within Berkshire

As local councils vary so considerably in service delivery, demographics, geographical size, etc. it is difficult to provide direct comparisons. Tax base provides the most useful metric as it is a measurable statistic used by the Office for National Statistics.

Therefore, in Berkshire, the closest comparison to Windsor is Newbury. The Town Council's tax base and population is about the same, it is a historic market town and operates many similar services/facilities.



Services and facilities include:	2023/24 Budget & Precept
<ul style="list-style-type: none"> • Allotments • Sports Pitches • Cemeteries • Markets • Newbury in bloom • Playgrounds • Open spaces • Public toilets • Venue hire • Benches • Litter bins • Bus shelters • Footway lights • Community Partnerships 	<p>Total Expenditure: £2,280,724</p> <p>Precept: £1,575,224</p> <p>Band D: £94.66</p>

Existing Arrangements - Special Expenses

'Concurrent Functions'

37 Within an authority's administrative boundary, if a principle council is providing services to a specific area that elsewhere are provided by a parish or town council (known as **concurrent functions**), the Local Government Finance Act 1992 permits the principle council to charge that area separately for those services. This is classed as **special expenses**.

The purpose of this legislation is to enable the cost of concurrent functions to be applied to where they are provided – i.e. only the area's council taxpayers that receive those services pay for them.

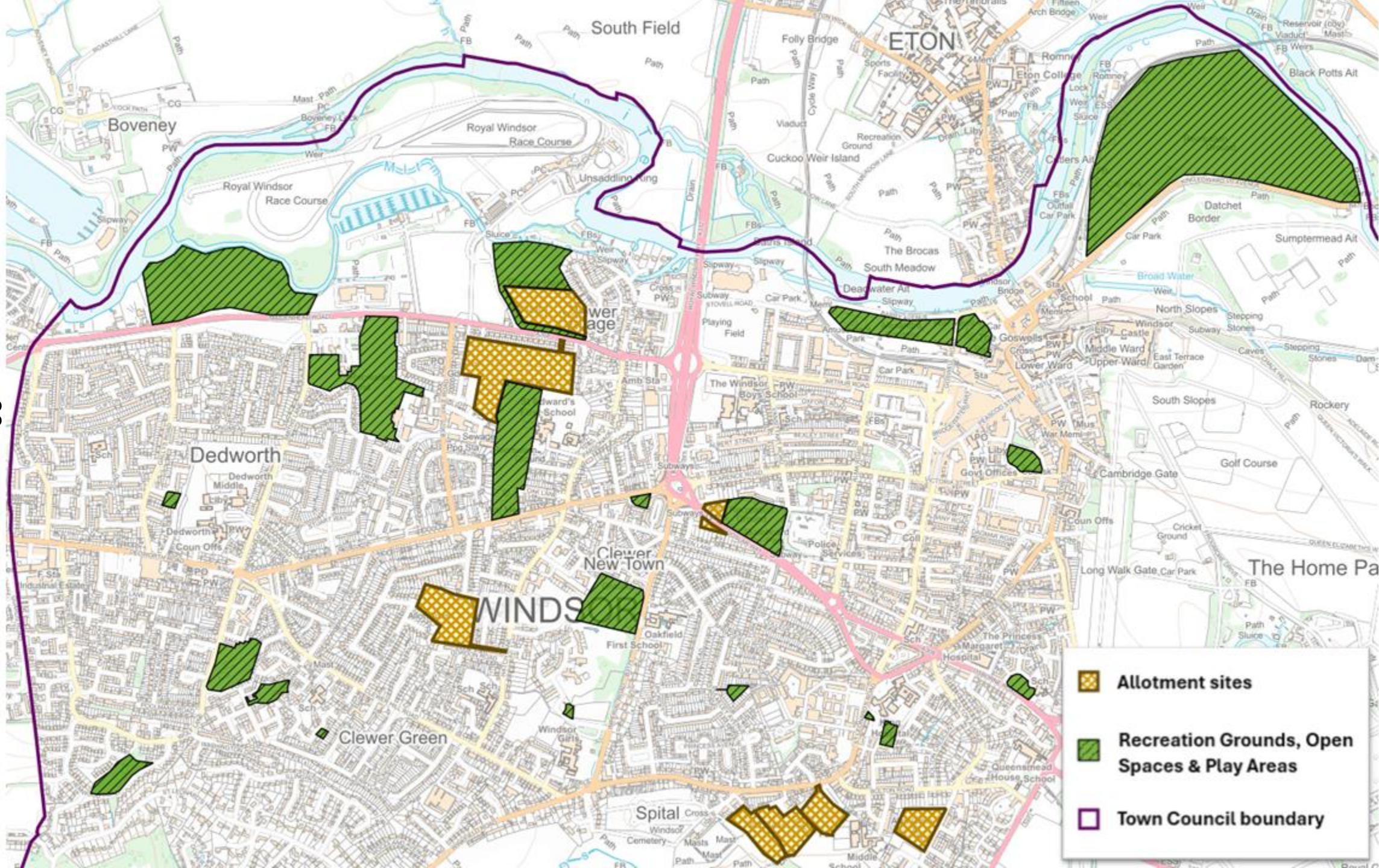
RBWM applies this in a limited way, to the unparished areas of Maidenhead and Windsor and it is accounted for as 'Special Area Expenses' (SAE).

The powers available to local councils mean that any of the list below, currently provided by the Borough Council, could be undertaken by Windsor Town Council.




Car parks	Grit bins
Sports Pitches	Public toilets
Cemeteries	Venues for hire
Markets	Benches
Allotments	Litter bins
Playgrounds	Bus shelters
Museum	Footway lights
Open spaces	Tourist facilities

All the above is subject to resourcing including finance, staffing and relevant transfers.

In addition, some 'Principle Council' functions/services can be delegated to, or provided by, a Parish/Town Council on behalf of the Borough Council if an agreement to do so is put in place. (Delegated Functions are separate to 'parish' powers.)



Legend

-  Allotment sites
-  Recreation Grounds, Open Spaces & Play Areas
-  Town Council boundary

What would Windsor Town Council be like?

This is an impossible question to answer. It can only be decided by:

Windsor Town Council and its Town Councillors

The Town Council's resources, including assets and finances

The ambition, vision and determination of the Town Council

.....and ultimately, the residents of Windsor.

Any Questions ?

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Powers and Duties of Parish Councils

Function	Powers & Duties	Statutory Provisions
Access land	Power to enforce byelaws made by another authority	Countryside and Rights of Way Act 2000, s. 17
Allotments	Duty to provide allotments. Power to improve and adapt land for allotments, and to let grazing rights	Small Holdings & Allotments Act 1908, ss. 23, 26, and 42
Baths and washhouses	Powers relating to provision of public baths, washhouses and bathing huts	Public Health Act 1936, ss. 221 - 223 and 225 - 227
Burial grounds, cemeteries and crematoria	Power to acquire and maintain Power to provide Power to agree to maintain monuments and memorials Power to contribute towards expenses of cemeteries	Open Spaces Act 1906, Ss 9 and 10; Local Government Act 1972, s. 214; Parish Councils and Burial Authorities (Miscellaneous Provisions) Act 1970, s. 1 Local Government Act 1972, s. 214(6)
Bus shelters	Power to provide and maintain shelters	Local Government (Miscellaneous Provisions) Act 1953, s. 4
Bye-laws	Power to make bye-laws in regard to pleasure grounds Cycle parks Baths and washhouses Open spaces and burial grounds Mortuaries and post-mortem rooms Public Conveniences	Public Health Act 1875, s. 164 Road Traffic Regulation Act 1984, s.57(7) Public Health Act 1936, s.223 Open Spaces Act 1906, ss.15 and 12 Public Health Act 1936, s.198 Public Health Act 1936, s. 87
Clocks	Power to provide public clocks	Parish Councils Act 1957, s.2
Closed churchyards	Powers as to maintenance	Commons Act 1899, s.5

Function	Powers & Duties	Statutory Provisions
Commons	Power for parish council to contribute to expense relating to scheme for the regulation and management of a common.	Commons Act 1899, s.5
Common pastures	Powers in relation to providing common pasture	Smallholdings and Allotments Act 1908, s.34
Conference facilities	Power to provide and encourage the use of facilities	Local Government Act 1972, s.144
Community centres	Power to provide and equip buildings for use of clubs having athletic, social or recreational objectives	Local Government (Miscellaneous Provisions) Act 1976 s.19
Crime prevention	Powers to install and maintain equipment and establish and maintain a scheme for detection or prevention of crime	Local Government and Rating Act 1997, s.31
Drainage	Power to deal with ponds and ditches	Public Health Act 1936, s.260
Entertainment and the arts	Provision of entertainment and support of the arts	Local Government Act 1972, s.145
Financial assistance	Duty to require information	Local Government Act 1972, s.137A
General powers	Power to incur expenditure for certain purposes	Local Government Act 1972, s.137
Gifts	Power to accept	Local Government Act 1972, s.139
Highways	Power to maintain footpaths and bridleways Power to light roads and public places Provision of litter bins Powers to provide parking places for bicycles and motor-cycles, and other vehicles Power to enter into agreement as to dedication and widening	Highways Act 1980, ss.43,50 Parish Councils Act 1957, s.3; Highways Act 1980, s.301 Litter Act 1983, ss.5,6 Road Traffic Regulation Act 1984, ss.57,63 Highways Act 1980,

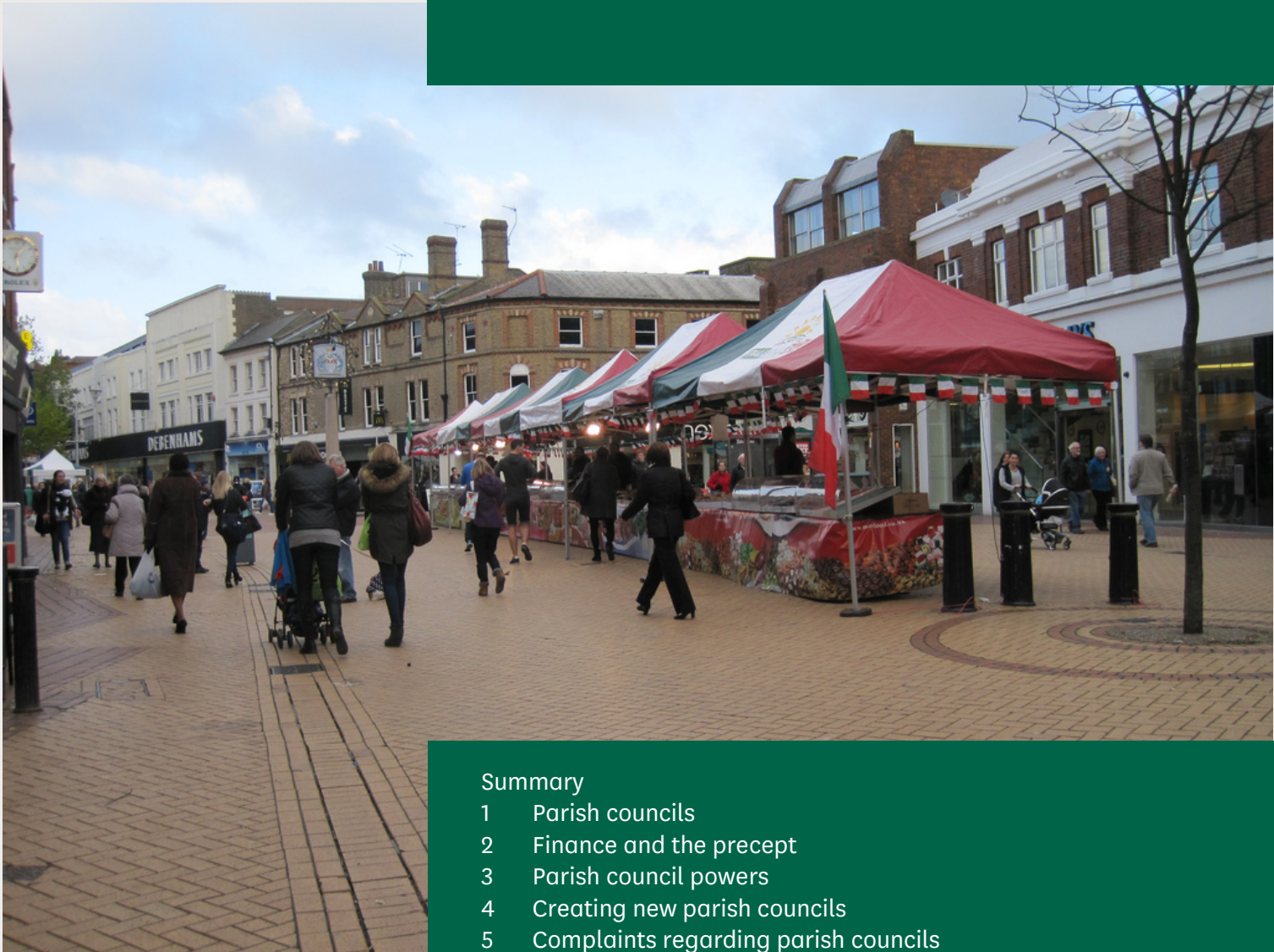
Function	Powers & Duties	Statutory Provisions
	Power to provide roadside seats and shelters Consent of parish council required for ending maintenance of highway at public expense, or for stopping up or diversion of highway Power to complain to highway authority as to unlawful stopping up or obstruction of highway or unlawful encroachment on roadside wastes Power to provide traffic signs and other objects or devices warning of danger Power to plant trees and lay out grass	ss.30,72 Parish Councils Act 1957, s.1 Highways Act 1980, ss.47,116 Highways Act 1980, s.130 Road Traffic Regulation Act 1984, s.72 Highways Act 1980, s.96
Investments	Power to participate in schemes of collective investment	Trustee Investments Act 1961, s.11
Land	Power to acquire by agreement, to appropriate, to dispose of Power to accept gifts of land	Local Government Act 1972, ss.124, 126, 127 Local Government Act 1972, s.139
Litter	Provision of receptacles	Litter Act 1983, ss.5,6
Lotteries	Powers to promote	Lotteries and Amusements Act 1976, s.7
Mortuaries and post mortem rooms	Powers to provide mortuaries and post mortem rooms	Public Health Act 1936, s.198
Open spaces	Power to acquire land and maintain	Public Health Act 1875, s.164 Open Spaces Act 1906, ss.9 and 10
Parish documents	Powers to direct as to their custody	Local Government Act 1972, s.226
Public buildings and village hall	Power to provide buildings for public meetings and assemblies	Local Government Act 1972, s.133

Function	Powers & Duties	Statutory Provisions
Public conveniences	Powers relating to provision of public conveniences	Public Health Act 1936, s.87
Recreation	Power to acquire land for or to provide public walks, pleasure grounds and open spaces and to manage and control them Power to provide gymnasiums, playing fields, holiday camps Provision of boating pools	(see Local Government Act 1972, Sched.14 para.27) Public Health Act 1875, s.164 Public Health Acts Amendment Act 1890 s.44 Open Spaces Act 1906, ss.9 and 10 Local Government (Miscellaneous Provisions) Act 1976, s.19 Public Health Act 1961, s.54
Town and country planning	Right to be notified of planning applications	Town and Country Planning Act 1990, Sched.1, para.8
Tourism	Power to encourage visitors and provide conference and other facilities	Local Government Act 1972, s.144
Traffic calming	Powers to contribute financially to traffic calming schemes	Highways Act 1980, s.274A
Transport	Powers in relation to car-sharing schemes, taxi fare concessions and information about transport Powers to make grants for bus services	Local Government and Rating Act 1997, s.26, 28 and 29 Transport Act 1985, s.106A
War memorials	Power to maintain, repair, protect and alter war memorials	War Memorials (Local Authorities' Powers) Act 1923, s.1; as extended by Local Government Act 1948, s.133
Water supply	Power to utilise well, spring or stream and to provide facilities for obtaining water from them	Public Health Act 1936, s.125

By Mark Sandford

15 September 2021

Parish and town councils: recent issues



Summary

- 1 Parish councils
- 2 Finance and the precept
- 3 Parish council powers
- 4 Creating new parish councils
- 5 Complaints regarding parish councils
- 6 Parish and town councils: recent policy changes

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Summary

This note addresses a range of recent issues affecting parish and town councils. It includes an explanation of what they are and their place in the local government structure; the powers they can exercise; how they may be established and abolished; and how complaints about them may be pursued. It also includes details of some policy issues that have arisen in relation to parish and town councils in the 2010s and early 2020s.

This note applies principally to England. In Scotland and Wales, community councils (the equivalent of parish and town councils) are a devolved matter. No equivalent to parish and town councils exists in Northern Ireland.

1 Parish councils

1.1 What are parish and town councils?

Parish and town councils are the tier of local government that is closest to the electorate in England. Collectively, they are often referred to as ‘local councils’. County, district and unitary authorities, by contrast, are often referred to in legislation and guidance as ‘principal authorities’. Parish and town councils are represented by the [National Association of Local Councils](#) (NALC), and by county-based associations.

Parish councils may resolve to call themselves ‘town’,¹ or ‘community’, ‘neighbourhood’, or ‘village’ councils.² A number of parish councils for areas which have been granted city status by Royal Charter are known as ‘city councils’ (e.g. Salisbury, Truro, Ripon). This is known as the ‘style’ of a council. It has no effect on the status or legal powers available to the council. The chairman of a town council may style him- or herself Mayor.

Elected parish and town councils were first established by the [Local Government Act 1894](#). This Act removed all non-ecclesiastical functions from church parish councils and passed them to newly-established local elected bodies, which became known as ‘parish councils’.³ The local church bodies are now known as ‘parochial church councils’ and are not linked in any way to parish and town councils.

The [Local Government Act 1972](#) entirely restructured local government within England and Wales, and it provides the legal foundation for the existence of today’s parish and town councils. Large parts of the 1972 Act have now been superseded with regard to principal authorities, but it still governs much of the workings of parish and town councils.

¹ See [Local Government Act 1972](#), section 245 (6).

² See [Local Government Act 1972](#), sections 12A and 17A, inserted by the [Local Government and Public Involvement in Health Act 2007](#).

³ See K P Poole and Bryan Keith-Lucas, *Parish Government 1894-1994*, NALC, 1994, pp31-37.

1.2

Where do parish and town councils exist?

There are some 10,000 parish councils in England,⁴ some 730 community and town councils in Wales, and some 1,200 active community councils in Scotland.⁵

It is common for elections to parish councils to be uncontested, and for members to be co-opted where the number of candidates is fewer than the number of seats available. Party political affiliations are rare amongst most parish councillors, though party groups do exist on many of the larger town councils.

Parish councils cover only some 40% of the population of England: historically they have been far less common in urban areas.⁶ 83 district or unitary councils have no parish councils in their areas. Many of these localities have never had parish councils (or ecclesiastical parishes). Until 2007, Inner London (the area of the former London County Council) had never had parish councils, and parish councils were not permitted in Greater London between 1935 and 2007.

1.3

Charter trustees

Charter trustees are established under section 246 of the [Local Government Act 1972](#). They are established in towns and cities which have a Royal Charter but which have lost their status as local government entities in previous local government reorganisations. Their members are the elected councillors for the area that they cover, and they manage small budgets.

Across England, sixteen charter trustees exist as of May 2021. Charter trustees have most recently been created for Bournemouth, Poole and Taunton following local government restructuring in the late 2010s. When a new parish or town council is established for an area with charter trustees, the new body takes on their role and the charter trustees are discontinued. The most recent example of this was in Bexhill in 2021. As part of the plans for unitary local government in Somerset, proposals exist [to create a new town council for Taunton](#) from May 2023 and thus abolish its charter trustees.

⁴ See NALC, [About Local Councils](#). MHCLG's 2021-22 table of council tax receipts lists 10,221 parish councils.

⁵ See Scottish Government, [Community Empowerment](#).

⁶ See NALC, [About Local Councils](#)

1.4 Differences between parish councils and principal authorities

A number of provisions familiar from English local government legislation covering principal authorities do not cover, or apply differently to, parish and town councils:

- The legislation regarding executive arrangements (mayors / cabinets) and overview and scrutiny in the [Localism Act 2011](#), originally introduced in the [Local Government Act 2000](#), does not apply to parish councils;
- The requirements for committees to be politically balanced, in the [Local Government and Housing Act 1989](#), do not apply to parish councils;
- English parish and town councils are not covered by the Local Government Ombudsman;
- Limited requirements for audit exist for councils with an income and expenditure of under £6.5 million (a limit which applies to all parish and town councils); see the provisions of the [Local Audit and Accountability Act 2014](#).⁷ Councils with an income and expenditure of under £25,000 are not subject to routine audit (see section 5 below).

1.5 Scotland, Wales and Northern Ireland

The remarks in this paper apply to parish councils in England unless otherwise indicated. ‘Community councils’ exist in Scotland and Wales: responsibility for them is devolved.

Welsh parish councils were included in the Local Government Act 1894. They were renamed ‘community councils’ by the [Local Government Act 1972](#). Welsh community councils cover some 70% of the population of Wales, existing throughout the country with the exception of the largest cities. The activities of community councils are covered by the [Public Services Ombudsman for Wales](#).

Following [a study of the sector](#) by researchers at the University of Aberystwyth in 2003, the Welsh Government published an [evidence review on community and town councils](#) in 2014, followed by an [independent review](#) in 2018. The review made a number of recommendations, including:

- Establishing community or town councils in all areas which do not currently have one;

⁷ [Local Audit and Accountability Act 2014, s.6.](#)

- Encouraging Welsh local authorities to transfer ‘place-based services’ to community councils wherever possible. These might include street furniture; community assets; museums and libraries; street bin collection and grass cutting; footpaths; open spaces; community transport; and leisure centres;⁸
- A comprehensive review of town and community council boundaries;
- Mandatory training for community and town councillors, and mandatory qualifications for clerks.

The report also noted that 64% of town and community council seats in Wales were uncontested at their most recent election.

The Auditor General for Wales published a paper in October 2020 entitled [Future audit arrangements for community and town councils in Wales](#). This followed a consultation published in January 2020. The paper announced a three-year pattern of two limited procedure audits and one transaction-based audit for all community and town councils. Audit of Welsh community and town councils is governed by the [Public Audit \(Wales\) Act 2004](#).

Scotland has around 1,200 active community councils, established under the [Local Government \(Scotland\) Act 1973](#).⁹ Scottish community councils have no defined functions. Section 51(2) of the 1973 Act specifies:

In addition to any other purpose which a community council may pursue, the general purpose of a community council shall be to ascertain, co-ordinate and express to the local authorities for its area, and to public authorities, the views of the community which it represents, in relation to matters for which these authorities are responsible, and to take such action in the interests of that community as appears to it to be expedient and practicable.

In 2011, the Scottish Government set up a [short-life working group](#) to examine the future of community councils. This produced a report in 2012, which recommended better sharing of good practice and experience between community councils, and more joint working between them and local authorities.¹⁰ Recent developments can now be found on the [Scottish community councils website](#).

In Northern Ireland, civil parish councils did not form part of the Local Government Act 1898, which reorganised local government throughout Ireland. There has therefore never been an equivalent of the directly elected English parish council in Northern Ireland. No proposals were made to introduce them in the 2014-15 local government reorganisation, nor in the preceding one, which culminated in the [Local Government Act \(Northern Ireland\) 1972](#).

⁸ Ibid., p15

⁹ Scottish Government, [Community Councils](#)

¹⁰ Community Council Short-Life Working Group, [Report and recommendations](#), 2012

2

Finance and the precept

Parish councils may raise a ‘precept’ on the council tax bills produced by their local billing authority (unitary authority or district council). This is essentially a demand for a sum to be collected through the council tax system. Council tax-payers cannot refuse to pay it, and the billing authority cannot refuse to levy it. It is the only source of tax revenue available to parish councils.

Historically, parish councils were able to raise a ‘rate’ from the time of their establishment in 1894: this was linked to their then duties under the Poor Laws. Rates were levied on non-domestic and domestic property until 1990, when the rates were replaced by the National Non-Domestic Rate and the Community Charge respectively. Since then, parishes have precepted on domestic property only, via the Community Charge and then the council tax.

Charter trustees also have the right to precept on their principal authorities. All sixteen set a precept in 2021-22. The Middle Temple and Inner Temple have the right to precept upon the City of London.

In 2021-22, MHCLG data shows a total of £617.27 million being levied via the parish precept (excluding Charter Trustees and Temples), which constitutes 1.8% of the total council tax demand. 8,877 parish councils raised a precept. The average precept raised on a Band D property is £71.86.¹¹

In 2018-19, the largest amount precepted by a parish council was £3.41 million, and the lowest was £22. The largest amount per Band D household was £371.17 and the smallest 26p. The largest taxbase of a precepting parish was 36,636, and the smallest 0.8.¹²

Since 2012-13, the Government has had the power to require parish and town councils to hold a referendum if their precept increases by more than a set threshold. Thresholds are imposed on principal authorities every year (see the Library briefing [Council tax: local referendums](#)), but to date the Government has never extended them to parish councils. Initial proposals were made in

¹¹ See [Council Tax levels set by local authorities: England 2021-22](#).

¹² See the statistical release [Council Tax statistics for town and parish councils in England: 2018 to 2019](#). The taxbase is the number of households liable for the precept, expressed in terms of Band D households. Households in council tax bands other than D are expressed in terms of the proportion of a Band D bill that they pay, as set in section 5 (1) of the [Local Government Finance Act 1992](#). Therefore, for instance, a Band E property counts as 11/9 of a property when counting the taxbase. This is why the taxbases quoted here have decimal points.

respect of the 2017-18 financial year, but they were not proceeded with following objections from the sector.¹³

The average increase in parish precepts in 2021-22 was 2.8%. This was a fall from 4.0% in 2020-21, 4.9% in 2019-20, 4.9% in 2018-19 and 6.3% in 2017-18.¹⁴

2.1

Other sources of finance

Parish and town councils have general powers to employ staff, own and manage assets and funds, and give grants to local bodies. They can accept gifts from parishioners, and bid for funds from grant-making bodies or Government initiatives. They may set up lotteries to raise funds locally, though they must hold a licence from the Gambling Commission under section 98 of the [Gambling Act 2005](#).

Parish and town councils may borrow money, including from the Public Works Loan Board, with approval from the Government.

Parish and town councils are not covered by section 31 of the [Local Government Act 2003](#), which permits the Government to pay grants for any purpose to local authorities. Thus the Government has no power to pay general grants to parish and town councils. Powers to pay grants for specific purposes exist: for instance, section 120 of the [Localism Act 2011](#) permits money to be paid to any body in connection with neighbourhood planning.

¹³ DCLG, [The 2017/18 Local Government Finance Settlement: Technical Consultation Paper](#), 2016, p.8; see also [HCDeb 19 Dec 2017 c919](#)

¹⁴ See [Council Tax levels set by local authorities: England 2021-22](#), p11

3

Parish council powers

Parish and town councils hold a range of powers, found in various pieces of legislation. A list of some of the more significant powers can be found [on the parishcouncils.uk website](https://www.parishcouncils.uk). They are also subject to legal requirements regarding the holding of meetings, Freedom of Information, and councillor conduct. Many smaller parish councils make only limited use of their powers, whilst some larger town councils have substantial staff teams and may run a number of local facilities.

The only duty applying solely to parish councils and not to other tiers of government is the power to obtain and supply land for allotments if local demand cannot be met.¹⁵

Parish councils in England and community councils in Wales may use the General Power of Competence.¹⁶ A parish council wishing to use the power must formally resolve that it is an ‘eligible council’. The qualifications for eligibility are that the clerk has completed a course in local administration, and that at least two thirds of councillors have been elected (i.e. not co-opted).¹⁷ These provisions also apply to community councils in Wales. When a Welsh community council wishes to use the general power, the most recent audit opinion on the community council’s accounts must also be unqualified.¹⁸

Parish councils are entitled to make proposals for changes in legislation under the [Sustainable Communities Act 2007](#) and its successor, the [Sustainable Communities Act 2007 \(Amendment\) Act 2010](#). Initially they were not included amongst the local authorities permitted to do this: this was changed by the [Sustainable Communities \(Parish Councils\) Order 2013](#) (SI 2013/2275).¹⁹

Parish councils may request the ‘listing’ of an ‘asset of community value’ under the [Community Right to Bid](#); bid to run local public services via the [Community Right to Challenge](#); or lead the development of a [neighbourhood plan](#) or a [Community Right to Build order](#).

Either the parish council itself, or individual parish councillors, may act as trustees for a local charity. This task fell frequently to the 19th century ecclesiastical parish councils, which had a leading role in poor relief. Parochial charities today are subject to charity legislation (including the

¹⁵ See the [Small Holdings and Allotments Act 1908](#), s23.

¹⁶ See the Localism Act 2011 s1&ff; [Local Government and Elections \(Wales\) Act 2021](#) s24

¹⁷ See the [Parish Councils \(General Power of Competence\) \(Prescribed Conditions\) Order 2012](#) (SI 2012/965).

¹⁸ [Local Government and Elections \(Wales\) Act 2021](#), s30

¹⁹ See also the Library briefing paper [Sustainable Communities Act](#) (SN/PC/04724).

[Charities Act 2006](#)) and to regulation by the Charity Commission. Parish councillors who act as trustees must distinguish their role as councillor from their role as trustee, even if they were appointed to represent the parish council on the charity.

The National Association of Local Councils published a report titled [Points of Light](#) in 2018, highlighting several dozen examples of the type of work done by parish councils across England.

3.1 Parish meetings

The [Local Government Act 1972](#) requires a parish meeting to take place in all parishes. A parish meeting is a distinct legal entity from a parish council. It must hold two meetings per year, one of which must take place between 1 March and 1 June.²⁰ A parish with a population of over 300 may choose to constitute a separate parish council, but it is under no obligation to do so. Where a parish council exists, the parish meeting must still take place, once a year, between 1 March and 1 June, and the parish council must meet, separately, at least once per year.²¹

3.2 Parish polls

A parish poll (i.e. a referendum) can be demanded on any subject by ten electors, or one third of electors present (whichever is the lower number) at a parish meeting.²² The poll must be organised by the district or unitary council in the area, but the parish council must pay. The outcome is not binding on the parish council. Further details are available in the Library briefing paper [Local government: polls and referendums](#).

Section 42 of the [Local Audit and Accountability Act 2014](#) permits the Secretary of State to amend the rules around parish polls via regulations.²³ This followed suggestions that vexatious use was being made of parish polls by local electors with an axe to grind.²⁴

A consultation was issued in late 2014, closing on 30 January 2015.²⁵ The consultation proposed that a poll should be approved by a majority at the parish meeting, and that that majority should consist of 10% of the parish meeting's electors (up to a maximum of 60). The consultation also proposed restricting the subject matter of parish polls to matters on which the parish

²⁰ In practice, there are no sanctions in existence if a parish meeting is not held.

²¹ See the [Local Government Act 1972](#), sections 9-19.

²² [Local Government Act 1972](#), schedule 12 paragraph 18.

²³ [Local Government and Accountability Act 2014](#), section 42(3).

²⁴ DCLG, [Parish polls](#), 2014, p14

²⁵ DCLG, [Parish polls](#), 2014

council or parish meeting could make a decision, or express a view as a statutory consultee. The consultation document stated that this proposal reflected instances where “individuals have misused the current wide definition to call for polls on matters which were unrelated to the local area or the functions of a parish”.

No response has been published to this consultation. An answer to a Parliamentary Question on 12 September 2017 stated that “work on revising the regulations has started”.²⁶ In October 2018, the then Minister for Local Government, Rishi Sunak, told the NALC annual conference:

You told me that Parish Polls needed reforming – we’ve listened and we’re now updating the rules to modernise them and ensure they better meet your needs. I hope to introduce new regulations on this as soon as parliamentary time allows.²⁷

In Wales, the power to demand a parish poll was abolished by section 162 of the [Local Government and Elections \(Wales\) Act 2021](#).

The Law Commission’s interim report on its review of electoral law, published in February 2016, recommended that the Government should define more specifically which matters can be subject to a parish poll:

In our view, under the current law, a parish poll question cannot lie outside the proper range of decision making by a parish council, or be devoid of practical application. Nevertheless, our view is that it would be helpful if the Government were to define the circumstances in which such a poll might be called. Given that this is a matter under review, we will make the general recommendation that legislation should define the issues of parish concern that may be put to a parish poll.²⁸

3.3

Co-option: ordinary elections

Where a parish council has not filled all its seats at an ordinary election, the councillors who have been elected (unopposed) may co-opt additional members until all of the council’s seats are filled.²⁹ A parish council must have filled at least one-third of its seats through election (which may be uncontested) in order to co-opt additional councillors. Temporary appointment of members of parish and community councils where the council is not quorate is provided for by section 91 of the [Local Government Act 1972](#):

Where there are so many vacancies in the office of parish or community councillor that the parish or community council are

²⁶ [PQ HC 7727 2017-19](#), 12 Sep 2019

²⁷ MHCLG, [Rishi Sunak MP’s speech to the NALC conference](#), 31 October 2018.

²⁸ Law Commission, [Electoral Law: An Interim Report](#), 2016, p. 205.

²⁹ See the [Representation of the People Act 1985](#), s21

unable to act, the district council [or Welsh principal council] may by order appoint persons to fill all or any of the vacancies until other councillors are elected and take up office.

There are no fixed procedures for how the decision to co-opt must be made, other than that it must be taken at a meeting of the council. The parish council guide [Arnold-Baker on Local Council Administration](#) says that all successful co-optees must receive an absolute majority of votes in favour of co-opting them. This means that, where multiple co-options are taking place, it may be necessary to take separate votes to co-opt each individual member.³⁰

3.4 Co-option: by-elections

Section 89(6) of the [Local Government Act 1972](#) states that a casual vacancy (i.e. a vacancy requiring a by-election) among parish or community councillors shall be filled by election or by the parish or community council in accordance with rules made under section 36 of the [Representation of the People Act 1983](#).³¹

When a ‘casual vacancy’ arises on a parish or town council, the council must give public notice of the fact. A by-election to fill the vacancy is then only held if it is requested by ten local electors (known as ‘claiming the poll’). This request must be made to the district council, within 14 days of the parish council giving public notice of the vacancy.³² Any election must be held within 60 days of the public notice of the vacancy.

‘Public notice’ must be given in accordance with section 232 of the [Local Government Act 1972](#): by “posting the notice in some conspicuous place or places within the area of the local authority” and “in such other manner, if any, as appears to the local authority to be desirable for giving publicity to the notice”.

If no request is received for a by-election, then the parish or town council **must** fill the vacancy by co-option (unless the next regular election is less than six months away, in which case the seat **may** be left empty until that time).³³

³⁰ Paul Clayden, [Arnold-Baker on Local Council Administration](#), 10th ed, 2016, p49-50

³¹ [The Local Elections \(Parishes and Communities\) \(England and Wales\) Rules](#), 2006 No. 3305

³² See the [Local Elections \(Parishes and Communities\) \(England and Wales\) Rules 2006](#) (SI 2006/3305), paragraphs 5 (2) and (3).

³³ *Ibid*, paragraphs 5 (5) and (6).

3.5

Frequency of co-option

Co-option can be controversial, due to the perception that it permits parish or town councils to operate as ‘closed shops’. No comprehensive data is available on the number of councillors who have been co-opted. However, NALC published a report that surveyed parish and town councillors between November 2017 and June 2018. Of 2,821 respondents, 38% were co-opted, 33% elected unopposed, and 29% won a contested election.³⁴ The report also surveyed parish and town councils themselves. Of 842 responding councils, just over 50% reported co-opting councillors following the 2019 election – indicating that there were fewer candidates at the election than there were seats available on the council.

The final report of the Councillor Commission (established by De Montfort University with the Municipal Journal), published in 2017, found some support for the process of co-option from within the parish and town council sector, as a valid alternative to the electoral process. Respondents to the Commission suggested that:

...not all those interested in becoming councillors are of the same type of person who is ready to contest an election to a principal council. In other words, the image of an ‘election’ as an intense, party political and personal contest deters many from standing. Thus, co-option provides an alternative route on to the council for those lacking the confidence for confronting an election process and that this route may also provide an alternative for enhancing minority representation on parish councils and increasing the diversity of the parish councillor population.³⁵

³⁴ NALC, [Local council elections 2019](#), 2020. The report does not suggest that the survey of councillors was representative. Councillors elected unopposed are regarded as being elected, not co-opted.

³⁵ De Montfort University / Municipal Journal, [The Voice of the Councillor](#), 2017, p90

4 Creating new parish councils

4.1 Creation and abolition

No comprehensive data source exists on the creation and abolition of parish and town councils in England. NALC (the National Association of Local Councils) suggested that, in 2018, there were some 270 more parish and town councils in England than there were just over 15 years ago.³⁶

Local government restructuring in the 2010s has frequently led to the creation of new parish or town councils, particularly in larger towns. This has often followed the creation of larger unitary authorities in place of county and district councils. Examples of new town councils include Salisbury, Christchurch, Weymouth, Northampton, and Shrewsbury. Elsewhere, town councils have been created in previously unparished areas that have had their own borough or district councils in the past, such as Ramsgate, Bexhill, Kidderminster and Lowestoft.

Parish councils can be ‘grouped’. This sees a single council established for a small number of neighbouring parish areas. The individual parishes must still hold their own parish meetings. MHCLG council tax data for 2021-22 lists 648 groupings of parish councils in England.

Parish councils may be abolished by being merged with, or divided between, neighbouring parishes. More rarely, a parish council may be abolished entirely, and its area will have no parish council representation.

Both the Coalition Government (2010-15) and the preceding Labour Government (2005-10) spoke favourably of parish and town councils. The 2006 local government white paper, [Strong and prosperous communities](#), stated:

We will make it clear that there will be a presumption in favour of the setting up of parish councils so that local authorities will be expected to grant communities’ requests to set up new parish councils, except where there are good reasons not to, and that existing parish councils are not to be abolished against the wishes of local people.³⁷

The Coalition Government’s 2013 consultation paper on setting up new parish councils said:

³⁶ See NALC, [Create a Council](#), accessed on 30 November 2018.

³⁷ DCLG, [Strong and prosperous communities](#), 2006, p43

We believe that localism is best achieved when it is led by the local communities themselves. We see town and parish councils as playing a vital role in helping local people to make this happen; it is for this reason we want to support those neighbourhoods who want to set up a parish council.³⁸

Technical guidance and support for setting up new councils is available from the National Association of Local Councils (NALC).³⁹

Parish councils do not have the power unilaterally to move from one principal council to another, though this is occasionally proposed. For instance, the town of Yarm held a referendum in May 2014 on moving from Stockton Borough Council to Hambleton District Council in North Yorkshire. The proposal was supported by 1,465 votes to 177 on a 24% turnout. However, such a change would need to be recommended by the Local Government Boundary Commission for England and approved by Parliament.

There have been instances of parish areas, or parts of parish areas, moving between principal councils in the past, but this has normally happened as part of a wider boundary review or a process of creating unitary authorities. For instance, several parishes moved from North Yorkshire into the York City Council area in the 1990s, when York City Council became a unitary authority.

4.2

Community governance reviews

The procedure to create a new parish council can be found in the [Local Government and Public Involvement in Health Act 2007](#). Under the 2007 Act, a principal council in England may undertake a ‘governance review’, either on its own initiative or in response to a petition from local electors (see section 4.3). The governance review must examine whether one or more parish councils should be created, divided or merged in order to ensure that local government arrangements are ‘effective and convenient’ and ‘reflect the identities and interests of the community in that area’.⁴⁰ Guidance was most recently published in March 2010.⁴¹ The guidance recommends that a community governance review should take place every 10-15 years.⁴²

In conducting the review, the council must consult local electors and any other persons or bodies which are considered by the council to have an interest in the review. The guidance emphasises that councils should take various factors into account, including the impact of community governance

³⁸ DCLG, [Government response to consultation on making it easier to set up new town and parish councils](#), 2013, p.4

³⁹ See NALC, [How to create your own local council](#) and NALC, [Create a Council](#), accessed on 30 November 2018.

⁴⁰ These phrases are from section 93(4) of the 2007 Act.

⁴¹ DCLG/LGBCE, [Guidance on community governance reviews](#), March 2010

⁴² *Ibid.*, p. 13

arrangements on community cohesion, and the size, population and boundaries of a local community or parish.

The review may recommend that the parish remains as it is; that the area of the parish be altered or merged with another parish; or that the parish council should be abolished. For instance, a town council could seek to extend its area to cover a newly-built housing estate on the edge of the town; or a newly-expanded village could seek to 'secede' from an existing parish council area. There is no requirement for a community governance review to adhere to historical parish boundaries, or county or district ward boundaries.

There is no guarantee that a community governance review will result in a new parish.⁴³ The guidance states that 'clear and sustained' support for the abolition of a parish council (i.e. over two terms of elected office) should be demonstrated before a council is abolished.⁴⁴

There is no central record of the outcomes of community governance reviews, or of any councils that are created or abolished as a result.

4.3

Petitions

A council which receives a valid petition is under a duty to carry out a community governance review as requested by the petitioners, unless it has already conducted a review of the same area, or of substantially the same area, during the previous two years. Once the review has started (that is, the terms of reference have been published), it must be concluded (i.e. the recommendations must be published) within 12 months.

A petition may relate to any area, whether currently parished or unparished, within the geographical limits of the local authority. Principal authorities may themselves implement the outcome of a review by order, provided that they have carried out the required consultation.

Petitions should be submitted to the principal council (the district or unitary authority), and it will be for them to take the matter forward by means of a community governance review. A petition must meet the conditions set out in section 80 of the 2007 Act in order to be valid. It must define the area to which the review is to relate and may include a map. It must specify one or more recommendations which the petitioners would wish a review to consider making. Government guidance explains that those recommendations can be about a variety of matters, including:

- The creation of a parish;
- The name of a parish;
- The establishment of a separate parish council within an existing parish;

⁴³ Ibid., p. 27-8.

⁴⁴ DCLG, [Community governance reviews: guidance](#), 2010, p.34-5

- The alteration of boundaries of existing parishes;
- The abolition of a parish;
- The dissolution of a parish council;
- Changes to the electoral arrangements of a parish council;
- Whether a parish should be grouped under a common parish council or de-grouped.⁴⁵

Minimum levels of support for petitions are set out in section 80 of the 2007 Act. These were amended in 2015 (see section 4.4 below):

- If the petition area has fewer than 500 local government electors, the petition must be signed by at least 37.5% (previously 50%) of the electors;
- If the petition area has between 500 and 2,500 local government electors, the petition must be signed by at least 187 (previously 250) electors;
- If the petition area has more than 2,500 local government electors, the petition must be signed by at least 7.5% (previously 10%) of the electors.

4.4

Changes to system for establishing parish councils

The Government published a consultation paper entitled [Making it easier to set up new town and parish councils](#) in October 2012, followed by a response on 9 September 2013.⁴⁶ The following changes were then made in 2015:⁴⁷

- The petition thresholds were reduced (see section 4.3 above);
- Community groups which have produced a neighbourhood plan will not be required to produce a petition in order to trigger a governance review: they will merely need to submit a ‘community governance application’;
- Reviews must take a maximum of one year from the receipt of a valid petition (previously the limit of one year ran from the start of the review itself).

⁴⁵ DCLG/LGBCE, [Guidance on community governance reviews](#), March 2010, para 40

⁴⁶ See DCLG, [Government response to consultation on making it easier to set up new town and parish councils](#), September 2013; [HC Deb 9 Sep 2013](#) c39WS

⁴⁷ See the [Legislative Reform \(Community Governance Reviews\) Order 2015](#) (SI 2015/998). The response to the consultation was published in May 2014: DCLG, [Proposal to use a legislative reform order to set up town and parish councils](#), 2014.

4.5 Creation of new wards

The [Local Government and Public Involvement in Health Act 2007](#) also governs the creation of new wards in parish councils. Under section 90 of the Act, a community governance review may recommend that a parish council should continue to exist, but that changes should be made to its electoral arrangements. Section 95 specifically requires the review to consider whether wards should be created,⁴⁸ and that it must consider ‘local ties’ and boundaries that are ‘easily identifiable’. Under section 86 (6) of the 2007 Act, the Local Government Boundary Commission for England must give its assent to any changes in electoral arrangements proposed under a community governance review.⁴⁹

4.6 Small parishes

There is provision in the [Local Government Act 1972](#) for the dissolution of the council for a small parish. Where a parish has 150 or fewer electors, the parish meeting may apply to the district or unitary council for the parish council to be abolished.⁵⁰ There is also a power for parish meetings to apply to the district for two or more parishes to be grouped together under a common parish council, or for existing grouping arrangements to be changed or abandoned.⁵¹

4.7 Alternatives to parish councils

Principal councils must also consider other forms of community governance when conducting a review. These may be seen either as alternatives to, or stages towards, the establishment of a parish council. The guidance mentions the following alternative forms of governance:

- Area committees;
- Neighbourhood management arrangements;
- Tenant management organisations;
- Area/community forums;

⁴⁸ This includes consideration of new wards. In many parish councils, all the councillors are elected in a single ward.

⁴⁹ DCLG/LGBCE, [Guidance on community governance reviews](#), March 2010, p47-8

⁵⁰ [Local Government Act 1972](#), section 10

⁵¹ [Local Government Act 1972](#), section 11

- Residents' and tenants' associations;
- Community associations.⁵²

4.8

Parishes in London

The [Local Government and Public Involvement in Health Act 2007](#) reintroduced the power to create parish councils in Greater London, and introduced it for the first time in the former London County Council area. The last parish councils in the Greater London area were abolished in the 1930s following the creation of several new boroughs and urban districts.

Since the passage of the 2007 Act, one new parish council has been established in Greater London, in Queen's Park. A community governance review took place in Tower Hamlets in 2018-19, in response to a petition to create a community council in Spitalfields and Banglatown. Following the publication of the [final report of the review](#), Tower Hamlets [rejected the proposal](#) in July 2019.

⁵² DCLG/LGBCE, [Guidance on community governance reviews](#), March 2010, paras 136-146

5

Complaints regarding parish councils

Constituents may wish to complain about the decisions, the procedures, or the conduct of members or staff of their parish council. There are few remedies available in this regard outside of the four-yearly elections to the parish council.

The route to make a complaint depends upon the subject of complaint: there is no single organisation which oversees parish councils. The Government has taken the view that parish councils are accountable to their electorate principally through the ballot box. The most recent Parliamentary Question on the issue of complaints was answered as follows:

There are various mechanisms in place for members of the public to make complaints about their town or parish council.

These include: using the parish council's complaints procedure; raising the matter at the annual parish meeting; questioning, or making an objection to, the auditor during the public inspection period of accounts; or by joining with a group of local electors to call for a parish poll on the issue. In instances of councillor misconduct, complaints can be made to the principal council's monitoring officer who can investigate.

Central Government does not have the power to intervene in parish council matters and believes that the current local system of redress is proportionate to the sector and consistent with this Government's principles on localism.⁵³

Complaints about the behaviour of parish councillors, or employees of the parish council, should be addressed to the chair of the parish council in the first instance.

In general, it is not possible to have a parish council's decision reversed at a higher level unless it can be demonstrated that the decision is unlawful. Like other public authorities, parish councils are subject to action in the courts and judicial review. Though each parish council has a relationship with the district or unitary council in whose area it lies, the district or unitary council has little power of control or direction over the parish council. Concerns over the legality of parish councils' actions can be referred to the monitoring officer of the district or unitary authority in the area.

⁵³ [PQ 153235 2017-19, 20 June 2018](#).

5.1

Audit

Parish and town councils must appoint an auditor. In practice, all parish and town councils have opted in to the collective procurement arrangements permitted by the [Local Audit and Accountability Act 2014](#). Their auditors are appointed by [Smaller Authorities Audit Appointments \(SAAA\)](#), a not-for-profit body established by the National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and the Association of Drainage Authorities (ADA). SAAA's website provides details of which auditors have been appointed to each parish or town council.

Allegations of financial irregularities in a parish council can be reported to the auditor, who must then decide whether to investigate them. Parish councils with an income and expenditure under £25,000 are not subject to annual audit, but must still appoint an auditor, who is responsible for investigating any allegations of mismanagement. This category of parish councils is also subject to the requirements of the [Transparency Code for Smaller Authorities](#): see the Library briefing [Local government transparency in England](#).

5.2

Standards

Parish councils must establish a code of conduct for councillors, but they may opt in to the one operated by their district or unitary authority. That authority must investigate conduct-related allegations against parish and town councillors. Further information is available in the Library briefing [Local government: the standards regime in England](#).

The standards regime covers co-opted members as well as elected members. Schedule 2 of the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#) (SI 2012/1464) lists the categories of pecuniary interests which must be disclosed by members of parish councils. Under section 33 of the [Localism Act 2011](#), parish councils are permitted to grant a 'dispensation' to councillors to allow them to continue to take part in discussion on an issue in which they have a pecuniary interest.

6 Parish and town councils: recent policy changes

6.1 Parish council funding of churches

An issue arose in the late 2010s regarding the legal power of parish councils to fund repairs to local churches. This is a grey area in the law, with two statutory provisions pointing in opposite directions.

Section 8 of the [Local Government Act 1894](#) provides that parish and town councils cannot give funding to ecclesiastical charities. There is a competing provision in section 137 (3) of the [Local Government Act 1972](#) that allows parish and town councils to give funding to charitable bodies. Awareness that the law is unclear has discouraged many parish councils from providing funding for churches, in case they attract a legal challenge. Councils concerned over the legality of proposed donations should take legal advice.

The [2017 Taylor Review](#), ‘Sustainability of English Churches and Cathedrals’, addresses this issue:

Evidence submitted to the Review suggested that there is considerable confusion as to whether the 1972 Act supersedes the Local Government Act 1894, and that the 1894 Act is still perceived as a barrier, preventing investment in church buildings by local authorities.

Clarification on this point should be given, whether by repealing section 8 of the 1894 Act, or by the issue of guidance. This should clarify that local authorities can invest in church buildings in accordance with Section 137 of the Local Government Act 1972.

Additionally, repeal or the issue of guidance should clarify that certain parish councils are also able to fund church buildings using powers contained in the Localism Act 2011.⁵⁴

Two detailed accounts of the issues can also be found on the Law and Religion blog, [one from March 2017](#) and [one from June 2020](#).

⁵⁴ [Taylor Review, Sustainability of English Churches and Cathedrals](#), 2017, pp31-32

6.2 Public participation

In England, local electors do not have a right to speak at a meeting of a parish council, though a council may choose to give them the opportunity to do so. Welsh community councils must “give members of the public in attendance a reasonable opportunity to make representations about any business to be transacted at the meeting”.⁵⁵ Welsh community councils must also produce an annual report, a training plan for their councillors and staff, and they must publish certain information electronically.⁵⁶

A parish meeting is convened “for the purpose of discussing parish affairs”,⁵⁷ implying that any electors in attendance may speak. All local electors in attendance have the right to vote on matters raised within a parish meeting.

6.3 Online meetings

The legislation regarding parish and town councils meeting virtually / online is the same as that covering principal councils. From 4 April 2020 to 6 May 2021, online meetings were permitted. The relevant regulations lapsed as of 7 May 2021. The Coronavirus Act 2020 prevents further regulations permitting online meetings from applying after 7 May 2021. This means that primary legislation would now be required to permit online meetings in England.

The [Local Government Act 1972](#) provides that any councillor who fails to attend a meeting for six months is automatically disqualified from his or her seat, unless the council has previously passed a dispensation waiving this rule.⁵⁸ Councillors who attended online meetings during the Covid-19 pandemic are regarded as being in attendance, and would therefore not be caught by this provision.⁵⁹ However, councillors who refused, or were unable, to attend online meetings for a period of over six months could be disqualified.

All local authorities in Scotland and Wales are permitted to hold online meetings, via devolved legislation.⁶⁰

⁵⁵ See the [Local Government and Elections \(Wales\) Act 2021](#), s48.

⁵⁶ See the [Local Government and Elections \(Wales\) Act 2021](#), s52; s67; [Local Government \(Democracy\) \(Wales\) Act 2013](#), s55

⁵⁷ [Local Government Act 1972](#), section 9(1).

⁵⁸ [Local Government Act 1972](#), s85 (1)

⁵⁹ See the [Local Authorities and Police and Crime Panels \(Coronavirus\) \(Flexibility of Local Authority and Police and Crime Panel Meetings\) \(England and Wales\) Regulations 2020](#), regulation 5

⁶⁰ See section 47 of the [Local Government and Elections \(Wales\) Act 2021](#); section 43 of the [Local Government in Scotland Act 2003](#)

6.4 The Local Government Ombudsman and parish and town councils

Parish and town councils in England do not fall within the remit of the Local Government and Social Care Ombudsman. However, when parish and town councils are carrying out functions on behalf of county, district or unitary authorities, [it may be possible to complain to the Ombudsman](#).

In March 2015, the Government issued a consultation on extending the remit of the Local Government Ombudsman to certain parish and town councils.⁶¹ The consultation proposed to bring 'larger parish councils' within the Ombudsman's remit. It invited views on whether this should be done, and on how 'larger parish councils' should be defined: this might be via a population threshold, or via a threshold related to the size of the parish council's precept. The consultation suggested a population threshold of 35,000, and/or a precept of £1 million, might be used. A council which came under the Ombudsman's remit would remain under its remit until the next census data is published.

The consultation closed on 30 June 2015, but no Government response to it has been published.

The Government published a [draft Public Service Ombudsman Bill](#) in December 2016, which set out its plans to introduce a new Public Service Ombudsman. The draft Bill would have extended the jurisdiction of the Public Service Ombudsman to all parish and town councils.⁶² That Bill has not been introduced to Parliament.

The remit of the Public Service Ombudsman in Wales covers community councils in Wales, including matters relating to councillor conduct.

6.5 Council tax support and precept levels

Local council tax support schemes replaced council tax benefit from 1 April 2013. The funding provided for council tax benefit was passed to local authorities. A side-effect of the ending of council tax benefit was a reduction in the council tax base. The council tax base is the taxable capacity of a given area, normally expressed in terms of Band D properties. Council tax benefit was paid via a cash payment into the individual recipient's account. Therefore, if a resident was in receipt of council tax benefit, this did not change the council tax base.

⁶¹ DCLG, [Extending the remit of the Local Government Ombudsman to larger parish and town councils](#), 2015

⁶² See [Draft Public Service Ombudsman Bill](#), December 2016.

Since 2013-14, the council tax base has reflected the actual amounts paid by residents who pay less council tax as a result of local support schemes. As a result, the council tax base decreased in most areas (though not in all: this depends on local circumstances). Where it has decreased, the same level of parish council precept produces less revenue, from the same number of properties, than it did prior to 2013-14.

A DCLG consultation in August 2012 stated that the Government was minded to prevent this situation, by protecting the calculation of the precept from the changes in the council tax base caused by localisation. This would mean the amount of precept collected would be unaffected.⁶³ This was supported by a large majority of responses to the consultation.⁶⁴ However, [the Government response to the consultation](#), published in November 2012, reversed this position.⁶⁵ Hence, where the council tax base is reduced, parish and town councils now receive less money from the precept than previously.⁶⁶

The funding for council tax support schemes provided to billing authorities for 2013-14 included a sum in respect of the funding that would be lost to parish councils as a result of this decision. However, the Government did not oblige billing authorities to pass this sum on to parish and town councils.⁶⁷

From 2014-15, funding for council tax support schemes – and the sums intended for parish and town councils – has been rolled into general local authority grant funding. It is therefore not possible to identify a specific amount which is intended for use for council tax support schemes. Nevertheless, the issue continued to attract controversy. The National Association of Local Councils (NALC) claimed that £40 million of the 2014-15 local government finance settlement was earmarked for parish and town councils, but only £31 million was passed to them by billing authorities.⁶⁸

6.6

Parish councils and business rates

In 2014, a formal proposal was made to permit a share of business rates to be directed to parish and town councils. This was made by Sevenoaks Town Council, under the Sustainable Communities Act procedure. Sevenoaks Town Council claimed to have had support from over 400 organisations. The idea recalls the pre-1990 rating system (see section 3 above), under which parish

⁶³ DCLG, [Localising support for council tax: council tax base and funding for local precepting authorities](#), August 2012, p.12

⁶⁴ Ibid., p. 7

⁶⁵ DCLG, [Localising Support For Council Tax: Council tax base and funding for local precepting authorities: Government response to the outcome of consultation](#), November 2012, p.6

⁶⁶ See the [Local Authorities \(Calculation of Council Tax Base\) \(England\) Regulations 2012](#) (SI 2012/2914).

⁶⁷ DCLG, [Localising Support For Council Tax: Council tax base and funding for local precepting authorities: Government response to the outcome of consultation](#), November 2012, p. 16

⁶⁸ See NALC, "[Parishes short-changed by £9 million](#)", 24 October 2014.

and town council precepts applied to both domestic and non-domestic rates. The proposal was rejected by the Government.⁶⁹

6.7 Parish councils and neighbourhood planning

The [Localism Act 2011](#) permits parish and town councils to develop a 'neighbourhood plan'. Neighbourhood plans must be in broad conformity with the local structure plan. A neighbourhood plan may be developed in consultation with the community, and it must then be subjected to an examination in public. It is then subject to a local referendum, and if a 'yes' vote is obtained, it will become the land-use plan for the parish area. Neighbourhood plans may also be developed by neighbourhood forums where no parish council exists. Further information is available in the Library briefing paper [Neighbourhood planning](#).

In addition, in areas where there is a neighbourhood development plan in place, the parish council will be able to receive 25% of the revenues from any Community Infrastructure Levy arising from the development that they have chosen to accept.⁷⁰ Where no parish or town council exists, the guidance states that:

Communities without a parish or town council will still benefit from this incentive, with the local planning authority retaining it and spending it in accordance with the wishes of the community.⁷¹

The decision to establish a Community Infrastructure Levy is taken by the principal council, not the parish council. Further details are available in the Library briefing paper [Community infrastructure levy](#).

6.8 Cheques

Until 2014, parish councils were required to make all payments by cheques signed by two councillors. This requirement dated from section 150 (5) of the [Local Government Act 1972](#). The [Legislative Reform \(Payments by Parish Councils, Community Councils and Charter Trustees\) Order 2014](#) (SI 2014-580) removed this requirement for both England and Wales.⁷²

⁶⁹ Ruth Keeling, "Parish council business rates grab rejected", [Local Government Chronicle](#), 26 June 2013

⁷⁰ See the [Community Infrastructure Levy \(Amendment\) Regulations 2013](#) (SI 2013/982)

⁷¹ DCLG, [Communities to receive cash boost for choosing development](#), 10 January 2013

⁷² See the initial consultation at DCLG, [Payments by parish and community councils and charter trustees](#), 2012; and a written statement announcing the decision at [HCDeb 10 Sep 2013](#) c43WS

6.9

Electronic agendas

In January 2015, the Government made a Legislative Reform Order covering England, permitting parish and town councillors to receive agendas electronically if they so choose.⁷³ Prior to this, the Local Government Act 1972 required council meeting agendas to be supplied to councillors in paper form.⁷⁴

⁷³ See the [Local Government \(Electronic Communications\) \(England\) Order 2015](#) (SI 2015/5)

⁷⁴ Ibid.

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Newbury Town Council**Public Report****To: Council****Date of meeting: 30 January 2023.****Agenda item No. 12: 2023/24 Budget and Precept****Decision Required:**

To note that the Policy & Resources Committee resolved on 16 January to adopt a budget for 2023/24, and recommends that the Council sets an overall budget expenditure of £2,280,724

To resolve to adopt the budget for Financial Year 2023/2024 and raise a precept of £1,575,224 for the year

To resolve that a leaflet explaining to the public how the precept is to be used during 2023/24 is produced, with that leaflet to be distributed to each household in Newbury and published on the Council's website.

Budget Highlights

The full figures for the proposed budget for 2023-24 are shown on the attached table.

The table details the budget as approved last year, with actual outturn, the budget for this year with projected outturns and the proposed expenditures for next year and the sources of funds for this expenditure.

In summary, the "bottom lines" are as follows:

Year	Total Expenditure					
		NTC income	Precept	Reserves	CIL/S106	PWLB
21-22	1,306,014	247,401	1,135,249	-105,331	28,695	0
22-23 ¹	1,727,955	250,996	1,180,623	246,336	50,000	0
23-24	2,280,724	302,345	1,272,879	330,161	75,339	300,000

The draft budget continues the work of the Council in delivering the 4 key elements of the Council's Strategy 2019-2024:

1. Help make Newbury a unique, welcoming, safe and well cared for Town
2. Foster a real sense of community
3. Take actions to address the climate emergency
4. Focused support for youth, the elderly, minorities and the vulnerable.

¹ Projected outturn

The Main features of the budget are as follows:

Salaries: A proposed increase of 9.5% which incorporates the Staff structure review, as approved by the Staff Subcommittee.

Grounds Maintenance Contract: the draft budget provides for our new grounds maintenance contract, operative from 7 January 2023. The annual increase is 12% approx. but given current inflation rates, the new contract represents real value for money for the Council.

The Community Café in Victoria Park: The draft budget also proposes funds for the construction of the proposed community Café in Victoria Park. Planning permission has been obtained and discharge of all planning conditions approved. We have been out to tender and our QS is negotiating a final price with three contractors. We have also agreed the operator for the new café, and they will be involved in the design, layout and fitout of the café. The planned opening date is late 2023. The planned expenditure for the coming year is £630,000, funded from reserves (£269,661), CIL (£60,339) and a loan of £300,000.

Precept requirement

The budget above proposes an overall expenditure for 2023-24 of £2,280,724.

Of this total, £705,00 is for capital/ one-off projects, which will be funded from reserves (£330,161), CIL/ Section 106 (£75,339) and a loan of £300,000. The remaining revenue expenditure is to be funded from Town Council income from charges and services (£302,345) and the Council Tax precept requirement of £1,272,879.

The precept represents an increase of £92,256 on last year's (7.8% increase)

Band D payment

The precept will be levied on the Newbury Council Tax base, which now stands at £13,445.70. This is an increase of £180.76 on last year 13,264.94 (1.36%).

The Band D Council tax payment for the Town Council precept will be £94.66 per household, an increase of £5.66 on last year (6.4%).

Hugh Peacocke

CEO and RFO

21 January 2023.



Strategy 2019-2024 – Year 4 update and Budget 2023/24

Full Council, 30th January 2023, v1

Making Newbury a town we can all be proud of

Our Mission – *What drives us?*



Making Newbury a town we can all be proud of



2022-23: Continued delivery in most areas

- **NTC has successfully delivered several key objectives in Year 3:**
 - Significant progress on proposed new Community Café and public toilets for Victoria Park
 - Tender process entering final stages – complicated and delayed due to Covid aftermath, construction bottleneck and inflation. Funding agreed
 - Continued our youth work partnerships
 - Successful ongoing partnership with Berkshire Youth for outreach youth work in Newbury
 - Ongoing grants for the Community Youth Project in the Nightingales and the Riverside Centre in Clay Hill
 - Significant steps on sustainability:
 - Completed several energy saving projects in the Town Hall and our other buildings
 - Our cumulative carbon footprint reduction is one year ahead of schedule for an average of 7 tonnes p.a and carbon neutrality by 2030
 - Held our 6th climate conferences and awarded further Climate Grants incl £10K to Loose Ends & Cricket Club for PV and 3.8 tonnes CO2 offset
 - Completed a successful tender process and appointed John O'Connor as our new Grounds Maintenance partner
 - Improving sustainability and biodiversity included at the heart of the contract
 - Continued a much needed programme of maintenance to ensure safety of our playgrounds, buildings and our trees
 - Major upgrade of the playground in Fifth Road, and the addition of play equipment for the disabled in Victoria Park
 - Completed consultations on future improvements to Hutton Close and Greenham House Gardens
 - Started work on our Neighbourhood Development Plan, with stage 1 consultation almost completed
 - Significant consultation / planning responses on:
 - LRIE (incl NCFG), Sandford, the Local Plan, Newbury Town Centre Masterplan 2036, redevelopment of the Kennet Centre
 - Maintained Green Flag for Victoria Park, entered new tennis partnership, and introduced Crazy Golf
- **NTC has successfully maintained core services:**
 - Looked after our parks and playgrounds despite deteriorating service from previous grounds maintenance contractor
 - Charter market continues to have healthy number of stalls
 - Allotments remain at 100% capacity
 - Awarded grants to local organisations who are supporting the vulnerable in Newbury
 - Ongoing support for Citizens Advice, town centre CCTV, and Christmas Lights
 - Mayoral support for and appreciation of our residents, businesses and minority communities

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2023-24: Key strategic projects

- **Open the new Community Café and public toilets in Victoria Park, by the end of 2023**
 - Assuming we can successfully complete the tender process and appoint a contractor who will deliver within our agreed budget.
 - If we cannot meet our agreed budget, then we will pause the project until the market situation improves and we can tender again.
- **Continue our support of youth work in Newbury with ongoing funding for:**
 - Partnership with Berkshire Youth for outreach youth work, youth work at both the CYP in the Nightingales and the Riverside Centre in Clay Hill
- **Specific actions to address the climate emergency:**
 - Reduce our net carbon by $\geq 7t$ to deliver cumulative reduction of $\geq 35t$ since 2019/20, one year ahead of schedule for net neutral by 2030
 - Ensure Victoria Park Community Café build is rated \geq BREEAM Very Good, and begin measurement of carbon emissions once operational
 - Award further Carbon Grants to help local organisations in Newbury reduce their carbon footprint, and deliver local offset for NTC
 - Begin recommended actions to manage the water courses for which we are responsible
- **Parks and Playgrounds:**
 - Start work on the improvements to the public open space at Wash Common & Hutton Close, based on the completed public consultations
 - Take over ownership of Greenham House Gardens and begin work to upgrade it based on the completed public consultation
 - Retain Green Flag for Victoria Park and secure Green Flag for City Rec for the first time
- **Seek funding for a major upgrade to the Wharf public toilets**
 - Work with WBC and others to secure funding for this, including disabled changing facility with specialist hoist, and a shower
- **Continue partnership to support inclusivity with our minorities**
- **Continue work on our Neighbourhood Development Plan:**
 - to enable the people of Newbury to have real influence in guiding future development in a sensitive and sustainable way
- **Provide a strong lobbying voice for Newbury residents, in particular into:**
 - Newbury Town Centre Masterplan 2036, including permanent pedestrianisation of the Market Place
 - London Road Industrial Estate development plans, including the Faraday Road Football Ground
 - Continue to oppose any plans for redevelopment of the Kennet Centre that are out scale with the historic town centre
- **Begin work to develop and agree a 20-year strategy for the role of NTC and investment in our public buildings**

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Our Goals – *Where are we heading?*

1. Help make Newbury a unique, welcoming, safe and well cared for town

- A. Provide outstanding parks, playgrounds and public spaces.
 - Upgrade our parks in the Nightingales, Hutton Close, Wash Common & Greenham House Gardens. Win Green Flag for City Rec
- B. Run vibrant markets
- C. Run thriving allotments
- D. Provide well-kept and peaceful cemeteries
- E. Ensure our public and historic buildings are properly cared for and well-used
- F. Help deliver a well-presented town with high quality public amenities that support well-being, safety and visitors
- G. Provide a strong voice for Newbury by lobbying and working with WBC, Newbury BID, and others
 - Produce Neighbourhood Development Plan

2. Foster a real sense of community

- A. Inspiring Civic events and Mayoral calendar
- B. Enjoyable and inclusive community events
- C. Celebrate and recognise individual and community achievements
- D. Encourage and support contributions to our public and community life
- E. Celebrate and encourage appreciation of public art and Newbury's heritage

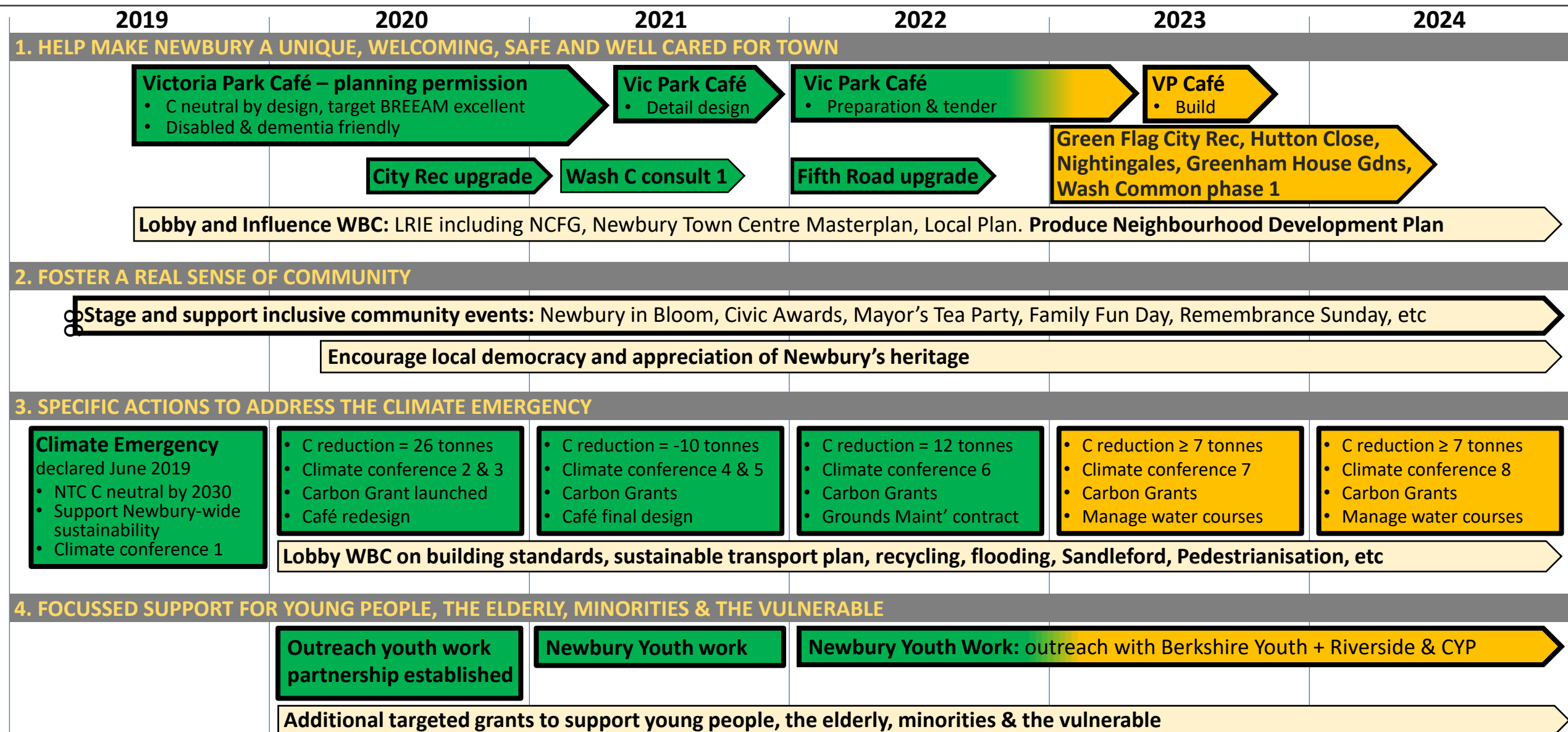
3. Take actions to address the climate emergency

- A. Ensure the activities of the Town Council are carbon neutral by 2030 or before
- B. Actively encourage and support actions that will make Newbury as a whole more environmentally sustainable

4. Provide focused support for young people, the elderly, minorities and the vulnerable

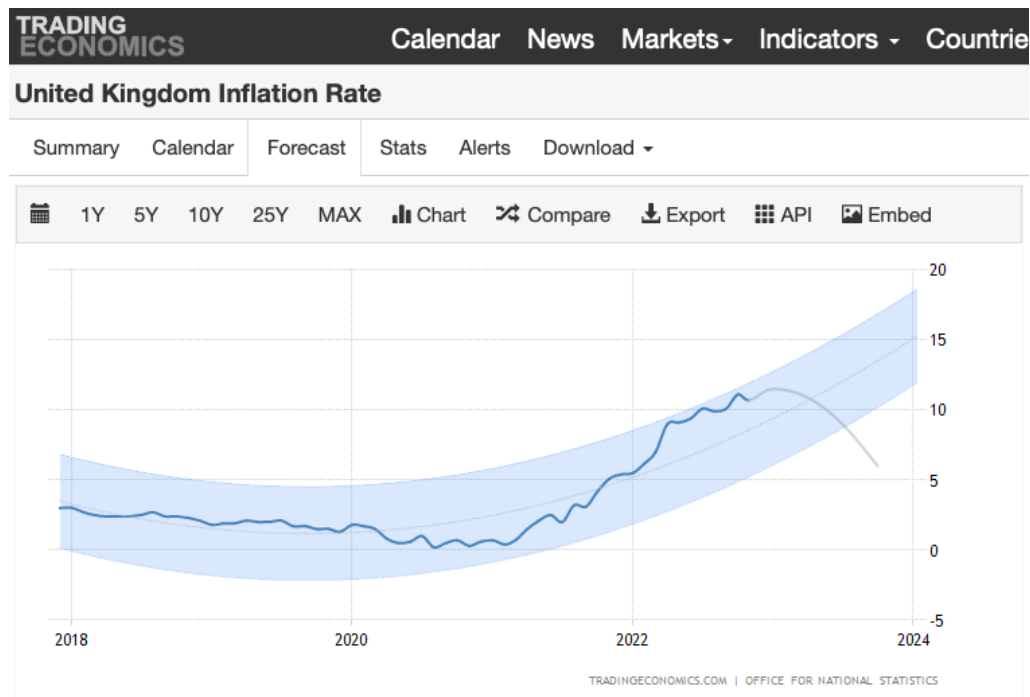
- A. Provide funding to organisations which support youth work and support to other vulnerable people in Newbury
- B. Support initiatives to make Newbury a more inclusive town
- C. Work with local organisations which support the homeless in Newbury

Summary of Key Strategic Actions 2019-2024



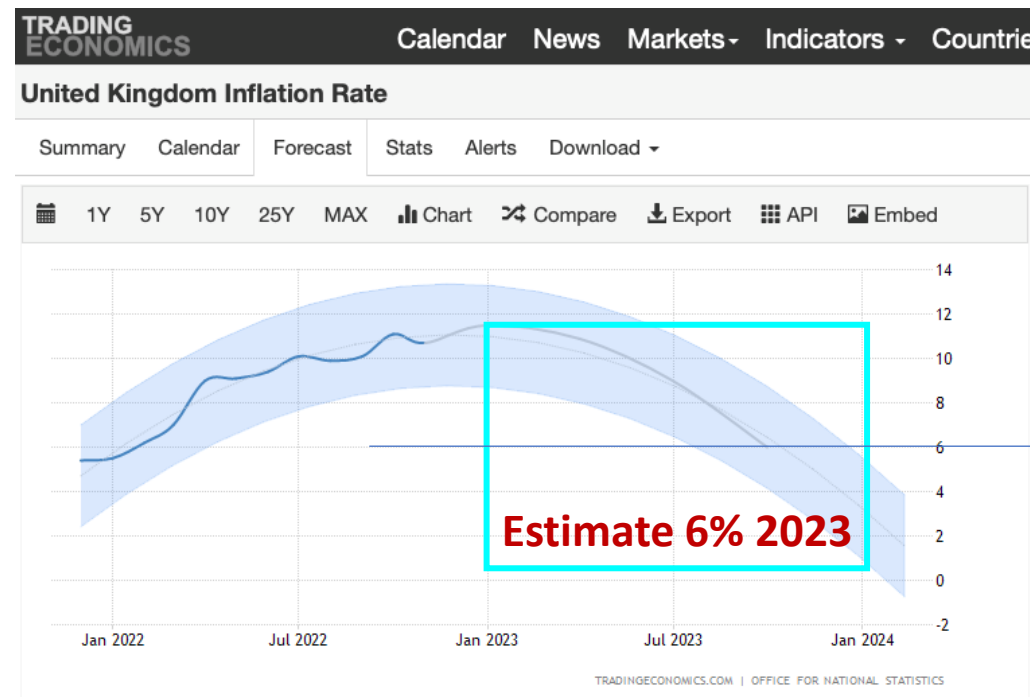
Inflation – CPI last 5 years and forecast next 2 years

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Calendar	GMT	Reference	Actual	Previous	Consensus	TEForecast
2022-11-16	07:00 AM	Oct	11.1%	10.1%	10.7%	11%
2022-12-14	07:00 AM	Nov	10.7%	11.1%	10.9%	11%
2023-01-18	07:00 AM	Dec		10.7%		11.5%

+

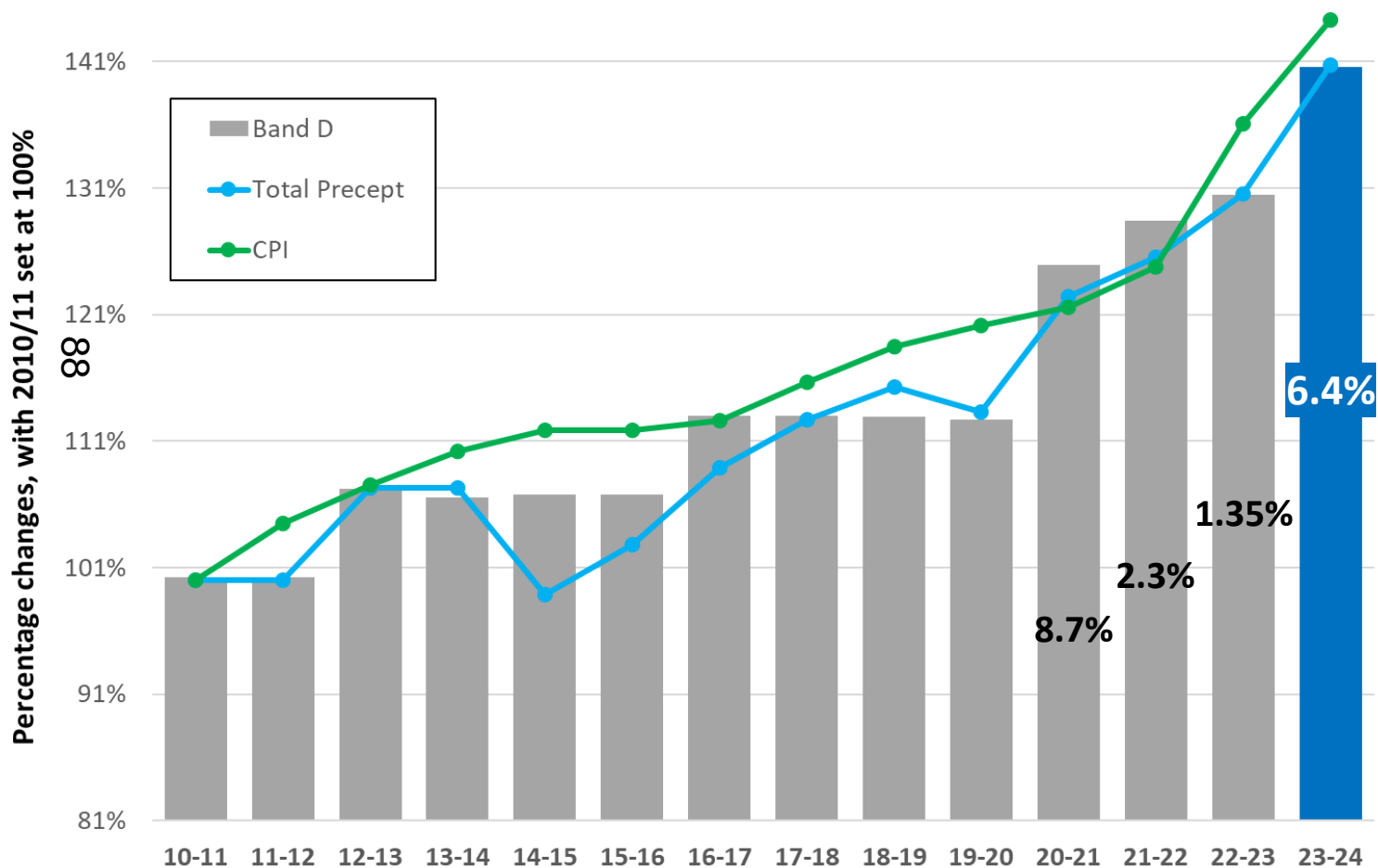


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2022-11-16	07:00 AM	Oct	11.1%	10.1%	10.7%	11%
2022-12-14	07:00 AM	Nov	10.7%	11.1%	10.9%	11%
2023-01-18	07:00 AM	Dec		10.7%		11.5%

+

Budget – Topline vs CPI

Band D Precept vs Total Precept vs CPI - Budget vP&R



• **CPI: Status and predictions:**

- to Dec 2022 = +10.5% (ONS)
- prediction for Q4 2023 = +5.0% (BoE)
- prediction for Q4 2024 = 1.5% (BoE)
- NTC assumption for 2023 = 6.0%
- CPI increase 2023-24 vs 2019-20 = 20.1%

Objective to minimise rise in precept while also ensuring we can effectively deliver our core services and strategic priorities

• **Budget total precept = +7.8%**

- 2023-24 = £1.273 mio vs £1.181 mio

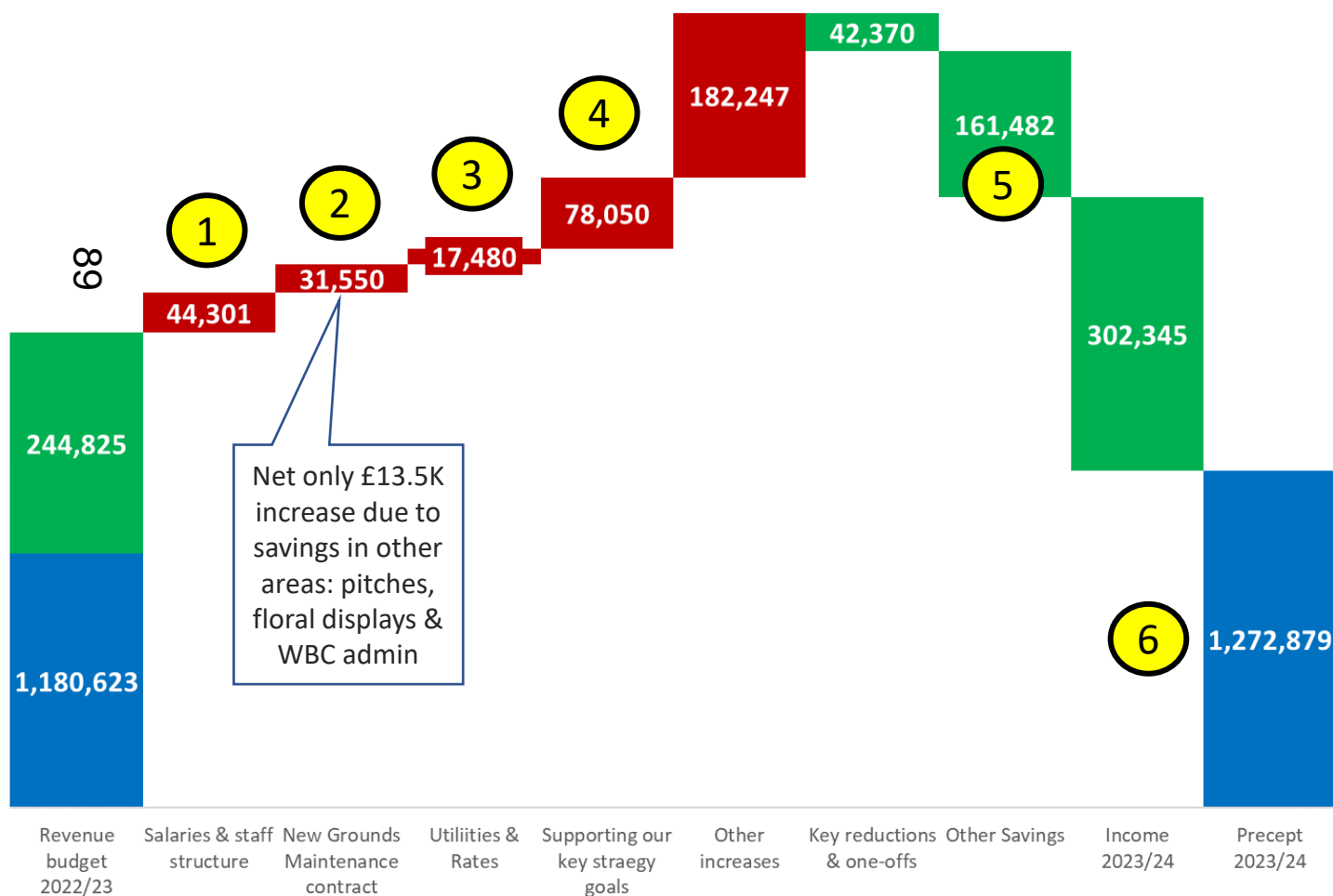
• **Tax base up 1.4% to 13,446**

• **Band D up by 6.4% to £94.67 p.a.**

- Increase of £5.66 p.a. or 11 pence per week
- Significantly below inflation
- Band D increase 2023-4 vs 2019-20 is below CPI rise over same period

Budget 2023-24 vs 2022-23 – Illustrative Summary

Illustrative Change in Precept: 2023-24 vs 2022-23



• Significant increase in staff costs

- ① • National pay awards, NI & pension, Covid levy
- New structure slight increase offset by savings

• New grounds maintenance contract

- ② • Autonomy vs previous. Local depot
- Partnership, incl joint branding of vehicles

• Utilities & rates

- ③ • Electricity actually *lower* due to climate action

• Supporting our key strategic goals

- ④ • See further details

• Significant increase in income

- ⑤ • Market
- Tennis
- Allotments
- Cemetery

• Resulting Precept

- ⑥ • Budget vP&R = + 7.8% total precept
- For Band D +6.4%, below inflation

Supporting our key strategy goals

Supporting our Strategic Goals 2023-24

		Revenue	Reserves	CIL/PWLB	Total	Commentary
1	Community Café in Victoria Park	0	245,000	385,000	630,000	Section 1 of our strategy: Help make Newbury a unique, welcoming, safe and well cared for town
2	Upgrading Playgrounds, focus on Nightingales	40,000	10,000		50,000	
3	Wash Common public space upgrade stage 1	-	18,400		18,400	
4	Hutton Close upgrade	-	15,000		15,000	
5	Contribution towards Newbury Christmas lights	12,000			12,000	
6	Newbury In Bloom	4,500			4,500	
7	Support for friends Groups, Community, groups, etc	3,000			3,000	
8	Defibrulators	2,500			2,500	
9	Green Flag - City Rec	700			700	
10	Berkshire Youth: outreach youth work	25,000			25,000	Section 4 of our strategy: Provide focused support for young people, the elderly, minorities and the vulnerable
11	Grant Sub Committee	24,500			24,500	
12	CAB Grant	20,000			20,000	
13	Diversity & Inclusivity	3,000			3,000	
14	Greenham Community Youth	2,500			2,500	
15	Riverside Centre	2,500			2,500	
16	Volunteer Centre	500			500	
17	Grants for Climate Change Proj	10,000			10,000	Section 3 of our strategy: Take actions to address the climate emergency
18	Additional solar panels Town Hall	5,000			5,000	
19	Water courses	10,000			10,000	
20	Energy Conservation Projects	4,000			4,000	
21	Biodiversity Survey	1,000			1,000	
22	Greenham & Crookham Common	500			500	
Total		171,200	288,400	385,000	844,600	

Revenue increase vs 2022-23	78,050
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Making Newbury a town we can all be proud of



1/23 **NTC Budget 2023/24**

16:41 Draft 5, 05.01.2023		21-22		22-23			23-24	Source of Funds 2023-24					
Code	De: Income/exp	Budget	Actual	Budget	Actual YTD	Projected	Budget	NTC Income	Precept	Reserves	CIL/ S106	PWLB etc	External
100	Staff												
4000	Salaries/NI/PAYE	420,066	457,377	468,323	265,966	480,000	512,624		512,624				
4010	Misc Staff Expenses	2,575	4,815	4,000	3,889	5,000	7,000		7,000				
4045	Salary Reallocation	-420,066	-457,377	-468,323	-265,966	-480,000	-512,624		-512,624				
	Overhead Expenditure	2,575	4,815	4,000	3,889	5,000	7,000						
110	Central Services												
1076	Precept Received	1,135,249	1,135,249	1,180,623	1,180,623	1,180,623	1,272,879						
1090	Interest Received	2,500	906	1,000	4,414	7,000	8,000	8,000					
1091	Shares/Dividend Income	0	2	0	4	10	0	0					
1120	Grants & Donations Received	0	100	0	0	0	0	0					
1905	CIL income received	0	28,695	0	9,357	20,000	0	0					
1990	Miscellaneous Income	0	40	0	0	0	0	0					
	Total Income	1,137,749	1,164,992	1,181,623	1,194,398	1,207,633	1,280,879						
4045	Salary Reallocation	25,962	27,935	101,982	57,715	103,200	146,368		146,368				
4050	Bank Charges	2,060	2,573	2,100	1,472	2,400	3,000		3,000				
4055	Election Expenses	6,500	4,826	0	0	0	18,000		0	18,000			
4425	Repairs and Maintenance	0	2,700	0	0	0	0		0				
	Overhead Expenditure	34,522	38,034	104,082	59,187	105,600	167,368						
	110 Net Income over Expenditure	1,103,227	1,126,958	1,077,541	1,135,211	1,102,033	1,113,511						
200	P&R General												
4045	Salary Reallocation	36,695	40,256	15,679	8,511	16,000	28,380		28,380				
4105	Members' travel & subsistence	750	0	800	0	400	800		800				
4110	Bus Shelter Advertising	800	218	0	0	0	0		0				
4120	Precept Leaflet	1,200	1,099	1,300	0	1,400	1,000		1,000				
4125	P&R Projects Fund	5,000	23	3,000	0	0	2,000		2,000				
	Overhead Expenditure	44,445	41,596	20,779	8,511	17,800	32,180						

290	Town Hall												
1270	Suite Lease Income	32,000	13,236	32,000	19,137	31,000	36,000	36,000					
1275	Solar Panel Income	400	0	500	0	500	1,500	1,500					
1280	Chamber Hire	6,000	6,096	7,000	4,765	9,000	10,000	10,000					
1285	Projector Hire	0	60	50	24	0	0	0					
	Total Income	38,400	19,392	39,550	23,926	40,500	47,500						
4045	Salary Reallocation	47,325	48,979	33,656	18,884	34,000	33,034		33,034				
	IT												
4255	Professional Fees	0	0	12,350	0	2,000	0		0				
4310	Reconnect Drinking Fountain	1,850	0	2,760	0	0	0		0				
4315	Topographical Survey	11,650	0	0	0	0	0		0				
4320	Town Hall Refurb	10,000	0	0	0	0	0		0				
	Town Hall Maintenance Fund												
4345	Additional solar panels Town Hall	1,500	0	1,870	0	1,870	5,000		5,000				
4405	Rates	11,094	11,557	11,500	10,785	10,785	11,430		11,430				
4410	Water	1,000	452	500	151	500	500		500				
4415	Energy Supplies	10,300	8,712	11,000	4,865	7,500	10,000		10,000				
4416	Energy Conservation Projects	5,000	5,486	4,000	3,945	4,000	4,000		4,000				
4425	Repairs and Maintenance	74,000	23,824	22,500	12,426	18,500	24,000		24,000				
4430	Maint. Contracts	14,588	16,396	15,900	10,856	15,900	16,500		16,500				
4440	Fire Extinguishers	1,500	667	1,950	500	1,250	1,200		1,200				
4445	Security	800	993	1,600	463	1,600	1,200		1,200				
4580	PPE	0	49	0	0	0	0		0				
	Overhead Expenditure	190,607	117,115	119,586	62,875	97,905	106,864						
295	Weddings												
1280	Chamber Hire	2,500	910	2,500	402	1,000	2,500		2,500				
	Total Income	2,500	910	2,500	402	1,000	2,500						
4045	Salary Reallocation	3,429	3,950	9,923	5,585	10,000	8,788		8,788				
4340	Weddings expenditure	1,000	1,129	2,000	2,609	3,000	1,000		1,000				
	Overhead Expenditure	4,429	5,079	11,923	8,194	13,000	9,788						

300	Newtown Road Cemetery													
1300	Cemetery Income	0	300	1,000	240	500	1,000	1,000						
	Total Income	0	300	1,000	240	500	1,000							
4045	Salary Reallocation	2,348	3,147	6,857	3,990	7,000	5,253		5,253					
4355	NRC Composting toilet maintenance	1,300	1,347	1,250	768	1,250	1,500		1,500					
4405	Rates	389	488	650	886	886	950		950					
4415	Energy Supplies	400	2,851	600	209	600	700		700					
4416	Energy Conservation Projects	1,000	134	0	0	0	0		0					
4425	Repairs and Maintenance	7,500	1,482	15,670	8,833	12,000	10,000		10,000					
4430	Maint. Contracts	12,250	11,093	8,650	6,741	9,600	9,000		9,000					
4435	Maint. Contracts Unscheduled	1,200	1,125	1,560	1,450	2,000	1,200		1,200					
4436	Headstone Survey	2,000	0	2,240	1,875	2,000	500		500					
4440	Fire Extinguishers	100	59	225	63	225	250		250					
4515	Tree Surveys & Works	800	0	1,850	800	1,850	2,000		2,000					
4540	NRC Composting Toilet (25%)	2,563	0	14,000	0	0	0		0					
4545	Redecoration of Chapel	1,200	0	0	0	0	0		0					
	Overhead Expenditure	33,050	21,726	53,552	25,615	37,411	31,353							
305	Shaw Cemetery													
1300	Cemetery Income	35,000	68,691	40,000	32,188	45,000	50,000	50,000						
	Total Income	35,000	68,691	40,000	32,188	45,000	55,000							
4045	Salary Reallocation	21,149	22,899	14,443	8,245	15,000	18,015		18,015					
4250	IT	1,100	1,792	1,180	0	800	0		0					
4265	Subscriptions	95	150	95	260	260	300		300					
4400	Rent Payable	1,000	1,000	1,000	0	1,000	1,000		1,000					
4405	Rates	280	1,410	1,500	8,982	8,982	9,200		9,200					
4410	Water	3,000	724	750	1,044	1,500	1,600		1,600					
4415	Energy Supplies	1,000	962	1,200	274	1,000	1,000		1,000					
4416	Energy Conservation Projects	1,860	1,860	0	0	0	0		0					
4425	Repairs and Maintenance	13,560	8,459	5,540	1,156	4,000	4,500		4,500					
4430	Maint. Contracts	63,500	60,120	67,500	36,458	67,500	70,000		70,000					
4435	Maint. Contracts Unscheduled	2,200	0	2,860	0	2,860	2,860		2,860					
4440	Fire Extinguishers	250	227	860	126	700	700		700					
4515	Tree Surveys & Works	2,885	680	3,420	0	2,420	3,000		3,000					
	Overhead Expenditure	111,879	100,283	100,348	56,545	106,022	112,175							

310	Markets													
1320	Market Income	39,000	50,826	50,000	27,977	45,000	50,000	50,000						
1990	Miscellaneous Income	0	200	0	0	0	0	0						
	Total Income	39,000	51,026	50,000	27,977	45,000	50,000							
4045	Salary Reallocation	23,094	24,362	12,939	7,447	13,000	11,801			11,801				
4265	Subscriptions	370	369	450	384	400	500			500				
4275	Advertising General	1,500	1,328	1,500	574	1,100	1,500			1,500				
4360	Market Management	14,000	14,172	14,800	8,813	13,000	17,500			17,500				
4405	Rates	5,725	5,783	6,000	5,783	5,782	6,200			6,200				
4415	Energy Supplies	1,000	621	1,200	404	800	1,200			1,200				
4425	Repairs and Maintenance	2,865	810	2,000	43	1,000	1,000			1,000				
	Overhead Expenditure	48,554	47,445	38,889	23,448	35,082	39,701							
315	War Memorial													
4045	Salary Reallocation	3,708	4,156	1,577	798	1,600	1,647			1,647				
4425	Repairs and Maintenance	700	330	2,500	360	2,000	1,500			1,500				
4850	Sinking Fund	2,000	0	2,000	0	2,000	2,000			2,000				
	Overhead Expenditure	6,408	4,486	6,077	1,158	5,600	5,147							
320	Footway Lighting													
4045	Salary Reallocation	3,708	4,156	4,094	2,394	4,100	3,840			3,840				
4415	Energy Supplies	7,313	7,666	9,000	3,616	8,000	8,000			8,000				
4425	Repairs and Maintenance	13,000	15,403	21,900	4,807	20,000	12,000			12,000				
4855	Street Lighting Upgrade	2,530	830	10,000	747	10,000	7,000			7,000				
	Overhead Expenditure	26,551	28,055	44,994	11,564	42,100	30,840							
325	Clock House													
	Replacement lighting									0				
4045	Salary Reallocation	3,708	4,156	1,577	798	1,600	1,647			1,647				
4415	Energy Supplies	750	794	850	394	600	850			850				
4425	Repairs and Maintenance	4,840	1,670	3,000	250	2,500	1,000			1,000				
	Overhead Expenditure	9,298	6,620	5,427	1,442	4,700	3,497							

330	Street Furniture													
1605	Clear Channel (INC)	0	47,797	48,000	55,000	48,000	60,000	60,000						
	Total Income	0	47,797	48,000	55,000	48,000	60,000							
4045	Salary Reallocation	3,709	4,165	5,397	3,192	5,500	5,451		5,451					
4111	Bus Shelter Provision & Maint	0	47,797	48,000	55,000	48,000	60,000		60,000					
4415	Energy Supplies	220	0	300	0	300	400		400					
4425	Repairs and Maintenance	5,500	2,376	7,000	5,891	8,000	11,000		11,000					
4435	Maint. Contracts Unscheduled	500	0	500	0	0	0		0					
4460	Grit Bins	4,635	0	2,000	0	2,000	2,000		2,000					
4860	Move of Bus Stop	5,800	0	0	0	0	0		0					
	Overhead Expenditure	20,364	54,338	63,197	64,083	63,800	78,851							
	330 Net Income over Expenditure	-20,364	-6,541	-15,197	-9,083	-15,800	-18,851							
335	Recreation Grounds													
1355	Income - Pitches	2,266	2,307	3,000	552	3,000	3,300	3,300						
	Total Income	2,266	2,307	3,000	552	3,000	3,300							
4861	football pitch management	0	0	9,870	0	9,870	0		0					
	Direct Expenditure	0	0	9,870	0	9,870	0							
335	Wash Common Upgrade- Phase 1	0	0	18,600	0	18,600	0		0					
4045	Salary Reallocation	15,218	17,016	25,182	14,362	26,000	18,429		18,429					
4410	Water	600	265	650	336	650	650		650					
4415	Energy Supplies	2,060	3,941	2,300	1,380	2,300	3,000		3,000					
4423	Upgrading	2,250	0	3,000	0	1,000	0		0					
4425	Repairs and Maintenance	4,600	1,532	7,000	1,581	4,000	5,000		5,000					
4430	Maint. Contracts	29,800	26,913	32,200	16,331	33,500	34,000		34,000					
4435	Maint. Contracts Unscheduled	9,650	346	2,000	0	2,000	2,500		2,500					
	Tree maintenance													
4515	Tree Surveys & Works	5,460	2,600	6,780	0	5,000	4,000		4,000					
4580	PPE	1,000	97	1,000	0	0	0		0					
4585	Drinking Water Tap	1,220	0	2,760	2,637	2,637	0		0					
4590	Consultation - Wash Common	1,000	0	1,250	0	1,250	0		0					
	Overhead Expenditure	72,858	52,710	102,722	36,627	96,937	67,579							
336	City Recreation Ground													
4423	Upgrading - City Rec Bench	14,000	0	0	0	0	0		0					
4585	Drinking Water Tap	1,220	0	1,800	0	0	0		0					
4591	Green Flag - City Rec						700		700					
	Overhead Expenditure	15,220	0	1,800	0	0	700							
340	Play Areas													
4045	Salary Reallocation	18,258	19,302	36,449	20,745	37,500	30,007		30,007					
4423	Upgrading	5,800	0	115,000	7,144	125,000	50,000		40,000	10,000				
4425	Repairs and Maintenance	14,000	26,879	21,000	14,101	30,000	25,000		25,000					
4430	Maint. Contracts	23,240	21,230	25,400	12,892	26,000	26,000		26,000					
4435	Maint. Contracts Unscheduled	9,600	0	2,000	0	2,000	1,000		1,000					
	Overhead Expenditure	70,898	67,411	199,849	54,882	220,500	132,007							

345	Victoria Park													
1120	Grants & Donations Received	0	0	0	10,000	10,000	0	0						
1360	Income - Tennis Courts	12,000	14,798	20,000	4,297	20,000	22,000	22,000						
1380	Income - Bowling Club	927	1,350	950	450	950	950	950						
1385	Income - Kiosk/Cafe	1,600	4,136	3,000	2,142	4,000	4,000	4,000						
1391	Income - Mini Golf	0	0	5,000	5,500	5,500	5,000	5,000						
1500	Other open spaces income	2,000	4,380	4,000	3,250	3,250	5,000	5,000						
1990	Miscellaneous Income	1,000	165	500	21,669	21,669	0	0						
	Total income	17,527	24,829	33,450	47,308	65,369	36,950							
4537	Upgrade VP Bandstand	0	0	51,000	150	28,000	0	0						
4539	Replace disability swing	0	0	25,000	10,057	10,000	0	0						
4541	Repairs to Victoria and Lions	0	0	5,000	0	2,000	500	500						
4543	Splashpark	0	0	4,870	3,988	4,870	2,500	2,500						
4591	Green Flag						850	850						
	Direct Expenditure	0	0	85,870	14,195	44,870	3,850							
4045	Salary Reallocation	32,530	35,679	47,023	26,597	48,500	60,151	60,151						
4325	PWLB Loan Interest	10,000	0	10,000	0	0	15,000	0					15,000	
4355	Toilet Hire - Vic Pk	700	0	700	735	735	8,800	8,800						
4410	Water	4,350	5,177	3,000	6,604	8,000	9,000	9,000						
4415	Energy Supplies	4,000	4,392	4,500	1,949	2,500	4,500	4,500						
4425	Repairs and Maintenance	13,450	16,672	20,000	11,860	17,000	22,000	22,000						
4430	Maint. Contracts	66,450	60,315	71,000	36,454	72,000	75,000	75,000						
4435	Maint. Contracts Unscheduled	4,850	100	2,000	1,460	3,000	6,000	6,000						
4437	Wild Flower Meadow VP	4,000	0	0	0	0	0	0						
4440	Fire Extinguishers	200	115	650	116	650	500	500						
4445	Security	500	133	500	0	500	500	500						
4465	Tennis Courts Maintenance Fund	3,600	0	3,600	0	3,600	3,600	3,600						
4475	VP LTA Registration Fee	350	0	380	0	380	0	0						
4480	Music at the Bandstand	3,000	1,350	3,000	2,350	2,350	3,000	3,000						
4485	VP tennis court promotion	1,500	1,128	1,500	1,200	1,200	0	0						
4490	VP Fun Day	2,500	375	2,500	2,433	2,433	2,500	2,500						
4515	Tree Surveys & Works	2,300	1,250	4,530	0	3,000	2,000	2,000						
4525	Fees	35,000	22,259	0	0	0	0	0						
4530	Community Cafe	399,000	5,251	364,500	22,138	364,500	630,000	0	269,661	60,339	300,000			
4535	Hoist	12,000	0	0	0	0	0	0						
4590	Consultation - Café	1,000	0	0	0	0	0	0						
	Overhead Expenditure	601,280	154,196	539,383	113,896	530,348	842,551							
	345 Net Income over Expenditure	-583,753	-129,367	-591,803	-80,783	-509,849	-809,451							

350	Open Spaces													
1395	Wayleave Income	25	25	25	0	25	25	25						
1500	Other open spaces income	0	240	0	0	0	0	0						
1990	Miscellaneous Income	0	4,000	0	0	0	0	0						
	Total Income	25	4,265	25	0	25	25	25						
4771	Hutton Close Upgrade	0	0	35,000	2,091	15,000	20,000	20,000	0	20,000				
	Direct Expenditure	0	0	35,000	2,091	15,000	20,000	20,000						
4045	Salary Reallocation	25,658	27,708	15,674	8,777	16,500	10,609	10,609						
4400	Rent Payable	180	82	180	479	180	500	500						
4410	Water	100	29	110	8	110	110	110						
4425	Repairs and Maintenance	5,000	4,752	4,000	948	4,000	2,000	2,000						
4430	Maint. Contracts	72,994	71,372	76,240	42,939	78,000	78,000	78,000						
4435	Maint. Contracts Unscheduled	4,000	1,224	3,000	315	2,000	2,000	2,000						
4515	Tree Surveys & Works	7,650	5,925	4,530	950	3,530	3,000	3,000						
4750	Greenham House Gdns	9,450	0	10,500	0	10,500	0	0						
4755	Blossoms Field Tree Works	3,500	0	0	0	0	0	0						
4760	Litter Picking Equipment	500	92	500	0	500	500	500						
4765	Speen Moor Friends Group	500	199	500	0	500	0	0						
4770	Biodiversity Survey	2,000	0	1,500	0	1,500	1,000	1,000						
4773	Water courses						10,000	10,000	0	10,000				
	Overhead Expenditure	131,532	111,383	116,734	54,416	117,320	107,719	107,719						
	350 Net Income over Expenditure	-131,507	-107,118	-151,709	-56,507	-132,295	-127,694	-127,694						
355	Floral Displays and Trees													
1990	Miscellaneous Income	2,000	1,135	1,500	1,437	997	1,500	1,500	1,500					
	Total Income	2,000	1,135	1,500	1,437	997	1,500	1,500						
4045	Salary Reallocation	6,111	5,963	6,514	3,724	7,000	6,690	6,690						
4425	Repairs and Maintenance	850	0	500	52	0	0	0						
4430	Maint. Contracts	21,896	21,170	23,890	12,849	25,000	26,000	26,000						
4435	Maint. Contracts Unscheduled	0	0	1,435	0	0	1,500	1,500						
4470	Tree Maintenance	5,000	5,000	7,680	850	4,680	0	0						
4500	Tree planting	4,850	2,297	6,750	0	2,000	3,000	3,000						
4505	Edible Crops	300	0	450	0	450	450	450						
4510	Additional Floral Displays NIB	1,500	1,599	1,800	561	750	18,500	18,500						
4590	Consultation	1,000	0	0	0	0	0	0						
	Overhead Expenditure	41,507	36,029	49,019	18,036	39,880	56,140	56,140						

430	Wharf Toilets													
4417	Refurbishment - Wharf toilets	0	0	150,000	2,675	5,000	0		0					
	Direct Expenditure	0	0	150,000	2,675	5,000	0							
4045	Salary Reallocation	6,424	7,616	2,914	1,596	3,000	10,185		10,185					
4195	Wharf Toilets Contract	11,845	11,480	12,450	6,050	12,450	15,000		15,000					
4405	Rates	7,309	-6,776	0	0	0	0		0					
4425	Repairs and Maintenance	3,650	285	1,800	291	1,000	2,000		2,000					
	Overhead Expenditure	29,228	12,605	17,164	7,937	16,450	27,185							
500	CP,A&L General													
4640	Queens Platinum Jubilee	0	0	1,500	1,499	1,499	0		0					
4641	NTC 25th Anniversary	0	619	2,500	1,238	2,000	0		0					
4642	Coronation						1,500		1,500					
	Direct Expenditure	0	619	4,000	2,737	3,499	1,500							
4045	Salary Reallocation	28,081	30,961	28,083	15,958	29,000	24,519		24,519					
4600	CPA&L Committee Fund	500	0	500	0	0	500		500					
4625	Art Trail	1,000	1,366	1,000	725	1,000	1,000		1,000					
4637	Local Democracy WG	600	515	600	43	600	500		500					
4638	Youth Voice Event	5,000	235	5,000	0	0	0		0					
4639	Art on the Park	500	0	500	500	500	500		500					
	Overhead Expenditure	35,681	33,077	35,683	17,226	31,100	27,019							
505	Civic Responsibility													
4045	Salary Reallocation	30,469	32,761	23,139	13,032	23,500	24,403		24,403					
4650	Mayors Allowance	1,000	326	1,000	526	1,000	1,000		1,000					
4655	Honorarium	4,000	2,340	4,000	1,650	4,000	3,500		3,500					
4660	Mayor Making	2,500	810	2,500	1,847	2,000	2,500		2,500					
4665	Remembrance	4,000	1,549	4,000	602	3,000	3,000		3,000					
4670	Regalia and Robes	3,000	2,739	3,000	353	2,000	2,000		2,000					
4680	Civic Hospitality & Events	1,500	1,291	1,500	1,049	1,500	1,500		1,500					
4690	Twin Towns	250	250	250	-250	250	250		250					
4700	Civic Award Scheme	1,000	1,180	1,000	0	500	1,000		1,000					
4705	Watership Brass	650	650	650	650	650	650		650					
	Overhead Expenditure	48,369	43,896	41,039	19,459	38,400	39,803							

600	Planning & Highways													
1120	Grants & Donations Received	100	0	0	0	0	15,000	15,000						
	Total Income	100	0	0	0	0	15,000							
4045	Salary Reallocation	32,142	35,430	41,775	23,671	43,500	35,980		35,980					
4800	P & H Committee Fund	1,000	396	1,000	0	1,000	1,000		1,000					
4805	Heritage Working Group	3,000	498	3,000	401	1,000	1,000		1,000					
4810	Neighbourhood Development Plan	7,000	1,228	5,000	1,062	5,000	15,000		15,000					
4815	Signage	10,000	0	0	0	0	0		0					
4820	Canal Corridor	10,000	0	5,000	0	3,000	0		0					
	Overhead Expenditure	63,142	37,552	55,775	25,134	53,500	52,980							
	600 Net Income over Expenditure	-63,042	-37,552	-55,775	-25,134	-53,500	-37,980							
	TOTALS													
	Reserves, etc						705,500							
	Total Budget Income	1,297,537	1,411,345	1,425,448	1,407,836	1,473,761	1,575,224	302,345	1,272,879	330,161	75,339	300,000	-	
	Expenditure	1,964,260	1,306,014	2,326,418	867,831	2,212,425	2,280,724	1,272,879						
	Net Income over Expenditure	-666,723	105,331	-900,970	540,004	-738,664	0	1,575,224						
								1,180,623						
								7.8%						

Q/A SHEET – QUESTIONS FROM PREVIOUS MEETINGS

Did you know? You can report issues such as:

- missed bin,
- abandoned vehicle,
- potholes,
- streetlights,
- graffiti & fly tipping,
- noise.

Please follow this link and fill out a 'report it' form: <https://www.rbwm.gov.uk/home/apply-pay-report/report-it>

MEETING	QUESTION	OFFICER	WRITTEN RESPONSE
103 19.09.2023	New technologies that would decrease the likelihood of latencies (delays) in wireless connection.	Shasta Parveen, Service Lead for Infrastructure and Digital Strategy	<i>Advised that the latency does improve with FTTP connections however it will not improve the wireless connection, this is dependent on the quality of the router installed and thickness and compositions of walls. It can also be affected by other electronic devices in the home such as putting the router next to a blue tooth device which can cause interference on the Wi-Fi signal and slow it down.</i>
	Any works on improving broadband connectivity on Park Street and Prescott Street as part of the Digital Adoption Strategy.		<i>The relevant broadband provider for this area has confirmed that Park Street will be covered with the build plan for Windsor, most likely to start in the New Year. This build is however subject to survey.</i>
	Internet access for a local business near the B Road off Dedworth Road.		<i>Currently under review with the provider and further information will follow once investigations have taken place.</i>
	Whether the Local Enterprise Partnership could anything to encourage service providers to offer shorter-term contracts in		<i>Advised that this is regulated by Home – Ofcom. It would be them who would be able to encourage this, however this has been passed to the Digital Infrastructure Group as information to be shared with the provider stakeholders.</i>

Agenda Item 8

104	regard contracts in rental properties which do not have high costs.		
	Whether there was any work being done to address the issue of internet capacity and whether signal blockers around Windsor Castle played a role in this.		<i>We cannot comment on the Castle and such blockers. Providers are working in the area.</i>
	Which streets in Windsor would be prioritised for the roll out of FTTP and when this would happen.		<i>Due to commercial sensitivity, providers are unable to disclose detail order of build plans; however, over the coming months and into the New Year there should be improved connectivity.</i>
	What areas of Windsor would the roll out of FTTP be implemented, whether the Town Centre or wider Windsor, as well as whether it would include the rural areas of Eton.		<p><i>Due to commercial sensitivity, providers are unable to disclose detail order of build plans; however, over the coming months and into the New Year there should be improved connectivity.</i></p> <p><i>Sign posting information: Fibre Community Partnerships can be an option for communities that are outside the providers build plans:</i></p> <ul style="list-style-type: none"> • Fibre Community Partnership Openreach • Gigabit Vouchers (culture.gov.uk)
18.07.2023	Grass cutting contracts	Naomi Markham, Waste Strategy Manager	TBC