

Receipts for Month 3				Nominal Ledger Analysis				
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		19,010.24					19,010.24	
	Banked 12/06/2025	20,000.00						
BACS	BUS Instant 07410075	20,000.00			205		20,000.00	Top Up
BACS	Banked 18/06/2025	150.00						
BACS	U-Do DIY	150.00			1999	100	150.00	Sale of Sound System
	Banked 23/06/2025	20,000.00						
Transfer	BUS Instant 07410075	20,000.00			205		20,000.00	Top Up
Refund	Banked 23/06/2025	64.61						
	Amazon	64.61		10.77	4105	150	53.84	Refund for office phone set
Total Receipts for Month		40,214.61	0.00	10.77			40,203.84	
Cashbook Totals		59,224.85	0.00	10.77			59,214.08	

Date: 16/07/2025

Liss Parish Council Current Year

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Time 16:26

Cashbook 1

User: SARAH

Treasurers Acc. 00110939

For Month No: 3

Payments for Month 3

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
05/06/2025	Cloudy IT	DD	72.00		12.00	4080	150	60.00	Rialtas Cloud Fee - June
05/06/2025	Coloured Courts	BACS	6,936.00		1,156.00	6150	700	5,780.00	Coloured Courts
						350	0	-5,780.00	Coloured Courts
						6000	700	5,780.00	Coloured Courts
05/06/2025	Alpha Graphics	BACS	405.60		67.60	6150	700	338.00	Plaques for Mem. Garden Trees
						356	0	-338.00	Plaques for Mem. Garden Trees
						6000	700	338.00	Plaques for Mem. Garden Trees
05/06/2025	RBS Rialtas	BACS	237.60		39.60	4060	150	198.00	Rialtas Software Training
05/06/2025	U-Do DIY	BACS	167.52		27.92	4245	200	139.60	Grounds Supplies
05/06/2025	Tesco	DEBIT CARD	1.20			4055	150	1.20	Office Milk
05/06/2025	Hampshire Grounds Limited	BACS	888.00		148.00	4235	200	740.00	Grass Cutting - May
09/06/2025	Crossover	BACS	3,000.00			5050	500	3,000.00	LPC Grant 25-26
10/06/2025	Sainsbury's	DEBIT CARD	1.25		0.21	4090	150	1.04	Stationery
10/06/2025	Tesco	DEBIT CARD	12.25		2.04	4055	150	10.21	Office Supplies
11/06/2025	Lightatouch	BACS	250.00			4115	150	250.00	Final Audit FY 24-25
11/06/2025	Vision ICT	BACS	50.00		8.33	4080	150	41.67	New Email Account x 2
11/06/2025	RBS Rialtas	BACS	162.00		27.00	4060	150	135.00	Rialtas Software Training
12/06/2025	Public Works Loan	DD	5,943.88			6005	600	5,943.88	Pavilion Loan Repayment - June
12/06/2025	Asda (Jed)	BACS	61.00		10.17	4215	200	50.83	Fuel for LR
16/06/2025	Landall	DD	58.09		9.68	4100	150	48.41	Photocopier & Printer-April
17/06/2025	LLOYDS BANK	BACS	8.80			4009	150	8.80	Bank Charges - April
17/06/2025	Tesco	DEBIT CARD	1.20			4055	150	1.20	Milk for Office
18/06/2025	Sage	DD	18.00		3.00	4080	150	15.00	Payroll Software - May
23/06/2025	Travis Perkins	BACS	119.54		19.93	6150	700	99.61	Supplies for LG shed roof
						335	0	-99.61	Supplies for LG shed roof
						6000	700	99.61	Supplies for LG shed roof
23/06/2025	Hampshire County Council	BACS	8,200.00			6150	700	8,200.00	Sockets and Posts for SIDs
						361	0	-8,200.00	Sockets and Posts for SIDs
						6000	700	8,200.00	Sockets and Posts for SIDs
23/06/2025	JRB Enterprise Ltd.	BACS	578.40		96.40	4245	200	482.00	Dog Waste Bags
23/06/2025	Winchester Garden Machinery Lt	BACS	28.63		4.77	4200	200	23.86	Strimmer Parts
23/06/2025	Liss Mens Shed	BACS	555.00			6150	700	555.00	Bug Hotel 3, 4 & 5
						378	0	-555.00	Bug Hotel 3, 4 & 5
						6000	700	555.00	Bug Hotel 3, 4 & 5
23/06/2025	Travis Perkins	BACS	-119.54		-19.92	6150	700	-99.62	Reverse entry
						335	0	99.62	Reverse entry
						6000	700	-99.62	Reverse entry
23/06/2025	Travis Perkins	BACS	111.54		18.59	6150	700	92.95	Correction - Sum actually paid
						335	0	-92.95	Correction - Sum actually paid
						6000	700	92.95	Correction - Sum actually paid

Continued on Page 3

Payments for Month 3				Nominal Ledger				
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u> <u>Transaction Detail</u>
25/06/2025	Staff	BACS	8,864.76			4000	150	8,864.76 Salaries - June
26/06/2025	Sarah Smith	BACS	109.10			4055	150	109.10 Expenses
30/06/2025	Veolia ES (UK) Limited	DD	168.62		28.10	4250	200	140.52 Newman Collard Waste - May
Total Payments for Month			36,890.44	0.00	1,659.42			35,231.02
Balance Carried Fwd			22,334.41					
Cashbook Totals			59,224.85	0.00	1,659.42			57,565.43

Receipts for Month 3				Nominal Ledger Analysis				
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		126,592.18					126,592.18	
BACS Banked 03/06/2025		1,839.41						
BACS CCLA		1,839.41			1081	100	1,839.41	Dividends - May
BACS Banked 04/06/2025		5.00						
BACS Newman Collard Trust		5.00			4100	150	5.00	Photocopier charges
Banked 04/06/2025		2,890.00						
Newman Collard Trust		2,890.00			1999	100	2,890.00	Contribution to Car Park Works
					350		2,890.00	Contribution to Car Park Works
					6001	100	-2,890.00	Contribution to Car Park Works
BACS Banked 09/06/2025		50.00						
BACS Vista Vision		50.00			4300	210	50.00	LIB donation
BACS Banked 09/06/2025		104.52						
BACS Lloyds Bank		104.52			1080	100	104.52	Bank Interest
Total Receipts for Month		4,888.93	0.00	0.00			4,888.93	
Cashbook Totals		131,481.11	0.00	0.00			131,481.11	

Payments for Month 3				Nominal Ledger				
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u> <u>Transaction Detail</u>
12/06/2025	Treasurers Acc. 00110939	BACS	20,000.00			200		20,000.00 Top Up
23/06/2025	Treasurers Acc. 00110939	Transfer	20,000.00			200		20,000.00 Top Up
Total Payments for Month			40,000.00	0.00	0.00			40,000.00
Balance Carried Fwd			91,481.11					
Cashbook Totals			131,481.11	0.00	0.00			131,481.11

LPC CIL RECEIVED

<u>YEAR</u>	<u>AMOUNT</u>	<u>TOTAL TO DATE</u>
18-19	6,281.18	6,281.18
19-20	5,033.48	11,314.66
20-21	162,171.53	173,486.19
21-22	193,604.68	367,090.87
22-23	50,914.98	418,005.85
23-24	10,744.42	428,750.27
24-25	0.00	428,750.27
25-26(1)	4,387.28	433,137.55
25-26(2)		

TOTAL RECEIVED:	£433,137.55
TOTAL ALLOCATED:	£422,282.42
<u>TOTAL REMAINING:</u>	<u>£10,855.13</u>

<u>EXPENDITURE</u>	<u>AMOUNT ALLOCATED</u>	<u>AMOUNT SPENT</u>	<u>DATE SPENT</u>	<u>AMOUNT REMAINING</u>	<u>RESOLUTION</u>	<u>STATUS</u>
New Liss Pavilion - Construction Costs (Groundworks - Contractor progress Payment 2)	4135.72	4135.72	Sep-18	0.00	99/18	Approved and spent.
New Liss Pavilion - Internal Fit Out Costs (Chairs)	987.98	987.98	Apr-19	0.00	164/18	Approved and spent.
New Liss Pavilion - Internal Fit Out Costs (Chairs)	1157.49	1157.49	Apr-19	0.00	74/19	Approved and spent.
Path to new Petanque Terrain, Liss Forest Recreation Ground	2970	2970	Apr-21	0.00	09/PR21	Approved and spent.
Install of free equipment, Mill Road Community Garden	1595	1595	Oct-21	0.00	09/PR21	Approved and spent.
Install of watering system in village centre for hanging baskets	445	445	Jun-21	0.00	39/21	Approved and spent.
Village Hall Building Maintenance (Repainting and repair external windows)	5033.48	5033.48	Jun-21	0.00	77/20	Approved and spent.
Mill Road Community Garden	5000	5000	Oct-21	0.00	61/21	Approved and spent.
New public noticeboard, village centre	610	610	Jul-21	0.00	82/21	Approved and spent.
Two sets of moveable goal posts, WL & NC	3775.77	3775.77	Jan-22	0.00	137/21	Approved and spent.
West Liss Play Area	15000	15000	Jul-22	0.00	157/22	Approved and spent.
Sports Wall at Newman Collard	5584.98	5584.98	Jun-22	0.00	157/22	Approved and spent.
Fees associated with floodlight installation, Newman Collard	1151	1151	Mar-23	0.00	157/22	Approved and spent. Resolution approved up to £2,500 but full amount not required.
West Liss Play Area	10000	10000	Jul-22	0.00	201/22	Approved and spent.
Crossover youth project	5206	5206	Oct-23	0.00	241/22 144/23 89/24	Approved and spent. Resolution approved up to £7,500 but full amount not required.
Pump track at West Liss EMR 351	56,747.54	56747.54	Various	0.00	257/22 21/23 107/23 175/23	Approved and spent. Original allocation was £106,831.01. National Lottery award of £53,000 (and £47,613.47 & £2,470 returned to general CIL pot).
Install of free outdoor gym equipment at West Liss.	950	950.00	Dec-23	0.00	176/23	Approved and spent.
Table tennis at West Liss Recreation Ground	5550	5550.00	Jul-24	0.00	52/24	Approved and spent.
Additional outward facing bench at Mill Road Community Garden	815.56	815.56	Aug-24	0.00	89/24	Approved and spent.

New Speed Indicator Device	4,000	4000.00	Oct-24	0.00	103/24	Approved and spent.
Highways improvements					57/24 & 154/24	The £50,000 was subsequently reallocated to Village Centre Feasibility EMR.
Ecological appraisal of LPC sites	3,227	3226.90	Dec-24	1813.10	55/24	Originally allocated up to £3,00. Invoice for £3,226.90 leaving £73.10 which was returned to unallocated CIL EMR 339.
Triangle Community Centre - paving works	5,040	5040.00	Feb-25	0.00	89/24	Approved and spent.
TOTAL SPENT:		138982.42				
MUGA at Newman Collard (NCPFT lead) EMR 359	50000	3000.00		47000.00	32/24	Release of funds as follows: £3,000 for Design and Planning in April, £43,496 for Phase 1 in May and £3,504 for Phase 2 in June 2024.
Village Centre Improvement Project - Match Funding EMR 358	50000	12428.50		37571.50	227/22 & 143/23 & 154/24	£50,000 of the sum allocated for platform extension (2/6/22), £12,500 of which is allocated to fund a feasibility study. £12,428.50 spent on Network Rail feasibility study 03/24. £70,000s subsequently moved to EMR for Village Centre Feasibility.

Liss Forest Recreation Ground play & leisure enhancements EMR 362	40000	34426.66		5573.34	33/23, 32/24, 103/24	Moveable football goals: £1,991.66 (20/3/23). Multi play unit: £25,085 (23/6/23 & 8/9/23). Drainage: £2,500 ditch digging (8/9/23) & £740 - of the £5,000 of the sum allocated for phase 1 of drainage works (55/23 a & b). £4,110 new fencing (22/5/24). £15,573.34 remaining: SDNPA CIL of £40,000 was awarded for remainder of works required in fenced play area so £10,000 of the original allocation of £50,000 was returned to the unallocated pot (Resolution 103/24).
Green space projects/ Environmental improvements EMR 367	5000	1655.83		3344.17	33/23	Additional environmental aspects to the Mill Road Community Garden. Other sums have also been sought for green space projects - to return to Facilities at a later date. £2,000 committed for water supply to orchard (Res. 85/23). £1,320 spent on connection (8/6/23).
Village Centre Feasibility and Preliminary Design Work EMR 380	130,000			130000.00	154/24	Plus £10,000 from budget 24/25 to provide a total of £140,000.
Riverside Walk Path Improvements EMR 377	2,000	1005.90		994.10	155/24	Spent in March 25.
Riverside Walk Water Supply EMR 381	4,300				92/25	
Riverside Walk Gate EMR 382	2,000				92/25	

TOTAL ALLOCATED

422282.42

That Liss Parish Council approves the following policies (as considered under the method outlined in Resolution 125/23):

	POLICY	STATUS	WORKING GROUP	COMMENTED ON BY
A	IT Policy	New	KB/SS/CW/SB	KB/SS/SB & CW
B	Honours Policy	New	CW proposal	

Resolution 125/23: That the Review Committee be abolished and replaced with a working group (consisting of at least two councillors and one officer) which would consider policy reviews and make recommendations to Council for approval.



Liss Parish Council - Information Technology Policy

Introduction

Liss Parish Council (LPC) has a duty laid down in the Data Protection Act 2018, to ensure the proper security and privacy of its computer systems and data. All users have, to varying degrees, some responsibility for protecting these assets. Users also have a personal responsibility for ensuring that they comply fully with this policy.

The Clerk and Responsible Finance Officer is responsible for the implementation and monitoring of this policy and has a responsibility to ensure that all staff and councillors using LPC IT equipment comply with this policy.

General Principles

The policy applies to the following aspects of ICT:

- Computers and Laptops
- Remote Access Connections
- Mobile Phones and Tablets
- Emails and Email Servers
- Portable Devices
- Internet Access
- Website and Social Media
- Passwords
- Viruses
- Software
- Cyber Security
- Training

All users of council IT equipment must be familiar with and abide by the regulations set out in the council's 'Data Protection & GDPR Policy'.

All users are reminded that deliberate unauthorised use, alteration, or interference with computer systems, software or data is a breach of this policy and in some circumstances may be a criminal offence under the Computer Misuse Act 1990.

All software installed on council devices must be fully licensed and no software should be installed without authorisation from the Clerk and Responsible Finance Officer.

Passwords and Password Protection

All council computers and systems must be password protected to prevent unauthorised access.

- Where possible, two factor authentication should be utilised.
- Users should ensure that unattended devices are password protected.

As a general rule, users will never be asked to share passwords by email

- Where users have unique access permissions and/or accounts for systems, these must not be shared with other users.
- Different passwords should be used for different devices and accounts.
- Passwords should be routinely changed.
- Passwords should not be written down or left in unsecure locations.
- Passwords must not be inserted into email messages or any other form of communication, or saved onto a shared computer.

Security and Virus Controls

All council devices will have up-to-date antivirus software installed and this must not be switched off for any reason without the authorisation of the Clerk and Responsible Finance Officer.

- Consideration must be given to the secure location of equipment and documentation to help safeguard LPC's ICT assets. Portable equipment must be locked away when not in use and must not be removed from the premises without permission.
- Only persons authorised by the Clerk and Responsible Finance Officer may use LPC computer systems. The authority given to use a system must be sufficient but not excessive and users must be notified that the authority given to them must not be exceeded.
- Operating procedures are required to control use of ICT equipment.
- Security incidents relating to any aspect of this policy must be reported to the Clerk and Responsible Finance Officer immediately.
- Avoid using public wi-fi connections that are not secure.

Virus Controls

- Viruses are undesirable pieces of computer code that can corrupt systems, equipment, and data. They are a serious, increasing threat to the computer systems of LPC.
- If a virus is suspected, the equipment should be switched off and isolated and LPC's support contractor should be contacted.
- Viruses are easily transmitted via email and internet downloads. In particular, users must:
 - o not transmit by email any file attachment which they know to be infected with a virus.
 - o not download data or programs of any nature from unknown sources
 - o not forward virus warning
 - o inform LPC's IT providers regarding any scam emails that arrive.
- All computer and servers will have loaded and operate LPC's standard virus detection software for scanning.
- No software should be located onto LPC equipment without the permission of the Clerk and Responsible Finance Officer.

Computer use

- Laptops/Computers must be shut down at the end of every day and kept in a secure locked drawer/cabinet if left in the office.
- Laptops/Computers must be secure and out of reach of the public and logged out when a member of staff is away from their desk.

Use of E-mail

E-mails sent or received form part of official records of LPC - they are not private property. E-mails may be disclosed under the Freedom of Information Act, as part of legal proceedings (e.g. tribunals) and as part of disciplinary proceedings.

Employees are responsible for all actions relating to their e-mail accounts/username and must ensure that no other person has access to their account without the permission or knowledge of the Clerk and Responsible Finance Officer.

When using LPC e-mail, employees must:-

be aware of odd language used in emails which may indicate a fraudulent email.

- Correctly maintain their own e-mail folders and delete all unwanted mail on a regular basis.

- Not use e-mail for the creation, retention, or distribution of disruptive or offensive messages, images, materials, or software that includes offensive or abusive comments about ethnicity, nationality, gender, disabilities, age, sexual orientation, appearance, religious beliefs and practices, political beliefs, or social background.

Employees who receive e-mails with this content must report the matter to the Clerk and Responsible Finance Officer .

- Not send e-mail messages that might be considered by the recipients as bullying, harassing, abusive, malicious, discriminatory, defamatory and libelous or containing illegal or offensive material or foul language
- Not upload, download, use, retain, distribute, or disseminate any images text materials or software which might reasonably be considered indecent, obscene, pornographic, or illegal.
- Not engage in any activity that is outside the scope of normal work related duties.
- Not send chain-letters of joke e-mails
- Personal use of LPC e-mail is NOT permitted without the prior permission the Clerk and Responsible Finance Officer.

Use of the Internet

Use of the internet by employees is encouraged where such use is consistent with their work and with the goals and objectives of LPC.

Employees must not:-

- Participate in any on-line activity that would bring LPC into disrepute.
- Visit, view, or download any material from an internet site which contains illegal or inappropriate material. This includes, but is not limited to, pornography (including child pornography) obscene matter, race hate material, gambling, and illegal drugs.
- Knowingly introduce any form of computer virus into LPC's computer network.
- Download commercial software or any copyright material belonging to third parties unless agreed.
- Use the internet for personal financial gain.
- Use gambling or on-line auction sites or social networking sites, unless it is for the purpose of carrying out their duties, e.g. Facebook and X for marketing and publicity purposes.
- Abuse of these procedures could lead to disciplinary action being taken.

Cyber Security

Implementing effective ICT security measures is a key part of safety controls and risk management of running LPC. All users should be aware of the increasingly sophisticated scams and risks posed to cybersecurity and when in any doubt should seek guidance from the Clerk and Responsible Finance Officer.

- Current and up to date information should be shared with all Staff and Councillors.
- Cyber Security must be included as part of the LPC's Risk Management Policy.

Training

Employees and Councillors should be provided with regular cybersecurity awareness training as is appropriate for their role and level of systems access, and be made aware on the risks of email security as part of their induction process.

Monitoring and misuse of I.T

Misuse includes, but is not limited to:

- Creation or transmission of any offensive, obscene or indecent images, data or other material or any data capable of being resolved into obscene or indecent images or material.
- Creation of material which is designed or likely to cause annoyance, inconvenience, or needless anxiety.
- Creation or transmission of defamatory material
- Transmission of material which in anyway infringes the copyright of another person.
- Transmission of unsolicited commercial advertising material to networks belonging to other organisations
- Deliberate actions or activities with any of the following characteristics:
 - i. Wasting staff effort or networked resources
 - ii. Corrupting or destroying another users' data.
 - iii. Violating the privacy of other users.
 - iv. Disrupting the work of other users.
- Other misuse of the networked resources by the deliberate introduction of viruses/malware
- Playing games during working hours
- Altering the set up or operating perimeters of any computer equipment without authority.

- Unauthorised access, use, destruction, modification and/or distribution of council information, systems or data is prohibited.
- Any personal IT equipment must not be connected to any Council IT equipment.

Monitoring the use of internet, email and work telephones may take place if breaches of use are believed to have occurred.

Misuse of IT facilities and not adhering to this policy could potentially result in disciplinary proceedings in line with the LPC Disciplinary Policy.

Additional Information

For further guidance and information visit the National Cyber Security Centre website:

<https://www.ncsc.gov.uk/collection/board-toolkit/toolkits-toolbox>

[Public sector - NCSC.GOV.UK](https://www.ncsc.gov.uk/collection/board-toolkit/toolkits-toolbox)

Related LPC policies

Data Protection and GDPR Policy

Social Media Policy

Equality and Diversity Policy

Risk Management Policy

Disciplinary Policy

LISS PARISH COUNCIL

Policy on the Appointment of Honorary Aldermen/Alderwomen and Freeman/Freewomen

1. Purpose

This policy sets out the criteria and procedures for appointing individuals as Honorary Aldermen/Alderwomen and Honorary Freeman/Freewomen of Liss, in recognition of exceptional service or contributions to the Parish.

2. Legal Basis

This policy is adopted under the powers granted by Section 249 of the Local Government Act 1972, which allows parish councils to:

- Confer the title of Honorary Alderman/Alderwoman on former members of the council who have rendered eminent services.
- Admit to the status of Honorary Freeman/Freewoman of the area.

As per Section 249(1) and 249(5) of the Act:

"A resolution to admit a person as an honorary freeman or to confer the title of honorary alderman shall be passed by not less than three-quarters of the members of the council who are present at a meeting of the council specially convened for the purpose."

3. Definitions

- Honorary Alderman/Alderwoman: A former councillor of Liss Parish Council recognised for eminent service to the Council and the community.
- Honorary Freeman/Freewoman: An individual (not necessarily a former councillor) recognised for exceptional contributions to the Parish of Liss.

Note: Nominees for either title must be living at the time of nomination and conferment. The Council will not bestow these honours posthumously.

4. Eligibility

4.1. Honorary Alderman/Alderwoman

- Must be a former elected member of Liss Parish Council.
- Must have served a minimum of 8 years.
- Must have demonstrated outstanding commitment, leadership, or service to the Council and the wider community.
- Must be alive at the time of nomination and conferment.

4.2. Honorary Freeman/Freewoman

- Open to any living individual (resident or non-resident) who has made an exceptional and long-standing contribution to the life or wellbeing of the Parish.
- Contributions may include, but are not limited to: community service, voluntary work, cultural or civic leadership, or philanthropy.

5. Nomination Process

- Nominations may be submitted by any serving councillor, in writing, to the Clerk.
- Each nomination must include:
 - Full name and contact details of the nominee.

- A written statement outlining the achievements or service meriting the honour.
- The signatures of at least two serving councillors in support.
- The Clerk will review nominations and refer them to a Full Council meeting specially convened for the purpose.

6. Decision and Conferment

- The resolution to confer an honorary title must be considered at a specially convened meeting of Full Council, with the intention of conferring such honours clearly stated on the agenda.
- As required by Section 249 of the Local Government Act 1972, the resolution must be approved by not less than three-quarters (75%) of the councillors present.
- Upon approval, the honorary title will be conferred at a formal civic ceremony, and the recipient will be presented with a certificate of honour and, if appropriate, a commemorative scroll or insignia.

7. Privileges and Recognition

While honorary titles carry no legal rights or powers, recipients may:

- Be formally recognised at Council meetings and in public records.
- Be invited to civic and ceremonial events hosted by the Council.
- Have their name added to an honours board or published list on the Council's website.
- Be acknowledged at the Annual Parish Meeting or other appropriate occasions.

8. Withdrawal of Title

If a recipient's conduct is found to bring the Council or the honour into disrepute, the Council may consider withdrawing the title. A motion to do so must be passed by a three-quarters majority of members present at a specially convened meeting.

9. Review

This policy will be reviewed every four years, or sooner if there are relevant changes to legislation or guidance.