

Agenda item FC242a

Farnsfield Parish Council (FPC) Events, Non-Capital Project and Donations Policy

How to apply for funding:

Check the following criteria to make sure your organisation/group is eligible for funding:

- Applications must not be for business purposes
- Applications may only be submitted for “not for profit*” events or by community groups within Farnsfield
- Applications cannot be considered from individuals or from places of worship
- Applicants must have a group constitution or set of rules and their own group bank account
- Only one set of funding will be awarded to an organisation/group in any one year, unless there are exceptional circumstances

Make your application:

- Applications **must** be submitted on the non-capital, donation and funding application form below, or by using the online application. Any other format will not be accepted
- The applicant/s must clearly state the purpose for which the funding is to be used
- Successful applicants may use the funding only for the purpose stated on the application form
- Applicants must submit a most recent bank statement addressed to the group/organisation applying for the funding – these are the bank account details that will be used for payment of the funding

How the applications are considered

- All application forms must be sent to the Clerk by email at clerk@farnsfield-pc.uk, submitted online, or by post to the official council address
- The Clerk will acknowledge receipt of all applications in writing/email within 14 days of receipt
- The full Council will meet to decide on the success or failure of applications – this can be 8 to 10 weeks after application so please keep this in mind when applying
- If there are further questions or information required from the applicant, then the Clerk will contact the applicant directly
- The Council will notify successful/unsuccessful applicants in writing within 14 days of decision.
- Successful applicants will be awarded funding of an amount up to the total requested

What happens next?

- In the case of an event, where applicable, the Council may request copies of any licences, insurance policies, or permissions required (including road closures) at least four weeks prior to the event
- Confirmation **MUST** be provided that the Council’s funds were in fact spent on the purposes originally declared on this application form, by submitting copies of all relevant paid invoices to the Council as soon as possible, and at the latest within 12 months of the date of the original funding decision. The Council reserves the right to reclaim funding not expended on the originally-intended purpose.

- A funding for 'non-capital expenditure' – i.e. for an event, will not be paid by the Council if the event does not go ahead
- The contribution of the Council should be recognised in any publicity material

The Council takes no responsibility for expenditure of the funds

*not for profit events do not include charitable events where the proceeds will go to a registered charity. No profit can be made from a FPC contribution unless it is to fund a community-based organisation/group that operates on a not-for-profit basis in the Parish

Funding Application Form

Section A: Eligibility of the Organisation/group for funding

Name of organisation/group:		
Is your organisation/group a registered charity	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Charity number:		

Main Contact for the application

Name:
Position in the organisation/group:
Address of organisation/group including postcode:
Telephone number:
E-mail address:

Section B: Funding request

Please state the geographical location of the proposed event or project (for example the nearest road or postcode)
When will this project/event be held?
Please indicate that you understand that you will be responsible for all safety factors of the event or project, and you will be required to provide your own insurance, polices and risk assessments. The Council holds no liability for any event or project it provides funding towards <input type="checkbox"/> Yes <input type="checkbox"/> No

Amount being requested: £
Is your organisation/group able to recover VAT? <input type="checkbox"/> Yes <input type="checkbox"/> No
What will be the total cost of the event or project? If the total cost of the event or project is more than the funding, how will the remainder be financed?
Please provide an explanation of what the funding will be spent on. (Please break down the cost of items if it is more than one)

Your signature below indicates that you have read, understood, and agree with Farnsfield Parish Council's Funding Policy.

<p>Signed:</p> <p>Print name:</p> <p>Position in organisation/group:</p> <p>Date:</p>
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Confirmation of bank details

Organisation name on account:	
Sort Code:	Account Number:
Name of Bank:	

Please provide a copy of your most recent bank statement and your group constitution/set of rules with your application for funding

Agenda item FC242b

Communication & Social Media Policy

(This revised version was adopted at the Council's meeting on xx/yy/2026.)

This policy applies to the use of social media, our website and the way we communicate, by whatever medium. The policy applies to both councillors and staff.

Communication guidelines

We expect that communication from our staff and councillors:

- will comply with our equality policy, our data protection policy and any other relevant policies.
- will not contain private or personal information published without consent
- will not contain obscene or racist content

- will not contain commercial content
- will not breach copyright laws
- will not make disparaging or harassing remarks about the Council or its stakeholders
- will not be potentially unlawful or libellous.

It should be noted employers have the right, in certain circumstances, to monitor employees' usage of the internet or email at work.

Use of email

Councillors and staff have individual Council email addresses which can be used to contact them. Please note that individual Councillors cannot respond on behalf of the Council and any views expressed by them will be their own.

Councillors and staff are reminded not to forward personal information (which includes names, addresses and email addresses) on to other people or groups outside of the Council. If emailing groups of individuals it may be appropriate to use blind copy (bcc). A data breach procedure is available on our website.

Use of social media

The only social-media platform used by the Council is its Facebook page, which is managed by the Clerk.

We use our Facebook page to provide information and Council updates and to promote activities and opportunities locally. The community can comment on our page posts, but we are unable to respond to every comment. Contacting us from this page will not be considered formal correspondence to the Council.

When posting and commenting we expect everyone to be respectful to others and to make sure their content follows our communication guidelines, is relevant and factually correct. Facebook must not be used for commercial purposes or to advertise, market or sell products. The Council's social media accounts must not be used for the dissemination of any political advertising.

Posts that breach the above guidelines will be removed.

Our Facebook page is not the correct place to raise complaints against the Council or against Councillors. Please instead use the process available on the Contact page of our website.

The Council's staff work only part-time. Therefore any online response is unlikely to be immediate.

Councillors may have their own personal social-media accounts. If they use these to discuss Council matters, they must make clear that they are expressing a personal view, and not the view of the Council as a body. Council staff must not use their personal social-media accounts to discuss Council matters.

Our website

We have a comprehensive website which includes information about our services, our village, our initiatives, our decisions and the way we work, and also useful information about services provided by other organisations.

Information published on our website must follow our communication guidelines. The website is managed by the Clerk.

Contacting the Council

Contact to the Council is usually to our Clerk by email – except that contact in relation to hiring our facilities should be to the Booking Clerk. Contact details are on our website.

All communications on behalf of the Council will usually come from the Clerk, and if not should be copied to the Clerk.

Complaints Policy and Procedure

(This revised version adopted by the Council at its meeting on xx/yy/2026)

1. Aims of the Complaints Procedure

- 1.1 The Parish Council is committed to providing a quality service for the benefit of the people who live or work in its area or are visitors to the locality. The Council aims to learn from complaints and, where they are found to be justified, to ensure that appropriate measures are taken to improve services.
- 1.2 The Council will:
 - ensure that anyone who wishes to make a complaint can easily find out how to do so;
 - respond to a complaint efficiently and within a reasonable time;
 - aim to ensure that service users are satisfied that the complaint has been taken seriously.
- 1.3 All complaints will be dealt with in confidence, and the name of the complainant will not be revealed by the Council, except where it is the wish of the complainant.

2. What is a Complaint

- 2.1 The Council will investigate a complaint from a person, or their nominated representative, if it is an expression of dissatisfaction about:
 - Failure to provide or meet the expected standard of a service.
 - Neglect or delay in responding to a contact with the Council.
 - Failure to observe the Parish Council's policies or procedures.
 - Discourteous or dishonest conduct by a member of staff.
 - Harassment, bias or discrimination.
- 2.2 If you are unhappy with a formal decision made at a Council meeting, you may raise your concern with the Council, but Standing Orders prevent the Council from re-opening issues for six months from the date of the decision, unless there are exceptional grounds to do so.
- 2.3 This Complaints Procedure does not cover:
 - Complaints about the conduct of Councillors. These should be reported to the Monitoring Officer at Newark & Sherwood District Council.
 - Requests made under Freedom of Information legislation, for which separate processes apply.
 - Anonymous complaints.

3. To make a Complaint

- 3.1 You should make your complaint to the Clerk of the Council. You may do this in person, by phone or by writing to the Clerk at clerk@farnsfield-pc.gov.uk (If the complaint is about the Clerk, you should instead send it to the Chair of the Council's Staffing Committee.)
- 3.2 Wherever possible, *i.e.* in most cases, the Clerk will try to resolve your complaint straight away. If this is not possible, the Clerk will normally send you an acknowledgement of your complaint within three working days, together with a copy of this Complaints Procedure.
- 3.3 The Clerk will investigate your complaint, obtaining further information as necessary from you and/or from staff or members of the Council.
- 3.4 The Clerk will notify you within 20 working days of the outcome of your complaint and of what action (if any) the Council proposes to take as a result of it. (In exceptional but rare cases, the 20 working days target may have to be extended. If it is, you will be kept informed.) The Clerk will ensure that councillors are made aware of the outcome of your complaint.
- 3.5 If you are dissatisfied with the response to your complaint, you may request that your complaint

then be referred to a Parish Council meeting for discussion and (usually within 6 weeks of that request) you will be notified in writing of the outcome of that review of your complaint. You will be invited to attend the Council meeting if you wish.

- 3.6 At the Council meeting, it may be decided to exclude members of the public and press (other than yourself) if this is appropriate to ensure your confidentiality.

4. Vexatious complaints

- 4.1 Occasionally the Council may find itself being expected to respond repeatedly to an individual or group of individuals who are unreasonably continuing to pursue an already-answered issue. The Council's Vexatious Behaviour Policy may be applied in these circumstances.

Agenda item FC242d

Vexatious Behaviour Policy

(This revised version was adopted by the Parish Council at its meeting on xx/yy/2026.)

1. Introduction

1.1 The Parish Council's aim is to deal with all complaints in ways which are fair and reasonable. Communications from members of the public are welcomed as an opportunity to identify areas in which the Council can make improvements. Complaints will be dealt with in accordance with the Council's Complaints Policy except where that is modified by this Vexatious Behaviour Policy.

1.2 This policy identifies situations where a complainant, either individually or as part of a group, or a group of complainants, make complaints which might be considered habitual or vexatious. The policy intends to assist in managing situations which, through pursuing an unreasonable course of conduct, are unreasonably disruptive to the Council.

1.3 Habitual or vexatious complaints can be a problem for Council staff and members. Handling such complaints can be time-consuming and wasteful of resources in terms of Officer and Member time. While the Council endeavours to respond with patience and sympathy to the needs of complainants, there are times when there is nothing further which can reasonably be done to assist or to rectify a real or perceived problem.

1.4 Raising of legitimate queries or criticisms should not in itself be regarded as a vexatious complaint.

2. Habitual or Vexatious Complaints

2.1. For the purpose of this policy, the definition of vexatious complaints is: The repeated and/or obsessive pursuit, by letter, email, phone or any other means, of (a) unreasonable complaints and/or unrealistic outcomes, and/or (b) reasonable complaints in an unreasonable manner.

2.2. Features of unreasonably persistent and/or vexatious complaints may include those which (the following list is not exhaustive):

- have insufficient or no grounds, and be made to annoy
- fail to specify the grounds of complaint
- have insufficient or no grounds, and be made to annoy
- fail to specify the grounds of complaint
- originate from a complainant who refuses to co-operate with the complaints investigation process while still wishing their complaint to be resolved
- display a refusal to accept that issues are not within the remit of the Council's complaints policy and procedure, despite a copy of the latter having been provided
- persist in seeking an outcome which the Council has explained is unrealistic for legal, policy or other valid reasons
- fail to accept that issues are not within the power of the Council to investigate, change or influence
- insist on the complaint being dealt with in ways which are incompatible with the Council's complaints procedure or with good practice
- are part of an unreasonable number of contacts with the Council
- make groundless complaints about the staff dealing with the complaints
- continue to make persistent and unreasonable demands of staff and/or the complaints process after that unreasonableness has been explained to the complainant

- harass, abuse or otherwise seek to intimidate staff dealing with their complaint, including by use of foul or inappropriate language
- are pursuing a personal grudge
- expect trivial or frivolous matters to be investigated
- change the substance or basis of the complaint without reasonable justification whilst the complaint is being addressed
- deny statements which the complainant made at an earlier stage in the complaint process
- fail to accept the outcome of the complaint process after its conclusion, repeatedly arguing the point and/or denying that an adequate response has been given
- make the same complaint repeatedly, perhaps with minor differences, after a response to the complaint has already been provided
- are persistently made to the Council through different routes about the same issue
- refuse to accept documented evidence as factual
- repeatedly complain about an issue which is now historic and/or an irreversible decision.
- display or suggest discrimination by race, ethnic origin, religion, gender, sexual orientation, disability or any other legally-protected characteristic.

3. Imposing Restrictions

3.1 Imposing restrictions on a complainant is a very serious step and must never be done without thorough consideration.

3.2. Where, after due consideration, complaints have been identified as potentially vexatious in accordance with Section 3 above, the Clerk will, in the first instance, consult with the Chair (or Vice-chair) of the Council and Chair (or Vice-chair) of the Finance & Governance Committee, prior to issuing a warning to the complainant. Subject to their views, the Clerk will then contact the complainant in writing to explain why the complaints are causing concern and to ask them to change their behaviour, outlining the actions which the Council may take if they do not, and supplying the complainant with a copy of this policy.

3.3. If the behaviour continues, the Clerk, after consulting the Chair (or Vice-chair) of the Council and Chair (or Vice-chair) of the Finance & Governance Committee, will write to the complainant advising them that the way in which they will be allowed to contact the Council in future will be restricted, and why, and explaining what procedures have been accordingly put in place and their duration.

3.4. Any restrictions imposed on the complainant's contact with the Council will be appropriate and proportionate and the complainant will be advised of the period of time over which they will be in place. In most cases, this period will be up to six months, but in exceptional cases may be longer. In such exceptional cases, the restrictions will be reviewed every 6 months at a Full Council Meeting.

3.5. Restrictions will be tailored to deal with the individual circumstances of the case and may include:

- banning the complainant from making contact by telephone except through a third party e.g. a solicitor
- restricting telephone calls to specified days and/or times and/or duration
- requiring any personal contact to take place in the presence of an appropriate witness
- informing the complainant that the Council will not reply to or acknowledge any further contact from them. (This will not be applied to genuine service requests unrelated to the vexatious complaints.)

3.6. Where the complainant's behaviour is so extreme as to justify it, other options may be considered by the Council, e.g. the reporting of the matter to the police or the taking of legal action. The complainant may not be given prior warning of actions of this nature.

3.7. Any restrictions imposed on a complainant will be recorded and notified to those who need to know within the Council.

4. Review

4.1. The restrictions placed on a complainant as per Section 3 above will be reviewed by the Clerk, the Chair (or Vice-chair) of the Council and the Chair (or Vice-chair) of the Finance & Governance Committee, after three months, and at the end of every subsequent three months. The complainant will be informed of the result of this review if it reduces, extends or otherwise changes the restrictions placed upon them.

Record Keeping

5.1 The Clerk will retain adequate records of the details of the case, including a listing of the items of communication considered and the action that has been taken.

5.2. Whenever restrictions have been imposed on a complainant, or subsequently changed or withdrawn, this fact must be reported by the Clerk to all Members of the Council as soon as is reasonably possible.

Agenda item FC243

From: Jodi Carter-Davies <jcarterdavies@rcan.org.uk>

Sent: 11 March 2026 17:11

To: Farnsfield Parish Council <clerk@farnsfield-pc.gov.uk>

Subject: RCAN - membership

Dear Peter,

Maurice has asked me to drop you an email to add RCAN membership to the agenda for Farnsfield PC's next meeting.

Annual membership is £95 + VAT and includes:

- **Dedicated support from our Village Hall Advisor** – via email, phone, or face-to-face visits if needed.
- **Quarterly members' newsletter** – full of updates, resources, and practical tips.
- **Cluster groups for Village Hall committees** – held three times a year with themed sessions on management topics like marketing, governance, and volunteer recruitment.
- **Exclusive resources through the ACRE network** – including 40+ expert information sheets for Village Halls.
- **Funding support** – advice on identifying grants and reviewing applications before submission.
- **Training & webinars** – usually free or discounted for members.
- **10% of RCAN's Consultancy Services** - if you're planning something significant — whether that's a new build, an extension, renovations, energy improvements, or upgrades to community assets like play parks — we can support you throughout the process, from community consultation right through to bid writing.
- **Annual Network Event for RCAN members** – with inspiring speakers, industry stall holders, and lunch included.

Membership means the council won't be working in isolation — you'll have access to practical advice, a wealth of resources, and the chance to connect with other halls facing similar challenges.

Any questions give me a shout.

Kindest regards

Jodi Carter-Davies

Development and Delivery Officer

Rural Community Action Nottinghamshire

Agenda item FC244

3 quotations for Speed Indicator Devices have been emailed to councillors.

Agenda item FC246

Details are in a separate PDF file on the website

Agenda item FC247

21/03/2026

Farnsfield Parish Council 2025/2026

List of Payments made between 18/02/2026 and 21/03/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorised Ref</u>	<u>Transaction Detail</u>
23/02/2026	Water Plus	DD	121.50		VC water consumption
23/02/2026	British Telecom	DD	16.26		Mobile phone
27/02/2026	NSDC	DD	-29.51		Waste collection -correction
27/02/2026	Newark & Sherwood District Cou	CORR	29.51		Bin Collection
27/02/2026	(redacted)	BACS	432.15		Feb wages
27/02/2026	(redacted)	BACS	547.44		Feb wages
27/02/2026	SLCC Enterprises	BACS	4,091.40		Locum fees
27/02/2026	SLCC Enterprises	BACS	436.80		Job advert
28/02/2026	Unity Trust Bank	DD	12.75		Bank charges
02/03/2026	Amicitia	BACS	1,000.00		British Legion grant
02/03/2026	The Farnie	BACS	1,000.00		St Michael's Church grant
02/03/2026	Hugo Fox Limited	DD	23.99		Website hosting
02/03/2026	Water Plus	DD	38.28		Pavilion water use
04/03/2026	Nest Pensions	DD	50.42		Pension contributions
05/03/2026	Zest Group	DD	185.04		IT support
09/03/2026	Handicentre(Bingham)ltd	BACS	75.04		Microwave oven
09/03/2026	J Alcock	BACS	211.40		Ink purchases
09/03/2026	Lesley Healy	BACS	16.94		Drop-in event refreshmnts, Jan
10/03/2026	EE	DD	22.66		Mobile phone
16/03/2026	SCREWFIX	BACS	26.99		Timer fan
16/03/2026	NSDC	BACS	768.00		Small works
16/03/2026	NSDC	BACS	2,608.80		Grounds maintenance
16/03/2026	NSDC	BACS	480.00		Football pitch marking
16/03/2026	NSDC	BACS	1,578.72		Dog-bin emptying
16/03/2026	Amazon Business	CC	16.99		Batteries
16/03/2026	Amazon Business	CC	19.34		Printer paper
17/03/2026	EDF	DD	216.59		VC electricity usage
17/03/2026	EDF	DD	43.23		Floodlights electricity
17/03/2026	EDF	DD	35.73		Pavilion electricity usage
18/03/2026	British Gas	DD	413.92		VC gas consumption
18/03/2026	NPOWER	DD	15.66		Xmas lights electricity
Total Payments			<u>14,506.04</u>		