

ROWDE PARISH COUNCIL

‘RESET AND RESTART’ ACTION PLAN DEC 2025

Confidential – Please treat as such. Adopted by resolution on 1st December 2025. For review monthly until complete.

Report Reference	Details of Concern	Action	Required Outcome	Responsibility	Progress
3.1	Personal Conflicts.				
3.1a	Personal conflicts between certain councillors.	Agree to be bound by the new RPC Code of Conduct (to be adopted 10 th Dec 2025).	To have an ethos at meetings of <u>Appropriate Challenge</u> and <u>To Disagree Agreeably</u> .	Individual Councillors.	1.12.2025 – Resolved Unanimously. Ready for adoption at 10.12.2025 meeting.
3.1b	As above.	To adopt the Civility & Respect Pledge and revisit every year in May.	To agree to the pledge and uphold the <u>7 Principles of Public Life</u> .	Individual Councillors.	1.12.2025 – Resolved Unanimously.
3.2	Polarised Divisions.	To agree to the 3.1 terms.			1.12.2025 – Resolved Unanimously.
3.3	Disrespect.				
3.3a		In addition to 3.1 terms, to agree to only use council email addresses for correspondence for council matters.	To enable a ‘paper trail’ to be used. These emails would be subject to any future SARs or future litigation.	Whole council.	1.12.2025 – Resolved Unanimously.
3.3b		To ensure no Social Media, Whatsapp or texts are used for correspondence between councillors for the foreseeable future.	To enable matters to progress without any threat of bullying or harassment.	Whole council.	1.12.2025 – Resolved Unanimously.
3.3c		To agree no councillor is to visit the home of another member or the clerk unless invited to do so.	To re-build confidence and an environment of respect between members.	Whole council.	1.12.2025 – Resolved Unanimously.
3.4	Normalisation of Poor Conduct.	To agree to the 3.1 terms.			
3.4a		To find ways (investigate training?) to build confidence to speak up when witnessing conflict and call out poor behaviours.	A more cohesive council.	Whole Council. Clerk to investigate training.	1.12.2025 – Resolved Unanimously.

Report Reference	Details of Concern	Action	Required Outcome	Responsibility	Progress
3.5	Treatment of the Clerk.				
3.5a		To adopt a Staffing and Finance Committee with formal Terms of Reference, agendas, minutes etc.	To ensure compliance and accountability.	Full council. Clerk to prepare.	1.12.2025 – Resolved Unanimously. Ready for adoption at 10.12.2025 meeting.
3.5b		To adopt formal staffing policies and procedures. To include an annual appraisal.	To retain clerk which in turn minimises recruitment costs.	Full council. Clerk to prepare for December meeting.	1.12.2025 – Resolved Unanimously. Ready for adoption at 10.12.2025 meeting.
3.5d		To keep to proper procedures. To agree to training to ensure members are aware of their role, the role of the Proper Officer and to not question the clerk on matters of proper procedure.	To ensure the Clerk is enabled to carry out the role.	Full council.	1.12.2025 – Resolved Unanimously.
3.6	Cluttered Council Meetings.				
3.6a	Overly long meetings.	Clearer agenda & supporting documents available on one drive and website.	This will enable councillors to be better informed, to keep discussion at meetings to a minimum, and to make swifter resolutions.	Clerk.	1.12.2025 – Resolved Unanimously.
3.6b	Debating trivial spending at meetings.	To give Clerk Delegated Powers to enable fewer payment approvals on the agenda.	Swifter meetings.	Council to approve new RPC Financial Regulations with Delegated Powers & TOR.	1.12.2025 – Resolved Unanimously. Ready for adoption at 10.12.2025 meeting.
3.6c		As with 3.3b. Use of personal emails and social media is a GDPR concern.	To ensure compliance.	All councillors are individually responsible.	New emails accounts are now live.
4	Procurement				
4a	Tender process	Councillors to read the Financial Regulations.	To follow proper procedures and to ensure due process is followed.	Individual Councillors.	1.12.2025 – Resolved Unanimously. New standing orders & Financial Regulations ready for adoption on 10.12.2025.

4b	Purchasing and incurring costs without due permission.	As above. Also to be mindful that no reimbursement should be assumed.	To ensure the best use of public funds can be guaranteed.		1.12.2025 – Resolved Unanimously. Ready for adoption at 10.12.2025 meeting.
Report Reference	Details of Concern	Action	Required Outcome	Responsibility	Progress
5	General Findings & Conclusions				
5.1	Toxic environment and poor reputation of the RPC.	To improve in all ways as detailed in this report and to ensure any report back to the Monitoring Officer from the council is with quantifiable improvement each time.	Retain clerk. Repair community links.	All councillors.	1.12.2025 – Resolved Unanimously.
5.2	Lack of training.	In line with the (to be adopted) RPC Training Policy, councillors to complete all of the following training courses and actions:- <ul style="list-style-type: none"> • LGA Training • Register with NALC and keep up to date with news and changes in legislation. • Chair to complete WALC Chairperson training course and, if possible, attend regular online WALC Parish Council Chairs network meetings. • The Councils, Councillors and Codes training presentation here. 	Suitable basically trained councillors with all outcomes achieved.	Individual councillors to send completion certificates or confirmation to the clerk to form part of the CPD record for each member.	1.12.2025 – Resolved Unanimously.
5.3	Tangible issues.				
5.3a	Recognise and respect the role of clerk.	See 3.5	To agree to these points. Agreement to be minuted.		1.12.2025 – Resolved Unanimously. Ready for adoption at 10.12.2025 meeting.
5.3b	Committee issues.	To agree to only having a Staffing Committee until progress is seen.	To agree to these points.		1.12.2025 – Resolved Unanimously.

		Lead Members are changed to Portfolio Holders with no delegated powers. This means they are the member who attends meetings on behalf of the council to report back to full council for decisions. They only act when council resolved specific permission to do so.	Agreement to be minuted.		Ready for adoption at 10.12.2025 meeting.
5.3c	Treatment of Chair.	Any criticism of the chair by a member will not be tolerated and the meeting will be conducted pursuant to standing orders.	A more conducive council meeting.	Individual councillors.	1.12.2025 – Resolved Unanimously.
5.3d	Collective behaviour.	Council to sign up to the Civility and Respect Pledge. Details to be found here . In addition, each councillor to sign the Councillor’s Statement of Assurance to be found here .	Respectful behaviour.	Full Council. Individual councillors.	1.12.2025 – Resolved Unanimously. By end of December 2025.
5.3e	Poor conduct at meetings.	Councillors are required to have a working knowledge of the RPC Standing Orders.	Better governance.	Individual councillors.	1.12.2025 – Resolved Unanimously. Ready for adoption at 10.12.2025 meeting. Ongoing.
5.3f	No council business on Whats App or private email.	See 3.3b.			1.12.2025 – Resolved Unanimously.
5.3g	No work to be carried out prior to approval by the Clerk.	See 3.5d.			1.12.2025 – Resolved Unanimously.
6	Specific Recommendations as they bear repeating:	To agree to acknowledge and abide by all of the recommendations in Section 6.	A council that is no longer dysfunctional.	Full Council and Clerk.	1.12.2025 – Resolved Unanimously.
6.1	With reference to findings 5.3(a) and (b) above, the Council’s ‘roles and responsibilities’ document be amended to rename the member functions and clarify any committee designations.				
6.2	With reference to finding (5.3c) above, all members commit to supporting the Chair in managing meetings including, where necessary, invoking the highlighted elements of standing order 1(r) below which may be moved by any member without notice. These include:				

	<ul style="list-style-type: none"> i. to amend the motion; ii. to proceed to the next business; iii. to adjourn the debate; iv. to put the motion to a vote; v. to ask a person to be no longer heard or to leave the meeting; vi. to refer a motion to a committee or sub-committee for consideration; vii. to exclude the public and press; viii. to adjourn the meeting; or ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
6.3	With reference to finding (5.3d) above, the parish council signs up to the NALC Civility and Respect Pledge and, as a priority, puts in place all the requirements of the pledge including a funded training plan for members.
6.4	With reference to finding (5.3e) above, Council reinforces its commitment to its code of conduct, especially paragraph 1 relating to general conduct – respect for councillors, staff and the general public, and paragraph 2 relating to bullying, harassment and discrimination. To note that these requirements are in place for all forms of communication, and to commit to any transgression of these requirements will result in public censure and the removal of all roles other than a seat on full Council.
6.5	With reference to finding (5.3f) above, all internal communication and discussion of Council business online must be via council network email addresses as soon as available, and on no other forum. Any transgression from this could result in the same actions as per 6.4 above.
6.6	With reference to finding (g) above, failure to comply could result in the same actions as per 6.4 above.
6.7	With reference to finding (h) above, the three stated actions be approved and implemented.
6.8	That once a training plan is in place, failure to attend training sessions without reasonable notice and legitimate reason could result in the same actions as per 6.4 above.
6.9	That the Proper Officer be delegated to implement these recommendations and be the authorised officer in liaison with the Chair for their implementation.
6.10	That, in the interests of public accountability and transparency, this report be discussed in public session at a meeting of the full Council.
6.11	In the event that there be significant disagreement or resistance with the recommendations of this report, consideration be given to engagement with the parent authority to potentially start the process of disbanding the Parish Council on the basis of unsustainable dysfunctionality to the detriment of the local community.

Prepared by Tekla Hicks

Updated 03.12.2025