



Tadley Town Council
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TADLEY
Hampshire
RG26 4ET

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Website: www.tadleytowncouncil.gov.uk

26 August 2025

You are summoned to attend a meeting of Full **Council** as detailed below:

Nicki Barry, Clerk

DATE, TIME AND LOCATION: **1 September 2025 at 7.30pm at Tadley Town Council**

MEMBERS: Cllrs: Atkinson, Burdett (Chairman), Flahive, Hankinson, Leeks, Lovegrove, A Morrow, K Morrow, Mullan, Neilson, Rowden, Slimin, Spence, Waterfield, Wilson-Thomas and Witton

AGENDA

1. APOLOGIES

2. DECLARATIONS OF INTEREST & DISPENSATION REQUESTS

Arising from this Agenda, Members and Officers are invited to declare any relevant interests. Notwithstanding this item, Members may subsequently declare an interest at any point during the meeting. To receive any applications made by Members for a dispensation to allow them to speak and vote on an agenda item in spite of a disclosable pecuniary interest.

3. MINUTES

To receive and confirm the accuracy of the minutes of Full Council held on 7 July 2025, the contents of which will be taken as correct unless there is a specific resolution otherwise.

<https://www.tadleytowncouncil.gov.uk/UserFiles/Files/Minutes/199351-070725FC.pdf>

4. OPEN FORUM

The meeting will recess for not more than 15 minutes for questions and comments from members of the public.

5. ACCOUNTS

To receive and sign a statement of receipts & payments for the month of July and August 2025. (July previously circulated by email, August to follow)

6. CONCLUSION OF AUDIT

To receive completed annual return. **Attached**

7. MEETINGS SCHEDULE

To agree the meetings schedule for 2026. **Attached**

8. CHAIRMAN AND VICE-CHAIRMAN'S REPORTS

To receive reports from Chairman and Vice-Chairman.

9. COMMITTEES

To receive the report and any recommendations of the following Committee and to receive any items for report from the Chairman:

Highways and Planning Committee held on 21 July and 26 August

<https://www.tadleytowncouncil.gov.uk/UserFiles/Files/Minutes/199833-210725HP.pdf>

<https://www.tadleytowncouncil.gov.uk/UserFiles/Files/Minutes/200419-260825HP.pdf>

10. TADLEY & DISTRICT YOUTH ACTION COUNCIL WORKING PARTY

To receive an update.

To adopt Constitution, Photography and Safeguarding Policies. **Attached**

11. REPORTS

To receive reports from the following: -

- a.** Hampshire County Council – Cllr Mellor
- b.** Basingstoke & Deane Borough Council – Cllrs Bound, Chatburn, Conquest, Johnstone, K Morrow and Slimin
- c.** Representatives on external organisations

Annual Governance and Accountability Return 2024/25 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2024/25

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
 - The Annual Internal Audit Report must be completed by the authority's internal auditor.
 - Sections 1 and 2 must be completed and approved by the authority.
 - Section 3 is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage before 1 July 2025.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2025**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2025
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2024/25

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability Section 1, Section 2 and Section 3 – External Auditor Report and Certificate will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2025 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2024/25**, approved and signed, page 4
- **Section 2 - Accounting Statements 2024/25**, approved and signed, page 5

Not later than 30 September 2025 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2024/25

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2025.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (Section 2, page 5). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on page 5. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2024) equals the balance brought forward in the current year (Box 1 of 2025).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2025**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	✓	
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?	✓	
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at 31 March 2025 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.	✓	

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2024/25

Tadley Town Council

www.tadleytowncouncil.gov.uk

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			NST USD
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")			N/A
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2023/24 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓		

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

22/01/2025

06/05/2025

Name of person who carried out the internal audit

Eleanor Greene ICPA

Signature of person who carried out the internal audit

Date

06/05/2025

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

Tadley Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		*Yes* means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	✓		<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

06/05/2025

and recorded as minute reference:

13/26FC

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

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Section 2 – Accounting Statements 2024/25 for

Tadley Town Council

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	129,800	122,932	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	196,354	213,129	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	128,061	65,249	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	77,249	69,886	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	22,308	21,795	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	231,726	156,232	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	122,932	153,396	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).

8. Total value of cash and short term investments	122,530	152,449 272	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	710,449	709,955	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	36,000	15,000	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	✓			The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)	✓			The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

[Redacted Signature]

Date

06/05/2025

I confirm that these Accounting Statements were approved by this authority on this date:

06/05/2025

as recorded in minute reference:

14/26FC

Signed by Chair of the meeting where the Accounting Statements were approved

[Redacted Signature]

Section 3 – External Auditor's Report and Certificate 2024/25

In respect of

Tadley Town Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2024/25

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

The AGAR was not accurately completed before submission for review.
The AGAR was returned for amendment and has been corrected with changes initialled.

(continue on a separate sheet if required)

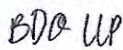
3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

External Auditor Name

BDO LLP - Southampton

External Auditor Signature

DocuSigned by:

467DFB746A8A428

Date 08 August 2025

	Jan	Feb	Mar	April	May	June	July	Aug	Sep	Oct	Nov	Dec	
Wed				1			1						
Thu	1	BH		2			2			1			
Fri	2			3	BH	1	3			2			
Sat	3			4	2		4	1		3			
Sun	4	1	1	5	3		5	2		4	1		
Mon	5	FC	TAC	FC	6	BH	4	BH	1	TAC	6	FC	TAC
Tue	6	3	3	7	TAC	5	ATM/FC	2	7	4	3	1	
Wed	7	4	4	8	6	3	8	5	2	7	4	2	
Thu	8	5	5	9	7	4	9	6	3	8	5	3	
Fri	9	6	6	10	8	5	10	7	4	9	6	4	
Sat	10	7	7	11	9	6	11	8	5	10	7	5	
Sun	11	8	8	12	10	7	12	9	6	11	8	6	
Mon	12	9	FGP	9	13	FGP	11	8	FGP	13	10	FGP	7
Tue	13	10	10	14	12	9	14	11	8	13	10	8	
Wed	14	11	11	15	13	10	15	12	9	14	11	9	
Thu	15	12	12	16	14	11	16	13	10	15	12	10	
Fri	16	13	13	17	15	12	17	14	11	16	13	11	
Sat	17	14	14	18	16	13	18	15	12	17	14	12	
Sun	18	15	15	19	17	14	19	16	13	18	15	13	
Mon	19	16	16	20	18	15	20	17	14	19	16	14	HP
Tue	20	17	17	21	19	16	21	18	15	20	17	15	
Wed	21	18	18	22	20	17	22	19	16	21	18	16	
Thu	22	19	19	23	21	18	23	20	17	22	19	17	
Fri	23	20	20	24	22	19	24	21	18	23	20	18	
Sat	24	21	21	25	23	20	25	22	19	24	21	19	
Sun	25	22	22	26	24	21	26	23	20	25	22	20	
Mon	26	HP	23	HP	23	HP	27	HP	24	HP	21	26	HP
Tue	27	24	24	28	26	HP	23	28	25	22	27	24	
Wed	28	25	25	29	27	24	29	26	23	28	25	23	
Thu	29	26	26	30	28	25	30	27	24	29	26	24	
Fri	30	27	27		29	26	31	28	25	30	27	XT	BH
Sat	31	28	28		30	27		29	26	31	28	26	
Sun			29		31	28		30	27		29	27	
Mon			30	ATM		29	HP	31	BH	28	HP	30	TAC
Tue			31			30				29		29	
Wed									30			30	
Thu												31	

FC Full Council
FGP Finance & General Purposes Committee
RL Recreation & Leisure Committee
HP Highways & Planning Committee
PC Personnel Committee
BC Burial Committee
ATM Annual Town Meeting
XT Christmas Tree event
BH Bank Holiday
TAC Turbary Allotment Charity

CONSTITUTION FOR TADLEY AND DISTRICT YOUTH ACTION COUNCIL

1.0 TITLE

1.1 The Council shall be known as the Tadley Youth Action Council, commonly known as TYAC.

2.0 AIMS AND OBJECTIVES

2.1 To promote the views of youth organisations and young people aged between 11 and 18 living in Tadley, Baughurst, Pamber and Silchester to local authorities and other organisations.

2.2 To inform other young people and the media on matters of interest in the local area.

2.3 To seek views of other young people on matters which will affect them and take action on their behalf to include raising grants to complete projects for the benefit of people in the area.

2.4 To act impartially on behalf of all young people in the area.

2.5 To provide a Forum for youth opinion.

2.6 To represent the views of young people, and inform on actions being taken, by attending meetings of the local councils in all areas represented.

3.0 COMPOSITION

3.1 The Youth Council will be elected biennially in July. Candidates must be aged between 11 and 18 at the time of the election who will at that time be resident in either Tadley, Baughurst, Pamber or Silchester parishes. A serving councillor may seek re-election providing they are still eligible.

3.2 The Youth Council should be made up of a maximum of 20 councillors and a Clerk. Councillors should ideally be elected from all four parishes covered by the youth council and the age range from 11 to 18.

3.3 The Youth Council aims to encourage representation from all sectors of young people and supports an Equal Opportunities policy.

3.4 Councillors will automatically retire on reaching their 19th birthday or if they have not attended a meeting of the council for more than six months (unless the council has granted special dispensation previously). Any councillor may resign at any time by informing the Clerk in writing of their decision. If a resignation falls within three months of the end of the council's term then the vacancy will remain unfilled until the election falls due. If the vacancy occurs prior to this time a replacement councillor may either be elected or co-opted at the council's discretion.

3.5 The Youth Council has the power to invite other people to participate in their meetings as non-voting members or advisors or guests as and when deemed appropriate.

4.0 MEETINGS

4.1 The Youth Council will meet not less than 8 times a year and more often if deems necessary. The year begins on **1st September and ends on 31 July.**

4.2 A Quorum shall consist of 50% of elected members and if a meeting is not quorate at the start of the meeting or at any point during it then the business scheduled for that meeting will be postponed to the next meeting.

4.3 Meetings will be held at suitable venues throughout the area at a time suitable for members to attend and will not last more than two hours.

4.4 A Chairman and Vice chairman will be elected annually at the first meeting after 1st September and will serve for one year or until the first meeting after 1st September the next year whichever is the sooner. The Chairman or Vice Chairman may stand again for a further year if re-elected. If neither the Chairman nor Vice chairman are present at any meeting the first business will be to appoint a Chairman for the meeting.

4.5 All meetings will be open to the public .An Open Forum of 10 minutes will be included on the agenda of each meeting.

4.6 The Youth Council may appoint Committees or Sub Committees and may delegate any duties to those Committees or sub Committees it sees fit.

4.7 The Youth Council may approach or involve other youth organisations in an advisory capacity.

4.8 The Clerk will take minutes of the meeting, record all decisions, and present a copy of the minutes to the next meeting for acceptance as a correct record. Agreed minutes will be forwarded to the Clerk of Tadley Town Council. In the absence of the Clerk the Youth Council may appoint a member or other person to take the minutes of the meeting.

5.0 VOTING

5.1 Only elected members will have a vote.

5.2 All elected members will vote by show of hands, or written ballot if requested, and will have equal voting rights. A majority of one is sufficient to decide all matters. In the event of an equality of votes the Chairman may give a casting vote.

5.3 The Clerk is not entitled to vote.

6.0 OFFICERS

6.1 The Youth Council shall annually elect a Chairman, Vice chairman and any other Officer that they from time to time shall decide.

6.2 Only members of the Youth Council shall be eligible to serve as officers.

6.3 Officers may resign during the year in writing to the Clerk. Any vacancy will be filled by election at the next meeting of the Council.

6.4 A Councillor from Tadley Town Council will be appointed by TTC as Clerk to take minutes, set the agenda in consultation with the Chairman and deal with correspondence. The appointment of the Clerk will be for a two year period and run con-current with the period of office for councillors and will be ratified by TYAC at its first meeting after the 1st of September following elections. Any resignations must be in writing to the Chairman of TYAC and TTC. Vacancies thus arising will be filled as soon as practicable by TTC and ratified by TYAC.

7.0 FINANCE

7.1 All monies raised by or granted to the Youth Council will be spent to further the objectives of the Youth Council providing that it will not prevent repayment of reasonable out of pocket expenses incurred carrying out duties of a youth councillor.

7.2 A Finance committee will be elected annually at its first meeting after 1st September by the Youth Council to deal with all financial matters and report to the full Council.

7.3 All transactions will be effected through the Tadley Town Council Bank Account using a coding for TYAC under the control of the Clerk to TTC so that separate accounts can be produced. A record of all transactions will be kept and presented at each meeting for approval by the Youth Council.

The financial year will run in line with the TTC year and the annual audit will form part of the TTC audit.

8.0 DISSOLUTION

8.1 If the Youth Council decides at a meeting by three quarters of those present majority that on the grounds of expense or otherwise it is necessary or advisable to dissolve the Youth Council, it shall call a special meeting of all Council members giving 21 days notice stating the terms of the resolution to be discussed.

8.2 If at the special meeting a majority of three quarters of those present and voting confirm a decision to dissolve the Youth Action Council, the Youth Action Council will have power to dispose of all resources held by the Youth Action Council towards charitable purposes, which will benefit young people within the parishes covered by the Council.

9.0 AMENDMENTS

9.1 Any proposed amendment to the constitution must be received at least 21 days before a meeting of the Youth Council. 14 days notice of such proposed alterations must be given, in writing, to all eligible members of the Council. A clear majority of three quarters present and voting must be given at the meeting following to allow the Constitution to be amended.


10.00 DECLARATION

10.1 This Constitution was adopted by the Tadley and District Youth Council at a duly convened meeting held on XXXXXXXXXXXX at XXXXXXXXXXXXXXXX.

Signed (Chairman) Date

Signed (Vice-Chairman) Date

TYAC Constitution 3 23/06/2025



TADLEY AND DISTRICT YOUTH ACTION COUNCIL

PHOTOGRAPHY POLICY STATEMENT

The purpose and scope of this policy statement

Tadley and District Youth Action Council works with children and young people as part of its activities. These include: Promoting the views of local youth organisations and young people aged between 11 and 18 to local authorities and other organisations.

The purpose of this policy statement is to:

- protect children and young people who take part in Tadley and District Youth Action Council's services, events and activities, specifically those where photographs may be taken
- set out the overarching principles that guide our approach to photographs being taken of children and young people during our events and activities
- to ensure that we operate in line with our values and within the law when creating, using and sharing images of children and young people.

This policy statement applies to all staff, volunteers and other adults associated with Tadley and District Youth Action Council.

We believe that:

- children and young people should never experience abuse of any kind
- we have a responsibility to promote the welfare of all children and young people and to take, share and use images of children safely.

We recognise that:

- sharing photographs of our activities can help us celebrate the successes and achievements of our children and young people, provide a record of our activities and raise awareness of our organisation
- the welfare of the children and young people taking part in our activities is paramount
- children, their parents and carers have a right to decide whether their image are taken and how these may be used, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation
- consent to take images of children is only meaningful when children, their parents and carers understand how the images will be used and stored, and are fully aware of the potential risks associated with the use and distribution of these images
- there are potential risks associated with sharing images of children online.

We will seek to keep children and young people safe by:



- obtaining a general written consent from a child and their parents or carers for taking and using a child's image
- always sharing images with parents or carers and explaining what they will be used for before they are released
- explaining how they will be stored and what potential risks are associated with sharing images of children
- making it clear that if a child or their family withdraw consent for an image to be shared. It may not be possible to delete images that have already been shared or published
- changing the names of children whose images are being used in our published material whenever possible (and only using first names if we do need to identify them)
- never publishing personal information about individual children and disguising any identifying information (for example, the name of their school or a school uniform with a logo)
- making sure children, their parents and carers understand how images of children will be securely stored and for how long (including how we will control access to the images and their associated information)
- reducing the risk of images being copied and used inappropriately by:
- only using images of children in appropriate clothing (including safety wear if necessary)
- avoiding full face and body shots of children taking part in activities such as swimming where there may be a heightened risk of images being misused
- using images that positively reflect young people's involvement in the activity.

We will also develop a procedure for reporting the abuse or misuse of images of children as part of our child protection procedures. We will ensure everyone involved in our organisation knows the procedures to follow to keep children safe.

Photography for personal use

When children themselves, parents, carers or spectators are taking photographs or filming at our events and the images are for personal use, we will publish guidance about image sharing in the event programmes and/or announce details of our photography policy before the start of the event. This includes:

- reminding parents, carers and children that they need to give consent for Tadley and District Youth Action Council to take and use their images
- asking for photos taken during the event not to be shared on social media or asking people to gain permission from children, their parents and carers before sharing photographs and videos that include them
- recommending that people check the privacy settings of their social media account to understand who else will be able to view any images they share
- reminding children, parents and carers who they can talk to if they have any concerns about images being shared.

Storing images

We will store photographs of children securely, in accordance with our data protection policy.

We will keep electronic images in a password protected folder with restricted access. Images will be stored for a period of two years.

We will never store images of children on unencrypted portable equipment such as laptops, memory sticks and mobile phones.

Policy date: 18 September 2025

Review date: 18 September 2026

TADLEY AND DISTRICT YOUTH ACTION COUNCIL

Safeguarding Policy

It is the policy of Tadley Town Council to safeguard the welfare of all members of the Tadley and District Youth Action Council.

1. The Council will be:

- Taking the interests and well-being of young people into account, in all our consideration and activities.
- Respecting the rights, wishes and feelings of the young people with whom we work.
- Taking all reasonable practicable steps to understand the symptoms of neglect and abuse.
- Promoting the welfare of young people and their protection within a position of trust.

2. Members of the Council and the staff will:

- Be responsible for putting this policy into practice at all times.
- Be responsible to ensure that young people are protected from harm. Each adult should ensure that:
 - Their behaviour is appropriate at all times.
 - They follow the procedures following suspicion, disclosure or allegation of child abuse.
 - They recognise the position of trust in which they have been placed.
- In every respect, the relationships they form with the young people under their care are appropriate.

3. Councillor Members of the Tadley and District Youth Action Council will:

- Have enhanced DBS checks every three years.
- Complete the BVA Safeguarding training every three years.
 - Other Relevant Policies: • Code of Conduct • Dignity at Work Policy • Data Protection Policy • Health and Safety Policy • Social Media
 - Adults should not behave in a manner which would lead any reasonable person to question their suitability to work with children, or act as a role model.
 - Adults must not work on their own with children. If a situation occurs when this arises, due to sickness or an emergency, always inform colleagues or parents/carers to ensure that someone can be present or nearby.
 - Adults should ensure that at least one DBS checked and one other adult are present sufficiently early before a meeting of the Tadley and District Youth Action Council to greet any early arrivals.
 - Electronic communications to a young person will be copied to another Councillor member of the Tadley and District Youth Action Council.
 - It is inappropriate to offer lifts to a child or young person. There may be occasions where the child or young person requires transport in an emergency situation or where not to do so may place a child at risk. If circumstances permit, the parent/carer or line manager should be informed before the lift is provided. The event must always be recorded and reported to the Proper Officer and parents/carers.
 - Physical contact is discouraged and should only take place only when it is absolutely necessary and in a safe and open environment i.e. one easily observed by others.

- Always report any accidents/incidents or situations where a child becomes distressed or angry to the Chairman of the Tadley and District Youth Action Council.
4. What to do if a child or third party makes an allegation.
- If a child or third party makes an allegation or discloses information which raises concern about significant harm.
 - The initial response should be to listen carefully to what the child or third party says without interruption.
 - Offer reassurance about how the child will be kept safe.
 - Be understanding but do not give your opinion.
 - Explain that what they say cannot be kept in confidence and will be passed to Children's Services and/or the police. If the allegation is raised by a child, the child must not be pressed for information, led or cross examined or given false assurances of absolute confidentiality. Such well intentioned actions could prejudice police investigations, especially in cases of sexual abuse. An interpreter should be used if necessary. If the child can understand the significance and consequences of making a referral to Children's Services, he or she should be asked his or her view by the referring professional. Although the child's view should be considered, it remains the responsibility of the professional to take whatever action is required to ensure the safety of that child and any other children.
 - Do not undertake your own investigation.
 - Make careful notes of what has been said to you or you have seen. Use the actual words said. Sign and date and time your notes.
 - Pass the matter on to MASH within 24 hours. 0300 555 1384 (office hours) 0300 555 1373 (out of office). What is the MASH? The Hampshire Multi-Agency Safeguarding Hub (MASH) is the single point of contact for reporting concerns about the safety of a child, young person or adult. It aims to improve the safeguarding response for children and adults at risk of abuse or neglect through better information sharing and high-quality and timely responses. The Hampshire MASH achieves this by co-locating agencies. It brings together Hampshire County Council social care workers for children and adults, early help services, health workers and police as well as other partners across Hampshire. Its aim is to identify need, risk and harm accurately and to facilitate the most appropriate and timely intervention. The MASH partners The Hampshire MASH comprises representatives from Adult Social Care, Children's Social Care, Health and Hampshire Police. There is also a virtual team of partners who support the MASH via information sharing. This includes Education Workers, Independent Domestic Violence Advisers, Youth Support Services, Probation Service, Ambulance, Hospitals, Hampshire Fire and Rescue Service, Trading Standards, schools and colleges, a Data Analysis team as well as four Early Help Co-ordination Hubs. Because of closer partnership working, there is clearer accountability and less duplication. Raising Alerts with MASH To ensure timely response to Safeguarding concerns, alerts should be made by telephone to Hampshire Multi Agency Safeguarding Hub (MASH):
5. What is abuse? Safeguarding children from abuse:
- Physical abuse
- This is a form of significant harm which may include hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child. The following are often regarded as indications of concern;
 - An explanation which is inconsistent with an injury
 - Several different explanations provided for an injury
 - Unexplained delay in seeking treatment
 - The parents/carers are uninterested or undisturbed by an accident or injury
 - Reluctance to give information or mention previous injuries. If you notice that a child or young person has injuries such as bruising, bite marks, burns and scalds, or scars and are concerned about the cause, it should be reported using the procedures set out in this policy.
- Emotional Abuse

- Emotional abuse is a form of significant harm which involves the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate or valued. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may also feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capabilities, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill treatment of another, serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

Domestic abuse

- Staff must also be aware and report concerns relating to domestic abuse. The definition of domestic abuse was changed by Government in September 2012 and is now defined as: Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family member regardless of gender or sexuality. This can encompass, but is not limited to the following types of abuse:
 - Psychological
 - Physical
 - Sexual
 - Financial

Sexual Abuse

Sexual abuse is a form of significant harm which involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities such as involving children in looking at, or in the production of, sexual activities, encouraging children to behave in a sexually inappropriate ways or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. Staff must also be aware of Child Sexual Exploitation as an emerging, high priority concern. CSE is defined as: ...involving exploitative situations, contexts and relationships where young people (or a third person or persons) receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of their performing, and/or another or others performing on them, sexual activities. It can occur through the use of technology without the child's immediate recognition; e.g. being persuaded to post sexual images on the internet/mobile phones without immediate payment or gain. In all cases, those exploiting the child have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidation are common, involvement in exploitative relationships being characterised in the main by the child's limited availability of choice resulting from their social/economic and/or emotional vulnerability. Sexual exploitation can have a serious long term impact upon every aspect of a child or young person's life, health and education. It also damages the lives of families and carers and can lead to families breaking up. It is a multi-agency responsibility of partner agencies to identify those children and young people at risk of exploitation, to protect them and safeguard them from further risk of harm and to prevent children from becoming victims of this form of abuse. County Lines refers to urban gangs supplying drugs to suburban areas and market and coastal towns using dedicated mobile phone lines or deal lines. This criminal activity often involves child criminal exploitation (CCE) as gangs use children and vulnerable people to move drugs and money. New guidance has been developed by the Home Office to support

frontline staff – particularly those who work with children, young people and potentially vulnerable adults – in identifying potential victims of this type of criminal exploitation. It sets out the signs to look for in potential victims, and what action staff should take so that potential victims get the support and help they need. The document supplements an organisation's existing safeguarding policies. Any practitioner working with a vulnerable person who they think may be at risk of county lines exploitation should follow their local safeguarding guidance and share this information with local authority social care services. If you believe a person is in immediate risk of harm, you should contact the police. The guidance is available here:

<https://www.gov.uk/government/publications/criminal-exploitation-of-children-and-vulnerable-adults-county-lines>

Neglect

Neglect is a form of significant harm which involves the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- Protect a child from physical and emotional harm or danger
- Ensure adequate supervision (including the use of inadequate care-givers) Ensure access to appropriate medical care or treatment
- It may also include neglect of, or unresponsiveness to, a child's basic emotional needs. If physical, emotional, sexual or neglect significant harm is suspected, or you have any other concerns regarding significant harm, it is important to report them immediately using the referral method outlined below. A piece of information, no matter how small, could mean that a child at risk is identified. Several small pieces of information from different agencies have in the past identified horrific cases of abuse that would not have been identified by one single agency.

Policy dated: 18 September 2025
Policy Review: 18 September 2026