



1969

HARSTON PARISH COUNCIL

Minutes of the Parish Council Meeting held on 2 July 2026, at 8pm

Location: Harston Village Hall, 20 High Street, Harston, Cambridge CB22 7PX

Present: Councillors Reynolds, Councillor Carroll, Councillor Pearce Gould (Chair), Councillor Wilson, Councillor Wedgbury, Councillor Stierer and Councillor Clarke

In the absence of the Clerk, Councillor Wedgbury took the minutes

The meeting was opened at 8.04 pm and closed at 9.08 pm.

26-27/64 Apologies and Reasons for Absence (LGA 1972 s 85(1))

- a) It was proposed by Cllr Owen and seconded by Cllr Wilson that Councillor Ormerod's apologies be accepted
- b) There were no Declaration's of Interest for Items on the Agenda (Localism Act 2011 s 31 s 33)

26-27/65 Open Forum for Public Participation (15 Minutes)

There were no members of the public present.

26-27/66 Proposal: Under the Public Bodies (Admission to Meetings) Act 1960, the Chair excluded the public for the following agenda item(s) due to the confidential nature of the discussions and the business.

26-27/ 67 Proposal: New Standing Order

After careful discussion noting it was proposed by Councillor Reynolds and seconded by Councillor Wilson and resolved unanimously that the Parish Council approve the Communications Inbound and Records Standing Order as per the copy attached

26-27/68 Proposal: New Standing Order

After careful consideration it was proposed by Councillor Reynolds and seconded by Councillor Wilson and resolved unanimously that the Parish Council approve the Current Contacts and Agreements Master File as per the copy attached.

26-27/ 69 Date of Next Meetings:

Parish Council Meeting (7.30pm) – 6th August 2026 Harston Village Hall, Large Committee Room, Cambridge, CB22 7PX

Sign _____

Date _____

ADDENDUM TO THE STANDING ORDERS DATED 4 JUNE 2026

NEW STANDING ORDER 26 - COMMUNICATIONS INBOUND AND RECORDS OF EMAILS AND ACCOUNTING

"All inbound communication to the Council and the legal records of the council including accounting records and the related accounting systems that are accessible to the Clerk or Regulated Financial Officer (as the case may be) or any other key employee should also be accessible by the Council through the Chair; and, if so decided by the Chair, the Chair of the Finance Committee. In addition, the Chair should have access to any password or security codes relevant to the business of the Council and also access to any of the Council's assets.

In such circumstances there will be no breach of contract or GDPR or any other regulation including if such communications or records or operating systems or assets are shared with other councillors in the interests of carrying out the statutory and obligations of the Council. The Chair shall also be able to organise the taking of copies and the transmission of such copies (or parts of any relevant communications) to another Councillor or professional party if the Chair deems it appropriate to do so. In the absence of the Chair, the Chair may appoint the Vice-Chair or another councillor as an authorised party to implement the authority set out in this Standing Order.

For the record,

- (i) any such communications other than in the ordinary course of the conduct of the Council shall remain confidential to the Clerk and the Chair
- (ii) all outbound communication will remain the responsibility of the author who should be clearly identified together with all other councillors copied
- (iii) nothing in this Standing Order will mean that the Clerk shall not advise or act for the Council or absolves the Clerk or the Regulated Financial Officer or any locum officers from carrying out their functions".

NEW STANDING ORDER 27 - CURRENT CONTRACTS AND AGREEMENTS MASTER FILE

"The clerk and regulated financial officer shall maintain a master file of all currently enforceable contracts with the Council for the provision of services, the supply of products or any construction contracts; these are to include any agreed amendments and whether that is for immediate delivery or at some future time. Such file shall be available for inspection or review by the Chair, the Vice-Chair or the Chair of the Finance Committee at any time and as such shall be available in electronic format using a secure link; or possibly the Council website through a personalised log in for Councillors."

STANDING ORDER 26 TO BE RENUMBERED 28