



GRAYSHOTT PARISH COUNCIL

COUNCILLOR HANDBOOK

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Change History

Version 1.0	New policy incorporating all previous guidance relating to the role and responsibilities of a councillor.
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1. Introduction

This handbook is designed for all current and prospective councillors of Grayshott Parish Council (GPC). It serves as a practical reference guide to GPC's policies and procedures, outlining the conduct and duties expected of councillors to help you carry out your role with confidence and purpose.

Local councils¹ are the tier of government closest to the community, uniquely positioned to understand local priorities and turn them into meaningful action. As a councillor, you become part of a democratic body that represents residents and shapes the character, wellbeing, and future of Grayshott. Parish councils operate without political bias and within a clear statutory framework: they must meet governance and financial duties, manage their assets and open spaces for the benefit of the community, support local services, and ensure decisions are transparent, lawful, and accountable. Alongside these duties, parish councils hold a wide range of discretionary powers that allow them to respond creatively to local needs — from improving community facilities and supporting events to championing environmental initiatives and strengthening local identity. For new councillors, this is an opportunity to make a visible difference. Local councils are engines of community life: they connect people and help villages thrive, and your work as a councillor helps ensure that Grayshott continues to grow in a way that reflects the needs and values of its residents.

For the avoidance of doubt, all parish councillors are unpaid but travel costs etc related to attendance at training or representing the council may be reclaimed. Speak to the RFO for guidance.

2. Useful Acronyms:

- BOAT – Byway Open to All Traffic
- CIL – Community Infrastructure Levy²
- EHAP&TC – East Hampshire Association of Parish and Town Councils
- EHDC – East Hampshire District Council
- HALC – Hampshire Association of Local Councils
- HCC – Hampshire County Council
- NALC – National Association of Local Councils
- RFO – Responsible Finance Officer
- SANG – Suitable Alternative Natural Green Space
- SLCC – Society of Local Council Clerks

3. Expectations

Grayshott Parish Council operates within a structured framework of policies that guide how decisions are made, implemented, and reviewed. The core governing documents are the [Standing Orders](#) and [Financial Regulations](#), which set out the rules, procedures, and financial controls under which the Council must operate. Alongside these, a range of [ancillary policies](#) provide additional guidance on specific areas of Council business,

¹ The term 'local council' refers to both parish councils and town councils, both are at the same level of local government administration and have broadly similar powers and responsibilities.

² [Community Infrastructure Levy - GOV.UK](#)

ensuring decisions are lawful, transparent, and consistent.

All councillors are expected to familiarise themselves with the Standing Orders and Financial Regulations, as these form the foundation of good governance and effective decision making within the Council.

In addition, Councillors are expected to fully participate in the monthly meetings of Full Council, including a review of all papers provided in advance of the meeting.

Councillors are expected to continue to attend training courses, including refresher training, as appropriate.

Councillors are expected to participate in at least one of the formal committees (currently Staffing or Planning & Conservation) and in one or more action plan working groups.

Councillors should be aware of and, where possible, take an active part in:

- attending a HALC Conference or AGM and providing feedback to the Council
- attending an EHAP&TC meeting or HCC/EHDC workshop and providing feedback to the Council
- representing the Council at a meeting with EHDC or HCC and providing feedback to the Council
- representing the Council on external bodies such as the Community Orchard, Applegarth Meadow Management, Grayshott Heritage, local groups (Women's Group, Tuesday Lunch Club, sports field management etc) or similar
- providing volunteer support for activities including the Kindness Café, community events (such as the Christmas Lights Switch On), hanging basket planting, litter picking and the Annual Assembly
- promoting the work of the Council in the community, recruiting new councillors and acting as a buddy for a new councillor
- Monitoring and reporting on council assets around the village
- Making financial decisions including income and expenditure, investments and budget setting
- Authorising online bank payments and undertaking reviews of spending.

4. Training

The role of a councillor is varied, and your actions can make a positive difference to your community. GPC seeks to ensure that all its councillors are equipped with the knowledge and skills necessary to enable them to contribute to the Council's strategic and practical objectives, now and in the future.

GPC is also committed to supporting all councillors to achieve their potential and follow their interests in their role. GPC encourages personal development for every Councillor.

Training and development will be delivered through:

- 'on-the-job' learning from other Councillors and staff
- attendance at meetings, forums, workshops and conferences
- classroom or online training

5. Training – New Councillors

As a new councillor, you should become familiar with The Good Councillors Guide (published by the National Association of Local Councils) to understand your role, responsibilities and the workings of local democracy.

GPC will ensure you:

- feel welcome
- understand what help is available and where to look for key information
- understand what training can be provided.

The following are the commitments made by GPC to provide training and support to new Councillors.

Timeline	Training and Support
First Day	Issue GPC email account and arrange access to online resources.
First Fortnight	Assign a buddy to guide you through the early days of being a councillor
First Month	Introduction to emails, SharePoint, and resources available. New Councillors will discuss the onboarding process with the Clerk and Chair and agree on key training to undertake (provided by external bodies ¹ .)
First Six Months	New Councillors should complete any identified training. Clerk and/or RFO will provide several training sessions to ensure that new councillors are fully familiar with: • Council assets and responsibilities • Sources & uses of funds and financial governance • Duties and Powers of the Council in the community

¹ External sector bodies such as Hampshire Association of Local Councils (HALC), National Association of Local Councils (NALC) or similar. Training required may include code of conduct training, Councillor Knowledge and Core Skills, Finance, Being an Employer, Planning and Conservation.

6. Training – All Councillors

Beyond the initial training for new Councillors, training and development should continue throughout your time as a Councillor.

Knowledge and experience will continue to develop through your attendance at external meetings, forums, workshops and conferences; from learning through your involvement in the work of the Council and from circulated Weekly Digests, Weekly Planning Updates and correspondence lists.

Training opportunities will be highlighted by the Clerk in regular correspondence and Councillors are encouraged to find relevant training opportunities themselves. You are expected to take ownership of your ongoing development by identifying any areas you feel that you need to improve or receive further information about.

Councillors should discuss any training courses they wish to take with the RFO to confirm availability of budget for the training course.

As a Councillor you should ensure you undertake training relevant to any roles you hold on the Council.

- The Chair shall attend Chairmanship training within 3 months of appointment if required.
- Chairs of Committees shall undertake Chairmanship training as required.
- Members of Planning & Conservation Committee should seek to inform themselves about wider planning issues, regulatory changes and policy. Specific training is available from industry bodies.
- Members of the Staffing Committee should seek updated information regarding employment law and best practices. Specific training is available from industry bodies.

7. Resources

The National Association of Local Councils (NALC) produces a number of useful guides for Councillors. These include:

1. The Good Councillor's Guide
2. The Good Councillor's Guide to Finance
3. The Good Councillor's Guide to Employment
4. The Good Councillor's Guide to Cyber Security
5. The Good Councillor's Guide to Community Business
6. The Good Councillor's Guide to Transport Planning
7. The Good Councillor's Guide to Neighbourhood Planning

Grayshott Parish Council is a member of NALC and the Hampshire Association of Local Councils (HALC).

Councillors are encouraged to create a login on the [NALC website](#) using their Council email address to access these guides.

HALC also provide several briefings on key topics. Councillors should review these briefings when working on specific projects or as part of their development to ensure that they have latest information available. Councillors can access these briefings by creating a login on the [HALC website](#) using their Council email address.

8. Election, Co-option and Resignation of Councillors and Committee Members

The Local Elections (Parish and Communities) (England and Wales) Rules 2006³ set out the way parish councillors are elected or co-opted. Full Parish Council elections are normally held every four years, with all ten⁴ seats up for election; these elections are administered by East Hampshire District Council. If there are ten or fewer candidates then a ballot box election is not held, and all candidates are automatically selected as councillors. If there are more than ten candidates, then a formal ballot box election is held. Should a Parish Council not have a full complement of councillors (either through a shortfall in candidates for a full election or

³ based on Electoral Administration Act 2006

⁴ The number of councillor seats in each Parish Council varies depending on the size of the parish.

through a resignation) they are permitted to exercise the power to co-opt a person on to the Council to fill a casual vacancy when the requirements to hold an election have not been met.⁵ In this instance the Returning Officer will confirm that the notice has expired and the Parish Council may co-opt “whoever it pleases to fill a casual vacancy”.

The Council can seek to co-opt members of the public to committees without filling a vacancy on the Full Council. This process will follow the same process as is laid out below.

Informing Public of Casual Vacancies

Whenever the need for co-option arises, Grayshott Parish Council will advertise the vacancy or vacancies using all its normal communication methods including website, newsletter, noticeboards, social media and Grayshott Today.

The advertisements will allow sufficient time for members of the public to come forward, learn about the Council, meet Councillors and attend and observe formal meetings before the deadline for applications. If deemed necessary, private interviews will be conducted with the Clerk and Chair with a shortlist prepared for Full Council decision. This handbook, application forms, a person specification and [eligibility forms](#) will be sent to individuals who express interest in applying.

Process for Co-Option

Where practical, at the Parish Council meeting following the deadline date for applications, Councillors will be asked to receive the applications and to agree to co-opt. Candidates will be invited (and expected) to attend the meeting.

1. The Clerk will confirm that each candidate has signed and stated they are qualified to become a Councillor and is not disqualified from being a Councillor as set out in the Local Government Act 1972 s79 and s80.
2. Where the number of candidates is less than or equal to the number of vacancies, the candidates shall then be appointed to the Council if they meet the section 79 eligibility criteria and they are not disqualified. If, at the end of the process, there are still casual vacancies the Council will re-advertise.
3. Where the number of candidates is more than the number of vacancies, applications will be reviewed in alphabetical order by surname.
4. Candidates will be given the opportunity to introduce themselves and their application.
5. The vote will be by a show of hands on the acceptability of each candidate for co-option, utilising the ‘person specification’ criteria and the expression of interest form completed by candidates.
6. Each councillor present and entitled to vote⁶ may cast up to a maximum number of votes equal to the number of vacancies available. Councillors may choose to use fewer votes or to abstain.
7. An absolute majority vote is required for co-option. The applicant with the least number of votes will be stood down and the vote taken repeatedly until the number of candidates equals the number of vacancies. In the event of a tie, the Chair will have a casting vote.
8. Successful candidates will be asked to sign a declaration of acceptance of office form which will be witnessed by the Clerk.

⁵ For example, the vacancy has been the subject of a public notice, and less than 10 electors have requested an election by the end of the statutory notice period of 14 working days.

⁶ LGA 1972 Sch. 12. Para 39

9. Candidates may stay for the remainder of the meeting and participate in debate but are not entitled to vote until the following meeting.
10. The Clerk will then notify Electoral Services of the new Councillor appointment, initiate acceptance of office paperwork and registration of interest and organise amendment of the Parish Council website and records accordingly.

Resignation and Not Seeking Re-election

A councillor can resign at any time; the resignation should be made in writing (by letter or email) addressed to the Chair. Once the resignation has been officially received by the Chair then it is irreversible and the councillor's email account will be deactivated and access to council resources will cease. Any councillor who is considering resigning is asked to discuss the matter with the Clerk and/or Chair at the earliest possible opportunity ahead of submitting their resignation.

Any councillor, other than the Chair, who chooses not to stand for re-election at the end of the four-year cycle will remain a councillor until the day of the election itself, their email account and access will be revoked at that point. If the Chair decides not to seek re-election, then they remain in post until the end of the first item on the agenda (election of a new Chair) at the Annual Meeting of the Full Council which follows within two weeks of the election.

9. Equality, Diversity and Inclusion Commitments

Grayshott Parish Council is committed to promoting equality, diversity and inclusion in everything we do. Councillors are expected to promote the following commitments of the Council:

- We aim to provide services to which all residents are entitled regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
- We will make sure that our services are delivered equitably and meet the diverse needs of our service users and residents by assessing the needs of all residents.
- We have clear procedures to investigate grievances or complaints raised by our residents, candidates for jobs and contracts, and employees if they feel they have been unfairly treated.
- Breaches of our equality and diversity policy will be regarded as misconduct and could lead to disciplinary proceedings.

10. Disclosable Pecuniary Interests

Councillors are required by law to disclose any Disclosable Pecuniary Interests (DPIs) and to do so openly and transparently in line with the Localism Act 2011 and the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012. These requirements apply to:

- your own interests, and
- the interests of your *spouse, civil partner, or a person you live with as if a spouse or civil partner*, so far as you are aware.

You must notify the Monitoring Officer (at EHDC) of all DPIs within 28 days of taking office as a councillor; and update your registration as soon as reasonably practicable if your circumstances change. The Monitoring Officer maintains the statutory Register of Members' Interests, which must be published online.

The Clerk will provide you with the relevant forms and can offer guidance, but the legal duty to register interests' rests with the individual councillor.

The categories of DPIs are set out in legislation and include interests relating to:

- employment, office, trade or profession carried out for profit or gain;
- sponsorship (including election support or payments by third parties);
- contracts with the Council for goods, services or works;
- land or property within the parish in which you have a beneficial interest;
- licences to occupy land for a month or more;
- corporate tenancies with the Council;
- securities (shares or investments) in bodies operating in the parish over certain thresholds.

Councillors should familiarise themselves with the full legal definitions, as set out in the 2012 Regulations.

If you have a DPI in any matter being considered at a meeting, you must:

- Declare the DPI, even if already registered;
- Not participate in discussion on that item;
- Not vote on the matter;
- Leave the room for the duration of the item unless a valid dispensation has been granted.

These are statutory requirements. They apply equally to Full Council, committees, subcommittees, and working groups.

A councillor with a DPI may request a dispensation if:

- the meeting would otherwise be inquorate,
- or granting the dispensation is considered to be in the public interest.

Requests must be made in writing in advance to the Clerk. Dispensations are not automatic and are granted only in limited circumstances. They will be decided in accordance with our Standing Orders.

It is important to note that the following are criminal offences under Section 34 of the Localism Act 2011 and may result in a fine and/or disqualification from office:

- failing to register a DPI,
- failing to declare a DPI at a meeting,
- participating or voting while holding a DPI *without a dispensation*.

If you are unsure whether an interest is disclosable, you should seek advice from the Clerk, who may consult the Monitoring Officer. When in doubt, councillors are encouraged to err on the side of openness.

11. Councillor Conduct

Councillors should uphold the Seven Principles of Public Life, also known as the Nolan Principles:

Selflessness: Holders of public office should act solely in terms of the public interest.

Integrity: Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity: Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability: Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness: Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty: Holders of public office should be truthful.

Leadership: Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

The Parish Council adopted the East Hampshire District Council Code of Conduct on 6th August 2012 pursuant to Section 28 of the Localism Act 2011. In April 2021, the Council agreed to adopt the Local Government Association (LGA) model code of conduct published in 2020. A full copy of the model can be obtained from the Clerk.

Each councillor must sign a pledge that they agree to abide by the Code of Conduct and Respect and Civility Pledge when they join the Council. They will reaffirm their agreement at the Council's Annual Meeting each May. Any councillor who is not at that meeting must reaffirm their agreement by signing the pledge as soon as possible.

The clerk will keep a copy of the current signed pledge and publish signed pledges on the council website.

The purpose of the Code of Conduct is to assist councillors in modelling expected behaviour, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against councillors. It is also to protect councillors, the public, fellow councillors and officers, local authority officers and the reputation of local government.

It sets out general principles of conduct expected of all councillors and their specific obligations in relation to standards of conduct. Should a councillor's conduct be called into question, GPC will, when appropriate, use support, training and mediation prior to the matter being referred to the Monitoring Officer. The fundamental

aim of the Code is to create and maintain public confidence in the role of the councillor and local government.

12. Application of The Code of Conduct

This Code of Conduct applies to councillors when they are acting in their capacity as a councillor which may include when:

- they misuse their position as a councillor
- their actions would give the impression to a reasonable member of the public with knowledge of all the facts that they are acting as a councillor.

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

Councillors are also expected to uphold high standards of conduct and always show leadership when acting as a councillor.

Councillors are encouraged to seek advice from the Clerk, who may refer matters to the Monitoring Officer.

13. Code of Conduct

The Code of Conduct sets out a councillors' obligations, which are the minimum standards of conduct required of a councillor. Should a councillor's conduct fall short of these standards, a complaint may be made against them, which may result in action being taken.

The full [Model Code of Conduct](#) document includes guidance to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

Councillors will treat other councillors, members of the public, local authority employees, employees and representatives of partner organisations and those volunteering for the council with respect and respect the role they play.

2. Bullying, harassment and discrimination

Councillors will not bully or harass any person and will promote equalities and not discriminate unlawfully against any person.

3. Impartiality of officers of the Council

Councillors will not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the Council.

4. Confidentiality and access to information

Councillors will:

- not disclose information given to them in confidence by anyone or acquired by them which they believe, or ought reasonably to be aware, is of a confidential nature, unless:
 - they have received the consent of a person authorised to give it;
 - they are required by law to do so;
 - the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or
 - the disclosure is reasonable and in the public interest; and made in good faith and in compliance with the reasonable requirements of the council; and that they have consulted the Monitoring Officer prior to its release.
- not improperly use knowledge gained solely because of their role as a councillor for the advancement of themselves, their friends, their family members, their employer or their business interests.
- not prevent anyone from getting information that they are entitled to by law.

5. Disrepute

Councillors will not bring their role or council into disrepute.

6. Use of position

Councillors will not use, or attempt to use, their position improperly to the advantage or disadvantage of themselves or anyone else.

7. Use of Council resources and facilities

Councillors will not misuse Council resources.

When using the resources of the Council or authorising their use by others Councillors will:

- act in accordance with the Council's requirements; and
- ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the Council or of the office to which they have been elected or appointed.

Complying with the Code of Conduct

Councillors will:

- undertake Code of Conduct training provided by the local authority.
- cooperate with any Code of Conduct investigation and/or determination.
- not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.
- comply with any sanction imposed on them following a finding that they have breached the Code of Conduct.

Protecting Their Reputation and the Reputation of the Council

1. Interests

Councillors will register and disclose their interests.

2. Gifts and hospitality

Councillors will:

- not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on their part to show favour from persons seeking to acquire, develop or do business with the Council or from persons who may apply to the Council for any permission, licence or other significant advantage.
- register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.
- register with the Monitoring Officer any significant gift or hospitality that they have been offered but have refused to accept.

Ensuring Equal Opportunity

3. Age

Councillors will:

- ensure that people of all ages are treated with respect and dignity;
- ensure that people of legal working age are given equal access to our training, development, employment and promotion opportunities; and
- challenge discriminatory assumptions about younger and older people.

4. Disability

Councillors will:

- provide any reasonable adjustments to ensure disabled people have access to our services and employment opportunities;
- challenge discriminatory assumptions about disabled people; and
- ensure our website and the information contained on it complies with Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

5. Gender Reassignment

Councillors will challenge discriminatory assumptions about transsexual individuals, whether they propose to, have started, or have completed a process to change their gender.

6. Marriage and Civil Partnership

Councillors will:

- ensure that people are treated with respect and dignity and that a positive image is promoted regardless of marriage or civil partnership;
- challenge discriminatory assumptions about marriage or civil partnership; and
- ensure that no individual is disadvantaged and that we take account of the needs of individuals' marriage or civil partnership.

7. Pregnancy and Maternity

Councillors will:

- ensure that people are treated with respect and dignity and that a positive image is promoted regardless of pregnancy or maternity;
- challenge discriminatory assumptions about pregnancy or maternity; and
- ensure that no individual is disadvantaged and that we take account of the needs of individuals' pregnancy or maternity.

8. Race

Councillors will:

- challenge racism wherever it occurs;
- respond swiftly and sensitively to racial incidents; and
- actively promote race equality in the Parish Council and in the community.

9. Religion or Belief

Councillors will:

- ensure that individuals' religion or beliefs and related observances are respected and accommodated wherever possible; and
- respect a person's beliefs where the expression of those beliefs does not impinge on the legitimate rights of others.

10. Sex

Councillors will:

- challenge discriminatory assumptions about women and men;
- take positive action to redress the negative effects of discrimination against individuals due to their sex; and
- offer equal to representation, services, employment, training and pay to all individuals, regardless of their sex, and encourage other organisations to do the same.

11. Sexual Orientation

Councillors will:

- ensure that we take account of the needs of lesbian, gay, bisexual and heterosexual individuals; and
- promote positive images of lesbian, gay, bisexual and heterosexual individuals.

14. Complaints - Against Councillors (breaching code of conduct)⁷

⁷ Complaints by council employees or against council employees is handled under the employment complaints and grievance process. Please see the staff handbook for further information.

Complaints against councillors are covered by the Code of Conduct and, if a complaint against a councillor is received by the Council, it will be referred to the Monitoring Officer of East Hampshire District Council. Further information on the process of dealing with complaints against councillors may be obtained [here](#) or from the Monitoring Officer of East Hampshire District Council.

Section 14 of the GPC Standing Orders provides further details on how the Council will respond to notification of a Councillor being reported to, investigated for or found to have breached the code of conduct.

15. Complaints Regarding Council Services

Anyone who lives in or near Grayshott who is affected by decisions made by the Council has a right to complain. The procedure for submitting these complaints is found [here](#). Councillors are required to familiarise themselves with this procedure to ensure that complaints are properly addressed.

Appendix A: List of Assets Owned by The Council

Land	Title Deed	Notes
Sports Pavilion and Field	SH31251	Location of Council Offices. Gifted by Mr Whitaker in 1927. Managed in collaboration with Sports Clubs. See licence agreements for details. Land registered as a village green (VG65) which protects its development.
Tennis Courts	SH31056	Gifted by Mr Whitaker in 1927. Also registered as a village green (VG67). Managed in collaboration with Grayshott Tennis Club. See licence agreement for details.
Beech Allotments	SH31251	Registered as a Charity and financially operated separately. Gifted by Mr Whitaker in 1920. Special restrictions of change of use.
Stoney Bottom Allotments	SH31056	Purchased in 1906. Conveyancing restrictions on development. See further information regarding wayleaves for water pipes to neighbouring houses.
Village Green, Lyndon Green & War Memorial Garden	SH31248	Registered village greens (VG63 & VG66) and gifted to the Council by Lyndon family in 1904. Includes bus shelters. Restriction on development.
The Square	SH22477	Purchased for the village in 2006 and refurbished by the Council. Shopkeepers require licences for awnings, boarding and seating. Can be leased for community events.
Eccott Green	SH27115	Purchased in 2011.
Applegarth Meadow	SH56879	Acquired from Developer in 2020. Maintenance paid for by contributions from Applegarth Meadow Residents Association and a fund provided for the purpose by Developer at time of land transfer.
Land for the Erection of a Bus Shelter	HP12301	Small patch of land at Waggoners Bend to facilitate the location of a bus shelter.

Playgrounds	Notes
Applegarth Playground	Built by Cala Homes and passed over to the Council as part of the SANG deal in 2020/21. Consists of 6 pieces of wooden equipment, climbing stones and fencing. Normal useful life of wooden equipment is 12-15 yrs.
Littlejohn Playground	Refurbished by the Council in 2011 using legacy funds from Eliza Littlejohn and grant awards. Consists of 7 pieces of wooden/metal equipment. Useful life of metal equipment is 20 yrs and wooden equipment as above.
The Rec Hub	Refurbished and extended by the Council in 2025. Consists of MUGA, skate park and ninja trail made possible with grants and Neighbourhood CIL funds. Useful life of most equipment set at 20 years.
Lyndon Green Playground	Individual pieces of equipment replaced in 2012 and 2021. Consists of 7 pieces mostly metal equipment and fencing. With average useful life of 20 years. Includes wet pour ground surfacing and play bark.

Other Assets	Notes
Millenium Sign	Gifted to the village by the Millennium Committee. Read more here: Grayshott's Millennium Sign
QEII Memorial	Gifted to the village by Grayshott Pottery and installed in 2024. More information to come to the website soon.
Fox & Pelican Signs	Original signage for the Fox and Pelican pub, rare artwork by Sir Walter Crane. On permanent display at Grayshott Pottery.
Tile Mural	Created by Grayshott Pottery for the refurbished Square. Depicts 40 different community organisations of the village.
Benches & Bins	The Council owns and maintains more than 30 benches and 12 bins across the village. Details of their locations can be requested from the office.
Village Hall and RBL	The Parish Council is a custodian trustee only of the Village Hall all management and beneficial ownership is the Village Hall Management Committee. Similarly, should Grayshott Royal British Legion cease to operate for more than 6 months. The Parish Council assumes ownership of the building and land and must utilise it for the benefit of the village.

Appendix B: List of Legacies, Trusts and or Investments owned by the Council

Name	Notes
Jack Smith Legacy	Jack Smith left a legacy to Grayshott Parish Council to be used for the benefit of the parish, along with shared copyright to his book <i>"Grayshott – The Story of a Hampshire Village."</i> The legacy has since supported various parish initiatives, including an annual award for Grayshott Primary School and funding for the 2017 community website.
Charlotte Lyndon Trust	The Parish Council is a corporate trustee of the fund. Its capital, left to the village by Charlotte Lyndon must generally remain invested, with only the income from interest available for parish benefit. In recent years, limited permission was granted to use some capital, including £60,000 for the pavilion extension project completed in 2021.
Applegarth Meadow Investment	As part of the acquisition of Applegarth Meadow under a SANG agreement, the Council received £200,000 from Cala Homes to support the long-term management obligations for the site over an 80-year period. This sum was placed in a long-term investment with St James's Place in 2021. In 2023 the Council opted to move part of the investment into lower-risk products to ensure sufficient short-term funding for its contributions through to 2029. To fund management obligations, an annual income is drawn from these investments and matched by an equal payment from the Applegarth Vale Management Company.
Community Infrastructure Levy (CIL)	This is a charge paid by developers to the District Council when new development takes place. Where development occurs within the parish, a proportion of this money is passed to the Parish Council as <i>Neighbourhood CIL</i> (15%). These funds are intended to help address the impacts of development and may be spent on improving local infrastructure or on projects and initiatives that support the development of the parish, such as community facilities, open spaces, or other identified local priorities.
Beech Allotments Trust	The trust administered separately as the land is held in trust by an independent charity. Rent collected from allotment holders is paid directly into a dedicated bank account maintained for the trust, and all maintenance or improvement works for the site are funded from this account. This ensures that all income generated by the allotments is used exclusively for their upkeep and management.
Grayshott Nursing Charity	The Parish Council is responsible for appointing trustees to the charity, which operates independently. The charity provides grants and financial assistance to support residents of Grayshott who are experiencing hardship due to illness, disability, or poor health. All decisions about grant-making and administration are managed by the charity's trustees in accordance with its governing document.