

Capital Allocation of Funds for 2019/20

14th November 2018

	2019/20 Budget	Balance B/F	Total	Spent	Remaining Balance	Comments
P&R						
Elections	£ 3,000.00	£ 23,532.00	£ 26,532.00	£ 8,231.00	£ 18,301.00	May 2018 Election
Replacement IT	£ 2,025.00	£ 13,814.00	£ 15,839.00		£ 15,839.00	
Replacement boiler	£ 200.00	£ 1,655.00	£ 1,855.00		£ 1,855.00	
Office Refurbishment	£ 5,000.00	£ 35,000.00	£ 40,000.00		£ 40,000.00	
Open Spaces						
Replacement Equipment	£ 18,290.00	£ 72,185.00	£ 90,475.00	£ 32,740.00	£ 57,735.00	Kubota Outfront Mower, Wessex Flail, Flail Deck, Parking Meters
Refurb of parking areas	£ 5,000.00	£ 10,000.00	£ 15,000.00		£ 15,000.00	
Common Easements		£ 14,983.00	£ 14,983.00	£ 2,550.00	£ 12,433.00	Parking Area refurbishment and Bunding
Signage	£ 5,000.00	£ -	£ 5,000.00		£ 5,000.00	
Planning						
Gateway signs		£ 5,000.00	£ 5,000.00		£ 5,000.00	* It is suggested that this money be transferred over to Swilket
Village Halls						
Hall Capital	£ 5,000.00	£ 29,219.00	£ 34,219.00		£ 34,219.00	
Bullsland Hall		£ 7,776.00	£ 7,776.00		£ 7,776.00	
	£ 43,515.00		Total balance fund		£ 213,158.00	

COUNCIL RESERVES

10th January 2019

	£
NATWEST	£ 71,582.90
COIF	£ 5,502.34
Bank Instant Access Account	£ 198,175.92
Scottish Widows 60 Day Account	£ 82,067.42
Parish Current Account	£ 4,858.29
WMH Current Account	£ 10,034.33
TOTAL	£ 372,221.20

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Detailed Income & Expenditure by Projected Budget Heading 30/11/2018

Month No: 10

Committee Report

	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Policy & Resources</u>						
<u>200 Salaries - Policy & Resources</u>						
4000 Salaries	64,150	92,000	27,850		27,850	69.7%
4020 PAYE & NI	26,841	38,250	11,409		11,409	70.2%
4030 Superannuation	24,052	33,150	9,098		9,098	72.6%
4050 Training & Conferences	570	2,000	1,430		1,430	28.5%
4055 Travelling Expenses	1,547	2,320	773		773	66.7%
4520 Mobile Telephone	108	220	112		112	49.1%
Salaries - Policy & Resources :- Indirect Expenditure	117,268	167,940	50,672	0	50,672	69.8%
Movement to/(from) Gen Reserve						
			(117,268)			
<u>210 General Administration</u>						
1200 Chorleywood in Bloom	555	800	245			69.4%
1206 Quiz Night Income	11,813	0	(11,813)			0.0%
1210 Village Day Income	5,290	6,500	1,210			81.4%
1250 Contribution from WMH	1,693	1,700	7			99.6%
1255 Contribution from RBL	423	530	107			79.9%
1260 Community/NHP Income	(925)	0	925			0.0%
1265 WW1 Event Income	380	500	120			76.0%
1900 Miscellaneous Income	635	750	115			84.7%
General Administration :- Income	19,864	10,780	(9,084)			184.3%
4165 WW1 Event	514	500	(14)		(14)	102.8%
General Administration :- Direct Expenditure	514	500	(14)	0	(14)	102.8%
4100 Website	2,174	2,500	326		326	87.0%
4105 Photocopying	1,609	3,800	2,191		2,191	42.3%
4110 Postage	837	1,370	533		533	61.1%
4115 Stationery & Office Equipment	1,326	1,700	374		374	78.0%
4120 Subscriptions & Donations	3,883	3,800	(83)		(83)	102.2%
4125 Office Cleaning	293	500	207		207	58.7%
4130 Office Maintenance	2,024	2,000	(24)		(24)	101.2%
4135 Computer	5,108	5,850	742		742	87.3%
4140 Village Day	2,793	3,000	207		207	93.1%
4145 Christmas Lights	4,496	4,600	104		104	97.7%
4146 Quiz Night	11,759	0	(11,759)		(11,759)	0.0%
4155 Chorleywood in Bloom	2,206	2,200	(6)		(6)	100.3%
4160 Mapping System	200	725	525		525	27.6%
4900 Misc Expenditure	1,030	1,000	(30)		(30)	103.0%
General Administration :- Indirect Expenditure	39,737	33,045	(6,692)	0	(6,692)	120.3%
Movement to/(from) Gen Reserve						
			(20,387)			

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Detailed Income & Expenditure by Projected Budget Heading 30/11/2018

Month No: 10

Committee Report

	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>220 Services - General</u>						
4200 Rates	4,104	4,560	456		456	90.0%
4205 Gas	606	1,800	1,194		1,194	33.7%
4210 Electric	753	2,000	1,247		1,247	37.6%
4215 Water	213	320	107		107	66.7%
4220 Telephone	3,559	4,840	1,281		1,281	73.5%
4355 Legal & Professional Fees	60	0	(60)		(60)	0.0%
Services - General :- Indirect Expenditure	9,296	13,520	4,224	0	4,224	68.8%
Movement to/(from) Gen Reserve						
						(9,296)
<u>230 Community Engagement</u>						
4250 Chorleywood Matters	2,818	5,460	2,642		2,642	51.6%
4255 PCSOs	14,250	28,500	14,250		14,250	50.0%
4260 Defibrillators	0	1,000	1,000		1,000	0.0%
Community Engagement :- Indirect Expenditure	17,068	34,960	17,892	0	17,892	48.8%
Movement to/(from) Gen Reserve						
						(17,068)
<u>250 Grants & S137 Payments</u>						
4300 Community Grants	0	5,000	5,000		5,000	0.0%
4305 Small Grants & S137	0	1,000	1,000		1,000	0.0%
4310 War Memorial Hall Grant	5,000	5,000	0		0	100.0%
Grants & S137 Payments :- Indirect Expenditure	5,000	11,000	6,000	0	6,000	45.5%
Movement to/(from) Gen Reserve						
						(5,000)
<u>260 Professional Fees - P&R</u>						
4350 Audit	386	3,200	2,814		2,814	12.0%
4355 Legal & Professional Fees	2,626	3,640	1,014		1,014	72.1%
4360 HR Service Contract	4,560	4,785	225		225	95.3%
4365 Insurance	8,788	9,500	712		712	92.5%
4370 Health & Safety	563	1,000	437		437	56.3%
4375 GDPR	3,750	11,000	7,250		7,250	34.1%
Professional Fees - P&R :- Indirect Expenditure	20,673	33,125	12,452	0	12,452	62.4%
Movement to/(from) Gen Reserve						
						(20,673)
<u>270 Civic</u>						
1270 Chairman's Charity Income	40	400	360			10.0%
Civic :- Income	40	400	360			10.0%

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Detailed Income & Expenditure by Projected Budget Heading 30/11/2018

Month No: 10

Committee Report

	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4400 Chairman's Allowance	0	500	500		500	0.0%
4405 Chairman's Charity	0	400	400		400	0.0%
Civic :- Indirect Expenditure	0	900	900	0	900	0.0%
Movement to/(from) Gen Reserve	40					
Policy & Resources :- Income	19,904	11,180	(8,724)			178.0%
Expenditure	209,556	294,990	85,434	0	85,434	71.0%
Movement to/(from) Gen Reserve	(189,651)					
Grand Totals:- Income	19,904	11,180	(8,724)			178.0%
Expenditure	209,556	294,990	85,434	0	85,434	71.0%
Net Income over Expenditure	(189,651)	(283,810)	(94,159)			
Movement to/(from) Gen Reserve	(189,651)					

Detailed Income & Expenditure by Projected Budget Heading 01/10/2018

Month No: 7

Committee Report Revised Budget

	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Policy & Resources</u>						
<u>200 Salaries - Policy & Resources</u>						
4000 Salaries	49,511	92,000	42,489		42,489	53.8%
4020 PAYE & NI	20,402	38,250	17,848		17,848	53.3%
4030 Superannuation	18,460	33,150	14,690		14,690	55.7%
4050 Training & Conferences	570	2,000	1,430		1,430	28.5%
4055 Travelling Expenses	1,181	2,320	1,139		1,139	50.9%
4520 Mobile Telephone	108	220	112		112	49.1%
Salaries - Policy & Resources :- Indirect Expenditure	90,232	167,940	77,708	0	77,708	53.7%
Movement to/(from) Gen Reserve						
	(90,232)					
<u>210 General Administration</u>						
1200 Chorleywood in Bloom	333	800	467			41.6%
1206 Quiz Night Income	655	0	(655)			0.0%
1210 Village Day Income	4,835	6,500	1,665			74.4%
1250 Contribution from WMH	1,693	1,700	7			99.6%
1255 Contribution from RBL	423	530	107			79.9%
1260 Community/NHP Income	(925)	0	925			0.0%
1265 WW1 Event Income	0	500	500			0.0%
1900 Miscellaneous Income	0	750	750			0.0%
General Administration :- Income	7,014	10,780	3,766			65.1%
4165 WW1 Event	148	500	352		352	29.7%
General Administration :- Direct Expenditure	148	500	352	0	352	29.7%
4100 Website	1,944	2,500	556		556	77.8%
4105 Photocopying	1,398	3,800	2,402		2,402	36.8%
4110 Postage	678	1,370	692		692	49.5%
4115 Stationery & Office Equipment	1,088	1,700	612		612	64.0%
4120 Subscriptions & Donations	3,584	3,800	216		216	94.3%
4125 Office Cleaning	160	500	340		340	32.1%
4130 Office Maintenance	1,805	2,000	195		195	90.3%
4135 Computer	3,790	5,850	2,060		2,060	64.8%
4140 Village Day	2,669	3,000	331		331	89.0%
4145 Christmas Lights	2,556	4,600	2,044		2,044	55.6%
4155 Chorleywood in Bloom	2,094	2,200	106		106	95.2%
4160 Mapping System	200	725	525		525	27.6%
4900 Misc Expenditure	389	1,000	611		611	38.9%
General Administration :- Indirect Expenditure	22,354	33,045	10,691	0	10,691	67.6%
Movement to/(from) Gen Reserve						
	(15,488)					

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Detailed Income & Expenditure by Projected Budget Heading 01/10/2018

Month No: 7

Committee Report Revised Budget

	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>220 Services - General</u>						
4200 Rates	3,192	4,560	1,368		1,368	70.0%
4205 Gas	456	1,800	1,344		1,344	25.3%
4210 Electric	546	2,000	1,454		1,454	27.3%
4215 Water	185	320	135		135	57.7%
4220 Telephone	3,175	4,840	1,665		1,665	65.6%
Services - General :- Indirect Expenditure	7,554	13,520	5,966	0	5,966	55.9%
Movement to/(from) Gen Reserve						
	(7,554)					
<u>230 Community Engagement</u>						
4250 Chorleywood Matters	1,519	5,460	3,941		3,941	27.8%
4255 PCSOs	7,125	28,500	21,375		21,375	25.0%
4260 Defibrillators	0	1,000	1,000		1,000	0.0%
Community Engagement :- Indirect Expenditure	8,644	34,960	26,316	0	26,316	24.7%
Movement to/(from) Gen Reserve						
	(8,644)					
<u>250 Grants & S137 Payments</u>						
4300 Community Grants	0	5,000	5,000		5,000	0.0%
4305 Small Grants & S137	0	1,000	1,000		1,000	0.0%
4310 War Memorial Hall Grant	5,000	5,000	0		0	100.0%
Grants & S137 Payments :- Indirect Expenditure	5,000	11,000	6,000	0	6,000	45.5%
Movement to/(from) Gen Reserve						
	(5,000)					
<u>260 Professional Fees - P&R</u>						
4350 Audit	(914)	3,200	4,114		4,114	(28.6%)
4355 Legal & Professional Fees	2,462	3,640	1,178		1,178	67.6%
4360 HR Service Contract	4,560	4,785	225		225	95.3%
4365 Insurance	8,788	9,500	712		712	92.5%
4370 Health & Safety	563	1,000	437		437	56.3%
4375 GDPR	3,750	11,000	7,250		7,250	34.1%
Professional Fees - P&R :- Indirect Expenditure	19,209	33,125	13,916	0	13,916	58.0%
Movement to/(from) Gen Reserve						
	(19,209)					
<u>270 Civic</u>						
1270 Chairman's Charity Income	0	400	400			0.0%
Civic :- Income	0	400	400			0.0%
4400 Chairman's Allowance	0	500	500		500	0.0%

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Detailed Income & Expenditure by Projected Budget Heading 01/10/2018

Month No: 7

Committee Report Revised Budget

	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4405 Chairman's Charity	0	400	400		400	0.0%
Civic :- Indirect Expenditure	0	900	900	0	900	0.0%
Movement to/(from) Gen Reserve	0					
Policy & Resources :- Income	7,014	11,180	4,166			62.7%
Expenditure	153,142	294,990	141,848	0	141,848	51.9%
Movement to/(from) Gen Reserve	(146,127)					
Grand Totals:- Income	7,014	11,180	4,166			62.7%
Expenditure	153,142	294,990	141,848	0	141,848	51.9%
Net Income over Expenditure	(146,127)	(283,810)	(137,683)			
Movement to/(from) Gen Reserve	(146,127)					

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Detailed Income & Expenditure by Projected Budget Heading 01/10/2018

Month No: 9

Committee Report

	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Village Hall Trust</u>						
<u>100 General Administration</u>						
1020 Grants & Donations Received	5,000	5,000	0			100.0%
1030 Interest Received	0	35	35			0.0%
1500 RBL Recharge	258	260	2			99.2%
1900 Miscellaneous Income	0	8,231	8,231			0.0%
General Administration :- Income	5,258	13,526	8,268			38.9%
4000 Salaries	17,804	26,850	9,046		9,046	66.3%
4020 Inc Tax & NI	3,025	6,320	3,295		3,295	47.9%
4030 Superannuation	6,972	9,900	2,928		2,928	70.4%
4055 Travelling Expenses	424	825	401		401	51.4%
4056 Mobile Phones	165	360	195		195	45.8%
4060 Consumables	330	970	640		640	34.0%
4065 Hand Drier & Sanitary Costs	1,717	1,720	3		3	99.8%
4080 Insurance	2,086	2,100	14		14	99.3%
4085 Licence Costs	1,256	1,580	324		324	79.5%
4090 Trade Refuse Costs	1,754	1,510	(244)		(244)	116.2%
4095 Affiliation Fee CDA	0	35	35		35	0.0%
4100 Annual Safety Inspection	0	125	125		125	0.0%
4105 Bank Charges	24	50	26		26	47.8%
4115 Audit Fees	(178)	380	558		558	(46.8%)
4120 Post & Stationery	14	410	396		396	3.4%
4125 Computer Services	0	1,370	1,370		1,370	0.0%
4130 Health & Safety	540	600	60		60	90.0%
4500 RBL Charges	0	100	100		100	0.0%
4900 Miscellaneous Expenditure	8,334	8,431	97		97	98.8%
General Administration :- Indirect Expenditure	44,267	63,636	19,369	0	19,369	69.6%
Movement to/(from) Gen Reserve						
	(39,009)					
<u>200 War Memorial Hall</u>						
1200 WMH Lettings	32,361	40,000	7,639			80.9%
1210 Common Room Lettings	3,940	5,000	1,060			78.8%
1900 Miscellaneous Income	0	1,000	1,000			0.0%
War Memorial Hall :- Income	36,301	46,000	9,699			78.9%
4150 Rates	947	1,475	528		528	64.2%
4155 Hall Cleaning	205	560	355		355	36.6%
4160 Hall Maintenance	5,138	6,000	862		862	85.6%
4165 Minor Improvements	488	1,000	512		512	48.8%

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Detailed Income & Expenditure by Projected Budget Heading 01/10/2018

Month No: 9

Committee Report

	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4201 War Memorial Gas	1,637	3,500	1,863		1,863	46.8%
4202 War Memorial Electricity	825	2,200	1,375		1,375	37.5%
4203 War Memorial Water	181	500	319		319	36.2%
4204 War Memorial Telecoms	953	1,000	47		47	95.3%
4900 Miscellaneous Expenditure	6	350	344		344	1.7%
War Memorial Hall :- Indirect Expenditure	10,379	16,585	6,206	0	6,206	62.6%
Movement to/(from) Gen Reserve						
	25,922					
<u>300 Bullsland</u>						
1300 Bullsland Lettings	3,364	5,000	1,636			67.3%
Bullsland :- Income	3,364	5,000	1,636			67.3%
4150 Rates	107	175	68		68	61.0%
4155 Hall Cleaning	0	200	200		200	0.0%
4160 Hall Maintenance	170	1,000	830		830	17.0%
4165 Minor Improvements	0	250	250		250	0.0%
4301 Bullsland Gas	239	500	261		261	47.8%
4302 Bullsland Electricity	179	400	221		221	44.9%
4303 Bullsland Water	56	250	194		194	22.4%
4304 Bullsland Telecoms	249	430	181		181	57.8%
Bullsland :- Indirect Expenditure	1,000	3,205	2,205	0	2,205	31.2%
Movement to/(from) Gen Reserve						
	2,364					
<u>400 Hollybush</u>						
1400 Hollybush Lettings	15,000	20,000	5,000			75.0%
Hollybush :- Income	15,000	20,000	5,000			75.0%
4150 Rates	137	230	93		93	59.7%
4160 Hall Maintenance	120	1,000	880		880	12.0%
4402 Hollybush Electricity	515	1,500	985		985	34.3%
4403 Hollybush Water	56	600	544		544	9.3%
Hollybush :- Indirect Expenditure	828	3,330	2,502	0	2,502	24.9%
Movement to/(from) Gen Reserve						
	14,172					
Village Hall Trust :- Income	59,923	84,526	24,603			70.9%
Expenditure	56,474	86,756	30,282	0	30,282	65.1%
Movement to/(from) Gen Reserve						
	3,449					

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Detailed Income & Expenditure by Projected Budget Heading 01/10/2018

Month No: 9

Committee Report

	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	59,923	84,526	24,603			70.9%
Expenditure	56,474	86,756	30,282	0	30,282	65.1%
Net Income over Expenditure	3,449	(2,230)	(5,679)			
Movement to/(from) Gen Reserve	3,449					

1. Policy & Resources

Item	Detail	Other Committees affected	Prioritisation rank 1-5, 1 is the highest priority	Resource required (PC Staff/Councillors/External)	Anticipated Cost	Date work is due to commence	Target date for completion	Progress
Property Register	Document all the buildings within the Council's ownership and buildings of significance in the area (Localism Act ref – first refusal) – a Panel to be established to manage this going forward	All	3	Office to commence work on the directory working through leases and other relevant documentation to establish a database that allows the Council to understand when renewals, maintenance etc. are required	Staff time Database software?	September 2017	Review in September 2018 at P&R	Commenced with working party set up Cllrs White, Khiroya, Wood & Clerk
Strategic Logistics	Look at a 10 year programme for office accommodation and use of Council assets		4	Councillor direction – looking at a vision for the future and making the necessary plans to fulfil the obligations of the Parish.				
Office Accomodation	To look at the maintenance of South Lodge to include internal and external decoration. To look at office accommodation.	All	1	A sub Committee be setup to look at all the council owned and leased buildings with a view of creating a proper maintenance schedule.	£45000	Autumn 2018	Spring 2019	
Request ion of Assets	That a working e be created to look in more detail at the feasibility study and come up with recommendations reporting in the first		2	That the working party look at the requirements for the asset in the short, medium and long term. Working party to consist of Cllrs, Edwards, Khiroya, Kipps,				

	instance to the P&R Committee.			Kristian and White				
Succession Planning Personnel	That the Council look at the strategic and succession planning for replacement of expertise within the Council		4	Look at succession planning for both officers and Councillors. To have in place a recruitment pack for the clerk with the necessary skill set now required. Look at all staffing, Council priorities and allocation of work.				

Detailed Balance Sheet - Excluding Stock Movement

Month 10 Date 10.1.19

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
100	Debtors	16,204	
105	VAT Control Account	9,090	
200	Current Account	(27,471)	
210	Bank Instant Access Account	494,109	
220	Natwest Account	71,554	
230	NS&I	4,032	
240	Scottish Widows 60 Day Account	82,063	
280	Petty Cash	533	
	Total Current Assets		650,115
	<u>Current Liabilities</u>		
500	Creditors	6,636	
520	Easement Income	3	
566	Allotments Advance Receipts	24	
570	Chairmans Charity Creditor	493	
	Total Current Liabilities		7,156
	Net Current Assets		642,959
	Total Assets less Current Liabilities		642,959
	<u>Represented by :-</u>		
300	Current Year Fund	216,425	
310	General Reserve	264,218	
320	EMR Elections	12,742	
325	EMR Replacement IT	10,358	
335	EMR Replacement Boiler	1,465	
340	EMR Office Refurbishment	30,000	
345	EMR CIL Receipts	9,801	
350	EMR WMH Capital	10,675	
355	EMR Bullsland Capital	7,632	
370	EMR Replacement Equipment	57,435	
375	EMR Refurb of Parking Areas	4,775	
380	EMR Common Easements	12,433	
390	EMR Gateway Signs	5,000	
	Total Equity		642,959

CHORLEYWOOD PARISH COUNCIL

POLICY & RESOURCES COMMITTEE MEETING

Agenda Item 7

Date: 22nd January 2019

Subject: Memorial Bench Chorleywood

Committee Member:

Officer Contributors: Clerk

Status (public or exempt): Public

Wards affected: All

Enclosures: Appendix 1

Contact for further information: Clerk

1. BACKGROUND INFORMATION

- 1.1** Members will be aware that approval was given to the Clerk to order a memorial bench for the village. Since this approval, a member of the public has expressed a wish to place a bench in the area in memory of her husband.
- 1.2** The Member of the public will be present at the meeting and wishes to address the Committee with her suggestions.
- 1.3** Attached in appendix 1 of this report is a photograph of the preferred design.

2. RELEVANT PREVIOUS DECISIONS

2.1 P&R 4th September 2018

18/30 WW1 EVENT CHORLEYWOOD WAR MEMORIAL HALL

The Chairman updated the committee on the plans for the event. It was gratifying that so many members of the community wanted to become involved. Members considered the suggestion of a bench in the village which would be part funded by TRDC Memorial Grant and subject to the necessary permission

The Committee

RESOLVED

That a full circle memorial bench be ordered for the tree near the Parish Notice board at main parade.

This was proposed by Cllr Jane White, seconded by Cllr Alison Preedy and carried unanimously

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

3.1 There is still debate on who owns land around the tree. The Clerk is in communication with officers at TRDC to try to obtain permission.

4. RISK MANAGEMENT ISSUES

4.1 The bench is manufactured from hot dip galvanised steel for weather and corrosion protection, then wet paint in a two pack acrylic paint system.

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

5.1 The cost of the seat would be £2581.00, including delivery.

5.2 The seat would need to be included in the Councils insurance

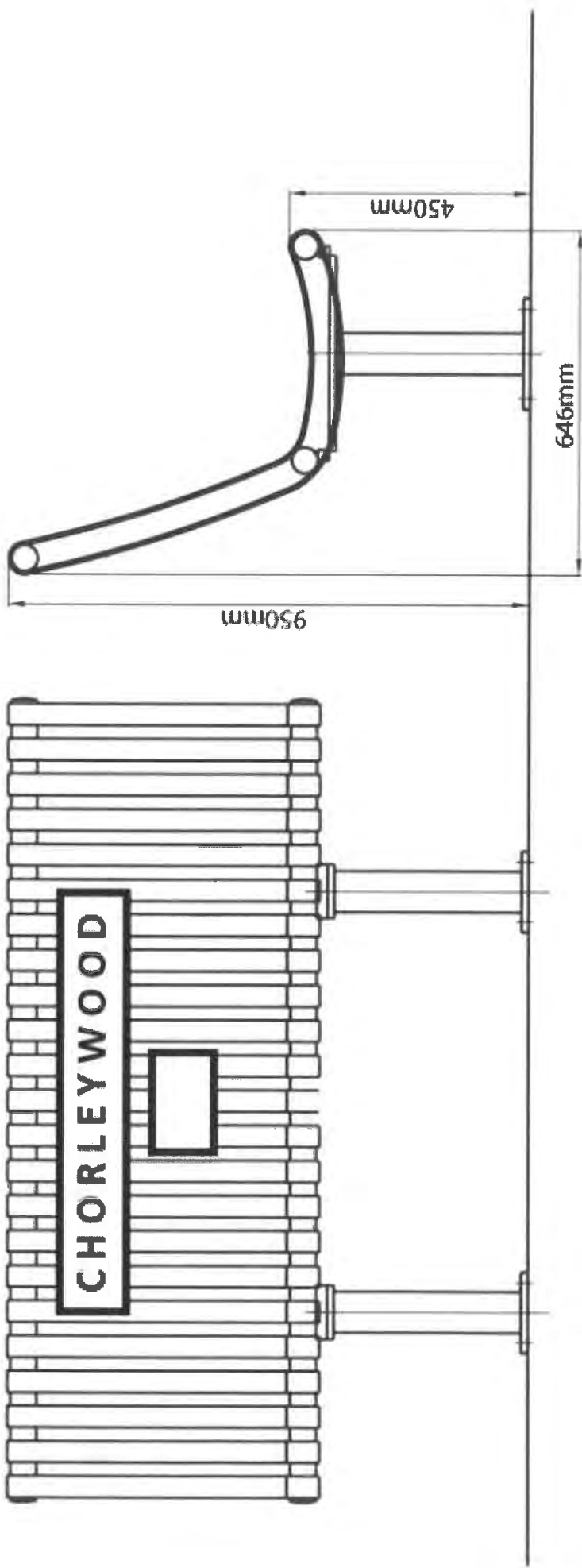
6. LEGAL ISSUES

6.1 None specific at this stage.

7. RECOMMENDATIONS

7.1 That the Committee considers the details within the report, and the presentation from the member of the public and instructs the Clerk accordingly





Chorleywood Parish Council

P&R MEETING

Agenda Item 7.

Date: TUESDAY 22nd JANUARY 2019

Subject: PRECEPT 2019/20

Committee Members:

Officer Contributors : Yvonne Merritt, Parish Clerk

Status (public or exempt) : Public

Wards affected : All

Enclosures: Appendix 1 – 2018/19 Projected Budget
Appendix 2 – Capital Allocation

Contact for further information: Clerk

1. RECOMMENDATIONS

1.1 That the P&R Committee make recommendation to Full Council on the Precept for 2019/20

2. RELEVANT PREVIOUS DECISIONS

2.1 P&R 4th September 2018

18/28 BUDGET STRATEGY 2019/20

Members discussed the process relating to the budget and agreed that in the past using the RPI worked and therefore

The Committee

RESOLVED

That Committees be asked to build a provisional budget based on an increase of 3. 4% but with budget savings wherever possible.

This was proposed from the Chair and carried unanimously.

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

3.1 None specific

4. RISK MANAGEMENT ISSUES

4.1 None Specific

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

5.1 Within the report.

6. LEGAL ISSUES

- 6.1 The Council is duty bound to set a precept which should reflect the aims and objectives of the forthcoming year, and if necessary following years.

7. BACKGROUND INFORMATION

- 7.1 Each Committee have adopted the strategy for the 2019/20 budget as outlined in the recommendation from P&R for their revenue and capital requirements.
- 7.2 The budget comparison for the first nine months is attached in Appendix 1 which includes the revised budget for the current year and the budget for 2019/20 which has been agreed by each Committee.

7.3 Revenue Budgets

The net revenue budgets are detailed below and take into account increases in budgets agreed by each individual Committee.

Committee	Revised 2018/19	Draft Precept £
Policy and Resources	£283,810	£294,770
Open Spaces	£134,050	£139,325
Chorleywood Village Halls Trust	£ 2,230	£ 3,720
Total	£420,090	£437,815

NB

- It includes the agreed increase in of salaries at 2%
- £5,000 in P&R towards South Lodge

7.4 Capital/ Repairs and Renewals

Appendix 2 shows there is currently a reserve fund of £372,221. It should be noted that the Instant Access and current accounts will diminish over the next three months as these are the accounts that the precept is paid into and monies to fund the revenue budget is taken out of. (The closing balance for last year's fund was £298,542), therefore the estimated closing balance fund for the capital budget is likely to be £325,000 of which £169,643 has been allocated for capital funding or repairs and renewals. There is also £5455 allocated to the Charity, Chorleywood Village Halls Trust, £14,993 remaining in the Common Ring Fenced Account and £35,973 Community Infrastructure Levy.

The likely result is that there will be a fund balance of unallocated reserves of £98,936 this is below auditor's recommendations however there has been heavy expenditure this year from Open Spaces Equipment Purchases.

- 7.5 It has been possible to create a budget within the scope suggested by the P&R Committee. The Village Halls account is a standalone account and cannot go into deficit. This Committee grant funds the charity to ensure that this happens. There have been a number of significant changes in hall bookings which may affect the income, however it is felt that the grant of £5,000 remain for the further year. This is reflected in the budget figures.

7.6 Capital projects that have been approved by Committees/Council are as follows

Village Halls Maintenance fund	£ 5,000
Open Spaces machinery	£18,290
Open Spaces refurbishment of parking	£ 5,000
Open Spaces Signage	£ 5,000
P&R Election Fees	£ 3,000
P&R Replacement budget	£ 2,225
P&R Office Refurbishment	£ 5,000
Total	£43,515

Total Capital fund	£ 43,515
Total Revenue Budget	£437,815
Total costs	£481,330

7.6 Members will be aware of the property acquisition for which there is no budget, it is suggested that the £5,000 set aside for the gateway signs be reallocated to the Swillet Fund. This is however capital funding and members may like to consider a revenue budget for ordinary expenses.

7.7 This year the Band 'D' equivalent tax base has been increased from 6189.80 for 18/19 to 6211.2 for 2019/20 an increase of 21.4 this will mean that the council can collect an additional £1213.11 without having to increase the precept and the costs are shared between more people.

7.8 Listed below are the suggestions with regard to the precept

1. Total capital and revenue figures plus total capital projects would equate to a precept of £437815 + capital £43,515 = £481330 or £77.49 per Band D equivalent an increase of 2.62% which equates to £1.77 per annum or 3.4 pence per week
2. Increase the precept by the 3.4% suggested to £484640 putting the additional £3,310 towards immediate costs of the Swillet = £78.03 per band D equivalent an increase of £2.31 per annum or 0.044p per week.

NB Any of the above suggestions can be altered and a precept figure can be calculated on the night if required.

8. LIST OF BACKGROUND PAPERS

- 8.1 Parish Accounts
- 8.2 Three Rivers Tax Base Calculation



CHORLEYWOOD COUNCIL
COMMUNITY SUPPORT FUNDING
GRANT APPLICATION FORM

APPLICANT'S DETAILS

Name of Applicant and/or Organisation

.....
Citizens Advice Service in Three Rivers
.....

Who will be our main contact for this application? Marion Seneschall.....

Address for all correspondence Northway House, High Street, Rickmansworth, Herts WD3 1EH.....
(including payments)

Can we contact you by telephone? (Daytime 01923-293131.....

(Evening/Weekend) [REDACTED].....

What authority do you have to submit this application?

For example, has the application been authorised by committee? If so, which committee and when? (For your own protection it is important that you are properly authorised).

It is one of the main parts of my job description, as authorised by the board.....

What is the purpose of the organisation? To help any resident of Three Rivers to resolve any problems they face.....

Approximately how long has the organisation been in existence?

Years ...18..... Newly formed

Are you a Registered Charity? YES (if YES, state your Charity No.) 1104392.....

Are you affiliated to a National Body? YES (if YES, state which one(s) Citizens Advice-though we receive no funding from them, in fact we pay them an annual membership fee of £12,500.

DETAILS OF YOUR APPLICATION

...We are currently funded by Chorleywood Parish Council to provide a monthly CAB drop in advice session in Chorleywood Library, primarily to help those Chorleywood residents unable to access the nearest main CAB in Rickmansworth, to have face to face access to local CAB advice. The current funding runs from March 2018-February 2019. As this has proved to be such a popular and well attended outreach service, we are applying once again , this time to continue the advice sessions from March 2019-February 2020.

We have to date helped local Chorleywood residents with a range of issues, from high hedges to eviction from their homes, with the majority of the clients just able to walk to the library as part of a local shopping trip, but physically unable to reach Ricky CAB. The majority of issues have encompassed disability benefits, care home fees, probate and debt and energy advice. The disability benefit forms are 39 pages long and thus too complex and detailed to complete during a phone call to a main CAB, so the Chorleywood outreach has proved a lifeline to local residents gaining these benefits, worth up to £110 per week tax free for care and mobility needs. This is money spent locally by local residents, thus boosting the local Chorleywood economy

If necessary, continue on a separate sheet

Participation

Approximately how many people are currently regular participants in your activities?

A minimum of 3 clients attend each advice session, so a minimum of 36 Chorleywood residents pa.....

Membership Profile

Into which category do the MAJORITY of your participants currently fall?

- Under 18 years
- 18 years – 60 years
- Over 60 years-yes

Catchment Area

Are the MAJORITY of your regular participants drawn from the Chorleywood Area? **YES**

FUNDING

What sum are you applying for? £785-to cover the cost of the salaried CAB worker plus a small sum for library room rental.....

What is the total cost of your project? £785.....

What other grants have you applied for or obtained? The CAB will cover the ongoing training costs of the outreach worker, plus her travel costs to and from the library.....

Please confirm the following documents are enclosed in support of this application.

- Copy of Constitution-yes-by e mail
- Copy of latest Statement of Accounts-yes-by e mail

I certify that the details given in this application are true and correct.

SIGNED MK Seneschall **DATE** 3.1.19.....

If signing on behalf of an organisation, please state position CEO.....

Counter signature by officer Paul Shaw,
chairman.....

Data Protection: Any information entered into the application form may be stored and held within the General Data Protection Regulations 2018 and used by Chorleywood Parish Council

Please indicate with a cross if you agree to the above statement

Please return this form to The Clerk, Chorleywood Parish Council, South Lodge, Rickmansworth Road, Chorleywood, Rickmansworth, Herts WD3 5SL



CHORLEYWOOD COUNCIL
COMMUNITY SUPPORT FUNDING
GRANT APPLICATION FORM

APPLICANT'S DETAILS

Name of Applicant and/or Organisation:

Keverne Bailey (Chorleywood & Croxley Green First Responders - CFR)

Who will be our main contact for this application? *[Redacted]*

Address for all correspondence *[Redacted]*
(including payments)

Can we contact you by telephone? (Daytime) *[Redacted]*

(Evening/Weekend) *[Redacted]*

What authority do you have to submit this application?

For example, has the application been authorised by committee? If so, which committee and when? (For your own protection it is important that you are properly authorised).

I am authorised to make applications for the Chorleywood and Croxley Green group on behalf of The East of England Ambulance Service Trust.

What is the purpose of the organisation?

Provide a fully trained Parish based fast medical response, to the most serious 999 emergency calls to help increase the chance of lives being saved and providing care for people in the parish of Chorleywood.

Approximately how long has the organisation been in existence?

Years: 1.5 (The group covering Chorleywood and Croxley Green was started in September 2017)

Are you a Registered Charity? YES (if YES, state your Charity No.) ...*1047987*.....

Are you affiliated to a National Body? YES (if YES, state which one(s))

The East of England Ambulance Service Trust which is part of the NHS

DETAILS OF YOUR APPLICATION

We would like to make a further application for funding (we made a previous application in November 2017). We have used all the funds from our previous bid to purchase a dedicated responder kit for the group. The kit purchased with the funds from November 2017 is located in Chorleywood. We are now looking for some further support to allow us to purchase further equipment and also fund the costs associated with growing the group so that we can have more trained responders on call available to attend calls across the area with the right level of equipment. Our aim is to continue to increase the cover for the parish of Chorleywood.

The group has become even more important since the Ambulance fast response car based in Rickmansworth is often non-operational due to changes in operating models of ambulance services in the UK. This unfortunately means that statistically, there is now a higher chance of longer waiting times for an ambulance in emergencies for Chorleywood Parish residents.

We have been extremely lucky to have been made the Parish Council's Chairman's charity of the year 2018/2019, which has resulted in us gaining some additional unexpected funding (from the charity quiz night and also potentially some funds due in May 2019 from the Chairman's charity). For these reasons, I wonder if this bid should be reduced to include these amounts. This would bring the bid to £1500 which would account for these.

Here are the areas we are looking to spend any additional funding we receive:

1. An additional Responder kit at a cost of £1600 for the following items:

- Responder bag
- Oxygen cylinder bag
- Automated external defibrillator
- Monitoring equipment – SP02
- (consumables for the kit are provided by the East of England Ambulance Service)

2. We would like to purchase some training equipment so that responders can keep their skills current by having the opportunity to practice them more often (continuing professional development):

- Automated external defibrillator (trainer): £250
- Airway manakin: £700 - £800

3. All of the Responders give their time freely to be on call to attend emergencies and they do this in their own vehicles, without receiving any money to cover costs associated with using their own vehicle. Recruit and train Parish Responders to the required level, support Parish Responders over-night costs, as none of this is funded by the East of England Ambulance service so we would like to make a small donation towards these costs to help responders cover these costs which they will be required to personally fund.

To provide some context to what this funding and previous funding has achieved – we have provided some metrics. We do have to be extremely careful of any data we share to ensure we protect patient data for confidentially purposes, so we are unable to provide more detailed data.

We will also bring along some further background information to the Policy and finance committee on 22/01/19 to answer any questions anyone has. Below is a snippet of this information to help show exactly how positively this group has impacted the parish:

Since the start of the group we have been on call for a total of: 1,110 hours.

The group have attended 9 Cardiac Arrests – the most serious of ambulance calls and the Responders were first on scene at all of these calls, arriving before an ambulance. In 6 of the instances, we achieved return of spontaneous circulation (ROSC) and the person was transferred to hospital - a fantastic result! The most recent Cardiac Arrest we attended was in early January 2019 at an address in Lower Chorleywood .

We very regularly also attend less serious calls (examples below):

- Breathing difficulties
- Chest pain (including MI)
- Convulsions
- Falls
- Stroke
- Serious bleeding

Participation

Approximately how many people are currently regular participants in your activities?

We respond to 999 calls in the surrounding area with a focus on Chorleywood and Croxley Green.

Membership Profile

Into which category do the MAJORITY of your participants currently fall?

- X Under 18 years
- X 18 years – 60 years
- X Over 60 years

Catchment Area

Are the MAJORITY of your regular participants drawn from the Chorleywood Area? **YES**

FUNDING

What sum are you applying for? *£1500 – £2000: we are the Chairman's charity of the year and as a result of this we are hopeful to be awarded around £500 in due course. So we would be very grateful to get a further grant in the region of £1500.*

What is the total cost of your project? The costs are ongoing and as the group continues to enhance and grow, we are looking for the further funding to help us deliver this service with the purchase of equipment and training costs in line with growth.

What other grants have you applied for or obtained? See above.....

Please confirm the following documents are enclosed in support of this application.

Copy of Constitution – NO
Copy of latest Statement of Accounts – NO

I/We certify that the details given in this application are true and correct.

SIGNED ...K Bailey **DATE**11/01/19.....

If signing on behalf of an organisation, please state position ...Lead responder for Chorleywood and Croxley Green First Responders.

Counter signature by officer ...This application has also been supported by our group co-ordinator Glenn Gibson

Data Protection: Any information entered into the application form may be stored and held within the General Data Protection Regulations 2018 and used by Chorleywood Parish Council

X Please indicate with a cross if you agree to the above statement

Please return this form to: The Clerk, Chorleywood Parish Council, South Lodge, Rickmansworth Road, Chorleywood, Rickmansworth, Herts WD3 5SL

CHORLEYWOOD PARISH COUNCIL

POLICY & RESOURCES COMMITTEE MEETING

Agenda Item 10

Date: 22nd January 2019

Subject: Four Year Vision

Committee Member: Cllr Jackie Worrall

Officer Contributors: Clerk

Status (public or exempt): Public

Wards affected: All

Enclosures:

Contact for further information: Clerk

1. BACKGROUND INFORMATION

- 1.1 Some 8 years ago the Parish Council set up a procedure called 'Four Year Vision' and asked each Committee at every meeting to review/add/remove tasks to their Four Year Vision so that the Officers could see and understand the priorities for their work and the aims of the Council.
- 1.2 This procedure also helped when new members joined a Committee which can happen on an annual basis or following elections and the arrival of new Councillors.
- 1.3 Current Position

The Vice Chair has the belief that the need for a review of the procedure is required: -

- The amount of work currently required for the office staff to operate efficiently is increasing
- The procedure seems to add work not manage it
- The list of outstanding jobs includes tasks that are at least 2 years old
- The need for a long term planning procedure has not gone away

2. RELEVANT PREVIOUS DECISIONS

- 2.1 None Specific

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

- 3.1 The idea of the four year vision is to allow the Council to prioritise workload and resources and to plan for the future.

4. RISK MANAGEMENT ISSUES

4.1 None specific at this stage

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

5.1 None specific at this stage

6. LEGAL ISSUES

6.1 None specific at this stage.

7. RECOMMENDATIONS

7.1 This request has come to P&R which is the Committee responsible for Procedure but there is an argument that this should be discussed at Full Council.

- Does other member of P & R agree there is a problem?
- What changes in procedure would improve the situation?
- Should this be passed to Full Council for discussion?



Chorleywood Parish Council

Health and Safety Policy

January 2019

Version No: Draft Produced by: Claire James Review Date:
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SECTION ONE

STATEMENT OF INTENT

The legal requirements for health, safety and welfare at work are set out in the Health and Safety at Work etc. Act 1974 (HSWA) and subordinate regulations. One requirement of the HSWA is that the employer (i.e. the Parish Council) has a written health and safety policy statement. The policy communicates clearly to employees:

- The Parish Council's commitment to health and safety;
- The roles and responsibilities of employees with regard to health and safety;
- The arrangements that are put in place to deliver the commitment.

Copies of the policy are made available to all new starters and communicated to them during health and safety induction training. The policy is available to all employees.

The General Policy Statement

The Parish Council recognises that some of its undertakings may present a risk to the health and safety of employees. It is committed to eliminating these where possible or reducing them as far as is reasonably practicable, by putting in place appropriate control measures.

The Parish Council will strive to provide safe and healthy working environments for its employees, by providing suitable accommodation and facilities, furniture, equipment and suitable maintenance and inspections, including statutory requirements are carried out.

All employees are required to report any hazards or unsafe acts in relation to their workplace or work activities. This will allow the Parish Council to be pro-active in taking appropriate measures to remove or manage these and prevent accidents from occurring.

All new employees are required to attend health and safety induction training to ensure they are aware of the policies and procedures in place within the Parish Council. In addition, job specific training will be provided to ensure employees are competent and able to carry out their duties safely.

The Parish Council recognises that employees are its key resource. In addition to protecting their health and safety in the workplace and whilst carrying out work activities, the Parish Council is committed to promoting and encouraging a healthier workforce through wellbeing and health promotion initiatives via Watford Borough Council's Human Resources.

The Parish Council will strive to achieve a positive health and safety culture where all employees work together to keep themselves and colleagues safe and healthy whilst at work, recognising the importance of health and safety and treating this as any other key business area.

The Council expects similar health and safety standards and support in meeting its Responsibilities from contractors and partner organisations and will work with them to Promote best practice.

Signed:

Date:

Yvonne Merritt
Clerk to the Parish Council

In the following sections anything highlighted in yellow is subject to further review

DRAFT

SECTION TWO ROLES AND RESPONSIBILITIES

The overall responsibility for health and safety rests with the Employer. However it is the responsibility of every employee to co-operate in providing and maintaining a safe place of work.

Clerk to the Parish Council

The Clerk to the Parish Council has overall responsibility for ensuring compliance with health and safety legislation. The Clerk may delegate the task for overseeing the implementation of health and safety to the Senior Ranger and Deputy Clerk.

The **Clerk** is responsible for:-

- Provide health and safety leadership focussed on the management of significant risk.
- Health and Safety Policy is implemented, reviewed and communicated effectively to all employees;
- Ensure significant health and safety risks arising from work activities are adequately controlled;
- Providing and maintaining safe plant, equipment and systems of work;
- Managing and maintaining a safe and healthy working environment;
- Ensuring that employees receive appropriate training, and are competent to carry out their designated responsibilities;
- Providing sufficient information, instruction and supervision to enable all employees to avoid hazards and contribute positively to their own health and safety at work;
- Involving employees in health and safety decisions through consultation and co-operation.
- Decisions reflect health and safety intentions as articulated in this policy;
- Identify all risks and carry out adequate risk assessments as appropriate;
- All premises, plant and work equipment is maintained and in a safe condition;
- Sufficient resources are allocated to meet health and safety obligations;
- Safe systems of work are developed and implemented;
- Health and safety performance is subject to regular monitoring and review;
- Accidents / incidents and near misses are investigated, recorded and reported under RIDDOR as appropriate;
- Safety training for staff, as identified, undertaken and recorded. Monitor the effectiveness of the training;

- All staff are encouraged to report hazards and raise health and safety concerns to the appropriate person;
- Personal Protective Equipment is provided, maintained and replaced as necessary;
- Ensure that there are adequate welfare facilities;
- Staff are involved and consulted on relevant health and safety matters in good time and ensure that their views are considered;

Employees

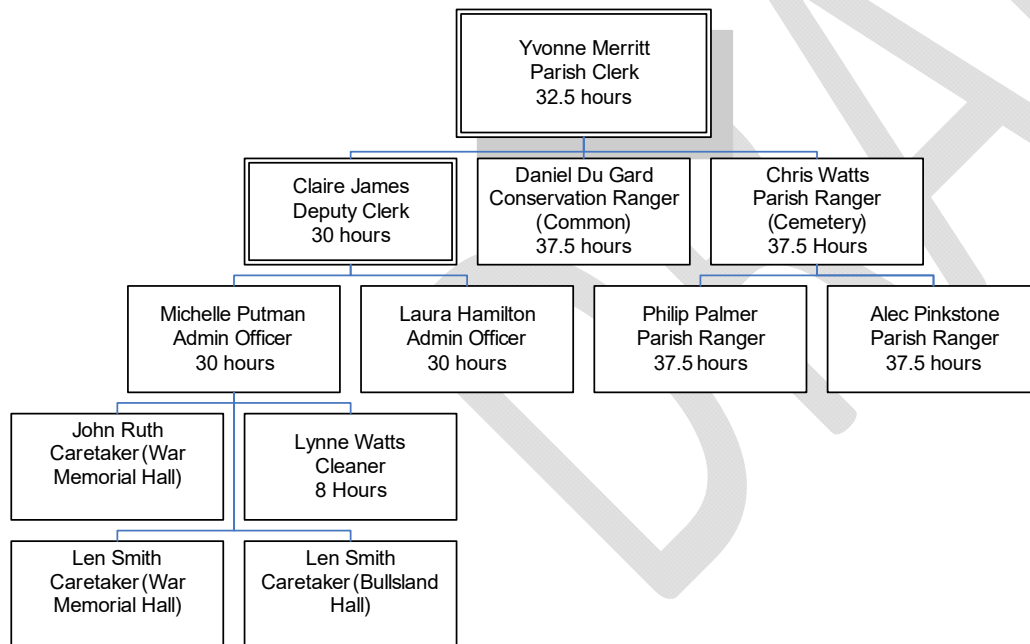
- Familiarise themselves and comply with the contents of this policy and all those policies, procedures and risk assessments that relate to their work activities;
- Work with due regard for the health and safety of themselves and others and not to misuse or interfere with anything provided in the interests of health, safety and welfare;
- Co-operate with and support managers in meeting their health and safety responsibilities;
- Report all accidents, incidents and any health and safety problems or deficiencies to their manager. Notifying the Health and Safety Advisor and/ or trades union representative if they feel that their concerns are not being acted upon;
- Take part in health and safety training and development and health surveillance programmes, as required.

The Health & Safety Service (provided under contract by Watford Borough Council) is responsible for:

- Maintaining, reviewing and monitoring compliance with this policy;
- Developing, promoting, and reviewing procedures / guidance which support this policy;
- Providing H&S advice and assistance to managers and staff to ensure compliance with legislative requirements and best practice;
- Supporting the Parish Council and Head of Human Resources (WBC) to meet their health and safety responsibilities.



Chorleywood Parish Council



SECTION THREE ARRANGEMENTS

The following list of arrangements covers the key elements of a Health and Safety policy.

- Appendix 1 - Risk Assessments
- Appendix 2 - Health and Safety Monitoring and Inspections
- Appendix 3 - Fire Evacuation and other Emergency Arrangements
- Appendix 4 - Inspection and Maintenance of Emergency Equipment
- Appendix 5 - First Aid
- Appendix 6 - Accident Reporting Procedures
- Appendix 7 - Health and Safety Information and Training
- Appendix 8 - Personal safety / lone Working
- Appendix 9 - Premises Work Equipment
- Appendix 10 - Personal Protective Equipment
- Appendix 11 - Noise
- Appendix 12 - Vibration
- Appendix 13 - Flammable and Hazardous Substances
- Appendix 14 - Asbestos
- Appendix 15 - Lifting and Handling
- Appendix 16 - Contractors
- Appendix 17 - Work at Height
- Appendix 18 - Outdoor and Peripatetic Working
- Appendix 19 - Display Screen Equipment
- Appendix 20 - Vehicles
- Appendix 21 - Lettings
- Appendix 22 - Stress
- Appendix 23 - Legionella

RISK ASSESSMENTS

General Risk Assessments

The council conducts and documents risk assessments for all activities presenting a significant risk. These are coordinated by the Deputy Clerk following HSE guidance.

Risk assessments are available for all staff to view and are held centrally and are reviewed on an annual basis or when the work activity changes, whichever is the soonest. All staff are made aware of any changes to the risk assessments relating to their work.

Individual Risk Assessments

Specific assessments relating to staff member(s) will be carried out and held on that individual's file and will be undertaken by either the Clerk or Deputy Clerk. Such risk assessments will be reviewed on a regular basis.

It is the responsibility of all staff to inform their line manager of any medical condition (including pregnancy) which may impact upon their work.

One off activities or Events

These risk assessments will be completed by all parties involved. The Parish Council will require all significant risk assessments and method statements before any activity or event can proceed.

List of Risk Assessments:-

- Lone Working
- Fire Risk Assessment
- Legionella
- Snow and Ice
- Display Screen Equipment
- Office and Administrative areas
- Caretaking Duties / Premises
- Cleaning
- One off / Events
- Lettings (including Policy)

TO BE UPDATED

HEALTH AND SAFETY MONITORING AND INSPECTIONS

A general inspection of all sites will be conducted on a regular basis and is undertaken by the **Halls Officer** and the Caretaker using a checklist.

Inspections of all buildings will be carried out by a nominated member of staff.

In both cases the person(s) undertaking the inspections will complete a report in writing and submit it to the Clerk. Responsibility for following up items detailed in the safety inspection report will rest with Clerk.

The Clerk to the Parish Council will undertake an audit of the health and safety management systems on an annual basis and report back to the Committee.

FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

Fire Risk Assessment

The Clerk to the Parish is overall responsible for ensuring that the fire risk assessment is undertaken and implemented following guidance contained in the <https://www.gov.uk/government>. The fire risk assessment is located in the fire log book and will be reviewed on an annual basis.

Emergency Procedures

Fire and emergency evacuation procedures are detailed in the **X** and a summary is posted in each call point. These procedures will be reviewed at least annually and are made available to all staff as part of the induction process. Evacuation procedures are also made available to all contractors / visitors.

Emergency exits, fire alarm call points, assembly points etc., are clearly identified by safety signs and notices.

Emergency contact and key holder details are maintained **by the Clerk** and updated where necessary.

Fire Drills

Fire drills will be undertaken and results recorded in the log book.

Fire Fighting

Staff must ensure the alarm is raised BEFORE attempting to tackle a fire.

The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable firefighting equipment. [Staff should be made aware of the type and location of portable firefighting equipment and receive basic instruction in its correct use at induction].

Details of service isolation points (i.e. gas, water, electricity)

All details of chemical and flammable substances on site (i.e. Cleanings / premises products)

An inventory of these will be kept by **[insert name]**

APPENDIX 4

INSPECTION AND MAINTENANCE OF EMERGENCY EQUIPMENT

The Clerk is responsible for ensuring that the Parish fire log is kept up to date and that the following inspection / maintenance is undertaken and recorded in the log book which is located in **[insert location]**

FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation. This test will occur on **x**

Any defects on the system will be reported immediately to the alarm contractor / electrical engineer.

A fire alarm maintenance contract is in place with **Fire and Security Solution** and the system is tested bi-annually by them.

FIRE FIGHTING EQUIPMENT

Weekly in-house checks are carried out to ensure all fire-fighting equipment remains available for use and operational.

Chubb Fire & Security undertakes an annual maintenance service of all fire-fighting equipment.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to **The Clerk**.

EMERGENCY LIGHTING SYSTEMS

These systems will be checked for operation monthly in house (**Deputy Clerk**) and annually a full discharge test and certification of the system will be undertaken by **the Council Electrician**

MEANS OF ESCAPE

Daily checks for any obstructions on exit routes and checks that all fire doors are operational and available for use.

FIRST AID AND MEDICATION

The need for first aid provision has been identified and the following staff are to provide first aid.

TRAINED TO FIRST AID AT WORK LEVEL (18 HR):

Daniel Du Gard

Alec Pinkstone

TRAINED TO EMERGENCY AID LEVEL (6 HR):

Yvonne Merritt

First aid qualifications remain valid for 3 years. The Clerk will ensure that refresher training is organized to maintain competence and those new persons are trained should first aiders leave.

AEDs (automated external defibrillators) ARE LOCATED AT THE FOLLOWING POINTS:

Chorleywood Cricket club

War Memorial Hall

Bullsland Hall

And are mains operated.

First aid boxes are located at the following:-

Parish Office – South Lodge

Rangers Mess Room

RTVs and Tractor

The Admin Officer is responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary.

Transport to hospital: Where a first aider considers it necessary, the injured person will be sent directly to hospital (normally by ambulance).

ACCIDENT REPORTING PROCEDURES

Accidents to employees

Where Chorleywood Parish Council is the employer then all employee accidents, no matter how minor, must be reported to them using the accident reporting system.

Accidents to members of public / visitors

A local accident book kept [location] is used to record all minor incidents to non-employees, more significant incidents, as detailed below, must be reported using the accident reporting system.

- Major injuries;
- Accidents where significant first aid treatment has been provided;
- Accidents which result in the injured person being taken from the scene of the accidents directly to hospital;
- Accidents arising from premises / equipment defects.

The Clerk will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty systems of work etc. must be reported and attended to as soon as possible.

Reporting to the Health and Safety Executive (HSE)

Incidents involving a fatality or major injury will be reported immediately to the Health and Safety Executive (HSE) on 0845 300 9923.

Incidents resulting in the following outcomes must be reported to the HSE via their online reporting system within 15 days of the incident occurring www.hse.gov.uk/riddor

- A non-employee being taken directly to hospital for treatment and the accident arising as the result of the condition of the premises / equipment, due to the way equipment or substances were used or due to a lack of organisation;
- Employee absence or inability to carry out their normal duties as the result of a work related accident, for periods of 7 days or more (including weekends and holidays).

HEALTH AND SAFETY INFORMATION AND TRAINING

Consultation

The frequency of meetings is [insert schedule] where health, safety and welfare issues are discussed. Action points from these meetings are brought forward for review.

Communication of Information

The health and safety policy will form part of the induction process.

The Health and Safety Law Poster is displayed in the Parish Office

Health and Safety Training

All employees will be provided with:

- Induction training in the requirements of this policy;
- Update training in response to any significant change;
- Training in specific skills needed for certain activities (e.g. use of hazardous substances, equipment, work at height etc.)
- Refresher training where required.

Training records will be kept by the Clerk in employee files . **The Clerk** is responsible for co-ordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

Staff are responsible for drawing their line managers attention to their own personal needs for training and for undertaking duties unless they are confident in their competence.

APPENDIX 8

PERSONAL SAFETY / LONE WORKING

The Parish Council believes that staff should not be expected to put themselves in danger and will not tolerate violent / threatening behaviour to its staff.

The Parish Council will work in partnership with the police where inappropriate behaviour / individual conduct compromises the councils aim in providing an environment in which the pupils and staff feel safe.

Lone Working

Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary. **Work involving potentially significant risks (e.g. work at height) must not be undertaken whilst working alone.**

Where lone working cannot be avoided staff should ensure they have means to summon help in an emergency e.g. access to a telephone or mobile phone etc.

APPENDIX 9

PREMISES AND WORK EQUIPMENT

All staff are required to report to **the Clerk** any problems found with plant/equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

[Insert name] is responsible for identifying all plant and equipment in an equipment register and ensuring that any specific training or instruction needs, personal protective equipment requirements are identified and relevant risk assessments conducted where required.

Equipment is restricted to those users who are authorised / have received specific training.

Planned maintenance / inspection

Regular inspection and testing of plant and equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept in / [insert location / name].

Electrical Safety

All staff will conduct visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to the Deputy Clerk

All portable items of electrical equipment will be subject to formal inspection and testing (Portable Appliance Testing (PAT)). On an identified cycle (dependant on the type of equipment and the environment it is used in). All earthed equipment (class 1) and cables attached to such equipment will be tested annually.

This inspection and testing will be conducted by UK Safety Management on an annual basis.

Deputy Clerk is responsible for keeping an up to date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing.

Personal items of equipment (electrical or mechanical) should not be brought into the building without prior authorisation and must be subjected to the same tests as the establishment's equipment.

A fixed electrical installation test (fixed wire test) will be conducted by the Council Electrician on a 5 year cycle or an annually inspection and 20% physical test of wiring will be undertaken annually in order to provide a full set of results over a 5 year period]

APPENDIX 10

PERSONAL PROTECTIVE EQUIPMENT

The Parish Council will provide personal protective equipment (PPE) when the risk presented by a work activity cannot be eliminated or adequately controlled by other means. When it is provided it is because health and safety hazards have been identified that require the use of PPE and it is therefore necessary to use it in order to reduce risks to a minimum.

APPENDIX 11

NOISE

The Parish Council will take reasonable steps necessary to ensure that the risk of hearing damage to employees who work with noisy equipment or in a noisy environment is reduced to a minimum.

The council will carry out regular noise exposure assessments of noisy processes e.g. use of equipment. The council will take steps to reduce noise exposure by monitoring procedures and maintaining equipment. Provision of Ear Protectors will be provided as appropriate.

VIBRATION

Regular exposure to continuous vibration from any work process will be monitored and controlled accordingly.

Information, instruction and training will be provided for staff around the risks and the precautions to be taken to protect themselves from the harmful effects of continuous exposure to vibration.

FLAMMABLE AND HAZARDOUS SUBSTANCES

Every attempt will be made to avoid or choose the least harmful of substances which fall under the '*Control of Substances Hazardous to Health Regulations 2002*' (COSHH Regulations).

The person(s) within the establishment responsible for substances hazardous to health is/are **[insert name(s)]**

They shall ensure:-

- An inventory of all hazardous substances used on site is compiled and regularly reviewed;
- Material data sheets are obtained from the relevant supplier for all such materials;
- If required, full COSHH assessments are conducted and communicated to staff exposed to the product/substance;
- All chemicals are appropriately and securely stored;
- All chemicals are kept in their original packaging and labelled;
- Suitable personal protective equipment (PPE) has been identified and available for use. PPE to be provided free of charge where the need is identified as part of the risk assessment.

Where persons may be affected by their use on site **[insert name]** is responsible for ensuring that COSHH assessments are available from contractors (this applies to both regular contracts such as cleaners and caterers and from builders, decorators, flooring specialists etc.).

ASBESTOS

A 'Type 3' asbestos survey has been carried out and a management plan for the establishment(s) is in place. The last survey was conducted in **[date]** by '**company name**'. **It should be noted that it is believed that there is no ACM's in situ.**

The establishment's asbestos log is held in / by [insert location / name].

The Clerk to the Parish will ensure that all staff are made aware of the location of asbestos containing materials (ACM) within their work areas.

Any damage to materials known or suspect to contain asbestos should be reported to the responsible person immediately.

Prior to any work commencing on the fabric of the building or fixed equipment (e.g. boilers etc.) either by contractors or staff, the asbestos log and be checked before permission can be given.

APPENDIX 15

LIFTING AND HANDLING

Generic risk assessments for regular manual handling operations are undertaken and staff provided with information on safe moving and handling techniques.

Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.

All manual handling activities which present a significant risk to the health and safety of staff will be reported to the Clerk and where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

APPENDIX 16

CONTRACTORS

All contractors used shall ensure compliance with relevant health and safety legislation, guidance and good practice.

[Insert name] is responsible for monitoring areas where the contractor's work may directly affect staff and checking whether expected controls are in place and working effectively.

APPENDIX 17

WORK AT HEIGHT

Working at height can present a significant risk. Where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height.

When working at height appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs etc.

Only those persons who have been trained to use ladders safely may use them. Basic instruction is provided to all staff who use ladders / stepladders
<http://www.hse.gov.uk/work-at-height/index.htm>

Formal training on work at height, use of ladders, mobile tower scaffolds etc. will be provided where a significant risk is identified as part of an individual's role e.g. site staff.

The establishments nominated person (s) responsible for work at height is (are) [insert name (s)].

The nominated person(s) shall ensure:-

- All work at height is properly planned and organised;
- The use of access equipment is restricted to authorised users;
- All those involved in work at height are trained and competent to do so;
- The risks from working at height are assessed and appropriate equipment;
- A register of access equipment is maintained and all equipment is regularly inspected and maintained;
- Any risks from fragile surfaces are properly controlled.

APPENDIX 18

OUTDOOR AND PERIPATETIC WORKING

The Parish Council will ensure, so far as reasonably practicable, that employees who work outdoors or away from their normal base are not put at any additional risk to their health and safety.

The council will:-

- Where work is being undertaken on a site under the control of another party, review any risk assessments and agree an appropriate safe system of work;
- Ensure outdoor activities are planned and risk assessed prior to undertaking the work. This will include visiting the site (s) to identify potential hazards;
- Establish safe systems of work from risk assessments;
- Provide staff with training
- Supply PPE where appropriate
- Ensure suitable emergency arrangements including adequate first aid

Implementation

All staff working outdoors or away from base are responsible for ensuring that:

- If working on a third party site, they report to a responsible person to ensure familiarisation with safety precautions relating to the particular site;
- They report any problems or shortcomings to their manager or supervisor as soon as possible. If, during work, the conditions change or any aspect of the task changes in such a way to increase the risk, work should stop, unless doing so presents a greater risk;

- The appropriate PPE is provided and worn correctly and when required to do so. Any defects to be reported to the line manager;
- Staff are familiar with the emergency arrangements and that these are in place prior to starting work.

APPENDIX 19

DISPLAY SCREEN EQUIPMENT (DSE)

All staff who use computers daily, as a significant part of their normal work (significant is taken to be continuous / near continuous spells of an hour or more at a time e.g. admin / office staff shall have a DSE assessment carried out.

Staff identified as DSE users are entitled to an eyesight test for DSE use every 2 years by a qualified optician (and corrective glasses if required specifically for DSE use).

Advice on the use of DSE is available on the HSE website [DSE \(display screen equipment\)](#)

APPENDIX 20

VEHICLES ON SITE

There is separate vehicle and pedestrian access to site. ~~There are marked bays for all cars and disabled bays.~~

When contractors are on site there may be specific rules for the management of works vehicles, for example, restriction of vehicle movement at certain times, reversing vehicles and arrangements for deliveries.

APPENDIX 21

LETTINGS / SHARED USE OF PREMISES

Lettings are managed by **Halls Admin Officer and the Clerk.**

There is a separate Lettings Policy Agreement detailing any specific restrictions on the use of equipment, staffing requirements, first aid provision, fire and emergency arrangements, emergency lighting, public entertainment license etc.

APPENDIX 22

STRESS / Wellbeing

The Parish Council are committed to promoting high levels of health and wellbeing and recognises the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE's management standards.

LEGIONELLA

The Parish Council complies with advice on the potential risks from legionella as identified in the Legionella Risk Assessment.

The water risk assessment has been completed and [insert name] is responsible for ensuring that the identified operational controls are being conducted and recorded in the log book.

The risk assessment will be reviewed where significant changes have occurred to the water system and/ or building footprint.

The risks from legionella are mitigated by basis operational controls and thus the following checks will be recorded:-

- Water is heated and stored to 60° centigrade at calorifiers (any vessel that generates heat within a mass of stored water);
- Weekly flushing of seldom used outlets and all showers;
- Monthly temperature checks on sentinel outlets (those nearest and furthest away from calorifiers (s));
- Quarterly disinfection / descaling of showers
- Stored cold water tanks are inspected for compliance and safety on an annual basis [insert contractors name]

END OF DOCUMENT