

Minutes of the MEETING of TIBSHELF PARISH COUNCIL
held in The Parish Meeting Room, Tibshelf Village Hall, 110 High Street, Tibshelf.
DE55 5NU on Tuesday 20th October 2015 at 7.00pm

Present:

Cllrs: A Beckett, I Brentnall, M Coupe, G Foley, D Rutland, K M Salt MBE, P. Trevelyan, W Vardy and R. Vaughan.

In attendance:

District Councillor D Watson, Selina Waltho Community Organiser, Students of Namibia Project from Tibshelf Community School, Ray Clarke, Members of the public, Mrs. R. Price, Parish Clerk

NON EXEMPT ITEMS

1015/1545 Apologies for Absence

Apologies for absence were received from Councillors S Ellks and R A Heffer

1015/1546 Declarations of Members Interests

Councillors Beckett, Trevelyan and Vardy declared an interest in Item 13 on the agenda as they were governors of school and Councillor K Salt declared an interest in item 14 as she was the neighbour of an applicant.

1015/1547 Public Speaking

Police:

As figures were no longer submitted to the meeting by the police, the Assistant Clerk had prepared a summary of the information available on incidents occurring within the Tibshelf area in August 2015 from the Police UK website. The Clerk distributed the summary for the information of members. 34 incidents had occurred 15 of which were anti social behaviour.

Members of the Public:

Members of the Public attended the meeting and raised the following matters:

Students from Tibshelf Community School who had been selected to take part in the Namibia Project attended to meeting to explain to members what the project aimed to achieve. They had undertaken a strenuous selection process to get this far. The project would take place in July 2016 and they would be joining students selected from 6 schools in the Bolsover area. The first week of the project involved working with children in a primary school and the second week would be spent trekking through the desert region. They had been fundraising for the £9000 they needed to contribute and had raised £6000 so far. The Chair explained that a formal decision on the grant would be considered later in the meeting but it was proposed to make a contribution of £1000 to support them in this project.

Ray Clarke submitted written information to Members concerning some research he had carried out on the future of the Methodist Church building. It was understood that the building may be marketed for residential development in the not too distant future and he was concerned that this long standing public building would then be a loss to the community. He asked the Parish Council to consider ways in which the building could be saved as a community asset. He was thanked for his presentation and the Chair explained that the proposal could be considered together with their forthcoming discussions about the demand being experienced for an increase in the amount of community space available.

County Council:

Cllr. Moesby was not in attendance

District Council:

Councillor Watson reported that the new CEO of Bolsover/North East Derbyshire had now taken up his position. A lot of work was currently being undertaken on the devolution agenda and the development of the Sheffield City Region and D20 which was now to be called East Midlands Region.

1015/1548 Minutes of the Meeting held on 15th September 2015.

It was proposed by Councillor Coupe, seconded by Councillor Trevelyan and RESOLVED that the Minutes of the Council meeting held on 15th September 2015, be approved as an accurate record and were duly signed by the Chairman.

1015/1549 Chairman's Announcements

The Chairman reported:

- Councillor Coupe had asked if he could be included on the membership of the Amenities Committee. He had also offered to keep updated the Past and Present section of the Council's website. The Clerk will need authority to give him access to the website management in order for him to do this. It was Proposed, Seconded and Resolved that both these requests be approved
- A request had been received to site a memorial bench at the cemetery. The Clerk provided information and photographs on the proposed site. It was Proposed Seconded and Resolved that a two seater seat be approved in order that it did not block access to existing cremation plots
- The Caravan Club had cancelled their booking to use the Shetland Road sportsground in May 2016
- Derbyshire Law Centre had confirmed that they were unable to accept the nomination on to their Management Committee at the present time but that relevant documentation would be sent through for the AGM in November when nominations could be made.
- Receipt of a Notice of a Temporary Road Closure at Back Lane Tibshelf from 3 – 4 November.

1015/1550 Village Hall Committee Meeting 29th September 2015

It was PROPOSED by Councillor Beckett, SECONDED by Councillor Vardy and RESOLVED that:

The minutes of the Village Hall Management Committee meeting held on 29th September 2015 be accepted and approved and that the following recommendations be resolved:

- That we continue to use Mr Bravery and that enquires are made into the procedure and cost for amending our Premises Licence to reflect this change. Payment to the committee will continue on a percentage basis, and this arrangement is reviewed in 6 months.
- That we proceed with the quotation from Dunelm Made to Measure Service for Vertical Blinds and Dress Curtains for a total of £1786.52. It was reported to Council that additional cost would need to met for accessories including quality tie backs and curtain poles which had not been included in the original estimate. The additional cost was £312.94 and it was agreed that the resultant total cost of £2099.46 be approved.
- That contact is made with Nigel Robinson of Staffa Health to offer a grant of sufficient funds to cover 6 months' rental of the Village Hall, if this will enable the Atago Class on a Tuesday afternoon to be reinstated
- The Financial Report and Accounts for Payment be approved

Village Hall Financial Report

It was proposed by Councillor, SECONDED by Councillor and RESOLVED that the following Village Hall Financial Report be approved:

October 2015

Mrs H J Simpson Chq No 599 Petty Cash Float	£100.00
Bolsover District Council Chq No 600 Trade Refuse Contract Six monthly bill in advance	£338.78
Bolsover District Council Chq No 601 License amendment Fee	£23.00 Issued 2 nd October 2015.
Delta Cleaning Services Ltd Chq No 602 Urinal Cubes	£43.78
Roger Cook Chq No 603 Repairs to Fire Alarm PAT Testing	£180.00
PRS for Music Chq No 604 Annual License Fee	£387.79
1 st Class Hygiene Chq No 605 Annual Contract for Nappy & Sanitary Bins	£487.80

Financial Report as at 30th September 2015.

Current Account Balance £9809.45
Reserve Account Balance £2786.15

1015/1551 Amenities and Environment Committee Meeting 29th September 2015

It was PROPOSED by Councillor Coupe, SECONDED by Councillor Vardy and RESOLVED that:

The minutes of the Amenities and Environment Committee meeting held on 29th September 2015 be accepted and approved and that the following recommendations be resolved:

- that the burial registers be maintained on manual records and that ledgers be purchased to update and maintain the records.
- That the lowest quote received in the sum of £420 + Vat from the Parish Notice Board company for the replacement of the notice board at Hawthorne Avenue be accepted and the vehicle driver notified accordingly.
- that the young resident be informed that the Parish Council are sorry that they have been unable to action his request for the installation of ping pong tables on the recreation ground on this occasion but that they welcomed his interest and enthusiasm.

1015/1552 Personnel Committee Meeting 6th October 2015

It was PROPOSED by Councillor Vardy, SECONDED by Councillor Brentnall and RESOLVED that:

The minutes of the Personnel Committee meeting held on 6th October 2015 be accepted and approved and that the following recommendations be resolved:

- that the Training Policy as appended to these minutes be approved and adopted.
- that the reviewed Complaints Procedure as appended to these minutes be approved and adopted.
- that the reviewed Publication Scheme as appended to these minutes be approved and adopted.
- that the Risk Management Scheme for 2015/2016 as appended to these minutes be approved and adopted
- that the reviewed Action Plan for 2015/2016 as appended to these minutes be approved and adopted
- that a maximum time of 7 hours 30 minutes each can be accumulated by the Parish Clerk and Assistant Parish Clerk and carried over from one month to the next with any excess being agreed with the Chairman and reported to Council.

1015/1553 Exercise4All

The Clerk referred to an e mail which had been circulated to all members explaining that , despite tremendous efforts and the valuable support of many of the community including the Parish Council, the difficult decision had been taken that the gym could not continue. The company was no longer viable and it had to cease trading and would inevitably go into liquidation. The grant of £6500 which had been pledged by the Parish Council at its last meeting to support the future of the gym had been returned.

The trustees had donated the defibrillator from the gym and enquiries had been made about its maintenance and training for its use. Councillor Watson mentioned that she may be able to access some free support and would liaise with the Clerk.

The Parish Council expressed their real regret that this vital resource had been lost to the community and agreed that ways needed to be researched to identify any possibilities for the parish council to act as a catalyst to kick start activity to establish some kind of replacement facility.

It was Proposed by Councillor Coupe, Seconded by Councillor Salt and Resolved to set up a Working Party to explore opportunities for an expansion of the facilities available in the village, primarily the Village Hall, which could be developed to meet the increasing needs and demands of the community.

It was agreed that all members of the Parish Council be invited to participate in the Working Party and that a meeting be arranged to take place before the next meeting of the Parish Council in November.

1015/1554 Local Council Award Scheme

The Clerk circulated a copy of the Local Council Award Scheme checklist to all members of the Council and confirmed that all the criteria were met for the submission. It was Proposed by Councillor Beckett, Seconded by Councillor Salt and Resolved that

- (i) Tibshelf Parish Council confirms that all criteria numbered 1 -15 appearing on the checklist, as appended to these minutes, are met and that all the required criteria are published online
- (ii) That all criteria numbered 16-22 have been met and evidence can be provided electronically

1015/1555 Tibshelf Youth Club

Members considered a written submission from Selina Waltho, CVP Community Organiser, on behalf of Tibshelf Youth Club, requesting permission to use the Pavilion for Youth Club meetings. Several different options had been explored to try and find alternative venues but each of these had resulted in problems. School facilities were available but there would be a cost of either £15 or £20 per hour for its use, and food and drink were not allowed.

Members raised concerns that the pavilion room would not be big enough and was not well lit for the winter months.

It was Proposed by Councillor Trevelyan and Seconded by Councillor Vardy that the Youth Club be given a 3 month trial at the pavilion

It was Proposed by Councillor Salt, Seconded by Councillor Brentnall that the first proposal be amended and that as an alternative the Youth Club be offered up to £500 to cover the cost of hiring the school premises as these provided a suitable, safe and secure environment.

The amended Proposal was put to the vote and it was Resolved by 6 votes to 2 that the Youth Club be offered up to £500 to cover the cost of hiring the school premises

1015/1556 Minor Maintenance Agreement – Consultation DCC

The Clerk circulated copies of a consultation document from DCC setting out proposals to review the Parish Council Minor Maintenance Agreement which was operated to provide funding to town and parish councils to undertake minor works to public footpaths and bridleways in their area based on the length of the network of paths in their parish.

They proposed to amend the scheme by increasing the total budget available and providing greater flexibility to work on the rights of way.

The proposal would benefit Tibshelf Parish Council as currently they were not able to participate in the scheme and the proposed revision would give them an opportunity to access funding which was not previously available to them.

It was Proposed by Councillor Coupe, Seconded by Councillor Brentnall and Resolved that DCC be informed that the proposals be supported.

1015/1557 Applications for Funding Support

There were three applications for funding:

Applicant	Reason for funding	Amount requested	Decision
Namibia Project – Tibshelf Community School Students	To support 6 students to attend a two week project in Namibia working with a school	£9000 was the target and £6000 had been raised by the students to date	Approved – Proposed by Councillor Beckett, Seconded by Councillor Salt and Resolved that a grant of £1000 be made
SSAFA Bolsover Divivision	To support serving and ex serving members of the Armed Forces in the Paish	£250.00	Approved – It was Proposed by Councillor Vardy, Seconded by Councillor Trevelyan and Resolved that a grant of £250 be made
3 rd Tibshelf Scout & Guide Group	To meet the cost of installing 3 fire doors, essential work required	£4000	Deferred – It was Proposed by Councillor Beckett, Seconded by Councillor Salt and Resolved that organiser be invited to the next meeting of the Council to provide information

			about the current state of the building and its future prospects
Friends of Townend Junior School	To provide a sensory and nurture room to support children with social, emotional or behavioral difficulties	£1000	Approved – It was Proposed by Councillor Vardy, Seconded by Councillor Trevelyan and Resolved that a grant of £1000 be made

1015/1558 Planning

It was Proposed, Seconded and RESOLVED that no objections be made in respect of the applications as detailed on the schedule of planning applications. It was further Proposed by Councillor Coupe, Seconded by Councillor Brentnall and Resolved that additional comments be submitted in respect of application 15/00399/FUL 17 Chesterfield Road, that, should the application be approved that conditions are attached to ensure that any development was non-commercial and that the building of any structures ancillary to the residential development, within the garden area, be controlled.

1015/1559 Derbyshire Association of Local Councils

It was noted that the following circulars had been received:-

23/15	<ul style="list-style-type: none"> • Employment Update September 2015 – Beware bogus Self – Employment • Towards a better understanding of the Planning Process and the role of Local Councils • The transparency Fund for Smaller Local Councils • CILCA 2015 Training • DALC Direct Banking Detail – Change of Sort Code • Councillor Induction Training • Vacancies
24/15	<ul style="list-style-type: none"> • Certificate in Local Council Administration 2015 • Vacancy for Clerk/RFO Whaley Bridge TC

1015/1560 Parish Clerks Report.

(a) Accounts for Payment

It was PROPOSED by Councillor Brentnall, SECONDED by Councillor Salt and RESOLVED that the following accounts for payment be approved:-

Date	CQ No:	Payee	Description	Amount
15 th October	BACS		Total Salaries	£4642.01
20 th October	4635	AML (Midlands) Ltd	Data Storage and Broadband	£39.60
			Monthly AVG Cloudcare 3 users	£4.20
20 th October	4636	Biffa Waste Services Ltd	4 Lifts and Rental	£171.66
20 th October	4637	Ian Trueman STS Ltd	Tree work at Pavilion Grounds	£816.00
20 th October	4638	Spire Marketing Ltd	Thermal Gloves & Knee Pads	£38.04
20 th October	4639	DALC	Auto Enrolment Training Course	£50.00
20 th October	4640	Cartridge Save Ltd	Laser Toner Cartridges x 4	£128.74
20 th October	4641	Nomix Enviro	Hilite weedkiller and cleaner	£138.09
20 th October	4642	Bolsover District Council	Trade Refuse Contract – 6 monthly bill	£127.14
20 th October	DD	Talk Talk	Office Telephone Bill	£38.89
20 th October	4643	HMRC	PAYE & NI	£791.22
20 th October	4644	DCC LGPS	Pension	£731.18
20 th October	4645	Clarke's Cemetery Services	Gardening Services	£60.00
			Grass Cutting	£820.00
			Verge Cutting	£390.00
20 th October	4646	The Knotweed Company Ltd	Treatment Charge	£156.00
20 th October	4647	Mr M Wade	Locking and Unlocking 6 monthly Bill	£1500.00
20 th October	4648	Post Office	Vehicle Tax – Parish Truck	£230.00
20 th October	4649	Dynamic Firework Ltd	Fireworks for Parish Event	£4000.00
20 th October	4650	E R Price	Purchase of mobile phone for Rangers	£49.99
20 th October	4651	High Street Auto Centre	Service, repairs & MOT	£279.14
20 th October	4652	1 st Class Hygiene	Sanitary Bin Annual Contract fee – Pavilion	£135.60
20 th October	DD	British Gas	Electricity Bill – Parish Clock	£83.08
20 th October	4653	PMC Polythene Ltd	Dog Poop Bags	£270.00
20 th October	4654	AML Ltd	AVG Cloudcare user	£4.20
			Total	£15694.78

c) **Staffing Report**

- (i) Members considered a report concerning supporting the Clerk in becoming a member of the Society of Local Council Clerks which gives access to advice and publications which are accepted as professional development opportunities. The cost of membership was £187.00 p.a. plus £15.00 joining fee. As the Parish Clerk was also employed by Ault Hucknall Parish Council, who would also benefit from the membership, it was suggested that the fee be split pro rata in line with the salaries paid by each Council which was how the fee was calculated by SLCC. The resultant fee would therefore be £127.81 for Tibshelf and £74.19 for Ault Hucknall.

It was Proposed by Councillor Coupe Seconded by Councillor Vardy and Resolved that the Parish Council support the Parish Clerk's membership of the Society of Local Council Clerks and meet the pro rata fee.

- (ii) The Clerk submitted a report setting out details of staff holidays, sickness and toil taken during the months of July, August and September 2015 and holidays booked, sickness and office closures for August, September, October and November 2015.
- (iii) Members considered different options for the meeting in December as the Clerk would not be available on the normal meeting date. It was agreed that the meeting be held on the normal meeting date of 15th December and be clerked by the Assistant Parish Clerk.

The meeting closed at 9:00 p.m.

Chairman.....

Date.....

Tibshelf Parish Council TRAINING POLICY

The purpose of training is to equip people with the necessary skills, knowledge and attitudes to meet the organisation's needs in relation to its objectives. By investing in people through their training we ensure we harness their full potential and focus their energies on the needs of the organisation while fulfilling their need for personal development and job satisfaction.

The Council recognise that such development is a continuing process for every employee . Training is seen as a necessary investment in order to provide excellent services

The Council will ensure that the resources required to meet training needs are fully identified, that training is properly focused and that the benefits of the training can be demonstrated.

The Council will always wish to make budgetary decisions about training in the context of overall Council finances but the Council is committed to investing in its people and will ensure wherever possible sufficient funding is made according to the needs identified.

Parish Clerk's Role

1. Induct new employees, including introduction and familiarisation with all Council policies
2. Identify training needs jointly with employees in relation to individual objectives.
3. Carry out on-the-job instruction and coaching where relevant
4. Make all employees aware of training and development opportunities open to them,
5. Ensure that those who are trained share their learning with others wherever possible and appropriate.
6. Evaluate the effectiveness of training events in relation to service and individual objectives with those involved.

Individual Employee's Role

The individual employee's role is to: -

1. Identify personal training needs in relation to their personal objectives and that of the service they provide.
2. Be aware of training and development opportunities open to them and request training where appropriate to their training needs.
3. Evaluate the effectiveness of training with the Parish Clerk.
4. Share learning with colleagues wherever possible and appropriate.

Councillor Training

The Council recognise the constantly changing environment that Parish Councils work within. Training and development for Councillors will be assessed on individual needs alongside those issues relevant to Tibshelf Parish Council and will be identified and arranged with the support of the Parish Clerk. New Councillors will receive a detailed induction programme and will be provided with specific training to enable them to support them in undertaking their roles and responsibilities

Health and Safety

The Council and each individual employee all have a role in ensuring a healthy and safe working environment and relevant training will be provided where required.

TIBSHELF PARISH COUNCIL COMPLAINTS PROCEDURE

This procedure does not cover complaints about the conduct of a Member of the Parish Council.

1. The following procedure will be adopted for dealing with complaints about the Council's administration or its procedures.
2. Complaints about a policy decision made by the Council will be referred back to the Council, or relevant Committee, as appropriate, for consideration.
3. If a complaint about procedures, administration or the actions of any of the Council's employees is notified orally to a Councillor, or to the Clerk to the Council, a written record of the complaint will be made, noting the name and contact details of the complainant and the nature of the complaint.
4. The complainant will be asked to put the complaint in writing by either letter or e mail to the Clerk to the Council at 110 High Street, Tibshelf, Derbyshire DE55 5NU.
5. The complaint will be acknowledged immediately and dealt with within 21 days of receipt. Refusal to put the complaint in writing does not necessarily mean that the complaint cannot be investigated, but it is easier to deal with if it is in writing.
6. If the complainant prefers not to put the complaint to the Clerk to the Council (because the matter relates to the Clerk, for example,) he or she should be advised to write to the Chairman of the Council
7. On receipt of a written complaint, the Clerk to the Council (except where the complainant is about his or her own actions) or Chairman of Council (if the complaint relates to the Clerk), will seek to settle the complaint directly with the complainant. This will not be done without first notifying any person complained about and giving him or her an opportunity to comment. Efforts should be made to resolve the complaint at this stage.
8. Where the Clerk to the Council or a Councillor receives a written complaint about the Clerk's actions, he or she shall refer the complaint to the Chairman

of Council. The Clerk to the Council will be formally advised of the matter and given an opportunity to comment.

9. The Clerk to the Council (or Chairman) will report any complaint disposed of by direct action with the complainant to the next meeting of the Council.
10. The Clerk to the Council (or Chairman) will report any complaint that has not been resolved to the next meeting of the Council. The Clerk will notify the complainant of the date on which the complaint will be considered and the complainant will be offered an opportunity to explain the complaint to the Council orally and bring with them any such representation as they wish
11. The complainant shall be asked to provide, seven clear working days before the meeting, any written evidence and copies of documentation which they wish to refer to at the meeting. The Council shall similarly provide the complainant with copies of any documentation upon which it wishes to rely on at the meeting
12. Matters relating to Grievance or Disciplinary proceedings that are taking, or are likely to take place, should be dealt with in accordance with the Council's grievance and disciplinary procedures.
13. The Council may consider whether the circumstances of any complaint warrant the matter being discussed in the absence of the press and public, but any decision on the complaint will be announced at the Council meeting in public. The Council may consider in the circumstances of any particular complaint whether to make any without liability payment or provide other reasonable benefit to any person who has suffered loss as a result of the Council's maladministration. Any payment may only be authorised by the Council after obtaining legal advice and advice from the Council's auditor on the propriety of such a payment.
14. As soon as possible after the decision has been made (and in any event not later than 10 days after the meeting) the complainant will be notified in writing of the decision and any action to be taken.
15. The Council may defer dealing with any complaint if it is of the opinion that issues arise on which further advice is necessary. The advice will be considered and the complaint dealt with at the next meeting after the advice has been received.

Tibshelf Parish Council

1. General Information

Authority: Tibshelf Parish Council, 110 High Street, Tibshelf,
DE55 5NU, 01773 875093

Responsible Officer: Mrs Ruth Price, Parish Clerk
Maintaining Officer: Mrs Ruth Price, Parish Clerk

Reviewed and Adopted 20th October 2015

2. Information to be published	3. Method of Publication (Council Office is open from 8.30am to 15.45 pm)
<p><u>Council practice and procedures</u></p> <p>Council Agendas and Minutes</p> <p>Committee Agendas and Minutes: Amenities and Environment</p> <p>Committees: Personnel Committee Audit Committee Village Hall Committee</p> <p>Acceptance of Office Standing Orders Councillors Code of Conduct Register of Councillors Interests</p>	<p>Agendas are posted on Notice Boards. Agendas and Minutes are posted on the Council's website. Copies can also be inspected in the Council office by appointment.</p> <p>Agendas and Minutes are posted on the website. Originals can be inspected in the Council Office by appointment.</p> <p>These can be inspected at the Council office by appointment.</p>
<p><u>Financial</u></p> <p>The Annual Precept Figure Annual Budgets in Summary Form Payments made to contractors and suppliers</p> <p>Annual Accounts and supporting information. Financial Regulations. Risk Assessments.</p>	<p>Published in the Parish Newsletter and on the Website. Published monthly in Council Minutes Published monthly in Council Minutes</p> <p>Can be inspected at the Council Office by Appointment.</p>
<p><u>Planning</u></p> <p>Summary lists of planning applications.</p> <p>Individual planning applications & responses The adopted and draft Local Plan.</p>	<p>Published monthly within Agendas</p> <p>Can be inspected in the Council Office by appointment.</p>
<p><u>Health and Safety</u></p> <p>Health and Safety Policy Playground inspection records</p>	<p>Can be inspected in the Council Office by appointment.</p>
<p><u>Archive Material</u></p> <p>Byelaws Minute Books Burial/cremation registers Leases and Deeds Historic maps, photographs etc</p>	<p>Can be inspected in the Council Office by appointment.</p>

<u>Employment</u> Terms and conditions of employment Job descriptions	Can be inspected in the Council Office by appointment.
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Exempt Material

Personal information relating to Councillors (other than required to be declared in Register of Interest)

Personal information relating to employees

Tenders and bids from contractors and suppliers

Note: Data Protection Legislation prohibits the publication of certain categories of information.

4. Charging Policy

Information can be inspected, by appointment at the Council Office free of charge.

Information that can be photocopied without breaching copyright laws can be copied on the Council Office's photocopier at the cost of 10p per A4 sheet.

A detailed search of records (for example the Burials Register or the Council Minutes) is subject to a charge of £10 per search.

5. Review of Policy

This Policy was approved by Tibshelf Parish Council at its meeting on 20th October 2015 and will be reviewed every four years.

Note: Under Data Protection Legislation, the Council is required regularly to review the information that it keeps and to destroy that which does not form part of its official records. Residents wishing to inspect information are therefore requested to telephone the Council office to ensure that the information they require is still available.

TIBSHELF PARISH COUNCIL – RISK ANALYSIS – 2015/16

Zurich PUBLIC LIABILITY – Limit of Indemnity - £ 10,000,000 Products Liability & Pollution - £10,000,000 Employers Liability - £10,000,000 Libel & Slander - £250,000 LEGAL EXPENSES and UNINSURED LOSS RECOVERY – Limit of Indemnity - £100,000 per insured incident Trustees Indemnity Insurance					
Asset/Task	Risks	Level	Impact	Management	Actions
Sports Field Cricket field Football field Scoreboard building	Contingent liabilities Vandalism	Low Low/Medium	Medium Low	Users should have own insurance	Policies, Condition of lease Football Club & Athletics Club
Pavilion Building Electricity Supply Electrical appliances Fire Extinguishers	Theft Fire, Malicious damage, Storm or Flood, Escape of water, Falling trees or branches Vandalism	Medium Medium	Medium Medium	Material damage insurance	Revaluation of replacement cost Tree inspection/maintenance PAT testing Annual Inspection
Sunnybank Play Area Play Equipment Litter bins Fencing Surface 1 Gate Access Signs Cleanliness	Slips/trips/falls Injury caused by faulty equipment Vermin attracted by rubbish Injury for broken glass/needles etc Vandalism	Medium	High	Regular visual inspection including surfaces, fences & gates Report any faults immediately Regular rubbish collection	Completion of daily inspection records
Cemetery Headstones Gates Water standpipe Container store	Toppling/vandalism Trapping of fingers Bursts Theft/Vandalism	Low	Medium	Regular visual inspection including surfaces, fences & gates Report any faults immediately	
Allotments – land only Leased to	Contingent	Low	Medium	Users should have own	

Society	liabilities			insurance	
Village Hall Building Burglar Alarm Fire Alarm Fire Extinguishers Electricity Electrical Appliances Office Equipment Computers Kitchen Equipment Furniture	Fire Flood Personal Injury Theft Vandalism Contingent liabilities			Insured by Village Hall Committee with Zurich + Trustees Indemnity Insurance Users should have own insurance	Determine liabilities insurance position of hirers Prepare separate Risk Assessment Take inventory Building & contents – revaluation of replacement cost Ask to see policies Condition of hire
Bus Shelters	Collapse/Vandalism	High	Medium	Insured	
Road side seats	Collapse/splinters Vandalism	Medium	High	Insured Inspect regularly	
Vehicle Transit Pick Up – X 347 EBA	Fire, theft, accident, passenger liability	Low	High	Fully Comprehensive Insurance – any driver with permission of policyholder	Service annually
Sundry Equipment Strimmer, Blow Vac. & Assoc equipment Photocopier Computer including printer	Theft Personal injury Health & Safety	Medium Low Low	Low Low Low	Insured All Risks	
Hanging Baskets	Injury/damage from collapse or fall	Low	High		Annual inspection of lamp standards
Employment Health & Safety Policies PPE Employment Law Procedures	Injury to employees or members of the public Health risks of materials used. Unfair/wrongful dismissal Equal opportunities	Medium	High	Employers Liability Personal Accident Persons Insured Employees and members:-	Health & Safety Policy COSHH Grievance/Disciplinary procedures EO Policy
Finance Bank Account	All cheque	Low	High	Fidelity Guarantee – all	Annual Audit

<p>Petty Cash</p> <p>Purchase of Goods/Services Income (sales)</p> <p>Finance contd. Bad debts</p>	<p>payments Authorised by Council Cheques require 3 signatories</p>			<p>members and employees Insured</p> <p>Purchasing policy</p> <p>Ensure all invoices are sent out promptly Sage Accounts automatically show outstanding debts</p>	<p>Financial Regulations</p> <p>Sage Accounting program live old debts highlighted. Pursue old debts consider write off</p> <p>Seperate Financial Risk Assessment</p>

TPC - ACTION PLAN 2015/2016

2015/2016	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Annual Council – Elections, New council, declarations of interest, acceptance of office												
Publish Annual Report												
Prepare Final Accounts and Submit Audit of Accounts by due date												
Newsletters												
Fitness Equipment – prepare funding application, obtain estimates, quote for works, commission contractor, install equipment												
Village Hall extension project, appoint working party and commission feasibility study												
Village hall extension project – review feasibility study, determine whether project feasible, prepare project plan, identify funders, go out to tender for works												
Arrangements for Community events (Remembrance Day & Christmas)												
Arrangements for Christmas lights installation and removal												
Arrangements for hanging baskets												
Review storage of documents for archive/destroying												
Pensions Regulations - Automatic Enrolment – Enrolment date 1.3.16												
Local Council Award Scheme accreditation (unbroken)												