



**BOXLEY PARISH COUNCIL**  
[www.boxleyparishcouncil.org.uk](http://www.boxleyparishcouncil.org.uk)

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**Clerk** Mrs Pauline Bowdery    **Assistant Clerk** Mrs Melanie Fooks

## **A G E N D A**

### **To All Members of the Council, Press and Public**

There will be a meeting of the **Finance & General Purposes Committee** on **Tuesday 13 September 2016 at Beechen Hall, Wildfell Close, Walderslade**, commencing at 7:30pm when it is proposed to transact the following business:

**1. Apologies and non-attendance**

To receive apologies from members unable to attend.

**2. Declaration of Interests, Dispensations, Predetermination or Lobbying.**

Members are required to declare any interests, dispensations, predetermination or lobbying on items on this agenda. Members are reminded that changes to the Register of Interests should be notified to the Clerk.

**3. Minutes of the meetings of 19 July 2016 and 15 August 2016**

To consider the minutes of the meetings and if in order to sign as a true record (previously circulated).

**4. Matters Arising From the Minutes**

4.1 Minute 2896/4.2 Charitable Incorporated Organisations (CIOs). To receive a verbal update on the situation.

4.2 Minute 2897/5.4 prepaid credit card. The office is investigating alternatives as banks and financial institutes will possibly charge a monthly fee.

4.3 Minute 2897/8 Parish Councillor Internal Audit. Revision to current form being considered.

4.4 Minute 2897 Office telephone system. The new comms cabinet has been installed, the line is being upgraded on 7 September and the new system should come into use around the 22 September.

4.5 Any other matters arising from the minutes, but not on the agenda.

### **Adjournment to enable members of the public to address the meeting.**

**5. Financial report.**

5.1 Reconciliation of accounts reports (page 3).

5.1.1 HSBC Beechen Hall.

5.1.2 Unity Trust Bank.

5.1.3 Cooperative Bank.

5.1.4 Santander Investment Bond.

5.1.5 Barclays Bank.

5.1.6 Lloyds 3 month.

5.1.7 Lloyds Bank 12 mths.

5.1.8 Nationwide Beechen Hall.

5.1.9 Nationwide Building Society PC.

5.2 Investments. See information at item 5.1 and report (page 3).

5.3 Income/Expenditure report as at 2 September. (pages 19-26).

5.4 Trial Balance (page 4).

6. **Investment Opportunities**  
To consider the possibility of obtaining professional advice through a Financial Advisor/company. See report (pages 4-5) plus enclosure (to follow).
7. **Contingency Fund and Budget adjustments**  
To receive a report from the RFO on virements and suggested changes to the budget amounts. See report (pages 5).
8. **Policies and procedures reviews**
  - 8.1 Public Use of Computers (review). See report (pages 5-6).
  - 8.2 Bullying and Harassment (review). See report (pages 6-9).
  - 8.3 Health and Safety Policy (review). See report (pages 9-15).
  - 8.4 Risk Assessment (review). See report (pages 26-35).
  - 8.5 F&GPC Annual Competency Report (Health Check) (pages 15-16)
  - 8.6 Reserves Policy (page 16)
  - 8.7 Annual H&S Accident Report. See report (page 16).
9. **2017/2018 Draft Budget**  
To receive details of any projects members wish to submit for the next financial year. Other committees are taking similar action.
10. **Personnel matters**  
TOIL, training, leave and leave/sickness cover.
11. **Grant Requests**
  - 11.1 Grant request from Penenden Heath Bowls Club. See report (pages 16-19).
  - 11.2 Grant for War Memorial Wreath
12. **Matters for Information**  
None.
13. **Date of Next Meeting**  
Tuesday 15 November 2016 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m. Items for the agenda must be with the parish office no later than 7 September.

*Pauline Bowdery*

Pauline Bowdery  
Clerk to the Council.

Date: 5 September 2016

Issues to be returned to agenda as they develop: None.

**Note to all councillors:** you are welcome to attend meetings of committees of which you are not a member but only committee members may vote.

Legislation allows for meetings to be recorded by anyone attending. Persons intending to record or who have concerns about being recorded should please speak to the Clerk.

**Supporting agenda papers for the Meeting of the Finance & General Purposes Committee on Tuesday 13 September 2016.**

**The Chairman will assume that these have been read prior to the meeting.**

Councillors wishing to suggest changes to any policy document or procedure in this agenda should notify the office, in writing, at least three working days in advance of the meeting. This will allow details to be circulated at the meeting (or in advance if particularly contentious).

**Item 5. Financial report.**

**Item 5.1. Reconciliation of accounts**

Members are trialling a new system of reporting bank reconciliations. The agenda will either show a figure which is the balance per cashbook or a statement that no financial activity has taken place. At the meeting the Chairman will have the original supporting documents, including the bank statements, for the supplied figures or information to be checked against these.

Item	Date	<b>BANK ACCOUNTS (closing balances)</b>	
5.1.1	01.08.16	HSBC Beechen Hall	£28,778.34
5.1.2	01.08.16	Unity Trust Bank	£81,146.05
5.1.3	15.08.16	Coop General Account	£28,994.06
5.1.4	01.08.16	Santander Investment Bond (matures 01 Aug 2017)	£75,627.77
5.1.5	19.05.16	Barclays Bank	£64,639.25
5.1.6	04.08.16	Lloyds 3 mth (now 6 mths) (matures 05.08.16)	£50,378.93
5.1.7	11.08.16	Lloyds 12 mth (now 6 mths) (matures 11.08.16)	£25,263.22
5.1.8	17.08.16	Nationwide Beechen Hall 12 mth (now 6 mths)(matures Feb2017)	£55,558.47
5.1.9	29.03.16	Nationwide Parish Council 12 mth (matures Sept 2016)	£35,000.00*

**Item 5.2 Investments.**

To receive an update on the current investment situation and to ratify the Clerk's action on the reinvestment, after consulting members, of the Santander funds for 12 months.

## 5.4 Trial Balance

Printed on : 02/09/2016

Boxley Parish Council

At : 10:56

Balance Sheet as at 2 September 2016

31st March		31st March
<b>Current Assets</b>		
368	Debtors	368
1,350	VAT Control Account	2,549
17,564	HSBC General Account	15,241
9,551	Unity Trust Account	60,329
14	Unity Trust ALTO	35
33,420	Co-Op General Account	29,073
75,000	Santander Investment Bond	75,628
64,638	Barclays Bank Account	39,639
50,226	Lloyds 3 mth	50,379
25,000	Lloyds 12 Mnths	25,263
40,000	Nationwide Beechen Hall	55,558
35,000	Nationwide Parish Council	60,000
150	Petty cash control account	150
<b>352,281</b>		<b>414,214</b>
<b>352,281</b>	<b>Total Assets</b>	<b>414,214</b>
<b>Current Liabilities</b>		
1,561	Creditors	0
0	Accruals	465
2,568	Receipts In Advance	3,279
0	Damage Deposits	150
<b>4,129</b>		<b>3,894</b>
<b>348,152</b>	<b>Total Assets Less Current Liabilities</b>	<b>410,320</b>
<b>Represented By</b>		
75,772	General Reserves	137,940
272,380	Earmarked Reserves	272,380
<b>348,152</b>		<b>410,320</b>

The above statement represents fairly the financial position of the authority as at 2 September 2016 and reflects its Income and Expenditure during the year.

### Item 6. Investment Opportunities. Purpose of item: Information and guidance.

Members requested a review of the current investments with a view to possibly employing a Financial Adviser to maximise the income potential for the parish council's reserves.

Burham Parish Council uses a Financial Adviser from Charles Stanley ([www.charles-stanley.co.uk](http://www.charles-stanley.co.uk)) and information on what service this company offers has been provided as an enclosure to members (to follow).

RFO comment: Currently I have not approached any other company or sought other options as guidance will be needed from members on issues such as level of risk etc. and it is hoped the information provided by Charles Stanley will identify issues for members to discuss and give me guidance.

**Item 7 Contingency Fund and Budget adjustments.** Purpose of item: Decision

Budget adjustments. The RFO seeks permission to vire, from the Contingency fund;

- a sum up to a maximum of £500, to top up the insurance budget (centre 110 code 4105). The actual sum required is not currently available as a few items will need to be added to the current insurance cover. By allowing the budget to be adjusted with a vire of funds it will make it easier to understand and set the budget for the next financial year.
- £1,400 for repairs to the WDJ0 playground. Unfortunately the play surface was omitted from the insurance cover (this will be rectified).

To ratify the Clerk's decision, after consulting with members, to approve the contract for repairs to the area.

**Item 8. Policies and procedures reviews.** Purpose of item: Decision

**8.1 Public use of computers (review *deferred from July meeting*).**

**Current document**

**Internet Access by members of the Public using the Parish Council's computers.**

In the following "The IT System" is taken to mean all parish council owned computers and incidental equipment, software and broadband access.

The parish council recognises that government is now really only truly accessible if you have access to a computer. In recognition of the fact that some residents do not, it is making available internet access from a parish council owned computer.

The parish council will not normally offer printing services however if a resident considers that they may need a print of a document they should supply their own paper and the Clerk will use her discretion about whether it will be permitted on this occasion.

Where possible and if time allows office staff will help residents access websites etc. if they are inexperienced in the use of computers.

**Acceptable Use Policy**

Acceptable use.

The IT system is being made available for residents of the parish to electronically access local government sites and related organisation in order for them to:

- Report problems, respond to consultations etc.
- Research legislation, planning applications, local authority documents etc.
- Access similar safe sites.

Misuse of the IT system

The IT system shall not be used for:

- For accessing or setting up personal e-mail accounts, facebook etc.
- Transmission or deliberate reception of defamatory material.
- Transmission of unsolicited advertising material.
- Transmission or deliberate reception of racist, sexist, pornographic or generally offensive material.

- Any action which jeopardises the integrity of the IT system or any other user's data.
- Financial gain or for any illegal purpose.
- Transmission or deliberate reception that infringes another person's copyright (this applies to the vast majority of digital music and video files).
- Hacking, spamming or installation of key loggers or other entrapment devices.
- Any purpose that may be considered to bring the parish council site or address into disrepute or suggest a particular political, religious or other allegiance.

#### Misc.

- No data shall be intentionally stored on the local hard drive of the computer.
- Users are not to interfere with the virus protection or anti-malware software installed on the PC.
- Permission to temporary download documents must be sought prior to the activity.
- The use of mobile storage units will be at the discretion of the Clerk.
- Prior to any use the user must outline the reason for the use.
- The user must only use the PC that has been assigned to them and must not interfere with any other IT device that the parish council owns unless authorised to do so.

Any resident using this facility should sign a copy of this document signifying that they have read the above.

## **8.2 Bullying and Harassment (review deferred from July meeting). Current document**

### **Bullying and Harassment Policy<sup>1</sup>**

#### **1. Purpose and Scope**

1.1 **Statement:** Boxley Parish Council will not tolerate bullying or harassment by, or of, any of its staff, Members, contractors, visitors to the council or members of the public while on council business. The council is committed to the elimination of any form of intimidation of its staff or Members and to respecting the dignity of persons in general and this policy reflects the spirit in which the council intends to undertake all of its business. Copies of this policy shall be issued to all staff as part of their induction and to all Members in their Welcome Pack. It may also share it with contractors, visitors and members of the public. It should be read in conjunction with the council's procedure on Grievance and Disciplinary handling and the Code of Conduct for Members.

#### **1.2 Definitions**

##### **Bullying**

*"Bullying may be characterised as a pattern of offensive, intimidating, malicious, insulting or humiliating behaviour; an abuse of this use of power or authority which tends to undermine an individual or a group of individuals, gradually eroding their confidence and capability, which may cause them to suffer stress."*

##### **Harassment**

*"Harassment is unwanted conduct that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment." This usually covers, but is not limited to, harassment on the grounds of sex, marital status, sexual orientation, race, colour, nationality, ethnic origin, religion, belief, disability or age.*

These definitions are derived from the ACAS guidance on the topic.

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<sup>1</sup> To be used in conjunction with the council's Disciplinary and Grievance Procedure.

Bullying and harassment are behaviours which are unwanted by the recipient. They are generally evidenced by a pattern of conduct, rather than being related to one-off incidents.

Bullying and harassment in the workplace can lead to poor morale, low productivity and poor performance, sickness absence, mental health issues, lack of respect for others, turnover, damage to the council's reputation and ultimately, legal proceedings against the council and payment of legal fees and potentially unlimited compensation.

1.3 **Examples** of unacceptable behaviour are as follows; (this list is not exhaustive)

Spreading malicious rumours, insulting someone, ridiculing or demeaning someone, exclusion or victimisation, unfair treatment, overbearing supervision or other misuse of position or power, unwelcome sexual advances, making threats about job security, making threats of physical violence against a person or their family, deliberately undermining a competent worker by overloading work and/or constant criticism, blaming a person for others' mistakes, preventing an individual's promotion or training opportunities. Bullying and harassment may occur face-to-face, in meetings, through written communication, including electronic communication such as e-mail or on social media, by telephone or through automatic supervision methods. It may occur on or off work premises, during work hours or non-work time.

1.4 **Penalties:** Bullying and harassment by any employed persons can be considered examples of gross misconduct which will be dealt with through the Disciplinary Procedure at Gross Misconduct level and may result in summary dismissal from the council. If Members are bullying or harassing staff, contractors, fellow councillors or others then a referral through the Code of Conduct Complaints process could be an appropriate measure. If an employee or Member is experiencing bullying or harassment from a third party while engaged on council business, the council will act reasonably in upholding its duty of care. In extreme cases harassment can constitute a criminal offence and the council should consider taking appropriate legal advice, if such a matter arises. The legal position is set out in Annex A.

## **2. Process for dealing with complaints of bullying and harassment**

2.1 **Informal approach** – Any employee, contractor, Member or visitor who feels he or she is being bullied or harassed should initially try to resolve the problem informally. It may be sufficient to explain to the person(s) involved in the unwanted behaviour, or to an intermediary, that their conduct is unacceptable, offensive or causing discomfort. Anyone concerned about being bullied or harassed is encouraged to maintain a journal or other record of the incidents.

### **2.2 Formal approach**

2.2.1 **Employees:** Where the employee feels unable to resolve the matter informally, any complaint about harassment or bullying can be raised confidentially and informally, with the Chairman of the F&GP committee or another Councillor if more appropriate. It may be appropriate for the complaint to be put in writing after the initial discussion, as this will enable the formal Grievance Procedure to be invoked. The employee will be expected to provide evidence of the conduct about which s/he is complaining.

#### **2.2.2 Others**

If an informal approach to the alleged perpetrator has been unsuccessful at eliminating the problem, anyone other than an employee who feels he or she is being bullied or harassed should raise their complaint with the Clerk to the council, or the Chairman of the council if preferred. The complaint will then be investigated and a meeting held to discuss the facts and recommend the way forward. A member of the public who feels s/he has been bullied or harassed by any Member, officer or employee of the council should use the council's official Complaints Procedure. It is important that the Officer(s) or Member(s) being complained about do not prevent

the council operating impartially in its investigation and decision-making in this regard.

**2.3 Grievance – Employees only** - A meeting to discuss the complaint with the aggrieved party will normally be arranged within five working days of a written complaint being received and will be held under the provisions of the council's Grievance Procedure. This meeting will be to discuss the issues raised and a way forward for the member(s) of staff involved. Employees have a right to be accompanied by a work colleague or a trade union representative at this meeting. A full investigation of the complaint will be held by an officer, or other duly appointed person as appointed by the committee of the council which is handling the process. It may be appropriate for an external investigator to be involved in order to maintain objectivity and impartiality. The Hearing Panel will publish its recommendations following deliberation of the facts. An action plan should be made available to the aggrieved employee to demonstrate how the problem is to be resolved. It may be decided that mediation or some other intervention is required and the council should contact NALC, an employer's body or ACAS to this effect or the council may offer counselling. The employee will have a right of appeal. At all times the confidentiality of the grievance will be of paramount importance in order to maintain trust in the process hence details of the full grievance will not be shared with the full council without prior approval by the aggrieved party. The council is committed not to victimise the aggrieved for raising the complaint at any time before or after the appropriate dispute resolution process has been concluded.

**2.4 Disciplinary Action** - Following a Grievance Hearing or investigation into allegations of bullying or harassment a full report will be made to all parties and this may result in disciplinary or other action being taken against the perpetrator of the alleged action/behaviour as follows.

2.4.1 For an **Employee** found to have been bullying/harassing others this will follow the council's Disciplinary procedure under the ACAS Code of Practice and would normally be treated as Gross Misconduct.

2.4.2 For a **Member** whom the council reasonably believes to have been bullying or harassing another person(s) whilst undertaking council activities the range of sanctions available to the council, are limited and must be reasonable, proportionate and not intended to be punitive. In some cases counselling or training in appropriate skill areas e.g. inter-personal communication, assertiveness, chairmanship etc. may be more appropriate than a penalty. Sanctions may include; admonishment, issuing an apology or giving an undertaking not to repeat the behaviour, removal of opportunities to further harass/bully such as removal from a committee(s) where direct contact with the employee or decision-making about that employee will take place, or removing the right to representation on any outside bodies where there will be contact with the employee who has raised the complaint. A referral under the Code of Conduct to the relevant reviewing body is usually an appropriate step and there may be further disciplinary sanctions available as a result of the Monitoring Officer reviewing the evidence under the Code in place at the time. A referral to the Police under the Protection from Harassment Act 1997 may also be appropriate in the more extreme cases. This list is not exhaustive.

**2.5 False or malicious allegations** of harassment or bullying which damage the reputation of a fellow employee/Member will not be tolerated and will be dealt with as serious misconduct under the Disciplinary Procedure or a referral to the Code of Conduct Monitoring Officer.

### **3. Responsibilities**

3.1 All staff and Members of the council have a responsibility to ensure that their conduct towards others does not harass or bully or in any way demean the dignity of others. If unacceptable behaviour is observed then each individual can challenge the perpetrator and ask them to stop. There needs to be agreement about how "robust people management" and "bullying" differ; Effective management of performance will usually



include feedback based on objective evidence, delivered on a face to face basis in confidential surroundings. Bullying can occur when individual Members criticise staff without objective evidence or mandate from the council and in environments which are open to the public or other employees or by way of social media comments.

3.3 The council undertakes to ensure that its Members and staff are trained in the processes required by this policy as deemed appropriate.

3.3 A review of the policy shall be undertaken each year (or as appropriate) and necessary amendments will be undertaken by the Clerk and reported to the full council for approval.

## **Annex A**

### **The Legal Position**

Councils have a duty of care towards all their workers and liability under common law arising out of the Employment Rights Act 1996 and the Health and Safety at Work Act 1974. If an employer fails to act reasonably with regard to this duty of care by allowing bullying or harassment to continue unchallenged an employee may decide to resign and claim 'constructive dismissal' at an Employment Tribunal

Under the Equality Act 2010 bullying or harassment related to one of the protected characteristics covered by the Act (age, gender, marital status, sexual orientation, race, religion, belief, colour, disability) can be considered unlawful discrimination which could lead to an Employment Tribunal claim for discrimination against the corporate employer, the council and the perpetrator(s) as individual named Respondents.

In addition, the Criminal Justice and Public Order Act 1994 and Protection from Harassment Act 1997 created a criminal offence of harassment with a fine and/or prison sentence as a penalty and a right to damages for the victim. A harasser may be personally liable to pay damages if a victim complains to an Employment Tribunal on the grounds of discrimination. The 1997 Act was originally designed to assist in stalking situations but case law has demonstrated that it can be relevant to employment disputes, for instance; employers can be vicariously liable for harassment received in the workplace, that the conduct is viewed as 'serious', or 'oppressive and unacceptable', that a 'course of conduct' needs to be established but that this can link incidents which are separated by long time periods and that damages for personal injury and distress can be awarded under the Act.

### **8.3 Health and Safety Policy (review *deferred from May meeting*).**

Clerk's note: With regards to item 2.4 below, both the Clerk and Assistant Clerk received, in 2016, training to the Chartered Institute of Environmental Health (CIEH) Level 2 and awarded certificates.

## **Current document**

### **Boxley Parish Council Health and Safety Policy**

#### **Part I – The Policy.**

1.1 It is the policy of the Council to meet at all times its obligations, both legal and as a good employer, to provide and monitor safe and healthy working conditions and systems of work for all its members and employees and to provide such information, training and supervision as may be required for this purpose. The Council is fully aware of its Duty of Care for the health and safety of visitors and others who may be affected by its activities and this should be borne in mind at all times.

Under current legislation, all hirers of the hall are responsible for the health and safety of their clients or guests<sup>2</sup>.

#### **Part II – Organisational Responsibilities.**

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<sup>2</sup> Regular and casual hirers are given a briefing as part of their 'welcome' to the hall. The briefings include a walk around the hall, kitchen, foyer and toilets. Fire doors, alarms and extinguishers are pointed out and hirers are reminded of the need to keep fire doors clear etc. Signs reinforce the health and safety issues as does the information folder left with casual hirers.

## 1. Overall Responsibility.

The Clerk has overall responsibility for ensuring

- (a) the provisions and implementation of the Health and Safety Policy; and
- (b) its annual review.

## 2. Detailed Responsibilities.

2.1 In particular the Clerk is responsible for:-

- (a) Establishing safe systems of work and procedures for carrying out the Health and Safety Policy of the Council, incorporating any regulations, approved codes of practice and other relevant legislation.
- (b) Ensuring that safe working procedures and safe systems of work are implemented and followed by staff and that a safe working environment is provided for them (see Appendix A). This applies also to contractors working on the Council's premises and land (see Appendix B).
- (c) Ensuring that all employees receive adequate training, information and supervision to maintain safe standards (see Appendix C)
- (d) Ensuring all safety rules are observed and that protective clothing and equipment is worn or used where required.
- (e) Ensuring that all machinery and equipment is properly maintained and safe to use and that guards are in position.
- (f) Ensuring that the mental welfare of all employees is protected as far as the Council is able and that its responsibility to identify and manage stress in the work place is recognised.

2.2. All employees are expected to co-operate fully with their Line Manager and others to achieve and maintain a healthy and safe workplace and to take reasonable care of themselves and others and of the plant and equipment they may use.

2.3. All employees are required to:

- (a) Make themselves familiar with and conform to the Council's Health and Safety Policy.
- (b) Observe safety rules at all times.
- (c) Where required, wear protective clothing and use the appropriate safety devices provided.
- (d) Report to their immediate Supervisor all accidents, injuries to persons and damage to vehicles, plant and equipment.
- (e) Know the location of first aid facilities and the identity of trained first aiders.
- (f) Report all safety hazards as a matter of urgency to their immediate supervisor.
- (g) Know what to do in the case of fire or other emergency and the location of firefighting equipment.
- (h) Maintain good housekeeping at all times.
- (i) Observe safe standards of behaviour and dress.
- (j) Not to enter into any kind of horseplay or practical joking.

2.4 It is the policy of this Council that all employees shall receive training in all safety aspects of their occupation. Courses, where necessary, will be held for this purpose.

2.5 It is the duty of all staff to carry out a visual safety inspection of plant and equipment prior to using the machinery.

2.6 It is the duty of the Clerk to investigate all accidents and to submit a full and prompt report to the Chairman of the Council and Chairman of the relevant committee. Where necessary the Clerk will issue instructions to ensure such accidents are not repeated and where appropriate make recommendation on accident prevention.

2.7 It is the responsibility of the Clerk to monitor the maintenance and condition of all plant and equipment and to submit an annual report for consideration by the relevant committee on obsolete machinery or which otherwise needs replacement.

## **Part III – General Arrangements.**

### **1. First Aid**

The First Aid Box is located in the kitchen at Beechen Hall. The Caretaker and Clerk are responsible for carrying out periodic checks to ensure the contents are adequately maintained.

The Clerk is a trained First Aider<sup>3</sup>.

The Assistant Clerk has training in the use of the defibrillator located on the south wall of the main hall.

### **2. Accidents, Injuries and Dangerous Occurrences.**

2.1 It is the responsibility of the Clerk/staff to record all such incidents in the Accident Book and where necessary the Clerk to report these injuries<sup>4</sup>, diseases and other dangerous occurrences to the Health and Safety Executive, normally by telephoning RIDDOR (Reporting of Injuries, Diseases & Dangerous Occurrences). The Clerk is responsible for a periodic review of the accident book.

2.2 The accident book is located in the parish office at Beechen Hall.

### **3. Fire Safety**

3.1 Personal Responsibility. All persons should be conscious that fire is an ever-present danger and be conversant with the Council's evacuation procedures and the action to be taken in the event of fire.

3.2 Escape Routes. It is the responsibility of the Clerk or other named person to see that escape routes and passageways are kept clear at all times.

3.3 Fire Extinguishers. It is the responsibility of the Clerk to organise an annual inspection of all fire extinguishers on premises administered by the Council and to ensure replenishment/replacement whenever necessary.

3.4 Fire Alarms. The Clerk or other named person will test the fire alarm every 2 weeks and note that this has been done in the record book provided for this purpose.

3.5 Emergency Lighting. The Clerk or other named person will test the emergency lighting every 4 weeks and note that this has been done in the record book provided for this purpose.

3.6 Fire drills for office staff will be carried out periodically to test the adequacy of these procedures and a record kept. Regular hirers will be given the opportunity to book fire drills.

### **4. Training<sup>5</sup>.**

4.1 It is the duty of the Clerk to issue to all newly appointed staff<sup>6</sup> with a copy of the Council's Health and Safety Policy and such supplemental information as is applicable to that person's duties and responsibilities.

4.2 It is the duty of the Clerk to ensure that all new staff receive adequate training in all safety aspects of their occupation.

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<sup>3</sup> A list of first aiders is located in the parish office,

<sup>4</sup> If the Clerk considers that it is a serious accident (medical intervention is needed) then the Chairman and Vice Chairman of the Estates Committee and the Chairman of the Parish Council will be informed as soon as possible. All accidents are to be reported at the next Estates Committee meeting

<sup>5</sup> The parish council has Training – statement of intent.

<sup>6</sup> References to staff also cover any trainee or person who may be located at the office for over 24 hours.

## 5. Contractors and Visitors.

- 5.1 Where contractors and sub-contractors are engaged by the Council, they must ensure that they and those working under them comply with the responsibilities and duties set out in the Health and Safety at Work Act 1974 and any subsequent legislation (see appendix A).
- 5.2 The Parish Council shall ensure that those not in the employment of the Council, including the general public, are not exposed to risk to their safety or health when on the Council's premises.
- 5.3 Contractors must ensure that any electrical appliances brought on to Council premises shall be safe, in good working order and used in a safe manner.
- 5.4 Contractors are expected to follow the general advice for safe working set out in Appendix B to this statement.
- 5.5 Caretakers must follow the opening up and briefing procedures when welcoming casual hirers to the hall<sup>7</sup>.

## **Appendix A**

### *GUIDANCE TO EMPLOYEES*

#### OFFICES

##### 1. HEATING, LIGHTING AND VENTILATION

- a) Temperature should reach a minimum of 60.8°F (16°C) after the first hour of working time and be maintained between 60.0 and 60.8°F (15.6-16 °C ) throughout the working day.
- b) Free standing heaters must not be used unless specifically authorised by the Clerk or Assistant Clerk. When these are so authorised, they must comply fully with Fire Regulations and the area around them must be kept clear of any paper or other flammable materials, and be sited away from desks and chairs.
- c) Office lighting. Desks should be placed to gain the maximum amount of light. Free-standing desk lights should be avoided or placed so as to minimise the danger of trailing electrical leads.

##### 2. ELECTRICAL EQUIPMENT

- a) All portable electrical equipment shall be regularly checked by a qualified person as part of the hall's electrical safety check, undertaken every 18 months.
- b) Mains must not be overloaded. It is important that the correct socket outlet and plug top face (where these are available) is used for each item of electrical equipment.
- c) Only electrical equipment provided by the Council should be used and electric points must not be overloaded by means of multi-adaptors. Where possible all mains sockets should be switched off when not in use.
- d) Supply leads across floors to desks etc. should not present a hazard by trailing across areas of access. Such extension leads are for temporary use only.
- e) Defective equipment must never be used. Staff should not attempt to effect repairs to electrical equipment, unless competent to do so.

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<sup>7</sup> This includes a mini health and safety procedure stressing the need to keep fire exits clear etc.

### 3. FURNITURE, FITTINGS AND EQUIPMENT

- a) All heavy equipment and storage units should preferably be placed against the wall.
- b) Heavy equipment and furniture must not be moved by individuals.
- c) Office equipment whether manually or electrically operated, must not be used by unauthorised, untrained personnel.
- d) Filing cabinets should always have sufficient weight in the bottom drawer to prevent the cabinet from tipping when a full top drawer is opened. Filing cabinet and desk drawers must always be closed immediately after use. Damaged or defective cabinets must not be used.
- e) High shelves should only be reached through the use of steps provided for that purpose. It is dangerous to stand on desks and chairs, particularly those fitted with castors and this should be avoided at all times.
- f) Work stations for office staff using computers etc. should conform to the guidance from the Health and Safety Executive (HSE) concerning position, seating and work practices.

### CARETAKING AND CLEANING

1. It is essential that all labelled instructions on containers and packages are read and followed. Products, particularly those products containing hydrocarbon and other flammable solvents, should be stored away from extreme low temperatures, heat sources and naked lights. Such substances should be in a secure store. Additional information can be found on the HSE website under Control of Substances Hazardous to Health (COSHH).
2. Appropriate protective clothing, such as gloves and overalls must be worn when handling corrosive substances.
3. Care must be taken to avoid ingestion, inhalation and skin contact of all chemical substances. Spillage must be cleaned up immediately while observing all precautions.
4. Consideration must be given to the possibility of hazardous by-products that may arise from reaction between various products, or from products exposed to heat or fire. Particularly in the case of bleach which will produce chlorine gas if mixed with acidic cleansers (e.g. Harpic) or other acidic substances.
5. Step-ladders which are used to gain access to heights must be in good condition and free from defects. The legal requirements applicable to working at heights must be observed at all times, including the presence of a second person where this is required.
6. All electrical cleaning equipment must have been wired up by a competent person. Any deterioration in electrical connections or wiring should be reported immediately.
7. Floors must be treated only with approved non-slip products. The method of application and quantities to be applied should be that recommended by the manufacturer.
8. YOU SHOULD REPORT:
  - a) Structural faults which appear dangerous.
  - b) Floor coverings, etc. which cause a tripping or slipping hazard.
  - c) Faulty equipment.
  - d) All accidents, however small, should be reported in accordance with paragraph 2.1.

#### YOU SHOULD NOT:

- e) Attempt to repair equipment, unless competent to do so.
- f) Attempt to move obviously heavy furniture alone.

#### SHOULD:

- g) In the event of you having to stand on something to reach windows, etc. do ensure the object on which **you** will stand is fit for purpose.
- h) Dispose of aerosol cans in the recommended way.
- i) Dispose of soiled materials in sealed bags.
- j) Lift any boxes or heavy loads in accordance with Manual Lifting Guidelines (supplied with this document).

#### GENERAL ADVICE TO ALL EMPLOYEES

##### 1. TIDINESS

Keep floors, passages etc. clear of stores, packages and litter.  
Put waste paper in the bin. Do not throw broken glass, razor blades or other dangerous items loose in the waste bin. Dispose of these with care and ask for advice from your Supervisor if in doubt.

##### 2. FALLS AND COLLISIONS

Walk, do not run. Look where you are going.  
Use care in opening doors outward.  
Take care on steps or stairs and use the handrail.  
Mop up spills of liquid, do not leave it to someone else.  
Do not climb on chairs, desks, window sills to reach shelves or to open windows.  
Use a step-ladder and window poles etc.

##### 3. FIRE PRECAUTIONS

###### READ AND UNDERSTAND FIRE PRECAUTION NOTICES

Ensure that you know the lay-out of the fire exits and emergency routes.  
Report or remove where possible any obstruction of fire exits and passages. Keep cloths and towels away from heaters and convectors etc.

##### 4. HORSEPLAY

Avoid horseplay, sky-larking, practical jokes, etc., these can be dangerous.

#### **Appendix B.**

##### NOTICE TO CONTRACTORS

To comply with relevant legislation, all outside contractors employed to do work on Council premises are to be made aware of the expected requirements related to health and safety. A contractor accepting a contract from the Council shall be deemed to have agreed to comply with the following requirements:

1. As a contractor, you will supply and ensure that you and your employees wear and use protective equipment or anything provided in the interest of health, safety or welfare of any of the relevant statutory provisions.
2. You and your employees will ensure that all equipment, plant machinery and apparatus brought onto or used on the Council premises are safe and without risk to health, and are maintained to a standard that will not constitute an offence under the Act or any of the relevant statutory provisions.
3. You and your employees will conform, in all respects, to your legal duties and responsibilities as laid down by the Health and Safety at Work Act 1974, and relevant statutory provisions.

4. The Council will retain the right to stop any operation, plant or equipment, or the action of you or any of your employees if it is considered that there is a hazard to the safety and health of employees or others. The Council will not accept any responsibility for any increased costs arising out of such action.
5. In the event of the Council taking this action, your site representative will be notified verbally and given confirmation in writing by the Council's representative to order such a stoppage.
6. The Council will be indemnified by you or your insurers in respect of any claims, costs or expenses arising out of any incidents on Council premises involving you or your employees.
7. The Council may notify an inspector, appointed under the relevant legislation, of any breach of the Regulations.

#### **Item 8.5 F&GPC Annual Competency Review (Health Check) (review).**

The Clerk is tasked with undertaking an audit of the working of the parish council's committees and councillors are also encouraged to take a few moments to reflect on the previous work of their committee. The purpose of the audit is to highlight any strengths, good working practices, weaknesses and/or poor working practices with an aim to improve the procedures and the way the committee works. Where weaknesses are identified action points have been suggested.

Clerk's report: This is a very complicated committee due to bi-monthly meetings and the large amounts of financial information and reports that members deal with. The balance and commitment of its members is what makes it work.

Generally, the committee works very well with decisions made in good time to meet deadlines etc. Where a weakness has been identified action points have been suggested. Last year there were 2 minor weaknesses identified and members agreed action which has been taken.

#### Strengths:

- Procedures and working practices are fit for purpose and generally have adequate in-built flexibility to allow work to progress.
- Members are willing to identify when they are experiencing problems reading or relating to the huge amounts of information that the committee receive.
- Members are open to suggestions for change, open to constructive criticism, willing to improve where they identify need and also willing to set a high standard and strive to reach it.
- Councillors are kind and respectful of each other and of their colleagues' views and work well as a team.
- When decisions have to be taken out of meeting members understand.

#### Weakness:

- Members in responding to an e-mail must remember to do a "reply all" so that everyone involved in a decision can see what is going on. **Action: Don't just reply to the office if it is a group decision or discussion.**

#### Suggested improvement:

Recent advice from ACAS is that organisations should review their staff management documents to ensure that the language is not inflexible which will allow organisations some wriggle room if needed. ACAS suggests that documents are reviewed and where possible consider changing statements such as **will undertake** to **are expected to undertake**. With members permission it is hoped to gradually review all council documents to try to meet this standard. **Action: Decision needed.**

Clerk's comment: Committee chairmen are encouraged to pass on suggestions, be they from themselves or from members, about how the office support and service to their committees may be improved or enhanced.

### **8.6 Reserves Policy** (review)

Current document **Reserves Policy**

In order to work effectively and to be able to fund projects, achieve goals and manage grants and supply services, the parish council must keep some money in reserve. These reserves are managed in the following ways:

- Earmarked reserves. Contains money that is identified for long-term projects or which can only be spent on a specific project because it is a grant.
- Unallocated cash reserve will be maintained at about 33% of the 'normal' annual expenditure of the Parish Council and if necessary extra money will be added.

Reserves benefit the parish as the interest attracted can be used to keep the precept down and the parish council can act quickly to a sudden community need.

The parish council annually reviews its need for and the size of its reserves.

**8.7 Annual H&S Accident Report.** In the last twelve months one accident was reported. The parish clerk in attempting to help a hall hirer hurt her wrist which required painkillers and the use of a wrist support.

**Item 11. Grant Requests.** Purpose of item: Decision

The parish council's grant application form has been completed but its contents are given in greater detail in the comments below.

### **Application to Boxley Parish Council for a Grant**

Please see the initial details of the application for a grant to assist in the purchase of an aerator on the first page of the application. *Clerk's notes: this refers to the applicant's contacts details).*

In support of those particulars I would like to draw attention to the following facts and arguments in support of the application:

Background to the formation of Penenden Heath Bowls Club (PHBC) and independence from Maidstone Borough Council (MBC)

- PHBC was created in 1927 and was maintained by the MBC until budgetary cuts forced the MBC to decide that it could no longer maintain the Green at a cost of £10,000 per annum.
- The Club initially obtained a Tenancy at Will on 3<sup>rd</sup> February 2012 and over 2 years negotiated with MBC culminating in a Lease over the Green and part of the Clubhouse for 25 years on the 20<sup>th</sup> March 2014.
- The members of the Club have carried out all of the work to maintain the Green and premises with virtually no financial support (some of the Grass seed is supplied by MBC) since 2012.
- The Club applied to Bowls England for a grant and received a £10,000 (Lottery funded) start up award to purchase a specialist Mower and to cover part of the cost



of an automatic watering system for the Green. All of the work and the balance of the watering system costs were met by the club and member's contributions.

#### Reason for funding support

- We have worked hard to improve the playing surface following many years of neglect due to reduced funding and lack of expertise by MBC but the surface needs regular aeration to improve drainage and improvement to the sub-soil structure.
- We have spent considerable time in researching the particular form of aerator needed for the relatively sensitive surface of a Bowls green. We have researched the possibility of purchasing a second hand machine, we have sort expert advice and we have had a demonstration of the simplest form of aerator without success (cost £2500). None of these met our needs without damage to the playing surface. Expert advice is that we need to purchase a more complex machine that costs approximately £4,500.

#### Action taken by the Club to raise funds

- We raise funds from subscriptions (£55.00 p.a) and competition/match fees.
- We also raise money from raffles where members provide the prizes, quiz's, bring and buy sales, cake sales and donations.
- We have started a new competition to raise money specifically for the aerator which is likely to raise about £270.00).
- Many of the members have also chosen not to claim for expenses incurred on behalf of the Club e.g. stationary, postage, sandwiches and incidentals.
- 

#### Drive to recruit new members

We are a small mixed Club but have a taken steps to increase our membership over the last three years by offering 4 free taster sessions to potential players advertising the facility and distributing 2500 flyers across a wide area including e.g. Vinters Park, Weaving Street, Grove Green, Boxley and areas north of the M20 as well as Maidstone.

In 2014 we recruited 9 new members, in 2015 17 and in 2016 12. Each new member brings in a subscription and we will continue to distribute in the Boxley Parish area. It is important to note that a very high percentage of all of our members have some form of disability (using the Bowls England definition) of having some visual, hearing or mobility issues in addition to the normal issue of advancing age and this same percentage tends to be repeated in our "new" recruits.

#### Accounts and reserves

- I have attached a copy of our annual accounts as at the close of our playing season at the end of September 2015.
- You will see that we have reserves of about £6.000 at the close of the year and we (the Management Committee) feel that we could safely spend approximately £2,000 of those reserves on an aerator. There are a number of reasons why we feel that we cannot risk a higher figure and have come to you for financial support. The reasons are that we receive our subscriptions from members in March before the playing season starts but the majority of our outgoings fall in the closed season when we carry out the annual maintenance work. The winter work includes the purchase of specialist seed, top dressing, replacement wood for our surrounds, paint and preservatives etc., etc. We also have a reserve for the watering and utility costs which

are inevitably delayed by MBC. In essence much of the reserve at the September date is transient simply waiting to be spent over the winter.

#### Location

- The Bowls Green is situated on Penenden Heath within a very short distance of Boxley village although it is not actually within the Boxley parish. It does however fit within the general semi-rural area outside of the Maidstone urban area and does form part of the “village” environment. The Heath with its Football Pitch, Tennis Courts, play area and Bowls Green definitely preserves a rural feel which is rapidly being lost due to Maidstone’s expansion to the benefit of all of the local residents including those within the wider Boxley Parish. The Heath is a major attraction to people from across the whole area and the potential loss of the Bowls Green due to a lack of work on the playing surface would be a loss to the attraction. If we cannot maintain the Green to a reasonable standard we will lose members, income and ultimately have to surrender the Lease. If we fail, the facility will be permanently lost as MBC will not pick up the cost leading to yet another lost facility. MBC once maintained a Bowls Green in Armstrong Park but it has been abandoned and is no longer used.

#### Boxley Residents and Recruitment

- A number of our members (more than 15% but not yet specifically checked using parish boundaries) live within the Boxley area and we have for the last 3 years distributed 2500 flyers to areas including those in Vinters Park, Lords Wood and generally in areas surrounding Maidstone but in easy reach of Penenden Heath. We therefor actively seek to recruit people from Boxley.

#### Membership Profile

- Our membership is almost exclusively over 60 and ranges up to and including members in their 80’s and one in his 90’s. By providing an energetic, albeit relatively gently “sport” we provide an opportunity to exercise, enjoy the challenge of competition and a good social environment to people largely in retirement. This supports people and the Community in general. Bowls is however largely played during the day and we struggle to recruit young people and those of a working age as they are of course otherwise engaged. We do have some people still at work and always do our best to recruit people from all sections of society by having an Open Day and providing Coaching in four free taster sessions.

#### Support for the community

- The Club members maintain the premises and the Green itself which exploits the skills of retired people in many forms from organisation to management of tasks and groups to the actual hard work of cutting the grass, fertilising, hedge cutting and all of those other tasks needed to run a successful Club. This of course benefits our Boxley members. It also helps people of retirement age to stay fit and healthy promoting a longer active life. We run a charity event and in July we raised £212 for the Ellenor Hospice that provides support to people in Kent.

#### Grant Request

We really need an additional £2,000 to purchase an aerator of suitable quality to meet our needs but would be delighted by any contribution that you feel able to make.

We would also be pleased to target the Boxley Parish area in our spring 2017 drive to attract new members and if appropriate a small amount to help pay for the flyers would be welcome if our main request for support is unsuccessful.

Thank you for your consideration.

Alan Taylor

Hon Secretary

Penenden Heath Bowls Club

<b>Item 5.3 Income/Expenditure report as at 2 September.</b>
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RFO note: The parish council operates an Income & Expenditure set of accounts. The double entry book keeping means that there appears to be an overspend on the audit fees, code 4025 in centres 100 and 260, this will even itself out when the invoice for the audit are received.

Code 4155 Chairman's Civic Allowance shows a -£620 figure in this month due to incorrect coding. A payment was coded to 4155 instead of 4115.

**Item 5.3 Boxley Parish Council**  
**Detailed Income & Expenditure by Budget Heading 02/09/2016**  
 Cost Centre Report 02/09/2016

<b>Parish Council</b>		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Funds Available	% Spent
<b>100 Parish Office</b>							
4000	Salaries	3,451.00	17,289.00	40,372.00	23,083.00	23,083.00	42.8%
4005	PAYE	1,122.00	5,563.00	16,005.00	10,442.00	10,442.00	34.8%
4010	Pensions	78.00	389.00	938.00	549.00	549.00	41.5%
4020	Administration	73.00	1,158.00	2,132.00	974.00	974.00	54.3%
4025	Audit	0.00	(200)	369.00	569.00	569.00	(54.2%)
4030	Books and Publications	0.00	97.00	120.00	23.00	23.00	81.2%
4035	Rates	164.00	818.00	1,656.00	838.00	838.00	49.4%
4040	Licences/Leases	0.00	450.00	1,400.00	950.00	950.00	32.1%
4045	Subscriptions	0.00	1,355.00	1,587.00	232.00	232.00	85.4%
4050	Training/Conferences	0.00	380.00	1,000.00	620.00	620.00	38.0%
4055	Travel-Staff	114.00	292.00	512.00	220.00	220.00	57.0%
Parish Office :- Indirect Expenditure		5,002.00	27,591.00	66,091.00	38,500.00	38,500.00	41.7%
Movement to/(from) Gen Reserve		(5,002)	(27,591)				
<b>110 General Parish Council</b>							
4100	Hire of Halls	0.00	80.00	480.00	400.00	400.00	16.7%
4105	Insurance	0.00	1,768.00	1,612.00	(156)	(156)	109.7%
4110	Parish Tour	0.00	0.00	380.00	380.00	380.00	0.0%
4115	Publicity	2,130.00	3,576.00	6,975.00	3,399.00	3,399.00	0.51

4120	Website Admin	0.00	0.00	330.00	330.00	330.00	0.0%
4125	Referendum	0.00	0.00	15,000.00	15,000.00	15,000.00	0.0%

General Parish Council :- Indirect Expenditure		2,130.00	5,424.00	24,777.00	19,353.00	19,353.00	0.22
Movement to/(from) Gen Reserve		-2,130.00	-5,424.00				

120 Councillor & Subsistence Allow							
4150	Chairman's Allowance Personal	51.00	258.00	622.00	364.00	364.00	41.5%
4155	Chairman's Allowance Civic	-620.00	65.00	100.00	35.00	35.00	0.65
4160	Councillor's Allowance/PAYE	298.00	1,530.00	7,140.00	5,610.00	5,610.00	21.4%
4165	Subsistence	0.00	0.00	250.00	250.00	250.00	0.0%

Councillor & Subsistence Allow :- Indirect Expenditure		-271.00	1,853.00	8,112.00	6,259.00	6,259.00	0.23
Movement to/(from) Gen Reserve		271.00	-1,853.00				

130 Finance							
1076	Precept	0.00	98,481.00	98,481.00	0.00		100.0%
1077	Government Grant	0.00	2,062.00	2,062.00	0.00		100.0%
1090	Interest Received	1,179.00	1,645.00	1,766.00	121.00		93.2%
1100	Parish Service Scheme	0.00	7,007.00	14,014.00	7,007.00		50.0%

Finance :- Income		1,179.00	109,195.00	116,323.00	7,128.00		93.9%
4210	Contingency Fund	0.00	5,760.00	40,000.00	34,240.00	34,240.00	14.4%
4220	Land Aquisition	0.00	0.00	75,564.00	75,564.00	75,564.00	0.0%

Finance :- Indirect Expenditure	0.00	5,760.00	115,564.00	109,804.00	109,804.00	5.0%
Movement to/(from) Gen Reserve	1,179.00	103,435.00				

<b>150 Grants</b>							
4270	Other Grants	0.00	0.00	2,000.00	2,000.00	2,000.00	0.0%
4275	Walderslade Woods Group	0.00	535.00	5,075.00	4,540.00	4,540.00	10.5%
4280	Village Hall Grants	1,000.00	1,264.00	1,400.00	136.00	136.00	90.3%
4285	Vinters Valley Park LNR	75.00	1,750.00	6,090.00	4,340.00	4,340.00	28.7%
4290	Friends of Boxley Warren	0.00	112.00	556.00	444.00	444.00	20.2%

Grants :- Indirect Expenditure	1,075.00	3,661.00	15,121.00	11,460.00	11,460.00	24.2%
Movement to/(from) Gen Reserve	(1,075)	(3,661)				

<b>Estates</b>							
<b>220 Burial Ground</b>							
1200	Burials	0.00	664.00	750.00	86.00		88.5%

Burial Ground :- Income	0.00	664.00	750.00	86.00		88.5%	
4045	Subscriptions	0.00	90.00	92.00	2.00	2.00	97.8%
4420	Admin Fee	0.00	0.00	250.00	250.00	250.00	0.0%

Burial Ground :- Indirect Expenditure	0.00	90.00	342.00	252.00	252.00	26.3%
Movement to/(from) Gen Reserve	0.00	574.00				

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230 Green Spaces							
4400	Maintenance	37.00	258.00	2,700.00	2,442.00	2,442.00	9.6%
4450	Boxley Village Green	0.00	0.00	10,000.00	10,000.00	10,000.00	0.0%
4460	WDJ Orchard	67.00	1,274.00	1,300.00	26.00	26.00	98.0%

Green Spaces :- Indirect Expenditure		104.00	1,532.00	14,000.00	12,468.00	12,468.00	10.9%
Movement to/(from) Gen Reserve		(104)	(1,532)				

240 Grounds Maintenance							
4500	Grounds Maintenance Contract	0.00	2,998.00	6,361.00	3,363.00	3,363.00	47.1%
4505	Roundabout Maintenance	0.00	0.00	306.00	306.00	306.00	0.0%

Grounds Maintenance :- Indirect Expenditure		0.00	2,998.00	6,667.00	3,669.00	3,669.00	45.0%
Movement to/(from) Gen Reserve		0.00	(2,998)				

250 Street Furniture							
4550	Noticeboards	0.00	0.00	2,100.00	2,100.00	2,100.00	0.0%
4560	Village Signs	0.00	0.00	500.00	500.00	500.00	0.0%

Street Furniture :- Indirect Expenditure		0.00	0.00	2,600.00	2,600.00	2,600.00	0.0%
Movement to/(from) Gen Reserve		0.00	0.00				

260 Beechen Hall							
1230	Hire Fees Casual	1,378.00	7,159.00	16,400.00	9,241.00		43.7%
1231	PL Insurance Income	16.00	74.00	220.00	146.00		33.6%
1235	Hire Fees Regular	1,437.00	12,868.00	31,775.00	18,907.00		40.5%
1250	Wages - AEC	11.00	131.00	460.00	329.00		28.5%

Beechen Hall :- Income							
		2,841.00	20,232.00	48,855.00	28,623.00		41.4%
4001	Wages	1,539.00	7,648.00	20,529.00	12,881.00	12,881.00	37.3%
4005	PAYE	211.00	1,045.00	2,496.00	1,451.00	1,451.00	41.9%
4010	Pensions	21.00	108.00	248.00	140.00	140.00	43.5%
4020	Administration	0.00	48.00	366.00	318.00	318.00	13.1%
4025	Audit	0.00	(200)	328.00	528.00	528.00	(61.0%)
4035	Rates	382.00	1,909.00	3,819.00	1,910.00	1,910.00	50.0%
4040	Licences/Leases	0.00	397.00	582.00	185.00	185.00	68.2%
4105	Insurance	0.00	1,122.00	1,082.00	(40)	(40)	103.7%
4210	Contingency Fund	0.00	1,939.00	6,000.00	4,061.00	4,061.00	32.3%
4605	CCTV/Alarms Maintenance	0.00	0.00	956.00	956.00	956.00	0.0%
4610	Consumables	0.00	236.00	914.00	678.00	678.00	25.8%
4615	Electricity	164.00	815.00	2,080.00	1,265.00	1,265.00	39.2%
4620	Gas	0.00	625.00	1,130.00	505.00	505.00	55.3%
4625	Water	0.00	205.00	969.00	764.00	764.00	21.2%
4630	Electrical Safety	0.00	345.00	400.00	55.00	55.00	86.3%
4635	Fire Safety	30.00	30.00	254.00	224.00	224.00	11.8%
4640	Gas Maintenance	0.00	0.00	257.00	257.00	257.00	0.0%
4645	Ground Maintenance	0.00	48.00	594.00	546.00	546.00	8.1%
4650	Hall Maintenance	0.00	755.00	2,700.00	1,945.00	1,945.00	28.0%
4655	Hall Marketing	0.00	2.00	125.00	123.00	123.00	1.6%
4660	Refuse Collections	0.00	498.00	1,347.00	849.00	849.00	36.9%



Beechen Hall :- Indirect Expenditure	2,347.00	17,576.00	47,176.00	29,600.00	29,600.00	37.3%
Movement to/(from) Gen Reserve	495.00	2,656.00				

270 Beechen Hall projects							
4550	Noticeboards	0.00	0.00	1,250.00	1,250.00	1,250.00	0.0%
4705	Internal Decoration	0.00	61.00	1,000.00	939.00	939.00	6.1%
4710	External Decoration	0.00	0.00	1,000.00	1,000.00	1,000.00	0.0%

Beechen Hall projects :- Indirect Expenditure	0.00	61.00	3,250.00	3,189.00	3,189.00	1.9%
Movement to/(from) Gen Reserve	0.00	(61)				

280 Allotments							
1280	Allotment Income	405.00	711.00	1,009.00	298.00		0.71

Allotments :- Income		375.00	681.00	1,009.00	328.00		67.5%
4020	Administration	15.00	18.00	80.00	62.00	62.00	22.1%
4105	Insurance	0.00	243.00	276.00	33.00	33.00	88.0%
4400	Maintenance	0.00	795.00	1,600.00	805.00	805.00	49.7%

Allotments :- Indirect Expenditure	15.00	1,055.00	1,956.00	901.00	901.00	53.9%
Movement to/(from) Gen Reserve	390.00	-344.00				

<b>Environment</b>							
300 Environment							
4800	Street Maintenance	0.00	590.00	5,000.00	4,410.00	4,410.00	11.8%
Environment :- Indirect Expenditure		0.00	590.00	5,000.00	4,410.00	4,410.00	11.8%
Movement to/(from) Gen Reserve		0.00	(590)				
Grand Totals:- Income							
		4,425.00	130,803.00	166,937.00	36,134.00		0.78
Expenditure		10,402.00	68,191.00	310,656.00	242,465.00	242,465.00	22.0%
Net Income over Expenditure		-5,977.00	62,611.00	(143,719)	(206,300)		
Movement to/(from) Gen Reserve		-5,977.00	62,611.00				

8.4 **Risk Assessment** (review).

RFO note: Internet banking authorisations. The current risk assessment includes the provision to review how authorisations for payment are made "2.1 All authorisations by Councillors are to be undertaken in the office using council equipment. Review this requirement after 6 months and review annually thereafter". Do members wish to review whether to allow authorisation of payments entered into the Unity Trust Bank account from their personal computers? A decision to allow this is dependent on identifying a system that would allow councillors to approve payments against invoices at the time of authorisation and the RFO is struggling to identify such a system

The document has been updated at 6.3 and shown in bold with the addition of the companies that are authorised to have remote access to the computers

**2016/17 Boxley Parish Council Risk Management Assessment - F&GP Committee 13 September 2016**

<b>1. FINANCE</b>			
Ref	Risk	Risk level	Control, safeguards and recommendations

1.1	<p>Loss of cash through theft or fraud. Payments to fictitious staff, councillors or for fictitious companies etc.  Comment: Fraud most commonly comes from the regular transfer of small amounts.</p>	<p>Low if safeguards followed</p>	<p>If cash is received it is marked as such in the Income list and also in the bank paying in book. Cash of over £200 shall be banked immediately or within 2 working days.</p> <p>Clear admin and audit trails required and monitored independently.</p> <p>Internal audits sample check receipts against payments, paying in books etc.</p> <p>4 x random checks per annum (2 x parish councillor audits and 2 x independent internal auditor).</p> <p>Hall booking uses a unique booking number and there are checks identified to track hall bookings to make fraud more difficult.</p> <p>Regular hirers receive monthly invoices, casual hirers receive invoices as necessary. Paperwork shows cheques should be made payable to Beechen Hall. Spot checks are made, via CCTV, on whether the hall is fraudantly let out.</p> <p>Electronic payments are accepted into the parish council's accounts.</p> <p>Ensure all office personnel audit their colleagues and that there are clear instructions and expectations concerning the reporting of any concerns about any financial transactions or issues.</p> <p>Councillors have a responsibility to manage the financial system and must investigate/highlight any concerns that they have. Parish councillors to be clearly briefed on the system being used, the risk management assessment and their responsibilities for checking letters of authorisation etc.</p> <p>Provide councillors authorising banking transactions with sufficient time to review all relevant information. As this is frequently done just before a committee meeting when councillors' concentration is likely to be on the meeting agenda, the Clerk or Asst Clerk sits with the signatories and helps with identifying the information or locating the invoice.</p> <p>Payment authorisations are approved and countersigned by 2 signatories. Invoices accompany payment authorisations so that they can be scrutinised by the signatories. Lists of payments are reported to parish council meetings and appended to the minutes of the meeting.</p>
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			Lists of income are reported to parish council meetings and appended to the minutes of the meeting.
			Bank mandates to amend or add any signatories to be agreed at meetings.
1.2	Risk of consequential loss of income.	Low if safeguards followed	Due to the parish council's large reserves the insurance cover has to include adequate fidelity insurance as required by Council policy.
			There is an annual check prior to insurance renewal on the level of reserves and expected income to ensure adequate cover is obtained.
			The council has an Investment Strategy that is regularly reviewed
			Only parish councillors are signatory to accounts and are regularly reminded not to sign blank cheques or letter of instructions. A minimum of two signatures are required on cheques etc.
1.3	Contracts awarded due to influence on councillors or parish office.	Low	Continue to work to the standards and procedure detailed in Standing Orders and Financial Regs.
			Clearance of job specifications and tenders through Council meetings.
			Decisions on contracts taken in committee with meetings open to the public.
1.4	Poor management of finances.	Low if safeguards followed	Continue to work to the standards already in place on reviewing and setting budget. Precept derived directly from this. Regular report to the Finance Committee to monitor expenditure against income.
			Appointment of the correct office personnel, references must be obtained and checked.
1.5	Non compliance with current legislation	Low if safeguards followed.	The parish council currently operates a robust BACS and internet banking payments system which ensures that two signatories are received on the authorisation form prior to payment.

1.6	<b>Additional safeguard/Control</b>	<p>Internal Audits - present regime. Clerk 'books' different councillors for 2 internal checks per year with clear records to show what is checked and by whom. Checklist includes more checks on areas at higher risk of fraud. Checklist clearly states that councillors can increase the number of checks on any item and may question any part of the financial and accounting system. The signed audit report has to be given to the F&amp;GP Committee after each internal audit and kept for an audit trail. Copy of last internal audit is given in advance to the participating councillor prior to undertaking the next internal audit.</p> <p>An independent Internal Auditor has been appointed as required by regulations.</p> <p>Cheque account statements are reconciled by the office on a monthly basis and as received for Investment Bonds. The F&amp;GP Committee 'signs off' an all banks reconciliation at its bi-monthly meetings.</p> <p>Adequate training for staff and councillors.</p> <p>The Council reviews annually (scheduled for April) its Financial Regulations by which the Council and RFO abide. In the event of any emergency situation or deviation from the regulations there is dialogue between the RFO and Chairman/councillors as necessary and the decision is ratified at the next meeting.</p> <p>Protection of records. Regular (each working day) off site backup of computer hard drives is undertaken. Just after the new system was instigated a restoration of a lost file was been undertaken and this proved the back up system is working.</p> <p>Minimum Standards check. A checklist of minimum standards (based on an insurance company checklist) is undertaken quarterly by the Chairman or a Councillor.</p> <p>Risk assessments are to include details of any warranties and guarantees and the date that they expire. The parish office is to keep track of when any contracts are due to expire to allow a timely review.</p> <p>Stock. Less than £1,000 of stock is kept at hall. 5/6 main stock orders per annum. Clerk submits from list supplied by hall staff.</p>
<b>2. Internet Banking (additional risk management)</b>		

2.1	Loss of cash through theft or fraud.	Low if safeguards followed	Continue with, and if necessary increase, the current robust auditing systems (clear admin and audit trails required with independent monitoring). Internal audits sample check receipts against payments, paying in books etc. Present procedure for payments via BACS to be extended to cover internet banking.
			Where possible consider incorporating limits on the amount of a single transaction.
			Security codes and card keys to be kept in a secure place by individual councillors and not disclosed to any other person including office staff. The number of personnel with knowledge of or access to the security codes to be restricted.
			The Clerk and Assistant Clerk will alternate on submitting payments by internet banking.
			All authorisations by Councillors are to be undertaken in the office using council equipment. Review this requirement after 6 months and review annually thereafter.
2.2	Losing track of transactions through wrong coding etc	Low if safeguards followed	When putting bank account details into the system for the first time another member of staff will check the account number etc. of the payee.
			Clear audit and admin trails. Work is undertaken in a quiet area or if not possible the person undertaking the work is not disturbed.

### 3. INSURANCE

Ref	Risk	Risk level.	Control, safeguards and recommendations
3.1	Inadequate insurance cover. Risk to third party, property or individuals.	Low risk if identified procedures are followed	Annual review of insurance and cover undertaken by the RFO and reported to the F&GP Committee. Asset lists and inventories are maintained. Items added as required and inventory lists kept up to date. Policy must be maintained and updated as necessary.
			Parish property covered by insurance and the risk of damage to third party property or individuals is covered by public liability.
			Beechen Hall - Cover for loss of income to hall to be amended to keep pace with any changes. Estates Committee also monitor needs for hall.
			Fidelity and Loss of Income Insurance cover to be reviewed annually and increased/decreased as per council policy.
			Written records must be kept.

<b>4. ASSETS</b>			
Ref	Risk	Risk level.	Control, safeguards and recommendations
4.1	Protection of physical assets.	Low risk if followed	Buildings insured and adequately maintained. Regular safety and maintenance checks and written records kept. Risk assessment records to be produced on all property with (at a minimum) an annual review undertaken.
4.2	Protection of Beechen Hall.  Risk assessments undertaken by Estates Committee	Low risk if followed	Beechen Hall has a safety/maintenance schedule for regular checks etc. Buildings insured and adequately maintained. Regular safety and maintenance checks and written records kept.
			Risk management assessments are undertaken by the parish office, signed off by the Clerk, on any day to day issues arising from hiring Beechen Hall e.g. an assessment was produced for a Reptile Party. Additional Risk Management assessments are undertaken undertaken by the Estates Committee as required e.g. Drink & Personal Licence, Fire Risk etc.
			CCTV/Alarm installed at the hall.
<b>5. LEGAL POWERS</b>			
Ref	Risk	Risk level.	Control, safeguards and recommendations
5.1	General Power of Competency	Low risk if followed	The parish council has obtained General Power of Competence; as this power can be 'lost' 5.2 will continue to be maintained. GPC does not remove the need for the parish council to consider risks and restrictions of any new service or project.
5.2	Unprofessional actions and accusations of acting ultra vires.	Low risk if followed	To ensure activities are within legal powers the annual budget includes what powers are being used to allow the expenditure. Agenda includes powers if a new scheme is being considered.
<b>6. RISK ASSESSMENT AND DOCUMENT MANAGEMENT/SECURITY</b>			
Ref	Risk	Risk level.	Control, safeguards and recommendations

6.1	Lack of risk assessment introduces possibility of poor management, dishonestly and claims against the council.	Low risk if followed	<p>Annual risk assessment review is undertaken. Any risk or safety problem to be reported to members to review. Councillors have a responsibility to ensure that adequate risk assessment procedures exist and that the planned reviews (as notified in Jan/Feb each year) take place.</p> <p>An annual review of the system of internal audit and statement of internal control as required by the Audit and Accounts Regulations takes place. Policies and procedures for expenditure etc. are regularly reviewed by the council and updated as necessary.</p>
6.2	Poor document management results in an inefficient, ineffective council and possibility of mismanagement.	Low risk if followed	<p>Check of systems is part of the internal and external audit. Leases and official documents are kept at Whitehead and Monckton (Solicitors). Other important documents are kept in the fire proof cabinet in the office. Copy of insurance is kept off site. The Council has a document management retention policy.</p>
6.3	Documents being removed/copied (physically and electronically).	Low/acceptable risk if followed	<p>Parish office and Beechen Hall security to be maintained which will stop easy access to the document storage areas. Staff briefed on the need to keep secure any memory sticks being used to transport or back up information. Only the office personnel have password access to computers and authorisation to download information onto a memory stick. Care is taken to ensure that any information coming into the office is either e-mailed (for checking by the internet security) or when this is not possible that it is from a clean and trusted 'site' or source. <b>Apart from approved contractors (NorthstarIT, parishnet and Railtas Business Solutions) and one councillor, who is advising on the IT, the Council does not allow any other remote access to its computer, any changes to this situation will need to be approved by the Council and will only be allowed from a reputable firm.</b> The Council's computers are kept secure by Trend which has the relevant firewalls, automatic updates and virus protection. At night and for any long periods during the day when no personnel are in the office the computers are turned off. Sensitive paper documents (including cheque books and statements) are kept in locked cabinets.</p>



			Office personnel are responsible for the security of any documents taken off site.
6.4	Computer security	Low/acceptable risk if followed	<p>A continuing review of computer security by Cllr Dengate and the office is undertaken and recommendations will be followed.</p> <p>Computer passwords are changed quarterly and on the resignation or dismissal of office staff.</p> <p>The insurance requirements for staff on resignation or recruitment are followed.</p> <p>Use of computers to send/receive personal e-mails etc. subject to a separate risk management document.</p> <p>Public access to office computers is subject to a separate risk management document.</p>
<b>7. USE OF OTHER SITES, SITE VISITS ETC.</b>			
Ref	Risk	Risk level.	Control, safeguards and recommendations
7.1	Accidents to participants	Low to medium	<p>Present regime. Clerk/Asst Clerk undertakes a visual health and safety check of all venues booked for meetings to ensure that fire exits are clear and any equipment to be used is safe.</p> <p>When arranging site visits the parish office will advise councillors/attendees of any potential risks and also advise on relevant footwear and clothing that would be required. High visibility tunics will also, if required, be made available. Parish office to advise any councillor with mobility problems of any concerns about including them on site visits and if necessary will request that they do not attend. Venues, outside the control of the parish council, that have poor external lighting will be highlighted to members and they will be advised to take extra care.</p>

7.2	Work undertaken by volunteers	Low to medium	Additional risk assessments will be undertaken/produced as required including Downs Mail deliveries. Walderslade Woodlands Group has its own insurance for task days however the parish council owns the tools and units used by WWG and the latter are located on its property it still has H&S responsibility when the group access them. WWG are required to undertake maintenance of the powered and hand tools and are required to notify the Clerk of these checks. WWG has its own Public Liability Insurance. The parish council supports The Friends of Boxley Warren which are covered by the parish council's insurance. Health and Safety and risk assessments are undertaken by authorised personnel prior to any work. Dove Hill Allotments working group come under the remit of the Estates Committee.
<b>8. COUNCILLOR PROPRIETY AND COUNCIL REPUTATION</b>			
Ref	Risk	Risk level.	Control, safeguards and recommendations
8.1	Unprofessional actions and Parish Council bought into disrepute.	Low risk if followed	Register of interest completed and members are reminded to keep it up to date. Meeting agenda has an item for the notification of declaration of interest, lobbying, predetermination and dispensation. Adequate training and understanding of Code of Conduct. Councillors holding allotment tenancies have been given dispensation for items on the Estates Committee. Correct agenda and reports produced, informed decisions taken by Councillors, adequate policies and procedures produced and kept updated, open and accountable governance with regular reviews and training of councillors and office staff.
<b>9. WEAVERING DIAMOND JUBILEE ORCHARD.</b>			
9.1	General site - H&S	Low risk if followed	The Estates Committee has responsibility for the site and has produced, and works to, cleaning and maintenance schedules.
9.2	Play area	Low risk if followed	The Estates Committee has responsibility for the site and has produced, and works to safety, cleaning and maintenance schedules. An annual ROSPA inspection will occur.
<b>10. Dove Hill Allotments</b>			
10.1	General site - H&S	Low risk if followed	Risk assessments undertaken by Estates Committee. An Allotment Working Group has been set up for day to day monitoring of the site.

<b>11. Boxley Burial Ground</b>			
11.1	General site - H&S	Low risk if followed	Risk assessment undertaken by Estates Committee.

Ref. Risk Assess 16/17. 02.09.2016