



BOXLEY PARISH COUNCIL
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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 10 July 2018 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 21 May 2018 and 22 May 2018

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

4. Matters Arising from the Minutes

4.1 Minute 3119/4.1 Charitable Incorporated Organisations (CIOs). The Chairman of Grove Green Hall will be submitting a complaint to MBC Chief Executive about the delay in getting a response.

4.2 Minute 3119/4.2 Public Works Loan. To receive a verbal update on the draw down of the loan.

4.3 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 Cooperative Bank.

5.1.2 HSBC Beechen Hall.

5.1.3 Unity Trust Bank.

5.1.4 Santander Investment Bond.

5.1.5 Barclays Bank.

5.1.6 Lloyds A.

5.1.7 Lloyds B

5.1.8 Nationwide Beechen Hall.

5.1.9 Nationwide PC.

5.2 Investments report (page 4).

5.3 Income/Expenditure report as at 03.07.18. See report (pages 26 - 30).

5.4 Petty cash reconciliation. To receive confirmation that this was undertaken prior to the meeting.

5.5 Earmarked Reserves (Review). See report (pages 5 - 6).

5.6 To consider a proposal to update the signatories to the Cooperative account and sign the authorisation.

5.7 To consider payment authorisations. See report (page 7).

6. General Data Protection Regulation

Update see report (page 7).

7. Personnel matters

7.1 TOIL, training, leave and sickness cover.

7.2 Alcohol and Drugs (new). See report (page 7).

7.3 Training needs. To identify any for staff and councillors.

8 Policies and Procedures: Reports and Reviews

8.1 Health and Safety and Training. See report (pages 7 - 13).

8.2 Wording of Standing Orders included on financial tenders. See report (page 13)

8.3 Public Use of Computers (review). See report (pages 13 - 14).

8.4 Bullying and harassment (review). See report (pages 14 - 17).

8.5 Risk Assessment – general (review). See report (pages 17 - 25).

8.6 The Clerk has undertaken a review of the Public Internet Access Policy and considers it still fit for purpose.

9 Contingency Fund and Budget adjustments

To make adjustments. See report (page 25)

10 Grant Requests

None received.

11 Matters for Information

To receive notification of any.

12 Items for Next Agenda

Requests for items to be included on the agenda to be submitted no later than 3 September 2018.

13 Date of Next Meeting

Tuesday 11 September 2018 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m.

Pauline Bowdery

Pauline Bowdery
Clerk to the Council.

Date: 3 July 2018

Issues to be returned to agenda as they develop: Reserves Policy Review as needed. July 2018 - Financial Reports and changes.

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 10 July 2018.

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. *Purpose of the report. To safeguard the parish council's funds and to ensure a robust method of maintaining the accounting system is in place. Periodic reconciliations are required, the Parish Council decides how many and when and the F&GPC undertakes these at each meeting.*

For the information supplied below to be verified the Chairman will have the original supporting documents, including the latest bank statements.

Account closing balances.

Item	Statement Date	BANK ACCOUNTS (closing balances at last statement)	
5.1.1	18.05.18	Coop General Account	£19,671.82
5.1.2	31.05.18	HSBC Beechen Hall	£32,587.83
5.1.3	31.05.18	Unity Trust Bank (UTB)	£95,659.02
5.1.4	01.09.17	Santander Investment Bond (matures 01.08.18)	£76,219.50
5.1.5	19.04.18	Barclays Bank	£81,439.25
5.1.6	08.05.18	Lloyds A (matures 08/08/2018)	£51,051.44
5.1.7	31.01.18	Lloyds B (matures 26/07/2018)	£25,058.59
5.1.8	04.06.18	Nationwide Beechen Hall (95 day saver account which rolls over)	£1,208.99
5.1.9	31.03.18	Nationwide Parish Council (now 95 day saver account which rolls over)	£20,249.78
		Total	£403,146.22

5.2 Investments.

Purpose of the report. To safeguard the parish council's funds and to ensure a robust accounting procedure any investment transaction requires prior approval by the F&GPC.

Date	BANK ACCOUNTS chronological forecast of estimated likely available funds		
June 2018			
01	Coop General Account	19,146	
01	HSBC Beechen Hall	33,165	
01	Unity Trust Bank (UTB)	95,493	
	Barclays Bank	81,439	Clerk suggests that some of these funds are used for the cost of the extension work.
July 2018	Lloyds B (matures 26/07/2018)	25,058	Guidance needed. Clerk suggests reinvestment for 3 months.
August 2018			
01	Santander Investment Bond (matures 01.08.18)	76,219	Guidance needed. Clerk suggests that this is allowed to mature to pay for the extension
08.08.18	Lloyds A (matures 08/08/2018)	51,051	Guidance needed. Clerk suggests reinvestment for 3 months.
95 day notice funds			
Wef 04.05.18	Nationwide Beechen Hall	1,208	
31.03.18	Nationwide Parish Council	20,249	

Item 5.5 Earmarked Reserves.

Purpose of report: To allow councillors to plan future expenditure and to ensure their legal responsibilities are met.

BPC Reserves Review F&GPC 01.04.18 (REVIEW)

General Reserves.			
Reflect the money the council has at its disposal for ordinary operating costs. An auditor will usually look for these to be sufficient to cover between 3 and 12 months of expenditure at the year end.			
	<i>2017/2018</i>	<i>2018/2019</i>	<i>Clerks/RFO comments</i>
Total Cash Reserve for the purposes of running the parish approx.	<i>60,000</i>	60,000	Approx 50% of essential running costs. Such expenditure is shown in the budget document as a white font on a black background in the code column. The precept has been received.
Finance Committee Contingency Fund	<i>30,000</i>	30,000	Included in the 2018/19 budget
Earmarked Reserves			
These are amounts set aside to meet future projects, commitments or abnormal expenditure. They are controlled by the council and are created, reassigned or spent by resolution; this means that any movements to and from the reserves should be supported by a minute.			
Land or Property Purchases	<i>52,831</i>	0	Withdrawn to pay for Beechen Hall Work.
Parish poll/election/referendum	<i>15,000</i>	0	A referendum will not take place in 2018/2019 year
Long Term Liability Fund. Long term liabilities are identified as the Closed Churchyard at St Mary and All Saints, Boxley War Memorial and Beechen Hall.	<i>54,972</i>	54,972	Reserve to be controlled by F&GP Committee, although most of the structures are managed by the Estates Committee.

Walderslade Woodlands Group Working Fund	5,230	5,280	The Finance Committee has allowed the WWG to build up its reserves by earmarking any unspent grant.
Statutory Reserves			
These are amounts used for Capital Financing (BPC has none) and Pension Liabilities (BPC has these).			
Gratuities for staff	10,349	5,709	Ring fenced.
Restricted Reserves			
Amounts of money held by the council which are restricted in their use. The three most common ones are Capital Receipts, Section 106 receipts and unspent grants or loans which were given for a specific purpose**.			
Outstanding Creditors (long term)	32,260	32,260	Work undertaken in 2012, F&GPC review after 6 full financial years
Dove Hill Allotments key deposits	510	510	Refundable deposits for keys
Total	261,152.00	188,681.00	2017/2018 Balance Sheet total assets £345,862

To complete the picture, members should be aware that there are two further possible categories of reserve but which currently have nil balances, namely:

Section 106 Receipts

Given to a local council to support a new development in their area. The money can only be used for the specified purposes. These funds often have a deadline for the work to be carried out and the legal agreement may specify that the funds must be returned if this work is not undertaken.

Unspent Loans/Grants for specific purposes.

Again these are generally for a specific purpose and should not be used for other expenditure – the PWB loan will fall in this category when received until spent.

Item 5.7 To consider payment authorisations.

Clerk's report. In periods of high councillor leave/unavailability the parish office is experiencing problems in finding councillors able to attend the office to authorise payments. Members views are sought on options available.

Item 6 General Data Protection Regulation

Clerk's report. Due to the Beechen Hall extension project and annual leave it has not been possible to undertake much additional GDPR work however the new systems that have been put in place to ensure that the parish council complies with GDPR appear to be working. The parish office is currently working towards ensuring that the previous 6 financial years of Beechen Hall hire forms are converted into a GDPR compliance format. It is anticipated that work will commence on the remaining GDPR backlog during the extension work during the July/August period.

Item 7 Personnel matters.

Purpose of report: To add or update the policies and procedures used by the parish council to ensure it acts within the law, is open and accountable and has effective and efficient working procedures.

The parish office is setting up a staff handbook and the Clerk is currently reviewing content to ensure it is complete. F&GPC will be receiving draft documents of any policies that the Clerk considers should be adopted for example

7.2 Alcohol and Non-prescription Drugs (new). New policy for all staff.

You must at no time be at work under the influence of alcohol and non-prescription drugs and must not report to work whilst under the influence of alcohol or non-prescription drugs. Breach of this policy may be considered to amount to gross misconduct which may result in disciplinary action up to and including summary dismissal.

Item 8 Policies and Procedures: Reports and Reviews

9.1 Health and Safety (Review)

Clerk's note: Some minor adjustments have been made to the document.

Part III – General Arrangements.

Paragraph 1. The Clerk and Assistant Clerk did not locate refreshment training so are not official first aiders as their certificates have expired. The parish council currently meets the minimum standards and complies to The Health and Safety (First-Aid) Regulations 1981 in that it provides adequate and appropriate equipment, facilities and personnel to ensure staff receive immediate attention if they are injured or taken ill at work.

4.1 The parish office is currently bringing together a staff handbook which will be retained in the office and all personnel will be required to sign that they have read the documents. Staff can have a copy of any documents contained within the handbook but it was considered more effective and efficient if there was one place staff could go to whilst at work.

For members information this policy has been supplied to Waller Building Services, as per requirement at section 5 and appendix B.

The parish council will be receiving two health and safety documents from the contractor and Principle Designer employed for the extension work at the hall. The Clerk will compare these documents against the parish council's policy to see if there can be any improvements in content or design to the current document.

Boxley Parish Council (Current)
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 guests¹.

Part II – Organisational Responsibilities.

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.

¹ 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.

- (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 Clerk/Admin Officer are responsible for carrying out periodic checks to ensure the contents are adequately maintained.

~~The Clerk is a trained First Aider².~~

~~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, 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.

²~~A list of first aiders is located in the parish office,~~

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. Training³.

4.1 It is the duty of the Clerk to ~~issue to~~ all newly appointed staff⁴ ~~with a copy of~~ read and understand the Council's Health and Safety Policy⁵ 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.

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 hall⁶.

Appendix A

GUIDANCE TO EMPLOYEES

OFFICES

1. HEATING, LIGHTING AND VENTILATION

- a) Temperature should reach a minimum of 60.8°F after the first hour of working time and be maintained between 60.0 and 60.8 degrees 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.

³ The parish council has Training – statement of intent.

⁴ References to staff also cover any trainee or person who may be located at the office for over 24 hours.

⁵ Copy contained within the Staff Handbook.

⁶ This includes a mini health and safety procedure stressing the need to keep fire exits clear etc.

- 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.

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.

YOU 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.

8.2 Wording of Standing Orders included on financial tenders (Review)

- The September parish council is due to undertake a review of Standing Orders and various standing orders are included in tender documents. Cllr Ivor Davies has asked for a review of the wording of the following standing order:
 - Neither the Parish Council nor any committee is bound to accept the lowest tender, estimate or quote.
 - If a person applying to the Council for work is to his/her knowledge related to or has business links to any member or employee of the Council, then this link/relationship must be notified in writing to the Clerk. Failure to do so will result in an application/quotation for work being rejected and, if already appointed, could result in dismissal without notice. The Clerk shall report to the council or to the appropriate committee any such disclosure.
 - Canvassing of members of the Council or of any committee, directly or indirectly, for any appointment shall disqualify the applicant for such appointment. ~~The Clerk shall make known the purpose of this sub-paragraph of this regulation to every candidate.~~
 - This standing order shall apply to tenders as if the person making the tender were a candidate for an appointment.

8.3 Public Use of Computers (review).

Internet Access by members of the Public, using the Parish Councils computers.

"The IT System" is taken to mean all parish council owned computer, software and broadband.

The parish council recognises that local and central 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.

I have read the above and accept compliance with the Acceptable Use Policy.

8.4 Bullying and harassment (review).

Clerk's note: The footnote numbers are affected by a previous report on this agenda but they are correct, starting at 1, in the original policy/procedure.

Bullying and Harassment Policy⁷

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 the Councillor Handbook. It may also be shared with contractors, visitors

⁷ To be used in conjunction with the council's Disciplinary and Grievance Procedure.

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.

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.

8.5 Risk Assessment -general (Review).

Purpose of report: To ensure that the parish council meets its legal requirements.

The Clerk requests a review of any underlined controls or safeguards.

This document will be added to, with the F&GPC approving new sections or amendments, as the work on the General Data Protection Regulation proceeds. Section 6 Risk

Assessment and Document Management/Security needs a full review as part of the GDPR work but members are asked to consider the contents as they stand.

1. FINANCE			
Ref	Risk	Risk level	Control, safeguards and recommendations
1.1	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.	Low if safeguards followed	If cash is received it is marked as such in the Income list and also in the bank paying in book. <u>Cash of over £200 shall be banked immediately or within 2 working days.</u>
			Clear admin and audit trails required and monitored independently.
			Internal audits sample check receipts against payments, paying in books etc.
			4 x random checks per annum (2 x parish councillor audits and 2 x independent internal auditor).
			Hall booking uses a unique booking number and there are checks identified to track hall bookings to make fraud more difficult.
			Regular hirers receive monthly invoices, casual hirers receive invoices as necessary. Paperwork shows cheques should be made payable to Beechen Hall. Office staff are aware that they are responsible for questioning any unusual evidence that might indicate fraudulent hiring out of the hall, this evidence might be on CCTV footage, suspicious behaviour etc.
			Electronic payments into the parish council's accounts are encouraged rather than cash or cheque payments.
			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.
			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.
			Provide councillors authorising banking transactions with sufficient time to review all relevant information before authorising the payment. The Clerk or Asst Clerk may sit with the signatories and help with identifying the information or locating the invoice however the authorising councillors must be satisfied that everything is correct.
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.
			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 annually regularly.
			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.
			Councillors and the parish council work to the Code of Conduct.
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. F&GPC to monitor expenditure against income at its bi-monthly meeting.
			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	Additional safeguard/Control		Internal Audits - present regime. At a parish council meeting councillors are requested to volunteer to undertake an internal audit. The Clerk 'books' different councillors for the 2 internal checks that are undertaken according to guidelines approved by the F&GPC. The approved 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 provided to the F&GPC after each

			<p>internal audit and kept for an audit trail. A copy of the previous internal audit report is given in advance to the participating councillor prior to undertaking the next internal audit.</p>
			An independent Internal Auditor has been appointed as required by regulations.
			Cheque account statements are reconciled by the office on a monthly basis and as received for Investment Bonds. The F&GPC 'signs off' an all banks reconciliation at its bi-monthly meetings.
			Adequate training for staff and councillors.
			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.
			Protection of records. Regular (each working day) off site backup of computer hard drives is programmed. The parish office to undertake a test, a minimum of once a year, to restore a 'lost' file, this test to be scheduled into the review calendar and reported back to F&GPC when completed.
			Minimum Standards check. A checklist of minimum standards (based on an insurance company checklist) is undertaken quarterly by the Chairman or a Councillor.
			Risk assessments or inventory lists 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.
			Stock. Less than £1,000 of stock is kept at hall. Stock orders are undertaken as stocks need replenishing as notified by staff.
2. INTERNET BANKING (additional risk management)			
2.1	Loss of cash through theft or fraud.	Low if safeguards followed	<p>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.</p> <p>Where possible consider incorporating limits on the amount of a single transaction.</p>

			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, where possible, alternate on submitting payments by internet banking.
			<u>All authorisations of payments by Councillors are to be undertaken in the office using council equipment where appropriate. Review this requirement annually.</u>
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 should not be 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&GPC. 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.
4. ASSETS			
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	Visual advertising of property	Low risk if followed	Visual advertising, i.e. leaving items out in plain sight. All efforts to ensure items of value are locked away at the end of the day and not left on desks for extended periods of time, so they are not visible from windows

4.3	Protection of Beechen Hall.	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 assessments undertaken by Estates Committee		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.
5. LEGAL POWERS			
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.
6. RISK ASSESSMENT AND DOCUMENT MANAGEMENT/SECURITY			
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	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.
			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.
6.2	Poor document management results in an inefficient, ineffective council and possibility of mismanagement.	Low risk if followed	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. The parish council requires sensitive documents, including those containing personal information to be shredded in the office shredder.

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. 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. 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 may be turned off however this should be intelligently managed as turning off computers can interfere with the backup schedule. Sensitive paper documents (including cheque books and statements) are kept in locked cabinets. Office personnel are responsible for the security of any documents taken off site. Currently there are no instances whereby sensitive information or data should be removed from the parish office, however if in the future sensitive information (as identified by the General Data Protection Regulations) is to be removed from the parish office it must be on a suitably encrypted or password secured memory stick/laptop.</p>
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 computer 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>
7. USE OF OTHER SITES, SITE VISITS ETC.			
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 (delivery of Downs Mail, Walderslade Woods Group, voluntary litter pickers)	Low to medium	<p>Additional risk assessments will be undertaken/produced as required. Walderslade Woods Group has its own insurance for task days however the parish council owns the tools and unit used by WWG and as they 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 and motor (tractor and brush cutter) Insurance. The parish council supports The Friends of Boxley Warren Volunteer Group 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.</p>
8. COUNCILLOR PROPRIETY AND COUNCIL REPUTATION			
Ref	Risk	Risk level.	Control, safeguards and recommendations
8.1	Unprofessional actions and Parish Council bought into disrepute.	Low risk if followed	<p>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.</p> <p>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.</p>

9. WEAVERING DIAMOND JUBILEE ORCHARD.			
9.1	General site - H&S	Low risk if followed	The Estates Committee has responsibility of 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 of the site and has produced, and works to safety, cleaning and maintenance schedules. An annual ROSPA inspection will occur.
10. DOVE HILL ALLOTMENTS			
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.
11. BOXLEY BURIAL GROUND			
11.1	General site - H&S	Low risk if followed	Risk assessment undertaken by Estates Committee.
12. BUSINESS CONTINUITY			
12.1	Need for parish council to continue operating if there is an issue at the parish office or Beechen Hall that threatens this ability.	Low risk if followed	Risk assessment undertaken by Estates Committee and one or two scenarios are to be tested by the parish office once every two years, to ensure document is robust.

Item 10 Contingency Fund and Budget adjustments

F&GPC is advised that code 4465/230 Franklin Drive Open Space. The budget has been amended from £1,000 to £6,256, the increase is the donation received from Gallaghers for the new play equipment.

Item 5.3 Income/Expenditure Report as at 2 July 2018 : Information

Purpose of the report – The Parish Council is required by the Accounts and Audit Regulations 2015 to monitor its Expenditure against Income and Budget. The Parish Council has to ensure itself that the Responsible Financial Officer, acting on behalf of the Parish Council, has put in place arrangements for effective financial management, and has maintained an adequate system of internal control and risk management.

Clerk's report: A query was raised at the last meeting about an entry in the I&E report for Cost Centre 270 Beechen Hall (below).

	Actual Current MB	Actual Year To Date	Current Annual Bid	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>270 Beechen Hall projects</u>							
4705 Internal Decoration	0	0	1,000	1,000		1,000	0.0%
4710 External Decoration	0	0	1,000	1,000		1,000	0.0%
4716 Extension Project	163	163	0	(163)		(163)	0.0%
4717 Height Barrier	0	0	2,000	2,000		2,000	0.0%
Beechen Hall projects - Indirect Expenditure	163	163	4,000	3,837	0	3,837	4.1%
Movement to (from) Gen Reserve	(163)	(163)					

The £163 expenditure was actually wrongly coded, it should have been against code 4205/130 which is where extension expenditure should go. This entry did highlight a specific issue though the 4.1% expenditure shown. Rialtas has explained that the percentage figures shown on report are calculated on the figures contained in the row and not the column.

	Actual Current Mth	Actual Year To Date	Current Annual Bld	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
100 Park Office							
4000 Salaries	3,489	10,527	43,647	33,120		33,120	24.1%
4005 PAYE	1,110	3,370	13,828	10,458		10,458	24.4%
4010 Pensions	197	394	1,643	1,249		1,249	24.0%
4020 Administration	65	525	640	115		115	82.1%
4021 Telecommunications & IT	161	271	1,473	1,202		1,202	18.4%
4025 Audit	38	(200)	612	812		812	(32.7%)
4026 Bank/Credit Card Charges	3	6	286	280		280	2.1%
4030 Books and Publications	0	0	30	30		30	0.0%
4035 Rates	62	187	637	450		450	29.4%
4040 Licences/Leases	97	565	1,632	1,067		1,067	34.6%
4045 Subscriptions	50	1,486	1,720	234		234	86.4%
4050 Training/Conferences	0	0	206	206		206	0.0%
4055 Travel-Staff	16	106	614	508		508	17.3%
4210 Contingency Fund	0	0	30,000	30,000		30,000	0.0%
Park Office - Indirect Expenditure	5,288	17,238	96,968	79,730	0	79,730	17.8%
Movement to/(from) Gen Reserve	(5,288)	(17,238)					
110 General Park Council							
4100 Hire of Halls	80	80	392	312		312	20.4%
4105 Insurance	1,157	1,157	1,910	753		753	60.6%
4115 Publicity	610	1,831	8,573	6,742		6,742	21.4%
4120 Website Admin	0	0	1,000	1,000		1,000	0.0%
4130 Other	0	0	700	700		700	0.0%
General Park Council - Indirect Expenditure	1,848	3,068	12,575	9,507	0	9,507	24.4%
Movement to/(from) Gen Reserve	(1,848)	(3,068)					
120 Councillor & Subsistence Allow							
4150 Chairman's Allowance Personal	9	26	131	105		105	19.6%
4155 Chairman's Allowance Civic	27	30	150	120		120	20.0%
4160 Councillor's Allowance/PAYE	303	908	4,168	3,260		3,260	21.8%
4165 Subsistence	7	11	100	90		90	10.5%
Councillor & Subsistence Allow - Indirect Expenditure	345	974	4,549	3,575	0	3,575	21.4%
Movement to/(from) Gen Reserve	(345)	(974)					
130 Finance							
1076 Precept	0	107,437	107,437	0			100.0%
1090 Interest Received	0	469	909	450			50.5%
1100 Parish Service Scheme	0	6,623	6,500	(123)			101.9%

Detailed Income & Expenditure by Budget Heading 03/07/2018

Month No: 3

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bid	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
1130 Other	0	5,256	0	(5,256)			0.0%
Finance :- Income	0	119,775	114,846	(4,929)			104.3%
4205 Capital Schemes	163	163	180,000	179,837		179,837	0.1%
4210 Contingency Fund	500	500	30,000	29,500		29,500	1.7%
Finance :- Indirect Expenditure	663	663	210,000	209,337	0	209,337	0.3%
Movement to/(from) Gen Reserve	(663)	119,112					
150 Grants							
4270 Other Grants	0	200	1,500	1,300		1,300	13.3%
4275 Walderslade Woods Group	654	654	5,333	4,679		4,679	12.3%
4280 Village Hall Grants	0	0	1,500	1,500		1,500	0.0%
4285 Winters Valley Park LNR	0	0	6,401	6,401		6,401	0.0%
4290 Friends of Boxley Warren	42	47	586	539		539	8.1%
Grants :- Indirect Expenditure	696	901	15,320	14,419	0	14,419	5.9%
Movement to/(from) Gen Reserve	(696)	(901)					
220 Burial Ground							
1200 Burials	0	(150)	1,250	1,400			(12.0%)
Burial Ground :- Income	0	(150)	1,250	1,400			(12.0%)
4045 Subscriptions	0	0	92	92		92	0.0%
4420 Admin Fee	0	0	250	250		250	0.0%
Burial Ground :- Indirect Expenditure	0	0	342	342	0	342	0.0%
Movement to/(from) Gen Reserve	0	(150)					
230 Green Spaces							
4210 Contingency Fund	0	0	1,000	1,000		1,000	0.0%
4400 Maintenance	40	103	2,000	1,897		1,897	5.2%
4450 Boxley Village Green	0	0	4,617	4,617		4,617	0.0%
4451 War Memorial	0	0	1,500	1,500		1,500	0.0%
4460 WDJ Orchard	0	0	1,015	1,015		1,015	0.0%
4465 Franklin Drive OS	2,628	2,628	6,256	3,628		3,628	42.0%
Green Spaces :- Indirect Expenditure	2,668	2,731	16,388	13,657	0	13,657	16.7%
Movement to/(from) Gen Reserve	(2,668)	(2,731)					
240 Grounds Maintenance							
4500 Grounds Maintenance Contract	0	0	8,364	8,364		8,364	0.0%
4505 Roundabout Maintenance	0	0	413	413		413	0.0%
Grounds Maintenance :- Indirect Expenditure	0	0	8,777	8,777	0	8,777	0.0%
Movement to/(from) Gen Reserve	0	0					

Detailed Income & Expenditure by Budget Heading 03/07/2018

Month No: 3

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Budget	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>250 Street Furniture</u>							
4550 Noticeboards	0	0	2,000	2,000		2,000	0.0%
Street Furniture - Indirect Expenditure	0	0	2,000	2,000	0	2,000	0.0%
Movement to/(from) Gen Reserve	0	0					
<u>260 Beecles Hall</u>							
1230 Hire Fees Casual	1,471	4,447	12,570	8,123			35.4%
1231 PL Insurance Income	14	52	180	128			28.9%
1235 Hire Fees Regular	2,340	7,591	26,600	19,009			28.5%
1250 Wages - AEC	0	40	400	360			10.0%
Beecles Hall - Income	3,825	12,130	39,750	27,620			30.5%
4001 Wages	1,638	4,066	19,954	15,888		15,888	20.4%
4005 PAYE	297	809	2,580	1,771		1,771	31.4%
4010 Pensions	27	49	644	595		595	7.6%
4020 Administration	30	73	206	133		133	35.6%
4021 Telecommunications & IT	28	55	332	277		277	16.7%
4025 Audit	38	(200)	612	812		812	(32.7%)
4035 Rates	146	437	1,555	1,118		1,118	28.1%
4040 Licences/Leases	0	204	1,072	868		868	19.0%
4105 Insurance	873	873	1,568	695		695	55.7%
4210 Contingency Fund	0	0	6,000	6,000		6,000	0.0%
4605 CCTV/Alarms Maintenance	0	0	1,752	1,752		1,752	0.0%
4610 Consumables	102	290	941	651		651	30.8%
4615 Electricity	184	487	2,638	2,151		2,151	18.4%
4620 Gas	64	332	1,418	1,086		1,086	23.4%
4625 Water	217	365	1,024	659		659	35.6%
4630 Electrical Safety	0	0	422	422		422	0.0%
4635 Fire Safety	0	0	100	100		100	0.0%
4640 Gas Maintenance	0	0	265	265		265	0.0%
4645 Ground Maintenance	0	0	528	528		528	0.0%
4650 Hall Maintenance	481	569	3,050	2,481		2,481	18.7%
4655 Hall Marketing	0	28	400	372		372	7.0%
4660 Refuse Collections	0	371	2,197	1,826		1,826	16.9%
4720 Car Park Lights	0	(707)	0	707		707	0.0%
Beecles Hall - Indirect Expenditure	4,123	8,100	49,258	41,158	0	41,158	16.4%
Movement to/(from) Gen Reserve	(299)	4,030					

Month No: 3

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Budget	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
270 Beekes Hall projects							
4705 Internal Decoration	0	0	1,000	1,000		1,000	0.0%
4710 External Decoration	0	0	1,000	1,000		1,000	0.0%
4716 Extension Project	(163)	0	0	0		0	0.0%
4717 Height Barrier	0	0	2,000	2,000		2,000	0.0%
Beekes Hall projects :- Indirect Expenditure	(163)	0	4,000	4,000	0	4,000	0.0%
Movement to/(from) Gen Reserve	163	0					
280 Allotments							
1280 Allotment Income	13	18	1,072	1,054			1.7%
Allotment :- Income	13	18	1,072	1,054			1.7%
4020 Administration	0	0	15	15		15	0.0%
4105 Insurance	351	351	268	(83)		(83)	130.8%
4400 Maintenance	8	8	2,940	2,932		2,932	0.3%
Allotment :- Indirect Expenditure	359	359	3,223	2,864	0	2,864	11.1%
Movement to/(from) Gen Reserve	(346)	(341)					
300 Enrolment							
4802 Highway Projects	0	0	40,000	40,000		40,000	0.0%
Enrolment :- Direct Expenditure	0	0	40,000	40,000	0	40,000	0.0%
4800 Street Maintenance	0	(1,125)	15,000	16,125		16,125	(7.5%)
Enrolment :- Indirect Expenditure	0	(1,125)	15,000	16,125	0	16,125	(7.5%)
Movement to/(from) Gen Reserve	0	1,125					
Grand Totals:- Income	3,838	131,773	156,918	25,145			84.0%
Expenditure	15,826	32,910	478,400	445,490	0	445,490	6.9%
Net Income over Expenditure	(11,988)	98,863	(321,482)	(420,345)			
Movement to/(from) Gen Reserve	(11,988)	98,863					