

**Dear Councillors Bracegirdle, Bright, Buxton, Callingham, Cox, Elson, Fairbairn, Forde, Hall, Mallard, Marshall, Moore, Rutkowska, Sellars, and Scott,**

You are summoned to attend the next meeting of the **Full Council** to be held on **Wednesday 24<sup>th</sup> July 2024, commencing at 7.00pm**. This meeting will be held in the large hall of Balderton Village Centre.

*Members of the public and press are entitled to be at the following meeting Public Bodies (Admission to Meeting) Act 1960 Section 1 extended by the Local Government Act 1972 Section 100 unless precluded by the Parish Council by resolution during whole or part of the proceedings. Such entitlement does not however include the right to speak on any matter except at the beginning of the meeting (public open forum). As issues raised during the public session may not relate to items on the agenda no resolution for action can be taken.*

**Marion Fox Goddard, Balderton Parish Clerk, Thursday 18<sup>th</sup> July, 2024**

## **AGENDA**

125. To receive declarations of any intentions to record the meeting.
126. To receive apologies for absence.
127. To receive declarations of interest.
128. Public Open Forum (20 minutes) - **Balderton Parish Council is committed to community engagement and therefore warmly invites members of the public to contribute during this part of the meeting.**
129. To approve the minutes from the last Full Council meeting held on June 26<sup>th</sup>, 2024.
130. To note/receive reports from County and District Councillors.
131. To note/receive Parish Councillors' reports.
132. To note the Clerk's report.
133. Finance
  - a. To receive the cash and investment reconciliation for June and note expenditure transactions from April to June 2024
  - b. To receive a financial review of the first quarter of 2024/25 and consider recommendations in the report
  - c. To review DCK Accounting Solutions work and consider whether to continue with their services
  - d. To review charges for council services
  - e. To approve the purchase of:
    - i. Timber order for fishing platforms
    - ii. Microphone/speaker system for meetings
    - iii. NALC training for councillors
    - iv. Weed control treatment of Coronation Street Playing Field
    - v. Preliminary Ecological Appraisal and Habitat Management Plan for Balderton Lake
    - vi. SLCC National Conference for the Parish Clerk

- f. To receive an update from the Parish Clerk on defibrillators and consider delegating the decision on procurement of defibrillators to the Chair of the Amenities Committee and the Parish Clerk.
134. To note the draft minutes from committees/sub-committees
    - a. Personnel and Policy Committee – June 24<sup>th</sup>, 2024
    - b. Allotment Sub-committee – July 2<sup>nd</sup>, 2024
  135. To agree the following policies/documents:
    - a. Investment Policy
    - b. Memorials Testing Policy
    - c. Scheme of delegation
    - d. Updated Health and Safety Policy
    - e. Suggested updates to the allotment agreement
  136. To consider an email and additional information from the Nottinghamshire branch of the National Association of Local Councils
    - a. decide who will attend their Annual General Meeting (AGM)
    - b. decide who will vote on behalf of Balderton Parish Council
    - c. consider whether Balderton Parish Council accepts the proposed changes to the constitution of the local branch
    - d. decide whether to
      - i. nominate someone for president of the local branch.
      - ii. nominate any Balderton Parish Councillors or staff to the executive committee.
      - iii. submit any motions for the AGM
  137. To consider the following planning applications (Balderton Parish Council is a consultee. Newark and Sherwood District Council is the planning authority that will decide on whether permission is granted).
    - a. [24/01016/HOUSE](#) – 11 Acacia Road, Balderton, NG24 3AE - Square bay window to front elevation
    - b. [24/01164/HOUSE](#) - 2 Meadow Road, Balderton, NG24 3BP - Conversion of garage to form bedroom and en-suite. Replacement glazing to rear and cladding to front elevation.
    - c. [24/00750/HOUSE](#) - 21 Keats Road, Balderton, NG24 3QL – Ground floor extension
  138. To agree to recruit a new attendant following the resignation of one of our current attendants and delegate the decision on the appointment to the role to a Personnel and Policy Committee member and the Parish Clerk.
  139. Items of correspondence
    - a. To consider a suggestion to nominate the Lowfields site as an [Asset of Community Value](#)

# Balderton Parish Council Full Council Meeting

**Minutes of the meeting held on Wednesday 26<sup>th</sup> June 2024 at 7.00pm**

## Attendees:

**Balderton Parish Councillors:** Vanessa Bracegirdle, Ronalie Bright, Jane Buxton (Chair), Karen Callingham, Martyn Cox, Mandie Elson, Roy Fairbairn, Simon Forde, Jean Hall (Vice Chair), Mac Mallard, Leigh Marshall (arrived during item 112), Debbie Moore, Joy Sellars, Dean Scott

**County/District Councillors:** Keith Girling and Sam Smith (County)

**Parish Clerk:** Marion Fox Goddard

**Vectare representative** - Peter Nathanail

**Public:** 4 residents (including Anna Rutkowska – see item 115)

Meeting agenda pack with reports can be found on our website:

<https://www.baldertonparishcouncil.gov.uk>

## 105. Declarations to record the meeting

The clerk recorded the meeting.

## 106. Apologies for absence

District/County Councillors: John Lee (County/District), Emma Oldham (District).

## 107. Declarations of interest

Cllrs Forde and Hall – District Councillors. Cllr Scott – has provided a quote to Newark Sustrans Rangers for the village trail (item 119). Cllr Fairbairn – resides near Centenary Close (item 123b).

## 108. Public forum

A resident suggested that the hedge/briars along the east side of Coronation Street playing field should be cut twice each year and the council should purchase equipment to do this rather than bringing in a contractor (concerns regarding small dogs being hurt by briars). The Chair of Balderton Parochial Charity gave an overview of the charity. The charity is for residents of Balderton who are in need (further details available page 17 of the agenda pack). A member of Newark Sustrans Rangers gave an introduction to their work which includes encouraging the community to cycle, promoting local cycling routes, social rides, litter picking and working with partners including the Co-op, RSPB<sup>1</sup>, NCC<sup>2</sup> and N&SDC<sup>3</sup>.

*Item 118 was pulled forward on the agenda*

## 118. Vote on a new trustee for Balderton Parochial Charity

Following a recommendation from the Chair of the charity, Daniel Belton was unanimously voted to become a trustee of the charity.

## 109. Vectare Bus Service

<sup>1</sup> Royal Society for the Protection of Birds

<sup>2</sup> Nottinghamshire County Council

<sup>3</sup> Newark and Sherwood District Council

Peter Nathanail gave details of the number 90 hourly bus service which covers Fernwood-Balderton-Newark-Bingham- Nottingham. Demand for the service is growing and from July 28<sup>th</sup> the Sunday service will be introduced as far as Balderton and Fernwood. Information will be sent to the clerk so information can be shared with the community.

**110. Approval of the minutes of the Annual Parish Council and Full Parish Council meeting held on May 22<sup>nd</sup>, 2024**

Both sets of minutes were unanimously approved as an accurate record and Councillor Buxton duly signed them.

**111. Reports District councillor**

*County Councillor Girling* – detailed that he had been attending liaison meetings with Urban and Civic and other partners to improve communication regarding the Southern Relief Road and detailed that in his role as Armed Forces Champion for NCC, had attended events for the 80<sup>th</sup> anniversary of D-day.

*County Councillor Smith* – detailed that he had received concerns from parents of children at Chuter Ede Primary School due to the traffic issues at peak times around their Balderton site. Highways officers are investigating measures to alleviate this. Also, detailed that St Giles Community Hall have raised funding and used reserves to fix the floor and they are now looking to sort out the windows – NCC community fund could be applied for to help with this. More work to address the drainage issues at The Paddocks and Wolfit Avenue are programmed in for the summer. Cllr Mallard raised an issue with a hedge on Hawton Lane covering a significant part of the path – Cllr Smith agreed to raise this.

*District Councillor Oldham* – (written report provided after the agenda pack was published – Clerk read out) – Details of N&SDC's anti-idling campaign including a [film](#) to raise awareness of this issue. There have been complaints regarding anti-social behaviour in the Flowserve site – N&SDC are working with the site owner to address the issues. Welcomed the planning application for CCTV and lighting at Heron Way car park.

*District/Parish Councillor Forde* – Had sent in a written report that can be read in the [agenda pack](#). Added that footpath 13 has now been reopened.

*District/Parish Councillor Hall* – Had arranged a meeting with the Leader, Chief Executive and Director of Planning and Growth of N&SDC and Jane Buxton, Chair of Balderton Parish Council, to discuss Balderton issues. Has done lots of civic work and worked to address residents' concerns.

**112. Parish Councillor Reports**

*Councillor Sellars* – had laid a wreath at the war memorial in Balderton and attended civic events in memory of D-Day.

*Councillor Buxton* – had represented Balderton Parish Council at Newark Town's Funds meetings and civic events in memory of D-Day.

*Councillor Callingham* – had spent an evening with local police officers as part of Nottinghamshire Police's public observation evenings and attended NCC's Annual Service of Dedication.

*Councillor Bracegirdle* – had attended an Urban and Civic meeting and taken a tour of the Southern Link Road. The road works on the B6326 should be completed in August.

*Councillor Marshall* – had been distributing information as part of his Community Health and Wellbeing Champion role – efforts are being made to bring events closer to Balderton. Has completed an Emergency First Aid at work course.

**113. Clerk's report – noted.** (*Italics indicate where this report was updated during the meeting.*)

<b>June Clerk's Report</b>	
Administration/ Management	<p>The annual governance statement and financial statement for 2023/24 have been submitted to the external auditor and required notices put in place on our notice boards and website.</p> <p>Skipton Building Society funds have been transferred to our Lloyds account.</p> <p>Rialtas finance software – This has been set up and DCK are due to come in early next month for 2 days to complete the accounts for April-June.</p> <p>Still awaiting updates to the queries that have been raised (by councils across England) about the new template Financial Regulations. Once we have feedback they will be brought to Full Council for consideration.</p>
Procurement	LED lighting upgrade and other electrical work has been completed. Church Wall work is on order. Fire risk assessment has been ordered.
Offer of common land	Some feedback has been received on the access, but we still do not have a complete picture. This will be on a future agenda.
Covenant on Balderton Lake	Report on this will be on a future agenda.
Concerns regarding wildlife crime at Balderton Lake	Additional signage asking for wildlife crime to be reported <i>has arrived and will be put up soon.</i>

**114. Co-option of a new parish councillor**

Anna Rutkowska spoke to attendees about why she had put herself forward to be co-opted. It was unanimously agreed to co-opt Anna.

**115. Acceptance of office**

Anna Rutkowska duly signed a declaration of acceptance of office form and the clerk signed to witness it. Forms were given to the new councillor to complete, and an induction pack to read. Cllr Rutkowska joined the meeting to consider the remainder of the business on the agenda.

**116. Election of Committee Members**

- Allotment Sub-committee - Cllrs Marshall and Scott were elected to this sub-committee.
- Planning Committee – Cllr Mallard was elected to this committee. There is still one space on this committee - Clerk to add to September agenda for consideration again.

**117. Footpath Liaison Group and its membership**

The council noted the work of this group, and it was agreed that Cllrs Forde, Hall, and Marshall should continue their work to help raise awareness and encourage responsible bodies to act when needed.

*Cllr Scott left the meeting during item 119.*

**119. Consideration of the following motion from Cllrs Forde and Hall:**

'Full Council is requested to reconsider the parish council adding to its Asset Register and the future maintenance of assets purchased for the "Balderton Village Trail" from a £50k UK Shared Prosperity Fund grant to Newark Sustrans Rangers, noting that the award will fail for good if agreement with the relevant parish is not in place by 30 June 2024 (for which see the

report provided by Cllr Forde), the draft bid having been considered by Full Council on 28 February 2024 but in the absence of Cllrs Forde and Hall.'

The council agreed to proceed with adding the items for the village trail to the council's assets which will include receipt of the £50,000, procurement of the items and responsibility for future maintenance (Newark Sustrans Rangers to maintain for the first five years). Cllr Forde will manage the installation process and make sure all approvals have been obtained. 13 Councillors supported the motion and 1 abstained (Cllr Bright).

#### **120. Finance**

- a. The council noted the May bank account balances and salaries expenditure.
- b. The council noted receipt of £1,268.06 of Community Infrastructure Levy.
- c. The council unanimously agreed to proceed tree work required following a recent tree survey. The urgent work will be done on July 10<sup>th</sup> – clerk to ensure public notice is given of this essential work.

#### **121. Committee Draft Minutes**

Minutes were noted for:

- a. Amenities Committee – June 12th, 2024.
- b. Planning Committee - June 17th, 2024.

#### **122. Policies and documents**

The following new documents/update to documents were unanimously agreed:

- a. New - Tree Management Policy.
- b. New - Guidelines for public participation in parish council meetings.
- c. Updated Communication and Engagement Policy point 5a ii (reflecting Amenities Meeting schedule changes).

#### **123. Correspondence**

- a. Email requesting support for safety of Lithium-ion Batteries and e-bikes and scooters – noted.
- b. Email requesting that the council supports having double yellow lines on Centenary Close – The council did not support or object to this matter that NCC are considering.
- c. To consider an email regarding the Walk and Talk Movement – the council agreed to signpost this.

#### **EXEMPT ITEMS**

*Under the Public Bodies (Admissions to meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), the public and accredited representatives of newspapers be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of schedule 12A of the Local Government Act 1972.*

The council unanimously agreed to close the meeting to the press and public.

#### **124. Consideration of Recommendations from the Personnel and Policy Committee**

The council unanimously agreed with the recommended actions following feedback from the Personnel and Policy Committee who had met on June 24<sup>th</sup>. The agreed recommended actions were:

- a. Draft contracts provided by Worknest: Balderton Parish Council to use the contracts for any new employees.
- b. Draft staff handbook –to be adopted.
- c. To recruit a Temporary Clerical Assistant for 3 months. Full Council delegated the decision on which candidate to opt for to the Personnel and Policy Committee.
- d. Staff overtime decision (personnel related therefore not published).

Meeting closed at 9.30pm

## District Councillor Reports

### Written report for Balderton Parish Council from Cllrs. Jean Hall and Simon Forde - 17 July 2024

The Flowserve housing development was approved at NSDC Planning last week. Both the parish and district had objected to the original Flowserve application, but that original rejection by Planning was overturned after an appeal. That means the district was then constrained by features that had been settled by the appeal judgement when the detailed plan was submitted. Despite having its hands tied by the appeal judgement, the district planning department has achieved the following:

1. Reduced the number of houses from 322 to 309
2. A better housing balance in line with our needs in Balderton: particularly five bungalows suitable for disabled or elderly residents, reducing 4-bedroom houses to only one-ninth of the total, and almost half (45%) being one or two-bedroom houses.
3. 86 car-parking spaces for the sports and social club (which is some recognition that this facility will be retained in future), 38 by the main entrance, 38 at the rear of the site, and 10 on the spine road. There are 38 further visitor parking spaces across the site.

The councillors for Balderton South (Cllrs. Forde and Hall) and Balderton Parish Council had formally raised several objections and concerns. In response to our liaison with the planning officers, we are now assured of the following:

1. Footpath [FP] 13 which runs alongside the eastern side of the development, to Lowfield Lane, will be improved for walkers. Additionally, "Plots have been orientated to ensure passive surveillance for new and existing footpaths/PRoW [public rights of way]". The planning officer states that it will become a 5-foot wide tarmac path.
2. The developers have agreed "to improve existing public rights of way to accommodate cyclists" for FP11 which runs from Sustrans due east to Mead Way. For instance, the two crossings of roads are protected by raised platforms for cars, to slow traffic. This path is expected to be tarmac and 10 foot wide.
3. Better landscaping and 689 new native trees: "the landscaping plans have been revised to incorporate significant additional planting (in excess of 600 trees across the development), including street trees of acceptable species to enhance the character and appearance of the development. The main spine road would include trees along areas of public open space, surrounding the attenuation pond and trees would also be included along the road network throughout the development".
  - Unfortunately, most of the trees are within private homes, so could be destroyed. But the officer adds: "However, it is noted that the Tree Strategy plan does show trees in public ownership interspersed around the development and particularly around the public open space to the western side of the development that would be maintained by a management company."
  - Only three existing trees will be removed and the council's Tree Officer has approved these: one has defects, one is growing under the canopy of a mature tree, one is an apple tree. Plus, a row of cypresses near Lowfield Cottages where the Tree Officer could find no sound reason to refuse permission to have them cut down.
  - "Planting of shrubs and herbaceous planting, native scrub, hedgerow planting (including 6,497 tree species within hedgerows which will not reach full maturity but will



be planted within hedgerows), grassland areas and wildflower meadows in addition to wetland areas”.

Five aspects have not been fully resolved and will require ongoing attention:

1. The lack of public transport has not been addressed. However, the plan has been amended to offer improved walking and cycling routes, particularly east-west, leading to Balderton village and the shops there. Each house has a shed for cycle storage, to further encourage cycling.
2. Our concerns about access to Hawton Lane can go no further because the access was approved by the County Highways and the planning appeal, so it remains to be seen if it is as dangerous as we fear.
3. The last few yards of the connection from FP11 onto the Sustrans route is not on Flowserve land but Railway Paths Ltd. who have not been responsive. We will have to see if Sustrans can develop the final few yards, including over the wooden footbridge that has recently been installed there by Notts CC.
4. Play equipment especially suitable for disabled children cannot be specified within a planning application; this is a matter that the council can pursue later with the developer.
5. The 38 parking spaces at the rear of the social and sports club will need to be designated as reserved for users by the management company.

Our biggest concern remains: while the land has been raised and a retention pond added, which should mean the houses on-site do not flood, Cllrs Hall and Forde remain very sceptical that there will not in fact be adverse effect on neighbouring land from increased run-off as the plot gets developed.

## Parish Councillors Reports

Item 131

**Cllr Karen Callingham** – I attended our first Meet and Greet event at the Village Centre on 13 July. This was a successful event engaging with residents, the police, community protection officers, Mending Lines, the Salvation Army and Food bank. We received lots of positive feedback. Looking forward to the next one.

I have been reporting vandalism and antisocial behaviour to the police and NSDC with follow up communication with both.

I spent a Sunday morning helping clearing brambles away from the paths at the lake.

My usual litter picking round the lake, cycle track and surrounding streets.

**Cllr Leigh Marshall** - As Community Health & Well Being Champion, I have shared Information that I have received from my mentor.

**Cllr Dean Scott** - I attended the Bowls Club 90th birthday celebration.

I met with Robert Weall, the club Captain and the club Secretary. They had a good turn out and the weather was favourable.

They told me about the links they were forming with the Orchard school and hoping they would be using the green if they can satisfy safety concerns .



They brought to my attention the benefits the bowls club has on some people's mental wellbeing on just getting people out socialising.

They explained the problems they were having with access on and off the green. Between us I believe we have come up with a simple solution to avoid potential accidents.

## Item 132

<b>July Clerk's Report</b>	
Administration/ Management	<p>Our Skipton Building Society account has been closed</p> <p>Rialtas finance software –DCK have completed the accounts for April-June – see item 133.</p> <p>Still awaiting updates to the queries that have been raised (by councils across England) about the new template Financial Regulations. Once we have feedback they will be brought to Full Council for consideration.</p> <p>Recruitment is underway for a Temporary Clerical Assistant and a job offer is due to be made with the new person due to start during w/c 22<sup>nd</sup> July. Following the resignation of one of our attendants (playing field/village centre), and advert has been published to recruit for this vacancy. (Also see item 138)</p>
Procurement	<p>Fire risk assessment has been booked for next month. Urgent tree work at Coronation Street Park and Mount Road Cemetery has been completed. New signage for Coronation Street Park has been installed (Safer Streets 5 funding).</p>
Concerns regarding wildlife crime at Balderton Lake	<p>Additional signage asking for wildlife crime to be reported has been installed. (Safer Streets 5 funding). The planning application for CCTV and lighting (which is hoped will enable the police to identify those involved with antisocial behaviour/crime in this area) is due to be considered by N&amp;SDC's planning committee at the beginning of August. Our architect took advice from the district council's ecology officer to ensure the lights being proposed meet requirements laid out in The Institution of Lighting Professionals guidance note. The proposed lights help with minimising light impacts on bats <a href="https://theilp.org.uk/publication/guidance-note-8-bats-and-artificial-lighting/">https://theilp.org.uk/publication/guidance-note-8-bats-and-artificial-lighting/</a> and this has been evidenced in the application.</p>
Defibrillators	<p>The defibrillator that went missing from our box outside Ghent House has not been found. The code on the box has been changed and the defibrillator from our Chuter Ede box has been put in there so the Ghent House defibrillator is up and running. Once we have the electrical supply for the Chuter Ede defibrillator we will need to buy a replacement.</p>
Registration of Interests Forms	<p>These have been distributed to all councillors to update if any of their interests have changed.</p>

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**Balderton Parish Council 2024/2025****Bank - Cash and Investment Reconciliation as at 30 June 2024****Item 133a**

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<b><u>Confirmed Bank &amp; Investment Balances</u></b>		
<b><u>Bank Statement Balances</u></b>		
30/06/2024	Lloyds Current A/c	27,136.84
30/06/2024	Lloyds Chairman's A/c	130.05
30/06/2024	Lloyds CIL A/c	2,975.40
30/06/2024	Lloyds Instant Access A/c	50,496.06
30/06/2024	Lloyds 32 Day Notice A/c	155,638.74
30/06/2024	Unity Current A/c	827.52
30/06/2024	Unity Savings A/c	0.00
		<b>237,204.61</b>
<b><u>Other Cash &amp; Bank Balances</u></b>		
		<b>100,000.00</b>
		<b>337,204.61</b>
<b><u>Receipts not on Bank Statement</u></b>		
		<b>0.00</b>
<b>Closing Balance</b>		<b>337,204.61</b>
<b><u>All Cash &amp; Bank Accounts</u></b>		
1	Lloyds Current Account	27,136.84
2	Lloyds Chairman's A/c	130.05
3	Lloyds CIL A/c	2,975.40
4	Lloyds Instant Access A/c	50,496.06
5	Lloyds 32 Day Notice A/c	155,638.74
6	Unity Current A/c	827.52
7	Unity Savings A/c	0.00
Other Cash & Bank Balances		100,000.00
<b>Total Cash &amp; Bank Balances</b>		<b>337,204.61</b>

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Note: This document has been checked and signed off by 2 councillors<sup>4</sup> before the meeting. The councillors have checked this against the bank statements and viewed the purchase ledger invoice summary for the month. All invoices have been viewed and signed off by 2 councillors.

The other cash and bank balances figure is the council's investment with [CCLA](#) - £100,000.

The following pages list expenditure transactions for April to June 2024.

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<sup>4</sup> Cllrs Cox and Elson

Creditors for Month No 1				Order by Invoices Entered							
				Nominal Ledger Analysis							
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
14/03/2024	INV17528	1000	VIEWTEC	VIEW001	1,759.57	351.91	2,111.48	4305	950	1,759.57	Balderton Lake Signage
22/03/2024	700200	1001	WRICLESERV	WRI001	295.00	0.00	295.00	4400	400	295.00	Cleaning March 24
21/03/2024	GW25074/1	1002	VIEWTEC	VIEW001	316.96	63.39	380.35	4305	950	316.96	CCTV Playing Field Signage
13/03/2024	13/03/2024	1003	PUBWLB	PWL001	6,477.08	0.00	6,477.08	4450	400	6,477.08	Loan Repaymet 10/04/2024
28/03/2024	1732	1004	A1C	A1C001	40.85	8.17	49.02	4156	100	40.85	Colour/Mono Photocopier Charge
01/04/2024	INV18717395	1005	SAGE	SAG001	126.00	25.20	151.20	4130	100	126.00	SAGE 50 Apr 24
15/04/2024	7283696	1006	ESPO	ESP001	41.75	8.35	50.10	4180	100	40.05	3x A4 Paper
								4405	400	1.70	1x Waste Paper liners
27/03/2024	47871	1007	GROVEAUT	GRO001	59.80	11.96	71.76	4760	700	59.80	Line Marker Battery
21/03/2024	IG866814	1008	HUWS	HUW001	297.36	59.47	356.83	4305	950	297.36	36x Hanson Fast Set Postfix
03/04/2024	45	1009	SEC2	SEC001	165.00	33.00	198.00	4310	400	165.00	2x Security Supervisors 23.03
27/03/2024	3521	1010	FARMSTAR	FAR001	900.01	180.00	1,080.01	4715	700	110.01	Strimmer Parts
								4715	700	790.00	FS 411 Clearing Saw
27/03/2024	450455	1011	FARMSTAR	FAR001	8.20	1.64	9.84	4715	700	8.20	10x Equipment Discs
21/02/2024	28781	1012	TRISEC	TRI001	6,484.00	1,296.80	7,780.80	4305	950	6,484.00	CCTV Upgrade
28/03/2024	532132845	1013	GALLAGHER	AJG001	6,655.66	0.00	6,655.66	4110	100	6,655.66	Hiscox Insurance 01.04-31.03
28/03/2024	532134953	1014	GALLAGHER	AJG001	702.93	0.00	702.93	4115	700	702.93	Allianz Insurance 01.04-31.03
28/03/2024	532136293	1015	GALLAGHER	AJG001	1,102.70	0.00	1,102.70	4112	700	1,102.70	AS Amlin Insurance 01.04-31.03
25/03/2024	1478659491	1016	TRADEUK	TRA001	54.15	10.82	64.97	4785	700	10.83	1x Waterproof Overtrousers
								4785	700	29.16	1x Trousers
								4785	700	14.16	1x Jackel Shorts
22/03/2024	1478038772	1017	TRADEUK	TRA001	317.15	53.82	370.97	4785	700	83.82	1x Boots, 1x Trainers
								4715	700	233.33	1x 15kg Breaker
31/03/2024	000212	1018	NEWSEC SER	NEW006	310.00	62.00	372.00	4310	300	310.00	Gate Closing Mar 24
29/03/2024	58263	1019	ELECTRIC	NEW007	1,650.00	330.00	1,980.00	4200	400	1,650.00	Pump Repairs Job 66963
02/04/2024	KI-23F71783-026	1020	EON	EON001	109.43	5.47	114.90	4440	400	109.43	Electricity 03.03-31.03.24
28/02/2024	OP/1123955	1021	SUTCLIFFE	SUT001	13,106.10	2,621.22	15,727.32	4305	950	13,106.10	7 Panel Full POD Shelter
29/03/2024	14284	1022	DATA1	DAT001	52.00	10.40	62.40	4140	100	52.00	IT & Communications Feb 24

Creditors for Month No 1				Order by Invoices Entered							
				Nominal Ledger Analysis							
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
01/04/2024	APR 24	1023	NSDC	NEW001	120.00	0.00	120.00	4520	400	120.00	Business Rates Apr 24
27/03/2024	INV-4766	1024	HUGO	HUG001	9.99	2.00	11.99	4135	100	9.99	HF Bronze Subscription
24/04/2024	SI-2943924	1025	SPALD	SPA001	33.00	6.60	39.60	4725	700	33.00	32" Edging Knife
19/04/2024	70040	1026	WRICLESERV	WRI001	425.00	0.00	425.00	4400	400	425.00	Cleaning Mar-Apr 24
25/03/2024	63465	1027	GMS	GMS001	72.00	14.40	86.40	4405	400	72.00	3x Ply Hand Towels
31/03/2024	839	1028	IWEC	IWE001	306.90	61.38	368.28	4200	400	306.90	Sewage Pump Repairs
22/04/2024	1368	1029	GGGREEN	GGG001	18.99	0.00	18.99	4725	700	18.99	Supply/Fit Sprinkler Head
09/04/2024	CD971694947	1030	AGROV	AGR001	111.09	22.22	133.31	4760	700	111.09	2x Pro Blue Paint 10ltr
02/04/2024	1481188569	1031	TRADEUK	TRA001	112.49	22.50	134.99	4765	400	112.49	1x GrabRail 760x250x35mm
22/04/2024	1487647018	1032	TRADEUK	TRA001	22.62	4.52	27.14	4725	400	11.80	4x Quicksilver 6x1" Pk200
								4725	400	10.82	4x Quicksilver 6x2" Pk200
10/04/2024	3144146	1033	EVERF	EVE001	197.26	0.00	197.26	4210	400	172.25	Water 10.05-09.06
								4210	200	15.16	Water 10.05-09.06
								4210	500	9.85	Water 10.05-09.06
23/04/2024	00018160	1034	NEWLOCK	NEW002	13.00	2.60	15.60	4200	400	13.00	2c Cylinder Keys
19/04/2024	A28602	1035	RUSSE	RUS001	59.51	11.34	70.85	4710	700	59.51	Equipment Parts -Nut & End Cap
22/04/2024	INV159478	1036	TALLIS	TAL001	56.70	11.34	68.04	4760	700	46.20	1x 12v Cyclic Battery
								4305	400	10.50	7x Anti Theft Yel. Screws
26/04/2024	17986	1037	ICCM	ICC001	100.00	0.00	100.00	4500	500	100.00	ICCM Corporate Membership24/25
15/04/2024	TPC11213	1038	DCK	DCK001	1,337.15	267.43	1,604.58	4095	100	651.07	Accounting Support Mar 24
								4095	100	686.08	Year End Support 2023/24
29/04/2024	1775	1039	A1C	A1C001	2,136.00	427.20	2,563.20	4155	100	2,136.00	Sharp MX3061 Photocopier
01/04/2024	APR24B	1042	NSDC	NEW001	67.80	0.00	67.80	4520	500	67.80	Business Rates Apr 24
30/01/2024	INV 3073	1044	NALCNOTTS	NAL001	1,996.36	0.00	1,996.36	4185	100	1,996.36	Annual Subscription 2023/24
05/04/2024	7105396541A	1045	NSDC	NEW001	75.92	0.00	75.92	4230	500	75.92	Collection Charges Apr 24
05/04/2024	7105396540A	1046	NSDC	NEW001	131.43	0.00	131.43	4230	400	131.43	Collection Charges Apr 24
TOTAL INVOICES					48,434.91	5,987.15	54,422.06			48,434.91	

Creditors for Month No 2				Order by Invoices Entered				Nominal Ledger Analysis			
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
07/05/2024	601	1047	NEWTON	NEW008	22.80	0.00	22.80	4075	100	22.80	D-Day 80 Flag of Peace
30/04/2024	210731	1048	WATWORK	WAW001	47.55	9.51	57.06	4175	100	47.55	3x Spring Water 19ltr
31/03/2024	209990	1049	WATWORK	WAW001	-12.00	-2.40	-14.40	4175	100	-12.00	Bottle Deposit Received
30/04/2024	000222	1050	NEWSEC SER	NEW006	300.00	60.00	360.00	4310	300	300.00	Gate Closing Apr 24
12/04/2024	IH118839	1051	HUWS	HUW001	235.18	47.04	282.22	4200	200	57.20	20x Prosolve Fencing pins
								4200	200	52.34	1x Polythene Membrane
								4200	200	26.52	6x Battens
								4200	200	99.12	12x Hanson Fast Set Postfix
30/04/2024	476777	1052	GBMWAST	GBM001	6.00	1.20	7.20	4230	700	6.00	8 Yard Rental Charge 06.03.24
01/05/2024	CD971718094	1053	AGROV	AGR001	930.80	4.00	934.80	4760	700	465.40	8x MM22 Grass Seeds
								4755	700	465.40	8x MM22 Grass Seeds
29/04/2024	1802	1054	A1C	A1C001	24.00	4.80	28.80	4156	100	24.00	Colour/Mono Photocopier Charge
30/04/2024	14059	1055	AWS T	AWS001	45.00	9.00	54.00	4770	700	45.00	FY02LYU - Puncture Repair
31/03/2024	A28300	1056	RUSSE	RUS001	73.84	14.07	87.91	4760	700	73.84	Bowling Green Mower Repair
02/05/2024	3362	1057	D A DIXON	DAD01	229.17	45.83	275.00	4055	100	229.17	Internal Audit 2023/24
30/04/2024	58476	1058	ELECTRIC	NEW007	420.00	84.00	504.00	4200	400	420.00	Water Pump Repair - Job 67488
08/05/2024	24030-INVOICE-01	1059	VERVE	VER001	200.00	0.00	200.00	4305	950	200.00	Lighting Columns Survey and PI
01/05/2024	INV18887344	1060	SAGE	SAG001	126.00	25.20	151.20	4130	100	126.00	SAGE 50 May 24
03/04/2024	816114916	1061	BRIGAS	BRI001	1,243.09	248.61	1,491.70	4435	400	1,243.09	Elec - Pavilion Mar 24
03/05/2024	814547041	1062	BRIGAS	BRI001	1,214.80	242.96	1,457.76	4440	400	1,214.80	Elec - Pavilion Apr 24
30/04/2024	14374	1063	DATA1	DAT001	52.00	10.40	62.40	4140	100	52.00	IT & Communications Mar 24
10/05/2024	60-0518-4	1064	TRENTVIDB	TRE001	21.32	0.00	21.32	4725	700	21.32	Agricultural Drainage Rates
13/05/2024	52402	1065	STERISER	STE001	150.00	30.00	180.00	4200	400	150.00	Risk Assessment - CH Dance Stud
13/05/2024	52420	1066	STERISER	STE001	298.50	59.70	358.20	4200	400	298.50	Water Tank - Clean & Disinfect
16/05/2024	00018219	1067	NEWLOCK	NEW002	19.00	3.80	22.80	4202	400	19.00	2x Chubb Cruiser Keys
21/05/2024	29586	1068	LAFFEYS	LAF001	37.50	7.50	45.00	4760	700	37.50	1.5 tons Screened Topsoil
09/05/2024	14092	1069	AWS T	AWS001	60.00	12.00	72.00	4775	700	60.00	OSR New Tyre - YN18 DLX
30/04/2024	SA1904	1070	SOUL ARC	SOU001	1,725.00	345.00	2,070.00	4900	900	1,725.00	Condition Survey - St Giles Bo

Creditors for Month No 2				Order by Invoices Entered				Nominal Ledger Analysis			
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
23/05/2024	24030-INVOICE-02	1071	VERVE	VER001	616.50	0.00	616.50	4305	950	616.50	Lighting Columns Application F
27/04/2024	INV-5107	1072	HUGO	HUG001	9.99	2.00	11.99	4135	100	9.99	HF Bronze Subscription
14/05/2024	KI-23F71783-0027	1073	EON	EON001	89.59	17.92	107.51	4440	400	89.59	Electricity 01.04-30.04.24
05/05/2024	MAY 24	1074	NSDC	NEW001	75.92	0.00	75.92	4230	500	75.92	Collection Charges May 24
05/05/2024	MAY24B	1075	NSDC	NEW001	131.43	0.00	131.43	4230	400	131.43	Collection Charges May 24
01/05/2024	3241707	1076	EVERF	EVE001	106.59	0.00	106.59	4210	400	59.89	Water 15.06-30.06
								4210	500	4.15	Water 15.06-30.06
								4210	200	7.95	Water 15.06-30.06
								4211	700	34.60	Water 15.06-30.06
19/04/2024	3216873	1077	EVERF	EVE001	411.56	0.00	411.56	4210	400	230.91	Water 15.04-14.06
								4210	500	17.71	Water 15.04-14.06
								4210	200	32.93	Water 15.04-14.06
								4211	700	130.01	Water 15.04-14.06
12/05/2024	11071	1079	A1C	A1C001	700.00	140.00	840.00	4725	700	700.00	To Vertidrain Field
17/05/2024	70059	1080	WRICLESERV	WRI001	435.00	0.00	435.00	4400	400	435.00	Cleaning May 24
17/05/2024	44280	1081	PRIMEPRI	PRI001	90.00	18.00	108.00	4180	100	90.00	Business Cards
TOTAL INVOICES					10,136.13	1,440.14	11,576.27			10,136.13	

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## Balderton Parish Council 2024/2025

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## PURCHASE LEDGER INVOICE LISTING

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## Creditors for Month No 3

## Order by Invoices Entered

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
03/06/2024	3328863	1078	EVERF	EVE001	-794.52	0.00	-794.52	4210	400	-382.73	Water 01.07-31.07
								4210	500	9.93	Water 01.07-31.07
								4210	200	-37.65	Water 01.07-31.07
								4211	700	-384.07	Water 01.07-31.07
31/05/2024	18115	1082	ICCM	ICC001	300.00	60.00	360.00	4190	100	300.00	ICCM Training Course 21.06
13/05/2024	477409	1083	GBMWAST	GBM001	204.17	40.83	245.00	4230	700	204.17	8 Yard Rental Charge 07.05.24
30/05/2024	451772	1084	FARMSTAR	FAR001	49.13	9.83	58.96	4775	700	49.13	Kubota Tractor Rod
30/05/2024	451771	1085	FARMSTAR	FAR001	4.72	0.94	5.66	4775	700	4.72	Kubota Tractor Nut
29/05/2024	E2018815041	1086	ALLSTAR	ALL02	7.50	1.50	9.00	4720	700	7.50	Fuel Monthly Card Fee
22/05/2024	KCR-23F71783-0031087		EON	EON001	-362.98	-18.15	-381.13	4440	400	-362.98	Gas - Credit Jan-Mar 24
28/05/2024	1846	1088	A1C	A1C001	148.14	29.63	177.77	4156	100	148.14	Colour/Mono Photocopier Charge
05/06/2024	E2018868230	1089	ALLSTAR	ALL02	113.31	22.66	135.97	4720	700	113.31	Fuel - BK59JZH
31/05/2024	211455	1090	WATWORK	WAW001	54.72	10.58	65.30	4175	100	54.72	Water Rental May-Aug 24
06/06/2024	372	1091	VIEWTEC	VIEW001	6,092.60	1,218.52	7,311.12	4430	400	6,092.60	Electrical Works
03/06/2024	29250	1093	TRISEC	TRI001	100.00	20.00	120.00	4201	400	100.00	Emergency Lighting Maintenance
03/06/2024	29251	1094	TRISEC	TRI001	155.00	31.00	186.00	4201	400	155.00	Fire Alarm Maintenance
31/05/2024	29226	1095	TRISEC	TRI001	55.00	11.00	66.00	4201	400	55.00	Keyholder Callout 13.05.24
17/05/2024	OP/I24414	1096	SUTCLIFFE	SUT001	3,268.98	653.80	3,922.78	4305	950	3,268.98	Pod Shelter Hard Standing
28/03/2024	OP/I124189	1097	SUTCLIFFE	SUT001	2,812.83	562.57	3,375.40	4305	950	2,812.83	Post Installation Inspection
20/05/2024	227668	1098	GBMWAST	GBM001	-6.00	-1.20	-7.20	4230	700	-6.00	8 Yard Rental 06.03.24
17/04/2024	INV 3288	1099	NALCNOTTS	NAL001	45.00	0.00	45.00	4195	100	45.00	Code of Conduct Training 02.05
06/06/2024	INV522	1100	SUREFLAME	SUR01	84.00	0.00	84.00	4200	400	84.00	Boiler Service
06/06/2024	46	1101	SEC2	SEC001	140.00	28.00	168.00	4310	400	140.00	2x Security Supervisors 11.05
30/05/2024	INV-0058	1103	LIZS	LIZ001	89.50	17.90	107.40	4730	700	41.67	16x Bedding Strips
								4730	700	17.93	8x Pot Plants
								4730	700	29.90	12x Osteospermum
02/06/2024	INV-0059	1104	LIZS	LIZ001	31.67	6.33	38.00	4730	700	31.67	6x Compost Bags
17/05/2024	IH395358	1105	HUWS	HUW001	27.40	5.48	32.88	4725	700	10.24	1x SIKA Accelerator

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## Balderton Parish Council 2024/2025

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## PURCHASE LEDGER INVOICE LISTING

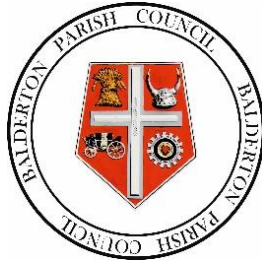
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## Creditors for Month No 3

## Order by Invoices Entered

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								4725	700	17.16	12x UC3 Pointed Pegs
07/06/2024	7346416	1106	ESPO	ESP001	37.05	7.41	44.46	4405	400	20.90	2x Bin 24ltr Grey
								4405	400	8.50	2x Swing Bin Liners
								4180	100	7.65	3x Adhesive Tape
04/06/2024	14166	1107	AWS T	AWS001	40.00	8.00	48.00	4710	700	40.00	Mower Puncture Repair
01/04/2024	15257	1108	SAFEMES	SML001	745.20	149.04	894.24	4160	100	745.20	Safety Club Membership
03/06/2024	KI-23F71783-0029	1109	EON	EON001	39.36	1.97	41.33	4440	400	39.36	Gas - 21.05-01.06
04/06/2024	804971185	1110	BRIGAS	BRI001	1,242.76	248.55	1,491.31	4435	400	1,242.76	Elec - Pavilion May 24
31/05/2024	14474	1111	DATA1	DAT001	52.00	10.40	62.40	4140	100	52.00	IT & Communications Apr 24
14/06/2024	70079	1112	WRICLESERV	WRI001	435.00	0.00	435.00	4400	400	435.00	Cleaning May-Jun 24
12/06/2024	INV17970	1113	VIEWTEC	VIEW001	862.03	172.41	1,034.44	4305	950	862.03	Coronation Street PF Signage
20/06/2024	00018284	1114	NEWLOCK	NEW002	114.00	22.80	136.80	4202	400	75.00	5x Garrison Keys Gate
								4202	400	39.00	6x Cylinder Keys
14/06/2024	452164	1115	FARMSTAR	FAR001	187.80	37.56	225.36	4775	700	187.80	6x Tractor Blades
21/06/2024	7369528	1116	ESPO	ESP001	90.30	18.06	108.36	4405	400	90.30	Multiple Cleaning Supplies
07/06/2024	CD971758325	1117	AGROV	AGR001	126.95	25.39	152.34	4760	700	126.95	2x E2 Pro Long Liquid 35+0+0 1
27/05/2024	INV-5693	1118	HUGO	HUG001	9.99	2.00	11.99	4135	100	9.99	HF Bronze Subscription
05/06/2024	JUN 24	1119	NSDC	NEW001	75.92	0.00	75.92	4230	500	75.92	Collection Charges Jun 24
05/06/2024	JUN24B	1120	NSDC	NEW001	131.43	0.00	131.43	4230	400	131.43	Collection Charges Jun 24
06/06/2024	372CR	1121	VIEWTEC	VIEW001	-6,092.60	-1,218.52	-7,311.12	4430	400	-6,092.60	Electrical Works
06/06/2024	372	1122	VIKING	VIK01	6,092.60	1,218.52	7,311.12	4430	400	6,092.60	Electrical Works
14/06/2024	JUN24C	1123	NSDC	NEW001	54.00	0.00	54.00	4520	500	54.00	Business Rates Jun 24
14/06/2024	JUN24D	1124	NSDC	NEW001	108.00	0.00	108.00	4520	400	108.00	Business Rates Jun 24
01/06/2024	INV19051202	1125	SAGE	SAG001	126.00	25.20	151.20	4130	100	126.00	SAGE 50 Jun 24
TOTAL INVOICES					17,097.96	3,440.01	20,537.97			17,097.96	



# Balderton Parish Council Financial Review

Up to 30<sup>th</sup> June 2024

This document summarises the financial activity from 1<sup>st</sup> April to 30<sup>th</sup> June 2024 and compares this to the budget set for the financial year. It also notes any known possible future expenditure which is likely to be above the original budgeted figure. If you have any questions regarding this document, please email the Parish Clerk. This will be discussed at the Parish Council Full Council meeting on 24th June.

Pages 3 to 7 give analysis of income and expenditure for the first quarter of 2024/25. On most items we are on track with the budget that was agreed by Full Council in January 2024. The following items will be over budget:

## 1. Expenditure

- a. **Insurance** – Insurance is paid for the full year early in the financial year. The original budget for this financial year was £7000. Overall, we have spent £8462 on insurance which equates to 21% above the original budget. A three-year agreement was in place with the current supplier. This ends at the end of this financial year so we plan to go out to test the market at the end of this year to bring costs down for 2024/25.
- b. **Photocopier purchase** – At the time we set the budget we had expected the payment for the new copier to fall into 2023/24 expenditure, so this was not included in the 2024/25 budget.
- c. **Building maintenance** – Sewerage pump repairs have led to 34% of the Balderton Village Centre maintenance budget being spent. On the new financial system, we have allocated the 'maintenance' budget to more detailed coding to assist with budgeting going forward.
- d. **Tree Surveys** – We have received one quote for the tree work requirements which were identified in the tree survey that was done in February. Based on this it is likely that we will spend significantly more than the £2500 which was budgeted in this area. Three quotes will be brought to council towards the end of 2024.
- e. **Business rates – Balderton Village Centre** – These were omitted from the 2024/25 budget. Total amount £1200.
- f. **Financial Software/Support** – At the time of setting the 2024/25 budget, we had not considered moving to sector specific software. It is envisaged that we will spend £3175 on finance/payroll software this year and approximately £670 per month on accounting services, if required.

## 2. Income

- a. **Community Infrastructure Levy (CIL)** - £1268 has been received. We did not forecast any CIL income in this financial year.
- b. **Balderton Village Centre Hire** – Bookings for the village centre are picking up. In 2023/24 income was £14,138. During the first quarter of this financial year, we have taken £6059. We have taken 2 long term regular bookings which should begin in September. With these and the increase of ad hoc bookings I



estimate income will be closer to £22,000 (budget was £16,000 including bar rent).

- c. **Bank interest** – If interest rates do not reduce significantly, we are on target to exceed the income from interest that we forecast for this financial year. The £100,000 with CCLA since 7/5/24 is currently returning 5.2%<sup>5</sup> interest. The council currently has £155,340 in the Lloyds 32-day notice account. The interest on this account (2.5%) is over 50% less than the CCLA investment. It is recommended that the majority of this is moved into the CCLA investment which also provides better liquidity (next working day) than the Lloyds 32-day account.

### 3. System and processing update

The council's accounts are up to date in the new financial system, Rialtas, and the working arrangements with DCK Accounting Solutions is going well. They managed to get 3 months of invoices into the system in 2 days and produced a VAT return and monthly reports. Notice has been served to close the Sage accounting package.

### Conclusion and Recommendations

The council is asked to:

- a. note the income and expenditure up to 30 June 2024.
- b. consider continuing to use DCK Accounting Solutions services for the next six months.
- c. consider whether to move £100,000 from the Lloyds 32-day account to the CCLA deposit fund.

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<sup>5</sup> Interest earned from 7/5/24 to 30/6/24 - £784.62.

## Detailed Income &amp; Expenditure by Budget Heading 11/07/2024

Month No: 3

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Central Administration</u>								
1076 Precept	0	182,810	365,620	182,810			50.0%	
1080 Bank Interest	1,771	2,633	10,000	7,367			26.3%	
1095 CIL Income	1,268	1,268	0	(1,268)			0.0%	
1100 Grants Received	0	0	1,000	1,000			0.0%	
Central Administration :- Income	<b>3,039</b>	<b>186,711</b>	<b>376,620</b>	<b>189,909</b>			<b>49.6%</b>	<b>0</b>
4055 Audit - internal	0	229	500	271		271	45.8%	
4060 Audit - external	0	0	800	800		800	0.0%	
4065 Bank charges	16	16	0	(16)		(16)	0.0%	
4070 Broadband and telephones	0	0	1,500	1,500		1,500	0.0%	
4075 Chairman's allowance	0	23	250	227		227	9.1%	
4080 Elections	0	0	500	500		500	0.0%	
4085 Expenses - mileage	0	0	400	400		400	0.0%	
4090 Expenses - other	0	0	100	100		100	0.0%	
4095 Finance support	0	1,337	0	(1,337)		(1,337)	0.0%	
4100 S137/ Grants	0	0	2,000	2,000		2,000	0.0%	
4110 Insurance - general	0	6,656	6,500	(156)		(156)	102.4%	
4120 IT - Hardware	0	0	260	260		260	0.0%	
4125 IT - software -cemetery	0	0	240	240		240	0.0%	
4130 IT - software -finance	126	378	2,200	1,822		1,822	17.2%	
4135 IT - website	10	30	100	70		70	30.0%	
4140 IT support	52	156	1,700	1,544		1,544	9.2%	
4145 Newsletter	0	0	1,000	1,000		1,000	0.0%	
4155 Printing -Copier Purchase	0	2,136	1,000	(1,136)		(1,136)	213.6%	
4156 Printing - Copies	148	213	750	537		537	28.4%	
4160 Professional services	745	745	2,000	1,255		1,255	37.3%	
4175 Refreshments - staff	55	97	0	(97)		(97)	0.0%	
4180 Stationery and postage	116	297	750	453		453	39.6%	
4185 Subscriptions	0	1,996	4,600	2,604		2,604	43.4%	
4190 Training - staff	300	300	3,000	2,700		2,700	10.0%	
4195 Training - councillors	45	45	150	105		105	30.0%	
Central Administration :- Indirect Expenditure	<b>1,612</b>	<b>14,654</b>	<b>30,300</b>	<b>15,646</b>	<b>0</b>	<b>15,646</b>	<b>48.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>1,427</b>	<b>172,057</b>	<b>346,320</b>	<b>174,263</b>				
<u>200 Allotments - Glebe Park</u>								
1200 Rent - Allotments	0	20	1,100	1,080			1.8%	
Allotments - Glebe Park :- Income	<b>0</b>	<b>20</b>	<b>1,100</b>	<b>1,080</b>			<b>1.8%</b>	<b>0</b>
4200 Maintenance	0	235	500	265		265	47.0%	
4210 Water	(38)	18	750	732		732	2.5%	

Continued over page

## Detailed Income &amp; Expenditure by Budget Heading 11/07/2024

Month No: 3

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4220 Lease Rent - Allotment Site	0	0	400	400		400	0.0%	
4230 Waste removal	0	0	1,000	1,000		1,000	0.0%	
Allotments - Glebe Park :- Indirect Expenditure	(38)	254	2,650	2,396	0	2,396	9.6%	0
<b>Net Income over Expenditure</b>	<b>38</b>	<b>(234)</b>	<b>(1,550)</b>	<b>(1,316)</b>				
<u>300 Balderton Lake</u>								
1300 Rent Angling	0	0	1,820	1,820			0.0%	
Balderton Lake :- Income	0	0	1,820	1,820			0.0%	0
4200 Maintenance	0	0	4,000	4,000		4,000	0.0%	
4300 Improvements	14	14	3,000	2,986		2,986	0.5%	
4310 Security	0	610	3,500	2,890		2,890	17.4%	
Balderton Lake :- Indirect Expenditure	14	624	10,500	9,876	0	9,876	5.9%	0
<b>Net Income over Expenditure</b>	<b>(14)</b>	<b>(624)</b>	<b>(8,680)</b>	<b>(8,056)</b>				
<u>400 Balderton Village Centre</u>								
1400 Regular Hirers	1,136	2,436	7,000	4,564			34.8%	
1410 Ad Hoc Hirers	2,055	3,623	7,000	3,377			51.8%	
1420 Dance School Rent	375	1,232	4,500	3,268			27.4%	
1430 Dance School Recharges	0	0	1,000	1,000			0.0%	
1450 Bar Rent	167	583	2,000	1,417			29.2%	
Balderton Village Centre :- Income	3,733	7,874	21,500	13,626			36.6%	0
4200 Maintenance	84	2,922	6,500	3,578		3,578	45.0%	
4201 Building Safety & Security	310	310	4,000	3,690		3,690	7.8%	
4202 Building Equipment	114	133	2,000	1,867		1,867	6.7%	
4210 Water	(383)	80	2,000	1,920		1,920	4.0%	
4230 Waste removal	131	394	1,300	906		906	30.3%	
4305 Safer Street expenditure	0	11	0	(11)		(11)	0.0%	
4310 Security	140	305	2,500	2,195		2,195	12.2%	
4400 Cleaning contract	435	1,590	4,500	2,910		2,910	35.3%	
4405 Cleaning materials	120	193	1,000	807		807	19.3%	
4415 Licences (entertainment, PPL/P	0	0	400	400		400	0.0%	
4420 Sanitary services	0	0	2,115	2,115		2,115	0.0%	
4430 Upgrades/replacements/one off	6,093	6,093	6,000	(93)		(93)	101.5%	
4435 Utilities - electricity	1,243	2,486	19,000	16,514		16,514	13.1%	
4440 Utilities - gas	(324)	1,090	3,000	1,910		1,910	36.3%	
4445 Utilities - Water	0	0	2,000	2,000		2,000	0.0%	
4450 Loan Repayments	0	6,477	12,954	6,477		6,477	50.0%	
4520 Business rates	108	228	0	(228)		(228)	0.0%	

Continued over page

## Detailed Income &amp; Expenditure by Budget Heading 11/07/2024

Month No: 3

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4725 Miscellaneous grounds maintena	0	23	0	(23)		(23)	0.0%	
4765 Vandalism repairs	0	112	0	(112)		(112)	0.0%	
Balderton Village Centre :- Indirect Expenditure	<b>8,071</b>	<b>22,448</b>	<b>69,269</b>	<b>46,821</b>	<b>0</b>	<b>46,821</b>	<b>32.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(4,338)</b>	<b>(14,574)</b>	<b>(47,769)</b>	<b>(33,195)</b>				
<u>500 Cemetery</u>								
1500 Burial - grave	348	854	6,000	5,146			14.2%	
1510 Burial - cremation	0	664	6,000	5,336			11.1%	
1520 Memorial applications	554	1,266	5,000	3,734			25.3%	
Cemetery :- Income	<b>902</b>	<b>2,784</b>	<b>17,000</b>	<b>14,216</b>			<b>16.4%</b>	<b>0</b>
4210 Water	10	42	100	58		58	41.6%	
4230 Waste removal	76	228	1,000	772		772	22.8%	
4500 ICCM membership	0	100	100	0		0	100.0%	
4520 Business rates	54	122	700	578		578	17.4%	
4530 Misc. cemetery expenditure	0	0	2,000	2,000		2,000	0.0%	
Cemetery :- Indirect Expenditure	<b>140</b>	<b>491</b>	<b>3,900</b>	<b>3,409</b>	<b>0</b>	<b>3,409</b>	<b>12.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>762</b>	<b>2,293</b>	<b>13,100</b>	<b>10,807</b>				
<u>700 Grounds Maintenance</u>								
1700 Rent -Bowls	0	0	1,275	1,275			0.0%	
1710 Rent - Cricket	0	0	1,250	1,250			0.0%	
1720 Rent - Football	0	0	4,500	4,500			0.0%	
1730 Rent - Angling Club	0	0	1,528	1,528			0.0%	
Grounds Maintenance :- Income	<b>0</b>	<b>0</b>	<b>8,553</b>	<b>8,553</b>			<b>0.0%</b>	<b>0</b>
4112 Insurance - Vehicles	0	1,103	250	(853)		(853)	441.1%	
4115 Insurance - machinery	0	703	250	(453)		(453)	281.2%	
4211 Water - Sports	(384)	(219)	0	219		219	0.0%	
4230 Waste removal	198	204	0	(204)		(204)	0.0%	
4700 Dog waste collection	0	0	6,500	6,500		6,500	0.0%	
4705 Dog bins	0	0	1,000	1,000		1,000	0.0%	
4710 Equipment Repairs	40	100	2,500	2,400		2,400	4.0%	
4715 Equipment New / Replacement	0	1,142	2,000	858		858	57.1%	
4720 Fuel	121	765	2,500	1,735		1,735	30.6%	
4725 Miscellaneous grounds maintena	27	801	1,000	199		199	80.1%	
4730 Planting materials	121	121	525	404		404	23.1%	
4735 Play equipment new/replacement	0	0	1,000	1,000		1,000	0.0%	
4740 Play equipment repairs/inspect	0	0	1,100	1,100		1,100	0.0%	
4745 Tool hire	0	0	500	500		500	0.0%	

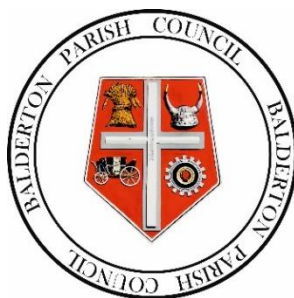
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## Detailed Income &amp; Expenditure by Budget Heading 11/07/2024

Month No: 3

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4750 Tree surveys and maintenance	0	0	2,500	2,500		2,500	0.0%	
4755 Turf maintenance	0	465	6,000	5,535		5,535	7.8%	
4760 Sports specific expenditure	127	921	0	(921)		(921)	0.0%	
4765 Vandalism repairs	0	0	1,500	1,500		1,500	0.0%	
4770 Vehicles - Truck maintenance	0	45	1,000	955		955	4.5%	
4775 Vehicles - Tractor maintenance	242	302	2,100	1,798		1,798	14.4%	
4777 Mower Costs	0	0	1,500	1,500		1,500	0.0%	
4780 Vehicles - tax	0	0	360	360		360	0.0%	
4785 Uniforms & PPE	0	138	1,000	862		862	13.8%	
Grounds Maintenance :- Indirect Expenditure	<b>492</b>	<b>6,589</b>	<b>35,085</b>	<b>28,496</b>	<b>0</b>	<b>28,496</b>	<b>18.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(492)</b>	<b>(6,589)</b>	<b>(26,532)</b>	<b>(19,943)</b>				
<u>800 Human Resources</u>								
4000 Wages	22,778	64,481	268,000	203,520		203,520	24.1%	
Human Resources :- Indirect Expenditure	<b>22,778</b>	<b>64,481</b>	<b>268,000</b>	<b>203,520</b>	<b>0</b>	<b>203,520</b>	<b>24.1%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(22,778)</b>	<b>(64,481)</b>	<b>(268,000)</b>	<b>(203,520)</b>				
<u>900 St Giles Church</u>								
4900 Churchyard repairs	0	1,725	10,000	8,275		8,275	17.3%	
St Giles Church :- Indirect Expenditure	<b>0</b>	<b>1,725</b>	<b>10,000</b>	<b>8,275</b>	<b>0</b>	<b>8,275</b>	<b>17.2%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(1,725)</b>	<b>(10,000)</b>	<b>(8,275)</b>				
<u>950 Safer Streets</u>								
1105 Safer Streets income	0	0	6,198	6,198			0.0%	
Safer Streets :- Income	<b>0</b>	<b>0</b>	<b>6,198</b>	<b>6,198</b>			<b>0.0%</b>	<b>0</b>
4305 Safer Street expenditure	6,944	29,724	6,198	(23,526)		(23,526)	479.6%	
Safer Streets :- Indirect Expenditure	<b>6,944</b>	<b>29,724</b>	<b>6,198</b>	<b>(23,526)</b>	<b>0</b>	<b>(23,526)</b>	<b>479.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(6,944)</b>	<b>(29,724)</b>	<b>0</b>	<b>29,724</b>				
Grand Totals:- Income	<b>7,674</b>	<b>197,388</b>	<b>432,791</b>	<b>235,403</b>			<b>45.6%</b>	
Expenditure	<b>40,013</b>	<b>140,989</b>	<b>435,902</b>	<b>294,913</b>	<b>0</b>	<b>294,913</b>	<b>32.3%</b>	
<b>Net Income over Expenditure</b>	<b>(32,339)</b>	<b>56,399</b>	<b>(3,111)</b>	<b>(59,510)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>(32,339)</b>	<b>56,399</b>	<b>(3,111)</b>	<b>(59,510)</b>				



## Balderton Parish Council Price Review July 2024

### 1. Introduction

Balderton Parish Council need to review our prices prior to the annual invoices go out to sports clubs that use our facilities. The remainder of our services/charges are also reviewed in this paper due to the increased costs the council is facing. Village Centre hire rates are not included in the document as prices were reviewed earlier this year to make the hall more competitive and increase usage. The only exception is the door men charge as our security provider has increased their rates since the new prices were introduced.

Going forward, it is proposed to review these charges at precept setting time, so we have a full projection of income in January when the precept request is agreed. We are making a loss on some services, but they have community value.

If members have any questions before full council July 24<sup>th</sup> meeting, please email the Parish Clerk.

Marion Fox Goddard

Parish Clerk

July 17<sup>th</sup>, 2024

2. **Allotments** – no price increase this year.

Plot size	Current Price no VAT	
1/4	£	15
1/2	£	20
Full	£	35

Notes

- i. We currently have 6 full allotments, 38 half allotments and 16 quarter allotments

3. **Cemetery**

Item	Current Price (no VAT)		Proposed Increase 4%	Difference £
				£ -
				£ -
<b>Burials</b>				£ -
Purchase of grave space including first burial	£	425	£ 442	£ 17
Re-open of grave space for over 12 years	£	190	£ 198	£ 8
Re-open of grave space for under 12 years	£	-	£ -	£ -
Re-open of grave space for ashes	£	158	£ 164	£ 6
Purchase Garden of Remembrance space	£	190	£ 198	£ 8
Re-open Garden of Remembrance space	£	158	£ 164	£ 6
<b>Memorials</b>				
Headstone	£	158	£ 164	£ 6
Vase not exceeding 15" in height	£	80	£ 83	£ 3
Vase exceeding 15" in height	£	158	£ 164	£ 6
Tablet/plaque	£	158	£ 164	£ 6
Additional inscription	£	80	£ 83	£ 3

Notes:

- i. Increase prices rounded to nearest £1
- ii. Charges trebled for non- Balderton residents
- iii. Suggested date for introducing any change 1/9/24



#### 4. Dance School

Customer	Current Price including VAT	Proposed increase 10%	Current Price excluding VAT	Suggested increase 10%.
Dance School	£ 450.00	£ 495.00	£ 375.00	£ 412.50

Notes:

- There has been no increase since the contract started (3 years ago).
- Maximum annual increase allowed 10%
- Current contract ends 31/7/24. Suggest we extend this for 1 year and rewrite for year commencing 1/8/25.

#### 5. Sports bookings

	Current		Increase				
Football (no VAT)	Season	Casual Game	8%	Season.	Difference	Casual Game.	Difference.
Adult /Any team requiring the changing rooms	£ 454.78	£ 110.25		£ 491.16	£ 36.38	£ 119.07	£ 8.82
Juniors (no changing rooms)	£ 203.96			£ 220.28	£ 16.32		
Mini pitches (no changing rooms)	£ 121.28			£ 130.98	£ 9.70		
Training fee (any age group)	£ 52.50			£ 56.70	£ 4.20		
<b>Bowls (no VAT)</b>	£ 1,713.32	£ 63.00	4%	£ 1,781.85	£ 68.53	£ 65.52	£ 2.52
<b>Cricket (no VAT)</b>			8%				
Weekend	£ 1,535.93			£ 1,658.80	£ 122.87		
Evening	£ 347.14			£ 374.91	£ 27.77		
<b>Angling (plus VAT)</b>	£ 1,750.00		8%	£ 1,890.00	£ 140.00		

#### 6. Security for hall bookings with bar

Security for hall bookings with bar	Current Price inc. VAT	Increase to cover contractor costs inc. VAT
per hour	£31	£40

Notes:

- Proposed for new bookings from 1/8/24.

## 7. Bar rent

---

<b>Bar rent</b>	<b>Current Price</b>	<b>4%</b>
<b>per month</b>	<b>including VAT</b>	<b>increase</b>
	£200	£208

## 8. New charge for consideration: Newsletter advertising

---

<b>A5, colour</b>	<b>Suggested Price excluding VAT</b>	<b>Price including VAT</b>
<b>1/4 page</b>	£ 16.67	£20
<b>1/2 page</b>	£ 25.00	£30
<b>Full page</b>	£ 41.67	£50

Notes:

- i. Full council is asked to consider types of advertising to be permitted.

From:

Sent: Wednesday, May 15, 2024 1:49:44 pm

To:

Subject: Re: Timber quote BPC

Good afternoon

Thank you for this enquiry and we are pleased to quote for the supply,  
TANALISED SWD

46 X 180 6 /4.0; 15 /2.4; 11 /2.2; 10 /1.8; 30 /1.5; 30 /1.4; 30 /1.3

55 X 90 20 /1.5; 20 /1.4

Price : £1675-00 + VAT d/d

Delivered to : The Village Centre, Coronation St, Balderton, Newark, Notts NG24 3BD

Species : Larch / D/Fir / Pine

Usage : Hazard Class 4 (ground contact)

Preservative : TANALITH E8000

Treatment Schedule : E5 (for a 'desired' service life of 30 years)

Hope this meets with your approval.

Regards

Mike Leafe

---

From:

Sent: Tuesday, May 14, 2024 13:01

To:

Cc: Clerk - Balderton Parish Council <clerk@baldertonparishcouncil.gov.uk>

Subject: Timber quote BPC

Good morning,

We have had a timber order from you in the past delivered to our works address.

Would it be possible to give us a quote for a tanalized bespoke timber order please.

30 boards at 1.3m x 180mm x 46mm

30 boards at 1.4m x 180mm x 46mm

30 boards at 1.5m x 180mm x 46mm

6 boards at 4m x 180mm x 46mm

15 boards at 2.4m x 180mm x 46mm

11 boards at 2.2m x 180mm x 46mm

10 boards at 1.8m x 180mm x 46mm

20 timbers at 1.4m 90mm x 55mm

20 timbers at 1.5m x 90mm x 55mm.

All timbers to be tanalized

Delivery address

Balderton Parish Council

The Village Centre,

Coronation Street,

Balderton,

Newark,

Notts,


NG24 3BD

Any questions don't hesitate to call thanks

Office 01636 703626

[office@baldertonparishcouncil.gov.uk](mailto:office@baldertonparishcouncil.gov.uk)



## Option1 £157.50 (plus VAT)




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### 12" Portable PA System with 2x Wireless Microphones and SD/USB Media Player - QR12PA



[VIDEO](#)



Manufacturer:	QTX
Manufacturer Part No:	QR12PA
Order Code:	DP31708
Also Known As:	178.843UK, GTIN UPC EAN: 5015972090145
Catalogue page:	<a href="#">CPCC/317</a>

[Add to compare](#)

## Product Overview

Complete portable PA system based on the QR-series speaker cabinet. Built-in amplifier operating from mains or internal rechargeable battery powering a main driver and compression driven horn unit. A pair of VHF handheld wireless microphones are included with the receiver built into the mixer/amp section at the rear along with 2 further mic inputs, auxiliary line input and integral USB/SD media player. A moulded handle and pole mount are included and a retractable trolley handle and rear wheels provide easy portability.

- Echo effect for microphones
- Mic volume, echo, bass, treble, master volume controls
- 2 x VHF handheld microphones 174.1MHz & 175.0MHz
- Switchable VCV "mic override" function
- Integral USB/SD digital audio player with remote
- Mains/rechargeable operation
- Built-in trolley facility
- Moulded handle and internal 35mm pole fitting
- Optional neckband microphones with beltpack transmitters sold separately - 174.1MHz (178.891UK) and 175.0MHz (178.892UK)
- Main driver: 300mm (12"), 200W RMS
- HF driver: 25mm (1") Titanium compression driver
- Amplifier output RMS: 50W (HF) + 50W (LF)
- Controls: Volume, Bass, Treble, Echo, Mic volume, VCV & VHF mic levels
- Inputs: 2 Wired mic (6.35mm jack) and aux (RCA & 3.5mm jack)
- Power consumption max.: 100W
- Battery life: Up to 8 hours

## Applications

Audio, Music, Wireless

Option 2 - £207.50 (plus VAT)

electromarket®

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LIGHTS & EFFECTS

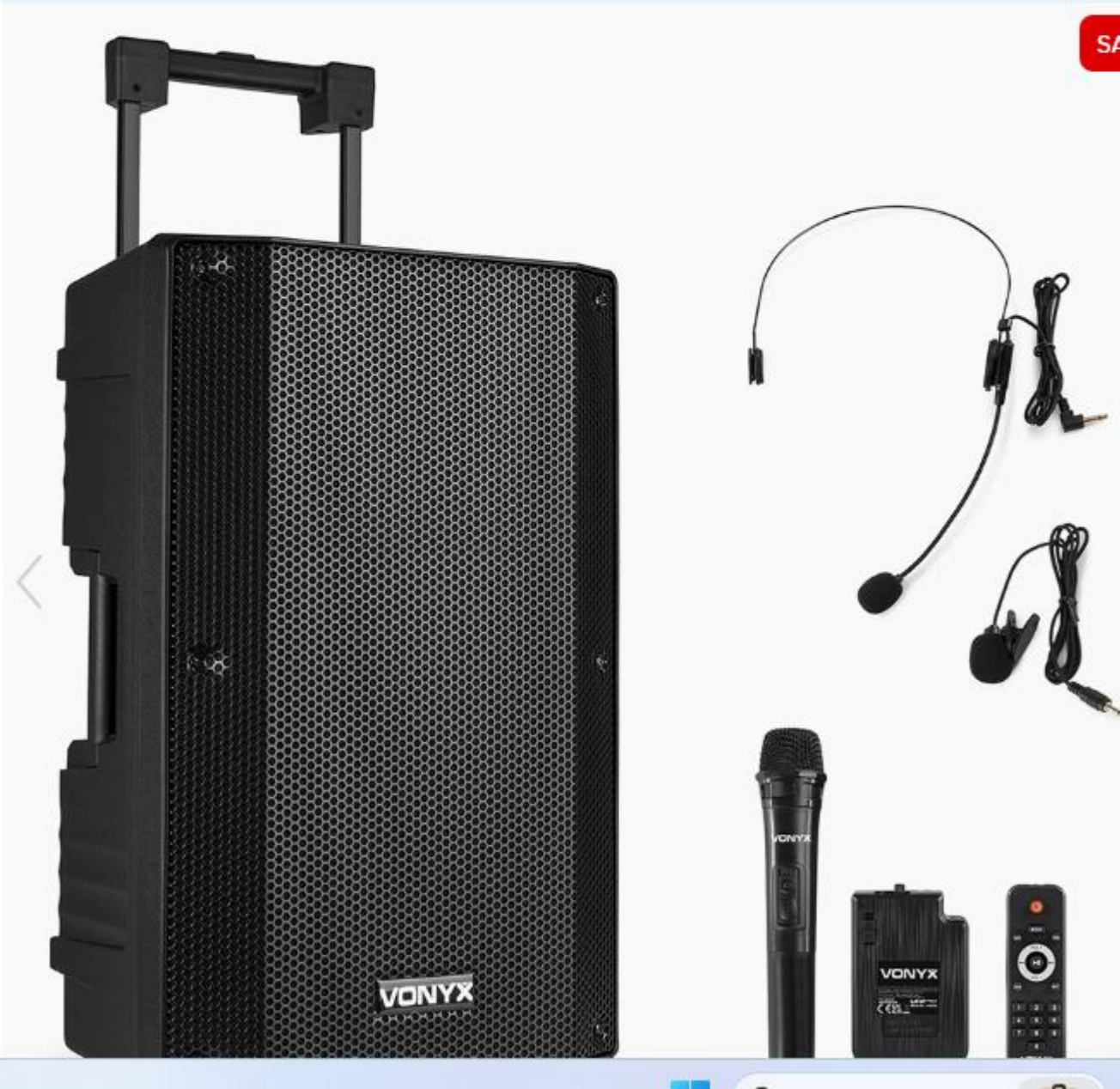
AMPLIFIERS

DJ GEAR

M

Home > PA Speakers > Portable PA Systems > Vonyx VSA500-BP 12" Portable PA System with Wireless M

For delivery on **Wednesday**, order in the next  
**4 HOURS, 26 MINUTES, 48 SECONDS**



## PRODUCT DESCRIPTION

The Vonyx VSA500-BP is a powerful and portable PA system that is perfect for fitness instructors, buskers, public speakers, and party planners. With its 12-inch speaker, built-in amplifier, 800W max power output, and rechargeable battery, this busking PA system has been designed to provide excellent quality audio for performances, presentations and many other audio needs.

This convenient portable PA speaker for fitness classes comes with a multitude of useful features. Firstly it includes Bluetooth connectivity so you can stream your favourite music from a paired device such as a smartphone or tablet. There is also a USB port and SD card slot for MP3 playback plus FM radio. An RCA input along with 3.5mm AUX are also provided if you wish to connect additional devices, such as a CD player.

Furthermore, the package contains two wireless UHF microphones which allow freedom of movement while performing. One handheld microphone is supplied and also a bodypack transmitter with a headset and lapel mic option - perfect for fitness and dance instructors. A wired microphone connection is also provided should you need it, and there is an adjustable echo effect, creating professional-sounding vocals.

A rechargeable battery means this portable sound system can be used on the go, and in any location. Once fully charged it provides an operating time of up to 8 hours. The unit also features a pull-up handle, wheels and a carry handle, making transportation simple. Whilst its ABS impact-resistant plastic construction ensures a durable performance. These various aspects of the fitness PA speaker makes it especially suitable for on-the-move usage including busking and public speakers.

The Vonyx VSA500-BP portable PA system is an ideal choice if you are looking for a reliable and powerful speaker suitable for all occasions. It provides an impressive 800W max power output, has multiple inputs, a durable design, and can be used anywhere due to its rechargeable battery.

### Key Details

- Complete 12-inch portable PA system, perfect for presentations and performances
- Features high-powered integrated amplifier with 800W output
- Bluetooth receiver for wireless streaming from a suitable paired smart device
- USB/SD card MP3 player ideal for playing MP3 files
- Powered by rechargeable battery with up to 8 hours operating time when fully charged
- Two UHF microphones supplied; a handheld mic and UHF bodypack transmitter with headset and lapel
- Includes 3.5mm and RCA inputs for connecting audio devices, and microphone input for a wired mic
- 2-year extended warranty

Option 3 - £196.65 (plus VAT)

[Home](#) > [Live Sound & Lighting](#) > [PA Speakers](#) > [Active PA Speakers](#) > [SubZero 200W 8" PA System with Digital Media PI](#)

## SubZero 200W 8" PA System with Digital Media Player & Stands



Full

### Description

#### Multi-functional media player

The SubZero SZS-P8A active speaker features a useful and easy to use media player, allowing you to play music from a variety of devices. The included Bluetooth function allows for quick and easy connection from phones or tablets without the need of cables. SD card and USB connections are also possible with this compact media unit. The SZS-P8A also has a blue back lit LCD display that is easy to see, even in dark conditions and cycling through the different input modes can be seen through this display.

This unit features a compact mixer on the back, that is easy to use with multiple connections and inputs. The mixer includes an input channel that offers both XLR and jack options, meaning you can plug a microphone or instrument in. There is also a stereo RCA line input, for plugging in devices such as a



mobile phone or tablet. For total control over your sound, this unit also features a two band EQ, which means you can turn the bass and treble up or down.

## Durable plastic cabinets

The SubZero speakers feature a hard PP plastic shell that is durable and long lasting. They are also lightweight at 4.1kg for the passive speaker and 5.3kg for the active speaker. The high quality 8" speaker with 1" compression driver make the speaker sound good regardless of application and collectively offer 120w of RMS power at 8 ohms, suitable for smaller sized venues.

## Specifications

### SubZero SZS-P8A Active Speaker

- **Speaker Dimension:** 8 Inch
- **Tweeter:** 1 Inch Compression Driver
- **Power:** 60W RMS / 85W Peak / 240W Max
- **Nominal Impedance:** 8 Ohm
- **Max SPL:** 107dB
- **Crossover:** Passive at 3.0KHz
- **Frequency Response:** 90Hz - 18KHz +/-3dB
- **Cabinet Material:** PP Hard Plastic
- **Weight:** 5.3kg
- **Dimensions:** 385 x 255 x 205mm

### SubZero SZS-P8 Passive Speaker

- **Input:** 2 Pole Twist Lock Speaker Connection
- **Output:** 2 Pole Twist Lock Speaker Connection
- **Speaker Dimension:** 8 Inch
- **Tweeter:** 1 Inch Compression Driver
- **Power:** 60W RMS / 85W Peak / 240W Max
- **Nominal Impedance:** 8 Ohm
- **Max SPL:** 107dB
- **Crossover:** Passive at 3.0KHz
- **Frequency Response:** 90Hz - 18KHz +/-3dB
- **Cabinet Material:** PP Hard Plastic
- **Weight:** 4.2kg
- **Dimensions:** 295 x 433 x 245mm

## Nottinghamshire Association for Local Councils training

Three hours, 2 courses, E.g. Key aspects of Code of Conduct and Chairing Skills £350

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## Weed Treatment Coronation Street Playing Field

The Head Groundsman has reported that every couple of years weed control is sprayed on Coronation Street Playing Field. This hasn't been done since Covid so is needed this summer. Three companies were approached to quote but only 2 have provided quotes as one local company only deals with agricultural clients. On this occasion councillors are requested to consider 2 quotes below. We need 5.4 acres of the playing field to be sprayed.

**Quote 1: b. is stronger than a – this supplier will come to access which is needed.**

### 1. Selective weed control

- |    |   |             |
|----|---|-------------|
| a. | Using T2Green + Depitox @ 6ltr/ha.  | £164.00/ha. |
| b. | Using Praxys + Depitox (better control of speedwells and trefoils) @ 3ltr/ha. | £186.00/ha. |

Terms      Prices include travelling but exclude VAT, payment due  
28 days from date of invoice, subject to any manufacturers price adjustments.

**Total: a £ 885.60 plus VAT or b £1004.40**

**Quote 2:**

### Playing Field Weed Spraying

Thank you for your most valued enquiry. Following your requirements and the information provided, we have the pleasure in submitting the following quotation for the works required.

- To supply and apply selective herbicide to 5.4 hectare

**Total Cost: £798.00**

## Preliminary Ecological Appraisal and Habitat Management Plan

Quotes have been circulated to Councillors. These are commercially sensitive so they are not included in the agenda pack.

## SLCC Conference for Clerk attendance

# Inspiring Professionals; Empowering Councils and Communities

The annual conference for clerks and Responsible Financial Officers (RFOs) will take place on **Tuesday 8 and Wednesday 9 October 2024** at Leonardo Hotel Hinckley Island, Leicestershire.

This premier event offers unparalleled opportunities for professional development, networking, and staying updated on the latest sector developments.

Join us to:

- Revolutionise your approach to AI in local government
- Prepare for the digital future with the Analogue to Digital Switchover
- Enhance personal wellbeing through connection and shared strategies
- Explore opportunities for youth engagement in local councils
- Discover cost-effective, eco-friendly lighting solutions
- Recognise excellence at the SLCC's Annual Awards 2024
- Cultivate a growth mindset embracing change as an opportunity
- Learn to commission and maintain community-benefiting playgrounds
- Develop skills to analyse and constructively respond to architectural plans
- Understand the pros and cons of job evaluations

**Members Package:** £485 + VAT (Includes Conference on Tuesday & Wednesday and overnight on Tuesday – also includes one ticket to the dinner)

# Balderton Parish Council Personnel and Policy Committee

Minutes of meeting held on Monday 24<sup>th</sup> June 2024 at 4pm

## Attendees:

**Balderton Parish Councillors:** Jane Buxton, Karen Callingham, Martyn Cox, Mandie Elson (left after item 34), Councillor Moore (arrived during item 39) and Joy Sellars.

**Staff:** Marion Fox Goddard (Parish Clerk)

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**32. Apologies for absence** – Cllr Hall.

**33. Declarations of interest** – None.

### **34. Election of Chair and Vice Chair for this committee**

Cllr Cox was elected as Chair. The decision on Vice Chair was deferred until Cllr Moore arrived - between items 39 and 40 when Cllr Moore was elected as Vice Chair.

### **35. Approval of the Personnel Committee minutes for May 20<sup>th</sup>, 2024**

The minutes were approved as an accurate record and Councillor Cox duly signed them.

### **36. Consideration of the draft Guidelines for public participation in parish council meetings.**

It was unanimously agreed to recommend adopting the guidelines to Full Council.

### **37. Consideration of the draft Financial Regulations**

Clarification is still required on certain aspects of the new regulations. These will be brought to Full Council in July or September depending on progress with dual authorisation with Lloyds online banking and the updates from NALC<sup>6</sup>.

### **38. Resolution to close the meeting to the public**

The meeting was closed due to consideration of staffing matters.

### **39. Draft Contracts provided by Worknest**

The committee scrutinised the contracts, updated the sections where there were options to choose from (to make applicable to our council) and agreed to recommend use of the contracts for future employees to Full Council.

### **40. Draft Handbook provided by Worknest**

The committee scrutinised the handbook, updated the sections where there were options to choose from (to make applicable to our council) and agreed to recommend to Full Council the introduction of the handbook going forward.

### **41. Complaints**

The policy was discussed, and a plan of action was agreed taking into council's vexatious complaints policy.

### **42. Update regarding an issue raised by a member of staff**

The committee agreed how to proceed.

<sup>6</sup> National Association of Local Councils

**43. Staff sickness and temporary assistance**

A summary of sickness data was provided to members and the committee agreed to recommend to full council recruiting a temporary clerical assistant (3 months).

**44. Health and Safety Policy**

The committee agreed to recommend the draft policy to Full Council.

**45. Staff meeting**

The attendees were agreed – Availability to be given to the clerk as soon as possible so a date can be set.

**46. Staff Overtime**

The committee agreed to make a recommendation to Full Council.

Meeting closed at 7.30pm

DRAFT

# Allotment Sub Committee

Minutes of the meeting held on July 2<sup>nd</sup>, 2024, at 7pm

## PRESENT

Councillors: Buxton, Elson, Sellars, Scott, Fairbairn (Chair until item 4, then stepped down from this sub-committee),  
Allotment tenant representative: Bill Bamberger, John Eyres  
Staff: Jim Brown (Head Groundsman), Marion Fox Goddard (Parish Clerk)  
& Allotment holders

### 1. Apologies

Cllr Marshall, Mr White (allotment tenant representative)

### 2. Declarations of Interest

Cllr Fairbairn - allotment holders.

### 3. Welcome Mr Bamberger and Introductions

Cllr Fairbairn welcomed Bill Bamberger (new allotment representative) and introduced the sub-committee members and staff.

### 4. Election of a new chair for the Allotment Sub- committee

Cllr Sellars was nominated and voted as Chair. From this point Cllr Sellars chaired the meeting.

### 5. Allotment holders' forum/ 8. New allotment agreement

During this item allotment reps and allotment holders from the public forum raised their concerns/queries regarding the new allotment agreement. The clerk attempted to address the concerns and read out responses to queries that had been raised prior to the meeting – full details are available in the agenda pack for the meeting which is available on the council [website](#). *Item 8 was pulled forward to this point of the meeting.*

Queries and responses summarised below. – items in bold will be recommended to full council on July 24<sup>th</sup>.

	Concern raised	Response
1	Clause A 8.1: "comply fully with all enactments, statutory instruments, local, parochial or other byelaws, orders or regulations affecting the Allotment Site."	I believe the concern raised about this is because allotment holders are not aware of enactments, statutory instruments, local, parochial or other byelaws, orders or regulations affecting the Allotment Site. This clause needs to remain in case there are any changes in the law or if the landowner gives the parish council notice that they want the land back (12 months' notice required). The requirements of tenants are included in the new agreement and schedule. <b>No update to full council.</b>
2	Clause A 8.4: "immoral purposes"	Immoral would cover antisocial so I suggest it is not necessary to change this. <b>No update to full council.</b>
3	Clause A 8.5: "The Tenant shall not enter onto any other plot at any time without the	I don't think this is an unreasonable clause. Some allotment holders may be happy for any other allotment holder to enter their site but there may be others that are not. I'm sure they would understand if another allotment holder went onto their plot to rescue an animal or in an emergency. If permission has been given

	express permission of the relevant plot holder.”	there is no problems for allotment holders to help each other out and go on each other’s allotments.  <b>No update to full council.</b>
4	Clause S 3,3: “The main access gate shall be closed and locked at all times.”	There is divided opinion on this one. If you are alone on the allotment do you want anyone to wander in? <b>Update to be recommended to full council: when you leave you must keep it locked if the ASC<sup>7</sup> agrees to recommend this to full council.</b>
5	Clause S 5.2: “No hoses are to be used at any time.”	<b>Update to be recommended to full council: Hoses to be used sparingly and not to be left on. No sprinklers to be used.</b>
6	Clause S 5.3: “No fires between the hours of 15.00 and 19.00 and 15.00 and dusk”	<b>Update to be recommended to full council: Fires to be lit when the wind conditions are right with consideration to neighbouring properties.</b>
7	Clause S 6.1: “dogs not allowed on site unless it is held at all times on a leash and remains on the tenant garden only”	There is divided opinion on this one. Some people fear dogs. I believe s6.1 is the best stance to start with on this as some allotment plots are not fenced off. If an allotment holder’s plot is fenced/secure, it is suggested they use their own discretion if they 100% sure their dog will not get out or go out if someone else opens the gate. The clause allows the council to act if there ever is a problem with dogs not being managed responsibly on the site. <b>No update to full council.</b>
8	Clause S 8.2: “Only glass substitutes such as polycarbonate, Perspex or other alternatives may be used in any permitted structures.”	<b>Update to be recommended to full council: Glass greenhouses are permitted if they maintained to not be a danger to other users of the allotment site. All structures including polytunnels to be securely fixed.</b>
9	Clause S 8.5: “The Council will not be held responsible for loss by accident, fire, theft or damage from Allotment Garden.”	This is under the heading of Buildings and Structures. The council cannot be held responsible for the losses listed as the buildings and structures are the responsibility of the tenant and the council cannot monitor whether the gate is always locked. This is not an unreasonable clause.  If there was an accident or fire which was directly due to the action of Balderton Parish Council, a claim could be sent to the council so this could be considered. <b>No update to full council.</b>
10	Clause S 9.2: “must cover any manure on the Allotment Garden which has not been dug”	<b>Update to be recommended to full council: Manure heaps to be covered. Consideration of the nearby water course must be taken to not allow manure to leach into it. (Manure to be spread in the autumn and dug in in the spring).</b>
11	Clause S10.3: “chemicals must be in compliance with all relevant legislation.”	If allotment holders bring chemicals on to their plot, it is not unreasonable to ask them to comply with legislation regarding storage. New products are clearly labelled and if allotment tenants have anything that is not labelled or is old it is not unreasonable to expect allotment holders to check that they are being stored safely. <b>Update to be recommended to full council: Gas to be added.</b>

<sup>7</sup> ASC – Allotment Sub-committee



12	Clause S 11.1: "Tenant will endeavour to maintain the plot number in good order and ensure it is visible at all times."	<b>Update to be recommended to full council: Plot number markers to always be visible and remain the property of Balderton Parish Council.</b>
13	I don't live in Balderton – will I be made to give up my plot?	No - We would not ask anyone to give up their plot if they have moved out of Balderton since they were issued their plot.
14	Clause S2.4 – All paths must be kept to a minimum of 45cm	<b>Update to be recommended to full council: Remove this clause</b>
15	Clause 12.2 – cars temporary parking 15 minutes	<b>Update to be recommended to full council: Allotment holders who have mobility issues or are disabled can contact the council office for a pass for their windscreen to evidence that permission has been given for them to park next to their allotment.</b>
16	If I don't sign the new agreement, will I have to give up my allotment?	All allotment holders will need to sign the new agreement.

## 6. Minutes of the Allotment sub-committee held on February 6<sup>th</sup>, 2024

The minutes were approved as an accurate record.

## 7. To receive and update on the actions from the February meeting

The following update was noted:

Item Number	Action	Update	Any further action needed?
2	<i>Sign to advertise allotment representative vacancy.</i>	A sign was added to the noticeboard and gate shortly after the meeting. Mr Bamberger offered to take the role. No further interest received.	No
10	<i>Obtain email addresses for all tenants</i>	We have contacted tenants and have email addresses for 75% of allotment holders (45 out of 60).  We wish to get email addresses to minimise costs to allotment tenants (administration/postage costs). We appreciate that some people do not have email addresses but will continue to encourage tenants to let us have an email to avoid this affecting rent.	Request email address in next letter sent to all allotment holders.
10	<i>Vacant Plots and 'community plot'</i>	Plots that were vacant at the in January/February have been let - Plots 2a, 5b, 5c, 15a, 15b, 15c, 21b, 23a, 23c, 24b, and 24c.  The Amenities Committee accepted the recommendation of the ASC <sup>8</sup> for the	Consider whether to combine 20b and 20c – see agenda item 10 on the 2/7/24 agenda)

<sup>8</sup> ASC- Allotment Sub-committee

		'community plot'. The shed, machinery and green waste has been removed from this plot and 2 quarter plots were created (20 b and 20c). 20b has been let. Plot 20c was offered this month but not taken due to the shade from the large apple tree next to it. The apple tree next to plot 20c remains available for all allotment holders to take apples.	
11	New signage and notice board for the site	Will be organised later in 2024/early 2025	
12	Fences	Investigate replacing the top strand of chain link on the fence	This will be done in the autumn when we can cut the briars.

### **9. Health and Safety on site**

During item 8, Mr Eyres detailed some of his concerns with respect to the environment and health and safety. The clerk detailed that the risk assessment is being reviewed and the council's health and safety advisor will visit the site as part of this work.

### **10. Consideration of whether to offer plot 20c to the neighbouring plot**

The sub-committee agreed to make the offer.

### **11. Explanation of how plots are handed over and what happens when a tenancy ends**

The clerk explained that when an allotment is handed over a photo is taken so when a tenancy ends this can be compared with the end 'state' of the allotment. This will be used to make an assessment of whether some of the bond will be kept to pay for clearing the plot (if it is left in the same state as when it was handed over or better the bond will be returned in full).

### **12. Whether to allow businesses/charities have plots on the site.**

The subcommittee agreed to recommend to full council that businesses/charities should not be allocated allotments. Their use is for residents rather than organisations.

### **13. Allotment inspections**

The next inspections will be done in September by Cllr Sellars, the Head Groundsman and the allotment representatives.

### **14. Suggestions for the next agenda**

- i. Trees over hanging the site.
- ii. Moles
- iii. Community composting
- iv. Consideration of whether/how to offer ¼ holders more rather than having to go at the end of the waiting list.

*The meeting closed at approximately 8.30pm.*

**Inspections:** to be arranged for September.

**Next Meeting:** to be arranged in October.

## Investment Policy

**For Full Council consideration on July 24<sup>th</sup>, 2024**

### 1. Introduction

- 1.1 This policy is based on the SLCC Model Investment Policy © Copyright 2019 which members use and adapt within their own councils on the understanding that the copyright remains with the SLCC. (The Society of Local Council Clerks is a company limited by guarantee and registered in England and Wales with company registration number 10566132. Registered office: 8, The Crescent, Taunton, Somerset TA1 4EA).
- 1.2 The Clerk has considered the SLCC's model policy content carefully and adapted it to meet Balderton Parish Council's circumstances including adding Statutory Guidance on Local Government Investments (3rd Edition) Issued under section 15(1)(a) of the Local Government Act 2003 Appendix 1 contains the SLCC's guidance notes.
- 1.3 This policy is created under guidance issued by the Secretary of State for Communities and Local Government in accordance with the Local Government Act 2003. The extant guidance was issued by DCLG in 2010.
- 1.4 Balderton Parish Council acknowledges its responsibility to the community and the importance of prudently investing any reserves held by the Council.

### 2. Objectives

- 2.1 The general policy objective of the Council is prudent investment of its balances. The Council's investment priorities are:
  - (i) Security of reserves and then
  - (ii) Liquidity of investments
- 2.2 The Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity.

### 3. Investment Policy

3.1 The Parish Council shall diversify its reserves between multiple relatively highly rated UK banks and building societies and by appointing Charities, Churches and Local Authorities Investment Management Ltd. (CCLA), for investment of surplus funds. The Parish Council shall only use specified investments as defined by DCLG guidance.

**3.2 No investment shall be held with the council's current bankers.**

3.3 The Parish Council shall only invest with banks/building societies which it defines as "High Credit Quality". This being those with a credit rating of A with Moody's Investors Service or BBB with Standard and Poor's or Fitch Ratings Ltd.

3.4 Investments shall be decided and placed by the Responsible Financial Officer having used due diligence including as a minimum finance search engines and ratings agencies.

- a. This shall be under the Full Council
- b. The actual movement of money shall be by the usual authorised signatories.

3.5 The procedure for undertaking investments, considering the need for timely and speedy placing of deals) shall be documented by the Responsible Financial Officer and approved by the Full Council before any investments are placed.

3.6 The Responsible Financial Officer shall review credit ratings of organisations in which the Council holds investments on an annual basis. Should the credit rating of an organisation fall below that specified under 3.3, the Responsible Financial Officer shall consult the Banking and Investments working group and take the appropriate action.

3.7 A summary of current investments can be found in Appendix 2.

#### **4. Revision**

4.1 Any revisions to this policy shall be approved by the Full Council.

4.2 The Full Council review this policy annually.

4.3 Notwithstanding 4.2 this policy shall be reviewed in the event the Bank of England increases its base rate above 3% or the Financial Services Compensation Scheme is extended to cover the Parish Council.

### **ADVICE NOTE: Investments (England only)**

1. This Advice Note applies only to parish and Parish councils in England.
2. Councils have the power to invest for any purpose relevant to their functions under any enactment, or for the purposes of the prudent management of their financial affairs (section 12 of the Local Government Act 2003, the '2003 Act').
3. The Government has issued guidance on local government investments under section 15 of the 2003 Act ('the Guidance') and this has statutory force. The latest edition, which applies for accounting periods starting on or after 1 April 2018, can be found at <https://www.gov.uk/government/publications/capital-finance-guidance-on-local-government-investments-second-edition> Clerks/RFOs should download and read both the Guidance and the 'informal commentary' annexed to it.
4. The Guidance is mandatory where investments of a parish or Parish council exceed or are expected to exceed £100,000 at any point in a financial year (see paragraph 14 of the Guidance on page 2). Note that this is a lower limit than for the previous edition (see paragraph 11 of the non-statutory commentary on page 10). Parish or Parish councils where investments are expected to exceed £10,000 are encouraged to adopt the principles in the Guidance.
5. 'Investment' in the Guidance is very widely defined (see paragraph 4 of the Guidance on page 1) and includes non-financial investments such as property investments. It follows that where councils own or lease property they need to be clear as to whether the property is held for the purposes of enabling the council to perform its functions or as an investment. This can be a difficult decision where a council expects or hopes to make a profit from property ownership.
6. Where the Guidance is mandatory, or where a council has adopted the principles in the Guidance, the council must, at a Full Council meeting, adopt an investment strategy for each financial year (see paragraphs 15-19 of the Guidance on pages 2-3 and paragraphs 12-17 of the non-statutory commentary on pages 10-11).
7. The key paragraphs in the Guidance are paragraphs 26-29 on page 4, discussing security, liquidity and yield. Yield should always be a much less important factor than security and liquidity.
8. A parish or Parish council has a number of powers to make loans to organisations and this is covered in paragraph 33-34 of the Guidance on page 5 and paragraph 27 of the non-statutory commentary on page 14. However as local councils do not publish a balance sheet there is no financial benefit to a local council in making a loan and it may put pressure on the borrower: it may be in everyone's interest to make a grant instead.
9. All councils need to have regard to paragraphs 48-50 of the Guidance (on page 8) and paragraphs 38-40 of the non-statutory commentary (on page 16) on capacity, skills and culture. With more devolution of services and assets to local councils many councils may want to consider whether a higher degree of professionalism is required.

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**Appendix 2: Current investments (28/6/24)**

<b>Institution</b>	<b>Type of Account</b>	<b>Term (End date)</b>	<b>Interest paid into</b>	<b>Current Rate of interest  Gross/AER</b>	<b>Amount invested</b>
CCLA	<a href="#">Public sector deposit fund</a>	Indefinite  Instant access	Council's Lloyds Current account  (monthly)	5.2123% (28/6/24)	£100,000
Lloyds	<a href="#">32- day Notice</a>	Indefinite  32-day notice required	This account (daily)	2.5% (31/5/24)	£155,340.57

# Memorial Testing Policy

For consideration by Full Council on July 24<sup>th</sup>, 2024

## 1. Introduction

Balderton Parish Council is committed to ensuring the safety of everyone that visits Balderton Cemetery and St Giles Churchyard. The council is responsible for managing risks at these sites and this policy gives details of how the council monitors memorials to ensure they are safe and if not, how this will be addressed.

## 2. Memorial Ownership

Any memorial purchased and erected on a grave space is owned by the registered grave owner and it is that person (or persons) who are ultimately responsible for its upkeep and maintenance. Historically there have been a number of accidents in cemeteries around the UK, some of which have resulted in fatalities, due to memorials being unsafe. Whilst the memorials are the responsibility of the registered grave owner Balderton Parish Council has a responsibility for ensuring that its sites are safe for both staff to work in and for the public to visit.

## 3. Memorial Fixing

All memorials over 24.5 inches (625 mm) in height must be fixed to, and fully compliant, with the current British Standard (BS8415). This also extends to ANY memorial over 24.5" (625 mm) that is being refixed following an interment or removal for any other reason.

The key requirements are that memorials must be fixed to an approved and suitable foundation (where one is not provided by the authority) and must be further secured using an approved locking or anchoring system.

Note that any refixing or repair works to memorials must be completed by a BRAMM (British Register of Accredited Memorial Masons) (or other equivalent scheme) registered memorial mason. Temporary works to make memorials safe and remove the risk of danger will be undertaken by trained Balderton Parish Council staff.

## 4. Memorial Inspections

All memorials over 24" in height in the cemetery/churchyard will be inspected by trained staff at least once during a rolling 5-year period to assess their safety. This will be done through both a visual assessment and a basic hand test to determine if there is movement in the memorial and to what extent. The individual undertaking the assessment will make the decision on the memorials overall safety based on a dynamic risk assessment for which they have been trained.

Once inspected each memorial will fall into one of three categories, detailed as follows:

**Category 1** – Memorial is unsafe and poses a risk and will require immediate attention to make safe and/or protect from the public.

**Category 2** – Memorial is safe but there are minor concerns, and it should be reassessed in 12 months' time to ensure it has not deteriorated further.

**Category 3** – Memorial is Safe and should be re-inspected in 5 years as part of the next round of inspections or as part of any other check that may occur, for example when checking memorials around a planned burial ahead of excavation of the grave.

The council has a legal obligation to ensure all its sites are safe to both visit and work in. To be satisfied that this is the case it is essential that Balderton Parish Council carry out regular inspections of Memorials in the sites in a bid to avoid injury or death to any of its staff or visitors.

Staff undertaking the inspections will record the details of every memorial and an assessment of its safety using the categories above. These details will be saved onto the Balderton Parish Council administration system. The details will include:

- Date of Inspection
- Name of Inspector
- Grave Identification (Section, Number, Name of deceased)
- Category of Memorial (1, 2 or 3)
- Details of any actions taken

## **5. Action to make memorial safe**

Should a memorial be identified as a Category 1 and fail the inspection staff will need to take immediate action to make that memorial temporarily safe or cordon it off until permanent repairs can be made by the grave owner. These actions will be based on a number of factors and the best solution will be administered by the Balderton Parish Council staff based on their assessment of the memorial and the surrounding area. These actions may include:

- Laying the memorial flat – In most cases this will invariably be where a memorial can be laid down on or within an existing kerb set so as not to cause a new trip hazard. A warning sign will be placed near to the memorial.
- Stake and band – The memorial will be fastened tight to a wooden post which will act as a temporary support. The banding will also hold a warning notice. The stake and band will be reinspected every 12 months to ensure neither have deteriorated.
- Monolith Conversion – This involves digging out a depth roughly one third of the overall height of the memorial from the last joint in order that it can be sunk into the ground and made safe. The memorial will have a suitable material wrapped around the part under the ground and a memorial warning notice will be added to the grave. Due to foundations, it



may be necessary for the memorial to be moved slightly forward into the grave space to avoid existing foundations.

- **Cordoned Off** – In some cases it may be necessary to cordon off a particular memorial or an area containing a number of memorials due to their safety. Warning signs will be attached to any cordon placed around a memorial or group of memorials.
- **Removal** – In extreme cases it may be necessary to remove a memorial from the grave and place into storage if none of the above options are suitable. All the above are regarded as 'Temporary Fixes' and should not be seen as a permanent solution to deal with an unsafe memorial and are intended to reduce or remove the risk of a memorial causing harm or damage to someone. Prior to taking any of the actions above the memorial will be photographed and details recorded of any existing damage or issues.
- **Very large memorials**, those over 8' (2.5M) will be visually assessed and if any concerns are recorded the memorial will be cordoned off and if it is safe and possible to do so Balderton Parish Council staff will carry out works to ensure the memorials are safe. If Balderton Parish Council staff are not able to make the memorial safe arrangements will be made for a specialist contractor to undertake an inspection and provide a detailed report including costs and options to make safe.

## **6. Informing Grave Owners**

Balderton Parish Council will endeavour to contact the grave owner where any action has been taken due to a memorial failing a safety inspection. Correspondence will only be sent providing that the grave owner is not recorded as being in the grave or if it is apparent that the registered address no longer exists. For any memorials over 50 years of age no correspondence will be sent but a notice will be left on the grave space for a period of not less than 12 months.

Balderton Parish Council will make every effort to contact grave owners, however if the grave owner is deceased or the last burial was over 50 years ago in our experience it is unlikely that any response will be received therefore no correspondence will be sent.

In the event of any memorial failing an inspection that has been installed within the previous 6 years we will contact the memorial mason directly to request repairs be made to ensure the memorial is fully compliant with BS8415. The stability guarantee of a memorial is the responsibility of the memorial mason, and they may provide a longer guarantee period, 6 years is the standard legal period that must be covered by the installation.

## **7. Grave Owners Responsibilities**

The registered grave owner has a responsibility to ensure the memorial is made safe through being properly re-fixed to the current BS8415 standard and works must be undertaken by a

qualified and BRAMM (British Register of Accredited Memorial Masons) registered memorial mason. Do it yourself repairs by families will not be permitted, memorials must be fixed to the current best standard of the day by a licensed memorial fixer. All costs associated with organising a memorial to be repaired, including the reversal of any works undertaken by Balderton Parish Council staff, remain the responsibility of the grave owner.

Should grave owners fail to take any action within a reasonable time period then Balderton Parish Council will look to apply a semipermanent solution to the memorial, this will involve either laying the memorial flat or sinking the memorial into the ground (monolith conversion) or other suitable action. Balderton Parish Council need to maintain all its sites to a high standard and will always try to avoid taking any action that may impact on the general grounds maintenance of sites.

Grave owners are strongly advised to organise and take out their own insurance cover against any accidental damage that may occur to the memorial. The council cannot be held liable for any damage to a memorial that is caused by any factors outside of our control such as damage due to storms that may cause falling debris and recommend that any insurance covers damage of this type. Grave owners own insurance company may be able to assist, alternatively discuss options with their chosen memorial mason.

**Contact details:**

**Email:** [office@baldertonparishcouncil.gov.uk](mailto:office@baldertonparishcouncil.gov.uk)

**Phone:** 01636 703626

**Post:** Balderton Village Centre, Coronation Street, Balderton NG24 3BD

**For Full Council consideration on July 24<sup>th</sup>, 2024**

**This Scheme of Delegation authorises the Proper Officer and Responsible Financial Officer (which may be one and the same person), Standing Committees and Subcommittees of the Council to act with delegated authority in the specific circumstances detailed.**

## **1. Proper Officer and Responsible Financial Officer - Duties and Powers**

### **1.2 Responsible Financial Officer**

The Parish Clerk shall be the Responsible Financial Officer to the Council and shall be responsible for the Parish Council's accounting procedures in accordance with the Accounts and Audit Regulations in force at any given time. *(Temporary - From 1/2/24)*

## **2. Proper Officer**

2.1 The Parish Clerk shall be the Proper Officer of the Council and as such is specifically authorised to:

- 2.1.1 Receive declarations of acceptance of office;
- 2.1.2 Receive and record notices from Councillors disclosing interests;
- 2.1.3 Receive and retain plans and documents;
- 2.1.4 Sign notices or other documents on behalf of the Council;
- 2.1.5 Receive copies of By-laws made by the other authorities;
- 2.1.6 Certify copies of By-laws made by the Council;
- 2.1.7 Sign and issue summonses to attend meetings of the Council.
- 2.1.8 **Give public notice of the time, place and agenda at least three clear days before a meeting of the Council (provided that the public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them)**
- 2.1.9 **Convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in that office**

2.2 In addition, the Parish Clerk has the delegated authority to undertake the following matters on behalf of the Council:

- 2.2.1 The day-to-day administration of services, together with routine inspection and control.
- 2.2.2 Day to day supervision and control of all staff employed by the Council.
- 2.3.3 Authorisation of routine expenditure within the agreed budget.
- 2.3.4 Emergency expenditure up to £5,000 outside of the agreed budget.

2.3 Delegated actions of the Parish Clerk shall be in accordance with Standing Orders, Financial Regulations and this Scheme of Delegation and with directions given by the Council from time to time.

### 3. Council

- 3.1 The following matters are reserved to the Council for decision, notwithstanding that the appropriate Committee(s) may make recommendations thereon for the Council's consideration.
- 3.1.1 Setting the Precept;
  - 3.1.2 Borrowing money;
  - 3.1.3 Making, amending or revoking Standing Orders, Financial Regulations or this Scheme of Delegation.
  - 3.1.4 Making, amending or revoking By-laws;
  - 3.1.5 Making of Orders under any Statutory powers;
  - 3.1.6 Matters of principle or policy.
  - 3.1.7 Nomination and appointment of representatives of the Council to any other authority, organisation or body (excepting approved Conferences or meetings);
  - 3.1.8 Any proposed new undertakings;
  - 3.1.9 Prosecution or defence in a court of law;
  - 3.1.10 Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Parish, excluding those matters specific to a committee;
  - 3.1.11 Approving the annual return;
  - 3.1.12 Confirming eligibility to exercise the General Power of Competence

### 3. Standing Committees

- 3.1 The **Amenities Committee** shall be delegated to make decisions on behalf of the Council in the following matters:

- Cemetery
- Playing Fields and Amenity Areas
- Council owned Footpaths
- Sporting facilities owned by the Council
- Maintenance and repair of all the buildings owned by the Council
- Balderton Lake
- Events
- Parish floral displays
- Highways and Street Furniture owned by the Council
- Environmental Matters
- Maintenance and upkeep of all vehicles and equipment used for grounds maintenance purposes.

The following matters are reserved to the Council for decision, but the Committee may make recommendations:

- Recommendation of the Committee's budget each financial year.
- Any funding required outside of the set budget in any given financial year.

- Any other matter which may be delegated to it by the Council from time to time.

For further information regarding the work of this committee refer to the Amenities Committee Terms of Reference which are available on the council website under the Council Policies heading.

3.2 The **Planning Committee** shall be delegated to make decisions on behalf of the Council in the following matters:

- To comment on planning applications received from the Planning Authority
- Street Naming
- Licensing Matters
- Any other matter which may be delegated to it by the Council from time to time
- To comment on behalf of the Council on Local Plans, Structure Plans, Mineral Plans, Waste Plans, Regional Plans and any other Plans or Studies as considered appropriate.

(On occasions where the amount of planning committee business is minimal the above items may be taken to Full Council for consideration to save resources in convening meetings)

For further information regarding the work of this committee refer to the Planning Committee Terms of Reference which are available on the council website under the Council Policies heading.

3.3 The **Personnel and Policy Committee** shall be delegated to make decisions on behalf of the Council in the following matters:

- Hearings for Grievance, Disciplinary and Capability matters in accordance with the Councils Grievance and Disciplinary Procedure.
- Dealing with any Grievance, Disciplinary and Capability matters to a final conclusion, only reporting to Council when the time for any Appeal has passed.
- Appraisal of the Parish Clerk.

The following matters are reserved to the Full Council for decision but the Personnel and Policy Committee may make recommendations:

- Salaries;
- Conditions of Service;
- Staff levels;
- Consideration of staffing reviews;
- new policies or procedures or revisions to policies/procedures.

For further information regarding the work of this committee refer to the Personnel and Policy Committee Terms of Reference which are available on the council website under the Council Policies heading.

It is vital that the **Personnel and Policy Committee** keeps confidential its deliberations and decisions in cases of **Grievance, Disciplinary and Capability** hearings, because if an **Appeal** against a decision is received it must, legally and in the interests of fairness, be heard again by elected members with no prior knowledge of the case.

In order to ensure as far as possible that such matters as **Appraisal, Grievance, Disciplinary and Capability** issues are dealt with professionally and in accordance with **Employment** legislation, all members of the **Personnel and Policy Committee** must agree to undertake training in these matters.

3.4 The **Personnel and Policy Committee's Appeals Sub-committee** is delegated to make decisions on the behalf of the Council in the following matters:

- Appeals against decisions made by the **Personnel and Policy Committee** in **Grievance, Disciplinary and Capability** matters.
- Dealing with Appeals to a final conclusion, only reporting to Council the actions it has taken at the end of the process.

In order to ensure as far as possible that such matters as **Appraisal, Grievance, Disciplinary and Capability** issues are dealt with professionally and in accordance with **Employment** legislation, all members of the **Appeals Sub-committee** must agree to undertake training in these matters.

#### 4. Sub Committees

4.1 The **Allotment Sub-committee** monitor the allotments and makes recommendations to the **Amenities Committee/Full Council**.

For further information regarding the work of this committee refer to the **Allotment Sub-committee Terms of Reference** which are available on the council website under the **Council Policies** heading.

4.2 The **Village Centre Sub-committee** ensures the centre is being managed and run effectively and makes recommendations to the **Amenities Committee/Full Council**.

For further information regarding the work of this committee refer to the **Village Centre Sub-committee Terms of Reference** which are available on the council website under the **Council Policies** heading.

4.3 There are no other **Standing Sub-committees** but they may be formed by resolution of the Council at any time and delegated powers may be decided upon at the time the **Sub-committee** is formed by means of a minute detailing the **Terms of Reference**.

#### 5. Working Groups/Parties

- 5.1 Working Groups/Parties may be formed by resolution of the Council or a Committee at any time. The work of such a Working Group/Party will be decided upon at the time it is formed by means of a Minute detailing the Terms of Reference. Each Working Group/Party will report back with recommendations to the Council or the Committee that formed it.

## **6. Delegation - Limitations**

- 6.1 Committees and Sub Committees shall, at all times, act in accordance with the Councils Standing Orders, Financial Regulations and this Scheme of Delegation and, where applicable, any other rules, regulations, schemes, statutes, By-laws or orders made and with any directions given by the Council from time to time.

# Balderton Parish Council

**Updated - For consideration of Full Council on July 24<sup>th</sup> 2024**

## **General Statement of Health & Safety Policy**

### **Section A - Statement of Intent**

Balderton Parish Council regards health and safety as a matter of prime importance and will at all times ensure, so far as reasonably practicable, the health, safety and welfare of all employees. The Council shall also ensure so far as reasonably practicable that activities of the Council do not in any way cause detriment to the general public, contractors and other non-employees.

It is the policy of this Council that health and safety is and shall remain a management responsibility equal to that of any other function.

A positive health and safety culture can only exist with the full co-operation and commitment of staff. With this in mind management shall ensure that effective control of health and safety is achieved through ensuring co-operation and communication with all employees within the organisation and by ensuring competence of those employees.

Health and safety plays a vital role in achieving the commitments of the Council. The Council also acknowledges the significant benefits accruing from positive & pro-active health and safety management and the input such management can make into achieving "Best Value" and quality services.

This Council believes that accidents and occupational ill health incidents are preventable and to this end, using the risk assessment tool, shall endeavour to manage risks in order to prevent or at least minimise the occurrence of these incidents. Risks shall, where possible, be reduced to a reasonably practicable level.

It is equally the duty of all employees to exercise responsibility and to do all that is reasonable to prevent injury to themselves and to others that may be affected by their actions or omissions.

This Council will ensure that appropriate consultation with employees and/or their recognised trade unions will take place on matters affecting their safety and or health.

The Council acknowledges its legal responsibilities to appoint competent contractors. All reasonable steps shall be taken to ensure contractor's competency and adequate steps taken to monitor their activities in consideration of health and safety requirements.

This policy shall be reviewed at least annually and any amendments shall be brought to the attention of all employees.

Signed:  
Clerk to the Council

**Date:** July 2024



## **B Corporate Health & Safety Responsibility & Accountability**

### **B1 Responsibilities of the Council**

The Council, through its elected Members has responsibilities for:

- a) The health, safety & welfare of the Council's employees whilst at work.
- b) The conduct of the Council's undertakings to ensure the health, safety and welfare of the public and other persons who may be affected by our work.

To meet these responsibilities the Council shall ensure:

- a) That there is an effective overall policy for the health, safety and welfare of all employees and appropriate resources are available to meet the requirements of that policy.
- b) That any necessary changes are made to the Health & Safety Policy arising from annual reviews and alterations, amendments to organisational structures and operational arrangements.
- c) That the Council's activities do not detrimentally affect the health, safety or welfare of the general public and/or other persons e.g. Contractors, members of the public etc.
- d) That the Council shall review the implementation of this policy annually and make such recommendations as are necessary.
- e) Health and safety matters shall be under the remit of the Full Council.

### **B2 Responsibilities – Clerk to the Council**

The Clerk to the Council is responsible for giving overall effect to the Council's health and safety policy and will, as necessary review the effectiveness of the policy and of the personnel under his/her control to whom various aspects of health and safety have been delegated.

The Clerk is responsible for:

1. The implementation of the overall policy and ensuring its regular review and updating.
2. The health, safety and welfare of all employees and other persons who may be affected by the activities of the Council.
3. The provision of adequate information, instruction and training for all employees, including first day induction training for all new employees.
4. The provision and maintenance of safe premises, equipment, plant and machinery and substances.
5. The provision and maintenance of safe systems of work and the use, where necessary of competent contractors.
6. The provision and updating of adequate risk assessments.

7. The provision of adequate and competent health and safety specialist advice where necessary.
8. Regular inspections and monitoring of the workplace and all work activities.
9. The annual audit of the workplace.
10. Ensuring that the Council is informed of any health and safety matters requiring their attention with regards to the need for provision of necessary funding.
11. The investigation of all accidents and dangerous incidents and any necessary reporting to the Health and Safety Executive.
12. The provision and maintenance of adequate emergency and first aid arrangements.
13. The provision of this policy and all updates to all employees.

The main responsibility for implementing the Council's Health & Safety policy rests with the Clerk to the Council who will ensure that specific legal requirements are adhered to and that steps are taken to comply with changes in these requirements.

The extent of various aspects of health & safety legislation, together with training, administration and the day-to-day working requirements justify the need for the Clerk to the Council to delegate to personnel under their control and to use the services of external competent assistance where necessary.

### **B3 Competent Person**

In accordance with the Management of Health and safety at Work Regulations and in view of the essential need for competent assistance to be available to the Parish Clerk at all times the Parish Council shall contract the services of the qualified safety professionals of Safety Measures Ltd, or other suitable organisation, to provide such.

Gail Duncan Tel: 01159110595

### **B4 Responsibilities – Officers of the Council who let or Control Contracts and Contractors**

Such Officers shall ensure that:

- Health & Safety competency considerations are an integral part of procurement decisions.
- Suitable resources are allocated to ensure health and safety.
- Reasonable enquiries are made to ensure the competency of potential Contractors.
- Employees are adequately trained to be able to manage the contract safely.
- The Contractor's health and safety performance is suitably monitored.
- Competent advice is sought when required.
- All work is in accordance with this Council's policies.

Also, such Officers shall ensure that procedures 1 to 6 of section C14 of the Health and Safety Policy are strictly applied to all contracts.

The level and quantity of precautions taken must always be proportionate to the actual level of risk present.

## **B5 Responsibilities – Line Management**

Line Management shall ensure that instructions relevant to the Council and the Section concerning health and safety are practiced and that the necessary information, policy and codes of practice are disseminated to, and effected by, employees for whom they are responsible.

Specifically, Line managers shall ensure that:

- a) Risk assessments are available and communicated to all relevant staff and reviewed to ensure they are suitable and sufficient.
- b) All accidents are investigated and reported.
- c) Frequent monitoring is carried out to ensure adherence to legislation, policy, codes of practice, risk assessments, work method statements or other relevant health & safety instructions.
- d) Persons within their control use all safety devices/control measures provided in the interests of their safety.
- e) Suitable first aid provision is available within their area.
- f) Areas/buildings for which they have responsibility are kept in a safe condition.
- g) Employees within their control are competent to carry out their tasks without putting themselves or others at risk.
- h) Appropriate supervision is available where required.
- i) Plant and equipment are suitable for the task it is required and is suitably maintained in accordance with the manufacturer's recommendations and relevant legislation where appropriate.
- j) Training identified to enable staff carryout their tasks safely is provided.
- k) All health & safety shortcomings noted either by the line manager or notified by others are addressed and dealt with accordingly.
- l) All activities that pose a risk of serious or imminent danger are stopped and dealt with accordingly.
- m) Individual risk assessments are completed for all persons under the age of 18 years old.

## **B6 Responsibilities – All Employees**

Employees shall:

- Take reasonable care for their own safety and that of others who may be affected by their acts or omissions.
- Inform their line manager or the Clerk, without delay, of any work situation which might present a serious and imminent danger.
- Inform the Clerk of any short comings in the Council's health and safety arrangements.
- Make themselves familiar with and conform to all safety rules applicable to their work.

- Correctly use safety equipment, protective equipment/clothing and devices as necessary and follow instructions and advice regarding use of substances.
- Report, to the Clerk, all accidents and damage and adhere to the Authority's procedure for the reporting of accidents/violent incidents, regardless of whether persons are injured or not.
- Report all hazards to the Clerk or their line manager immediately.
- Comply with instructions given on health and safety matters and adhere to the Council's Health & Safety code of practice.

## Section C – Arrangements

### C1 Risk Assessments

The Clerk is responsible for ensuring suitable risk assessments are produced and maintained relevant for all significant risks and that adequate controls are provided.

The Clerk shall identify hazards and evaluate risks produced by this Council's activities. Where this assessment highlights a significant risk, the manager shall record his/her findings on the risk assessment pro-forma. A copy of these assessments shall be kept by the Clerk.

The Clerk shall ensure that staff are made aware of the significant findings of all relevant risk assessments. Indeed, wherever possible employees shall be consulted during the risk assessment exercise.

Risk assessments shall be reviewed and amended as necessary, by managers:

- On an annual basis
- Following an accident
- If there is a significant change in the work activity
- Where employees are under the age of 18 years
- On receiving notification of pregnancy from an employee, and
- When a new/vulnerable employee starts.

Risk assessment is a process and **implementation of any final actions during the assessment is essential.**

### C2 Consultation

Formal consultation on health and safety matters will be included at staff meetings. The purpose of these meetings will be to discuss health and safety working conditions and practices and monitor health and safety performance. Where necessary the Clerk will implement corrective action if performance appears unsatisfactory.

Health & safety matters discussed at these meetings will be reported to the Full Council.

Notwithstanding the above all employees shall be encouraged to bring to the attention of management any concerns or suggestions regarding health and safety.

### C3 Co-operation and co-ordination with other employers

The Council, when sharing a workplace (whether on a temporary or permanent basis shall co-operate with the other employers (and the self-employed) to ensure control of health and safety risks both on and off site. Coordination of arrangements and co-operation with other co-ordinators shall be provided as necessary.

Where necessary this will include:

- Liaising with the other employer prior to commencement of work to identify and assess the likely hazards associated with the activity.
- Ensuring existing risk assessments are suitable and sufficient.
- Producing joint safe systems of work where required.

- Determining specific responsibilities and where required appoint a person to control the activity.
- Ensuring joint legal requirements are fulfilled – i.e. fire precautions.
- Providing details to other employers prior to commencement of works of known hazards on site and any site-specific rules and procedures.

#### **C4 Fire Safety**

The Parish Clerk will ensure that:

- Where required, a suitable fire risk assessment is made to evaluate the potential fire risks and adequate responsive action is taken to remove or reduce risk to a minimal and appropriate level.
- Suitable instructions are posted in conspicuous areas informing all users of the building what action to take in case of a fire.
- A suitable fire plan is produced to ensure a rapid and effective evacuation.
- Regular Fire drills are carried out. (6 monthly)
- The Clerk shall monitor and ensure safe escape routes from the Village centre building and the workshop re maintained.
- No more than 50 litres of petrol shall be kept in the workshop and all petrol shall be kept in approved containers to be stored securely.
- Special areas of fire risk potential are suitably marked and special procedures formulated.
- All staff receive appropriate training which shall be provided to all employees by a competent person.
- All fire equipment is inspected and maintained on an annual basis. Fire extinguishers shall be maintained on an annual basis by competent external contractors.
- All of the above is documented within Parish records.

#### **C5 Accident & Violent Incident Reporting**

All employees are required to report immediately all accidents and violent incidents whether or not they result in personal injury to their line manager or the Clerk in his/her absence. All accidents are to be logged within the accident report book kept by the Clerk.

The Clerk will ensure that an adequate investigation is carried out to establish the cause, remedy any immediate defects and prevent a reoccurrence.

The Clerk is responsible for ensuring that all reportable accidents, brought to his/her attention, are reported to the Health & Safety Executive in accordance with the Reporting of Injuries, Diseases, & Dangerous Occurrences Regulations 2013. Major injuries (as defined by the schedule to the regulations) and any accident at work resulting in over 7 day's absence from work are reportable.

NB. Only fatal accidents should be reported immediately by telephone (HSE: 0345 300 9923) all other injuries should be reported over the internet ([www.hse.gov.uk](http://www.hse.gov.uk)).

All reportable accidents or dangerous occurrences will be investigated in order to:

- ❑ Establish the cause.
- ❑ Determine the extent of injuries and damage.
- ❑ Decide on action necessary to prevent a recurrence.

A report will be prepared and action considered necessary to prevent a recurrence will be taken.

HSE contact details:

**The Health and Safety Executive,**

Kingsley Dunham Centre,  
Nicker Hill,  
Keyworth,  
Nottingham  
NG12 5GG

**Telephone Number:           0300 003 1747**

Summaries of accidents and accident statistics are to be submitted to the Finance and General Purposes Committee on an annual basis.

**C6    First Aid**

The Clerk shall ensure that suitable and appropriate first aid equipment and expertise appropriate to the assessment of risk and need, is provided in accordance with legislation and codes of practice, to all employees regardless of their work situation.

Managers must ensure that used first aid equipment is replenished and training for staff is provided to ensure that adequate first aid cover is maintained at all times.

First Aiders shall keep records of all first aid administered by recording the details on the Accident Book.

**C7    Supervision & Instruction**

Adequate supervision and instruction, appropriate to the level of risk present and the employee's competency shall be provided to all work activities.

In order to be able to determine the necessary level of instruction and supervision the Clerk/line manager shall be competent as regards the identification and recognition of hazards within their work activities.

Line managers are required to instruct employees of all relevant policies and guidance, to monitor the effectiveness and initiate any steps necessary to improve safe working conditions or practices.

**C8    Training**

Training is essential to ensure staff acquire the necessary skills, knowledge and attitudes to make them competent and therefore remove or reduce risk.

Training needs shall be identified by the Clerk in consultation, with external assistance where necessary. The need for health and safety training shall be identified within risk assessments and during staff development interviews.

In addition, training needs shall be reassessed at:

- Induction.
- On an annual basis.
- Following an accident.
- During any audit.
- When work activity/equipment etc. changes.

### **Specific training requirements:**

The Clerk shall arrange for adequate training:

- Where manufacturer instructions require special training to use.
- Emergency First Aid at Work.
- Using forklift or reach truck equipment if present.
- Where protective equipment masks with face sealing is used. (Face-Fit testing)

## **C9    Maintenance**

Maintenance of plant and equipment, upon which personal safety depends, will be the responsibility of the Clerk who will ensure that there are proper arrangements for:

- Regular examination and testing, by a competent person, of all plant and equipment in accordance with statutory provisions, codes of practice and risk assessments.
- The recording of all such tests, examinations and remedial action taken.

The Clerk shall ensure the immediate withdrawal and isolation of all defective plant, equipment and installations until remedial work is effective.

## **C10   Good Housekeeping and the Workplace**

This Council considers good housekeeping, to be a key issue in accident prevention and an issue everyone must assist in.

The Clerk shall ensure there are:

Proper arrangements for the storage of clothing, tools, supplies, PPE and waste.  
Properly maintained clean work areas, washing/toilet/mess rooms are provided.  
All accesses and egresses in the workplace, including corridors, gangways, stairs, thoroughfares, etc. are maintained in a safe and clean manner.

All reasonable measures shall be taken to ensure suitable temperature, humidity, lighting and space requirements within all working environments.

Risk assessments must include reference to the above.

## **C11   Hazardous Substances**

The Clerk shall ensure that:



- Exposure to all hazardous substances and associated risk shall be identified, assessed and controlled within a COSHH (Control of Substances Hazardous to Health) risk assessment.
- A data sheet along with the COSHH Assessment shall be kept for each hazardous substance. The Clerk shall ensure that an appropriate hazard data sheet is obtained from the suppliers of each substance.
- All substances shall be used in accordance with the instructions and precautions as described in the product data and the COSHH Assessment.
- All substances shall be stored in the appropriate containers which shall be kept in appropriate accommodation and disposed of safely and without risks to the environment.
- Suitable precautions shall be provided to inform and protect employees against the risks associated with relevant infectious diseases.

Where possible hazardous materials shall be substituted by non-hazardous or less hazardous substances.

The Clerk shall ensure that all Contractors and their Sub-contractors provide, on site, suitable COSHH assessments and appropriate hazard data sheets.

## **C12 Personal Protective Equipment & Clothing (PPE and PPC)**

Suitable personal protective equipment and/or clothing (PPE & PPC) shall be supplied where a risk assessment has identified a need. Where PPE/PPC is required, the Clerk shall ensure that an assessment has been carried out to ensure the correct type has been purchased and that it fits all employees correctly.

All reasonably practicable measures shall initially be taken to remove the risk. Only if the risk remains after this shall PPE be issued. PPE shall always be the last resort.

Managers shall ensure that PPE is worn where required. Refusal by an employee to wear the correct PPE shall be treated seriously and disciplinary procedures may be considered.

Employees shall not be charged for the basic provision of PPE/PPC where this has been identified within risk assessments. Employees may, however, be requested to supplement the cost of PPE/PPC where employees request PPE/PPC that incurs costs above the cost of the basic provision. The line manager must ensure that all equipment provided meets full CE accreditation and is suitable for the risks present.

## **C13 Display Screen Equipment**

Display screen equipment as defined within the Health & Safety (Display Screen) Regulations 1992(as amended) and associated workstations shall be provided and maintained in accordance with legislation.

The Clerk will ensure that all users of display screen equipment are assessed to determine whether they are habitual users as defined within the Health & Safety (Display Screen) Regulations 1992. Where this assessment proves the employee to be a habitual user a full assessment of the equipment, workstation and environment shall be undertaken.

Employees identified as habitual users are entitled to an initial free eyesight test at the Councils nominated ophthalmic.

## **C14 Contractors & CDM Regulations**

Only suitable, competent and appropriately qualified contractors shall be engaged. Where a contractor is engaged the Clerk shall:

1. Ensure that all reasonably practicable steps have been taken to engage a competent contractor. This will require the contractor to provide, where appropriate, adequate evidence to demonstrate their suitability and competence, including:
  - (i) A current health and safety policy. (where 5> employees).
  - (ii) Relevant risk assessments and Method statements (RAMS).
  - (iii) Details of relevant training received by their employees.
  - (iv) Details of previous similar work/references.
  - (v) Details of previous enforcement action.
  - (vi) Current insurance policy covering Employers and Public Liability Insurance.
2. Agree, prior to work commencing, Client, Contractor and sub-contractor responsibilities and duties, including work method statements.
3. All relevant health and safety information available and relevant to the contract is given to the Contractor/Sub-contractor.
4. Their work shall be monitored to ensure safe working methods in accordance with legislation, contract conditions and agreed work method statements.
5. Where hazard substances are to be used the responsible Officer has ensured that the Contractor has produced a suitable COSHH assessment(s) and has the appropriate hazard data sheets on site.
6. The responsible Officer shall ensure that any area in which contractors have worked is safe prior to re-occupation.

## **C15 Grass Cutting – Safe System of work**

### **Preparation**

Employees must not operate a machine unless they have been instructed in its use and have read the instruction books for the machine they are to operate.

Before any motor mower is operated, it must be checked for safety and mechanical faults as follows:-

- all wheels are secure.
- blade nuts are secure and blades are in good condition.
- sufficient oil in the sump of four-stroke engines.

- correct petrol/oil mixture for two-stroke engines.
- fuel tank full.
- all guards are fitted and in full working order.

Any machine or equipment found to be defective must be reported to the Supervisor immediately and the defect remedied prior to the machine being used.

### **Personal Protective Equipment**

Protective footwear must be worn when using grass-cutting machines.

Where noise levels exceed 85dB (A) are experienced, ear defenders provided shall be worn.

Face protection should always be worn while using a strimmer or other similar type of equipment.

### **Starting the Engine**

Ensure that brakes are applied (if fitted), drives are in neutral and by-standers are clear of the machines.

When starting rotary machines, ensure that feet are firmly placed on top of the hood - the machines should be tilted towards you.

Do not run the engine in a building without adequate ventilation.

### **While Using the Machine**

Prior to mowing, the area must be inspected for large items hidden within the grass i.e. large stones, nails etc.

During mowing the operator should continue to watch for objects in the grass that may be ejected from the mower.

Directly prior to using the machine, check again to ensure that all parts are in good working order including security of cutting blades, paying particular attention to tyres, steering, brakes and lights if these are fitted to the machine.

Always observe the Highway Code on the roads. Keep alert and aware at all times. Remember that some people are deaf or blind and that children and animals can be unpredictable.

Keep travelling speeds low enough for an emergency stop to be effective and safe under all conditions at all times.

Take special care when reversing and ensure that the area behind is clear of obstructions.

Do not transport with the cutting mechanism rotating. Make sure that the cutting units are securely fastened in the transport position.

Remove or avoid obstructions in the area to be cut, thus reducing the possibility of causing injury to yourself and by-standers.

If a trailing seat is used, check that the towing mechanism is securely fitted and is also properly maintained. Avoid severe turns that may cause the trailing seat to become unstable. Reverse with care when using a trailing seat.

When using rotary machines, you must not walk backwards when mowing - you could slip and pull the machine on top of you. When cutting long grass, walk forwards, pulling the mower behind you.

Do not float a mower over gravel paths - it is grass cutter, not a stone thrower.

Do not lift or carry a rotary mower while the engine is running. If it will not float across from one area to another, stop the engine, carry correctly and re-start.

### **Leaving the Driving Position**

Park or place the machine on level ground.

Before leaving the driving position, stop the engine and make sure all moving parts are stationary. Apply brakes if these are fitted and disengage all drives.

Remove the ignition key if this is fitted.

### **Slopes**

TAKE EXTRA CARE WHEN WORKING ON SLOPES. Local undulations and sinkage will change the general slope. Avoid ground conditions that can cause the machine to slide. Apply brakes before disengaging traction gears. Keep the machine completely under control when disengaging traction clutches. Note that centrifugal clutches disengage as the engine speed drops. Ratchet-driven machines free wheel on downhill slopes. Violent decelerating or braking of front wheel drive machines may cause the rear wheels to lift.

DO NOT TAKE RISKS when cutting banks with a rotary mower (Flymo type). Always stand on the level part at the top and attach a length of rope to the handle of the mower. Cut by lengthening the rope to lower the mower. When using a rope, be sure to keep it away from moving parts of the engine. Be sure that the rope attachment to the machine is secure.

### **Blocked Cutting Units - Cylinder and Rotary Machines**

On rotary machines you must first disconnect plug lead(s) from sparking plug(s). Release blockages with care. Keep all parts of the body away from the cutting edges. Beware of energy in the drive that can cause rotation when the blockage is released. Keep other people away from the cutting units. Pay special attention when cleaning multi-cutting unit machines, as the rotation of one cylinder or rotor can cause others to rotate.

### **Adjustments and Maintenance**

On rotary machines, you must first disconnect plug lead(s) from sparking plug(s). When adjusting cutting of cylinders, take care not to get hands or feet trapped when rotating the cylinder. Make sure that other people are not touching any cutting unit. Again, on multi-cutting unit machines, rotation of one cylinder or rotor can cause the others to rotate.

When refuelling, you must first stop the engine. **Do not smoke.** Always use a funnel to pour fuel into the tank, from the can. **Do not spill fuel on hot components.**

You must always clean your mower at the end of the day, particularly around the carburettor controls. A clean machine always works better and lasts longer than a dirty one.

### **Chain Saws & Loppers**

Motor or electric powered chain saws and loppers shall only be used and maintained by operatives who have completed the approved certificated course and have where necessary received the required refresher training.

Use of this machinery shall be in accordance with the safe working manual and no use of the chainsaw or lopper shall take place other than from ground level.

Any tree work requiring working at heights shall be let to a competent contractor.

All necessary PPE protective issue shall be worn by both the operator and any assisting operatives.

Due regard shall be had for the general public and whenever such work is undertaken, suitable isolation of the falling area shall be made prior to commencement of the work.

## **C16 Asbestos**

No asbestos containing products shall be used or stored by this council.

An asbestos register shall be maintained and asbestos installations managed and/or competently removed according to risk.

The Clerk will maintain records of all asbestos exposure to employees and maintain medical records where required.

## **C17 Infectious Diseases and Handling Sharps**

Where it is identified by risk assessment that an activity includes the risk of infectious disease then reference to and compliance with the infectious disease policy will be made.

Employees exposed to Hepatitis A and or B will be encouraged to undertake immunisation.

Work that requires the handling of used hypodermic needles or sharps shall be in accordance with the Council's code of practice for the safe handling of hypodermic needles.

All staff who are exposed to infectious diseases will be suitably trained and shall be supplied with adequate and suitable PPE.

### **Dealing with contaminated syringes or other sharps**

Staff may come across both used and unused hypodermic needles whilst carrying out their normal everyday duties. This document sets out the basic precautions required and the safest method of work to handle and dispose of these needles safely. Refer to the council Toolbox Talk for more details.

#### **Hazard**

When dealing with hypodermic needles the greatest danger is that of a puncture wound and the possibility of a subsequent infection.

The greatest infection risk associated with a puncture wound is Hepatitis B virus. However, this risk is considered low, as the virus will only survive outside of the body for a short period of time. At room temperature this may, however, be up to seven days.

A vaccination for Hepatitis is available to staff, who are considered at risk.

The risk of a HIV infection from a needle stick injury is considerably less than Hepatitis B. The HIV virus is extremely fragile and cannot survive outside of the body. Once exposed to air the virus will not survive. Puncture wounds may also cause Thrombosis.

### **Precautions**

The Clerk shall consider the potential for his/her staff to unexpectedly encounter a needle and produce a suitable risk assessment where there is such a risk.

Only staff that has been given the correct equipment and training should handle hypodermic needles. This equipment should include a suitable pair of gloves, a sharps bin and a pair of tongs/tweezers.

Staff should always remain vigilant when working in "risk areas" exercising extreme caution during the handling of needles.

When carrying plastic sacks do not allow the bag to brush against the body as it may contain an undetected needle.

### **Handling sharps - Safe system of work.**

**REFER to SSOW-BC-001**

## **C18 Playgrounds and Play Equipment**

This Council will ensure by inspection, monitoring, maintenance and repair that all playgrounds and play equipment owned by BPC remain, so far as is reasonably practicable, safe.

Inspection and monitoring of these sites will include:

- Weekly informal visual checks to ensure no obvious faults/vandalism.
- Monthly formal checks using agreed checklist.
- Annual detailed inspection and risk assessment by a competent person.

All new equipment will be examined/inspected, by a competent person prior to use, to ensure it has been suitably installed and conforms to current standards. This inspection will be suitably documented.

## **C19 Open spaces**

The Council will ensure that all open spaces managed or owned by Balderton Parish Council are maintained to ensure so far as is reasonably practicable the safety of all users. This will include all open water, footpaths, trees and furniture fitted in these areas.

## **C20 Noise**

Suitable and appropriate measures, in accordance with the Control of Noise at Work Regulations 2005 and codes of practice, shall be taken to ensure the hearing of all employees and visitors.

The Clerk shall ensure that a suitable noise risk assessment is in place for all activities that produce or may develop noise levels that exceed the first action level 80d(B)A as defined within the Control of Noise at Work Regulations 2005.

Where this assessment proves the noise levels exceed the first action level, 80d(B)A, the Clerk will ensure that:

- Hearing protection is made available.
- Audiometric screening is made available where exposure is for long durations. Refer to risk assessments.

Where the assessment exceeds the second action level, 85 d(B)A the line manager shall ensure that:

- Hearing protection is provided and is worn.
- Warning signs are posted within the noise area.
- Exposed staff receive audiometric testing where required by legislation.

## **C21 Manual Handling**

The Clerk shall ensure that all manual handling activities with a significant risk of injury are suitably assessed in accordance with the Manual Handling Operations Regulations 1992. This assessment shall be part of the risk assessment defined for the activity performed. All actions applicable to the hazard must be implemented.

## **C22 Electricity**

Appropriate inspection and testing, in accordance with legislation and codes of practice, shall be carried out on all electrical installations and portable electrical equipment owned by this Council. This Council shall also ensure that any electrical equipment that is allowed to be brought into Council premises is suitable for the environment in which it is to be used, has a valid PAT test certificate, is within manufacturer warranty or undergoes a visual inspection before using.

The Clerk is responsible for ensuring the testing of all electrical equipment owned by the Council and for ensuring that all equipment brought on site by third parties has been suitably tested, warranted or is visually inspected. The clerk is also responsible for ensuring the fixed wiring of buildings is examined within the 5 year recommended period

The Clerk shall ensure that only competent persons shall be authorised to install, repair, and maintain electrical installations and/or equipment.

## **C23 Lone Working SSOW-BC-002**

Where lone working is required, the Clerk shall ensure that a suitable risk assessment is in place to establish the hazards associated with the task and the necessary control measures required eliminating the risk or reducing it to a reasonably practicable level.

The Clerk/ shall ensure that there is a written safe system of work for all lone working operations that involve a significant risk. A reporting in/monitoring procedure shall be implemented for all lone workers.

## **C24 Stress**

Balderton Parish Council will ensure, so far as is reasonably practicable, that no employee is subjected to a level of stress due to work, which is detrimental to his or her health. The Council aims to create an environment where workplace stress can be dealt with openly and fairly and expects all managers to apply this policy and guidance in a consistent and timely manner.

The Council will take seriously and investigate report(s) from employees about causes of workplace stress and will take preventative and protective measures to reduce the risk.

Workplace stress is recognised as a Health and Safety issue. The main legislation, which is relevant to this subject, is the Management of Health and Safety at Work Regulations 1999 and the Health and Safety at Work Act 1974, Sections 2 and 7.

## **C25 Hand-Arm Vibration**

The Council recognises that there is a need to reduce prolonged and regular use of high-level vibration hand-held tools and that effective controls are required to minimize the risk of injury to employees. Whilst accepting the need to continue and improve delivery of services to the community, the Council agrees that all reasonably practicable steps be taken to achieve this minimisation.

The Council has a statutory duty to minimise the risk of exposure to its employees.

## **C26 Pregnant workers**

When advised of pregnancy, the Clerk shall immediately arrange for a risk assessment of the pregnant worker's post to be carried out as soon as possible. This risk assessment shall be carried in conjunction with the pregnant worker and where applicable their immediate line manager.

## **C27 Young Persons – (under 18 years old)**

The Clerk shall carry out a suitable risk assessment, using the councils agreed risk assessment template, for all young person's when either employed by this Council or when on work experience (Unless carried out by the school our appointed inspector).

The assessment must:

- Consider their inexperience, lack of awareness of existing or potential risks, and immaturity.
- Provide information to parents of school age children about the risk and the control measures introduced.
- Take account of the risk assessment in determining whether the young person should be prohibited from certain activities.

## **C28 Use of Mobile Phones whilst driving**

Staff who are required to carry mobile phones to ensure their safety and to assist with their service provision **MUST** not answer any call or text whilst their vehicle is in motion unless via handsfree supplied equipment. If handsfree equipment is not available, prior to answering any call they shall ensure that their vehicle is stationary and parked in a safe location. Under **NO** circumstances shall they make or receive any call, on either Council or privately owned mobiles whilst driving using equipment in their hand. Employees are advised to ensure that when driving the phone's messaging facility is activated. Calls should then be checked and returned only when safe to do so.

## **C 29 Travel and Transport**



Integral to service delivery of the Council is the need for travel of employees and transportation of goods and materials. Such activity will include adequate consideration of health & safety to ensure safety of employees and non-employees.

The Clerk is responsible for ensuring the vehicle fleet is serviced as required and maintained in a safe and road worthy manner.

Drivers of the vehicles are responsible for checking the vehicle daily and reporting any faults to their manager or directly to the Clerk.

### **C30 Work on or Near Highways**

The Clerk shall ensure that a suitable and sufficient risk assessment specific to working on or near highways has been completed if any work activity is to be on the highway or within 450mm of the highway.

All work on highways will be in accordance with the Department for Transport's Traffic Signs Manual Chapter 8 – Traffic safety measures and signs for road works and temporary situations.

### **C 31 Smoking**

This council operates, in accordance with current no smoking legislation, no smoking is permitted:

- Within any council building.
- Within 10 metres of any building door or window.
- In any council shared vehicle.
- Near any stored flammable liquid locations.
- During fuel filling of machinery or fuel transfer in vehicles.

### **C32 Working at Heights**

The Work at Height Regulations 2005 applies to all work at height where there is a risk of a fall liable to cause personal injury. They place duties on employers, the self-employed, and any person who controls the work of others (e.g. facilities managers or building owners who may contract others to work at height) to the extent they control the work.

The Regulations set out a simple hierarchy for managing and selecting equipment for work at height.

Duty holders' responsibilities

The Regulations require duty holders to ensure:

- All work at height is properly planned and organised.
- All work at height takes account of weather conditions that could endanger health and safety.
- Those involved in work at height are trained and competent.
- The place where work at height is done is safe.
- Equipment for work at height is appropriately inspected.
- The risks from fragile surfaces are properly controlled.
- The risks from falling objects are properly controlled.
- Where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.

- Use work equipment or other measures to prevent falls where they cannot avoid working at height.

The Clerk and/or persons controlling work at heights or contractors are responsible for ensuring the above duties are complied with.

### **C33 Events**

The Clerk shall ensure that where necessary the following are implemented for all indoor or outdoor events organised or managed by BPC:

- All hazards are identified prior to the event and risks assessment produced to control/minimise them.
- Responsibilities are formally agreed.
- Inspections take place prior to, during or directly after the event, where defined in a risk assessment.
- All events will be performed under any applicable council procedure or policies.

### **C34 Cemetery and churchyard – Headstones and Monuments**

This Council will ensure, so far as is reasonably practicable, the stability/safety of all headstones and monuments located within the **Mount Road** cemetery and **St. Giles closed churchyard**.

Inspection and monitoring of headstones and monuments will be in accordance with:

- ICCM management of Memorials

### **C35 Legionella**

This Council is required to consider the risks from legionella that may affect either its employees or members of the public and take suitable precautions to protect them all. As an employer and as an organisation in control of premises we must:

- **Identify** and assess sources of risk.
- **Prepare** a management plan for preventing or controlling the risk at each water system.
- **Implement** a suitable management programme and appoint a person to be responsible, sometimes referred to as the 'responsible person'.
- **Keep records** and check that what has been done is effective.

### **C 36 Monitoring**

The Clerk shall implement suitable mechanisms to ensure managers are carrying out adequate routine inspections of their workplace to ensure the health, safety and welfare of all employees and visitors.

### **C37 Audit, Review and Annual Performance Reporting**

The Clerk shall ensure that a Health and Safety Audit is completed out on an annual basis. This policy will be formally reviewed at least every year and at another times when activities, staff structure, accidents occur or when there is a significant change to legislation.

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-----Original Message-----

From: REDACTED

Sent: Saturday, June 1, 2024 12:22 PM

To: Balderton Parish Council <[office@baldertonparishcouncil.gov.uk](mailto:office@baldertonparishcouncil.gov.uk)>

Subject: Don't lose your community's building or space -nominating an Asset of Community Value (ACV) and Community Right to Bid - MyCommunity

Hi Jane and all is it worth exploring this for the Lowfields site currently under threat ?

Regards REDACTED

<https://mycommunity.org.uk/nominating-an-asset-of-community-value-acv-and-community-right-to-bid>