

St Cleer Parish Council

Minutes of a Meeting of the Finance and General Purposes Committee on 20th May 2020, virtually

Penelope Andrews, Councillor		
Martin Brunt, Councillor		
Sue Harbord, Councillor	Chair of Council	In attendance
Suzanne Horsfield, Councillor		
Jonathan Prinn, Councillor	FGPC Committee	In attendance
Clive Sargeant, Councillor		
Brian Seage, Councillor	Vice Chair, FGPC Committee	In attendance
Brian Smith, Councillor	Chair, FGPC Committee	In attendance
Tony Turton, Councillor		
Chris Ullman, Councillor		
Derris Watson, Councillor		
Andy Webb, Councillor	Vice Chair of Council	
Martin Eddy, Cornwall Councillor	St Cleer, St Neot and Warleggan	
Roni Jones	Clerk In attendance	RJ
Members of the Public		0

1	<p>Apologies for Absence</p> <p>Apologies were received and accepted as above</p>	
2	<p>Members declarations</p> <ul style="list-style-type: none"> a. Disclosable pecuniary interests b. Non-registrable interests c. Declarations of gifts d. Applications for dispensations <p>None</p>	
3	<p>Minutes of Previous meeting</p> <p>Minutes of the previous meeting 11 02 2020 were discussed. These were Proposed by SH; Seconded by JP motion Carried</p>	
4	<p>Matters Arising</p> <ul style="list-style-type: none"> • None not on the Agenda 	
4.1	<p>Planning</p> <p>PA 20/ 00521 1 Stanton Row Protocol</p> <p>After debate SH proposed and BSg Seconded the motion that Parish would Agree to Disagree; Carried</p>	
5	<p>Standing Items</p> <p>Business Plan review (roll over)</p> <p>Risk Register (To note the addition of the Pandemic Register and the Lone Working RA) Noted that the Corporate register is unchanged and the Pandemic Register is updated – to go to Parish for information (Appended)</p> <p>Transparency Code – Final (Appended) This was noted and had been passed to the Internal Auditor today to go to Parish for ratification at the APCM in due course</p>	

Workplan review – Appended
Noted and on schedule

6

AGAR Update / Financial Report

The Year end figures had been circulated previously and are as follows:

		<u>Last Year £</u>	<u>This Year £</u>	<u>General Notes for Guidance</u>
1	Balances brought forward	113,383	92,346	Total balances & reserves at the beginning of the year as recorded in the Financial Records
2	Annual Precept	52,585	52,881	Total amount of Precept income received in the year
3	Total other receipts	18,745	19,740	Total income or receipts as recorded in the cashbook minus the Precept
4	Staff costs	24,022	24,749	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and expenses
5	Loan interest/Capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on borrowings
6	Total other payments	68,346	53,484	Total expenditure or payments as recorded in the cashbook minus employment costs (Line 4) and loan / interest expenditure / payments (Line 5)
7	Balances carried forward	92,346	86,734	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
8	Total Cash & Investments	92,346	89,734	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March
9	Total Fixed Assets	531,630	478,299	The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register
10	Total Borrowings	0	0	The outstanding capital balances as at 31 March of all loans from third parties (usually PWLB)

Any figure with a variance of more than 15% must be reported on; the main change is in the Asset register and this is shown with the items that reflect the change explained as follows:

Date	Item	Location	2018-2019 Value	2019-2020	Category	Variation explanation
1.4.87	Sportsground	Hockings House	£1.00	£1.00	0	
1.4.92	Horizon Play Area	N/O Penhale Close	£1.00	£1.00	0	
1.8.09	Land	Bakers Hill Tremar	£1.00	£1.00	0	
23.7.08	Land	Tremar Lane	£1.00	£1.00	0	
30.11.02	Land	Trethevy	£1.00	£1.00	0	
30.2.2019	Car Park	Well Lane	£1.00	£1.00	0	
1.4.06	Toilets	Well Lane	£26,840.00	£26,840.00	1	
1.6.90	Pavilion	Sportsground	£259,993.00	£259,993.00	1	
17.12.97	Football stand	Sportsground	£3,633.00	£0.00	1	Written off
1.12.11	Computer Equipment and Printer	Pavilion	£50.00	£0.00	2	Written off
11.4.18	Computer	Clerk's Possession	£669.91	£669.91	2	
27.7.18	Safe	Pavilion	£1.00	£1.00	2	
31.7.18	Printer	Clerk's Possession	£155.26	£155.26	2	
15.7.18	Local Council Administration Book	Sportsground	£73.60	£73.60	2	
20.11.02	Millenium Coats	Pavilion	£585.00	£585.00	3	
26.11.03	Cooker	Pavilion	£401.00	£401.00	3	
28.11.03	Fridge	Pavilion	£307.00	£307.00	3	
27.6.18	Defibrillator	Sportsground	£2,160.00	£2,160.00	3	
31.10.15	CCTV	Pavilion	£1,130.00	£1,130.00	3	
31.12.15	Vacuum cleaner	Pavilion	£57.00	£57.00	3	
31.5.15	Tables and Trolley	Pavilion	£795.00	£795.00	3	
19.3.18	Boiler	Pavilion	£2,500.00	£2,500.00	3	
21.11.18	Table	Pavilion	£142.86	£142.86	3	
02/10/2019	Trophy Cabinet	Pavilion	£0.00	£80.00	3	Purchase
1.10.18	Outside Gym Equipment	Sportsground	£11,889.44	£11,889.44	4	
25.10.00	Notice Boards 5	Various	£1,842.00	£1,842.00	4	
27.7.16	Outside Gym	Sportsground	£4,196.00	£4,196.00	4	
30.11.02	Interpretation Board	Trethevy	£1,403.00	£1,403.00	4	
1.4.75	Bus shelter	Darite	£470.00	£470.00	5	
1.4.75	Bus shelter	Commonmoor	£492.00	£492.00	5	
1.4.98	Bus shelter	War Memorial, Well Lane	£3,043.00	£3,043.00	5	
1.5.87	Seats	Various	£4,417.00	£0.00	5	Removed as unsafe
1.6.85	Bus shelter	Phillips Hill	£3,560.00	£3,560.00	5	
20.10.03	Bus shelter	Higher TremarCoombe	£1,537.00	£1,537.00	5	
24.6.05	Bus shelter	Well Lane	£1,377.00	£1,377.00	5	
27.6.18	Benches	Pavilion	£598.80	£598.80	5	
27.6.18	Seat		£351.00	£351.00	5	
29.8.02	Bus shelter	Venland Close	£1,445.00	£1,445.00	5	
29.8.02	Bus shelter	Sportsground	£1,445.00	£1,445.00	5	
29.8.02	Bus shelter	Crows Nest	£1,445.00	£1,445.00	5	
14.11.18	Grit bins	Various	£358.38	£268.79	5	2 written off
26.9.18	Phone Box	St Clear	£1.00	£1.00	5	
22.11.2019	Benches 6	Various	£0.00	£2,649.24	5	Purchase (reuse of £3000)
31.10.09	Fencing and Gate	Pavilion	£3,341.00	£3,341.00	6	
26.11.03	MUGA	Fencing, lights, goal posts	£25,000.00	£25,000.00	6	
15.5.13	ALIBOAG Mower	Sportsground	£283.00	£283.00	7	
15.5.13	MILBOZA	Sportsground	£9,910.00	£0.00	7	Sold for £3000 (Damaged)
24.7.13	Brushcutter	Sportsground	£497.00	£497.00	7	
3.8.16	EFCO Strimmers	Pavilion	£808.00	£808.00	7	
30.11.15	Pressure Washer	Pavilion	£199.00	£199.00	7	
1.9.16	Play Equipment / Fencing	Horizon Play Area	£110,842.47	£110,842.47	8	
10.9.12	Skatepark Shelter	Sportsground	£3,818.00	£3,818.00	9	
22.6.05	Skatepark Fridge	Sportsground	£41,960.00	£0.00	9	Removed as unsafe
26.11.03	MUGA	Sportsground	£1.00	£1.00	9	
	Total		£ 531,629.72	£ 478,299.37		

Key		Total to Insure		
		£5.00	£6.00	Variance
0	Land			
1	Buildings	£290,466.00	£286,833.00	-£3,633.00
2	Office	£949.77	£899.77	-£50.00
3	General	£7,877.86	£7,957.86	£80.00
4	Outside equipment	£19,330.44	£19,330.44	£0.00
5	Street Furniture	£17,540.18	£18,682.83	£1,142.65
6	Gates and Fencing	£28,341.00	£28,341.00	£0.00
7	Mowers and Machinery	£10,497.00	£1,587.00	-£8,910.00
8	Play equipment	£110,842.47	£110,842.47	£0.00
9	Other Sports Surfaces	£45,779.00	£3,818.00	-£41,960.00
		£531,629.72	£ 478,299.37	-£53,330.35

The questions on the AGAR that Parish must answer are as follows:

	Agreed		Yes	No*	N/A	Yes' means that this authority:
	Yes	No*				
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.						prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.						made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.						has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.						during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.						considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.						arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.						responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.						disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No		N/A		has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

It was proposed by JP and seconded by SH that the following Motion be sent to Parish:

- That the End of year balances as stated be accepted;
- That the variations on the Asset Register as noted support this;
- That in relation to the questions 1-8 are answered YES with 9 being answered NA; Motion carried

YTD analysis

All figures for April have been circulated and the bank accounts all reconcile. Spending is as follows:

Grand Totals:- Receipts	35,540	75,797	40,257			46.9%
Payments	4,755	75,434	70,679	0	70,679	6.3%
Net Receipts over Payments	<u>30,785</u>	<u>363</u>	<u>(30,422)</u>			
plus Transfer from EMR	0					
less Transfer to EMR	0					
Movement to/(from) Gen Reserve	<u>30,785</u>					

EMR

EMR changes that are informed by the 2020-2021 budget will be made shortly now the system is updated; these will need to go to Parish for ratification

S137 Notifications – none

No applications were noted. In relation to the St Cleer Covid volunteers the Clerk asked would FGPC recommend that this amount be vired to the S137 Budget. The figure will be reported globally

BSg declared an interest and exited

It was agreed to recommend this matter to Parish for recommendation

BSg re entered the meeting

7 Policies Review

The ACPM requires several policies are re adopted; the TOR for FGPC and Estates were amended in February and need to be taken to Parish; The Clerk suggested that the policy for Vexatious Abusive and Persistent complainers and the Social Media policy be rolled over the 2021 (See Appended)

8 Good Business Charter

It was agreed to roll this item over to allow an enquiry as to the time required to attain this accreditation. Agenda for next FGPC meeting <https://www.goodbusinesscharter.com/our-10-components/>

The following document range needs to be addressed

Business

To ratify the following documents for use in the forthcoming civic year:

- Cornwall Code of Conduct 2012 as amended by Parish on 24.4.19
- Member Officer Protocol (CALC 2016)
- Standing Orders as amended by Parish on 27.05.2020 (SO6j ix)
- Financial Regulations as amended by Parish on 27.3.19
- The Council's complaints procedure (As ratified by Parish in June 2019);
- Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*) (As ratified by Parish in 2019);
- Terms of reference for subcommittees (SO6j v)
 - Finance and General Purposes as amended by Parish on XXXXXX
 - HR (Including the Terms) as amended by Parish on 22.5.2020 (SO6j xix)
 - NDP as incepted by Parish in 2017
 - Estates as amended by Parish on XXXXXX
 - Community Engagement as amended by Parish on 24.3.19
 - Community Emergency Planning as incepted by Parish on 27.3.19
 - Planning Coordinator as amended by Parish on 28.11.19
 - Abusive, persistent or vexatious Panel as incepted by Parish on 27.2.19
 - Social Media Policy as incepted by Parish on 27.6.19 (SO6j xviii)

Subcommittees and appointments

To appoint representatives to outside bodies who will notify parish in advance of any meeting and report back on all matters at the Parish meeting following the external meeting (SO6j xi)

- Community Network Area (and similar)
- Bodmin Moor Parishes Network
- Commoners Association

To appoint committees and sub-committees (SO6j vii)

- Finance and General Purposes
- HR
- NDP
- Estates
- Community Engagement
- Community Emergency
- Planning

To ratify and receive the following documents

- Asset register 2019/2020 (SO6j xiii)
- Insurance 2020/2021 (SO6j xiv)
- Meeting schedule 2020/2021
- Transparency Audit 2019/2020

St Cleer Parish Council

Transparency Statement for the year 2019-2020

In the civic year the following matters were raised with The Information Commissioners' / Monitoring Office(r)

Description	Date	Finding
Complaint that a letter was not managed as an FOI FS50865760	March 2019	The complaint was not treated in line with FOI guidelines and a review of process required; St Cleer agreed with ICO
Complaint that the FOI outcome (above) of a review was inadequate FS50865760	16.9.2019	1. An investigation concluded that St Cleer had not withheld any information 2. Initial findings were endorsed
Complaint that a FOI sent to a personal address was not attended to as prescribed FS50865760	23.10.2019	1. ICO directed that the letter be treated as a FOI 2. Reply to complainant demonstrated that all of the information requested was in the public domain
Complaint by St Cleer that the ICO decision was inappropriate RCC0879535	13.11.2019	ICO did not agree with the tenet of the complaint
SLCC adopted the Complaint to the ICO made by St Cleer RCC0879535	14.11.2019	Matter ongoing
Code of Conduct Complaint (Harbord) Information Commissioners Decision Notice FS50827145	11.12.2019	Rejected
Code of Conduct Complaint (Harbord/Watson) re planning application PA19/08136, the NDP and the meeting of the Council held on 23 October 2019.	11.12.2019	Rejected
4 FOIs were received from one member of the general public accounting for 69.33h of work: <ul style="list-style-type: none"> St Cleer Car Park FS50827145 A letter was not managed as a FOI enquiry FS50865760 Accounting Records Planning / LA Protocol 	February 2019 (ran into 19/20) October 2019 June 2019 November 2019	Including on costs at 25% (NIC, Pension, Tax and office expenditure) £1,300 No substantive material details requested were provided as much was in the public domain or outside of the provisions of the Freedom of Information Act 2000
Request for an Internal Review under the Freedom of Information Act re planning / LA Protocol	February 2020	Complaint not upheld
Invoice 2019-2020 for Cornwall Council to be a single point of contact for a vexatious complainer	31.3.2020	£211.68; with the cost noted above this offers a total of £1,511.68
1 FOI was received and retracted from a member of the general public accounting for 1 hour of work: <ul style="list-style-type: none"> Climate emergency 	October 2019	
Fin Ombudsman related to HSBC rejecting as unpaid all cheques legitimately presented to them from September 2019 when their systems changed	January 2020	Outstanding – acknowledgement received but nothing more to date

In the civic year

Police	Date	Finding
Referral for Harassment	27.11.19	ASBO Stage 1 warning given

In the civic year the following panel(s) were convened

Panel	Date	Finding
Vexatious Panel	16.9.19	Continuance of previous finding (12.1.19 Single point of Contact appointed)

In the Civic year 2019-2020 The HR Committee dealt with the following matters

Description	Date	Finding
NALC assessment of terms applied to the Clerk	October 2019	Implemented

In the Civic year 2019-2020 The Finance and General Purposes Committee Audited as follows

Description	Date / Finding
Purchases over £5000 <ul style="list-style-type: none"> WMS £5182 (public toilets) 	<ul style="list-style-type: none"> 25.1.20
All Purchases over £500 <ul style="list-style-type: none"> CALC Membership £994 Rialtas £864 (Purchase) DA Giles £683 (Retention) Darite Defib £1620 A Davey Electrics £644 Butler Fuels £740 RoSPA £522 KCS (Benches) £2649 NDP £1750 G Phelps Electrics Came and Co £2100 Vincent's Tractors £1660 NP Arboricultural £1896 Butler Fuels £677 	<ul style="list-style-type: none"> 8.4.19 8.4.19 8.4.19 10.5.19 24.4.19 10.5.19 23.9.19 22.11.19 12.12.19 25.1.20 11.02.20 24.02.20 25.03.20 10.3.20
All Meetings Agenda advertised with at least 3 clear days' notice	Achieved
All Meetings Minutes published on website	Achieved
Regular audit of banking reconciliation	Achieved Monthly
Councillor Register of Interests	Achieved
Councillor Acceptance of office / Code of Conduct confirmation	Achieved
Councillor Social Media Compliance	No issues noted
Tenders <ul style="list-style-type: none"> Skatepark ITT issued 	Delayed by Pandemic

In the Civic year 2019-2020 the following contracts were entered into

Description	Date	Finding
SLA with Football Teams	May 2019	3 year
WCM – Toilet refurbishment	Paid 23.1.20	£5184.12
SWS - Sanitary waste collection	4.9.2019	24 Months
CheaperWaste – Recycling Contract	23.1.20	12 months
A Sandow – Pitch Maintenance	Specific Work	Ongoing
B Baynes – Hedge Trimming		Ongoing
Happy Habitats – Tree Management Pavilion	23.1.20	Specific Work
Cornwall Council – Single point of contact	1.12.19	Ongoing

In the Civic year 2019-2020 The Estates Committee Audited as follows

Description	Finding
Compliance with Gym weekly inspections	Achieved
Compliance with Horizon Park weekly inspections	Achieved
Compliance with Legionella Monitoring at the Pavilion	Achieved

Equality Impact Assessments on Pavilion, Allotments, Millennium Garden, Outdoor Gym, Football pitches	Further audit work required
---	-----------------------------

In the Civic Year 2019-2020 S 137 Grants were awarded as follows:

Recipient	Amount	Date agreed at Parish
NIL		

In the Civic Year 2019-2020 The following was published

Description	Date	Finding
Meetings Timetable 2020-2021	May 2020	Complies with Transparency Code
Parking Spaces: <ul style="list-style-type: none"> Trethevy Quoit St Clear Pavilion 		Provided free and for public benefit
Senior Salaries over £50,000 per annum	NIL	
The Pay multiple for 2019-2020 was	1.61	

Reflection of Councillor Election / appointments – No previous Parish Record Digitally Kept

Note	Date	Councillors
Uncontested Election 2017		Smith T, Watson, Sargeant, Harbord, Horsfield , Shead, Lockley, Dickson (Max, Chorlton and Ramsay failed to take office; 5 vacancies remained)
Co-option 2017	June	Johnson and Shute (Shute failed to take office; 4 vacancies remained)
Uncontested Bye Election 2017		Buckley (3 vacancies remained)
Co-option 2017	September	Turton, Webb, Price and Unsworth (Replaced Smith T; Unsworth failed to take office)
Co-option 2018	January	Smith B (Replaced Unsworth)
Co-option 2018	August	Prinn (Replaced Dickson)
Co-option 2018	September	Andrews and Seage (Replaced Johnson and Price)
Co-option 2019	November	Ullman (Replaced Lockley and Buckley; 1 vacancy remained)
Co-option 2019	December	Brunt
Co-option 2020	February	(Vacancy)
Election Due 2021		
4 Elected	8 Co-opted	1 Vacancy

There were no referrals to the Police or others to Investigate Fraud; there were no internal investigations in relation to fraud. There were no claims made against the Insurance policies held

Dated and Signed			
27 May 2020	Clerk	Chair of Council	Chair of FGPC

Matter	Commentary
The council's accounting control systems must include measures: <ul style="list-style-type: none"> For the timely production of accounts; That provide for the safe and efficient safeguarding of public money; To prevent and detect inaccuracy and fraud; and Identifying the duties of officers. 	Compliant
AGAR	Rialtas booked for 19th May; Handover to Internal Audit on 20th May
Wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.	No Claims outstanding
On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman [or a cheque signatory] shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council [Finance Committee].	Due Diligence dates: XXXX
Each committee shall review its three-year forecast of revenue and capital receipts and payments.	Done
The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget	Done
The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time	Due Diligence rotated
The council will review all fees and charges at least annually, following a report of the Clerk.	Achieved 27.2.19
The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.	We have a list but work need to be done on this; Land registry needs change of Clerk also
Risk management will be in evidence	Compliant

REVERSAL OF LOCKDOWN PLAN

No	Objective	Commentary	Considerations
1	Sanitiser on entry to Pavilion – 4 sites Sanitiser for the public toilets - 1	We have hand sanitiser We have signs We have dispensers	
2	Replace 'Do not enter tape'	Ordered	
3	Ability to cordon off areas to prevent public ingress	We have cones We have tape	
4	Ability to offer staff face masks	This is for public protection and staff reassurance Handmade masks being made	
5	Method Statement for Caretaker working	Appended	
6	Plan for non-virtual meetings	2m not likely to be possible at the Pavilion Explore alternative venue Ensure that the Hall can accommodate sanitising and distance	Memorial Hall (Parking)
7	Plan for virtual access once meetings non virtual again	Need to offer this to May 21 or on repeal of legislation Wifi at the Pavilion Website update	Short term possible from a phone using an individual's data plan
8	Conditions for St Cleer to return to non-virtual meetings in the context of ongoing Covid 19 issues	1. Government agreement 2. Individual agreement 3. 4.	Some individuals will exercise caution into 2021

REVERSAL OF LOCKDOWN PLAN

Date	
Worker	Julian Reynolds
Details of item to be maintained	
Name	Any Community Activity undertaken influenced by Covid 19 arrangements
Location	St Cleer
Reason	This is a new working condition
Weather	NA in this context
Risk Assessment and Management (Continue overleaf as necessary)	
Risks identified (Hazards such as PPE, heights or cutting, electricity or need for PPE / Cones etc)	<p>Passing on Covid 19</p> <p>Being infected with Covid 19</p>
<p>Actions taken to manage / mitigate the risks</p> <p>(Address each issue identified above – do not proceed if risks cannot be managed or mitigated)</p>	<ol style="list-style-type: none"> 1. Cross contamination to be avoided; for all activities where using a surface used by members of the public eg gates, handles is encountered hand sanitise immediately 2. If indicated, following government guidance, use face mask 3. Continue to use gloves when handling hazardous materials 4. Use gloves or immediately use sanitiser when cleaning outdoor equipment used by the public 5. Avoid touching the face at all times (mask and glove use promote this) 6. Withdraw or move outside of the required distance should any third party impinge on social distancing 7. In a no-confrontation manner ask that your social distance be further compromised. Ongoing issues mean that you should physically retire to a safe space; abandoning the task in hand if required 8. At the end of use; all items that are non-disposable need to be wiped down before being returned to store or transport
Tools required (Do not use inappropriate tools or 'make do')	Mask; Mask Liners; Gloves; Sanitiser; Sanitiser spray for surfaces to be used
Are tools in good working order (Check every time)	<p>Mask liners need to be disposed of every 2 hours</p> <p>Masks need to be washed in a hot was or soaked in an antibacterial agent prior to a cool wash</p> <p>All others are single use items</p>
Survey Undertaken (Continue overleaf as necessary)	
Competence to carry out the task (Do not carry out any task you consider yourself to need training or support to carry out)	<p>Julian has been working with disease causing materials (Bins etc) for a number of years</p> <p>He is trained in Risk Assessment and able to manage his conduct in a non-confrontational manner following training as an enforcement officer</p>
Issues or Subsequent risks identified	

Risk	Outcome of risk	Risk	X	Prob	Total	RAG	Mitigation
Delay: slow the spread in this country, if it does take hold, lowering the peak impact and pushing it away from the winter season	Growing number of cases and increased community spread. Contact tracing increasingly difficult. Growing burden on health services and reduction in routine, planned and screening medical care	3.5	x	3.5	12.5		Staff Management <ul style="list-style-type: none"> Manage staff health by requiring self isolation at the sign of any cough or cold like symptom / or as indicated by NHS Enable home working if possible Manage off duty pay as per LGA guidance (to include self isolation) Public Meetings <ul style="list-style-type: none"> Virtual Parish Council meetings Remote working and communication Use social media to keep electors informed Ensure contingency plans are available and understood Support national effort to maintain society, public services and the economy as able
Reopening Services <ul style="list-style-type: none"> Play Park Allotments Gym Pavilion 	Mitigation of Risks		x				<ul style="list-style-type: none"> ACTION PLAN TO REVERSE LOCKDOWN (Appended) RAMS for Caretaker
Complete Emergency plan	Completion		x				<ul style="list-style-type: none"> Purchases to limit of Grant
Lone Worker Policy	Mitigation of Risks		x				<ul style="list-style-type: none"> Appended

Update 2 for FGPC 20.05.2020

Estate Caretaker and Enforcement Officer in relation to LONE WORKING only								
No	Risk	Outcome of risk	Risk	X	Prob	Total	RAG	Mitigation
1	Slips, trips and falls	Injury and unable to call for help	1	X	2	2		Carry Mobile phone Know What3Words locations
2	Electrical	Shock, death	1	X	2	2		Caretaker only addresses PAT safety Not authorised to undertake any other intervention
3	Hazardous substances	Ill health / Inhalation	1	X	2	2		Cleaning Materials has a policy and procedure of their own Training Chemicals not mixed
4	Manual handling	Back, neck and limb injuries from lifting heavy loads, e.g. refuse items for disposal, deliveries of cleaning materials, grit etc	2	X	5	10		Training Risk assessment Not moving items too heavy for the individual to lift safely
5	Violence and threatening behaviour	Stress and/or injury from verbal abuse or assault	1	X	2	2		Maintain cordial relationships Use de-escalation techniques Withdraw from the situation

Clerk in relation to LONE WORKING only								
No	Risk	Outcome of risk	Risk	X	Prob	Total	RAG	Mitigation
1	Desk Area / seat	Postural and Eye issues		X				Adjustable Chair on wheels; Good surface
2	Screens	Postural and Eye issues		X				2 screens at correct height; regular breaks; suitable lighting
3	Fire	Data loss/ Injury		X				Most material is held digitally and backed up
4	Waste	Data loss / Fire accelerant		X				Waste removed fortnightly; public material is all that is recycled without shredding
5	Stress	Ill health		X				Supportive Council; SLCC membership; networking; zero tolerance
6	Manual Handling	Back, neck and limb injuries from lifting						Training Risk assessment Not moving items too heavy for the individual to lift safely
7	Slips Trips and Falls	Injury and unable to call for help						Carry Mobile phone Know What3Words locations
8	Security	Loss for the parish						All material held under double lock and key Minimal cash kept

Roni Jones 4.5.20