

EUXTON PARISH COUNCIL



Meeting arrangements: Full Council Meeting

Thursday, 19 January 2017, 7.15 pm start

Annexe, Euxton PC Community Centre, Wigan Road, Euxton

A G E N D A

1. Apologies

2. Declarations of Interest and Dispensation Considerations

Members are reminded of their responsibility to declare any interest in respect of any matters contained or brought up at any point in this meeting, in accordance with the current Code of Conduct. Council will consider dispensation requests.

3. Minutes of Council Meetings

Council Minutes of the last meeting, approve their signing as a correct record (Item 3)

4. Statutory Business

4.1 Casual Vacancy

Consider to appoint from the three applications received for the casual vacancy.

4.2 Planning

Consider application list report from Lead Member for Planning, ratify responses made between meetings or to meet deadlines.

5. Public Participation

Matters brought to the Parish Council by residents. Residents will have twenty minutes set aside during which each resident shall have three minutes.

6. Financial Items

6.1 Approve Expenditure (Item 6.1)

6.2 Receive financial reports 1, 3 & 4 (Item 6.2)

6.3 Precept, update following receipt of the tax base figure (Item 6.3)

6.4 Petty Cash - proposal to reduce level from £300 to £100 (Item 6.4)

7. Financial Regulations

Personnel Committee recommendation of a change to point 7.4 in the Financial Regulations (FR), clarification on why it was included in the FR attached (Item 7)

8. Euxton War Memorial

Consider the advice requested regarding flying flags, at War Memorials (Item 8)

9. Contracts List

Review the contracts list, and receive (Item 9)

10. Asset Lists

Review audit asset list, and receive (Item 10)

11. Internal Audit

To review of the effectiveness of the system of Internal Audit, review the Internal Auditor work schedule and appoint an Internal Auditor (Item 11)

D. Platt

CLERK

Published: 10/01/17

12. Lone Working Policy

To review the new policy recommended to be adopted by Personnel Committee (Item 12)

13. Risk Register updates

To receive the risk register updates from the Personnel Committee (Item 13)

14. Committee Updates

15. Matters for information

Notify the Chair prior to the meeting start of any item to be brought up under this section. Only items of information, referral to another authority, or matters offered for consideration at a future meeting can be raised. No legal decisions can be taken.

Full Council meeting dates 2017: 16 February, 16 March, 20 April, 18 May, 15 June, 20 July, 21 September, 19 October, 16 November, TBC December

Newsletter deadlines: 10 February for the March issue; 12 May for the June issue; 11 August for the September issue; 10 November for the December issue

D. Platt

CLERK

Published: 10/01/17

MINUTES of the Council Meeting held 13 December 2016 at 7.15 pm at The Annexe, Euxton PC Community Centre, Wigan Road, Euxton.

<u>Present</u>	Cllr J Bamber (Vice Chair)	Cllr J Matson	Cllr G Rypel
	Cllr M Bamber	Cllr A Platt	Cllr V Thornhill
	Cllr A Caughey	Cllr K Reed (Chairman)	Cllr S Wellerd
	Cllr J Caughey	Cllr A Reed	
	Cllr C Jones	Cllr A Riggott	

Members of the public 4

1. Apologies Cllrs P Fellows, M Jarnell, E Jones.

2. Declarations of Interest

Cllrs K Reed, T Reed, G Rypel declared an interest in the Gladman application discussions, as they live close to the land.

3. Minutes of Council Meetings

Resolved: Minutes of the Council Meeting on 17 November 2016 were agreed to be an accurate record, and signed by the Chairman with the amendment that there were no public attending.

4. Statutory Business

Planning - considered applications in report from Lead Member for Planning.

Council was updated regarding the 16/00972/TPO – Land surrounding 89 Euxton Lane, Euxton application that the hedgerow would be planted right across the gap.

Resolved: Council agreed to send in letters for:

- 16/00858/TPO – 16 Empressway – object as not appear sufficient justification for removing a protected tree.
- 16/01079/TPO Greenside – tree pruning – recommend to the Bowling and Boules Committee to restrict pruning only to branches overhanging the proposed green and not to undertake the works until it is certain that construction of the green will go ahead.

The Development Control Committee had refused the Gladman application. The meeting at the Town Hall was well attended by residents and Councillors and Sue spoke for the residents and Cllr Riggott for the Council. Residents have spoken since about a Neighbourhood Plan. No request for expenses for the publicity have been received.

- 16/01114/TPO 9 Cherryfields – no detail or description of the exact works to take place so no justification – send in a response to object because of lack of information

5. Public Participation - Residents and Police Matters

Resolved: Council resolved to suspend standing orders.

Residents attended to inform the Council of the troubles of living around the Balshaw Lane Primary School and the possible problems the increasing of its intake may cause. There was a long discussion on this subject.

Resolved: Council resolved to restore standing orders.

Resolved: Council resolved to take item 9 next.

9. Consultations - Proposed expansion of Balshaw Lane Community Primary school

Councillors discussed this consultation at length.

A proposed response to the consultation was seconded:

Euxton Parish Council supports the much-needed additional places at Balshaw Lane Community Primary School. However, the current difficulties, for residents, pupils and road users, caused by parking associated with the school are already a matter of great concern for the Council and, unless suitable provision is made, these will only be exacerbated by the increase in school size.

The Council requests that the County Council addresses this specific topic as it develops the proposals for the school. When a planning application is submitted, in due course, it should include discussion of the parking issues and contain measures to address the existing situation and any additional parking attributable to the expansion. The Council notes that a large area between the school and Balshaw Lane is little used by the school.

A counter proposal was seconded to use the wording above but adjust the first line to take out the word 'support' at this stage as this is a consultation.

The counter proposal was defeated 7 votes to 6.

The original proposal won 7 votes to 5.

Clerk to report to County the faded and missing double yellow lines/signs, the road surface problems and, to contact the School Safety Officer regarding the school using A boards.

6. Financial Items

Cllr Platt declared a pecuniary interest in items forming part of agenda items 6.1 as a relative of an employee.

6.1 Approve Expenditures

Resolved: Council approved the expenditures contained in report 1.

Creditor	Description	Total £
Nuts	Screws, bits	12.89
B&Q	Combi drill	72.00
Hi Viz workwear	Workwear	177.72
PC World	Cloud storage	15.00
OfficeLink	Laptop ergo riser	24.99
Easy Websites	SO for website	24.00
Viking Direct	Stationery, stamps	318.95
H J Longworth	September newsletter distribution	190.00
Elite Leaflet Distribut	December newsletter distribution	475.00
Ron Howarth	Remedial works at skate park	252.00
Plant Scape	Solar Christmas trees	228.00
Myerscough College	Playground Inspection training x 3	765.00
Paper Rabbit	Printing of December newsletter	857.00
True Bearing	Pension investigation work	1194.00
Cardiac Science	One AED kit and box	2064.00
Chorley Council	Play area inspections	343.01
DWG (NW) Ltd	Part pay for Millennium Green path	9455.00
SLCC	Advice service membership 2017	156.52
Pennine Playgrounds	Repairs and maintenance gym equip	1710.00
Metalformations	Gate, repair, signs,	5665.00
Cash	Petty cash fund reimbursement	123.99

Employees	Salaries total for Dec 2016	4616.44
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Resolved: Council approved a list of additional expenditures which had arrived following publication of the papers:

Sam Croniken	Tree work on M.Green	600.00
John Hy Mayor	Christmas Tree	307.80
E-on	Electricity bill	77.78
Newsquest	June delivery	61.64
BT	Broadband	48.80
BT	Line rental and call package	77.52
		<u>29914.05</u>

6.2 Receive CIL report

Received.

7. Studholme Bell Tax Investigation insurance cover

Councillors noted that its current insurance cover includes this element.

8. Precept

Consider budgets and precept figures. Decide precept figure.

Councillors discussed each budget line and made adjustments where necessary, within these discussions it agreed to use CIL monies for the ROF lamp post project when it comes forward.

Council understood that the Tax Base figure to work out the exact precept and Council tax levy to residents had not been received from Chorley Council yet.

Resolved: Council agreed an average Band D Council Tax payment would be £35.14.

Clerk will re-issue the completed precept budget to Councillors (*see attached*).

10. Matters for information

The Bowling Committee updated that members had measured the area for the plans and ITT documents and discussed the sewer under the land and the proposal for doors and canopy on the pavilion building. A request to Chorley planning had been submitted regarding the building works and the response was that this was 'permitted development'. The sewer needed further investigation.

Personnel Committee reported that they had had a review meeting with the Clerk and agreed to have a review meeting at six months from the review. The Clerk had been working on Legionella and Lone Working documents, assisted by Cllr Jones. The Leisure Chair wished to thank Cllr E Jones for the work on the risk documents.

The Chairman declared the public part of the meeting closed.

9.45 pm

EUXTON PARISH COUNCIL				
2017/2018 Precept Budget				
2017 / 2018				
Description	Committee	Carry Fwd / allocated funds	Precept 2017/2018	Total budget allocation
Employees				
Employees	Per		60000	60000
Payroll Services	Per		900	900
Mileage employees	Per		1800	1800
Training employees	Per		1800	1800
Housekeeping				
General Office - stationery, copy, post, IT, tel	C		1700	1700
Publicity - newsletter/AnnRep/ Other	AP		3500	3500
Insurance	C		1950	1950
Subscriptions	C		1200	1200
Audit	C		900	900
Legal Fees/Planning Investigations	C		2500	2500
Website maintenance	C		780	780
Room hire	C		1000	1000
Council				
Elections and Parish Poll Fund	C	5000		5000
Contingency	C	17900	7100	25000
Training Councillors			200	200
Grants/S137				
Grants	AP		3000	3000
Christmas Celebrations	AP		2000	2000
Special Events/Projects				
Euxton Gala	AP		100	100
Speed Indicator Device new plates	AP	150		150
Neighbourhood Plan		2000		2000
Comms and social media methods	AP		50	50
Increase public involvement work	AP		250	250
Finance software	C		113	113
Millennium Green project	L	14545		14545
Heritage/Sign project	AP		1500	1500
Defibrillator project	AP		2500	2500
Services provision	C		5000	5000
Millennium Green pond	L		30000	30000*
Amenity/Utility				
Utilities	C		1000	1000
Gardens/Planting	AP		10000	10000
Millennium Green - grass cuts, maint	L		4000	4000
All Purposes Committee	AP		2500	2500
Play Equipment Replace Scheme	L	15124	34876	50000
Amenity/Open Space RRM	L		20000	20000
Large Project Savings				
Land Fund/Amenity Play	L	18684		18684
Street Sweeping Machine Fund	AP	4000		4000
Bowling/Boules Project	BC	116600		116600*
Other				
Healthy Streets		617		617
Ransnap Brook		279		279
CIL		2499		2499
* contain CIL allocations		197398	202219	399617
Calculations		Explanations		
Bank	267,000	This is the balance of money in the bank		
Less spend to end March	24587	Projected spend to the end of this financial year		
Less allocated or carry forward funds	197398	Carry forward/allocated funds column above		
Cash in hand	45015	Balances		
Draft budget request	202219	Precept column above		
Projected income	5500	Money due in from invoices raised, VAT claims etc		
Less the Cash in hand	45015	Calculation from above, bank balance less spend/carry fwds etc		
	151704	Proposed precept amount equating to £35.14 per band D property		

4. Statutory Business

4.1 Casual Vacancy

Consider to appoint from the three applications received for the casual vacancy.

Applications received from:

Mr Tony Masterson of The Cherries

Mr Neil Hall of Dunnerholme Avenue

Mr Peter Lowther of Wigan Road

Euxton Parish Council – Monthly Planning Report

MEETING 19TH JANUARY 2017

DATE VALIDATED, APPLICATION NO,	LOCATION PROPOSAL	COMMENT/RECOMMENDATION
16/12/2016 16/01139/ADV	Revolution park, Buckshaw Avenue SIGN A: 2X ILLUMINATED FACIA SIGN 2250MM H X 2740MM W x 300MM D SIGN B: 1X ILLUMINATED TOWER SIGN 3000MM H X 1250MM W X 300MM D	No comment
23/12/2016 16/01148/FULHH	16 Argyle Avenue, Buckshaw Single Storey rear extension	No comment
23/12/2016 16/01160/FUL	Willow Field, Runshaw Lane Demolition of existing storage buildings and erection of bungalow and detached double garage.	This appears to be a (very similar) revision of 16/00255/FUL for the same property. We should therefore make the same response: EPC is content with the application provided that CBC is satisfied that it meets the CLP requirements for conversion of buildings in the green belt.
23/12/2016 16/01176/FULHH	65 Cedar Avenue Double storey rear extension	No comment
23/12/2016 16/01169/CTY	Balshaw Lane Primary School, Bredon Ave Consultation from Lancashire County Council on an application for the expansion for admissions numbers including single storey extension, additional playground/car parking areas, fenced MUGA and temporary single storey double classroom.	This was discussed at the December meeting (in response to a formal notice of intent – not to the application which came after the meeting) and it was clear that residents and the Council had misgivings about this proposal and the lack of attention to the various issues in connection with parking and access that affect the local residential area. The application is currently due to be considered by LCC Development Control committee. EPC response has been circulated and Council is invited to endorse or change it.
06/01/2017 16/01186/FULHH	1 Berkshire Close, Buckshaw Single Storey rear extension	No comment
06/01/2016 16/01175/COU	Units 21 and 22 Roundhouse Court, Barnes Wallis Way, Buckshaw Change of use from B1/B2/B8 use class to D1 veterinary surgery	Proposed replacement for existing veterinary clinic operating in the community centre

Euxton Parish Council – Monthly Planning Report

DATE VALIDATED, APPLICATION NO,	LOCATION PROPOSAL	COMMENT/RECOMMENDATION
06/01/2017 16/01184/FUL	Pear Tree Farm, Pear Tree Lane Demolition of the existing farmhouse, barn, stables and store and the erection of 3 no. detached houses and associated garages	<p>Like the nearby Gladman site, this site lies in the area safeguarded for future development needs. However, the EPC response to the proposal cannot simply re-state the response (of prematurity) to Gladman. EPC could not, for example, have any concerns in principle with a proposal to develop this site with a single house of similar size to the one it replaces. There are CLP policies that deal with Replacement Buildings (HS6) and Conversion of Rural Buildings (HS9) in the Green Belt and Other Designated Rural Areas</p> <p>These are not set down in full here but the proposal would not appear to meet the requirements of either of these policies. Until such time as it is developed, in accordance with a future CLP, the site therefore has similar protection and rules against development as the greenbelt.</p> <p>Note that if this application was accepted the rural farm at present on site, albeit rather run down, would be replaced by a length of suburban housing, and there would be nothing to stop adjacent properties from doing the same.</p> <p>Therefore suggest that we put in an objection to the proposal on the grounds that it is premature as the land is not yet allocated for development and it does not meet the requirements of policy HS6 which sets down the conditions for the provision of replacement dwellings in safeguarded land. Neither would it meet Policy HS9 for Conversion of Rural Buildings in the Green Belt and Other Designated Rural Areas.</p>
06/01/2016 16/01175/COU	Units 21 and 22 Roundhouse Court, Barnes Wallis Way, Buckshaw Change of use from B1/B2/B8 use class to D1 veterinary surgery	Proposed replacement for existing veterinary clinic operating in the community centre
13/01/2016 16/01189/FULHH	Oakfields, 197 Runshaw Lane Front porch and roof alteration	No comment

Euxton Parish Council – Monthly Planning Report

DATE VALIDATED, APPLICATION NO,	LOCATION PROPOSAL	COMMENT/RECOMMENDATION
13/01/2016 17/00004/FULHH	Oakfields, 197 Runshaw Lane Stables extension and conversion to ancillary accommodation	<p>This is presented as, and may initially be intended as, “ancillary accommodation” (a Granny flat). However it involves increasing the size of the stable block by over 50% and would provide a freestanding, two bedroom house, with wet room and bathroom, garage and garage store. CLP policy HS9, would apply.</p> <p>Policy HS9 requires all of 8 conditions to be met. Although this application would meet some of these conditions it does not appear to meet all</p> <p>Suggest that EPC should submit objection on the grounds that it does not meet the requirements of Policy HS9</p>

EUXTON PARISH COUNCIL

Item 6.2

Income Report 2016 / 2017

				Budget allocations										
Date	Description	Inv	£	Adverts	Training	Flower Sponsor	Pitch Fees	Leng's Revenue / Amenity	CIL	VAT Element	Precept / Bank Interest	Other	Other	Notes
				02-3	03-1	06-3	06-9	06-9	08-3	08	08	08	08	
08-Apr	Precept		100323.00								100,323.00			
	Grant		1709.00									1,709.00		
15-Apr	MK Illumination (Refund)		796.86							132.81			664.05	*1
29-Apr	RBS interest		8.06									8.06		
06-May	RBS Compensation/sorry		50.00								50.00			
06-May	Home Truths (advert)	035	75.00	75.00										
10-May	CBC CIL Mories		49185.33						49185.33					
16-May	Santander Compensation/sorry		20.00								20.00			
31-May	RBS interest		8.65								8.65			
15-Jun	Santander interest		26.65								26.65			
17-Jun	Co-op bank interest		43.33								43.33			
22-Jun	Mrs Wallis (seat)		522.00										522.00	06-5
28-Jun	Busy Bodies (advert)		68.00	68.00										
28-Jun	War Memorial Club (advert)		220.00	220.00										
30-Jun	RBS interest		6.60								6.60			
05-Jul	RBS Compensation/sorry		100.00								100.00			
11-Jul	TSB Interest		2.19								2.19			
13-Jul	Busy Bodies (advert)		157.00	157.00										
15-Jul	Santander interest		30.76								30.76			
29-Jul	RBS interest		5.94								5.94			
05-Aug	M/cr Prop Svs (contract)		510.00					510.00						
08-Aug	HMRC Vat Claim		3415.34							3,415.34				
09-Aug	TSB Interest		1.99								1.99			
15-Aug	Santander interest		31.80								31.80			
22-Aug	Glovers (sponsor flowers)		200.00			200.00								
23-Aug	Lawrence Hunt Spar (spon flow)		200.00			200.00								
31-Aug	RBS interest		6.03								6.03			
06-Sep	RBS Charge refund		10.00								10.00			
09-Sep	TSB interest		2.12								2.12			
13-Sep	BV Nursery (spon flower)		200.00			200.00								
15-Sep	Santander interest		31.81								31.81			
16-Sep	CoOp Interest		42.89								42.89			
20-Sep	Wildlife Gardner (advert)		35.00	35.00										
	EGFC (pitch fees)		840.00				840.00							
	EGFC (pitch fees)		240.00				240.00							
	Right at Home (advert)		280.00	280.00										
	Oakden (advert)		35.00	35.00										
30-Sep	BT Wayleave		114.80										114.80	05-9
30-Sep	RBS1 interest		4.36								4.36			
03-Oct	Lee Baron		500.00					500.00						
15-Oct	Santander		30.80								30.80			
10-Oct	TSB Interest		2.12								2.12			
31-Oct	RBS Interest		1.89								1.89			
08-Nov	CBC CIL		20471.60						20471.60					
09-Nov	TSB Interest		2.06								2.06			
14-Nov	Euxton PreSchool (advert)		300.00	300.00										
15-Nov	Santander interest		25.16								25.16			
30-Nov	RBS Interest		0.68								0.68			
09-Dec	TSB interest		2.06								2.06			
15-Dec	Santander interest		15.41								15.41			
16-Dec	Five Acres (advert)		70.00	70.00										
16-Dec	CoOp Interest		42.92								42.92			
30-Dec	RBS1 interest		0.21								0.21			
			181,024.42	1240.00	0.00	600.00	1080.00	1010.00	69656.93	3548.15	100871.43	1717.06	664.05	636.80
				02-3	03-1	06-2	06-8	06-8	08-3	08	08	08	08	

Notes *1 Vat element needs returning to HMRC, back into Christmas budget 04-2 (VAT sorted/received 8/8/16)

EUXTON PARISH COUNCIL**Item 6.2**

Bank Reconciliation

Financial year ending 31 March 2017

Balance per bank statement as at	30 December 2016		£	£
RBS Current	30/12/16	592.04		
RBS High Interest Account	30/12/16	3,981.15		
RBS Current 2/Debit Card	30/12/16	4,000.00		
TSB Business Instant Access	30/12/16	50,012.54		
Co-op Fixed Rate Deposit	21/12/16	50,129.14		
Santander Business Savings	30/12/16	75,212.39		
Barclays Bank	30/12/16	75,000.00		
				<u>258,927.26</u>
Less: any unpresented cheques as at the statement date				
	Month	Cheque No	Amount	
	Nov	4368	90.00 -	
	Dec	4389	765.00 -	
		4392	2064.00 -	
		4395	156.52 -	
			-	
			-	<u>3,075.52</u>
Add: any unbanked cash			0.00	0.00
Net bank balances as at:	30 December 2016			<u>255,851.74</u>

<u>Cash Book</u> as at:	30 December 2016	
Opening Balance		196,522.16
Add: Receipts in the year		181,024.42
Less: Payments in the year		<u>-121,694.84</u>
		<u>255,851.74</u>

<u>Cash Book</u> as at:	19 January 2017	
Opening Balance		196,522.16
Add: Receipts in the year		181,024.42
Less: Payments in the year		<u>-121,694.84</u>
		<u>255,851.74</u>

EUXTON PARISH COUNCIL

ITEM 6.3

2017/2018 Precept Budget

2017 / 2018

Description	Committee	Carry Fwd / allocated funds	Precept 2017/2018	Total budget allocation
Employees				
Employees	Per		60000	60000
Payroll Services	Per		900	900
Mileage employees	Per		1800	1800
Training employees	Per		1800	1800
Housekeeping				
General Office - stationery, copy, post, IT, tel	C		1700	1700
Publicity - newsletter/AnnRep/ Other	AP		3500	3500
Insurance	C		1950	1950
Subscriptions	C		1200	1200
Audit	C		900	900
Legal Fees/Planning Investigations	C		2500	2500
Website maintenance	C		780	780
Room hire	C		1000	1000
Council				
Elections and Parish Poll Fund	C	5000		5000
Contingency	C	17900	7100	25000
Training Councillors			200	200
Grants/S137				
Grants	AP		3000	3000
Christmas Celebrations	AP		2000	2000
Special Events/Projects				
Euxton Gala	AP		100	100
Speed Indicator Device new plates	AP	150		150
Neighbourhood Plan		2000		2000
Comms and social media methods	AP		50	50
Increase public involvement work	AP		250	250
Finance software	C		113	113
Millennium Green project	L	14545		14545
Heritage/Sign project	AP		1500	1500
Defibrillator project	AP		2500	2500
Services provision	C		5000	5000
Millennium Green pond	L		30000	30000
Amenity/Utility				
Utilities	C		1000	1000
Gardens/Planting	AP		10000	10000
Millennium Green - grass cuts, maint	L		4000	4000
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Play Equipment Replace Scheme	L	15124	34876	50000
Amenity/Open Space RRM	L		20000	20000
Large Project Savings				
Land Fund/Amenity Play	L	18684		18684
Street Sweeping Machine Fund	AP	4000		4000
Bowling/Boules Project	BC	116600		116600
Other				
Healthy Streets		617		617
Ransnap Brook		279		279
CIL		2499		2499

* contain CIL allocations

197398 202219 399617

Calculations	Explanations
Bank	267,000 This is the balance of money in the bank
Less spend to end March	24587 Projected spend to the end of this financial year
Less allocated or carry forward funds	197398 Carry forward/allocated funds column above
Cash in hand	45015 Balances
Draft budget request	202219 Precept column above
Projected income	5500 Money due in from invoices raised, VAT claims etc
Less the Cash in hand	45015 Calculation from above, bank balance less spend/carry fwds etc
	151704 Proposed precept amount

Previous years comparisons	Tax Base	change	Precept figure	Annual Resident pays	% +/- paid by residents	Top Up
Band D equivalent Calculations						
2009 / 2010	3327.80		112340	£33.76		
2010 / 2011	3409.80		113200	£33.20	-1.66%	
2011 / 2012	3527.20		107990	£30.62	-7.78%	
2012 / 2013	3656.90		104270	£28.51	-6.87%	
2013 / 2014	3597.38		101171	£28.12	-1.37%	1709
2014 / 2015	3759.46	233	104817	£27.88	-0.86%	1709
2015 / 2016	3992.53	233	107816	£27.00	-3.25%	1709
2016 / 2017	4116.64	124	100323	£24.37	-9.74%	1709
2017 / 2018 estimated 13/12/16	4316.64	200	151704	£35.14	+44.2%	0
2017 / 2018 actual 19/01/17	4295.49	179	150944	£35.14		

Item 6.4

6.4 Petty Cash - proposal to reduce level from £300 to £100

In light of the use now of a debit card, it is proposed to lower the petty cash level from its current £300 to £100

RE: Source of a change in the Fin Regs

[Marion \(LALC\)](#)

14/11/2016 12:51

To [EUXTON PARISH COUNCIL](#)

Debra,

It comes from the Data Protection Act – personal details are not permitted to be divulged. However in the parish council world each cheque has to be authorised for payment by the council. It is permitted to record the payments as a total - a bit more difficult when there is only 1 employee. However this section sets out who has availability to the information – e.g. a member of the public would not be authorised to demand this information.

Regards,
Marion

Marion Gelder, Chief Executive Officer
Lancashire Association of Local Councils
01772 750900 www.lalc.org.uk

From: EUXTON PARISH COUNCIL [mailto:clerk@euxtoncouncil.org.uk]

Sent: 10 November 2016 20:04

To: Marion (LALC)

Subject: Source of a change in the Fin Regs

Hi there

This is an enquiry which I am unable to answer for my Council and I wondered if someone knew the source - if not, if you could ask what the reason/source was to include it into the new FinRegs, so I might explain to my Council why it was included.

The template Financial Regulations (attached) now contains a clause 7.4, on page 12, copied below.

7.4 Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

- 1. by any councillor who can demonstrate a need to know;*
- 2. by the internal auditor;*
- 3. by the external auditor; or*
- 4. by any person authorised under Audit Commission Act 1998, or any superseding legislation.*

Regards, Debra

Euxton Parish Council Clerk Debra Platt, 9 Ambleside Avenue, Euxton, Chorley, PR7 6NX
Tel: 01257 234004 Email: clerk@euxtoncouncil.org.uk Website: www.euxtoncouncil.org.uk

7. Financial Regulations

The Personnel Committee would like to recommend a change to point 7.4 in the Financial Regulations.

To enable Councillors to be knowledgeable of staff costs, the new clause could read:

7.4 Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

- a) by ~~any Councillors who can demonstrate a need to know~~;
- b) by the internal auditor;
- c) by the external auditor; or
- d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

This was presented to the 20 October meeting, the meeting asked for clarification why this was included, and the response is above from LALC

RBL ENQUIRY - FLYING THE UNION FLAG AT A WAR MEMORIAL

jmcnamara@britishlegion.org.uk

22/11/2016 09:38

To clerk@euxtoncouncil.org.uk

Good Morning Debra,

Thank you for your recent enquiry to our Contact Centre with regards to flying the Union Flag at a War Memorial, which has been passed on to myself for response.

As discussed during our telephone conversation just moments ago, I can confirm that the same rules apply for flying the Union Flag at a War Memorial as they do for Government Buildings. As listed in our Ceremonial Handbook, there are 18 fixed dates each year on which the flag should be flown. On these dates, the Union Flag should be flown at full mast all day (which usually means from dawn till dusk).

In the meantime, I hope that the advice given above now answers your query.

Kind regards

Mrs Joanne McNamara
Membership Support Officer - Lancashire
Mobile: 07769 881161
Email: jmcnamara@britishlegion.org.uk
Contact Centre: 0808 802 8080

The Royal British Legion
Lancashire County
P O Box 718
Wigan
Lancashire, WN1 9PQ

www.britishlegion.org.uk
Twitter: [@PoppyLegion](https://twitter.com/PoppyLegion)
Facebook: [OfficialPoppyLegion](https://www.facebook.com/OfficialPoppyLegion)

Extract from said paragraph above:

http://support.britishlegion.org.uk/app/answers/detail/a_id/263/kw/flags

Etiquette for flying the Union *flag* on Remembrance Day (Government buildings)

Remembrance Day (11/11) and Remembrance Sunday are both Union *flag* flying days at full mast. The Union *flag* should be flown during daylight hours between 8.00am and sunset.

The Union *flag* must always be flown in a 'superior' position, for example:

- on the highest flagpole
- on the centre flagpole, where there is an odd number of poles of the same height, or
- on the left-centre flagpole viewed from the front of the building, where there is an even number of the same height.

There are 18 fixed days each year where the Union *flag* should be flown on command of Her Majesty on Government buildings, along with certain variable date days. Visit the [College of Arms website](#) for more information. For this purpose, a Government building is generally accepted to mean a building owned or used by the Crown and predominately occupied, or used by civil servants, or Her Majesty's Armed Forces.

Handbook:

<https://support.britishlegion.org.uk/ci/fattach/get/149226/0/filename/Ceremonial+Handbook+2015+-+Section+B.pdf>

RESPONSE FROM THE WAR MEMORIALS TRUST

RE: Query about flying the flag

[WMT Conservation](#)

5/12/2016 15:14

To [EUXTON PARISH COUNCIL](#)

Our ref: GEDec2016(4)

Dear Debra,

Thank you for your email.

War Memorials Trust is unable to advise on flags, as our focus is on the conservation and protection of war memorials. However, the Royal British Legion may be able to offer some guidance on this matter. The RBL's contact details can be found at www.britishlegion.org.uk/about-us/contact-us.

If you have any questions, please don't hesitate to get in touch.

Kind regards,

Rachel

Ms Rachel Reese
Conservation Administrator

Contracts List

Area of Work	Last reviewed/length of contract	Next Review
Flower Bed Planting	22/10/15 quotations review Two years to Summer 2017	Early 2017 – All Purposes Committee
Newsletter printing	03/05/16 quotations review Indefinite	All Purposes Committee
Grass cutting	Oct'2014 price comparison obtained. All quotes hundreds of current prices Indefinite	Leisure Committee. If new contractor comes on market – ask for quote for comparison
Website	25/10/15 quotations for build and continuous maintenance agreed All Purposes Committee Indefinite	All Purposes Committee will review website
Legal Advice	14/05/15 Council decided to contract with a LALC membership £891 (part year): Apr'16 £904 No length specified – but to review <i>NB. Notice has to be given to quit before Sept to quit April following</i>	Council decided to Review membership – suggest after a full year which would be 2016/2017

AUDIT ASSET LIST

Description	£	Date if known	Stored/Operated from
Buildings - pavilion	100,000	e	
Euxton War Memorial Monument	1	Jul'15	
Play equipment/areas			
Balshaw Lane Play Area	200,000	e	
Primrose Hill Play Area	150,000	e	
Greenside Play Area	100,000	e	
Greenside Recreation Ground	5,500		
Southport Road Shelter	7,500		
Millennium Green seats/bins	3,500	e	
Skate Park, Southport Road	170,000	Feb'13	
Greenside Gym Equipment	8,000	Mar'13	
Land - (community value)			
Primrose Hill Play Area	1		
Balshaw Lane Play Area	1		
Pockets of Land around Talbot Row Shops	1		
Badge of Office (gold)	1,200	e	
Chain of Office (gold plate)	600	e	
Vice Chairman's badge of office (silver)	562	Aug'04	
Laptop computer	1000	Jul'16	
Noticeboards (5)	2,500		
Street Furniture (15 wayside seats)	6,000		
Notice/map combination boards (2)	1,300	May'13	
Notice/map combination boards (2)	1,300	Oct'16	
Ornamental sign	540	Jul'16	
Solar Light column	3,395	Aug'05	
Powered strimmer (petrol) Makita BCX3400	303	Aug'08	
Powered blower (petrol) Stihl BR280	330	Oct'09	
Trailer (large)	995	Apr'03	
Trailer (small)	450	Jan'11	
Speed indicator road sign device	2,295	Jan'10	
Hedge trimmer (petrol) Ryobi RHT2660R	115	Feb'13	
Vacuum pavement machine	3,000	Nov'12	
	770,389		
As at 11 January 2017			

APPENDIX A - Meeting the Standards

Expected Standard	Evidence of Achievement	Response
1. Scope of internal audit	Internal Audit Tests (Auditor provided with a pro-forma to complete called 'Internal Audit Plan')	Yes
2. Independence	<ul style="list-style-type: none"> - Internal Auditor has direct access to those charged with governance. - Reports are made in own name to management/Council via a report. - Auditor does not have any other role within the council. 	Yes
		Yes
		Yes
3. Competence	No evidence that internal audit work has not been carried out ethically, with integrity and objectivity.	Yes
4. Relationships	<ul style="list-style-type: none"> - Responsible officer (Clerk) is consulted on the internal audit plan and on the scope of each audit. - Responsibilities for officers and internal audit are defined in relation to internal control, risk management. - The responsibilities of council members are understood; training of members is carried out as necessary. 	Yes
		Yes
		Yes
5. Audit Planning and reporting	<ul style="list-style-type: none"> - The Internal Audit Plan properly takes account of corporate risk. - The plan has been approved by the council. - Internal Auditor has reported in accordance with the plan. 	Yes
		Yes
		Yes

APPENDIX B - Characteristics of Effectiveness

Characteristics of 'effectiveness'	Evidence of Achievement	Response
Internal audit work is planned	Planned Internal audit work is based on risk assessment and designed to meet the body's governance assurance needs.	Yes
Understanding the Council's needs and objectives	The annual audit plan demonstrates how audit work will provide assurance in relation to the body's annual governance statement.	Yes
Be seen as a catalyst for change	Supportive role of audit for corporate developments such as corporate governance review, risk management and ethics.	Yes
Add value and assist the Council to achieve its objectives	Demonstrated through positive Council response to recommendations and follow up action where called for.	Yes
Be forward looking	Changes on national agenda are considered when the Internal Audit guidance is reviewed. Internal audit maintains awareness of new developments in the services, risk management and corporate governance.	Yes
Be challenging	Internal audit focuses on risks and encourages managers/members to develop their own responses to risks, rather than relying solely on audit recommendations. The aim of this is to encourage greater ownership of the control environment.	Yes
Ensure the right resources are available	<ul style="list-style-type: none"> - Adequate resource is made available for internal audit to complete its work. - Internal auditor understands the body and the legal and corporate framework in which it operates. 	Yes
		Yes

Reviewed and Approved by Council, Council Meeting Date:

REVIEW OF EFFECTIVENESS OF THE SYSTEM OF INTERNAL AUDIT

Item 11

AUDIT PLAN INTERNAL AUDITOR

Internal Control	Suggested test	Response
Proper bookkeeping	<ul style="list-style-type: none"> - Is the cashbook maintained and up to date? - Is the cashbook arithmetic correct? - Is the cashbook regularly balance? 	
a) Standing Orders and Financial Regulations b) Payment controls	<ul style="list-style-type: none"> - Has the Council formally adopted standing orders and financial regulations? - Has a Responsible Financial Officer been appointed with specified duties? - Have items or services above a de minimis amount been competitively purchased? - Are payments in the cashbook supported by invoices, authorised and minuted? - Has VAT on payments been identified, recorded and reclaimed? - Is s137 expenditure separately recorded and within statutory limits? 	
Risk management arrangements	<ul style="list-style-type: none"> - Does a scan of minutes identify any unusual financial activity? - Do the minutes record the council carrying out an annual risk assessment? - Is insurance cover appropriate and adequate? - Are internal financial controls documented and regularly reviewed? 	
Budgetary controls	<ul style="list-style-type: none"> - Has the Council prepared an annual budget in support of its precept? - Is actual expenditure against the budget regularly reported to the Council? - Are there any significant unexplained variances from budget? 	
Income controls	<ul style="list-style-type: none"> - Is income properly recorded and promptly banked? - Does the precept recorded in the cashbook agree to the District Council's notification? - Are security controls over cash adequate and effective? 	
Petty cash procedures	<ul style="list-style-type: none"> - Is all petty cash spent recorded and supported by VAT invoices/receipts? - Is petty cash expenditure reported to each Council meeting? - Is petty cash reimbursement carried out regularly? 	
Payroll controls	<ul style="list-style-type: none"> - Do salaries paid agree with those approved by the Council? - Are other payments to the Clerk reasonable and approved by the Council? - Has PAYE/NIC been properly operated by the Council as an employer? 	
Asset controls	<ul style="list-style-type: none"> - Does the Council keep an asset register of all material assets owned? - Are the Asset/Investments registers up to date? - Do asset insurance valuations agree with those in the asset register? 	
Bank reconciliation	<ul style="list-style-type: none"> - Is there bank reconciliation for each amount? - Is bank reconciliation carried out regularly on the receipt of statements? - Are there any unexplained balancing entries in any reconciliation? 	
Year end procedures	<ul style="list-style-type: none"> - Are year-end accounts prepared on the correct accounting basis (R&P)? - Do accounts agree with the cash book? - Is there any audit trail from underlying financial records to the accounts? 	
Project Management Practices	Review projects against Project Management Plans	

Finance Working Group

The working group discussed the Internal Auditor and is happy to retain Mr Lawson's services (if he accepts).

The group would not be expecting the Internal Auditor to attend any council meetings. Any queries can be done by telephone or email if there are any.

The Internal Auditor has indicated he can do the Internal Audit for this financial year ending 31 March 2017

Recommendation from the Finance Working Group is to appoint Mr Lawson to the 2016/2017 Internal Auditor work.

LONE WORKING POLICY

1. Introduction

The Council recognises that its employees are required to work by themselves for significant periods of time without close or direct supervision in the community, in isolated work areas and sometimes out of normal hours. The purpose of this policy is to protect such staff as far as is reasonably practicable from the risks of lone working.

The Council also recognises it has an obligation under the Health & Safety at Work Act 1974 (HSW Act) and the Management of Health & Safety at Work (MHSW) Regulations 1999, for the health, safety and welfare at work of its employees.

2. Scope of the Policy

The policy applies to all situations involving lone working arising in connection with the duties and activities of the Council's employees.

3. Definition of Lone Workers

The Health and Safety Executive defines lone workers as "those who work by themselves without close or direct supervision". This covers all of the Council's employees:

- the Clerk, and
- the Village Caretakers

All of whom are required to carry out their duties for all or part of their working day working in isolation.

4. Aims of Policy

The aim of the policy is to:

- (a) increase staff awareness of safety issues relating to lone working;
- (b) ensure that the risk of lone working is assessed in a systematic and ongoing way, and that safe systems and methods of work are put in place to reduce the risk so far as is reasonably practicable;
- (c) ensure that appropriate training is available to all staff in all areas that equips them to recognise risk and provides practical advice on safety when working alone;
- (d) ensure that appropriate support is available to staff who have to work alone;
- (e) encourage full reporting and recording of all adverse incidents relating to lone working.

5. Responsibilities

5.1 The Council

The Council will undertake to:

- ensuring that there are arrangements for identifying, evaluating and managing risk associated with lone working;
- providing resources for putting the policy into practice;
- ensuring that there are arrangements for monitoring incidents linked to lone working and that the Council regularly reviews the effectiveness of this policy;

- ensuring that all staff are aware of the policy;
- ensuring that risk assessments are carried out and reviewed regularly;
- putting procedures and safe systems of work into practice which are designed to eliminate or reduce the risks associated with working alone;
- ensuring that staff are given appropriate information, instruction and training;
- ensuring that appropriate support is given to staff involved in any incident; and
- managing the effectiveness of preventative measures through an effective system of reporting, investigating and recording incidents.

5.2 Employees

Employees are responsible for:

- taking reasonable care of themselves and others affected by their actions;
- co-operating by following rules and procedures designed for safe working;
- reporting all incidents that may affect the health and safety of themselves or others and asking for guidance as appropriate;
- taking part in training designed to meet the requirements of the policy; and,
- reporting any dangers or potential dangers they identify or any concerns they might have in respect of working alone.

6. Risk Assessment

Risk assessment is essential to good risk management.

Assessment will be carried out for and by all staff whose working practice makes them vulnerable. This includes staff that are site based but work in isolation as well as mobile staff whose work takes them out into the community. Recommendations will be made to eliminate or to reduce the risk to the lowest level reasonably practicable.

A lone workers' checklist will be completed (See Appendix 1). This will be used as a tool to identify if the existing control measures are adequate and if not, what modifications or additional actions can be considered necessary to help reduce the risks associated with lone working.

Once the checklist has been completed a risk assessment will be carried out and documented in a risk assessment form (See Appendix 2).

Risk assessments for site based lone workers will include:

- safe access and exit;
- risk of violence;
- safety of equipment for individual use;
- channels of communication in an emergency;
- site security;
- security arrangements i.e. alarm systems and response to personal alarms; and,
- level and adequacy of on/off site supervision

Risk assessments for mobile lone workers will, additionally, include:

- travelling between sites;
- reporting and recording arrangements; communication and traceability; and,
- personal safety/security.

Following completion of the Risk Assessment, consideration will be given to any appropriate action that is required.

7. Incident Reporting

An incident is defined as “an unplanned or uncontrolled event or sequence of events that has the potential to cause injury, ill health or damage”.

In order to maintain an appropriate record of incidents involving lone workers it is essential that all incidents be reported to the Clerk who will prioritise each incident and identify any immediate action. Staff should ensure that all incidents where they feel threatened or ‘unsafe’ (even if this was not a tangible event/experience) are reported. This includes incidents of verbal abuse.

8. Contacting/Involving the Police

The Council is committed to protecting staff from violence and assault and will support criminal proceedings against those who carry out assault. All staff are encouraged to report violent incidents to the police and will be supported by the Council throughout the process.

Except in cases of emergency, employees should inform the Clerk of any incident immediately. The Clerk will thereafter take responsibility for contacting the police to report the details of the incident.

9. Support for Staff

Employees working for the Council should know that their safety comes first. Staff should be aware of how to deal with situations where they feel they are at risk, or unsafe. Staff should also be able to recognise how their own actions could influence or even trigger an aggressive response. The Clerk will ensure that all lone workers training needs are assessed and that they receive appropriate training.

10. Immediate Support Following a Violent Incident

In the event of a violent incident involving a lone worker, the Clerk will immediately ensure that the employee receives any necessary medical treatment and/or advice. If an incident occurs out of hours the Chairman of the Emergency Committee should be contacted.

The Clerk will also consider whether the employee needs specific information or assistance relating to legal or insurance aspects. The Clerk will also ensure appropriate written and verbal reporting of any violent incident.

Appendix 1

Lone Working Checklist Checklist completed by:

Date completed:

Site:

Main Issues of Concern:

- Do staff work alone?
- Do staff work outside normal office hours?
- Do staff meet with members of the public in an isolated location?
- Is there enough security provision?
- Is there safe access to the building?
- Do staff activities involve working in confined spaces?
- Do staff activities involve handling dangerous substances?
- Do staff carry out work in high-risk locations (i.e. areas with high crime rates)?
- Do staff carry out work in isolated areas?

Control Measures for Consideration:

- Do you provide joint working for high-risk activities (i.e. in confined spaces and with dangerous substances)?
- Do you carry out regular supervisor or colleague checks during activities?
- Do you use entrance security systems (i.e. digital locks or swipe cards)?
- Is there security lighting around access points and parking areas?
- Have you installed panic buttons linked to manned locations?
- Do staff have information and training on basic personal safety?
- Are staff trained in strategies for preventing and managing violence?
- Do staff have access to forms for reporting incidents or near misses and appreciate the need for this procedure?
- Do you provide accompanied visits when there are concerns about safety?
- Do you share risk information with other agencies?
- Are there systems for monitoring staff whereabouts and movements for regularly reporting to base?
- Have you issued mobile phones?
- Have you issued personal attack alarms?
- Do staff carry forms for reporting incidents or near misses and appreciate the need for this procedure?

Are the existing control measures adequate? Yes/No

If “No” what modifications or additional actions are necessary?

- 1.
- 2.
- 3.
- 4.

**Appendix 2
Lone Working Risk Assessment**

Task being undertaken _____
Occupations _____
Any vulnerable persons particularly at risk _____

Date of assessment _____
Review date _____
Completed by _____

Activity	Potential Hazards	Degree of Risk			Additional Action	Degree of Risk			
		With Existing Control Measures	Existing Control Measures	Required/Comment		With Additional Control Measures			
	<i>Specific and real hazards that are reasonably foreseeable</i>	<i>Score likelihood and severity – significance of specific risks will vary between service areas, locations etc. Score on most probable basis not worst-case scenario.</i>			<i>Example control measures that may already be in place. Choose those applicable, add others as necessary and localise.</i>	<i>Where risk (total) remains intolerably high consider what further control measures are required and specify. These might include more robust procedural or technological means of monitoring lone workers.</i>			<i>Re-score based on imposition of further control measures. Controls may influence likelihood (reduce) and/or severity (mitigate).</i>
		L'hood	Severity	Total		L'hood	Severity	Total	
Driving	Vehicle breakdown Accident Intruder in vehicle when unattended Use of mobile phone Fatigue				<ul style="list-style-type: none"> • Maintain vehicle properly • Vehicle recovery organisation • Carry torch, phone etc • Carry High Viz. • Advise team or partner where you are going • Phone in if plan changes • Avoid risky areas • Plan your routes • Ensure adequate fuel • Adverse weather precautions 				
Movement through public areas e.g. to/from car parks	Attack				<ul style="list-style-type: none"> • Back down from confrontation • Call for help • Use attack alarm 				

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Illness or injury/ accident	No immediate access to medication/ assistance				<ul style="list-style-type: none"> • Alert team members if able to • Carry mobile phone. • Avoid high risk activities (e.g. working at height) • Provision of first aid equipment • Trained first aider • Electrical safety 				
Contact with difficult members of the public	Assault Verbal abuse Threats				<ul style="list-style-type: none"> • Mobile phone • Safer Working Practice • Conflict awareness training • Joint working • Techniques to avoid conflict • Be aware of own responses/ sharing information 				
Manual handling	Back injury Slip, trip or fall				<ul style="list-style-type: none"> • Minimise manual handling • Do not attempt alone if beyond capabilities • Wear appropriate footwear • Assess floor conditions (slippery, wet, rugs etc); • Don't lift if in doubt Manual handling training • Use lifting aids. 				
Attack by dog or other animal	Bites Contracting illness Shock				<ul style="list-style-type: none"> • Avoid contact with animals • Appropriate behaviour near animals – avoid alarming them, e.g. sudden movements 				

EUXTON PARISH COUNCIL

ITEM 12

Working in office/premises alone	Fire:- Burns Smoke inhalation Trapped in building				<ul style="list-style-type: none"> • Fire detection system • Fire alarm call points • Fire action: safety notices/information • Extinguishers • Fire doors kept shut • Training for staff; • Fire exits kept clear • Hazard reporting and correction • Electrical safety inc PAT testing • Carry mobile phone • Phone in at predetermined times. • Phone in if plan changes 	Carry out fire risk assessment. Instigate regular checks on lone worker.			
	Intruder:- Attack Verbal abuse Theft of property Arson				<ul style="list-style-type: none"> • Controlled access to building e.g. through key fobs • On-site security • Challenging unknown visitors where safe or reporting/requesting assistance from security • Access to phone • Keep valuables locked up • Fire precautions • Post incident support 				
	Electric shock from council electrical equipment.				<ul style="list-style-type: none"> • Correct use of equipment • Trained for equipment 	<ul style="list-style-type: none"> • Equipment PAT tested • Equipment fit for purpose • Equipment used other than provide by the Council must be PAT tested, inspected by the supervisor and fit for purpose. 			

Key to assessment matrix

Likelihood (L'hood)
1. Very unlikely (5 years or more)
2. Unlikely (1-5 years)
3. Likely (6-12 months)
4. Very likely (1-6 months)
5. Certain (more than 1 per month)

Severity
1. Very minor injury (minor cuts/grazes. Very limited property damage/loss)
2. More serious injury <3 days off work/incapacity (sprains, more serious cuts, bruising. Injury needing medical attention. Slight property damage/loss.
3. RIDDOR reportable (to HSE) injury/sickness (except fatality). More than 3 days off school. Significant property damage/loss.
4. RIDDOR reportable (to HSE) injury/sickness affecting more than one person (excluding fatality). Major property damage/loss.
5. Single or multiple staff fatality. Catastrophic property damage/loss.

Risk Ranking

1- 5	Low Risk
6-15	Medium Risk
16-25	High Risk

		1	2	3	4	5	Severity→
1	1	2	3	4	5		
2	2	4	6	8	10		
3	3	6	9	12	15		
4	4	8	12	16	20		
5	5	10	15	20	25		
	↑Likelihood						

Risk Register Actions for Personnel Committee

Item 13

No	Subject	Risk(s) Identified. <i>All Green unless shown</i>	Mitigations carried out and new risk status. Reported to Full Council 20 October 2016	Updated at Personnel Committee 9 January 2017
3	Business continuity	Risk of loss of internet access at Clerk's home	Telephone line/internet/mobile ordered – when received and working this can be deleted from the Risk register	Lap top, phone line with broadband, mobile phone line all now in place 3/1/17. Delete this action.
17	Employees	Working alone	A training course is recommended for all employees to take (online in the Library). When all completed training this risk can change to Green.	Lone working training will be booked in new year for all 4 employees. Lone Working policy written and present to 9 Jan 17 Personnel for recommendation to Full Council January to adopt
18	Employees	Clerk working from home, which is the Council's offices	Assessment carried out. Risk assessment document completed. This risk can be changed to Green.	Office Risk assessment completed 10/10/16 KR JC. Reported to Personnel Committee 11/10/16. Delete.
20	Working practices, equipment, items and tools	Training and usage. Insurance, breakage or damage.	Reviewed training register of courses caretakers have undertaken. Recommend that the Play Area Inspection training and the Hand Held powered tools training be repeated every 5 years. Arrange for courses to be taken. Change risk to Yellow until all courses completed and up to date.	Training will be programmed in from April 2017 new budget

Deleted

4	Confidentiality	Protection of Council information and files.	EPC IT equipment purchased and now in action. Status Green – this can be deleted from the Risk register.
19	Public	Visits to EPC 'office'	No home visits by public. Information requested will be left at Library or Clerk will request to be accompanied by a Councillor at a venue to meetings. This is still a risk – but instructions above can mean the risk can be changed to Green.