



SHAVINGTON
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**Shavington-cum-Gresty Council
Parish Council Meeting**

Main Road,
Shavington, Crewe
CW2 5DP

www.shavingtononline.co.uk

9 March 2023

To: **Members of the Shavington-cum-Gresty Parish Council**

Dear Councillor,

You are summoned to attend the Parish Council meeting of the Shavington-cum-Gresty Parish Council to be held at **7PM on Wednesday 15 March 2023** at **Shavington-cum-Gresty Village Hall, Main Rd, Shavington, CW2 5DP**.

Your sincerely,

Simona Garnero
Parish Clerk

AGENDA

1	To receive and consider apologies for absence
2	To note declarations of Members' interest
3	To confirm and sign the minutes of the Shavington-cum-Gresty Council Meeting held on 1 February 2023 (attached)
4	To receive and consider the following recommendation from Finance and Strategy Committee <ul style="list-style-type: none">- that a recommendation is made to Full Council to review the Financial Regulation so that Chairs of each Committees are asked to undertake at least n.2 internal audit/per year and report any issue back to the F&S Committee

5	<p>To receive and consider the following recommendation from Finance and Strategy Committee (attached)</p> <ul style="list-style-type: none"> - that the Parish Council Fixed Asset Register is recommended to Full Council for approval (with the following amendments being made: Vine Tree land £1, Planters and Sleepers #QueenBee project)
6	<p>To receive and consider the following recommendation from Finance and Strategy Committee (attached)</p> <ul style="list-style-type: none"> - that the Parish Council Financial Risk Assessment is recommended to Full Council for approval (with the following amendments: Staff retention issue – that the following mitigation action is included and implemented: working practice document)
7	<p>To receive and consider the following recommendation from Finance and Strategy Committee (attached)</p> <p>a. that the following policies are recommended to Full Council for approval:</p> <ul style="list-style-type: none"> - Shavington-cum-Gresty Parish Council Reserves Policy - Shavington-cum-Gresty Parish Council Investment and Treasury Management Policy - Shavington-cum-Gresty Parish Council Fixed Assets and Content Management Policy - Shavington-cum-Gresty Parish Council Personal Data Complaints Policy - Shavington-cum-Gresty Environment and Sustainability Policy - Shavington-cum-Gresty Vine Tree Play Area Risk Assessment <p>b. that the following policies are recommended to Full Council for approval, with the following amendments being made:</p> <ul style="list-style-type: none"> - Shavington-cum-Gresty Health and Safety Policy –Construction Design Management Regulation 2015: the Parish Council will typically act as client under the CDM regulation - Shavington-cum-Gresty Village Hall – General Risk Assessment – due date Feb 2024 - Shavington-cum-Gresty Parish Council Application to Fill a Casual Vacancy for a Councillor – subject to a further check being made on the eligibility criteria
8	<p>To receive and consider the following recommendation from Finance and Strategy Committee (attached)</p> <ul style="list-style-type: none"> - that a recommendation is made to Full Council to sign off the bad debts list for 2022/23
9	<p>To receive and consider an update with regards to the Old School building (attached)</p>

10	To note the date of the next Council Meeting – 5 April 2023 – 8PM
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Shavington-cum-Gresty Council
Parish Council meeting
Main Road,
Shavington, Crewe
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MINUTES of the meeting held on
Wednesday 1 February 2023

In attendance: Cllrs Adams, Ferguson, B Gibbs, Jones, Wain

ScG/22/06/1	To receive and consider apologies for absence
	Apologies were received and accepted from Cllrs Buchanan, K Gibbs, Hancock, McIntyre and Moore
ScG/22/06/2	To note declarations of Members' interests
	No declaration of interest was raised.
ScG/22/06/3	To confirm and sign the minutes of the Shavington-cum-Gresty Council Meeting held on 7 December 2022
	RESOLVED: That the Minutes of the previous meeting are approved and signed as an accurate record.
ScG/22/06/4	Public Participation
	<i>A period not exceeding 20 minutes for members of the public to ask questions or submit comments</i>
	Ms Jones updated Councillors on the latest meeting of the Shavington Park Resident Liaison Group. Ms Jones highlighted her concerns for the high road risks in Chestnut Avenue. Cllr Marren agreed to investigate this further. A member of the public raised his complains about the numerous disruptions in Crewe Road, due to the ongoing works for the pedestrian crossing. Councillors noted that the works should soon be completed.

<p>ScG/22/06/5</p>	<p>To receive and consider updates from Committee Chairs in relation to meetings held since the previous Shavington-cum-Gresty Parish Council meeting on 7 December 2022 or any items arisen since then:</p> <p><u>Committee:</u> Community and Engagement Committee <u>Chair:</u> Councillor K Gibbs Meetings held 14 December 2022 and 25 January 2023 Items for consideration:</p> <ul style="list-style-type: none">i. That a recommendation is made to Full Council to consider plans for the Coronation weekend, and to consider dedicating a roses garden to commemorate the Coronation of King Charles III <p><u>Committee:</u> Village Hall Committee <u>Chair:</u> Cllr McIntyre Meeting held 24 January 2023 Items for consideration:</p> <ul style="list-style-type: none">i. that a recommendation is made to Full Council to keep the fee for Saturday night session (7pm-11pm) at £75. And that the restriction of use of the Village Hall to residents only on Saturday and Sunday night is removed from 1 April 2023 <p><u>Committee:</u> Environment and Recreation Committee <u>Chair:</u> Councillor Ferguson</p> <p><u>Committee:</u> Finance & Strategy Committee <u>Chair:</u> Cllr Wain</p> <p><u>Committee:</u> Staffing Committee <u>Chair:</u> Cllr Buchanan</p> <p><u>Committee:</u> Planning Committee <u>Chair:</u> Cllr McIntyre Meetings held on 7 December 2022, 11 January 2023 and 1 February 2023</p>
	<p>Members NOTED the updates.</p> <p>RESOLVED: that a vote of thanks is made to Ms Barlow, former Allotments Representative, for her dedications and precious support to the Gresty Lane Allotments</p> <p>The Clerk updated Councillors with regards to the ‘Jazz in the Village’ event to raise money for the Village Hall. The PID (project initiation document) has been filled, and the project is considered to meet the criteria of a ‘quick win’.</p> <p>RESOLVED: that F&S Committee is delegated to consider the feasibility of ‘Jazz</p>

	in the Village' project and to agree whether or not the project should be initiated.
ScG/22/06/6	To receive an update on Cheshire East Council's plans affecting the Parish Council from Cllr Marren (CEC)
	Cllr Marren briefed Members on Cheshire East Council's plans affecting the area of Shavington-cum-Gresty. Members NOTED the update.
ScG/22/06/7	To receive the November and December reports from the Village Beat Manager
	Members NOTED the reports.
ScG/22/06/8	To receive and consider the following recommendation from the Village Hall Committee: i. that a recommendation is made to Full Council to keep the fee for Saturday night session (7pm-11pm) at £75. And that the restriction of use of the Village Hall to residents only on Saturday and Sunday night is removed from 1 April 2023
	Members NOTED the recommendation made from the Village Hall Committee. RESOLVED: that the recommendation from the Village Hall Committee to keep the fee for Saturday night sessions (7pm-11pm) at £75 is approved. RESOLVED: that the recommendation from the Village Hall Committee to remove the restrictions for the use of the Village Hall to residents only on Saturday and Sunday night from 1 April 2023 is approved
ScG/22/06/9	To note the YTD Parish Council finance position.
	The Clerk briefed Councillors with regards to the financial position of the Council, and highlighted areas of over-expenditures in the current budget due to the raised inflations and cost of living. Members NOTED the update.
ScG/22/06/10	To note and approve all payments since 1 April 2022
	Councillors NOTED the report. RESOLVED: that all payments made since 1 April 2022 are approved
ScG/22/06/11	To consider approving the next round of payments
	Councillors NOTED the report.

	RESOLVED: that payments listed in item 11 are approved and the Clerk is instructed to progress with the payments
ScG/22/06/12	To receive and consider a proposal to renew the SLA with Cheshire Constabulary to fund the additional full time PCSO in Shavington-cum-Gresty for the period 1 April 2023 – 31 March 2024
	<p>Members NOTED the report.</p> <p>RESOLVED: that the Parish Council agreed to enter into an agreement with Cheshire Constabulary for £37,958 to fund a dedicated full time PCSO for Shavington-cum-Gresty. It was NOTED that Cllr Jones voted against the motion.¹</p> <p>RESOLVED: that the SLA agreement format presented is approved for the period 01.04.2023 to 31.03.2024 with the following amendments:</p> <ul style="list-style-type: none"> - Appendix A: Provision to the Partner of a monthly report with a list of actions and activities undertaken by the PCSO (this should be provided within 30 days from the end of the previous month) with a percentage of the amount time spent on issues not related to Shavington-cum-Gresty and explanation - Appendix A: That the partner is provided with an indicative shift pattern for all PCSOs that cover the Shavington-cum-Gresty area <p>RESOLVED: That the Clerk is delegated to negotiate the contract and sign the best deal with the Cheshire Constabulary in order to address all Council requests above</p>
ScG/22/06/13	To note and consider the list of Direct Debit payments and to renew the approval of use of variable direct debit as per s.6.6 of Shavington-cum-Gresty Parish Council Financial Regulations:
	<ul style="list-style-type: none"> a. Adobe (fixed) b. Scottish Power (fixed) c. Water Plus (variable) d. BT (fixed) e. Gradwell Communications (variable) f. Microsoft (variable) g. ASH waste (variable) h. Cymphony (variable) i. Skedda (variable) j. GCI Network Solutions (closed)
	Members NOTED the list.

¹ Cllr Adams left the meeting at 2117hrs

	<p>RESOLVED: that the list of Direct Debit payments is approved</p> <p>RESOLVED: that the Council agrees to renew the approval of use of variable direct debit as per s.6.6 of Shavington-cum-Gresty Parish Council Financial Regulations</p>
ScG/22/06/14	<p>To receive and note the vacancy for a councillor for the Parish of Shavington-cum-Gresty</p>
	<p>The Clerk briefed Councillors on the item and highlighted the procedure that will be followed to promote the vacancy within the Parish with adverts being posted on the Parish Council social medias, website, and an article being included in the Village Voice and Parish Council newsletter as done in the past.</p> <p>The Clerk informed Councillors that the first practicable opportunity to co-opt a new councillor will be the Parish Council meeting in April (unless an extra-ordinary meeting of the Parish Council is called)</p> <p>Councillors NOTED the update.</p> <p>Councillors NOTED the vacancy.</p> <p>It was NOTED that due to the proximity of the April Parish Council meeting with the May election, the Parish Council will consider during the April meeting whether is practicable to co-opt a new Councillor.</p>
ScG/22/06/15	<p>To receive and consider the following recommendation from the Community & Engagement Committee:</p> <p style="padding-left: 40px;">i. That a recommendation is made to Full Council to consider plans for the Coronation weekend, and to consider dedicating a roses garden to commemorate the Coronation of King Charles III</p>
	<p>Cllr K Gibbs briefed Councillors with regards to the plans for the Coronation weekend.</p> <p>Members NOTED the report.</p> <p>RESOLVED: that the Clerk is delegated, in conjunction with the Chairs of E&R and C&E Committees, to progress and deliver option 1. And that additional fundings toward the project are allocated from the Ground Maintenance Service and Ground Maintenance Amenities budgets (2022/23) up to £5,200.</p>
ScG/22/06/16	<p>To consider a note of thanks for The Village Watering Team</p>
	<p>The Chair updated Councillors on the item.</p> <p>Members NOTED the update.</p> <p>RESOLVED: that a note of thanks is given to volunteers of the following groups:</p>

	<ul style="list-style-type: none">- The Village Watering Team- Clean Team- Shavington Online <p>For their continuous help, support and availability to support the Parish Council and the whole community of Shavington-cum-Gresty.</p>
ScG/22/06/17	To receive and consider an update with regards to the school car park
	<p>The Clerk briefed Councillors on the item</p> <p>Members NOTED the update.</p> <p>RESOLVED: that, following conversations with the school, and keen to explore alternative solutions to keep the car park open and accessible to the wider community of Shavington-cum-Gresty, the Parish Council agreed to allocate £3,000 from 'Acquisition project' budget towards the Car Park sponsorship budget. And that an offer is made to the Shavington Primary School for a donation of £3,000 as a gesture of goodwill towards keeping the car park open for the community for another 12 months.</p>
ScG/22/06/18	To note the date of the next Council Meeting – 5 April 2023 – 8PM
	Members NOTED the date of the next Council meeting.

Meeting Closed at 2240 hrs
Chair: Cllr B Gibbs
Clerk: S Garnero



Report Statement

Meeting: Parish Council 15.03.2023

Report Purpose: To provide Members with F&S Committee's recommendation

Version Control: v1

Author: Clerk

1. Report Summary

The report aims to provide Councillors with the latest version of the Parish Council Fixed Asset Register.

2. Background

As per s.16.6 of the Parish Council Financial Regulations, it is the Clerk/RFO duty to ensure that an appropriate and accurate register of Asset is kept up to date. This register needs to be verified at least annually, possibly in conjunction with a H&S inspection of assets.

On 15 February 2023, F&S Committee considered the asset register, and made the following recommendation:

- that the Parish Council Fixed Asset Register is recommended to Full Council for approval (with the following amendments being made: Vine Tree land £1, Planters and Sleepers #QueenBee project)

3. Position

Attached the reviewed version of the Parish Council Fixed Asset Register.

Members are asked to consider the register.

4. Governance

Shavington-cum-Gresty Parish Council Financial Regulations

5. Financial Impact

Nil

6. Resource Impact

Clerk's time

7. Conclusions



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Members are asked to note the report and:

- a. Approve the asset register
- b. Approve the asset register with some amendments
- c. Not approve the asset register

8. Consideration Sought

That the asset register is approved

Shavington-cum-Gresty Parish Council
Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Bench - 1 Rope Lane	2012	473.00		ScG PC			
Bench - Andrews family (Village Hall)	2021	767.00		ScG PC			
Bench - Former Cllr Jones (Village Hall)	2021	726.00		ScG PC			
Bench - Goodall's Corner	2019	473.00		ScG PC			
Bench - NewCastle Road	2021	596.00		ScG PC			
BT Kiosk Crewe Road (Near Hickory's pub)	2021	1.00		ScG PC			
BT kiosk Main Road	2018	1.00					
Cameron Avenue - small portion only	NA	1.00		ScG PC			
Canon EOS 4000D Camera and EF-S 18-55mm	2021	326.00		ScG PC			
Defibrillator and cabinet - outside Village Hall	2018	1,070.00		ScG PC			
Gates and Fences	NA	19,200.00		ScG PC			
General contents (including stock)	NA	19,300.00		Officers/Members			
HP laser printer	2016	200.00		ScG PC			
HP OfficeJet Pro 9022e A	2022	238.80		ScG PC			
Laminator Morpilot A3 Thermal machine	21	38.00		ScG PC			
Lenovo laptop	2020	1,870.00		ScG PC			
Litz IQ Slim Home Office Cross Cut Paper Shredder	2021	94.00		ScG PC			
Logitech MK330 Wireless Keyboard and mouse	2021	21.00		ScG PC			
Microsoft Surface Dock 2	2021	244.00		ScG PC			
N. 2 benches Vine Tre Play Area	NA	500.00		ScG PC			
n.2 LG Monitors 24MK400H	2021	240.00		ScG PC			
n.2 logitech cameras	2020	593.00		ScG PC			
N.2 Songmics Office Chairs	2021	140.00		ScG PC			
Notice board (n.5)	2015	5,000.00		ScG PC			
Office content	NA	2,100.00		Officers			
Playground equipment	NA	23,700.00		ScG PC			

Shavington-cum-Gresty Parish Council
Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Shavington Village Hall	1986	635,510.00				Shavington cum Gresty Pa	
Storage Shed	NA	2,475.00		Keeper SVFC			
Street Furniture	NA	38,920.00		ScG PC			
Surface laptop	2020	1,583.00		ScG PC			
Vehicle speed display unit (located on Crewe R	2017	4,180.00		ScG PC			
Village Hall Notice board	2021	98.00		ScG PC			
War Memorial	NA	18,500.00		ScG PC			
Water Bowser	22.03.2022	1,000.00		ScG PC			
		780,178.80					
Environment & Recreation Committee							
n.10 Plastic Beams sleepers	2023	1,088.00		Village			
n.16 scenic sq planters black with gold trim	2022	4,663.44		Village			
Vine Tree Land		1.00		Vine Tree, Shavington			
		5,752.44					
Finance & Strategy Committee							
Samsung Galaxy M13	2022	164.00		Clerk 'sphone			
		164.00					
Village Hall Committee							
N.2 Bose S1 Pro speakers	2023	865.00		Village Hall - Offices			
Shure PGA48 Cardioid Dynamic Vocal Microph	2023	43.00		Village Hall - Offices			
		908.00					
Grand Total:		787,003.24					



Report Statement

Meeting: Parish Council 15.03.2023

Report Purpose: To provide Members with F&S Committee's recommendation

Version Control: v1

Author: Clerk

1. Report Summary

The report aims to provide Councillors with the latest version of the Parish Council Financial Risk Assessment .

2. Background

As per s.17 of the Parish Council Financial Regulation, the council is responsible for putting in place arrangements for the management of the risk.

On 15 February 2023, F&S Committee considered the asset register, and made the following recommendation:

- that the Parish Council Financial Risk Assessment is recommended to Full Council for approval (with the following amendments: Staff retention issue – that the following mitigation action is included and implemented: working practice document)

3. Position

Attached the reviewed version of the Parish Council Financial RA.

Members are asked to consider the RA.

4. Governance

Shavington-cum-Gresty Parish Council Financial Regulations

5. Financial Impact

Nil

6. Resource Impact

Clerk's time

7. Conclusions

Members are asked to note the report and:



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- a. Approve the Parish Council Financial RA
- b. Approve the Financial RA with some amendments
- c. Not approve the Parish Council Financial RA

8. Consideration Sought

That the Financial RA is approved

SHAVINGTON CUM GRESTY PARISH COUNCIL

FINANCIAL RISK ASSESSMENT

Risk Area	Risk Identified	Mitigation	Notes
To provide and maintain standards for Parish Council services to the residents of Shavington-cum-Gresty	The risk of legislative change which will have an impact on the Parish Council's powers, duties and funding	Parish Clerk and staff keep apprised of developments	GDPR advisor appointed Sept 2021. Contract renewed on Sept 2022
	The protection of physical assets owned by the Parish Council including buildings and equipment (loss or damage)	All physical assets insured All assets checked regularly	
	The risk of damage to third party property or individuals as a consequence of the Parish Council providing services (public liability)	Public liability Insurance renewed annually	
	Insufficient staff or other resources to deliver the service needs	Parish Clerk to formally monitor and review staff and work levels. Any concerns regarding this to then be brought to Council and to Staffing Committee	
	Staff retention issues	Staff training where appropriate Yearly appraisal and weekly 1-2-1 meeting Working practice document regularly updated by staff	
To maintain financial records that are correct and comply with all recommended accounting practice	Adverse audit reports, legal action and loss of confidence in Parish Council Loss of income through error or fraud	Clerk keeps up to date with legislative changes, discusses latest requirements with internal and external auditors Parish Clerk continually review controls and current procedures	
To ensure that all actions taken by the Parish Council comply with all current Legislation	Non-compliance with legislation or practice Council being 'Ultra Vires'	Parish Clerk to keep up to date with changes in legislation, seek advice from SLCC, ChALC, NALC and others as necessary	
Employment Contract	Compensation claims from employee for contractual employment defects (including statutory failure)	Contract of employment in place Matters relating to staff discussed in confidential session and discussed by Staffing committee Parish Clerk to seek HR advice where appropriate Other policies in place	
Staff	Loss of services of employee	By distributing knowledge and roles ensure, so far as reasonably practical, that loss of any one employee does not cause unrecoverable damage to business	
	Loss of key staff trained in financial systems, process or rules	External Accountancy support in place (via Scribe)	
Financial Control	Inappropriate expenditure made	Payments reported to Parish Council and F&S Committee for review and corrective action if necessary	

Risk Area	Risk Identified	Mitigation	Notes
		<p>Payments approval list to be authorised by at least three signatories Councillors before any payments is made</p> <p>Dual authorisation system introduced for all online payment</p>	
	Financial Regulations become out of date with change in technology, regulation or business	<p>Council to review financial regulations once a year</p> <p>The Clerk/RFO react to any changes in legislation or other areas in order to ensure the regulations are fully compliant and also provide a strong framework compatible with Council's practices</p>	
	Lack of budgetary overview/overspend against budget	Monthly review of income and expenditure	
	Lack of finance to meet unbudgeted, urgent commitments (with safety or other critical implications)	Reserves equivalent to at least three months' spend available in accordance with ScG Parish Council Reserve Policy	
Financial Systems and Records	Loss of data	<p>Scribe system retain all council cash books</p> <p>File copies of all invoices and receipt are kept on OneDrive</p> <p>Documents are retained for 12 years</p>	
	VAT	VAT returns are lodged on a quarterly basis in line with accepted procedures	
	<p>The Scribe system incorporates a VAT schedule which is an accepted package which allows differentiation between tax rates etc. which is itemised in a full report relating back to the original item within the accounts</p> <p>Payroll</p> <p>Beardmore Accountants provide payroll services and carry out payroll function</p>	<p>The Clerk authorises any overtime, mileage or special duty payments, on a monthly basis</p> <p>Backups are made to the server</p> <p>Payments can only be issued for the nominated employees, which must be authorised in advance of the payment</p> <p>Documents are retained for 12 years</p> <p>Annual pension and year end payroll returns are issued in a timely manner to the appropriate bodies that inspect the information and highlight any discrepancies</p>	
Banking Arrangements and Procedures	Co-op Bank is used Accounts	<p>One bank account used on a weekly basis</p> <p>Reviewing how much is placed into a higher rate deposit account</p>	
	Cheques	Each cheque from the main account must be signed by 3 Councillors as detailed on the bank mandates (which are amended when required to ensure that sufficient signatories are available at all times)	
	Transfers	Monies may be transferred between the Councils accounts by the Clerk and three authorised signatories Members	

Risk Area	Risk Identified	Mitigation	Notes
	Bank Reconciliation	<p>All accounts are reconciled using the Scribe system every month</p> <p>Any discrepancies are immediately reported to the bank for investigation</p> <p>All petty cash accounts which do not have statements are reconciled on a monthly basis against the cash held and any discrepancies are immediately reported to the Clerk</p>	
	Access to the main bank accounts	Clerk, Community Manager and authorised signatures Councillors have access to the bank account. Only the Clerk is authorised to set up payments or move money	
	Cheques	All invoices are checked by the Clerk in advance of payment and if related to an order, this has passed through the ordering procedure.	
	Payments	<p>All payments must be authorised by the RFO before any cheque is issued.</p> <p>Three authorised signatories members are required to approve all payments as per section 5.2 of Finance Regulation.</p>	
	Petty Cash – Cash Payments	All payments made in cash must be substantiated by an invoice etc. which has been authorised by the Clerk	No petty cash system in operation
	Hire Charges	<p>Council agrees the charges, as set by Parish Council's ToRs</p> <p>All bookings must be paid for in advance</p>	
	Cash collected from community events	<p>All cash collected at events is collected by appointed staff and a receipt is always issued (e.g. markets income)</p> <p>At the office the cash is emptied and counted manually within one working day by at least two members of staff</p>	
	Processing and banking	<p>When the money is received it is balanced within the office against any receipts/invoices and any discrepancies are followed up</p> <p>When the monies have been balanced, it is input onto the Scribe system and all entry references are printed out and retained</p> <p>A unique pay in reference is applied to each batch of banking which is loaded onto the Scribe system which is then checked against the bank reconciliation</p> <p>This is a strict routine that ensures that any booked hire cannot proceed without receiving the payments and guarantees that all monies are accounted for</p>	
Financial Administration	Records non-compliant or inadequate	Internal auditor reviews record keeping annually	

Risk Area	Risk Identified	Mitigation	Notes
		Advice taken from internal auditor, external auditor, accountant, SLCC and NALC on changes in regulation	
	Expenditure/income coded incorrectly	Parish Clerk checks nominal ledger when Items are coded	
	Standing Orders Standing orders are reviewed and approved by Parish Council on an annual basis at the AGM	The Clerk reacts to any changes in legislation, requests from Parish Council or other areas in order to ensure the regulations are fully compliant and also provide a strong framework compatible with Council practices	
	Non-compliance with statutory deadlines for the completion/approval/submission of accounts and other financial returns	Programme of meetings to meet statutory deadlines	
	Invoice payment without authority	All payments reviewed Parish Clerk authorises three authorised signatories councillors approve the payment. Clerk set up payment on online banking, another authorised signature has to approve it	
	Incoming cash and cheque misappropriation	Individual receipts to be issued for all cash payments and for cheque payments on request	
	Theft of funds	Bank statements reconciled monthly, Fidelity Insurance in place against theft of funds by staff, Councillors and other persons	
	Incorrect entries by bank	Bank statements reconciled monthly	
Annual Budget and Precept Calculations	The annual budget and precept calculations	<p>The annual budget and precept calculations are initially calculated in October/November based upon the performance of the prior year and incorporating projected requirements which have been lodged by the office and council members</p> <p>The Parish Clerk also completes a mid-year review in October for the current year to calculate possible year end surpluses which may be incorporated within the future budget. The actual precept level is then calculated from the balance sheet assuming that the remainder of the current year's budget will be utilised in order to estimate the year end bank balance</p> <p>The new budgeted income, expenditure and reserves are then set against this balance in order to calculate a budget shortfall on which the future precept is based</p> <p>The new budget is discussed and fine-tuned through the September, October, November and December Council and Committee meetings after the up to date number of band D properties have been confirmed by CEC discuss and amend any highlighted budget levels in order to best achieve, an acceptable precept level</p>	

Risk Area	Risk Identified	Mitigation	Notes
		<p>Comprehensive minutes are recorded at each stage to substantiate the budget development</p> <p>The final budget is approved in December and CEC is then advised of the precept</p>	
Monitoring of Budgets	Comprehensive budgets	Comprehensive budgets are set for each Council meeting these are loaded onto Scirbe accounts system at the start of the new financial year	
	Monitoring	<p>On-going daily expenditures have already been incorporated within the budget and the RFO monitors invoices, etc. against the budget schedule to confirm that they are within the limits</p> <p>All orders are checked against the accounts system to verify expenditure within the account code to date and the remaining budget</p> <p>Any over expenditure is highlighted and brought to the attention of the Clerk</p>	
	Reporting	<p>A full report of expenditures against budget is lodged with council at each Finance Committee meeting</p> <p>Any that do not meet the budget levels are highlighted by member if needed along with committed expenditure</p>	
Insurable Risks	Public Liability	<p>Insurance cover</p> <p>In addition, annual checks of play equipment</p>	<p>Limit of cover £10,000,000</p> <p>Reviewed annually</p>
	Employers Liability	Insurance cover	<p>Limit cover £10,000,000</p> <p>Reviewed annually</p>
	Property	Cover for buildings and contents All risks cover for selected items	
	Personal Accident	Continue with existing cover (scale benefits)	Limit of cover £1,000,000
	Legal disputes	Cover for specified legal disputes	Limit of cover £100,000
Loss of Records	Loss of documentation	Deeds and other legal documents relating to real estate stored in the office or online on OneDrive	
Asset List	Purchased	<p>An asset list is maintained by the Parish Council on Scirbe</p> <p>This is updated throughout the year from new assets which are in addition, a schedule of road furniture/bins/dog bins/bus shelters play area equipment etc., will be kept on a secondary list</p> <p>The asset list is circulated to staff on an annual basis to ensure that all items are correct</p>	

Risk Area	Risk Identified	Mitigation	Notes
Internal Audit	Internal Audit	<p>The Internal Auditor is approved annually by Council at the AGM and might attend the office to complete the internal audit in May of each year</p> <p>The report is presented to Council for acceptance</p>	
Annual Audit	Annual Audit	<p>The annual auditor is appointed and directs the format and structure of the audit in line with current legislation and requirements</p> <p>Audit costs and levels of requirement are determined by government legislation based upon the annual income or expenditure levels</p> <p>The Parish Clerk/RFO completes the year end accounts to audit trial level and prepares any additional reports required by the external auditor</p> <p>The Parish Clerk/RFO presents the completed Annual Return, Financial Statement and other documentation required to Council in line with the timescales provided by the external auditor</p> <p>Once these have been formally adopted and signed by Council, they are lodged with external auditors</p> <p>Any queries raised by the auditors are dealt with by the Parish Clerk in the first instance</p> <p>Final sign-off by the external auditor is presented to Council</p>	
ICT	IT Security, safety of information/risk of loss of data	<p>Microsoft Office 365 installed on all PCs Allows for cloud back up of information</p> <p>Allows for cloud storage of all council data – more secure than onsite storage.</p>	
Supplier fraud	Fraud, safety of information/risk of data loss, theft of fund, reputational damage	<p>Training for staff to alert them to the potential risks of providing sensitive company information, by phone or other means, especially contract and account information.</p> <p>Bank details and personal information should be included together with any new contract signed.</p> <p>Establish a rigorous change of supplier details procedure - where a supplier has purported to have changed their bank details always call the supplier to check the veracity of a request, using details in your system, rather than those on any associated letter or email. A person should be authorised to approve a supplier bank account change after having reviewed the process undertaken to verify the supplier details change</p> <p>Periodic review of supplier accounts should also be undertaken to remove</p>	

Risk Area	Risk Identified	Mitigation	Notes
		<p>any dormant accounts. This reduces the likelihood of any old supplier information being used to secure fraudulent payments.</p> <p>Checking address and financial health details with Companies House</p> <p>Checking samples of online payments to supplier invoices to ensure the payment has been made to the supplier bank account</p>	
Supplier dispute	Reputational damage, loss of money	<p>Contracts should be signed for all services over £1000</p> <p>Services below £1000 or emergency works should have at least a written brief shared and agreed with the supplier outlining deliverables of the service</p>	

Reviews will take place yearly unless clearly stated differently within each section.

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Report Statement

Meeting: Parish Council 15.03.2023

Report Purpose: To provide Members with F&S Committee's recommendation

Version Control: v1

Author: Clerk

1. Report Summary

The report aims to provide Councillors with a set of Policies for considerations

2. Background

As per Financial RA, the Parish Council is required to review their policies and governance regularly to ensure its internal arrangements are fit for purpose and within law.

On 15 February 2023, F&S Committee considered the asset register, and made the following recommendation:

- a. that the following policies are recommended to Full Council for approval:

Shavington-cum-Gresty Parish Council Reserves Policy
Shavington-cum-Gresty Parish Council Investment and Treasury Management Policy
Shavington-cum-Gresty Parish Council Fixed Assets and Content Management Policy
Shavington-cum-Gresty Parish Council Personal Data Complaints Policy
Shavington-cum-Gresty Environment and Sustainability Policy
Shavington-cum-Gresty Vine Tree Play Area Risk Assessment

- b. that the following policies are recommended to Full Council for approval, with the following amendments being made:

Shavington-cum-Gresty Health and Safety Policy –Construction Design Management Regulation 2015: the Parish Council will typically act as client under the CDM regulation
Shavington-cum-Gresty Village Hall – General Risk Assessment – due date Feb 2024
Shavington-cum-Gresty Parish Council Application to Fill a Casual Vacancy for a Councillor – subject to a further check being made on the eligibility criteria

3. Position

Attached the reviewed version of policies for Members' consideration.



4. Governance

Shavington-cum-Gresty Parish Council Financial Regulations
Shavington-cum-Gresty Parish Council Standing Order

5. Financial Impact

Nil

6. Resource Impact

Clerk's time

7. Conclusions

Members are asked to note the report and:

- a. Approve the policies attached
- b. Approve the policies attached with some amendments
- c. Not approve the policies attached

8. Consideration Sought

That the policies attached are approved as per F&S Committee's recommendation.



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Reserves Policy

Approved by Shavington-cum-Gresty Parish Council on 2 February 2022

The Parish Council is required by statute to maintain financial reserves sufficient to meet the needs of the organisation and in addition has statutory limitations on how it spends certain receipts which it must ensure are accounted for separately to the council's general funds.

Whilst there is no statutory minimum (or maximum) level of reserves, the council has no power to hold revenue reserves other than those for reasonable working capital needs or specific earmarked purposes.

The Joint Panel on Accountability and Governance (JPAG) Practitioners' Guide, which sets out the 'proper practices' for how the council must maintain its accounts, recommends that the minimum level of general reserves should be between three and twelve months of net revenue expenditure. For an authority of the council's size, it states that the lower end (three months, or 25%) is appropriate.

The Council's Internal and External Auditors review the council's reserves and their justification annually.

This policy sets out how the Council will manage its reserves.

General Reserve

The general reserve is not ringfenced (earmarked) for any specific expenditure. Its purposes are to smooth the impact of uneven cashflow or cover unexpected/emergency expenditure. It is not intended to fund on-going expenditure.

The general reserve will be replenished as part of the budget process in any year where it has been utilised for unexpected/emergency expenditure.

The Council will hold a general reserve of at least 25% (or three months) of its net revenue expenditure NRE this is the difference between its budgeted income and expenditure less any budgeted capital expenditure, expenditure from earmarked reserves and budgeted transfers to reserves.

Any budget surplus at the end of the financial year is transferred to General Reserves.

Virements from General Reserves may be approved during the financial year to fund a specific requirement or to resolve a budget deficit issue.

Funds may also be transferred to Designated Reserves.

Earmarked Reserves

The Parish Council may establish ringfenced (earmarked) reserves for any reason where it reasonably believes it may incur expenditure in the future.



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Currently the Council doesn't have any Earmarked Reserves.

Carry Forward Reserve

There will be occasions where the Council commits to expenditure from its current year budget but does not spend/incur the debt during the financial year.

Where this occurs, the corresponding budget will be transferred to the Carry Forward Reserve at year end and a corresponding entry entered into the committee's EMR budget for the following financial year.

CIL Receipts Reserve

CIL Receipts are subject to statutory restrictions requiring they only be used for certain kinds of expenditure.

In accordance with Financial Regulations the council will hold a CIL Receipts Reserve to ensure CIL receipts are separately accounted for.

Review and Variation to Policy

This policy will be reviewed annually by the Council (or delegated Committee) as part of setting the council budget.

Where it determines there is justification for doing so, the Council (or delegated Committee) may make decisions which are at variance to this policy.



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INVESTMENT AND TREASURY MANAGEMENT POLICY

Introduction

This policy has been developed in accordance with:

1. Statutory Guidance on Local Government Investments (3rd Edition) issued under section 15 (1)(a) of the Local Government Act 2003 and effective for financial years commencing on or after 1 April 2018
2. The Treasury Management Code issued by CIPFA – “Treasury Management in the Public Services: Code of Practice and Cross-Sectoral Guidance Notes, 2017 Edition”

Relevant Guidance

Statutory Guidance has been issued by the Government on Local Government Investments (3rd Edition) issued under section 15 (1)(a) of the Local Government Act 2003 and effective for financial years commencing on or after 1 April 2018. The key principles of the guidance are transparency and democratic accountability. The guidance is statutory for parish councils, providing their total investments exceed or are expected to exceed £100,000 at any time during the financial year.

The guidance states that local authorities who hold treasury management investments should apply the principles set out in the CIPFA Treasury Management Code. There are 3 key principles within section 4 of the Code which are:

1. The Council should put in place formal and comprehensive objectives, policies and practices, strategies and reporting arrangements for the effective management and control of their treasury management activities.
2. Policies and practices should make clear that the effective management and control of risk are prime objectives of their treasury management activities and that responsibility for these lies clearly within their organisations. Their appetite for risk should form part of their annual strategy, including any use of financial instruments for the prudent management of those risks, and should ensure that priority is given to security and portfolio liquidity when investing treasury management funds.
3. The Council should acknowledge that the pursuit of value for money in treasury management, and the use of suitable performance measures, are valid and important tools for responsible organisations to employ in support of their business and service objectives; and that within the context of risk management, their treasury management policies and practices should reflect this.

The guidance states that where authorities are holding treasury management investments for more than 12 months, they should include quantitative indicators that allow and the public to assess a local authority's total risk exposure as a result of its investment decisions. The authority should consider the most appropriate indicators to use, given their risk appetite and capital and investment strategies. The indicators used should be consistent from year to year and should be presented in a way that allows elected members and the



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general public to understand a local authorities' total risk exposure from treasury management and other types of investment. Where a local authority has entered into a long term investment or has taken out long term debt to finance an investment, the indicators used should allow Councillors and the general public to assess the risks and opportunities of the investment over both its payback period and over the repayment period of any debt taken out.

Investment Strategy

Shavington-cum-Gresty Parish Council acknowledges the importance of prudently investing the surplus funds held on behalf of the community. The Council defines its treasury management activities as:

The management of the Council's cash flows, its banking and money market transactions, the effective control of the risks associated with those activities, and the pursuit of best value performance consistent with those risks.

Yields that are generated from financial investments will be added to the capital reserve on an annual basis to contribute towards the future needs. This strategy establishes formal objectives, policies and practices and reporting arrangements for the effective management and control of the Council's treasury management activities and the associated risks.

Investment Policy

Investment objectives

The two primary objectives of a prudent investment policy are:

1. Achieving security (protecting the capital sum from loss)
2. Liquidity (keeping the money readily available for expenditure when needed)

Once proper levels of security and liquidity are determined it will then be reasonable to consider a third objective, what level of yield can be obtained consistent with the first two objectives.

Investment Priorities

Shavington-cum-Gresty Parish Council's investment priorities therefore are:

- a. the security of its reserves, and
- b. the adequate liquidity of its investments, and
- c. the return (yield) on investment - the Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity.

All investments of money under the control of the Council shall be in the name of Shavington-cum-Gresty Parish Council.

The Department for Communities and Local Government maintains that the borrowing of money purely to invest or to lend and make a return is unlawful and the Council will not engage in such activity.

Where external investment managers are used they will be contractually required to comply with the Strategy.



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Security

In order to diversify an investment portfolio largely invested in cash, investments will be placed with a range of approved financial institutions to minimise risk.

Financial investments can fall into one of three categories:

1. Specified Investments
2. Loans
3. Other Non-Specified Investments

1. Specified Investments

- Specified investments are those offering high security and high liquidity.
- All investments will be made in sterling.
- Specified investments are not long term, the local authority has contractual right to repayment within 12 months.
- The investment is made with a body or in an investment scheme described as high quality or will one of the following bodies: I. The United Kingdom Government II. A local authority in England or Wales (as defined in section 23 of the 2003 Act) for a similar body in Scotland or Northern Ireland; or III. A parish council or community council.

The Council will only invest in institutions of high credit quality – based on information from approved credit rating agencies (Moody's Investors Service Ltd, Fitch Ratings Ltd or Standard and Poor's). High credit quality is defined as a body or investment scheme with an 'A' or P1 rating.

The Council will monitor the risk of loss on investments by review of credit ratings on a quarterly basis. Shavington-cum-Gresty Parish Council will assess the risk of loss before entering into, and whilst holding, an investment.

2. Loans

The guidance states that a local authority may choose to make loans to local enterprises, local charities, wholly owned companies and joint ventures as part of a wider strategy for local economic growth even though those loans may not all be seen as prudent if adopting a narrow definition of prioritising security and liquidity.

There are specific conditions that the local authority must be able to demonstrate in order to undertake this type of investment and the guidance contains a detailed explanation.

3. Non-Specified Investments

Non-Specified Investments are those which are not a loan, nor does it meet the criteria to be treated as a specified investment.

Examples may be long term investments (longer than 12 months) and investment in stocks and shares.

Given the unpredictability and uncertainty surrounding investments in stocks and shares, Shavington-cum-Gresty Parish Council will not participate in such investments.

The Council's policy on liquidity states that only short-term investments will be held.



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Liquidity

The Parish Clerk/RFO and Chairman of Finance & Strategy Committee will determine the maximum period for which funds may prudently be invested, so as not to compromise liquidity.

The Parish Council's policy will include short-term investments (no longer than 12 months) and ensure liquidity.

Return

The Parish Council will invest through its bank where appropriate by a series of linked accounts which allow transfer of money not immediately required to successfully higher interest investment.

Reporting

The Council will report on the return on investments within the annually produced Investment Position Statement as an indicator of investment performance.

Publication

The guidance states that the Council's Investment Strategy should be publicly available on a local authority's website.

Annual Reporting on Investments

At the end of the financial year, the Parish Clerk/RFO will provide a report on the performance of the Council's investments and an Investment Position Statement to the Finance & Strategy Committee at their first meeting of the new financial year.

Review Investment Policy

The policy will be reviewed annually by the Council prior to the start of the financial year.

The Council shall be able to amend or make variations to the Policy at any time following consideration of recommendations from the Parish Clerk/RFO.

Setting the Investment Strategy

For each financial year, a local authority should prepare at least one Investment Strategy which needs to contain the disclosures and reporting requirements specified in the guidance.

The Strategy should be approved by the full Council. The Secretary of State recommends that the Strategy should be presented for approval prior to the start of the financial year.

Where a local authority proposes to make a material change to its Investment Strategy during the year a revised Strategy should be presented to full council or equivalent for approval before the change is implemented.

Treasury Management Advice

Shavington-cum-Gresty Parish Council recognises that neither members or officers are experts in the field of treasury management. As such, the Council should review its level of investment on an annual basis and assess if there is a requirement to obtain independent, external, expert 'Treasury Management' advice in reviewing the Investment Strategy and the allocations of Specified Investments. Treasury Management advice may potentially be sourced from the principal local authority or a specialist treasury management advisory firms who specialises in local authority and local town and parish councils.



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Banking Arrangements

The Council will periodically review its banking arrangements by a competitive process which balances returns, high street presence, accessibility of funds, service level, bank charges and ethical credentials.

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FIXED ASSETS AND CONTENT MANAGEMENT POLICY

Introduction

The Asset Management policy provides overall framework to guide the strategic management of Parish Council's infrastructure assets in a co-ordinated manner. The policy sets out a systematic process to guide the planning, acquisition, operation and maintenance, and disposal of assets. The objective is to maximise asset service delivery potential and manage related risks and costs over the entire life of the asset. The Parish Council fixed assets and contents management will be carried out based on this policy document which establishes systems and controls. This policy must be observed in conjunction with the Parish Council Standing Orders and Financial Regulations which requires annual governance reporting as part of the annual returns.

Asset management will be integrated with financial and budgetary planning to inform decision making, incorporating a life cycle approach in asset management to achieve value for money usage of all assets. This policy also establishes accountability and responsibility for asset condition, use and performance.

Local Councils can acquire or dispose of assets under the general power in section 111 Local Government Act (LGA) 1972 "power to do anything which is calculated to facilitate, or is conducive to or incidental to, the discharge of any of their functions". However, for the acquisition of land and buildings special rules apply.

Usage and the protection of Assets

Parish Council assets should not be used by employees and Councillors to pursue their own personal business.

Parish Council assets should not be misused or maliciously damage by staff or Councillors.

Moveable assets like a laptop etc in the possession of staff and Councillors outside Council premises should be used to carry out Council business in accordance with this policy.

As far as is reasonably practicable, employees and Councillors will have full responsibility for the care, security and proper use of assets in their personal possession.

Asset Management Responsibility

Asset management needs a Corporate approach, hence requires appropriate initiative to give awareness and build internal capacity to undertake the required asset management activities.

Parish Clerk

Parish Clerk is the person responsible for all Parish Council assets and oversee implementation of the asset management policy.

The Parish Clerk fulfils the requirements of Town Council asset management processes.

Staff

The Parish Council staff are responsible for following asset management procedures and processes as set out in this policy.



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Councillors

The Council should be aware of the Parish Council Asset Management policy and procedures and ensure procedures are followed when dealing with Parish Council assets in any capacity.

Asset Register

An asset register / database will be maintained in accordance with the Parish Council Financial Regulations which states in clause 14.6 the requirement to maintain such register

(14.6. The Clerk or RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.)

The asset database shall seek to capture information for both fixed and tangible moveable property with a life expectancy more than one year.

The asset register / database shall include the following information which is necessary for managing asset lifecycle.

- Date of purchase
- Make, model, and description
- Location
- Category of asset
- Purchase Cost
- Insurance Valuations
- Repairs / maintenance information (hyperlinks) to key reports
- Disposal information

Acquisitions and Disposals

Acquisition and disposal of assets will adhere to the Financial Regulation of the Parish Council as set out in the following clauses;

(14.2 No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £1,000. Such a disposal must be authorised by the Clerk or RFO and reported to the appropriate Committee or to Council)

(14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

(14.4. No real property (interests in land) shall be purchased or acquired without the authority of Council. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).



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(14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full Council. In each case a report in writing shall be provided to Council with a full business case.)

Acquisitions of tangible moveable assets

Acquisitions of asset will comply with the Parish Council Financial Regulations and the following internal procedures and protocols shall also apply to asset purchase management activities.

- Assets which cost more than £100 should be tagged except when their useful life is less than 12 months. Computer components which stores data should be tagged notwithstanding its purchase price. When assets are purchased in bulk and the total cost exceeds £100, for example chairs, should be tagged individually. Tagging should continue where individual items of the bulk are replaced in the future.
- Prior to deployment, Managers and Staff shall assign a tag to the asset and pass the information to the Parish Clerk for entry onto the Asset Database (Scribe).

Disposals of tangible moveable assets

Assets disposal should be carried out with appropriate authorisation which is dependent on class of asset and asset value using the disposal form. Disposal of assets with inherent value should aim at ensuring value for money for the Council and obtaining a sale with an anticipated current value wherever possible.

Disposal principle

- High value Assets that are no longer required by the Parish Council should be disposed of by first determining an appropriate market valuation and if required, a third-party valuation should be sourced and then sold in the open market place.
- Appropriate authorisation to dispose of assets applies; The Parish Clerk authorises disposals of assets up to the market valuation of £1000, valuation above £1,000 requires the approval of the appropriate committee or the Parish Council in accordance with the Parish Council Financial Regulations.
- Appropriate authorisation does not apply where an asset is certified by a competent assessor or a Manager to be unusable and no longer functional, are not fit for purpose and are beyond repair or their use will breach regulatory compliance. A report for high value assets costing above £1,000 to replace should be sent to the appropriate Committee following such assets immediate disposal to avoid maintenance and hazard problems that their continuous use will bring.

Disposal Due Diligence

In determining if an asset is appropriate for disposal, appropriate due diligence is required as follows:

- Justification for disposal
- classification as usable with appropriate valuation or unusable
- Method of disposal (Note appropriate procedure for disposal of IT equipment and data storage devices)
- Sale Proceeds where cash is involved should follow the cash handling procedure.
- Where the sale involves trade-in for new equipment, this must be reported on the disposal form

Lost, stolen and destroyed assets



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Lost, stolen and destroyed assets where the replacement cost is more than £1,000 must be reported on the disposal form following investigation and a report to the appropriate Parish Council Committee. The disposal form should be passed to the Parish Clerk for updating the Asset Register and for insurance claims where appropriate.

Audits and Valuations

Asset management processes and procedures will be reviewed annually following a process of category and or location by location audits of assets throughout the year which will ensure all assets will have been audited by the end of the financial year. Audits will account for all risks associated with the asset, defects identification, repairs and maintenance requirements and inventory audits. Audits will aim to manage asset life cycle as depicted below.

Insurance

The Parish Council insures all its assets and content to protect the assets for all insurable risks.

Policy Amendments and Reviews

Asset Management Policy shall be amended accordingly in line with the requirements and needs of the Parish Council. Such amendments shall be initiated by officers of the Parish Council or a Councillor and shall follow the proper procedures and Standing Orders of the Parish Council.



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Appendix 1
ASSET DISPOSAL FORM

(To be completed and passed to the Parish Clerk and a copy saved in disposal folder in Assets on shared drive when disposing tagged assets)

Item description

Asset Numbers

Product Code

Item Location

Item Condition

Item Value

Reason for Purchase

Deployment Date:

Name:

Signed:

Date:

Authorised Manager:

Name:

Signed:

Date:



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PERSONAL DATA COMPLAINTS POLICY

Introduction

The Data Protection Act 2018 (DPA 2018), gives data subjects rights in relation to their personal data which are detailed further in this policy. In addition, the Privacy and Electronic Communications Regulations (PECR) which sits alongside the DPA 2018 gives people specific privacy rights in relation to electronic communications such as marketing calls, emails, texts, cookies and associated technologies.

Processing personal information

This means obtaining, recording or holding the personal information or carrying out any operation or set of operations on the information, including:

- organising, adapting, storing or altering it
- retrieving, consulting or using the information or data
- disclosing the information or data by transmission, dissemination or otherwise making it available
- aligning, combining, blocking, erasing or destroying the information or data. regardless of the technology used.

Personal Data and Data Subjects

'**Personal data**' means any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person. Personal data the Parish Council gather may include: individuals' phone number, home address, email address, educational background, financial and pay details, details of education and skills, marital status, nationality, and CV etc.

Data subjects' rights

Individuals have rights to their data under data protection legislation which the Parish Council must respect and comply with to the best of their ability. The Parish Council must ensure individuals can exercise their rights in the following ways:

Right to be informed

Providing privacy notices which are concise, transparent, intelligible and easily accessible, free of charge, that are written in clear and plain language, particularly if aimed at children.

Keeping a record of how the Parish Council use personal data to demonstrate compliance with the need for accountability and transparency.

Right of access



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Enabling individuals to access their personal data and supplementary information
Allowing individuals to be aware of and verify the lawfulness of the processing activities

Right to rectification

The Parish Council will rectify or amend the personal data of the individual if requested because it is inaccurate or incomplete. This must be done without delay, and no later than one month. This can be extended to two months where valid reason(s) have been identified.

Right to erasure

The Parish Council will delete or remove an individual's data if requested and there is no compelling reason for its continued processing.

Right to restrict processing

The Parish Council will comply with any request to restrict, block, or otherwise suppress the processing of personal data.

The Parish Council are permitted to store personal data if it has been restricted, but not process it further. The Parish Council will retain enough data to ensure the right to restriction is respected in the future.

Right to data portability

The Parish Council will provide individuals with their data so that they can reuse it for their own purposes or across different services.

The Parish Council will provide it in a commonly used, machine-readable format, and send it directly to another controller if requested.

Right to object

The Parish Council respect the right of an individual to object to data processing based on legitimate interest or the performance of a public interest task.

The Parish Council respect the right of an individual to object to direct marketing, including profiling.

The Parish Council respect the right of an individual to object to processing their data for scientific and historical research and statistics.

Rights in relation to automated decision making and profiling

The Parish Council respect the rights of individuals in relation to automated decision making and profiling. Individuals retain their right to object to such automated processing, have the rationale explained to them, and request human intervention.



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What is a complaint?

A complaint is an expression of dissatisfaction about the Council's handling of a data subject's personal data or the data of the individual they represent. This can include dissatisfaction with how the Council has responded to a previous subject access request.

Scope

This policy addresses complaints made by data subjects regarding the use of their personal data and previous responses(s) to their subject access requests.

Responsibilities

The council has overall responsibility for this policy but has delegated day-to-day responsibility for overseeing its implementation to the Clerk. All relevant members of staff have been made aware of the policy.

All Employees are responsible for ensuring that any complaints that are made in relation to this policy are reported to the Clerk.

The Council will review this policy annually to ensure that its provisions continue to reflect best practice.

Making a Complaint

Data subjects can make a complaint relating to the Council's use of personal data.

Complaints should be sent directly to the clerk at : clerk@shavingtononline.co.uk

An officer of the council will normally acknowledge the complaint within 5 working days, subject to council resources and annual leave commitments.

The Council will only accept a complaint from a data subject's representative, if the representative provides the data subject's written consent authorising the representative to act on the data subject's behalf in relation to the complaint.

If there is any doubt about the identity of the complainant the Council will first seek to verify the data subject's identity or third party's entitlement to act on behalf of the individual. The forms of identification that are acceptable from a data subject are as follows;

- a. Passport
- b. Driving Licence
- c. For third parties the identification requirements will vary dependent on their relationship to the data subject. Therefore, these will be assessed on a case by case basis.

Investigation and Complaint Outcome

Once all identification requirements have been met, the investigation will be carried out and responded to normally within one month or earlier without undue delay. If further clarification is required from the



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complainant or more time is required for the response to be completed the Council will inform the complainant prior to the original deadline.

The complaint outcome will be communicated to the complainant in writing.

Review

If the complainant does not agree with the outcome, they can request a review of the decision.

This request must be made within one month of the original decision being communicated and should be sent to the clerk at clerk@shavingtononline.co.uk

The decision will be internally reviewed and responded to by a nominated individual within one month from the receipt of the request for review. Once the internal review has been completed, the Council will communicate the outcome in writing.

Manifestly unfounded, and/or excessive complaints

In some circumstances the Council can refuse to investigate and respond to the complaint. This will be when a complaint is deemed to be manifestly unfounded, and/or excessive. Each complaint will be considered on a case by case basis by applying the following factors:

- a. the data subject has explicitly stated that they intend to cause disruption (whether in the complaint, or in other correspondence), and has threatened individuals;
- b. the data subject has made unsubstantiated accusations against individuals, and is persisting in those accusations;
- c. the data subject is targeting particular individuals, against whom they have a personal grudge;
- d. the data subject makes frequent complaints intended to cause disruption; and
- e. the data subject continues to repeat the substance of previous complaints which have already been investigated.

Where a complaint is deemed to be manifestly unfounded and/or excessive, the Council will contact the individual and in a reasonable timeframe explain to them:

- a. the reasons for refusing to consider the complaint;
- b. their right to make a complaint to the ICO; and
- c. their right to pursue their data subject rights through a judicial remedy.

Independent External Review of Complainant Issues

If the complainant remains dissatisfied, they can escalate their complaint to the Information Commissioner's Office (the "ICO"). Information about how to make a complaint to the ICO can be found here:

<https://ico.org.uk/make-a-complaint/>



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Shavington-cum-Gresty Parish Council
Main Rd, Shavington, Crewe, CW2 5DP

In order to respond to the complaint, the Council will investigate the complaint based on the information provided by the ICO. The cooperation of any staff/members able to assist with the investigation will be required. The reason for the investigation may need to be disclosed to the relevant staff/members. The Clerk will submit an evidenced response to the ICO after consultation with the Council.

DRAFT



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Shavington-cum-Gresty Parish Council
159 Main Rd, Shavington, Crewe, CW2 5DP

ENVIRONMENTAL AND SUSTAINABILITY POLICY

Approved 1 December 2021

THE POLICY

Shavington Parish Council recognises its responsibilities to the sustainability of the environment. It is the policy of Shavington Parish Council to conduct all aspects of our activities in accordance with approved, sustainable and acceptable environmental practices, and to operate within current environmental legislation.

In order to achieve this, we will encourage and instruct all staff to operate within the following guidelines:

- To minimise the consumption of natural resources and energy;
- To consume material goods with consideration and in moderation;
- To adopt working practices that will reduce waste and allow for the recycling of materials wherever and whenever possible;
- To ensure that all waste and effluent is disposed of safely, responsibly, and without unacceptable risk to the environment;
- To encourage amongst all staff and clients an understanding of environmental considerations in the context of our business activities;
- To comply with and embrace all environmental legislation.

Through this policy, Shavington Parish Council will always seek to consider the environmental impact in relation to all its activities, and to recognise its responsibilities in helping to protect the overall environment.

AIM OF THE POLICY

The aim of the policy is to:

- Comply with current environmental legislation;
- To consider and assess best practice; taking action where necessary to continuously improve environmental practice;
- Emphasise to all employees at all levels their own responsibility to the environmental well-being; providing training where applicable;
- Ensure this Policy is available to all employees, including sub-contractors;
- Audit environmental and sustainability performance;
- Review this policy regularly, taking into consideration any audit findings.

RESPONSIBILITIES

The Clerk (or the senior member of staff in charge in their absence) will be responsible for implementing this Policy and, as far as is reasonably practicable, will ensure that:

- Any work carried out will comply with the requirements of this Policy;
- We will try to recycle as much of our waste as possible;
- Measures are taken to prevent any surface, underground or atmospheric pollution;



SHAVINGTON CUM GRE^{STY}

- Noise pollution is kept to a minimum, as far as is reasonably practicable;
- Vehicle exhaust pollutants are kept to a minimum;
- Wildlife and surrounding habitats, trees, flora, fauna, and archaeological and heritage sites are protected as appropriate;
- Material wastage is kept to a minimum, as far as is reasonably practicable;
- Water and energy are conserved, and recycling of materials is promoted;
- Environmental accidents are investigated and resolved; and preventative measures are enforced to prevent reoccurrences;
- The policy is reviewed regularly to ensure both compliance and relevance.

DRAFT

	Date of Risk Assessment:	6 February 2023
	Review Date:	February 2024 (unless change occurs, in which case review is required immediately)
	Completed By:	S Garnero

Risk Assessment – Vine Tree Avenue Play Area

What are the hazards?	Hazard Level	Who might be harmed and what are the potential consequences?	What controls are already in place?	What further action is necessary?	Action: by whom and when?	Completed ?	Final Hazard Level
<p>1.</p> <p>Slips, Trips and Falls</p>	Medium	<p>Who?</p> <ul style="list-style-type: none"> • Staff & Volunteers • Visitors/Users • Contractors <p>Consequences</p> <ul style="list-style-type: none"> • Fractures • Bruising • Sprains • Strains 	<ul style="list-style-type: none"> • The site is well maintained and inspected regularly by staff & volunteers; • Appropriate footwear is worn at all times by staff & volunteers; • Users of the site are requested to report any issues found immediately; • The path is clearly defined and appropriately surfaced; • Users of the site are made aware that the site is an outdoor location and therefore care should be taken in inclement weather as well as suitable footwear worn; • Any trip hazards are removed or barriered off immediately where possible, taking into consideration it is an outdoor location; 	<i>Ongoing monitoring.</i>	Staff & Volunteers	<i>Ongoing</i>	Low

What are the hazards?	Hazard Level	Who might be harmed and what are the potential consequences?	What controls are already in place?	What further action is necessary?	Action: by whom and when?	Completed?	Final Hazard Level
<p>2.</p> <p>Unsafe condition and/or use of play equipment & furniture</p>	<p>Medium</p>	<p>Who?</p> <ul style="list-style-type: none"> • Staff & Volunteers • Visitors/Users • Contractors <p>Consequences</p> <ul style="list-style-type: none"> • Fractures • Bruising • Sprains • Strains • Lacerations 	<ul style="list-style-type: none"> • Regular inspections of play equipment logged • Play equipment is given an annual safety inspection by a competent person • All furniture is maintained in a safe condition; free from loose joints; protruding bolts/screws; splinters • Playground surface maintained in safe condition to minimise slips and trips • Signage detailing terms of use displayed at entrance; No dogs; children under 5 years to be accompanied by an adult; equipment suitable for children only; no ball games; smoking not permitted; maximum number of 6 persons can use the playground at one time • Contractor engaged to cut grass, maintain borders and hedges • Users of the site are requested to report any issues found immediately; 	<p><i>Continued monitoring of condition and maintenance – regular documented inspections</i></p> <p><i>Essential that annual inspections are carried out and documented</i></p>	<p>Staff & Volunteers</p>	<p>Ongoing</p>	<p>Low</p>

What are the hazards?	Hazard Level	Who might be harmed and what are the potential consequences?	What controls are already in place?	What further action is necessary?	Action: by whom and when?	Completed ?	Final Hazard Level
<p style="text-align: center;">3.</p> <p style="text-align: center;">Site Hazards</p>	Medium	<p>Who?</p> <ul style="list-style-type: none"> • Staff & Volunteers • Visitors/Users • Contractors <p>Consequences</p> <ul style="list-style-type: none"> • Cuts • Puncture wounds • Fractures • Bruising • Muscular strains or sprains 	<ul style="list-style-type: none"> • Site inspected regularly by staff & volunteers • Hazards are removed where applicable; glass & sharp items are removed by volunteers • Litter and other waste cleared regularly; a litter bin is provided to keep litter off the site • Site is locked during evening hours (Hours of use: 8am-9pm) • Anti-social behaviour and/or vandalism is reported to the police • PCSO conducts routine visits • Dogs are not permitted within the play area, however regular checks are made to ensure any dog waste is removed and disposed of where applicable 	<p><i>Inspections are regularly monitored/ documented – applicable issues are highlighted, and relevant actions acted upon</i></p>	<p>Staff & Volunteers</p>	<p>Ongoing</p>	Low



SHAVINGTON_{CUM} GRESTY
PARISH COUNCIL

HEALTH AND SAFETY POLICY¹

Shavington-cum-Gresty Parish Council

¹ Approved 1 December 2021

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INTRODUCTION

This policy is available to access by all staff and volunteers and officers of Shavington-cum-Gresty Parish Council and any other interested person that may be affected by our work or activities. A hard copy is kept securely in the club, and electronic copies can be provided on request.

All staff and volunteers are encouraged to fully familiarise themselves with this policy and accompanying documentation. Staff and volunteers are required to confirm that they are aware of and understand the contents of this policy. If they are unsure of or do not understand any aspect, they should speak to their Manager at the earliest opportunity for clarification.

We ensure that this policy is managed effectively by regularly monitoring the policy (at least annually) and revising when necessary. Revisions and amendments may be necessary to reflect legislative change, or changes that have taken place within Shavington-cum-Gresty Parish Council. Staff and volunteers are informed when revisions or amendments are made.

Shavington-cum-Gresty Parish Council encourages all staff and volunteers to inform the Management of any aspect of this policy which they consider to be inadequate, ineffective, or in any other way unsuitable; with a view to ensuring that this policy is maintained as a true working document.

Shavington-cum-Gresty Parish Council accepts that the responsibility for health, safety and welfare is ultimately with the Managing Chairperson, and accepts the duty under law to provide a working environment that is free from danger or hazard, so far as is reasonably practicable.

Effective Health, Safety and Welfare management is a priority and will never be compromised for any other objectives.

POLICY STATEMENT OF INTENT

Shavington-cum-Gresty Parish Council believes that the effective management of health and safety is an essential element within its overall business plan. An effective and practical health and safety ethos is reflected in high productivity and quality standards.

We engage the services of Rhino Safety Limited, an external Health & Safety consultancy, to provide us with expert advice, support and guidance. This demonstrates our commitment to the continuous monitoring and improvement of health, safety and welfare in our workplace, with a view to achieving high standards and best practices.

We recognise that our staff and volunteers are our most important asset, and we are wholly committed to protecting their health, safety and welfare in our workplace at all times. We will also safeguard any other people who may be affected by our work activities.

We recognise that from an economic viewpoint, early prevention is not only better; it is also more cost effective than a later cure. There is no conflict between profit and safety considerations; they go hand in hand. High health and safety standards make sound commercial sense. Health and safety is never compromised for any other objectives.

We are committed to full compliance with all health and safety legislation. Whenever it is reasonably practicable and appropriate, we will strive to set standards beyond our statutory obligations. We will monitor and review our processes and procedures on an ongoing basis, in order that potential improvements in our health and safety standards can be recognised and implemented.

Our intentions:

- To identify, assess and proactively manage the health, safety and welfare hazards and risks that are associated with our business; and to ensure that all our staff and volunteers (and any other person who may be affected by our work activities) are aware of and understand those hazards, risks, and control measures. Hazards and risks will be prevented, reduced or controlled to an acceptable level to ensure the potential for incidents and accidents is minimised.
- To require any sub-contractors or other person working in our workplace to prove their health and safety competence; and also require them to identify, assess, manage and communicate any health and safety hazards and risks associated with their work that may impact on our work activities.
- To actively involve our staff and volunteers in consultation on matters affecting health, safety and welfare, and to promote and demonstrate open and transparent communication.
- To provide our staff and volunteers with the appropriate information, education and supervision to ensure that they are competent in their duties.
- To provide and maintain safe resources and equipment; and provide adequate and effective control measures to identify, assess and manage the health and safety risks related to our work activities, our resources and our equipment.
- To do everything that is reasonably practicable to prevent incidents, accidents and instances of work-related illnesses; including by providing training and education to staff and volunteers where appropriate.
- To review and (where appropriate) revise this policy regularly, and to assess its ongoing effectiveness.
- Ultimately, to maintain a safe and healthy working environment.

Signed on behalf of Shavington-cum-Gresty Parish Council:

Name:

Position:

Date:

RESPONSIBILITIES

CLERK

The responsibilities of the Clerk are to:

- Be responsible for the implementation of the Shavington-cum-Gresty Parish Council Health and Safety Policy.
- Regularly (at least annually) review the Health and Safety Policy to ensure that it remains in compliance with Shavington-cum-Gresty Parish Council's objectives for Health and Safety.
- Ensure that Management and staff and volunteers at all levels fully understand the arrangements for the implementation of the Health and Safety Policy.
- Ensure that all levels of Management and staff and volunteers are aware of and carry out their responsibilities and obligation to comply with the Shavington-cum-Gresty Parish Council Health & Safety policy (and other related rules or procedures) that are in place at their actual place of work.
- Ensure that all health and safety issues are communicated promptly and effectively.
- Ensure that sufficient funds/resources are allocated within the company budget for the requirements of health, safety, and welfare provisions.
- Ensure that statutory insurance cover is in place, and that the current statutory Certificate is displayed in a prominent position.
- Ensure that open and transparent consultations between Management and staff and volunteers take place at regular intervals.
- Ensure that contractors, temporary workers, visitors etc., adhere to the Shavington-cum-Gresty Parish Council health and safety rules and procedures and any other relevant legislation.
- Ensure that all risk and hazard assessments relating to the activities and hazards of Shavington-cum-Gresty Parish Council are completed and recorded; the results communicated to all staff and volunteers; and that the assessments are reviewed regularly (at least annually and/or whenever change occurs).
- Ensure that safe access and egress throughout the workplace is provided and maintained.
- Ensure that suitable and sufficient Personal Protective Equipment (PPE), if appropriate, is provided for any relevant hazards within Shavington-cum-Gresty Parish Council's premises, or operations elsewhere by their staff and volunteers.
- Ensure that appropriate First Aid personnel and resources are provided; and that staff and volunteers are aware of the identity of First Aid personnel, the location of facilities, and the requirement to record all accidents/incidents, either in the Accident Book, or in another approved format.
- Ensure that adequate fire-fighting equipment is provided, and to ensure that all maintenance records are kept complete and up to date.
- Ensure that there are suitable means of raising the alarm in the event of a fire, and that checks are carried as per the statutory guidelines.
- Ensure that fire escape routes and doors are provided, maintained in good working order, and kept free from obstruction.
- Ensure that all reportable injuries, diseases, and dangerous occurrences are reported either by telephone or online, and that all required documentation is forwarded within the relevant time periods;
- Ensure that records are compiled for all statutory inspections, testing, or maintenance carried out on all work equipment, and that these are fulfilled by competent personnel.
- Ensure that any faulty work equipment is immediately taken out of service until either repaired or replaced.
- Ensure that all welfare facilities, including temperature, lighting, and ventilation levels, are appropriate and adequate.

- Ensure that all flammable and hazardous substances are contained and identified with signs to comply with the statutory C.O.S.H.H. Regulations.

STAFF AND VOLUNTEERS

Health and Safety legislation requires Shavington-cum-Gresty Parish Council staff and volunteers to accept and comply with the following responsibilities:

- To take all reasonable care of their own health, safety and welfare; and that of any other person who may be affected by their actions or failure to act; and to cooperate with Shavington-cum-Gresty Parish Council and its Clerk to enable them to fulfil their own responsibilities successfully.
- To always follow safety rules; to avoid improvisation, and to comply with the Shavington-cum-Gresty Parish Council health and safety policy (*and any policy and requirements in place at their working site*).
- To only undertake work or actions in they are qualified or competent; to carry out their work in a safe manner in accordance with instructions.
- To never participate in horseplay or other actions that could place them or those affected by their actions at risk of harm.
- To always use, transport, and store materials, equipment and tools in a safe and secure manner.
- To assist in ensuring that emergency escape routes are never blocked or obstructed.
- To always wear suitable clothing and personal protective equipment (PPE) for the task being undertaken.
- To always report any unsafe action or condition, including hazards, defective equipment, unsafe practices, accidents and near misses.

Under no circumstances must an employee or staff and volunteers purposely interfere with, or misuse, or compromise, any item or resource (*e.g. guards, signs, and firefighting equipment*) provided in the interests of the health, safety or welfare of Shavington-cum-Gresty Parish Council staff or other persons.

INFORMATION FOR STAFF AND VOLUNTEERS

Shavington-cum-Gresty Parish Council is required to provide certain information regarding health and safety legislation to all their staff and volunteers. We comply with this requirement by displaying the approved Health and Safety Information poster on their premises. This poster is kept in a readable condition.

ARRANGEMENTS

The following sections detail the arrangements we implement to effectively minimise, control and manage the risks that we have identified as having the most potential to cause serious harm associated with our workplace and activities.

We recognise that there are other ways in which harm may be caused during our work activities, even when the harm may not be significant. As with general daily life, there are very few areas that are entirely free from risk. We expect all staff and volunteers, subcontractors, and others who may be involved in or affected by our work activities to take all reasonable care to prevent any harm, irrespective of how minor the harm may seem, and to engage in sensible precautions where necessary; even where such precautions are not explicitly identified within this document.

BEHAVIOURAL SAFETY

SAFETY CULTURE

It is the policy of Shavington-cum-Gresty Parish Council that a positive Health and Safety culture is promoted throughout the company, safety culture means “the way we do things around here with regards to Health and Safety” and is a collective ownership of Health and Safety from the managing director down through each level of the company hierarchy.

We recognise that behaviour of employees plays a huge part in maintaining a positive safety culture and employee's behaviour stems from the behaviours of management. We believe that measuring behaviour is proactive management, as observing at risk behaviours and taking action to correct them leads to less accidents due to early identification of problems, so we not only encourage management to observe and report unsafe behaviours, but employees too.

Reasons for Poor Behaviour

- Taking short cuts to save time;
- The persons is a habitual risk taker;
- Misunderstanding (being unaware or having a low perception of risk)
- Not updating documents such as risk assessment or safe systems of work to reflect changes that may have happened to processes, people, equipment or environment;
- Misinformation or poor communication (e.g. inadequate training, lack of regular toolbox talks, not reporting accidents or near misses);
- Thinking “We’ve always done it this way” or being resistant to change.

Management Controls

- Review documentation as necessary ensuring that any changes are communicated to employees;
- Ensure all employees receive sufficient training and supervision for their activities;
- Ensure regular safety communication with employees, often employees have the best solutions to safety problems because of their intimate knowledge of the job;
- Observe unsafe behaviours and encourage employee to observe and report ant unsafe behaviours themselves;
- ALWAYS lead by example.

Employee Responsibilities

- Ensure you read and understand all risk assessments relating to your job;
- Take on board the training provided and make us aware of anything you may not have understood;
- Ask questions and observe unsafe behaviours, don’t walk by something that could potentially be dangerous;
- Please speak to us about your job and any improvements you think can be made, we understand that workers often have the best solutions;
- If you think “this doesn’t feel right” or “this doesn’t make sense” stop and re consider the task and involve other members of your team when finding solutions;
- Report any circumstances that you feel will put yourself or others in danger.

CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 2015

CLIENT

Shavington-cum-Gresty Parish Council will typically act as the Client during a project, we will ensure that we make suitable arrangements for managing their project, enabling those carrying it out to manage health and safety risks in a proportionate way. These arrangements include:

- Appointing the contractors and designers to the project (including the principal designer and principal contractor on projects involving more than one contractor) while making sure they have the skills, knowledge, experience and organisational capability.
- Allowing sufficient time and resources for each stage of the project.
- Making sure that any principal designer and principal contractor appointed carry out their duties in managing the project.
- Making sure suitable welfare facilities are provided for the duration of the construction work.
- Maintaining and reviewing the management arrangements for the duration of the project.
- Providing pre-construction information to every designer and contractor either bidding for the work or already appointed to the project.
- Ensuring that the principal contractor or contractor (for single contractor projects) prepares a construction phase plan before that phase begins.
- Ensuring that the principal designer prepares a health and safety file for the project and that it is revised as necessary and made available to anyone who needs it for subsequent work at the site.

CONTRACTOR SELECTION

Shavington-cum-Gresty Parish Council has adopted a policy that we will only work with Contractors who can demonstrate and validate their commitment to high standards of health and safety. As such, all Contractors will be selected via a process that substantiates their competency.

Management Controls

- Wherever possible, contractors are selected through seeking recommendations from trusted industry peers; and the development of a good working relationship over many years.
- Contractors are required to submit documentation including their Health and Safety Policy, Risk Assessments, Method Statements, and valid Insurance Certificates.
- Contractors are required to provide evidence of the Training and Experience of their staff.
- Contractors are required to provide evidence of relevant industry accreditations that they hold.
- Contractors are required to provide details of their Accident Records and any relevant prosecutions.
- For any contractors' work equipment used on the premises, safe procedures for use and maintenance are expected to be followed, to meet the requirements of the relevant Work Equipment regulations.

C.O.S.H.H.

C.O.S.H.H. stands for the Control of Substances Hazardous to Health. In the course of our work activities, staff and volunteers may be exposed to, or required to use, substances that may be hazardous to health if proper control measures are not adhered to.

SUBSTANCES HAZARDOUS TO HEALTH INCLUDE:

- Any chemicals that have to be labelled as 'very toxic', 'toxic', 'harmful', 'irritant' or 'corrosive';
- Any substance with a 'maximum exposure limit' or 'occupational exposure standard' (OES);
- Substantial quantities of airborne dust of any kind;
- Harmful micro-organisms;
- Any other substance that creates a comparable health hazard.

Certain substances, such as asbestos and lead, are covered by specific Regulations.

Management Controls

- We ensure that we have the current datasheets for all substances hazardous to health that we use during our operations.
- These substances are assessed, and the correct control measures implemented.
- All the hazardous substances we hold are stored in a suitable safe location.
- Where appropriate, suitable Personal Protective Equipment is provided for use when dealing with hazardous substances, and staff are instructed that they must wear it.

Employee Responsibilities

- Always wear the Personal Protective Equipment provided.

DISPLAY SCREEN EQUIPMENT

A user of Display Screen Equipment is defined as a person who "habitually uses display screen equipment as a significant part of their normal work". Generally, this means an employee who uses DSE more or less continually during the working day (*or for continuous spells of an hour or more at a time*); and who has to transfer information quickly to or from the screen.

Management Controls

- Workstations within our offices will be assessed with a view to reducing the risks associated with DSE.
- The assessment will be reviewed when; hardware/software is modified or changed; the workstation is modified; the time spent using equipment increases; there is a change in task, the workstation is relocated, or the lighting modified.
- We ensure that there is sufficient space for the operator to move, change position, and store documents.
- We ensure that lighting is suitable and sufficient to reduce glare and reflections.
- We assess ancillary equipment to ensure noise does not create excessive disturbance.
- Checks are made to ensure that excessive heat is not produced by ancillary equipment.
- We ensure that humidity is maintained at a suitable and adequate level.

EYE TESTS

The provision of eyesight tests for present and future users of DSE is available. Present users shall be provided, on request, with appropriate eye tests. It is advised that future users are tested before they become users.

Repeat testing is to be at the discretion of the optometrist conducting the test. However, there is no compulsion on employees to undergo tests against their will.

Where the user experiences difficulties with DSE the employer should provide eye/eyesight tests as soon as possible. Shavington-cum-Gresty Parish Council will meet the cost of providing a full eye / eyesight test with an optometrist or doctor; and will contribute towards the cost of any corrective equipment (such as spectacles) that are prescribed specifically for use with DSE.

DISPOSAL OF WASTE – GENERAL

It is the policy of Shavington-cum-Gresty Parish Council to conduct all aspects of our activities in accordance with approved and acceptable waste management practices, and to operate within current legislation. Legislation regarding items prohibited from entering the waste stream are continuously being updated; therefore, if there is any doubt about how a particular waste product should be dealt with, a manager or supervisor should be contacted

Management Controls

- General Waste: General waste (*i.e. neither hazardous nor clinical*) is collected on a regular basis and not left to build up.
- Confidential Waste: Precautions are taken when disposing of confidential waste, and independent companies are contracted to dispose of confidential materials where necessary.
- Hazardous Waste: Hazardous waste includes; IT and telecommunications, including monitors and handsets; lighting equipment, including fluorescent tubes; electrical equipment and electronic tools; monitoring and control devices; and automatic dispensers. Any hazardous waste is disposed of according to the relevant legislation.
- Recycling: All other waste is recycled. Containers clearly marked with what can be disposed of are sited throughout Shavington-cum-Gresty Parish Council and can be used to recycle; paper, newspapers, envelopes, cardboard, cans and glass, and toner and printer cartridges. Other items must not be placed in the recycling bins as this can lead to the contamination of an entire recycling load, which will then be taken to landfill.

Employee Responsibilities

- All staff and volunteers of Shavington-cum-Gresty Parish Council have a personal responsibility for the way their conduct impacts on the environment and must ensure that they carefully consider all materials before disposing of them as waste.

FOOD SAFETY

Management Controls

- All staff who work in the kitchen are competent to operate all kitchen equipment.
- All equipment is visually inspected prior to use for any damage or defects. Any damaged items are immediately taken out of use for replacement or repair.
- All kitchen equipment is serviced and maintained in accordance with the manufacturer's guidance.
- All gas appliances are serviced and maintained in accordance with the manufacturer's guidance, using appropriately qualified contractors.
- All staff responsible for food preparation have the relevant food hygiene training.
- The kitchen is kept clean and tidy, with any spills cleaned up immediately.
- The extraction system is cleaned on a regular basis to avoid the build-up of grease.
- All food items are stored appropriately.
- The fridges and freezers are monitored to ensure food is kept at the correct temperature.

Employee Responsibilities

- Any damaged items must not be used and must be reported immediately to the supervisor for replacement or repair.
- No employee should handle food or enter the food handling area if they are suffering from, or carrying, a disease likely to be transmitted via food; have open or infected wounds, skin conditions or sores; have diarrhoea / vomiting.
- Every employee must maintain a high level of personal cleanliness. He or she must wear suitable clean clothing, and protective clothing where necessary.
- Effective hand washing is extremely important to help the prevention of harmful bacteria being spread from people's hands to food, work surfaces, equipment etc. Therefore, all staff and volunteers should wash their hands thoroughly and dry them using a disposable towel, in the following (non-exhaustive) circumstances:
 - When entering the food handling area after a break / toilet break;
 - Before and after preparing food;
 - After touching raw / defrosting food;
 - After handling food waste / emptying the bin;
 - After cleaning or handling cleaning products;
 - After blowing nose / sneezing etc.

FIRE SAFETY

Strict compliance with fire safety instructions is necessary to ensure the safety of all staff and visitors to the premises of Shavington-cum-Gresty Parish Council. The fire assembly point is located on the car park.

Management Controls

- Management are responsible for ensuring that each member of staff is aware of these instructions and is also familiar with the procedures to be followed in the case of a fire or fire alarm.
- All staff are briefed by a nominated and competent person on the fire safety arrangements of Shavington-cum-Gresty Parish Council at least once a year. Such training is recorded and held on the premises. The training record is signed by the employee, to formally confirm their understanding of that training.
- Shavington-cum-Gresty Parish Council nominates a person to be responsible for ensuring that employee training in fire safety is carried out as necessary. The person responsible is competent in fire safety and arranges the necessary training in accordance with the following guidelines:

DUTIES OF THE NOMINATED AND COMPETENT PERSON RESPONSIBLE FOR FIRE SAFETY

The person responsible for fire safety:

- Maintains an up-to-date Register of Staff and volunteers. This Register is available for inspection at all times and is taken to the fire assembly point in the event of an evacuation, for the purpose of ensuring that all staff are accounted for.
- Maintains a Visitors Book, in which the names and vehicle registration numbers of all visitors to the premises are recorded. This Visitors Book is taken to the fire assembly point in the event of an evacuation for the purposes of ensuring all visitors are accounted for.
- Ensures employee training in Fire Safety.
- Maintains the Fire Safety Records, detailing all relevant records regarding fire safety, and available for inspection by the local authority and/or Fire Service as required.
- Ensures that all fire alarm and associated equipment is tested regularly, with results being recorded.
- Ensures that all firefighting equipment is tested on a regular basis in accordance with the manufacturers' or suppliers' guidelines.
- Ensures that a fire evacuation drill is carried out annually by all regular users of the hall.
- Ensures that all automatic fire detection equipment is tested according to the manufacturers' or suppliers' guidelines.
- Ensures that all emergency lighting and emergency exit lights are tested according to the manufacturers' or suppliers' current guidelines.
- Ensures that all hazardous substances or materials are recorded in the appropriate format, and that the information is readily available to the local Fire Service when needed or requested.
- Ensures that escape routes and doors are not obstructed; that Fire Exit doors are unlocked and available for use when the building is occupied; and that Fire doors are closed at all times and not wedged open.

FIRE INSTRUCTION

Fire Instruction notices are displayed in prominent positions and highlight the action to be taken by all staff in the event of a suspected fire situation occurring.

The Fire Instruction notice contains the following details:

- Name and address of the premises.
- How to raise the alarm.

- How to call the Fire Service.
- How to act on hearing the alarm.
- Location of the assembly point.

Together with the following mandatory instructions:

- Raise the alarm if not already done.
- Evacuate the building (*and vicinity if necessary*).
- Ensure the relevant emergency services have been notified.
- Go to the pre-designated assembly point.
- Do not stop to collect personal belongings.
- Obey instructions from the Fire Safety Marshal and Fire Service.
- Do not re-enter the building until told it is safe to do so.

FIRE TRAINING

All staff receive instructions by a competent person on fire safety at the induction stage of their employment, and then at least once annually.

The training includes the following:

- Basic advice on fire prevention.
- Procedures in case of fire.
- Methods of raising the alarm.
- Location of fire alarm call points and alarm indicator panels.
- Action to be taken on hearing the alarm.
- Correct procedures in calling the Fire Service.
- Position and use of internal firefighting equipment.
- Location of Fire exits and routes leading to them.
- Evacuation procedures.
- Special arrangements for staff or visitors with disabilities.
- Arrangements for the assistance and guidance of visitors.

FIRE PREVENTION

- Fire extinguishers, call points, fire detectors, and all other fire prevention equipment items must not be abused or misused.
- Fire Exits and escape routes are well signed and available for use at all times when the building is occupied.
- Internal fire doors are clearly labelled and fitted with closing devices.
- Adequate provision for the disposal of cigarette ends etc. are provided.
- Waste materials are not allowed to accumulate, and all waste disposal containers are constructed of fire-resistant material and fitted with lids.
- Portable heaters are located well away from combustible materials and pedestrian routes, and the instructions for use strictly observed.
- Temporary fixtures and fittings used for special occasions are located away from heat or flame sources, not attached to lights or heaters, or to any fire safety equipment provided for use in an emergency.
- Emergency signs and notices are not obscured, and fire exit routes kept clear.
- Electrical apparatus conforms to British Standards and only installed by a competent electrical contractor.

At the end of the day a check is made of all rooms to ensure that:

- Fire doors are closed.
- Windows are closed.
- All potential seats of fire (*e.g., cigarette ends, combustible waste etc.*) have been properly disposed of.

FIRST AID

FACILITIES AND EQUIPMENT

Shavington-cum-Gresty Parish Council will provide suitable and sufficient First Aid facilities and equipment as required by the relevant legislation.

FIRST AID PERSONNEL

The number of First Aid personnel ('Appointed Persons' and 'First Aiders') required in a workplace depends on the potential hazards identified therein.

APPOINTED PERSON

An Appointed Person is an employee authorised by the employer to take charge if an injury or illness should occur. This person will act in the absence of a trained First Aider and have the responsibility of summoning help, calling for an ambulance, etc. Appointed Persons should be trained to such a level that they are competent in emergency situations.

FIRST AIDERS

A First Aider is a person who has undertaken training and obtained qualifications approved by the Health and Safety Executive. All First Aid certificates are valid for three years. It is important that qualified First Aiders undertake refresher training before their current certificate expires.

FIRST AID INFORMATION

Notices detailing the arrangements that have been made in connection with First Aid, including the location of First Aid facilities and personnel will be displayed.

FIRST AID RESOURCES

The First Aid box will be adequately stocked with resources that the First Aider has been trained to use, but it will not contain any form of medication.

As a general guide (*there is no mandatory list*) the First Aid Box **will typically contain:**

- A First Aid General Guidance card, or a First Aid at Work booklet.
- Approx. 20 individually wrapped sterile adhesive dressings of assorted sizes.
- Approx. 2 Sterile Eye Pads, with holding attachments.
- Approx. 4 individually wrapped sterile triangular bandages.
- A suitable number of safety pins.
- Approx. 6 medium individually wrapped sterile wound dressing, unmedicated.
- Approx. 2 large individually wrapped wound dressings, unmedicated.
- One pair of disposable gloves.

These contents must be examined regularly and restocked when necessary (including the replacement of items that have reached their expiry date). **Under NO circumstances should any medication or tablets such as Aspirin, Paracetamol, and ointments be placed in First Aid Box.**

GENERAL PREMISES CONDITIONS

CLEANLINESS AND WASTE

All work areas are kept clean and tidy with waste removed at regular intervals and not left to build up.

WORK STATIONS AND SEATING

Each workstation and chair are suitable for the job function and the person utilising them. Workstations are arranged so that each task can be carried out safely and comfortably, including ensuring that the worker can work at a suitable height in relation to the work surface.

Those members of staff who use computer equipment on a regular basis are required to complete a Display Screen Equipment assessment form.

DRINKING WATER

An adequate supply of drinking water is readily accessible in our premises.

INDOOR TEMPERATURE

A reasonable temperature (*normally at least 16 degrees Celsius*) is provided during work hours in our premises.

TRAFFIC ROUTES

Car parking outside our premises is organised to allow pedestrians and vehicular traffic to circulate safely.

WASHING AND SANITARY FACILITIES

Our premises comply with the regulatory requirements with regard to the number of WCs provided in relation to the number of staff employed on the premises.

In the case of female WCs, suitable means is provided for the disposal of sanitary dressings.

In both male and female WCs, washing facilities are suitable and sufficient, with hot and cold running water, soap, and suitable drying facilities.

Washing and sanitary facilities are regularly checked to ensure standards of cleanliness and tidiness are maintained. All WCs are adequately ventilated and lit.

GLASS

Management Controls

- Glass stored in our premises is done so in the glass racks/shelves provided and nowhere else.
- Suitable Personal Protective Equipment is provided, and staff instructed to wear it when handling broken glass.
- Suitable training for the safe handling and disposal of glass is provided.

Employee Responsibilities

- Ensure that glass is stored in the provided location.
- Ensure that empty glasses are collected frequently during events.
- Ensure that the correct Personal Protective Equipment (PPE) is worn at all times when handling broken glass.
- Take extra care when dealing with broken glass; clear up breakages immediately and dispose of broken glass in a suitable way.

HAND TOOLS

Many accidents occur when hand tools fall from heights, are tripped over, or placed in such a position that the cutting edges cause injury.

Management Controls

- All hand tools comply with the relevant regulations and standards and are maintained in good repair.
- Suitable Personal Protective Equipment is provided, and staff instructed to wear it.
- Staff will be trained in the correct selection and safe use of hand tools.

Employee Responsibilities

- Select the correct tools for the job.
- Check that the tools are in good condition.
- Use them correctly.
- Store the tools in a suitable location.
- Keep all the tools in good condition.
- Remove any damaged tools from use until repaired or replaced.
- When not in use, ensure that any hand tools are stored in a manner unlikely to be hazardous to others. Use boxes or other suitable containers.
- Ensure all cutting edges, teeth, etc. are adequately sheathed or otherwise protected.
- Do not lay tools down so that they can fall, roll or be knocked over.
- Never leave tools lying in walkways or any place where they could be tripped over.

HOME WORKING

Employees of Shavington-cum-Gresty Parish Council may be required to work from home, or alternatively may request to work from home.

Management Controls

- The home worker is informed of the best ways of accessing their Manager whilst home working.
- Regular communications take place between the Manager and colleagues, where any issues can be raised and appropriate actions taken.
- All equipment provided is safe to use. Company electrical equipment (laptops etc.) are PAT tested and have an expiry date attached to them.

Employee Responsibilities

- It is the home worker's responsibility to ensure that they bring Company equipment into the office when required to ensure testing can be done.
- When working from home, the working area must be arranged in such a way to enable work to be done in a safe and comfortable manner. This should be done in conjunction with the Display Screen Equipment (DSE) assessment form to use as a general guide.
- Any issues should be brought to the attention of the Manager immediately.

KNIVES

Management Controls

- Shavington-cum-Gresty Parish Council ensures that all staff are adequately trained and competent before using knives and keeps documented records of all training received.
- All knives comply with the relevant regulations and standards and are maintained in good repair.
- Suitable Personal Protective Equipment is provided, and staff instructed to wear it.
- Maintenance and replacement of knives, etc. is the responsibility of the Management.
- Damaged or defective knives are removed from use until repaired or replaced.

Employee Responsibilities

- Only use knives for their intended purpose, and in accordance with safe working practices.
- Never use any other knives in the workplace.
- Wear suitable Personal Protective Equipment provided.

LADDERS / WORKING AT HEIGHT

Work which cannot be comfortably reached from a ladder must not be undertaken from a ladder. The risk involved calls for a better method (e.g., *mobile scaffold tower etc.*).

- Ladders are a means of access/egress, not a work platform.
- The foot of the ladder must be supported on a firm level surface and should not rest either on loose material or on the equipment to gain extra height.
- The top of the ladder must be securely fixed to the structure so that it cannot slip. While lashings etc. are being secured, the ladder shall be footed.
- Ladders fitted with a proprietary spreader arm may be used, provided certain conditions are met:
 - Fitted with Non-slip feet, and based on a firm level surface, which is not slippery.
 - Erected at a safe angle (1:4).
- Where it is not practicable to lash the ladder, a person should foot the ladder until the user has returned to the bottom. However, footing is not considered effective for ladders longer than 5m.
- Different grades of ladder are available. Ensure that the ladder in use is the correct strength for the work to be carried out:

Current Grades of Ladders

Class 1	The heaviest duty ladder is suitable for construction work where the ladder is subject to the heaviest loads.	BS 1129
Class 2	Is intended for lighter trades, such as decorating where relatively low loads are involved.	BS EN 131
Class 3	Is for light (e.g., domestic) use.	BS 2037

These are being replaced with a new standard **EN131**

Professional (commercial)	Load Capacity 150kg
Non-professional (domestic)	Load Capacity 150kg

As per the regulations, our current ladders that are in good condition will not be changed. When they need replacing, we will ensure that the new ladders that are purchased conform to the new standard EN131 and have the correct minimum rating of 150kg.

Management Controls

- The risks associated with working at height are assessed taking the following factors into consideration:
 - The time and duration of the work;
 - The height at which work is to be undertaken;
 - Hazards associated with falling objects and fragile materials;
 - Local restrictions (*related to structures, overhead lines, etc.*);
 - Choice of access equipment;

- Ground conditions, weather and other environmental considerations;
- Training and experience;
- Requirements for additional safety equipment;
- Other work being undertaken in the vicinity.
- After access equipment choices have been determined, all those required to work at heights are informed of their Health and Safety duties and requirements.
- Where required, a specific Risk Assessment and Method Statement for the operations is produced.

Employee Responsibilities

- Before using a ladder, inspect it to insure it is in good condition. Do not use a damaged ladder (cracked stiles and rungs).
- Check that the ladder is of the correct length, unless there is a suitable handhold to reduce the risk of overbalancing.
- Never rest the top of the ladder against plastic gutters or other such surfaces. The top of the ladder must rest against a solid surface.
- Never carry heavy items (e.g., propane cylinders) up a ladder. Heavy or awkward loads shall be raised to the working platform by other means (gin wheel etc.).

STEP LADDERS

Step ladders will be provided for staff to use when they need access to high level areas for short duration works only. Ensure these are inspected prior to use for any damage or defects. If the step ladders are damaged do not use them; report the damage to the office immediately.

Step ladders must only be used on level ground and never placed on top of something else to gain extra height. If you still cannot reach what you need to access, you must contact the office for more appropriate equipment.

Remember:

- Set up the ladder in a safe manner.
- Never climb on furniture.
- Stepladders and folding trestles must not be used for any degree of side loading. The top platform must not be used for work (unless it is designed with special handholds).

LONE WORKING PROCEDURE

Within Shavington-cum-Gresty Parish Council, there are a number of situations where it is possible that an employee may be called upon to work on their own. An employee working alone should never be at greater risk than any other employee at any other time. Working alone can result in risks and hazards that would otherwise be non-hazardous and not subject to a formal risk assessment.

Although instances may differ, the following guidelines are to be followed in the case of staff and volunteers called upon to work alone.

Management Controls

- Tasks in any lone worker situations are assessed, taking into account the following: is the work a one-person job? Is the location of the work remote or isolated? Is there likely to be any problems with communication? Is there any security risk, or the possibility of violence towards the lone worker? Are emergency exit routes available (consideration given to those that may be routinely locked out of hours)?
- Safe working practices and arrangements are implemented with a view to eliminating or minimising any risk.
- Staff working alone are given instructions on what to do in the event of an accident or emergency.
- Appropriate first aid resources are made available to any lone workers.

Employee Responsibilities

- To ensure that whilst working alone, their whereabouts and the work they are doing is known to others.
- To ensure that the guidelines for working alone are followed.

LIMITATIONS

No member of staff will be required to work alone on behalf of Shavington-cum-Gresty Parish Council in circumstances where:

- His or her location is unknown.
- He or she does not feel confident in carrying out lone work.
- He or she has no means of summoning assistance or indicating their location in an emergency (including being taken ill).
- He or she has received no training or at least a briefing as to the potential hazards of working alone, and the measures to be taken when working alone.

EMERGENCY SERVICES CONTACT

In an emergency, always dial **999**.

SHAVINGTON-CUM-GRESTY PARISH COUNCIL STAFF CONTACT

Any employee likely to be in a lone working situation must ensure that they are provided with a contact telephone number of a work colleague and that the number is immediately to hand (*e.g., stored in the staff and volunteers' mobile phone memory*).

MANUAL HANDLING

More than a quarter of all reportable accidents annually are associated with manual handling. Although fatalities accidents are rare, a vast majority of reported accidents result in 'over three (3) day' injuries.

There are three fundamental principles:

- As far as are reasonably practicable, hazardous manual handling activities should be avoided.
- If unavoidable, then a risk assessment of the hazardous manual handling activity must be undertaken.
- Following the assessment, the risk of injury should be reduced to as low as is reasonably practicable.

Management Controls

- Assessments for manual handling activities are recorded and reviewed.
- Wherever possible, we avoid staff and volunteers undertaking unnecessary manual handling activities that involve risks.
- Staff and volunteers are provided with information and guidance with regard to correct handling and lifting techniques.
- Staff and volunteers are provided with appropriate training and suitable personal protective equipment.
- If a task has to be undertaken in the knowledge of the risk, staff and volunteers are informed of the weight of the load and the centre of gravity (if not central).

Employee Responsibilities

- To follow and comply with any system developed to ensure safe manual handling techniques.
- To use any personal protective equipment provided.
- To practice safe work habits.
- To report any hazard or defect

SAFETY CHECKLIST MANUAL HANDLING AND LIFTING

Preparation

- What is being lifted?
- Where to and how far?
- How many people will be needed to move the load safely?
- Are they all trained in kinetic lifting and handling?
- What methods and equipment will be required?
- Is the required equipment available?
- Would mechanical means be more practical or appropriate?
- Is the lifting and handling area/route clear of hazards?
- Is the operation part of a routine? If so, could it be more effectively planned and executed?

Lifting and handling

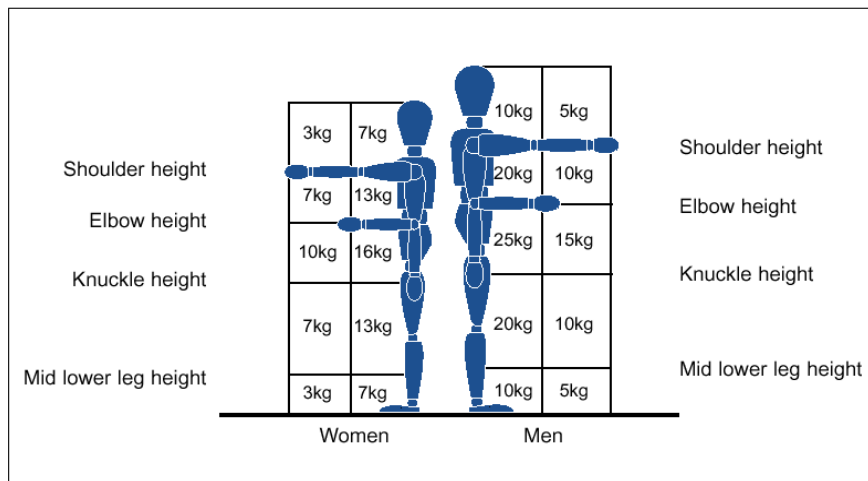
- Is the proper clothing in use?
- Are proper (*kinetic*) lifting methods being employed?
- Is co-ordination satisfactory in dual and team lifting?
- Is the necessary equipment in use or to hand?
- Are excessively heavy weights being lifted?

- Are loads being deposited or stacked safely and securely?
- Is adequate supervision employed where necessary?

After lifting and handling

- Are any incidents or accidents reported and recorded?
- Where injuries have been sustained, has medical attention been sought?
- Is the damage or loss of equipment etc. recorded?

GUIDELINE WEIGHTS FOR MANUAL HANDLING OPERATIONS



Each box in the diagram above shows guideline weights for lifting and lowering.

Observe the activity and compare to the diagram. If the lifter's hands enter more than one box during the operation, use the smallest weight. Use an in-between weight if the hands are close to a boundary between boxes. If the operation must take place with the hands beyond the boxes, make a more detailed assessment.

The weights assume that the load is readily grasped with both hands.

The operation takes place in reasonable working conditions with the lifter in a stable body position.

Any operation involving more than twice the guideline weights should be rigorously assessed –even for very fit, well-trained individuals working under favourable conditions.

There is no such thing as a completely 'safe' manual handling operation. But working within the guidelines will cut the risk and reduce the need for a more detailed assessment.

EMERGENCIES

Well-intentioned improvisation in an emergency, for example to rescue a casualty, does not amount to a breach of these Regulations.

PERSONAL ELECTRICAL EQUIPMENT

The leads and plugs of electrical equipment, or sometimes the equipment itself, can be damaged with use which may result in an electric shock. Electric shocks can cause severe and permanent injuries and can kill. Damaged equipment can cause fires that can lead to death or injury to others. Most of these accidents can be avoided by adopting a policy with straightforward precautions. The aim of this policy is to reduce the risks which non-company electrical equipment may pose to all staff and persons visiting or working within the demised premises of the company.

The company recognises that with the ever-increasing pace of technology and for reasons of personal safety, staff and contractors may wish to bring certain personal electrical devices to work. Members of staff are permitted to bring in and use the following personal equipment:

- Mobile/smart phones/tablets and chargers
- Digital organisers and chargers
- iPhones, iPods, and MP3 players

Company staff members and contractors are not permitted to bring into the workplace any other privately-owned electrical equipment that requires a mains power supply to run or charge the equipment. Staff and contractors found with any items of electrical equipment which are not allowed in the workplace will be asked to remove the equipment from the premises.

Contractors and delegates may be required to bring in personal/company owned, work-related equipment. The equipment must be required for carrying out their work at the Agency. They must ensure that this equipment is in a safe condition by verifying the following:

- The plug or adaptor is for a UK socket.
- The cable and body of the equipment and/or charger do not show any signs of damage.
- All UK plugs are marked BS 1363.

AND

- The equipment or charger is Class II (Double Insulated) & CE (European Standard) marked

Contractors must have their equipment PAT tested regularly to demonstrate that it is in a safe condition. They are also responsible for carrying out visual inspections of their equipment between tests. Equipment that has not been PAT tested or equipment which is faulty or non-compliant must not be brought on site.

PERSONAL PROTECTIVE EQUIPMENT

The Regulations regarding Personal Protective Equipment (PPE) deal with clothing and equipment designed to protect staff and volunteers from external influence (*but does not include equipment or clothing required by other legislation such as C.O.S.H.H. or Food Hygiene*). The equipment provided should be suitable for the risks involved and the conditions at the place where exposure to the risk may occur. It is also important that the equipment is suitable for the person who is required to wear it and does not induce any unnecessary stress when in use. PPE will be provided free of charge if an assessment has indicated that PPE is required to be worn.

Management Controls

- We assess our work activities to determine whether PPE is appropriate and necessary. The assessment will determine; What PPE is required? Is the PPE compatible with other equipment that has to be used or worn for that task? Does the PPE create any additional risks itself?
- Shavington-cum-Gresty Parish Council provide PPE to staff and volunteers if they are exposed to any risks that cannot be controlled by other means.
- We will also provide suitable training on how and when to use the PPE provided.
- We recognise that PPE may become damaged or defective through normal 'wear and tear', and on such occasions, we will remove and replace the PPE. Where PPE becomes damaged or defective through wilful neglect or misuse, staff and volunteers will be required to contribute to or cover the cost of repair or replacement.

Employee Responsibilities

- To always wear the PPE provided.
- To inform Management if you believe for any reason that the PPE provided is unsuitable for the task or creates additional risks.
- To take all reasonable care of PPE provided to you, including regular appropriate cleaning.
- To check PPE before use and report it to Management for replacement if it is found to be damaged or defective.

PORTABLE APPLIANCE TESTING

INSPECTION

In most cases, inspection is a simple visual technique that does not need to be carried out by a trained electrical expert.

TESTING

Testing is carried out by a competent person and involves a full inspection of the electrical equipment along with appropriate tests. Individuals who carry out the testing should possess sufficient knowledge, experience and training in order for them to identify the risks and appropriate control measures.

COMBINED INSPECTION AND TESTING

A combination of inspection and testing should be carried out by a competent electrician where there is reason to suspect electrical equipment may be faulty or damaged.

Management Controls

- Where Testing is required, a competent electrician is engaged in accordance with our policy on Contractor selection.
- Records of all Portable Electrical Appliance testing will be kept on the premises and will be available for inspection when required.
- Any defective equipment will be placed out of use until such time as it can be repaired, with all remedial action/s being recorded. All items of equipment that cannot be repaired will be withdrawn from use and disposed of accordingly.

Employee Responsibilities

- Before using any item of electrical equipment, carry out a visual check of the plug along with the connected cable, which should be gripped securely at the plug.
- At the first sign of damage or excessive wear, report the item to Management to be removed from use and isolated until it can be checked by a competent electrician, repaired or replaced.

PORTABLE ELECTRIC TOOLS

There is a constant risk of electric shock whilst working with electric power tools.

Management Controls

- All power tools comply with the relevant regulations and standards and are maintained in good condition in accordance with manufacturer's guidelines.
- Where safety devices or guards are required for use with power tools, they are provided and maintained in good condition in accordance with manufacturer's guidelines. Staff are trained in the use of and instructed to always use safety devices and guards where applicable.
- Suitable Personal Protective Equipment is provided, and staff instructed to wear it.
- Staff will be trained in the correct selection and safe use of hand tools.

Employee Responsibilities

- Always select the correct tool for the task being carried out.
- Always carry out a visual inspection of power tools prior to using them, to identify any defects or damage to the equipment.
- Do not use any power tools that have defects or damage; report the defects or damage to a Manager and remove the tool from use (with clear labelling to show it is not to be used) until repaired or replaced.
- Always wear the suitable Personal Protective Equipment provided.
- Always use safety devices and guards where provided.
- Always use safe working practices when using power tools.
- Always store, transport, and use hand tools in a safe manner.

PROTECTION OF THE PUBLIC (Public Visiting Premises)

Members of the public enter the club on a regular basis (*this may include children*) to attend events.

Management Controls

- We ensure that the general housekeeping on our premises is always kept to a high standard. This includes:
- Ensuring there are no trip hazards.
- Not tools or equipment is left unattended.
- Any spills or broken items are cleared up immediately.
- Items are stacked in a safe manner.

RECORDING ACCIDENTS

All accidents, incidents, and near-misses, no matter how small, must be recorded.

Management Controls

- Appropriate arrangements are made for the provision of suitably trained First Aiders and First Aid equipment.
- Staff are informed of who the nominated and/or qualified First Aiders are and where they can be contacted, and the location of First Aid equipment.
- All accidents and incidents are recorded by the First Aider or appointed person. The records include:
 - the name of the casualty;
 - the date and time of the accident or incident;
 - the circumstances of the accident or incident;
 - the details of any injuries sustained;
 - the details of any treatment given.
- Records are kept securely in a suitable location for ease of inspection.

Employee Responsibilities

In the event of being involved in or witnessing an accident, incident or near miss, the following procedure must be adhered to:

- Seek medical attention from a First Aider or appointed person or dial 999 in an emergency situation.
- Once the situation has stabilised (which may be some time after the event), ensure the details are recorded in the accident book.

R.I.D.D.O.R.

(REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES)

Shavington-cum-Gresty Parish Council has a duty to prevent, as far as is reasonably practicable, accidents at work. However, despite the best efforts and intentions, accidents at work may still occur.

Management Controls

If an accident or dangerous occurrence does occur, the following procedure is followed:

- Ensure that the victim receives the correct medical attention and that any residual hazard is safely removed if necessary and as appropriate.
- Ensure that an investigation is undertaken to prevent the accident recurring.
- Ensure the incident is reported to the correct authority as required.

Shavington-cum-Gresty Parish Council is responsible for investigating the accident/dangerous occurrence and completing the appropriate documentation. Details of all reportable accidents and injuries must be kept for at least three (3) years and record the following:

- Date and time of the accident or dangerous occurrence.
- Full name and occupation of the victim/s, with details of the nature of the injuries or other related condition suffered.
- Where the accident/dangerous occurrence happened.
- Description of the circumstances surrounding the accident or occurrence.

Employee Responsibilities

- To cooperate fully with Shavington-cum-Gresty Parish Council in the gathering and recording of details regarding accidents, incidents and near misses.
- To always report any event that may be considered an accident, incident or near miss.

REPORTABLE ACCIDENTS AND OCCURRENCES

Determining whether a particular incident or accident should be reported can be confusing. The following **must** be reported:

- Deaths.
- Specified reportable injuries.
- Accidents resulting in over seven (7) day injury to an employee.
- Reportable diseases.
- Reportable dangerous occurrences.
- Gas incidents.

DEATH OR SPECIFIED INJURIES

If there is an accident connected with work and.

- an employee, or a self-employed person working on our premises is killed or suffers a specific injury (*including as a result of physical violence*); or
- a member of the public is killed or taken to hospital.

the HSE Incident Contact Centre **must** be informed without delay, either via telephone or completion of the appropriate form on the HSE website.

REPORTABLE SPECIFIED INJURIES:

Specified injuries are classified as:

- Fractures, other than to fingers, thumbs and toes.
- Bone fractures including a break, crack or chip.
- Amputation of an arm, hand, finger, thumb, leg, foot or toe.
- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes.
- Any crush injury to the head or torso, causing damage to the brain or internal organs.
- Any burn injury (including scalding) which:
 - covers more than 10% of the whole body's total surface area; *or*
 - causes significant damage to the eyes, respiratory system or other vital organs;
- Any degree of scalping requiring hospital treatment.
- Any loss of consciousness caused by head injury or asphyxia.
- Asphyxia (lack of oxygen) may happen when a person enters an oxygen-deficient atmosphere, such as a confined space, or are exposed to poisonous gases, e.g., carbon monoxide.
- Any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness; *or*
 - requires resuscitation or admittance to hospital for more than twenty-four (24) hours;

In some cases, employers and self-employed workers may not be in a position to know the full extent of an injury, (e.g., when a prognosis has not yet been established in relation to an eye injury, or when efforts are being made to treat an injured limb which may ultimately require surgical amputation). In such situations, there is no requirement to make precautionary reports of specified injuries. However, it is likely that the accident will require reporting due to the injured person being incapacitated for more than seven (7) days. The enforcing authority should be notified or updated as soon as a specified injury has been confirmed.

OVER SEVEN-DAY INJURY

You **must** report injuries that lead to a worker being incapacitated **for more than seven (7) consecutive days** as the result of an occupational accident or injury (not counting the day of the accident but including weekends and rest days). **The report must be made within fifteen (15) days of the accident.** Incapacitation means that the worker is absent or is unable to do work that they would reasonably be expected to do as part of their normal work. You must still keep a record of the accident if the worker has been incapacitated **for more than three (3) consecutive days.**

REPORTABLE DISEASES

If a doctor determines that an employee is suffering from a reportable work-related disease, then the details must be reported. Reportable diseases include:

- Certain poisonings.
- Some skin diseases.
- Lung diseases, including occupational asthma, pneumoconiosis, asbestosis.
- Infections such as hepatitis; tuberculosis; legionellosis and tetanus.
- Other conditions, such as occupational cancer; certain musculoskeletal disorders; decompression illness and hand-arm vibration syndrome.

REPORTABLE DANGEROUS OCCURRENCES

If something happens that, although it may not have resulted in a reportable injury, clearly could have done; it may be a dangerous occurrence. This must be reported to the HSE Incident Contact Centre immediately. Reportable dangerous occurrences include:

- Explosion collapse or bursting of any closed vessel or associated pipe work.
- Electrical short circuit or overload causing fire or explosion.
- Accidental release of a biological agent likely to cause severe human illness, or any substance likely to be harmful to health.
- Collapse or partial collapse of a scaffold over five metres high.
- Unintended collapse of any building or structure under construction.
- Explosion or fire causing suspension of normal work for over twenty-four (24) hours.

RISK ASSESSMENTS

GENERAL PRINCIPLES

Where five or more persons are employed, health and safety legislation require written risk assessments of hazards and risks to be undertaken, and the findings to be brought to the attention of those who might be affected by the associated hazard or risk.

Assessments are to be undertaken by a trained and competent person, being "*a person having the necessary training, qualifications, and relevant practical experience concerning the task being assessed*". There is no such thing as a risk-free workplace, but you can minimise threats to health and safety through risk assessment.

Management Controls

- We assess all processes that have the potential to cause harm.
- Completed assessments are made available to all staff and volunteers.
- Risk Assessments are periodically monitored, to ensure their continued relevance and suitability.

Employee Responsibilities

- To comply with all measures identified by Risk Assessments.

FIVE STEPS TO RISK ASSESSMENTS

The following five steps are the key:

Step 1: WHAT?

Identify the hazards which could cause harm. Key hazards include:

- Slipping or tripping hazards, (e.g., uneven or wet floors, cabling).
- Fire risks.
- Chemicals, fumes, dust.
- Machinery, portable appliances.
- Working at height, (e.g., from mezzanine floors, scaffolding).
- Vehicles, forklift trucks.
- Electricity.
- Manual handling, lifting, carrying.
- Noise pollution.
- Poor lighting.
- Low (or high) temperature.

Step 2: WHO?

Decide who the people, or groups of people, are that might be affected by the hazard, for instance:

- Office staff.
- Maintenance staff and operatives.
- Contractors and Cleaners.
- Visitors or members of the public.

Remember to consider those people or groups that might be more vulnerable, and therefore at greater risk, such as disabled persons, young persons, new or expectant mothers, visitors, inexperienced/temporary staff, lone workers.

Step 3: HOW?

Evaluate precautions that are in place, or need to be put in place; how can the risks be eliminated, reduced or minimised?

- By complying with recognised industry quality standards.
- By removing the source of the hazard completely.
- By introducing and maintaining good housekeeping?
- Accepting the risk, but reducing it as far as possible?

Have you ensured that you

- Have provided adequate information?
- Have arranged sufficient relevant training?
- Have effective systems or procedures?
- Have clear organisational responsibilities?

Step 4: RECORD

Keep records of assessments:

- Record when the assessment was done;
- Record what risks were identified;
- Indicate what precautions are in place;
- Indicate what additional precautions are needed;
- Create an Action Plan, together with a timescale or schedule, to work to;
- Keep the Record of Assessment easily to hand, so that it can be amended as changes occur.

Step 5: REVIEW

Ensure effective monitoring of assessments:

- Remove complacency;
- Regularly review and update your hazard precautions;
- Identify those areas that remain a problem, and take steps to amend and improve;
- Be aware of changes in the workplace that may reduce the effectiveness of your assessment (*e.g. new machinery, change of process or personnel etc.*);
- Be prepared to adjust and reappraise.

SAFETY TRAINING

Safety training is cost effective and is proven to reduce accidents at work. Shavington-cum-Gresty Parish Council has a duty to provide information, instruction, training and supervision to all staff and volunteers to ensure their health, safety and welfare whilst they are at work.

Management Controls

- We ensure all staff and volunteers are suitably trained to implement and comply with the Health and Safety policy.
- Staff and volunteers are trained to undertake specific tasks in relation to their job function, regardless of the location where the work is being carried out.
- Training is provided:
 - As part of the induction programme when first commencing employment with Shavington-cum-Gresty Parish Council;
 - When transferred to a different function or task, or when promoted;
 - When the equipment being used, or the system of work, has changed.
- All levels of staff and volunteers will receive training; including Chairperson, Management, and Supervisors.
- All training requirements are monitored and reviewed on a regular basis to take into account any new or changed risks.
- Wherever possible, training is conducted during working hours.

Employee Responsibilities

- All volunteer have a legal responsibility to take reasonable care of themselves, and others who may be affected by their actions or failure to act.
- Staff and volunteers must co-operate in relation to training programmes and are expected to attend any training courses that are provided.

SIGNS AND NOTICES

Under statutory legislation certain signs and notices must be displayed in prominent positions around the premises. Those signs that convey a safety message must do so pictorially as well as in writing, to ensure that the information can be understood by all those within the premises.

NOTICES AND CERTIFICATES DISPLAYED

Certificate	Location
Employers Liability Insurance	Prominent

Notice	Location
Health and Safety Law Information Poster	Prominent
Fire Direction Signs	Prominent
Fire Instruction Notices	Prominent
First Aid Information Notices	Prominent

STRESS POLICY STATEMENT

Shavington-cum-Gresty Parish Council is committed to protecting the health (*mental health as well as physical health*), safety and welfare of its staff and volunteers (*this extends to contractors and temporary staff*) by providing a supportive working environment.

To enable individuals to cope successfully with the demands and pressures of work, reasonable and appropriate improvements to the working environment are made and suitable support is always provided to those whose health and well-being are being affected by work-related stress.

It is the policy of Shavington-cum-Gresty Parish Council to provide a supportive environment for dealing with stress related issues; however, staff and volunteers must take responsibility for raising their concerns as early as possible in order for Shavington-cum-Gresty Parish Council to investigate and resolve genuine problems.

DEFINITION OF WORK-RELATED STRESS

The Health & Safety Executive (UK) defines work-related stress as “The reaction people have to excessive demands or pressures; arising when people try to cope with tasks, responsibilities or other types of pressure connected with their jobs; but find difficulty, strain or worry in doing so”.

Some pressure at work is inevitable and total elimination of this pressure is neither possible nor desirable. Every job brings its own set of tasks, responsibilities and day-to-day problems. The pressures and demands these place upon staff and volunteers are an unavoidable feature in working life.

Some pressure can be positive. It is often the tasks and challenges faced at work that provide the structure to the working day and keep individuals motivated. These are often key in providing a sense of achievement and job satisfaction. However, an individual's ability to deal with pressure is not limitless and it is important that this pressure does not become sustained stress. It must be recognised that different people have different stress thresholds.

Work-related stress is not an illness, but excessive workplace pressure can potentially cause damage to the mental wellbeing of an individual, and this can in turn undermine the health of the workforce and damage business performance.

Some of the most common causes of work-related stress are known to be excessive workloads, deadline pressures, aggressive management, poor communication, unsupportive work environments and problems maintaining work-life balance.

Outside domestic pressures, such as family, finance, and bereavement are also potential causes of stress and can frequently compound workplace pressure. These should also be taken into consideration where they are likely to have an impact on an individual at work.

Management Controls

Shavington-cum-Gresty Parish Council has responsibility for:

- Encouraging active consideration of work-related stress issues as part of the design and implementation of procedures, processes or systems (for example when defining roles and responsibilities within their department);
- Endeavouring to take reasonable actions to investigate the issues and reduce or eliminate the factors causing the stress where reasonably practicable and appropriate (support will be provided to the manager dealing with the issue by the relevant Health & Safety Advisor or other appropriate persons as required).

Seeking to avoid or reduce work-related stress by:

- Raising the awareness about all types of stress and its causes;

- Where reasonable and practical, producing and making changes to work-related practices to reduce the factors which may lead to stress in the workplace (for example, workplace risk assessments and audits, providing staff with stress management training and support for dealing with issues);
- Providing opportunities for staff and volunteers to maintain and promote their health and well-being;
- Promoting and maintaining a culture of open communication throughout the organisation;
- Promoting and maintaining good management and team building practices for those with management and supervisory responsibilities.

Dealing with existing or potential stress problems by:

- Providing a supportive environment in which issues and concerns can be raised and dealt with appropriately;
- Providing guidance to managers to assist in the sensitive management of staff and volunteers in likely stressful situations;
- Identifying appropriate training interventions to help alleviate stress;
- Assisting and advising staff and volunteers who are suffering from work-related stress;
- Providing both internal and external sources of assistance for staff and volunteers with clearly identified clinical work-related stress issues (the level and type of assistance will depend on individual circumstances).

Employee Responsibilities

- Ensure concerns regarding work-related stress are raised to their immediate Manager in the first instance as early as possible. Where this is not appropriate, concerns should be raised with another Manager;
- Seeking appropriate medical advice.

VIOLENCE

EFFECTIVE MANAGEMENT OF CHALLENGING BEHAVIOUR AT SHAVINGTON-CUM-GRESTY PARISH COUNCIL

WHO IS AT RISK?

Verbal abuse or threats are the most common type of incidents, and physical attacks are rare in comparison. Staff whose job requires them to deal with members of the public at Shavington-cum-Gresty Parish Council may be subject to abuse of this kind, in particular; staff that give service and staff representing authority.

Management Controls

- We assess the risks of potential abuse or violence, considering the environment, the activities, and the people that could be affected; and record and review the assessments on a regular basis.
- Where the potential for abuse or violence is identified, precautions are implemented to minimise or mitigate the threat.
- Shavington-cum-Gresty Parish Council provides awareness training on handling and dealing with abuse or violence, including recognising the importance of reporting all instances of abuse or violence.
- We keep detailed accounts of any incidents of abuse or violence.
- We encourage staff to participate in debriefings with Management following any incidents of abuse or violence.
- We recognise that new or younger staff and volunteers may be at greater risk because of lack of experience with dealing with awkward and/or abusive parties and provide extra supervision for them where possible.

Employee Responsibilities

- Staff and volunteers must always report any incident of abuse or violence, whether directly affected by it or not, and regardless of its perceived severity.

VULNERABLE PERSONS

We recognise that vulnerable persons are at greater risk of harm than other people. Vulnerable persons include young people, elderly people, people with impaired physical or mental capacity. People who are not ordinarily vulnerable may become vulnerable either temporarily or permanently, such as during pregnancy, or following surgery.

Management Controls

- Whenever vulnerable persons are employed or affected by our work activities, specific risk assessments are carried out prior to their commencement of work. The assessment will consider:
 - The person's experience and ability to perceive danger;
 - Their workplace and workstation;
 - Any exposures to physical, chemical and/or biological agents;
 - Any work equipment used;
 - The work activities and processes to be undertaken;
 - Any training provided, and any risks from specified agents and processes.
- The risk assessment will be fully communicated to all parties involved in the process.
- Shavington-cum-Gresty Parish Council will comply with all regulations on working hours and rest break requirements for vulnerable workers.

WORK EQUIPMENT

Management Controls

- All work equipment provided by Shavington-cum-Gresty Parish Council is regularly and satisfactorily inspected and maintained as required under the Provision and Use of Work Equipment Regulations (1998).
- Risk Assessments and Method Statements are produced and implemented for Work Equipment.
- Suitable training is provided for the safe use of Work Equipment.
- Suitable Personal Protective Equipment is provided where applicable, and staff instructed to wear it.
- Any safety equipment, including safety devices, guarding of dangerous parts of machinery and equipment, etc. used by staff and volunteers are also regularly inspected.

Employee Responsibilities

- Always use safe working practices for the Work Equipment provided.
- Always wear Personal Protective Equipment provided.
- Work Equipment must be visually inspected prior to use, and if any defects or damage is found, the Work Equipment must not be used and removed from use.
- Defects or damage must be reported immediately to Management for repair or replacement.

	Date of Risk Assessment:	6 February 2023
	Review Date:	February 2024 (unless change occurs, in which case review is required immediately)
	Completed By:	S Garner, Clerk

Premises Risk Assessment – Shavington-cum-Gresty Parish Council – Village Hall

What are the hazards?	Hazard Level	Who might be harmed and what are the potential consequences?	What controls are already in place?	What further action is necessary?	Action: by whom and by when?	Completed?	Final Hazard Level
1. Slips, Trips and Falls	Medium	<p>Who?</p> <ul style="list-style-type: none"> • Volunteers • Members • Hirers • Contractors <p>Consequences</p> <ul style="list-style-type: none"> • Fractures • Bruising • Sprains • Strains 	<ul style="list-style-type: none"> • All equipment is well maintained and inspected regularly; • Appropriate footwear is worn at all times; • Housekeeping on the premises is maintained at a high standard at all times, both internally and externally; • Adequate lighting is provided internally and externally; • Any damaged flooring on the premises is reported immediately for repair and the area is cordoned off to avoid an accident; • Any trip hazards are removed or barriered off immediately. • Wet floor signs are used when cleaning is in progress. 	None	N/A	N/A	Low

What are the hazards?	Hazard Level	Who might be harmed and what are the potential consequences?	What controls are already in place?	What further action is necessary?	Action: by whom and by when?	Completed?	Final Hazard Level
<p>2.</p> <p>Falls from Height</p>	<p>Low</p>	<p>Who?</p> <ul style="list-style-type: none"> • Volunteers • Members • Hirers • Contractors <p>Consequences</p> <ul style="list-style-type: none"> • Death • Fractures • Bruising • Cuts 	<ul style="list-style-type: none"> • Only competent persons are allowed to use ladders; • Ladders and steps are stored appropriately to prevent unauthorised use; • All ladders and steps inspected prior to use for any defects. 	<p>None</p>	<p>N/A</p>	<p>N/A</p>	<p>Low</p>
<p>3.</p> <p>Manual Handling</p>	<p>Low</p>	<p>Who?</p> <ul style="list-style-type: none"> • Volunteers • Contractors <p>Consequences</p> <ul style="list-style-type: none"> • Muscular strains or sprains • Back injuries • Trapped Nerves 	<ul style="list-style-type: none"> • Loads are only lifted where persons feel they are within their capabilities; • Team Lifting is encouraged where possible; • Trolleys are provided to help with lifting heavy items. 	<p>None</p>	<p>N/A</p>	<p>N/A</p>	<p>Low</p>

What are the hazards?	Hazard Level	Who might be harmed and what are the potential consequences?	What controls are already in place?	What further action is necessary?	Action: by whom and by when?	Completed?	Final Hazard Level
<p>4.</p> <p>Electricity</p>	<p>Low</p>	<p>Who?</p> <ul style="list-style-type: none"> • Volunteers • Members • Hirers • Contractors <p>Consequences</p> <ul style="list-style-type: none"> • Burns • Electrocutation 	<ul style="list-style-type: none"> • Fixed electrical testing is completed; • All electrical equipment is kept in good repair; • All persons visually inspect electrical equipment for damage before use; • Electrical appliances are used and maintained in accordance with manufacturer's guidance. • Instruction for the safe use of the mixing desk are available to hirers. 	<p><i>Fixed electrical distribution boards should be inspected at 5 year intervals by an NICEIC registered contractor.</i></p> <p><i>PAT testing should be completed annually.</i></p>	<p>Committee</p>		<p>Low</p>
<p>5.</p> <p>Hazardous Substances</p>	<p>Low</p>	<p>Who?</p> <ul style="list-style-type: none"> • Volunteers • Members • Hirers • Contractors <p>Consequences</p> <ul style="list-style-type: none"> • Burns • Respiratory Problems • Loss of vision 	<ul style="list-style-type: none"> • All chemicals are stored in suitable containers correctly labeled; • Correct Personal Protective Equipment (PPE) used; • All hazardous chemicals are kept locked away to prevent unauthorised use. 	<p>None</p>	<p>N/A</p>	<p>N/A</p>	<p>Low</p>

What are the hazards?	Hazard Level	Who might be harmed and what are the potential consequences?	What controls are already in place?	What further action is necessary?	Action: by whom and by when?	Completed?	Final Hazard Level
6. Falling Objects	Low	<p>Who?</p> <ul style="list-style-type: none"> • Volunteers • Members • Hirers • Contractors <p>Consequences</p> <ul style="list-style-type: none"> • Fractures • Bruising 	<ul style="list-style-type: none"> • All items are stored in a suitable location; • Any damage to storage areas is reported immediately; • No work will be carried out over areas where people may walk under. 	None	N/A	N/A	Low
7. Knives	Medium	<p>Who?</p> <ul style="list-style-type: none"> • Volunteers • Members • Hirers <p>Consequences</p> <ul style="list-style-type: none"> • Cuts • Lacerations • Blood loss • Amputation 	<ul style="list-style-type: none"> • Only competent persons use knives; • Children are not permitted to enter the kitchen • Knives are always kept sharp; • The correct knife is used for the job. • Hirers are responsible for the safe use of all knives as detailed in the hire agreement 	None.	N/A	N/A	Low

What are the hazards?	Hazard Level	Who might be harmed and what are the potential consequences?	What controls are already in place?	What further action is necessary?	Action: by whom and by when?	Completed?	Final Hazard Level
<p>8.</p> <p>Food Hygiene</p>	<p>Low</p>	<p>Who?</p> <ul style="list-style-type: none"> • Volunteers • Members <p>Consequences</p> <ul style="list-style-type: none"> • Sickness 	<ul style="list-style-type: none"> • A comprehensive cleaning schedule is in place; • Highest standards of hygiene are adhered to, preventing cross-contamination; • Hands are cleaned regularly. • Hirers are responsible for the correct handling of food as outlined in the hire agreement. 	<p>None</p>	<p>N/A</p>	<p>N/A</p>	<p>Low</p>
<p>9.</p> <p>Using the Kitchen Equipment</p>	<p>Medium</p>	<p>Who?</p> <ul style="list-style-type: none"> • Volunteers • Members • Hirers <p>Consequences</p> <ul style="list-style-type: none"> • Burns • Scalding 	<ul style="list-style-type: none"> • Only low risk equipment is available; • The appliances are used and maintained in accordance with the manufacturer's guidance; • Pre-use visual inspections of the appliances are conducted; • Suitable fire extinguishing media is located in the vicinity. • Children are not permitted to enter the kitchen <p>Detailed instructions on the safe use of the kitchen equipment are available to all hirers.</p>	<p>None.</p>	<p>N/A</p>	<p>N/A</p>	<p>Low</p>

What are the hazards?	Hazard Level	Who might be harmed and what are the potential consequences?	What controls are already in place?	What further action is necessary?	Action: by whom and by when?	Completed?	Final Hazard Level
<p>10.</p> <p>Maintenance of the Premises</p>	<p>Medium</p>	<p>Who?</p> <ul style="list-style-type: none"> • Volunteers • Contractors <p>Consequences</p> <ul style="list-style-type: none"> • Cuts • Fractures • Crushing • Drawing-in 	<ul style="list-style-type: none"> • Only competent persons use maintenance equipment e.g. groundwork equipment, hand tools & power tools; • The correct Personal Protective Equipment (PPE) is used; • The equipment is checked before use for any defects; • The equipment is used and maintained in accordance with manufacturer's guidance; • Only competent contractors are employed. 	<p>None.</p>	<p>N/A</p>	<p>N/A</p>	<p>Low</p>
<p>11.</p> <p>Moving Vehicles</p>	<p>Medium</p>	<p>Who?</p> <ul style="list-style-type: none"> • Volunteers • Members • Hirers • Contractors • Public <p>Consequences</p> <ul style="list-style-type: none"> • Cuts • Fractures • Crushing 	<ul style="list-style-type: none"> • The car park is well laid out to avoid vehicles blocking visibility; • Badly parked vehicles are requested to move; • Adequate lighting is provided; 	<p>None.</p>	<p>N/A</p>	<p>N/A</p>	<p>Low</p>

What are the hazards?	Hazard Level	Who might be harmed and what are the potential consequences?	What controls are already in place?	What further action is necessary?	Action: by whom and by when?	Completed?	Final Hazard Level
12. Fire	High	<p>Who?</p> <ul style="list-style-type: none"> • Volunteers • Members • Hirers • Contractors • Public <p>Consequences</p> <ul style="list-style-type: none"> • Major or minor injury • Burns • Smoke Inhalation • Death 	<ul style="list-style-type: none"> • Fire alarms are tested on a regular basis • Emergency lighting operating correctly in all areas of the building • Suitable fire extinguishers are available throughout the building • There are adequate means of escape and all exists are immediately openable • There are suitable safety signs and notices displayed throughout the building • Fire emergency plan is made available to all hirers of the hall at time of booking • Waste disposed of correctly and stored away from potential ignition sources • Housekeeping maintained to a suitable level. • Walkways and traffic routes kept free from hazards 	<p><i>Hire agreement should be amended to include provision for nomination of a fire warden for all hires.</i></p> <p><i>Fire log book should be purchased for the premises and all in house testing and servicing schedules should be recorded within in it.</i></p>	Within One Month	Shavington-cum-Gresty Parish Council	Medium

What are the hazards?	Hazard Level	Who might be harmed and what are the potential consequences?	What controls are already in place?	What further action is necessary?	Action: by whom and by when?	Completed?	Final Hazard Level
13. Lone Working	Low	<p>Who?</p> <ul style="list-style-type: none"> • Volunteers • Members <p>Consequences</p> <ul style="list-style-type: none"> • • Members 	<ul style="list-style-type: none"> • Lone working is avoided where possible • Lone workers only complete low risk tasks • Lone workers ensure that their location and expected duration of works is known • Lone workers have a mobile phone with them at all times with emergency contact numbers 	<p><i>No current lone working policy in place. Rhino Safety to include within main H&S Policy.</i></p>	<p>Within One Month</p>	<p>Rhino Safety</p>	<p>Low</p>



SHAVINGTON
CUM
GRESTY

Shavington-cum-Gresty Parish Council
Main Rd, Shavington, Crewe, CW2 5DP

APPLICATION TO FILL A CASUAL VACANCY FOR A COUNCILLOR

To stand for election to become a parish councillor you must be:

- At least 18 years old on the day of your nomination, and
- A British citizen, an eligible Commonwealth citizen or a citizen of any other member state of the European Union¹

You must also meet at least one of the following four qualifications:

- You are, and will continue to be, registered as a local government elector for the parish in which you wish to stand from the day of your nomination onwards
- You have occupied as owner or tenant any land or other premises in the parish area during the whole of the 12 months before the day of your nomination and the day of election
- Your main or only place of work during the 12 months prior to the day of your nomination and the day of election has been in the parish area
- You have lived in the parish area of within three miles of it during the whole of the 12 months before the day of your nomination and the day of election

Disqualifications from standing

There are certain people who are disqualified from being elected to a parish or community council in England and Wales.

You cannot be a candidate if at the time of your nomination and on the day of the election, any of the following are true:-

- You are employed by the parish council or hold a paid office under the parish/community council (including joint boards or committees),
- You are the subject of a bankruptcy restrictions order or interim order,
- You have been sentenced to a term of imprisonment of three months or more (including a suspended sentence), without the option of a fine, during the five years before polling day
- You have been disqualified under the Representation of the People Act 1983 (which covers corrupt or illegal electoral practices and offences relating to donations) or under the Audit Commission Act 1998

A person may also be disqualified from election if they have been disqualified from standing for election to a local authority following a decision of the First-tier Tribunal (formerly the Adjudication Panel for England or Wales). If successful, you will be required to complete an entry in the council's register of members' interests. This involves putting your address, employment, relevant major shareholdings and membership of charities, pressure groups, political parties etc., on public record.

¹ <https://www.gov.uk/government/publications/local-voting-rights-for-eu-citizens-living-in-the-uk/local-voting-rights-for-eu-citizens-living-in-the-uk>



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Shavington-cum-Gresty Parish Council
Main Rd, Shavington, Crewe, CW2 5DP

Full name	Title: First name: Other names: Surname:
Address	Phone: Email:
Will you be at least 18 years old on the date of the Meeting?	Yes / No
Are you a British Citizen, a Commonwealth citizen or a citizen of a European Union Country?	Yes/No
In order for your eligibility to be confirmed please tick all of the following that apply to you For full detail on eligibility please refer to Cheshire East Council's electoral officer.	1. On the current electoral register for the Parish/Ward (on-going requirement; you are required to remain on the register throughout your term of office) <input type="checkbox"/>
	2. Have lived in the parish or within 3 miles of the parish boundary during the whole of the 12 months before the day of nomination & election <input type="checkbox"/>
	3. Main place of business during the last 12 months before the day of nomination & election is based in the parish <input type="checkbox"/>
	4. Occupy as owner or tenant property within the parish for 12 months before the day of nomination & election <input type="checkbox"/>
Please indicate in no more than 100 words why you would like to join the Parish Council	
Although you might have no experience as a Councillor what is your perception of the role of a Parish Councillor?	



SHAVINGTON
CUM
GRESTY

Are there any local issues that you are particularly interested in that you believe could be of benefit to the community?

What qualities, skills and experience do you have to offer to this council?

Please provide any additional information you feel would support your application to be a Parish councillor (you can continue on additional sheets if needed).

You would be disqualified from being a councillor for the reasons stated on the front cover of this application. Please refer to that information before completing this application form.

I am not aware of any disqualification to my serving as a Councillor

Signed:

I confirm the above information is correct to the best of my knowledge.

I also confirm that by signing I am confirming that Shavington cum Gresty Parish Council may process my personal data for the purposes of this application under the GDPR.

Signed :

Date:

Please return completed form and any supporting information to:
Parish Clerk Shavington cum Gresty Parish Council
Shavington Village Hall



SHAVINGTON CUM GRESTDY

Main Road
Shavington

Or email to Simona Garnero SimonaGarnero@shavingtononline.co.uk

Shavington-cum-Gresty Parish Council
Main Rd, Shavington, Crewe, CW2 5DP

PRIVACY NOTICE FOR CO-OPTION

Data controller: Shavington cum Gresty Parish Council

1. Introduction

Shavington cum Gresty Parish Council is a “data controller”. This means that we are responsible for deciding how we hold and use personal information about you.

Shavington cum Gresty Parish Council “The Council” collects, stores and processes personal data relating to its employees in order to manage the employment relationship. This privacy notice sets down how the Council collects and uses personal information about you during and after your working relationship with us.

This privacy notice applies to applicants, current and former councillors.

The Council is committed to protecting the privacy and security of your personal information. The Council is committed to being clear and transparent about how it collects and uses that data and to meeting its data protection obligations.

2. Data Protection Principles

The Council will comply with data protection law. This means that the personal information we hold about you must be:

- Used lawfully, fairly and in a transparent way;
- Collected only for valid purposes that we have explained to you clearly and not used in any way that is incompatible with these purposes;
- Relevant to the purposes we have told you about and limited to those purposes only;
- Accurate and kept up to date;
- Kept only for such time as is necessary for the purposes we have told you about; and
- Kept securely.

3. What Information Does The Council Collect And Process?

The Council collects and processes a range of personal information (personal data) about you. Personal data means any information about an individual from which the person can be identified. This includes:

- Personal contact details, such as your name, title, address and contact details, including email address and telephone number;
- date of birth;



SHAVINGTON CUM GRESTY

Shavington-cum-Gresty Parish Council
Main Rd, Shavington, Crewe, CW2 5DP

- gender;
- details of your qualifications, skills and experience;
- details of your bank account,
- information about your marital status, next of kin, dependants and emergency contacts;
- information about your nationality and entitlement to work in the UK;
- copy of driving licence;
- training you have participated in;

We may also collect, store and use the following special categories of more sensitive personal information:

- information about medical or health conditions, including whether or not you have a disability for which the Council needs to make reasonable adjustments;
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

The Council collects this information in a variety of ways. For example, data is collected through the application and recruitment process and during work-related activities.

Data is stored in a range of different places, including in your personnel file, in the Council's HR systems and in other IT systems (including the Council's email system).

4. **Why Does The Council Process Personal Data?**

The Council needs to process data to ensure you meet the requirements for co-option with Shavington cum Gresty Parish Council

5. **Situations In Which We Will Use Your Personal Information**

Situations in which we will process your personal information are listed below:

In order to:

- make decisions about co-option;
- maintain accurate and up-to-date member records and contact details (including details of whom to contact in the event of an emergency),
- check you are legally entitled to be a councillor for Shavington cum Gresty Parish Council;
- keep records of training and development requirements;
- On appointment your contact details would be made available for the general public on our website and notice boards

6. **If You fail to Provide Personal Information**

If you do not provide certain information when requested, the Council may not be able to co-opt you as a councillor.

7. **Change of Purpose**

The Council will only use your personal information for the purpose for which it was collected unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will advise you of this and explain the legal basis which allows us to do so.



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You should be aware that we may process your personal information without your knowledge or consent where this is required or permitted by law.

8. How We Use Sensitive Personal Information

Some special categories of personal data, such as information about health or medical conditions, is processed to carry out legal obligations (for example for health and safety purposes).

Data used by the Council for these purposes is anonymised or is collected with the express consent of individuals, which can be withdrawn at any time. You are entirely free to decide whether or not to provide such data and there are no consequences of failing to do so.

9. Information About Criminal Convictions

We do not envisage that we will hold information about criminal convictions.

10. For How Long Do You Keep Data?

The Council will only hold your personal data for as long as is necessary to fulfil the purposes we collected it for, including any legal, accounting or reporting requirements. To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

The periods for which your data is held will be in accordance with applicable laws and regulations

11. Who Has Access to Data?

Your information will be shared internally only between relevant officers including the Parish Clerk and members of the Council.

The Council shares your data with third parties where required by law, where it is necessary in order to administer the working relationship with you or where we have another legitimate interest in doing so.

The Council will not transfer your data to countries outside the European Economic Area.

12. How Does the Council Protect Data?

The Council takes the security of your data seriously. The Council has internal policies and controls in place to prevent your data being lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties. Details of these measures are available on request.

When the Council engages third parties to process personal data on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.



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13. Your Duty to Inform Us of Changes

It is important that the personal information we hold about you is accurate and current. Please be sure to keep us informed if your personal information changes during your time working with us.

14. Your Rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request (known as a “data subject access request”);
- require the Council to change incorrect or incomplete data;
- request erasure of your personal information. This enables you to ask the Council to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where the Council is relying on its legitimate interests as the legal ground for processing; and
- ask the Council to suspend the processing of your personal data for a period of time if data is inaccurate or there is a dispute about its accuracy or the reason for processing it.

If you would like to exercise any of these rights, or you have any questions about the privacy notice, please contact the Parish Clerk.

If you believe that the Council has not complied with your data protection rights, you have the right to make a complaint to the Information Commissioner’s Office.



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I acknowledge receipt of the Privacy Notice for co-option and confirm that I have read and understood it.

Name

Signature

Date



Report Statement

Meeting: Parish Council 15.03.2023

Report Purpose: To provide Members with F&S Committee's recommendation

Version Control: v1

Author: Clerk

1. Report Summary

The report aims to provide Councillors with an update on the council bad debts list for 2022/23

2. Background

S.9.4 of the Parish Council Financial Regulations states that 'any sums found to be irrecoverable, and any bad debts shall be reported to the Council and shall be written off in the year'

Attached the list of irrecoverable sums for the financial year 2022/23 signed by the RFO.

The two debtors have been contacted several times either by email or phone, and voice messages have been left. One refused to pay, the other never replied or returned calls.

The total sum is £98.99 and it is opinion of the Clerk that it wouldn't be cost effective to appoint a Debt Collector Agency for this small sum, and the most effective solution would rather be to sign off these.

On 15 February 2023, the F&S Committee made the following recommendation to Full Council:

- that a recommendation is made to Full Council to sign off the bad debts list for 2022/23

3. Position

Members are asked to note the bad debts list and to consider whether to sign those debts off as per F&S Committee's recommendation.

4. Governance

Shavington-cum-Gresty Parish Council Financial Regulations

5. Financial Impact

Nil



6. Resource Impact

Clerk's time

7. Conclusions

Members are asked to note the report and:

- a. Approve to sign off the list
- b. Not approve to sign off the list

8. Consideration Sought

That the bad debts list 2022/23 is signed off as per F&S Committee's recommendation

Shavington-cum-Gresty Parish Council
OUTSTANDING SALES INVOICE LIST

Invoice No	Date	Ref	Name	Description	Amount
148	04/05/2022		Filip Kotlar	Extra cleaning VH booking 30 April 2022	50.00
149	05/05/2022		Filip Kotlar	Village Hall booking refund	23.99
166	10/05/2022		Laura Jane Pickup	Allotment Fees	25.00
179	25/05/2022		Shine Bright Foundation	Shavington-cum-Gresty Village Hall bookin	
Total					98.99



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Report Statement

Meeting: Parish Council meeting

Report Purpose: To provide Councillors with an update on the Old School Building

Version Control: v1

Author: Clerk

1. Report Summary

The report aims to provide Councillors with an update about the Old School building.

2. Background

On 4 May 2022 the Parish Council resolved to pause the asset transfer process and requested Cheshire East Council to run a public tender exercise to test the interest of other community groups to take the Old School building, with the caveat to be able to resume the asset transfer process if the market exercise is unsuccessful.

On the same occasion, the clerk was delegated to progress with an emergency plan to consult residents on their view for the use of the building with allocated budget.

From Monday 5 September to Sunday 25 September 2022 the Parish Council run a public consultation to gather residents' view on the future of the old-school building. All households in Shavington-cum-Gresty were invited to fill a survey. 392 survey were returned. 22.19% of respondents were in favour to save the building, 77.81% were not in favour to save the building with an increased council tax.

On 5 October 2022 the Council approved the F&S Committee's recommendation and agreed, based on data from the public consultation run, not to progress with any activities which bring responsibilities to fund costs of repairs and refurbishment via parish precept.

On 23 November 2022 F&S Committee instructed the clerk to draft an application for the listed status for the building.

On 15 December 2022 (date to be confirmed) CEC launched a call for expression of interest for the building, which run until 24 February 2023.

On 27 February 2023, a communication was sent to the Parish Clerk and CEC Shavington Ward Councillor informing that the borough council did not receive any offer for the building and is now considering its option in respect of the future use of the property. The



Clerk was advised that the decision would follow the Council's constitution and it is likely to be taken by the Director of Growth and Enterprise and the Chief Finance Officer.

3. Position

As per F&S Committee request, the Clerk made further research on the building. Outcomes are attached in annex 1.

Research made proves that although the Old School building might not have a national relevance, its relevance and importance for the local heritage are valued by the Borough, which should act in a way that protect the building and encourage alternative use of the space.

So far the Clerk hasn't received any further communications from CEC on the future of the building.

The Clerk is aware that members of the public and councillors are keen to campaign to save the building and although this is a Council's decision, it is advice of the Clerk that this should be run after the election of May for the following reason:

- From Thursday 16 March the PEP (Pre-Election Period or purdah) will commence for Parish and Town Council elections. The LGA 1986 – s4 includes the Code of Recommended Practice on Local Authority Publicity. The code applies to all members and officers at all time, and requires local authorities to have regard to any decision on publicity¹. The code applies in relation to all decisions by local authorities relating to paid advertising and leaflet campaigns, publications of free newspapers, and website. S.16 of the Code of Recommended Practice on Local Authority Publicity states 'Local authorities should not use public funds to mount publicity campaigns whose primary purpose is to persuade the public to hold a particular view on a question of policy'. It is view of the Clerk that the Old School Building project will be used from candidates to campaign during the election period, on this basis the Clerk strongly recommend the Council not to progress with any campaign during the PEP and wait until after the election.

On this basis, the Clerk recommend the Council to consider the following plan

- a. Pause any campaigns led by the Council until after the election
- b. Request for the item to be considered at the parish council meeting in May
- c. Instruct the Community Manager to draft a campaign 'save the building' to be presented on the May Parish Council meeting for council's consideration.

¹ Any communication in whatever form, addressed to the public at large or a section of the public.



4. Governance

Shavington-cum-Gresty Parish council standing orders
LGA 1986

5. Financial Impact

Nil

6. Resource Impact

None – staff time

7. Conclusions

Members are asked to note the report and

- a. Approve the plan recommended by the Clerk
- b. Approve the plan recommended by the Clerk with some amendments
- c. Not approve the plan recommended by the Clerk

8. Consideration Sought

That the plan is approved and that any actions undertaken by the Council during the PEP complies with the LAG 1986 and Code of Recommended Practice on Local Authority Publicity



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Annex 1

- a. The Former school and adjoining school house are designed as Locally Listed Building.
- b. Cheshire East Council adopted in 2010 the 'Cheshire East Local Development Framework – Local list of Historic Buildings Supplementary Planning Document'. Please note the following sections of interest:
 - I. On s.4 it states "Cheshire East Council is committed to protecting local heritage and as such will always favour the retention of a locally listed building where practicable. Normally, loss of the building will only be permitted if Cheshire East Council is satisfied it is beyond reasonable repair. Imaginative ideas will be sought by Development Management Officers to ensure elements of the Locally Listed Building are incorporated into any new design proposal."
 - II. On s.5 " 5.6 There is no protection for buildings on the Local List outside a Conservation Area; however, alterations, extensions, and changes of use may still require planning permission. Within Conservation Areas the demolition of Locally Listed Buildings requires Conservation Area Consent. The inclusion of a building on the Local List is a material consideration in the determination of application for planning and Conservation Area Consent. Planning permission or other relevant consent will not normally be granted for the demolition of a building on the Local List. 5.7 Proposals for the demolition of Locally Listed Buildings must normally demonstrate clear and convincing evidence that the building is no longer of local importance. Redevelopment proposals for buildings on the Local List should consider how such buildings can be incorporated into the development rather than demolished."
- c. The CEC Local list of Historic Building refers to the Borough of Crewe and Nantwich Replacement Local Plan 2011 as relevant local policy.
 - I. S.5.54 (p.43) states "BUILDINGS OR STRUCTURES INCLUDED IN THE NON-STATUTORY LIST OF BUILDINGS AND STRUCTURES OF LOCAL ARCHITECTURAL OR HISTORIC INTEREST WILL BE PROTECTED FROM INAPPROPRIATE DEVELOPMENT PROPOSALS AFFECTING THE REASON FOR THEIR INCLUSION IN THE LIST; UNLESS IT CAN BE CLEARLY DEMONSTRATED THAT THERE ARE REASONS FOR THE DEVELOPMENT WHICH OUTWEIGH THE NEED TO SAFEGUARD THE BUILDING OR STRUCTURE."
 - II. s. 5.55 "The Council has a clear preference for the re-use of these locally listed buildings and structures unless that re-use is neither physically nor financially sustainable; and will take a positive approach to sensitive alterations that respect the qualities of the building or structure, whilst enabling a future use of the building to be successfully accommodated."
- d. NPPF , Chapter 16 paragraph 203 "The effect of an application on the significance of a non-designated heritage asset should be taken into account in determining the



application. In weighing applications that directly or indirectly affect non-designated heritage assets, a balanced judgement will be required having regard to the scale of any harm or loss and the significance of the heritage asset.”

- e. Historic Environment section of the Planning Practice Guidance (<https://www.gov.uk/guidance/conserving-and-enhancing-the-historic-environment>) paragraphs 039-041 gives further info on the non-designated heritage assets (which includes the Locally Listed buildings). In particular it underlines the need for “decision to identify them as non-designated heritage assets... [to be] based on sound evidence”.

Based on all info collected so far, please see below the Clerk’s view

- a. As the building has already been assessed and identified as non-designated heritage asset, it is unlikely that an application for a listed building will be successful
- b. On the other hand, the fact that the Old School is a Locally Listed Building will force CEC to follow its own policies, and the NPPF as well. While a creative use of the building is possible, CEC will have to demonstrate that the loss of the building is beyond any reasonable repair and that the application balanced any harm or loss on the significance of the heritage asset. Also CEC will have to provide clearly reasons for the development which outweigh the need to safeguard the building and that the building is no longer of local importance.



Cheshire Historic Environment Record Monument Record

HER Number 5470 **Site Name** Former Shavington School and Adjoining School House,

HER Number	Site Name	Record Type
5470	Former Shavington School and Adjoining School House, Main Road, Shavington	Building

A former school building dating from the mid nineteenth century and with an attached school master's house.

Monument Types and Dates

SCHOOL ((between) AD 19th Century - 1840 AD to 1876 AD)

Origin: 1840 AD - 1876 AD

Evidence EXTANT BUILDING

Main Building BRICK

Material

Covering Building TILE

Material

Evidence DOCUMENTARY EVIDENCE

TEACHERS HOUSE ((between) AD 19th Century - 1840 AD to 1876 AD)

Origin: 1840 AD - 1876 AD

Evidence EXTANT BUILDING

Main Building BRICK

Material

Covering Building TILE

Material

Evidence DOCUMENTARY EVIDENCE

Description and Sources

Description

<1> **Cheshire East Council**, 2010, *Cheshire East LDF Local List of Historic Buildings* (Report). SCH5404.

Interesting design details create a strong street presence, interesting brick detailing at eaves levels. Boundary wall to the front of the school included in the listing.

<2> **See map for surveyor**, c.1837-51, *Cheshire Tithe Maps and Awards, EDT 353/2 c.1840* (Maps and Plans). SCH3266. The school is not depicted on this map.

<3> **Ordnance Survey**, 1871-1882, *Ordnance Survey 1st edition 25 inch to 1 mile - Cheshire, SJ7051, 1876-1877* (Maps and Plans). SCH2462.

This map depicts the school building. It is labelled School (Boys & Girls).

Sources

- (1) XY Report: Cheshire East Council. 2010. Cheshire East LDF Local List of Historic Buildings. N/A. [Mapped features: #30525 ; #45893]
- (2) Maps and Plans: See map for surveyor. c.1837-51. Cheshire Tithe Maps and Awards. EDT 353/2 c.1840
- (3) Maps and Plans: Ordnance Survey. 1871-1882. Ordnance Survey 1st edition 25 inch to 1 mile - Cheshire. SJ7051, 1876-1877

Location

National Grid Reference

Centred SJ 7003 5180 (45m by 47m)

SJ75SW

Administrative Areas





Cheshire Historic Environment Record Monument Record

HER Number 5470 **Site Name** Former Shavington School and Adjoining School House,
Civil Parish SHAVINGTON CUM GRESTY, CREWE AND NANTWICH, CHESHIRE EAST
Historic SHAVINGTON CUM GRESTY, WYBUNBURY, CHESHIRE
Township/Parish/County
Ceremonial County CHESHIRE

Statutes and Other References

Associated Designations

Designation	Name	Grade	Status
Locally Listed Building	Former Shavington School and Adjoining School House, Main Road, Shavington CW2 5DP		Active

Other Statutes and Cross-References

Reference Type	Name	Reference No.
Historic Environment Record	Former Shavington School and Adjoining School House, Main Road, Shavington CW2 5DP	5470

Related Monuments - None Recorded

Finds - None recorded

Associated Events/Activities

ECH5055 Cheshire East LDF Local List of Historic Buildings (Event - Survey. Ref: N/A)
