

**MORETON-IN-MARSH TOWN COUNCIL**

	<p><b>COUNCIL MEETING MINUTES</b>  <b>Date: Tuesday 19<sup>th</sup> March 2024</b>  <b>Time: 6:30PM</b></p> <p><b>Venue:</b>  <b>Council Offices, Old Town, Moreton-in-Marsh</b>  <b>GL56 0LW</b>  <b>Telephone: 01608 651448</b>  <b>E <a href="mailto:clerk@moretoninmarshtowncouncil.gov.uk">clerk@moretoninmarshtowncouncil.gov.uk</a></b>  <b><a href="http://www.moretoninmarshtowncouncil.gov.uk">www.moretoninmarshtowncouncil.gov.uk</a></b></p>
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**Present:** Cllrs M Berry (chair), M Danks, J Blackbeard, M Beresford, F Matthews, R Eastoe, D Curry

**In attendance:** S Hart, Clerk; T Maull, Deputy Clerk; 3 members of the public.

ITEM	TITLE
1.	<p><b>Apologies</b>                      Apologies received from Cllrs E Viviani, M Swift.                      Absent Cllrs O Jobson, S Brokenshire</p>
2.	<p><b>Declarations of Interests and Dispensations</b></p> <p>a) It was <b>NOTED</b> that councillors with an allotment could complete a dispensation as others have done.</p> <p>b) There were no requests for dispensation relating to items on the agenda or made in writing relating to pecuniary interests.</p>
3.	<p><b>District or County Councillor Reports</b>                      A District Councillor report was <b>NOTED</b>.</p>
4.	<p><b>Public Participation</b>                      Topics raised by members of the public:</p> <ul style="list-style-type: none"> <li>• Broken hoops on the Redesdale MUGA.</li> <li>• Redesdale Hall expenditure – council powers to spend/public consultation.</li> <li>• Damaged tree gardens on high street.</li> <li>• The Moreton in Marsh High Street Association (the high street voluntary gardeners are part of this group ref. Agenda Item 13a Correspondence).</li> </ul>
5.	<p><b>Minutes</b></p> <p>a) The minutes of 5<sup>th</sup> March 2024 were amended to add apologies for Cllr R Eastoe they were then <b>AGREED</b> as accurate and <b>SIGNED</b>.</p>
6.	<p><b>Finance</b></p> <p>a) The list of payments was <b>APPROVED</b>.</p> <p>b) It was <b>NOTED</b> that the heating bill seemed high.</p> <p>c) It was <b>NOTED</b> that the thermostat is set at 16 degrees.</p> <p>d) It was <b>NOTED</b> that the scaffolding pavement license expires on April 15<sup>th</sup> 2024.</p> <p>e) It was <b>NOTED</b> that there is a possibility the scaffolding may not be needed much beyond April 15<sup>th</sup>.</p> <p>f) It was <b>NOTED</b> that it's possible the pavement license can be extended by as little as 7 days – but Highways have yet to confirm.</p> <p>g) It was <b>AGREED</b> to delegate to the clerk the extension period for the next scaffolding pavement license which needs to be decided by 22<sup>nd</sup> March 2024, this could be 7 days or up to a month.</p>
7.	<p><b>Internal Audit</b></p> <p>a) The Annual Internal Audit Report was <b>NOTED</b>.</p> <p>b) It was <b>AGREED</b> to adopt the recommendations and contact GAPTC in relation to 5.4 Councillor Allowances and 8.2 Member Responsibilities for clarification.</p>
8.	<p><b>Redesdale Hall</b></p>

	<p>a) It was <b>AGREED</b> to commission an independent audit relating to Redesdale Hall decisions (to include decisions taken by previous administrations). Clerk to get quotes from GAPTC and auditor's on the Internal Audit Forum.</p>
<b>9.</b>	<p><b>Finance and Governance Committee Recommendations</b></p> <p>a) The budget for 2024/25 was <b>APPROVED</b> with the suggested amendments. (See Annex A) Recorded Vote FOR Cllrs M Danks, F Matthews, R Eastoe, M Beresford, M Berry AGAINST Cllrs J Blackbeard, D Curry.</p> <p>b) The Risk Register was reviewed and <b>APPROVED</b> with the suggested amendments. (See Annex B)</p>
<b>10.</b>	<p><b>Correspondence (Item 13a from agenda)</b></p> <p>a) It was <b>AGREED</b> that the clerk would research the other councils that have used cameras to try and stop anti-social behaviour.</p> <p>b) It was <b>AGREED</b> to get costs of 'Don't Park on the Grass' signs.</p> <p>c) It was <b>NOTED</b> that the youth related working group is drafting a survey, the results of which may help address some of the anti-social behaviour issues.</p> <p>d) To <b>NOTE</b> correspondence regarding anti-social behaviour at QVG, parking on the High Street Greens and the newly formed High Street Gardeners - and <b>DECIDE</b> whether to take any further action. 7:45pm Cllr D Curry left</p>
<b>11.</b>	<p><b>Finance and Governance Committee Recommendations (Cont'd)</b></p> <p>a) It was <b>NOTED</b> that the council handles cash/cheques on behalf of other bodies (Remembrance wreaths, allotment subscriptions). It was <b>AGREED</b> that the clerk would research how other council's handle these risks.</p> <p>b) It was <b>AGREED</b> to keep the costs element of the publications scheme as it is and instead adopt a Freedom of Information Policy (FOI) to include FOI related fees.</p>
<b>12.</b>	<p><b>Allotments and Cemeteries Committee Recommendations</b></p> <p>a) The budget of £175 for the Town Council Allotment Competition 2024 was <b>AGREED</b>.</p> <p>b) It was <b>AGREED</b> To get quotes for clearance of undergrowth between the Eastern boundary hedge on Croft allotment site and residents fencing to allow annual maintenance of the hedge to be carried out if a working party of volunteers cannot be set up. Interests declared Blackbeard and Beresford</p>
<b>13.</b>	<p><b>Local Plan</b></p> <p>a) It was <b>AGREED</b> to have a further informal meeting on 26<sup>th</sup> March 2024 6pm to incorporate feedback from the public event on 21<sup>st</sup> March and 25<sup>th</sup> March 2024.</p> <p>b) It was <b>AGREED</b> to hold a council meeting on April 2<sup>nd</sup> to finalise the Local Plan response in time for the April 7<sup>th</sup> 2024 deadline. It was <b>NOTED</b> that this clashes with the next planning meeting but that any planning items would be added to the council agenda).</p>
<b>14.</b>	<p><b>Personnel Committee Recommendations</b></p> <p>a) It was <b>AGREED</b> to establish costs for the installation of a suitable secure counter in the council foyer, and also the possibility of additional lighting and CCTV.</p> <p>b) It was <b>AGREED</b> to purchase a mobile phone for offsite use.</p> <p>c) The revisions to the Training and Development policy were <b>AGREED</b>. See Annex C</p> <p>d) The revisions to the Health and Safety policy were <b>AGREED</b>. See Annex D</p>
<b>15.</b>	<p><b>Correspondence (Cont'd)</b></p> <p>e) It was <b>AGREED</b> that the clerk would arrange a date for the leader of the Community Speedwatch group to come and talk to councillors regarding fixed Speedwatch cameras.</p>
<b>16.</b>	<p><b>Tree Survey</b></p> <p>a) It was <b>NOTED</b> that the annual tree report had no urgent actions.</p> <p>b) It was <b>AGREED</b> that Cllr Eastoe would compare the last tree survey with this one and report back to council.</p> <p>c) It was <b>NOTED</b> that some of the trees on the survey do not belong to the council.</p>
<b>17.</b>	<p><b>There were no items to note or for future consideration.</b></p>

<b>18.</b>	<b>Date of next meeting</b> It was <b>AGREED</b> to hold a council meeting on April 16 <sup>th</sup> (the one on April 2 <sup>nd</sup> being primarily for planning and the Local Plan response).
<b>19.</b>	<b>The meeting closed at 9pm.</b>

Signed

Date

Annex A

\*(Trickle) denotes a top up of the relevant earmarked reserve

	Code	Budget 2023-2024	Anticipated year end 2023-24	Proposed budget 2024- 25	Proposed budget 2025-26	Proposed budget 2026-27
<b>Expenditure</b>						
<b>Parking, Transport, Movement</b>						
Parking RBL (PWLB loan, Mar and Sept)	1175	14,000	13,993	14,000	14,000	14,000
Consultants		0	0	0	0	0
<b>Total Parking</b>		<b>14,000</b>	<b>13,993</b>	<b>14,000</b>	<b>14,000</b>	<b>14,000</b>
<b>Office and Corporate</b>						
Salaries, pension, PAYE	2100	153,331	136,584	154,000	158,620	163,379
Support staff	2200	0	0	0	0	0
Running Costs (inc Rates Car Pk Office)	2400	29,020	28,098	28,425	29,278	30,157
2400/1 Heat/light/water						
Gas			595	700	721	743
Elect			1,204	1,400	1,442	1,485
2400/2 Insurance			10,552	11,500	11,845	12,200
2400/3 Rates			0	0	0	0
RBL			5,386	4,000	4,120	4,244
Car Park			4,042	4,163	4,288	4,417
OFFICES			2,672	2,752	2,835	2,920
2400/4 Stationery			616	500	515	530
2400/5 Printing			1,742	1,500	1,545	1,591
2400/6 Housekeeping			121	130	134	138
2400/7 Communication			228	1,000	1,030	1,061
2400/8 Telephone & broadband			681	550	567	583
2400/9 Bank Charges			220	230	237	244
2400/10 Room Hire			40	0	0	0
Professional Services	2500	3,700	3,725	3,776	3,890	4,006
2500/1 Legal				3,000	3,090	3,183
2500/2 payroll				656	676	696
2500/3 other				120	124	127
Audit	2550	2,000	2,000	2,100	2,163	2,228
Subscriptions	2900	2,000	1,242	2,000	2,060	2,122
IT (including website)	2800	4,650	4,612	5,000	5,150	5,305
2800/1 Edge IT				1,800	1,854	1,910
2800/2 Maintenance				0	0	0
2800/3 Equipment/software				3,200	3,296	3,395
Grants (S137)	2700	5,000	11,535	10,000	10,000	10,000
<b>Total Office and Corporate</b>		<b>199,701</b>	<b>187,795</b>	<b>205,302</b>	<b>211,161</b>	<b>217,196</b>

<b>Estate Management</b>						
Buildings (Office refurb £4k trickle)*	3100	4,000.00	120	8,000	8,000	8,000
Horsepool and Ditches	3200	2,243.00	1,700	3,300	3,300	3,300
Horsepool (1k Trickle)*		2,243.00	1,700	2,800	2,800	2,800
Ditches (Trickle)*		0.00	0	500	500	500
Parks (QVG, Tinkers, Blenheim; £10/5k trickle 22-23/23-24)	3300	8,300.00	193,222	14,500	14,500	14,500
3300/1 Blenheim (£500 Trickle)*			956	1,000	1,000	1,000
3300/2 QVG (£5K Trickle)*		7,500.00	171,771	10,000	10,000	10,000
3300/3 Skatepark (£750 Trickle)*		800.00	20,495	1,500	1,500	1,500
3300/4 London Rd MUGA					0	0
3300/5 Redesdale MUGA					0	0
3300/6 Tinkers Close Park (£1K Trickle)*				2,000	2,000	2,000
Redesdale Place	3400	0.00	10	10	600	700
Transport Hub	3505		2,445	28,000	28,000	28,000
3505/1 Transport Hub Fees				10,000	10,000	10,000
3505/2 Transport Hub (Trickle)*				15,000	15,000	15,000
High Street Improvement (Trickle)*	3507			3,000	3,000	3,000
Asset Maintenance (Trickle)*	3600	2,200.00	641	2,200	2,200	2,200
Assets New	3650	0.00	916	0	0	0
Other	3900	100.00	160	200	200	200
War memorial (Trickle)	3700	500.00	0	500	500	500
<b>Total Estate Management</b>		<b>17,343</b>	<b>199,214</b>	<b>56,710</b>	<b>60,300</b>	<b>60,400</b>

<b>Central Services</b>						
Water	4100	0.00	116	120	120	120
Tree Maintenance	4200	3,500.00	1,000	3,500	3,500	3,500
4200/1 Scheduled		3,500.00		2,500	2,500	2,500
4200/2 Extra					0	0
4200/3 Emergency			1,000	1,000	1,000	1,000
Grass Cutting	4300	22,000.00	21,000	25,000	25,000	25,000
4300/1 Scheduled		22,000.00	21,000	25,000	25,000	25,000
4300/2 Extra						
Refuse Collection	4400	1,613.00	1,668	1,800	1,800	1,800
Building Materials	4500	1,500.00	1,342	2,000	2,000	2,000
4500/1 General				500	500	500
4500/2 Project						
4500/3 Truck servicing (£1k Trickle)*		1,500.00	1,342	1,500	1,500	1,500
Gritting	4600	700.00	857	800	850	900
<b>Total Central Services</b>		<b>29,313</b>	<b>25,983</b>	<b>33,220</b>	<b>33,270</b>	<b>33,320</b>

<b>Cemetery</b>						
Memorials	5600	600	0	600	600	600
5600/1 Memorial Repairs						
5600/2 Memorial Inspection (£600 Trickle)*		600	0	600	600	600
Cemetery advice	5700	100	100	100	100	100
Maintenance (Top and Bottom Cs)	5800	200	15	200	200	200
St David's Wall maintenance (£500 Trickle)*	5850	500	0	500	500	500
<b>Total Cemetery</b>		<b>1,400</b>	<b>115</b>	<b>1,400</b>	<b>1,400</b>	<b>1,400</b>

<b>Allotments</b>						
Skip Hire	5450	850	1,490	1,000	1,000	1,000
Allotment Administration	5100	0	536	0	0	0
Rent - Hospital Road	5200					
Allotment Competition	5300	215	30	30		
Entry to Moreton Show	5300					
Allotment Maintenance	5400	0	0	3,645	3,645	3,645
5400/1 Croft		0		1,000	1,000	1,000
5400/2 University		0		2,445	2,445	2,445
5400/3 Hospital		0	0	200	200	200
Water	5455	819	531	1,700	1,700	1,700
<b>Total Allotments</b>		<b>1,884</b>	<b>2,587</b>	<b>6,375</b>	<b>6,345</b>	<b>6,345</b>

<b>Planning</b>						
Consultancy/NDP	6200	0	4,305	10,000	5,000	0
Parking	6500	0	0	0	0	0
<b>Total Planning</b>		<b>0</b>	<b>4,305</b>	<b>10,000</b>	<b>5,000</b>	<b>0</b>
<b>Contingency (consultancy)</b>	<b>6100</b>					

<b>Finance</b>						
Training & associated expenses	7010	1,500	479	500	250	250
7010/1 Staff			98	250		
7010/2 Councillors			381	250	250	250
Business Continuity	7200				0	0
Health & Safety	7300	500	85	500	500	500
Tourism, Comms (inc newsletter)	7400	1,000	0	2,000	2,000	2,000
Election recharging (Trickle)*	7500	2,500	0	2,500	2,500	2,500
<b>Total Finance</b>		<b>5,500</b>	<b>564</b>	<b>5,500</b>	<b>5,250</b>	<b>5,250</b>

<b>Redesdale Hall</b>						
Annual Maintenance	8100	2,200	1,301	2,000	2,000	2,000
Roof repairs	8100	0				
Clock (annual service/maintenance)	8100	0				
Fire Alarms (unit maintenance)	8100	0				
Other (Funded by existing reserve)	8200	0	10,604	37,919	0	0
<b>Total Redesdale Hall</b>		<b>2,200</b>	<b>11,905</b>	<b>39,919</b>	<b>2,000</b>	<b>2,000</b>

<b>Events, Youth &amp; Sport</b>						
Youth Club Rent	9100					
Youth Club Contract	9100	12,390	11,723	13,000	13,650	14,333
Litter Pick	9200			100	105	110
Music Festival/community events	9200	2,250	397		0	0
Remembrance Parade	9200			1,000	1,050	1,103
Moreton 8 & town leaflet	9200				0	0
Grants / donations (eg Xmas tree)	9400	600	550	600	630	662
Parish open meeting	9200			200	210	221
<b>Total YES</b>		<b>15,240</b>	<b>12,670</b>	<b>14,900</b>	<b>15,645</b>	<b>16,427</b>
<b>TOTAL EXPENDITURE</b>		<b>286,581</b>	<b>459,130</b>	<b>387,326</b>	<b>354,371</b>	<b>356,338</b>
<b>From RESERVES</b>			-199,296	-90,901		
<b>To RESERVES</b>			16,100			
			<b>275,935</b>	<b>296,425</b>	<b>354,371</b>	<b>356,338</b>

From earmarked reserves 2024/25

Reserve	Predicted opening balance April 2024	Trickle top ups 24/25	Expected use of reserve in 24/25	Balance at end 24/5
Ringfenced Redesdale Hall potential future grant requests	£ 63,235.50		-£ 21,680.00	£ 41,555.50
VAT Refunds	£ 33,786.34	£ 14,195.25	-£ 47,981.59	£ -
RBL Project Transport Hub	£ 226,794.60	£ 15,000.00	-£ 5,000.00	£ 236,794.60

INCOME						
Precept (£)	105	246,861	246,861	273,271	297,850	298,897
Estate Market place Fair, Parking, Rents	300	6,250	6,296	6,563	6,891	7,235
Investment Income (Trickle)*	125/135		7,250	5,000	2,000	1,000
VAT (Trickle)*			33,786	14,195	25,000	20,000
RH Loan			600			
Central Services plus Misc (£8K + GCC grass cutting)	400	720	720	900		
Cemetery		10,500	6,423	11,500	12,075	12,679
Allotments		5,250	4,980	4,192	4,402	4,622
Donations		2,000	12			
Youth Events Sport	90		0			
Planning (CIL, etc)			16,723			
Transport Hub (GWR)	301	15,000	0		15,000	15,000
<b>TOTAL INCOME</b>		<b>286,581</b>	<b>323,651</b>	<b>315,621</b>	<b>363,217</b>	<b>359,433</b>
<b>Total non-precept income</b>		<b>39,720</b>	<b>76,790</b>	<b>42,350</b>	<b>65,367</b>	<b>60,536</b>
<b>To GENERAL RESERVES</b>			<b>-41,036</b>	<b>-19,195</b>	<b>-25,000</b>	<b>-20,000</b>
<b>NET Non Precept Income</b>			<b>35,754</b>	<b>23,155</b>	<b>40,367</b>	<b>40,536</b>
<b>PRECEPT REQUESTED</b>				<b>273,271</b>	<b>297,850</b>	<b>298,897</b>
<b>Under/ Over budget</b>		<b>0</b>	<b>6,680</b>	<b>0</b>	<b>-16,154</b>	<b>-16,905</b>
<b>Total precept request</b>		<b>246,861</b>		<b>£273,271</b>	<b>£297,850</b>	<b>£298,897</b>
Band D Precept		£114.54		£124.66	£137.18	£142.54
Band D tax base		2,155.2		2,192.1	2,192.1	2,192.1
% increase		9.9%		8.83%	10.0%	3.9%

Total Expenditure	£ 387,326.00	A
Use of reserves	£ 90,900.99	
Precept	£ 273,271.00	Agreed by council 22/01/24
Other Income	£ 42,350.00	
<b>Total income</b>	<b>£ 406,521.99</b>	<b>B</b>
Add to general reserves (B-A)	£ 19,195.99	

Annex B

Financial Risk Assessment [23/2422/23](#)

<b>Organisation</b>	Moreton in Marsh Town Council	<b>Assessment Date</b>	
<b>Responsible</b>	RFO	<b>Council Approval date/Ref</b>	
<b>Assessor</b>	Clerks	<b>Review Date</b>	April 23

Likelihood Score	Severity of Result Score	Band	Action
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Most Unlikely	1	Minor	1	1-2 Minimal Risk	Maintain Control Measures
Unlikely	2	Slight	2	3-4 Low Risk	Review Control Measures
Likely	3	Serious	3	5-8 Medium Risk	Improve Control Measures
Most Likely	4	Major	4	9-16 High Risk	Consider options and take immediate action

	Risk	Likelihood x Severity	Band	Control Measures/Mitigations/Actions
<b>Assets</b>				
1	Adequate insurance in place	1 X 3	<b>3 Low Risk</b>	<p>The Council is insured with <a href="#">Aviva Military Mutual Limited &amp; Irwell Insurance Company until 31 May 2022. From 31 May 2022 the insurer will be Aviva.</a></p> <p>Cover is reviewed each year <a href="#">to ensure correct/adequate cover.</a></p> <ul style="list-style-type: none"> <li>Insurance details are run in conjunction with the Assets Register.</li> <li>The policy covers all statutory requirements including employers' liability, public liability, and fidelity cover. (A Fidelity Insurance policy covers losses sustained by the employer as a result of an act of forgery, fraud or dishonesty from an employee. The loss can be of money or goods, for the duration of the policy. The cover may be required in respect of a single employee, or a group of employees and keys are controlled).</li> </ul>
2	Assets owned/Insured by the Parish Council: <ul style="list-style-type: none"> <li>Redesdale Hall,</li> <li>London Rd MUGA &amp; Redesdale Place MUGA</li> <li>QVG &amp; Playpark, Blenheim Meadow, Horse Pool, Cemeteries,</li> <li>Allotments</li> </ul>	2 X 3	<b>6 Medium Risk</b>	<ul style="list-style-type: none"> <li>H&amp;S Risk Assessments are carried out internally and ROSPA carry out an annual check to ensure safety standards are achieved and in line with current legislation on playgrounds</li> <li>Weekly visually checks are carried out and remedial action taken where necessary</li> </ul>
3	<a href="#">Loss/theft of Chairmans Chain of Office</a>	1 X 3	<b>3 Low Risk</b>	<ul style="list-style-type: none"> <li>Chain of Office is included in the above insurance policy and the Asset Register</li> <li>The Town Council stores it securely, and it is only requested for use by</li> </ul>

	<b>Risk</b>	<b>Likelihood x Severity</b>	<b>Band</b>	<b>Control Measures/Mitigations/Actions</b>
				the Chair when it is required and returned promptly afterwards
4	<a href="#">Risk of injury due to faulty Maintenance of Tools and Equipment</a>	2 X 2	<b>4 Low Risk</b>	<ul style="list-style-type: none"> <li>Regularly Checked</li> <li>Contract in place for maintenance of equipment such as the workman's powered truck.</li> <li><a href="#">Workman provided with training and PPE appropriate for the tools/equipment being used.</a></li> </ul>
5	Protection of Security of Building and Contents <ul style="list-style-type: none"> <li><a href="#">Redesdale Hall</a></li> <li>Office</li> </ul>	2 X 2	<b>4 Low Risk</b>	<ul style="list-style-type: none"> <li>Insurance in place</li> <li>Checks undertaken annually on gas and electricity by authorised contractors to ensure safety standards are achieved and are in line with current legislation</li> </ul>
<b>Public Liability</b>				
6	<a href="#">Risk of harm to Safety of the public in areas under the Parish Council's responsibility</a> <ul style="list-style-type: none"> <li>Allotments</li> <li>Playparks</li> <li>Cemeteries</li> <li>Trees</li> </ul>	2 X 3	<b>6 Medium Risk</b>	<ul style="list-style-type: none"> <li>Insurance</li> <li><a href="#">Checks in place on allotments via representatives</a></li> <li>Safety check weekly by workman</li> <li>Headstone safety testing undertaken 5 years Unsafe headstones will be laid down on the ground to prevent them falling to the ground.</li> <li>Tree safety Assessment contract in place</li> </ul>
7	Events organised by the Parish Council	2 X 2	<b>4 Low Risk</b>	<ul style="list-style-type: none"> <li>Insurance in place</li> <li>Individual risk assessments conducted for events e.g Remembrance Parade</li> </ul>
8	Events organised by others on Parish Council Property	2 X 3	<b>6 Medium Risk</b>	<ul style="list-style-type: none"> <li>Applications need to be made to the Council and approved prior to events taking place on Council owned land so that organisations public liability can be checked. E.g. Scouts fair in the High Street car park</li> </ul>
<b>Security</b>				
9	Buildings	2 X 3	<b>6 Medium Risk</b>	<ul style="list-style-type: none"> <li>Insurance in place</li> <li>Gate code for Office gates</li> <li>Building locked</li> </ul>
10	IT	2 X 3	<b>6 Medium Risk</b>	<ul style="list-style-type: none"> <li>SMART backup in place in the cloud</li> <li>Edge is backed up by Edge</li> </ul>
11	Allotments & Cemetery	2 X 3	<b>3 Low Risk</b>	<ul style="list-style-type: none"> <li>Key register for allotment tenants</li> </ul>
<b>Legal Liability</b>				
12	Protection for Legal Liabilities Public Liability	2 X 2	<b>4 Low Risk</b>	<ul style="list-style-type: none"> <li>Insurance cover is in place</li> </ul>



	<b>Risk</b>	<b>Likelihood x Severity</b>	<b>Band</b>	<b>Control Measures/Mitigations/Actions</b>
	Officials' indemnity Libel & Slander Personal Accident Fidelity Guarantee			
13	Employer liability	2 X 2	<b>4 Low Risk</b>	<ul style="list-style-type: none"> <li>Responsibility of the Clerk/ RFO</li> <li>H&amp;S and Risk Assessments</li> <li>Accident Book</li> <li>First Aid equipment</li> <li>Fire-fighting equipment</li> </ul>
14	Employment Law Compliance	2 X 2	<b>4 Low Risk</b>	<ul style="list-style-type: none"> <li><a href="#">Advice sought from HR professionals via GAPTC to ensure</a> Requirements under Employment Law and HMRC are fulfilled.</li> <li>Staff salaries and associated administration are reviewed regularly, and at least annually.</li> </ul>
	Contractors	2 X 1	<b>2 Minimal Risk</b>	<ul style="list-style-type: none"> <li>Covered by their own Public Liability insurance</li> </ul>
<b>Finance, Banking, Governance</b>				
15	Banking Arrangements	1 X 1	<b>1 Minimal Risk</b>	<ul style="list-style-type: none"> <li>The Town Council has bank accounts with Lloyds Bank - a current account</li> <li>The Town Council also hold one account with the Unity Trust bank, and one with CCLA as savings deposit accounts</li> <li>Bank account reconciliations are carried out for each month.</li> </ul>
16	VAT Reclamation	2 X 2	<b>4 Low Risk</b>	<ul style="list-style-type: none"> <li>VAT amounts are calculated, checked, and reclaimed from HMRC on a Quarterly basis</li> </ul>
17	Investments	2 X 3	<b>6 Medium Risk</b>	<ul style="list-style-type: none"> <li>The Council has an investment with <a href="#">Evelyn Tilney</a></li> <li>An investment policy is in place</li> <li>Monies are transferred from the deposit to the current account as and when required to ensure maximum interest is always received</li> </ul>
18	Acceptable Payments	2 X 2	<b>4 Low Risk</b>	<ul style="list-style-type: none"> <li>All invoices are checked for accuracy and against received quotations / orders (as necessary).</li> <li>The Council approves expenditure <a href="#">or has oversight when delegated expenditure occurs.</a></li> <li>All cheques/DD's/SOs payments are signed by two Councillors</li> </ul>

	<b>Risk</b>	<b>Likelihood x Severity</b>	<b>Band</b>	<b>Control Measures/Mitigations/Actions</b>
				<ul style="list-style-type: none"> <li>• <a href="#">Online payments requires two signatories and is the default payment method.</a></li> </ul>
19	Financial Record Control	2 X 2	<b>4 Low Risk</b>	<ul style="list-style-type: none"> <li>• Appointment of a named Responsible Financial Officer</li> <li>• Budgets, Cash Books, Bank reconciliations all take place on a regular basis, with each month reconciled before the next months is checked.</li> <li>• Accounting procedures under continual review to ensure that they comply with current Legislation.</li> </ul>
20	Petty Cash	1 X 1	<b>1 Minimal Risk</b>	<ul style="list-style-type: none"> <li>• The Town Council manages low volumes of Petty Cash.</li> <li>• The Town Council has a policy of not accepting cash unless it is the only method a payment can be made.</li> <li>• Money is banked on a regular basis.</li> </ul>
21	Cash in Transit	2 X 2	<b>4 Low Risk</b>	<ul style="list-style-type: none"> <li>• Fidelity insurance is in place £2000</li> <li>• Staff only handle small amounts of cheques.</li> <li>• The Town Council has a policy of not accepting cash unless it is the only method of payment that can be made.</li> </ul>
22	Loans	2 X 3	<b>6 Medium Risk</b>	<ul style="list-style-type: none"> <li>• Before the Council can borrow a sum of money, it must obtain a borrowing approval from the Department for Levelling Up, Communities and Local Government (DLUCLG). The application is submitted via the Gloucestershire Association of Town and Parish Councils (GATPC) who will review the application, make sure that it is complete and then forward it to DLUCLG for approval.</li> <li>• The Council may choose to make loans to local enterprises, local charities in accordance with its investment policy. (For example to the Redesdale Hall charity.)</li> </ul>
23	Donations/Grants	2 X 1	<b>2 Minimal Risk</b>	<ul style="list-style-type: none"> <li>• All grant requests are passed to Town Council and voted on accordingly by Town Councillors and minuted.</li> <li>• The standard application form ensures that the grant is administered in accordance with policy.</li> <li>• Funding is paid by cheque</li> </ul>

	<b>Risk</b>	<b>Likelihood x Severity</b>	<b>Band</b>	<b>Control Measures/Mitigations/Actions</b>
24	Expenses	1 X 1	<b>1 Minimal Risk</b>	<ul style="list-style-type: none"> <li>• Claim forms completed, checked and authorised.</li> <li>• All payment requests are then passed to the Clerk and then to the Town Council for ratification</li> </ul>
25	Audit	2 X 2	<b>4 Low Risk</b>	<ul style="list-style-type: none"> <li>• Councillors conduct internal quarterly checks</li> <li>• The Council can commission audit from GAPTC</li> <li>• Internal Audit is undertaken annually</li> <li>• External Audit is undertaken annually</li> </ul>
26	Precept Management	2 X 3	<b>6 Medium Risk</b>	<ul style="list-style-type: none"> <li>• Informal meetings held October, November, December to review budget as part of precept planning.</li> <li>• Identified known committed spending expected for the remainder of the year</li> </ul> <p>Identified any income expected or accounts unpaid</p> <ul style="list-style-type: none"> <li>• Reviewed Allotment and Cemetery fees for the next Fin Yr. are considered in advance of setting the precept.</li> </ul>
27	Contracts	2 X 2	<b>4 Low Risk</b>	<ul style="list-style-type: none"> <li>• Review at Annual Meeting or if required, sooner</li> </ul>
28	Council Minutes, Standing Orders, Financial Regulations, Code of Conduct	2 X 2	<b>4 Low Risk</b>	<ul style="list-style-type: none"> <li>• Approved and placed on the web</li> <li>• Standing Orders, Financial Standing Orders reviewed annually and on each change of Council (every 4 years) and as and when necessary to ensure that they comply with current legislation.</li> </ul>
29	Adherence to Code of Conduct	2 X 2	<b>4 Low Risk</b>	<ul style="list-style-type: none"> <li>• Signed for receipt of the Code of Conduct</li> <li>• Signed Declaration of Interests to CDC</li> </ul>

## Annex C



### Moreton-in-Marsh Town Council

Old Town, Moreton in Marsh  
Gloucestershire, GL56 0LW  
clerk@moretoninmarshtowncouncil.gov.uk  
Tel. 01608 651448

Adopted by Council on 8 <sup>th</sup> February 2016		
Date to be reviewed	Committee	Date approved by Council
		8 <sup>th</sup> February 2016
March 2017		8 <sup>th</sup> May 2017
March 2018		23 <sup>rd</sup> May 2018
March 2019		20 <sup>th</sup> May 2019
March 2022	Personnel	25 <sup>th</sup> May 2022

## Training and Development Policy

### 1.0 Policy Statement

Moreton-in-Marsh Town Council is committed to the on-going training and development of all councillors and employees to enable them to provide the highest quality representation and service provision for the people of the town.

To support this, funds are allocated to a training budget each year to enable staff and councillors to attend training and conferences relevant to their office.

### 2.0 Training and Development

#### 2.1 For Councillors

- For new councillors will be encouraged to attend at induction sessions explaining the role of Councillors and how the Council functions.
- ~~Provision of a Councillor Information Pack containing~~Councillors will be provided with access to copies of the Standing orders, Financial Regulations, Code of Conduct, policies of the Council and other information deemed relevant
- Access to relevant courses provided by bodies such as the Gloucestershire Association of Parish and Town Councils (GAPTC).
- ~~Expenses for attending briefings, consultations and other general meetings for Councillors.~~
- Timely circulation of documentation such as briefings and newsletters/magazines.

#### 2.2 For the Clerk

- Attendance at any training relevant to the discharge of their duties
- Liaison with clerks from neighbouring parishes.
- Regular feedback on their performance from the relevant member/committee of the Council.

#### 2.3 All Staff

- Attendance at induction sessions explaining the role of Councillors and the Council.
- Attendance at any training relevant to the discharge of their duties.

- Regular feedback on their performance from the clerk and/or relevant member/committee of the Council.
  - ~~Training needs for the clerk and other staff will be identified through the recruitment process, including application form and interview, formal and informal discussions and annual staff appraisal.~~
- e)

### 3 Training needs identification

- 3.1 Annually the Council ~~committees~~ will formally review the training needs of Councillors ~~and volunteers when reviewing Terms of Reference, and staff~~ taking into consideration changes to legislation or any quality systems relevant to the Council, new qualifications, new equipment, complaints received or incidents which highlight training needs, provision of new or devolved services and requests from Councillors, the Clerk or volunteers.
- 3.2 ~~Additional~~ Training requirements for Councillors ~~and volunteers~~ will usually be identified by ~~themselves~~ ~~themselves to~~, the ~~Chairman and~~ Clerk. Opportunities to attend courses will be investigated by the Clerk and brought to the attention of the council.
- 3.3 ~~Training needs for the clerk and other staff will be identified through the recruitment process, including application form and interview, formal and informal discussions and annual staff appraisal.~~

### 4 Resourcing Training

- 4.1 An allocation will be made in the budget each year as required to enable reasonable training and development.\*
- 4.2 Annually the Council will consider an allocation in the budget for the payment of a subscription to the Society of Local Council Clerks and Gloucestershire Association of Parish and Town Councils (GAPTC) to enable the Clerk and Councillors to take advantage of their training courses and advice services
- 4.3 The purchases of relevant resources e.g. provision of *Local Council Administration* by Charles Arnold Baker and other relevant publications will be considered on an ongoing basis. These resources remain the property of the Council.

### 5 Evaluation and review of training

- 5.1 As part of the Council's continuing commitment to training and development, employees are asked to provide feedback on the value and effectiveness of the training they undertake and to share any information gained.
- 5.2 The Clerk will maintain a record of training attended by staff and councillors. Records of all training undertaken by employees will be kept in the personnel files of each member of staff.

\* All training must be appropriate to the needs of the council, be relevant to the individual's role and is subject to the availability of financial resources. Each request will be considered on an individual basis and the benefits to the individual and the organisation will be identified.

~~Moreton in Marsh Town Council operates a Return of Service agreement.~~ Any employee receiving training at the council's expense, which costs £500 or more (or several courses which together cost more than £500) must be aware that should they leave the employment of the town council within one year of completion of the qualification, or fail to complete the training within a reasonable period, they may be required to repay some or all costs associated with the undertaking of such training. Decisions will be made on a case by case basis by the ~~council via the Personnel Committee~~ ~~Town Clerk in agreement with the Town Mayor and Chairman of Personnel.~~

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Signed ..... Date .....

## Annex D



### Moreton-in-Marsh Town Council

Old Town, Moreton-in-Marsh  
Gloucestershire, GL56 0LW

[clerk@moretoninmarshtowncouncil.gov.uk](mailto:clerk@moretoninmarshtowncouncil.gov.uk)

Tel. 01608 651 448

## HEALTH, SAFETY AND WELFARE POLICY

Approved by Finance & Policy Committee 30 <sup>th</sup> June 2017		
Date to be reviewed	Committee	Date approved by Council
		23 <sup>rd</sup> May 2018
		20 <sup>th</sup> May 2019
		25 <sup>th</sup> May 2022
March 2023	Personnel	

Moreton-in-Marsh Town Council accepts responsibility as an employer to pursue a policy which ensures, as far as is reasonably practicable, the Health, Safety and Welfare of all Employees, Contractors, Visitors and Users of its Premises and others who may be affected by the Council's activities, and declare their intention to meet the requirements of all appropriate legislation.

### Moreton in Marsh Town Council 's objectives in this respect are to:-

- i) Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace;
- ii) Assess the risk to the Health and Safety of employees and of anyone else who could be affected by its work activities, record the significant findings of such assessments and make them available to employees, contractors and users of premises;
- iii) Provide, where appropriate, equipment, tools and plant which are safe and without undue risk to Health
- iv) Institute Use procedures for the reporting of defective equipment or other hazardous conditions, and for the rectification of such defects;

- v) -Instigate training of employees in matters of Health and Safety, so as to enable them to recognise and avoid hazards at work:
- vi) Make proper arrangements for the safe use, handling and storage of all articles and substances used by the Council;
- vii) Inform employees, contractors, visitors and users of premises of the risks associated with its work activities by means of notices and instructions, and to clearly describe the work methods necessary to minimise the likelihood of injury or of adverse effects on health;
- viii) Provide and maintain, where appropriate, Personal Protective Equipment and ensure that employees are informed of their obligation in respect of its use;
- ix) Provide First Aid Equipment, facilities and training, and to make such other emergency provisions as are necessary to ensure the Health and Safety of all employees, visitors and other allowed access to the Council's premises;
- x) ~~Institute a~~ Use the procedure for the recording of all accidents and instances of ill health occurring as a result of the Council's activities and ensure that such incidents are investigated;
- xi) Advise all employees, contractors and users of premises of their obligations under Health and Safety Legislation;
- xii) Ensure the proper direction and control of all persons other than employees allowed access to the Council's premises and also ensure they are not put at risk by the Council's work activities;

~~20.~~

- ~~xii)~~ xiii) Control the use of contractors on the Council's premises, and ensure that contractors work to safety rules at least of the same standard as those laid down through this policy;
- ~~xiii)~~ xiv) Arrange for Health and Safety inspections of all premises and other areas at regular intervals, with reporting of findings and recommendations to the Council.
- ~~xiv)~~ xv) Ensure that the Health and Safety Law poster is displayed at Council Offices Front Lobby and is maintained and updated when necessary.
- ~~xv)~~ xvi) Maintain arrangements with employees for joint consultation and participation in matters relating to their Health and Safety;
- ~~xvi)~~ xvii) Keep the Health and Safety Policy under constant review and make recommendations to the Council for improvements, additions and amendments to the Council.

#### Responsibility for carrying out the Policy:-

The Town Clerk, on behalf of the Members of the Council has ve overall responsibility for:-

- i) Promotinge the Council's policy for Health and Safety and- Also, revising the Policy when appropriate and bringing it to the attention of all employees and contractors;
- ii) Ensuring the circulation of information relevant to Health and Safety;
- ~~iii) Ensuring that all responsibilities for Health and Safety;~~

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iv)iii) The keeping of central records containing accident and incident reports and such investigations as are relevant;

iv)iv) Taking appropriate action on reports made with regard to Health and Safety and ~~bringing to the attention reviewing the overall performance~~ of the Council;

iv)v) Reporting to the Health and Safety Executive (HSE) occurrences which fall within the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

### **EMPLOYEES RESPONSIBILITIES**

All employees are to take reasonable care of their own safety and that of anyone else who may be affected by their work activities, and are required to co-operate with Moreton in Marsh Town Council in the fulfilment of its duties with regard to Health, Safety and Welfare at Work.

Each employee, therefore, will be responsible for:-

- a) Making themselves familiar with and conforming to relevant Health and Safety instructions at all times;
- b) Not interfering with or misusing anything provided in the interest of Health, Safety and Welfare;
- c) Reporting to the Town Clerk, incidents which have led to, or may lead to, injury or damage;
- d) Assisting as required in the investigation of accidents or incidents;
- e) Using the appropriate protective equipment where required.

### **ACCIDENT REPORTING**

When an accident/incident occurs, action must be taken. Injuries must receive prompt attention, and any immediate danger should be alleviated.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) and the Social Security Act 1975 require organisations to record accidents/incidents and also to investigate and report to the nearest office of the Health and Safety Executive (HSE) accidents which result in the following:-

- a) Fatalities;
- b) Specified major injuries (see RIDDOR);
- c) Employees being absent from work for more than 3 days, due to an accident at work;
- d) Reportable industrial diseases (see RIDDOR);

The Council is also required to investigate and report any dangerous occurrences (see RIDDOR);



It is the duty of all staff who have an accident/incident or witness an accident/incident to another employee, visitor or member of the public on Council property or as a result of Council activity to ensure that everything possible is done to minimise damage, particularly injury to persons.

Therefore:-

- i) Obtain First Aid treatment for the injured person;
- ii) Ensure that the accident/incident is reported to the Town Clerk
- iii) Record the accident/incident by filling in the Accident Book and completing a copy of the Council's incident Report Form.

### **EMPLOYERS RESPONSIBILITIES**

The Town Clerk on the behalf of the Council are to:-

- 1. Maintain a First-aid box which is located [in the kitchen](#).
- 2. Establish whether the circumstances or the result of the accident/incident are immediately reportable under RIDDOR as a major injury or as a dangerous occurrence;
- 3. Investigate the accident/incident and ensure that all necessary steps have been taken to prevent any immediate further injury or damage to property;
- 4. Ensure that an entry in the Accident Book has been made;
- 5. Take what steps are necessary to remedy the cause of the accident/incident to prevent a reoccurrence;
- 6. Ensure that if an injured employee is absent from work, or unable to carry out their normal work for more than 3 days (not including the day of the accident) [Form F2508](#) is completed and sent to the nearest office of the Health and Safety Executive (HSE) within 10 days of the accident.