

St Albans Parish Council

3 Jackson Court, Farndon, Newark, Notts, NG24 3TS
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28/08/2019

Notice: You are invited to a meeting of St. Albans Parish Council which will be held at The Oakwood Academy, Enterprise Centre next to the Sports Hall Bewcastle Road, NOTTINGHAM, NG5 9PJ on **Tuesday 03 September 2019 at 7.00 pm**. Please see the agenda below for the business to be transacted.

Belina Boyer PSUCC

Clerk to the Council

	Welcome by Chair
SAPC 19-159	To receive and resolve to approve apologies for absence.
SAPC 19-160	To receive questions and petitions from the public – for information only.
SAPC 19-161	To receive a report from the County and District Councillors.
SAPC 19-162	To receive disclosures of pecuniary and non-pecuniary interests.
SAPC 19-163	To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and to resolve to exclude public and press for these items.
SAPC 19-164	To receive and approve the minutes of the previous St. Albans Parish Council meeting.
SAPC 19-165	To review the action sheet resulting from previous month's agenda and receive reports from parish councillors on actions undertaken.
SAPC 19-166	To consider the purchase of a memorial litter bin. (Lari) and authorise associated expenditure if appropriate.
SAPC 19-167	To consider the purchase of an events banner at approximately £100, approve the wording and design and approve the expenditure for the purchase and any associated cost.
SAPC 19-168	To formally approve the updated mandate for additional account signatories and sign the related documents.
SAPC 19-169	Finance: a) To receive the receipts and payments report for b) To receive the bank reconciliation for July/August 2019. c) To receive a receipts and payments over budget report. d) To approve the payment schedule and sign it. e) To consider approval of any additional payments to be made and add to schedule.
SAPC 19-170	To receive an update on the LIS application and consider what further action needs to be taken. To confirm the match funding required to draw down the grant..

SAPC 19-171	To adopt new Financial Regulations as recommended by NALC.
SAPC 19-172	To consider adopting a new Code of Conduct as recommended by the GBC Monitoring Officer.
SAPC 19-173	To adopt Notice Board Policy.
SAPC 19-174	<p>Planning:</p> <p>To consider the following planning applications:</p> <ul style="list-style-type: none"> • 2019/0783 Single storey rear extension. 39 Jarrow Gardens Bestwood Nottinghamshire NG5 9PH <p>To receive the following planning decisions:</p> <ul style="list-style-type: none"> • 2019/0549 Installation of a climbing unit in the play area. Recreation Ground Muirfield Road Bestwood Nottinghamshire – conditional permission • 2019/0505 Two storey front extension 29 Nell Gwyn Crescent Bestwood Nottinghamshire NG5 8NQ
SAPC 19-175	To adopt an events group terms of reference document.
SAPC 19-176	To receive the External Audit report and consider any action to be taken resulting from this.
SAPC 19-177	To receive updates on litter pick scheme, authorise any associated expenditure and approve a litter pick policy/risk assessment.
SAPC 19-178	<p>To note the following correspondence (for information only):</p> <ul style="list-style-type: none"> • Conference on Affordable Homes • Feedback from C Pearson • Enquiry regarding co-option process • Winter service grit order • Warren Hill Partnership Meeting
SAPC 19-179	To receive Items for Notification to be included on next month's agenda. (for information only).
SAPC 19-180	To confirm date of next meeting scheduled meeting for Tuesday, 22 October 2019 after 19.00 at The Oakwood Academy, Enterprise Centre next to the Sports Hall Bewcastle Road, NOTTINGHAM, NG7 9PJ.

ST ALBANS PARISH COUNCIL

Initial _____

**Minutes of the Meeting of the Parish Council
23 July 2019 at the Oakwood Academy**

Members Present	Members Present	Members Absent
Cllr J Clark	Cllr D Gibbons	Cllr K Eddyshaw
Cllr M Clipsham	Cllr J King (Chairman)	
	Cllr F Lari	
Cllr R Ellis		

Also present: Inspector Chris Pearson and 4 members of the public

In attendance: The Clerk

Abbreviations:

FBCP	Friends of Bestwood Country Park
GBC	Gedling Borough Council
NCC	Nottinghamshire County Council
SAPC	St. Albans Parish Council
WAG	Warren Action Group

Welcome by Chair
Cllr King welcomed those present

SAPC 19-137 To welcome Inspector Chris Pearson, neighbourhood policing inspector for Gedling.
Inspector Pearson said that the purpose of his visit was to introduce himself and form a relationship with the Parish Council. He stressed that the police was unable to solve many neighbourhood policing issues on their own and needed the support of the local community. The police was looking at expanding and improving neighbourhood watches. He stated that the area was set to gain 3 neighbourhood policing staff members. Inspector Pearson reported on initiatives to reduce knife crime and talked about operation reacher and partnership working with Nottingham City police. He encouraged councillors to follow his blog.
A member of the public stated that he had noticed fly tipping of cannabis growing equipment. Inspector Pearson stated that police were aware. If more such equipment were found it would be useful to report it rather than handle and tidy it away.

SAPC 19-138 To receive and resolve to approve apologies for absence.
Cllr Eddyshaw had sent his apologies on health grounds.

SAPC 19-139 To receive questions and petitions from the public – for information only.
A member of the public stated that the Fire Control Centre was now closed. This might have an impact on anti-social behaviour observed on Bestwood Drive.

SAPC 19-140 To receive a report from the County and District Councillors.
The District Council were in the process of setting up regular surgeries.

9/2019/20

ST ALBANS PARISH COUNCIL

Initial _____

The Council would approve the proposed budget and appoint two additional wardens.

Feedback was requested on Picknick in the Park.

Building work to install additional equipment on Muirfield Park would start in September.

SAPC 19-141 To receive disclosures of pecuniary and non-pecuniary interests.
Cllr Ellis declared a non-pecuniary interest in item SAPC 19-154 as she is a member of that group.

SAPC 19-142 To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and to resolve to exclude public and press for these items.
There were none.

SAPC 19-143 To receive and approve the minutes of the previous St. Albans Parish Council meeting.
Proposed by Cllr Clipsham seconded by Cllr Lari the Council resolved to sign the minutes of the meeting 25 June 2019 as a true record of that meeting.

SAPC 19-144 To review the action sheet resulting from previous month's agenda and receive reports from parish councillors on actions undertaken.
The Council reviewed the action sheet as circulated.

SAPC 19-145 Finance:

- To receive the bank reconciliation to 30 June 2019.
- To receive a receipts and payments over budget report.
- To approve the payment schedule and sign it.
- To consider approval of any additional payments to be made and add to schedule.

The Council received the above documents. In the absence of Cllr Eddyshaw Cllr King verified the bank reconciliation.

The Council approved the payments schedule as presented.

SAPC 19-146 To consider the co-option applications received and resolve who to co-opt to the Council.

Since the distribution of the meeting papers the Council had received a further application.

To suspend the meeting to give the newly co-opted councillors the opportunity to sign their declaration of acceptance of office and take their seat on the council.

The Council unanimously decided to consider the new application received at this meeting rather than waiting yet another month to co-opt.

The Council unanimously resolved to co-opt Mark Riddle and Sarita-Marie Rehman-Wall onto the Council.

Both new councillors signed their acceptance of office declaration. Cllr Rehman-Wall then left the meeting and Cllr Riddle took his seat on the Council.

10/2019/20

ST ALBANS PARISH COUNCIL

Initial _____

SAPC 19-147 To consider and resolve who should be added to the list of signatories.
The Council resolved that all councillors should be cheque signatories and set up to view and authorise on internet banking.

SAPC 19-148 To consider action to be taken regarding the lodge car park.
Cllr Ellis reported that GBC owned the land of the car park but had leased it to the hotel. GBC would be organising

SAPC 19-149 Lengthsman:

- To receive correspondence from the lengthsman scheme lead council and note information requested by the Clerk.
- To consider signing the lengthsman contract.

The Council received the above correspondence.

The Council resolved to sign the lengthsman agreement now that the lengthsman was to get a waste carrier licence.

Any work given to the lengthsman would involve waste produced on somebody other than SAPC's land since the PC does not own any land. The lengthsman would need to contact the relevant land owner or responsible local authority (either GBC or NCC, possibly Nottingham City Council) to remove the waste which had originated on their property. Before undertaking any work he lengthsman would need to make the necessary arrangements for waste to be removed once he has finished his work so waste is not inadvertently littered around the parish.

SAPC 19-150 To consider a Community Facebook Group and other forms of electronic community engagement and the implementations for Data Protection, working hours and policy.
Deferred to a later meeting following GDPR training for councillors.

SAPC 19-151 Planning:

To consider the following planning applications:

- 2019/0549 | Installation of a climbing unit in the play area. | Recreation Ground Muirfield Road Bestwood Nottinghamshire.

The Council resolved to support the application.

To receive the following planning decisions:

There were none.

SAPC 19-152 To consider running Parish Council led events.
The Council resolved to establish a working group to organise Council led events. Cllr King would lead the working group. Cllr Ellis and Clipsham agreed to be members. The clerk would draft terms of reference.

SAPC 19-153 To receive feedback on the LIS progress so far and consider where the second defibrillator could/should be placed.
The Clerk reported that she had made enquiries as to the ownership of the transformer building outside the Oakwood Academy. This is as yet unresolved. She would still need to make further enquiries as to the option of post mounting the defibrillator case and getting quotations for fabricating the post and connecting it to an unmetered low voltage electricity supply. The process was ongoing.

11/2019/20

ST ALBANS PARISH COUNCIL

Initial _____

SAPC 19-154 To consider a grant application from WAG for £2,400 towards a fireworks display. Cllr Clark supplied the WAG financial report to April 2019 and an update to 11 June 2019. He stated that WAG had gone carbon neutral and therefore would not be leafleting for the fireworks event. Warren Academy had already agreed to promote the event in their newsletter and it was hoped Oakwood Academy would do the same.
The Council resolved to award Warren Action Group a grant for £2,400 towards a fireworks display in November. Cllrs Clark and Ellis abstained from voting. Any publicity for the event should clearly state that SAPC grant funded the event.

SAPC 19-155 To consider a "clean champion scheme".
The Council resolved that Cllr Lari would lead a working party on the issue.

SAPC 19-156 To note the following correspondence (for information only):

- Hedge Report
- Weed Kill Report
- FBCP: Minutes, events and correspondence
- PKF Littlejohn – Agar qualified report.
- Notts ALC – AGM information
- Notts ALC – Personnel Newsletter

The Council noted the above correspondence.

SAPC 19-157 To receive Items for Notification to be included on next month's agenda. (for information only).

- Banner for Fireworks display
- Report from Cllr Lari on clean litter working group
- Report from Cllr King on events working group.

SAPC 19-158 To confirm date of next meeting scheduled meeting for Tuesday, 03 September 2019 after 19.00 at The Oakwood Academy, Enterprise Centre next to the Sports Hall Bewcastle Road, NOTTINGHAM, NG7 9PJ.
The Council confirmed the next meeting scheduled meeting for Tuesday, 03 September 2019 after 19.00 at The Oakwood Academy.

The meeting closed at 21.15.

Signed as a true record on behalf of St Albans Parish Council.

Name _____ Date _____.

12/2019/20

ST ALBANS PARISH COUNCIL

Initial _____

St Albans Parish Council

FINANCIAL STATEMENT AND BILLS FOR PAYMENT IN

July _____

Ref: _____

SAPC 19-145c)

CASH POSITION BEFORE ANY PAYMENTS ARE MADE		
Unity Trust Bank	Current	30/05/2019
		56,455.31

BILLS FOR PAYMENT

Method	Ref	Supplier	Description	Excl. Vat	VAT	Total
STO + DD		Staff Costs	Staff Costs	-	-	-
Bacs		B Boyer	Office cost	11.07	1.62	12.69

Total	11.07	1.62	357.09

Notes: _____
Later additions to schedule _____

Authorised Signatory 1 _____ Authorised Signatory 2 _____ Date _____

13/2019/20

Action Sheet of the meeting 23/07/2019

Members Present	Members Present	Members Absent
Clr J King (Chairman)	Following election:	Clr K Eddyshaw
Clr J Clark	Clr R Ellis	
Clr F Lari	Clr D Gibbons	
	Clr M Clipsham	

SAPC 19-143	To receive and approve the minutes of the previous St. Albans Parish Council meeting. Proposed by Clr Clipsham seconded by Clr Lari the Council resolved to sign the minutes of the meeting 25 June 2019 as a true record of that meeting.	BB: publish on website
SAPC 19-147	To consider and resolve who should be added to the list of signatories. The Council resolved that all councillors should be cheque signatories and set up to view and authorise on internet banking.	BB: To set up banking mandate New councillors to provide required details.
SAPC 19-149	Lengthsman: <ul style="list-style-type: none">To receive correspondence from the lengthsman scheme lead council and note information requested by the Clerk.To consider signing the lengthsman contract. The Council received the above correspondence. The Council resolved to sign the lengthsman agreement now that the lengthsman was to get a waste carrier licence.	BB: to forward signed contract and job sheet
SAPC 19-151	Planning: To consider the following planning applications: <ul style="list-style-type: none">2019/0549 Installation of a climbing unit in the play area. Recreation Ground Muirfield Road Bestwood Nottinghamshire. The Council resolved to support the application. To receive the following planning decisions: There were none.	BB: To post relevant observations.
SAPC 19-152	To consider running Parish Council led events. <ul style="list-style-type: none">The Council resolved to establish a working group to organise Council led events. Clr King would lead the working group. Clr Ellis and Clipshaw agreed to be members. The clerk would draft terms of reference.	JK: to establish working group and approach potential members BB: To draft terms of reference
SAPC 19-153	To receive feedback on the LIS progress so far and consider where the second defibrillator could/should be placed. The Clerk reported that she had made enquiries as to the ownership of the transformer building outside the Oakwood Academy. This is as yet unresolved. She would still need to make further enquiries as to the option of post mounting the defibrillator case and getting quotations for fabricating the post and connecting it to an unmetered low voltage electricity supply. The process was ongoing.	BB: To research viable options.
SAPC 19-154	To consider a grant application from WAG for £2,400 towards a fireworks display. Cllr Clark supplied the WAG financial report to April 2019 and an update to 11 June 2019. He stated that WAG had gone carbon neutral and therefore would not be leafleting for the fireworks event. Warren Academy had already agreed to promote the event in their newsletter and it was hoped Oakwood Academy would do the same. The Council resolved to award Warren Action Group a grant for £2,400 towards a fireworks display in November. Clrs Clark and Ellis abstained from voting. Any publicity for the event should clearly state that SAPC grant funded the event.	BB: to add grant payment to next payment schedule. JK: To obtain banner quote
SAPC 19-155	To consider a "clean champion scheme". The Council resolved that Clr Lari would lead a working party on the issue.	FL: to establish working group and approach potential members BB: To draft terms of reference
SAPC 19-156	To note the following correspondence (for information only): <ul style="list-style-type: none">Hedge ReportWeed Kill ReportFBCP: Minutes, events and correspondencePKF Littlejohn – Agar qualified report.Notts ALC – AGM informationNotts ALC – Personnel Newsletter The Council noted the above correspondence.	BB: To request street sweeping.

Items from previous meetings not covered above or completed:

SAPC 19-132	To consider digital mapping options for St Albans PC. Clr Lari explained that he would like a digital map of the Parish which indicates which land is owned/the responsibility of which agency. Gedling Borough Council had produced some paper copies for previous councillors. Clr Ellis agreed to make enquiries with GBC.	RE: to liaise with GBC staff and obtain additional maps.
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	Nottingham City Council	VAT	Ogilvie Engineering	VAT
cost each	900		491	
delivery			95	
excl. VAT	900		586	
Installation	300		300	assumed
Total	1200		886	
VAT	240		177.2	
Total inc. VAT	1440		1063.2	

Quotation No: KA9720 / 1



Signs Express (Nottingham)

Unit 11, Bridge Court, Nottingham, Nottinghamshire, NG6 8AJ

Telephone: 01159 751546

Email: karl.nottingham@signs-express.co.uk

<http://www.signsexpress.co.uk/branch/80/nottingham>

Jason King
[REDACTED] Banners
[REDACTED]
Hucknall Road
Bulwell
Nottingham
[REDACTED]

SAPC - 167

29 July 2019

Dear Jason

Re: Banner

We thank you for your recent enquiry and have pleasure in quoting for the signage discussed as set out below.

Quantity	Description	Unit Price	Total
1	To Supply only 1no printed PVC banner, hemmed and eyeleted.	£79.68	£79.68
		Sub Total	£79.68
		VAT	£15.94
		TOTAL	£95.62

Receipts and Payments

Jul-19

Receipts

None

Total

-

Payments

June	Staff Costs	Training Staff	Staff Costs
Regional Training Seminar	12.00	60.00	72.00
July	-	302.40	302.40

Total

676.80

VAT	-	Net	Total
	-	302.40	302.40
12.00		60.00	72.00
-		302.40	302.40

SAPC19-169

a)

**St. Albans Parish Council Bank Receipts and Payments over Budget Report
To 31 July 2019-20**

Actual Year to date	Budget as Approved 29/01/2019	Virements	Current annual Budget	Budget Variance	Committed Expenditure /Income	To/From Earmarked (or other) Reserves	Funds Available	% of Budget spent
							310.00	33%
80	390		390	310			310.00	21%
18	75		75	57			57.00	24%
-	100		100	100			100.00	0%
-	750		750	750			750.00	0%
-	953		953	953			953.00	0%
-	2,600		2,600	2,600			2,600.00	0%
-	500		500	500			500.00	0%
-	3,000		5000	5,000			5,000.00	0%
-	1,250		1250	1,250			1,250.00	0%
-	300		300	300			300.00	0%
316	350		350	34			33.64	90%
-	300		300	300			300.00	0%
-	200		200	200			200.00	0%
-	100		100	100			100.00	0%
31	150		150	119			118.99	21%
-	100		100	100			100.00	0%
-	7,650		7650	7,650			7,650.00	0%
2,130	3,500		5500	3,370			3,369.68	39% March/4th quarter not paid until April
66	680		680	614			614.00	10%
-	315		315	315			315.00	0%
60	175		175	115			115.00	34%
110	800		800	690			690.24	14%
417	250		250	167			166.66	167% skip hire from 2018-19!
-	200		200	200			200.00	0%

-	0	-	-				#DIV/0!	
-	0	-	-				#DIV/0!	
699	699	699	-				100%	
-	0	-	-				#DIV/0!	
27,462	27,462	27,462	-				100%	
543	527	527	-	16			103%	
-	-	-	-				#DIV/0!	

28,704 28,688 - 28,688 - 16 - - - - #DIV/0!

Total Income	28,704	28,688	-	28,688	16	-	-	#DIV/0!
Total Expenditure	3,228	28,688	-	28,688	25,460	-	-	25,460
TOTAL	-	25,476	-	-	-	25,476	-	#DIV/0!

St Albans Parish Council

FINANCIAL STATEMENT AND BILLS FOR PAYMENT IN

September Ref:

SAPC 19-169d)

CASH POSITION BEFORE ANY PAYMENTS ARE MADE

Unity Trust Bank Current

Other

Total £ 31,356.66

BILLS FOR PAYMENT			Total
Method	Ref	Supplier	
BACS	Mar-19	B Boyer	31,356.66
BACS		B Boyer	-
OUT-61670		AB Waste Disposal LTD	-
BACS		HMRC	-
DD		Unity Trust	-
BACS		PKF Littlejohn	-

Total £ 1,162.50 102.50 1,265.00

Later additions to schedule

N.B. Balance 04/03/2019

30,355.54

Notes:

Signed Chair of relevant meeting

Date

GUIDANCE ON THE MODEL FINANCIAL REGULATIONS TEMPLATES FOR ENGLAND AND WALES

This guidance document provides information on how to use the Model Financial Regulations templates for England and Wales, produced by the National Association of Local Councils (NALC) in 2019.

Dates and timeframes

Stated dates or months may be changed to suit local circumstances.

Where the word “regularly” is used in the text it is for the individual council to set the required interval, monthly, quarterly, or half-yearly. This period should never exceed 12 months.

Amending the regulations for your council

Where the guidance has information in [square brackets] this part may be deleted if not relevant. An alternative option may have been provided.

The value inserted in [square brackets] in any of the paragraphs (other than the EU Procurement and Public Contract Regulations 2015 thresholds referred to in 11.1a (England), 11.1b (England) and 11.1k (Wales) may be varied by the council and should be reviewed regularly and confirmed annually by the council.

The appropriate approved list referred to in paragraph 11.1b (Wales) shall be a list drawn up by the clerk and approved by council but, normally shall be based on the list maintained by the district council for such works, if such list is maintained. In the absence of an appropriate list, the words in square brackets should be omitted

You will find information that requires amending for your local council in paragraphs.

England:

- 1.8 and 1.14
- 2.2
- 3.1 and 3.2
- 4.1, 4.4, 4.5 and 4.8
- 5.1, 5.2, 5.4, 5.5 and 5.6
- 6.3, 6.4, 6.6, 6.15, 6.17, 6.18, 6.19, 6.20, 6.21 and 6.22
- 7.3
- 9.10
- 11.1
- 12, 12.1, 12.2 and 12.3

- 13, 13.1, 13.2, 13.3 and 13.4
- 14.2
- 15.1, 15.2 and 15.5
- 16 and 16.1
- 17.1 and 17.2
- 18.2

Wales:

- 1.8 and 1.14
- 2.2
- 3.1 and 3.2
- 4.1, 4.4, 4.5 and 4.8
- 5.1, 5.2, 5.5 and 5.6
- 6.3, 6.4, 6.6, 6.15, 6.17, 6.18, 6.19, 6.20, 6.21 and 6.22
- 7.3
- 9.10
- 11.1
- 12, 12.1, 12.2 and 12.3
- 13, 13.1, 13.2, 13.3 and 13.4
- 14.2
- 15.1, 15.2 and 15.5
- 16 and 16.1
- 17.1 and 17.2

Guidance on the Model Financial Regulations templates for England and Wales were produced by the National Association of Local Councils (NALC) in July 2019 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. The National Association of Local Councils (NALC) cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

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St Albans Parish Council

Civic Centre, Arnot Hill Park
Arnold, Nottingham NG5 6LU

Email: helen.barrington@gedling.gov.uk
Web: www.gedling.gov.uk
Direct Line: (0115) 9013896
Contact (0115) 9013901
Centre:

Our Ref:
Your Ref:

Date: 21 August 2019

Dear Councillors

Members' Code of Conduct

I wish to introduce myself as the recently appointed Chair of the Standards Committee.

Further to Helen Barrington's letter relating to the report of the Committee on Standards in Public Life, the Standards Committee has asked me to write to you to urge the Parish Council to adopt the Code of Conduct recently approved by Gedling Borough Council. As you are no doubt aware, Parish Councils are under a duty to promote and maintain high standards of conduct by its members and co-opted members. In discharging this duty, the Council must adopt a code of conduct and the Localism Act makes it clear that a parish council can comply with this by adopting the borough council's code.

Most Parish Councils have adopted the borough council's previous code of conduct and by adopting the revised version, will be able to demonstrate that it has also implemented the CSPL best practice recommendations set out in Ms Barrington's letter.

However there are a number of Parish Councils that have adopted a different code of conduct. In its report, the CSPL does raise concerns about those codes which are minimalist in nature and do not include substantive rules. In addition, having different codes of conduct across the borough results in a lack of consistency of behaviour and confusion for the public who expect a particular standard of elected members irrespective of whether they are elected to the county, borough or parish council. Having the same code would avoid confusion for those Parish Councillors who are dual hatted. In light of this, I would urge you to adopt the borough council's new code of conduct.

As a new borough councillor, I have had the benefit of a comprehensive induction training programme, which included training on the code of conduct and interests. The Standards Committee is keen that this training is also offered to Parish Councillors and the Clerk. The arrangements for the training will be determined once we have an idea of the level of interest, but we can be flexible and deliver it in the evening if this would be

most convenient to your members. It would also be prudent to provide the training after the adoption of a revised code so that the new provisions can be covered. Please can you contact Ms Barrington to let her know which councillors are interested in attending and if there is sufficient interest, she can make appropriate arrangements.

Any councillor is more than welcome to contact me by phone (07467 955 448) or email (cllr.michael.boyle@gedling.gov.uk) should they want an informal chat on the code, our new arrangements or any related matters.

Yours faithfully

A handwritten signature in black ink, appearing to read "Michael Boyle".

Cllr Michael Boyle
Chair of Standards Committee

St. Albans Parish Council

Use of Notice Board Policy

The Parish Council owns several notice boards throughout St. Albans (SAPC).

The Parish Council has developed the following policy to reflect the nature of the information that it considers to be appropriate for display on the Parish Council's noticeboards. The purpose of the notice board is to provide information that would be directly relevant to residents of SAPC.

The Clerk will have discretion within this policy to determine what items will be displayed and for how long, having regard to the number of items that are competing for display at any time. The Parish Council reserves the right to decline to display any notice.

Material to be Displayed

Material will be considered for display in accordance with the following:

1) Priority will always be given to the display of official/statutory notices for or on behalf of the Parish Council including the following:

- a. Agendas for meetings of SAPC.
- b. Planning Notices or information, as considered appropriate.
- c. Paperwork related to the Annual Accountability and Governance Return.
- d. Election notices.

2). Other Notices

Subject to 1) above, other space may be used – at the discretion and with explicit permission by the clerk -for the following:

- a) Notices promoting events taking place within SAPC in particular those organised by charities or organisations that give evidence that they are not-for-profit;
- b) Public notices and information published by the Borough and County Council or their agencies,
- c) Notices advertising charity/not-for-profit events outside SAPC, but within close proximity of the parish
- d) Notices for organisations and events promoting health and wellbeing in the local area at little or no cost

Notices NOT to be displayed

- Information relating to business/trade/commercial services or activities, whether on behalf of local companies or otherwise;
- Notices of a political or religious nature, non-charity fundraising or charity posters appealing for direct fundraising appeals/collections
- Material that is considered to be illegal, inflammatory or offensive.

St. Albans Parish Council

- Anonymous material – i.e. not attributed to an identifiable individual, editorial team, or known
- Any material not authorised by the Clerk.

Display and Appearance of Material

- a) Material should be dated.
- b) Posters must be of attractive appearance with a good quality of print and legibility.
- c) The contact details for the organisation or agency issuing the material for display must be clearly visible on the notice.
- d) Items must be displayed at A4 size or smaller.
- e) No assurance will be given as to if and when an item will be displayed, or for how long it will
- f) remain on display. Any unauthorised material that appears on the notice board will be removed.
- g) Any material that does not comply with this policy will be removed.

Section 3 – External Auditor Report and Certificate 2018/19

In respect of

St Albans Parish Council NT0215

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2019; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2018/19

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The AGAR was not accurately completed before submission for review:

- Section 2, Box 7 for the current year does not agree to Boxes 1+2+3-(4+5+6). The smaller authority has indicated that this is due to a transcription error in the figure in Box 6, which should read £24,294. Please ensure that the amendment is corrected in the prior year comparatives when completing next year's AGAR.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2018/19

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2019.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

24/08/2019

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2018/19 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

GUIDANCE FOR VOLUNTEER LITTER PICKERS

Introduction

Individuals and groups acting as volunteer litter pickers can be exposed to a number of easily avoidable hazards. **The health and safety of volunteer litter pickers is of prime concern. No volunteer should ever put themselves or others at risk.**

This guide has been written for volunteers organising litter picks with the help of the St. Albans Parish Council.

Protective Clothing and Equipment

The following items must be used at all times by volunteer litter pickers:

- a) **Reflective hi-vis vests** to be clearly visible.
- b) **Litter picker sticks** to avoid direct contact with litter and back strain.
- c) **Gloves** to prevent contact injuries.
- d) **Suitable closed footwear and clothing** according to weather conditions.
- e) **Suitable sun protection** must be worn.

Items a) to c) will be provided by the council. Bin bag hoops will also be available on request to minimise back strain.

Noxious and Dangerous Materials

These should never be removed by volunteers to prevent risk of injury.

- **Broken glass.**
- **Drug related litter/hypodermics** – these should not be moved under any circumstance. Instead note the location and report to Gedling Borough Council for specialist removal.
- **Suspect materials and fly tipping** –should not be moved by volunteers. Instead, note the location, take photographs if possible and report it to Gedling Borough Council for specialist removal.
- **Dog mess** – should not be moved, note the location and report to Gedling Borough Council for removal.
- **Any litter that cannot easily be reached.** Litter buried deep in hedges etc must be left to avoid injury.

General Site Safety and Inspection

Roadside litter picking should be restricted to where there are verges or pavements, suitable for pedestrians, and volunteers should always face oncoming traffic. No litter must be cleared from the carriageway. Roadside litter picks should only happen in 30mph or less zones.

St. Albans Parish Council

Particular care should be taken when working on slopes, as there is an increased risk of slips and falls.

Wildlife such as nesting birds, bees or wasp nests must not be disturbed.

Lifting and Handling Materials

Be aware of the risk of injury by carrying bags of collected litter and attempting to lift and carry heavy or awkwardly shaped objects. To avoid injury, the following basic principles of manual handling should be applied:

- Use litter pickers to prevent constant bending and stretching.
- Make sure an item is safe to handle with no sharp edges or noxious contents.
- Only try to move an item if this can be done so without straining.
- When lifting an item, bend the legs and keep the back straight.

Young Volunteers

While it is beneficial to get young people involved in litter picks, age plays a big part in the ability to recognise and avoid risk. Accordingly, volunteers under the age of 18 must be supervised by a responsible adult and permission for their participation must be gained from a parent or guardian.

Collection and Disposal of Litter

Where possible, litter collected should be disposed of by the volunteers through their own household waste and recycling collections or for small amounts in roadside bins.

I,
above and shall abide by it.

(name in capitals), have read and understood the guidance

Signed

Date

Description of task/ activity:	Litter Picking as part of private walk or jog			Ref no:	SAPC
Persons at risk	Frequency of exposure to risks	Likelihood of hazards causing harm after existing control measures are adopted	Is the resultant harm likely to be		
Employees	Daily	X	Likely to occur	Imminent hazard capable of causing death/illness	(4)
General public	Weekly		Probably will occur in time	Serious injury/illness (more than 3 days off)	(3)
Contractors	Monthly		May occur	Can cause injury but likely not to be serious	(2)
Elected Members	Annually		Unlikely to occur	Minor first aid	(1)
Volunteers	X	Other	Risk conclusion/ score = likelihood x harm		
Nature of Hazard			LOW RISK		
1 Work adjacent to highway	RTA		Severity Number	Exposure Number	Risk Number
3 Discarded Needles	Needle stick injury		4	2	8
4 Miscellaneous litter	Contact with hazardous substances		4	1	4
5 Annoyed MOPs	Verbal & Physical abuse		3	1	3
6 Inclement weather conditions; Affected surfaces	Wet clothing, illness, sunburn; ST&F on icy/wet surfaces		2	2	6
No. Current control methods in place to reduce the risk number			Severity Number	Exposure Number	Risk Number
1 HiViz clothing;	4		4	1	4
3 hand grabs; issue gloves – no sharps to be handled but reported to GBC	2		2	1	2
4 COSHH Assessment; Issue of PPE (Gloves)	4		4	1	4
5 Mobile telephones; working in pairs if possible,	1		1	1	1
6 Volunteers own weather appropriate clothing; Volunteers own sun protection	1		1	1	1
Manager	Signature		Date		
Volunteer	Signature		Date		
Is further action still required?	If Yes, continue overleaf				
YES	NO				

OUTSTANDING SIGNIFICANT RISKS

All Action has now been taken to reduce the significant risks listed above

MANAGER	SIGNATURE	DATE

REVIEW DATES: (To be completed annually or when the activity changes in any way)

MANAGER	SIGNATURE	DATE

clerk@stalbanspc.org

Subject: FW: Making Risk Management Simple

From: Geraldine Twaites <geraldine.twaites@zurichtogether.co.uk>
Sent: 21 August 2019 09:58
To: clerk@stalbanspc.org
Subject: FW: Making Risk Management Simple

Hello Belinda

That all sounds fine from an insurance point of view.

Please keep records of any training received and risk assessments on file.

Kind regards
Geraldine

Geraldine Twaites
Customer Account Manager (Cert CII)

Direct: 01243 832059
Email: geraldine.twaites@zurichtogether.co.uk



From: clerk@stalbanspc.org <clerk@stalbanspc.org>
Sent: 19 August 2019 20:13
To: Customer Service <Customer.Service@zurichtogether.co.uk>
Subject: RE: Making Risk Management Simple

Good evening,

Our small council is considering issuing some volunteers with hi-viz jackets, litter pickers, gloves etc so they can go "plogging" (picking up litter whilst jogging or walking the dog. Our local authority has confirmed by email the disposal of the waste will not be a problem (St. Albans has no bins, land or buildings) but I need to know if there is anything else I need to look at from an insurance point of view.

I am the only staff and do not live in the parish. I would like to ensure that all ploggers get a minimum of health and safety awareness on their volunteering way

- Always wear gloves
- Do not touch glass
- Do not touch sharps or drugs paraphernalia and report them to...
- Always work facing traffic if working by the side of the road.
- Stay on the pavements...

Anything else I need to bear in mind?