



BROADSTAIRS & ST. PETER'S
TOWN COUNCIL

Minutes of the meeting of the Council held on Monday 29 January 2024 at 7pm in Pierremont Hall, Broadstairs.

Present: Cllrs J Bayford, J Bright, K Bright (Chairman), R Farooki, M Garner, C Leys, A Munns, J Nichols, E Orhan, S Roberts, G Rusiecki

Town Clerk: Kirsty Holroyd

Before the meeting commenced, the Chairman, Cllr K Bright welcomed everyone and drew their attention to the openness and transparency legislation confirmed in several notices around the room.

329. APOLOGIES FOR ABSENCE

Apologies with reason were received and accepted from Cllrs J Hobson, C Kemp & P Moore.

Cllr K Pressland was absent.

330. DECLARATIONS OF INTEREST

None received

331. MINUTES

RESOLVED: That the minutes of the Council meeting held on 11 December 2023 can be approved and duly signed as a true record by the chairman.

332. MATTERS ARISING

Minute 327: The Town Clerk reported that whilst the scheduled meeting had not taken place, an agreement had been reached whereby the tenant in question would be vacating their office on 31 March 2024. A deed had been drawn up by the Council's solicitor to this effect.

RESOLVED: That the deed be signed.

The Chairman asked whether Council was happy for the current arrangement made under minute 222 regarding legal advice to continue.

RESOLVED: That in the interest of expediency, a small group comprising Cllrs K Bright, M Garner, E Orhan and A Munns continue to be permitted to receive legal advice and instruct the solicitor via the Town Clerk.

333. QUESTIONS AND/OR OBSERVATIONS FROM THE ELECTORATE OF BROADSTAIRS AND ST PETER'S.

None

334. PLANNING COMMITTEE

Members received the draft minutes of the meeting held on Monday 8 January 2024.

RESOLVED: Members agreed to note

335. FINANCE AND GENERAL PURPOSES COMMITTEE

Members received the draft minutes of the meeting held on Monday 15 January 2024.

RESOLVED: Members agreed to note.

336. COMMUNITY ASSETS COMMITTEE

Members received the draft minutes of the meeting held on Monday 22 January 2024.

RESOLVED: That Brachers LLP be asked to support the Town Council throughout the basement refurbishment project at an estimated cost of £17,730 - £23,175.

Members considered granting delegated powers to the Staff Management Committee to agree the job description for the Victoria Gardens gardeners. The Town Clerk reported that the steering group had met and agreed the detail of the JD. A Staff Management meeting had been called for later that week at which the post would be discussed.

RESOLVED: That the Staff Management Committee be permitted to approve the details of the posts and advertise them.

337. ENVIRONMENT COMMITTEE

i) Members were due to receive the draft minutes of the meeting held on Wednesday 24 January 2024. However, the meeting had not been quorate and therefore had not taken place. It was acknowledged that some members cannot attend meetings during normal office hours due to work commitments, but they did wish to remain on the committee.

ii) Members therefore considered options for future meetings.

RESOLVED:

i) That the meetings continue at 10am on Wednesday mornings as agreed on the calendar.

ii) That five councillors be appointed as substitutes on this committee. They will also be invited to – and able to vote at – committee meetings.

iii) That Cllrs K Bright, M Garner, A Munns, G Rusiecki & J Hobson be appointed as substitutes.

iii) Members received the amended quote for business hanging baskets.

RESOLVED: That the quote from Box Green be accepted at a cost of £2901.40 plus vat to include purchase, planting, and delivery of hanging baskets for resale to local businesses.

iv) Members received the contract for the provision of planters and hanging baskets for 2024.

RESOLVED:

- i) That all reference to use of herbicides is removed. The Council prefers that no sprays or chemicals are used in this project.**
- ii) That once this amendment is made, the contract is fit for purpose and can be signed.**

v) Members considered the maximum amount to be given to each grant applicant under the Broadstairs in Bloom community grant scheme.

RESOLVED: That small grants up to a maximum of £300 continue, but that larger grants will be considered on a case-by-case basis until the budget of £8000 is used.

338. COMMUNICATIONS

i) The Town Mayor reported on the various community engagement events he had attended and led over the past two weeks (please see attached). He also spoke about some unpleasant views being expressed on social media recently and reminded councillors of their duty to keep comments constructive, respectful and positive. All were in agreement.

The Deputy Mayor, Cllr Garner reported that he had represented the people of Broadstairs by attending the service marking Holocaust Memorial Day at Ramsgate on 27 January.

ii) The Town Clerk reported that she had received a letter from the Alan Squirrel Trust asking for approval to an amendment to their governing documents by means of removing the need for the trustees to comprise the Mayors of Broadstairs, Ramsgate and Margate.

RESOLVED: That Cllr Kristian Bright will contact them to enquire as to reasons for and implications of any change.

339. FINANCE

i) Members received and approved a report concerning payments for the period 11 December 2023 to 24 January 2024 (see attached).

RESOLVED: That the payments be approved

ii) Members received and approved a report concerning receipts for the period 11 December 2023 to 24 January 2024.

RESOLVED: That the report be noted.

iii) Members received information about works or services authorised between meetings under financial regulation 4.1 as follows:-

- High Speed Training £357.30 plus vat for mandatory training for all staff members
- Father and Mrs Christmas £400 to attend the Christmas event on 30 November at Pierremont Hall
- Westgate Security & Electrical £278.56 plus vat to fit protective covers to the fire alarms at Retort House

- Westgate Security & Electrical £337.40 plus vat to fit lockable cover to fire alarm panel in the Viking Suite
- E Saunders £348 plus vat to replace faulty lights in the basement
- E Saunders £204.75 plus vat to replace track lights on the lobby first floor
- E Saunders £1398.66 plus vat to fit two new heaters in the Music Room
- Medi Aid (UK) Ltd £264 plus vat for three members of the events team to attend Emergency First Aid at Work training.

RESOLVED: That the payments be approved.

iv) Members received a summary of staff salaries totalling £38,731.98 for the periods of December and January.

RESOLVED: Members agreed to note.

v) Members received and approved a report concerning payments for the period 24 January 2024 when the agenda was sent out until 29 January 2024 (see attached).

RESOLVED: That the payments be approved.

vi) Members received a summary of receipts and payments for the period 1 September to 31 December 2023 (Quarter 3) in line with Standing order 17c.

RESOLVED: Members agreed to note.

vii) Members received a bank reconciliation report showing the Council's balances held at the end of quarter 3 as per standing Order 17.c.

RESOLVED: Members agreed to note.

viii) Members considered adding HMRC to the list of regular payments.

RESOLVED: That to facilitate prompt payments HMRC be added to the list of regular payments thereby removing it from the two signatories scheme.

340. BUDGET 2024-25

i) Members received the final draft. The Town Clerk/RFO confirmed that after applying the factors agreed at the last meeting the total requirement remained at £816,999 and TDC had confirmed the tax base as 9890.59.

The Town Clerk advised members that TDC requests that council tax demands are divisible by 9 to two decimal places for ease of administration.

RESOLVED:

i) That the total resource level of £816,999 be increased to £817,160 in order to make the council tax element divisible by 9 as requested by TDC.

ii) A precept demand of £817,160 results in a Band D Council Tax of £82.62. This represents an increase of approximately 9.5% on the current year or £7.21 per annum on the average Band D property.

341. NEW EVENT

Members received a report from the Events and Bookings Manager following the informal discussion meeting of the Events, Leisure and Tourism Committee at which potential new events had been considered. The resulting proposal is for a Community Festival celebrating Cleaner, Safer, Kinder initiatives and with local people as its focus. Council was asked to consider the proposal in principle so that planning can begin. The ELT committee will oversee the detail.

RESOLVED:

- i) That Council supports the development of this idea.**
- ii) That the event take place over 27 and 28 April if possible but if there is insufficient interest it can be reduced to one of the days.**
- iii) Volunteer groups will not be charged for pitches**
- iv) Stalls to be priced at £60 with a 50% discount for those with a CT10 postcode.**
- v) The allocated budget of £3000 will subsidise any shortfall from stall income.**

342. POLICIES REVIEW

Members received and reviewed the Town Council's Fixed Assets and Asset Evaluation Policy. It was noted that no changes were necessary.

RESOLVED: That the document be accepted as fit for purpose.

343. KENT COMMUNITY AWARDS SCHEME

Members considered potential nominees.

RESOLVED: That Camille Sutton be nominated posthumously for her years of service at Mockett's Wood.

344. KALC LOCAL COUNCIL AWARDS

Members received a list of criteria and links to where the information could be found on the Town Council website.

RESOLVED: That the required criteria are in place for the Town Council to submit its application for the Foundation level award.

345. TOWN FORUM – Wednesday 21 February.

Members considered the venue and format of the forthcoming forum.

RESOLVED: That the forum take place at Retort House and take the format of group discussions around the Cleaner, Safer, Kinder agenda, discussing what had already been achieved and what could be done next.

346. NEW WEBSITE

Members received a report from the Civic and Support Officer and noted that the current website was no longer running well or projecting the image the council wished.

Members received a quote from Zonkey to provide and host a new website.

RESOLVED: That provided Zonkey can answer questions concerning site security the quote for a one-off costs of £1620 plus vat be accepted for site development and data migration, with a further £295 plus vat for annual hosting and site code maintenance thereafter.

347. DATE OF NEXT MEETING
Monday 26 February 2024 at 7pm in Pierremont Hall

Town Clerk
Meeting closed at 20.52

Signed _____

Date _____



Broadstairs & St. Peter's Town Council

PLANNING COMMITTEE MINUTES

MONDAY 4TH FEBRUARY 2024

Present: Cllrs J Bayford, J Bright (Chair), R Farooki, M Garner, P Moore, S Roberts.
Deputy Town Clerk – Julie Belsey
Volunteer Tree Warden – Karen McKenzie
One member of public

Minutes marked * require a resolution from the Town Council

239 OPENNESS AND TRANSPARENCY

Cllr Bright reminded those present of the right to record, film or broadcast any meetings of the Council, committees and sub-committees is established following the Local Government Audit and Accountability Act 2014

240 APOLOGIES FOR ABSENCE

Apologies were received and approved from Councillor E Orhan and Councillor K Pressland.

241 DECLARATIONS OF INTEREST

Cllr J Bright declared a non-pecuniary interest in Agenda Item 9, application TPO/23/1646/MM, Club Union Convalescent Home, Reading Street, Broadstairs. The application is from a neighbour.

242 MINUTES OF THE LAST MEETING

RESOLVED to RECEIVE and APPROVE the minutes of the meeting held on Monday 8th January 2024. Proposed Cllr M Garner, seconded Cllr R Farooki. Agreed.

243 MATTERS ARISING FROM THESE MINUTES NOT COVERED ELSEWHERE IN THE AGENDA

There were no matters arising.

244 CORRESPONDENCE

i) The Committee RECEIVED and NOTED the KALC response to the Kent Minerals and Waste Local Plan Pre-submission draft.

245 CHAIR'S REPORT

None

246 NEIGHBOURHOOD PLAN BUSINESS

i) It was agreed that the Neighbourhood Plan Referendum debrief to discuss future community engagement, how we can disseminate more information and encourage more involvement from the residents of Broadstairs and St Peter's, would be discussed at the Town Assembly on 29th April 2024. There will also be a late afternoon session on the same day for those members of the community who are not able to come along to the evening Town Assembly. This will be fully publicised prior to the date.

If any of the following planning applications are placed before Thanet District Council's planning committee then 'dual-hatted' members will not be bound by the views of the Town Council and will re-consider the applications afresh taking into account all relevant planning considerations and representations.

At the District Council's planning meetings 'dual-hatted' members will declare a 'significant interest' in the applications made by the Broadstairs and St Peter's Town Council and will leave the room and not participate in the consideration of those matter.

247 PLANNING APPLICATIONS

RESOLVED that the applications be dealt with as detailed below:

- i) The Committee recommends **NO OBJECTIONS WITH CONCERNS** to the applications listed below:

In accordance with Standing Orders 3e, 3f and 3g, Iwan Jones addressed the Committee speaking 'for' application 23/1607/EF – Former Gap House Special School, 1 South Cliff Parade, Broadstairs CT10 1TJ

23/1607/EF Former Gap House Special School, 1 South Cliff Parade, Broadstairs CT10 1TJ

The Committee unanimously recommends NO OBJECTIONS WITH CONCERNS. The Broadstairs & St Peter's Town Council Tree Policy should be adhered to and there should be a submission of a Method Statement for the protection of biodiversity. The Committee requests a planning condition is added requesting that more mature trees are planted rather than saplings as these are less likely to fail and will also provide continuous natural habitat.

Iwan Jones left the meeting.

- ii) The Committee are **NEUTRAL** to the applications listed below:

23/1574/AH Northwood Court, Millennium Way, Broadstairs CT10 2LA

The Committee are unanimously NEUTRAL on condition that all Kent Police recommendations are followed including contacting their Missing Child and Exploitation Team, and assurances are given that the building is safe to house children with regards to fire regulations.

- (ii) **No Comment** was made on all other applications on the weekly lists: (All Unanimous)

23/1519/TC 167 Ramsgate Road, Broadstairs CT10 2EW

23/1482/DF Enterprise Rent-A Car, 144 Westwood Road, Broadstairs CT10 2NR

23/1522/VKB 24 Dumpton Gap Road, Broadstairs CT10 1TA

A/24/0024/DR Tesco Extra, 475 Margate Road, Broadstairs CT10 2QJ

248 WORKS TO TREES IN CONSERVATION AREAS/TREE PRESERVATION ORDERS/HEDGEROW REMOVAL APPLICATIONS

RECEIVED the emailed report from the Volunteer Tree Warden.

RESOLVED that the applications be dealt with as detailed below:

Cllr J Bright did not take part in the Committee vote on application TPO/23/1646/MM, Club Union Convalescent Home, Reading Street, Broadstairs

- (i) The Committee recommends **NO OBJECTION** to the applications listed below:

TPO/23/1646/MM

Club Union Convalescent Home, Reading Street, Broadstairs

The Committee unanimously recommends NO OBJECTION on condition that all recommendations from the TDC Tree Officer are followed.

- (ii) RESOLVED unanimously that the standard response should be sent into all other tree applications on the weekly lists (standard response and applications set out below):

The Planning Committee of the Town Council has considered the applications below and resolved unanimously that the application be subject to inspection by the TDC Biodiversity and Horticulture Officer (Tree Officer).

The Planning Committee request that the stance and recommendations in the TDC Biodiversity and Horticulture Officer report are taken into consideration when deciding applications for tree works and any suggested conditions are clearly stated to the applicant in the consent letter.

The Town Council policy for work on trees is as follows and we would respectfully ask that our recommendations are provided to the tree owner with any permission granted:

- Healthy trees are retained wherever possible.
 - Only diseased or dying trees to be felled and only subject to a suitable replacement being planted. Where trees are being felled because of overcrowding, thinning rather than removal of all trees should be considered wherever possible.
 - Remedial tree works i.e. Crown lift / Crown thin / Height reduction etc., to be kept to a maximum of 20% and expressed as such in the application.
 - Works required for structural reasons i.e. impact of root damage to foundations and drains must be supported by recognized structural engineering evidence as well as a report from the TDC Biodiversity and Horticulture Officer.
 - It is a criminal offence under the Wildlife and Countryside Act to disturb nesting birds. However, birds can roost in any month of the year. We require the applicant to check for nesting or roosting birds before undertaking works to trees and if birds are found to be nesting, for works to be postponed until nesting is complete. If birds present on the site are of high conservation concern ('red list'* or 'amber list' birds**), permission for the works should be refused unless there are overwhelming reasons for it to be given.
 - No tree works should be permitted to take place during the main nesting period from mid-March until the end of August. Birds can nest or roost in any month of the year.
- * House Sparrow, Starling, Song Thrush
** Hedge Sparrow (Dunnock)

TPO/24/0011/MM	Bradstow School, 34 Dumpton Park Drive, Broadstairs CT10 1BY
TCA/24/0023/MM	The Rectory, Nelson Place, Broadstairs, CT10 1HQ
TPO/24/0071/MM	14 Fitzroy Avenue, Broadstairs CT10 3LS

249 PROPOSED FORWARD AGENDA ITEMS & DATE OF NEXT MEETING

Next meeting: Monday 4th March 2024 at 7pm

Meeting closed at 19:35hrs
Deputy Town Clerk



Broadstairs & St Peter's Town Council

FINANCE & GENERAL PURPOSES COMMITTEE MINUTES

Monday 12 February 2024 at 7pm in The Council Chamber, Pierremont Hall

Present: Councillors J Bright, K Bright, R Farooki, M Garner (Chairman), J Hobson, C Kemp, C Leys & G Rusiecki

Town Clerk: Kirsty Holroyd

138. APOLOGIES FOR ABSENCE

Apologies with reason from Cllrs Orhan & Roberts were received and accepted.

139. DECLARATIONS OF INTEREST

None received.

140. MINUTES OF THE PREVIOUS MEETING

Members considered the minutes of the meeting held on Monday 15 January 2024.

RESOLVED: that with an amendment to the spelling of Cllr Farooki's name, the minutes be approved as a true record of the meeting and signed by the chairman.

141. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE

Min 133. Budgets and accounts: the Town Clerk noted that some urgent tree works had been identified and must be undertaken prior to the nesting season commencing. However there are insufficient funds in the Tree Works cost code.

RESOLVED: That the works be approved and the budget line will be flexed in the new budget to accommodate some funding from the Mockett's Wood and Allotments budget lines so the same does not happen again.

142. BUDGET AND ACCOUNTS 2023-24

Members received and considered a mid-term budget under the broad headings which TDC requests. It was agreed that the budget is useful for illustrative purposes and can be developed over the next three years as projects and longer term obligations become apparent.

RESOLVED: That the budget be noted.

143. GRANTS

i) Members received a summary of grants awarded so far. It was noted that £24,250 has been allocated so far and a further £39,500 was to be

considered at this meeting. The total budget for grants in 2024-25 is £100,000. Monies to be distributed in April 2024.

RESOLVED: Members agreed to note.

- ii) Members received and considered an application for funding from Broadstairs Food Festival – Easter event.

RESOLVED: That a grant of £3000 be allocated for the purpose of managing and staging the festival. The money must be used to assist local business or some other initiative to assist local people.

19.19 Cllr J Bright left the meeting

- iii) Members received and considered an application for funding from Broadstairs Food Festival – Autumn Event.

RESOLVED: That a grant of £4000 be allocated for the purpose of managing and staging the festival. It was agreed that further funding may be available if the CIC can prove a purely community element to increase local involvement.

- iv) Members received and considered an application for funding from Broadstairs Summer Fireworks.

RESOLVED: That a grant of ££9500 be allocated for the purpose of managing and staging the event. In return the Town Council wishes to be acknowledged as a major sponsor in all publicity.

- v) Members received and considered an application for funding from Broadstairs Water Gala.

RESOLVED: That a grant of £4000 be allocated for the purpose of managing and staging the event. In return the Town Council wishes to be fully acknowledged as a major sponsor in all publicity.

- vi) Members received and considered an application for funding from Broadstairs Folk Week.

RESOLVED: That a grant of £10,000 be allocated for the purpose of managing and staging the festival. In return the Town Council asks to be recognised as the headline sponsor in all publicity.

- vii) Members received and considered an application for funding from the Visitor Information Kiosk

RESOLVED: That a grant of £2000 be allocated for operating costs.

144. MEETING TIMETABLE

Members received and considered a timetable for the committee meetings for the next civic year.

RESOLVED: That the number of meetings of this committee be reduced to one per quarter in order that additional meetings of other committees may take place.

145. DATE OF NEXT MEETING: Monday 15 April 2024 at 7pm in the Council Chamber, Pierremont Hall

Meeting closed at 7.55 pm

Signed _____

Date_____



Broadstairs & St Peter's Town Council

COMMUNITY ASSETS COMMITTEE MINUTES

Monday 19 February 2024 at 6pm in the Mayor's Parlour, Pierremont Hall

Present: Cllrs J Bright, K Bright (Chairman), M Garner, A Munns, J Nichols, G Rusiecki

Town Clerk: Kirsty Holroyd

139. APOLOGIES FOR ABSENCE

Apologies with reason were offered and accepted from Cllrs. C Kemp and C Leys.

140. DECLARATIONS OF INTEREST

None

141. MINUTES

Members received the minutes of the meeting held on Monday 22 January 2024.

RESOLVED: That the minutes be signed as a true record by the Chairman.

142. MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA

None

Cllr K Bright explained that he and Cllr J Bright were obliged to leave this meeting at 7pm to attend another, so with members' permission he altered the running order of the agenda so as to discuss the most pressing items first.

The following business was undertaken in accordance of the provision of standing order 3d with a resolution made to exclude the public due to the confidential nature of the business.

143. COMMERCIAL LETS

Members received updated information from the Town Clerk. Members noted that the tenant wishing to surrender his lease early did not wish to accept the terms offered.

RESOLVED:

That members do not wish to make another offer to the early vacating of one of the suites.

Members received updated information on the tenant who wishes to extend his lease.

RESOLVED:

i) That the tenant be informed that work has started on a new lease, but that there are a series of conditions with which he must comply.

- ii) That the list of conditions be communicated to the tenant.
- iii) That the Town Council commission a condition report on works undertaken by the tenant within the property.

144. LEGAL ISSUES

Members received the latest invoices.

RESOLVED:

- i) That the invoice to the third a party be paid immediately.
- ii) That the second invoice be challenged on the grounds that mistakes made in the original leases have caused problems for which the taxpayer has had to pay.

Members of the public, had any been present were permitted to re-enter the meeting.

145. PIERREMONT HALL & RETORT HOUSE: COMMERCIAL & COMMUNITY USE

i) Members received a report from the Events and Bookings Manager designed to ensure consistency, fairness and transparency when awarding discounts to different groups.

RESOLVED:

- i) That the methodology be approved for use but there is no need for hirers to be CT10 residents in order to qualify, provided CT10 residents are the main beneficiaries of any service.
- ii) That if classifying a particular application for discount is unclear, the chairman and vice chairman of the committee can be called upon to make the final decision which will be reported at the next committee meeting.

146. PIERREMONT HALL

Members received updated information on water testing legislation and noted that there are new obligations on commercial landlords. The caretaker will undertake the new mandatory monthly temperature testing and recording.

RESOLVED:

- i) That the information be noted
- ii) That the Facilities Team be asked to look into the feasibility of removing the showers at Retort House.

147. PHASE III

Members received notes from the meeting which the Town Clerk and the Facilities Manager attended with the legal team, as well as the letter formally appointing them and outlining priorities, and the subsequent response and advice.

RESOLVED: Members agreed to note.

ii) Members received a report from the Facilities Manager on engaging specific services.

RESOLVED: that members support the proposal to use specific and known suppliers for some services in the project, but that TMD be asked to market test the quotes as they are received and notify the Council if they seem excessive.

148. VICTORIA GARDENS

i) The Town Clerk reported that the updated licence had not yet been received back from TDC but that she suspected the delay was due to staff leave over half term.

RESOLVED: Members agreed to note.

ii) Members received the notes of the first meeting of the steering group and noted that all was proceeding well.

RESOLVED: Members agreed to note.

Cllr Nichols wished to voice his concern that the successful work of the Town Council at Victoria Gardens had been claimed as a victory for the Labour Party according to a recent publication "Viking Matters". All agreed the gardening project was a cross-party endeavour and the Town Council strives to operate apolitically. There followed some unresolved discussions about what should and shouldn't be included on political leaflets and the meeting ended.

149. DATE OF NEXT MEETING

Monday 20 May 2024 at 6pm in the Council Chamber, Pierremont Hall

Signed _____

Date _____

BROADSTAIRS & ST PETER'S TOWN COUNCIL PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1065	30/01/2024		Nat West Current Accr		mobile phones	02	S	180.56	36.11	216.67
1066	31/01/2024		Nat West Current Accr		bank charges	NATWEST	Z	10.85		10.85
1067	31/01/2024		Nat West Current Accr		bank charges	NATWEST	Z	10.85		10.85
1068	31/01/2024		Nat West Current Accr		Waste Services	Business Waste Co Uk	S	1.26	0.25	1.51
1113	01/02/2024		Lloyds Corporate Cred		Fencing	East Coast Fencing	S	107.50	21.50	129.00
1114	01/02/2024		Lloyds Corporate Cred		DBS check	DDC	S	27.00	5.40	32.40
1116	01/02/2024		Lloyds Corporate Cred		timber	W.G. Burbridge	Z	21.56		21.56
1117	01/02/2024		Lloyds Corporate Cred		diesel	Broadway Filling Station	S	8.33	1.67	10.00
1115	01/02/2024		Lloyds Corporate Cred		Refreshments	CO-OP	Z	5.15		5.15
1121	01/02/2024		Lloyds Corporate Cred		Stationery	Amazon UK Services Ltd	S	9.12	1.82	10.94
1123	01/02/2024		Lloyds Corporate Cred		ink subscription	HP Instant Ink Ltd	S	8.32	1.67	9.99
1122	01/02/2024		Lloyds Corporate Cred		ipad storage	Apple.com	S	7.49	1.50	8.99
1125	01/02/2024		Lloyds Corporate Cred		Maintenance	B&Q	S	20.83	4.17	25.00
1120	01/02/2024		Lloyds Corporate Cred		diesel	Broadway Filling Station	S	33.34	6.67	40.01
1124	01/02/2024		Lloyds Corporate Cred		Ulez charge	Transport For London	Z	12.50		12.50
1119	01/02/2024		Lloyds Corporate Cred		Refreshments	CO-OP	Z	1.65		1.65
1126	01/02/2024		Lloyds Corporate Cred		Fee	Lloyds commercial cards	S	2.50	0.50	3.00
1118	01/02/2024		Lloyds Corporate Cred		equipment - shears	Harrington	S	29.12	5.83	34.95
1071	05/02/2024		Unity Trust		Legal fees	Boys & Maughan	S	2,850.00	570.00	3,420.00
1072	05/02/2024		Unity Trust		Legal fees	Boys & Maughan	S	3,044.50	608.90	3,653.40
1073	05/02/2024		Unity Trust		Electricity	Valda Energy	L	225.19	11.26	236.45
1074	05/02/2024		Unity Trust		Marketing	Out4you Limited	S	195.00	39.00	234.00
1070	05/02/2024		Unity Trust		drains	Clear Flow Drainage	Z	50.00		50.00
1075	05/02/2024		Unity Trust		Legal fees	Brachers LLP	S	901.00	180.20	1,081.20
1076	05/02/2024		Unity Trust		first aid training	Medi Aid (UK) Ltd	S	176.00	35.20	211.20
1077	05/02/2024		Unity Trust		first aid training	Medi Aid (UK) Ltd	S	88.00	17.60	105.60
1079	05/02/2024		Unity Trust		container hire	Lawrence Container Hire Ltd	S	41.47	8.29	49.76
1080	05/02/2024		Unity Trust		keys	Westgate Security & Electric	S	10.00	2.00	12.00
1078	05/02/2024		Unity Trust		container hire	Lawrence Container Hire Ltd	S	82.94	16.59	99.53
1084	05/02/2024		Unity Trust		website hosting	Coppard Digital Ltd	S	200.00	40.00	240.00
1128	05/02/2024		Nat West Current Accr		Electricity	Edf	S	83.33	16.67	100.00
1082	05/02/2024		Unity Trust		heater - office	E. Saunders Ltd	S	72.50	14.50	87.00

Attach 5.

BROADSTAIRS & ST PETER'S TOWN COUNCIL PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1083	05/02/2024		Unity Trust		loan repayment	Public Works Loans Board	X	17,911.97		17,911.97
1081	05/02/2024		Unity Trust		works - retrofit house	E. Saunders Ltd	S	382.50	76.50	459.00
1087	05/02/2024		Unity Trust		supplies - facilities	Screwfix	S	12.49	2.50	14.99
1088	05/02/2024		Unity Trust		supplies - facilities	Screwfix	S	34.63	6.93	41.56
1089	05/02/2024		Unity Trust		supplies - facilities	Screwfix	S	44.16	8.83	52.99
1086	05/02/2024		Unity Trust		expenses	victoria jenkins	Z	30.17		30.17
1085	05/02/2024		Unity Trust		event costs	Robert Dodd	Z	100.00		100.00
1090	06/02/2024		Nat West Current Accr		vat repayment	HM Revenue & Customs	R		44.38	44.38
1091	06/02/2024		Nat West Current Accr		vat repayment	HM Revenue & Customs	R		892.12	892.12
1028	09/02/2024		Nat West Current Accr		Fee	Take Payments Ltd	S	10.00	2.00	12.00
1129	09/02/2024		Nat West Current Accr		Fee	Take Payments Ltd	S	12.50	2.50	15.00
1130	09/02/2024		Nat West Current Accr		Fee	Take Payments Ltd	S	30.00	6.00	36.00
1132	12/02/2024		Nat West Current Accr		Fee	Barclaycard	S	4.80	0.96	5.76
1132	12/02/2024		Nat West Current Accr		Fee	Barclaycard	Z	2.45		2.45
1131	14/02/2024		Nat West Current Accr		Waste Services	Business Waste Co Uk	S	247.12	49.42	296.54
1092	14/02/2024		Unity Trust		Stripe Transaction Fee	Stripe	S	5.74	1.15	6.89
1127	16/02/2024		Nat West Current Accr		mobile phone insurance	Lancaster Holdings	Z	7.98		7.98
1109	19/02/2024		Unity Trust		Grounds Maintenance	Boxgreen Landscapes Ltd	S	123.00	24.60	147.60
1111	19/02/2024		Unity Trust		keys - mocketts wood	Karen McKenzie - Tree Ward	Z	19.95		19.95
1107	19/02/2024		Unity Trust		cleaning 03 Jan 24 - 30 Jan 24	Total Cleaning Services	S	149.28	29.86	179.14
1110	19/02/2024		Unity Trust		equipment - events	Leanne Hadden	Z	6.99		6.99
1112	19/02/2024		Unity Trust		Refreshments	Paul Adkins	Z	2.50		2.50
1106	19/02/2024		Unity Trust		laundry	Star Laundry	S	61.00	12.20	73.20
1109	19/02/2024		Unity Trust		Grounds Maintenance	Boxgreen Landscapes Ltd	S	812.08	162.42	974.50
1108	19/02/2024		Unity Trust		Patrols	Probe Security	S	920.00	184.00	1,104.00
1105	19/02/2024		Unity Trust		ev charge costs	Lancaster Holdings	S	31.00	6.20	37.20
1104	19/02/2024		Unity Trust		workshop	Robert Dodd	Z	100.00		100.00
Total								29,580.17	3,159.87	32,740.04

BROADSTAIRS & ST PETER'S TOWN COUNCIL RECEIPTS LIST

Attach 6.

Voucher Code	Date	Minute	Bank	Receipt No	Description	Net	VAT	Total
454	24/01/2024	Event - Retort	Nat West Current /		tickets - galentines event	8.33	1.67	10.00
445	25/01/2024	Events Room Hire	Unity Trust		Hall hire	135.00	27.00	162.00
445	25/01/2024	Retort House Bookings	Unity Trust		Hall hire	60.00	12.00	72.00
446	25/01/2024	Events Room Hire	Unity Trust		Hall hire	67.50	13.50	81.00
448	26/01/2024	Christmas Event	Unity Trust		Refund	10.00		10.00
449	26/01/2024	Christmas Event	Unity Trust		Refund			
457	26/01/2024	Events Room Hire	Unity Trust		Hall hire	135.00	27.00	162.00
450	26/01/2024	Events Room Hire	Nat West Current /		Hall hire	108.00	21.60	129.60
451	26/01/2024	Victoria Gardens	Nat West Current /	CASH	donation re gardening at \	250.00		250.00
455	26/01/2024	Event - Retort	Nat West Current /		tickets - galentines event	16.67	3.33	20.00
456	29/01/2024	Events Room Hire	Unity Trust		Hall hire	54.00	10.80	64.80
456	29/01/2024	Events Room Hire	Unity Trust		Hall hire	54.00	10.80	64.80
456	29/01/2024	Events Room Hire	Unity Trust		Hall hire	54.00	10.80	64.80
459	29/01/2024	Event - Retort	Nat West Current /		tickets - galentines event	4.17	0.83	5.00
464	29/01/2024	Retort House Bookings	Unity Trust		Hall hire	20.00	4.00	24.00
460	29/01/2024	Event - Retort	Nat West Current /		tickets - galentines event	8.33	1.67	10.00
465	30/01/2024	Events Room Hire	Unity Trust		Hall hire	16.00	3.20	19.20
465	30/01/2024	Events Room Hire	Unity Trust		Hall hire	16.00	3.20	19.20
465	30/01/2024	Events Room Hire	Unity Trust		Hall hire	16.00	3.20	19.20
465	30/01/2024	Events Room Hire	Unity Trust		Hall hire	16.00	3.20	19.20
465	30/01/2024	Events Room Hire	Unity Trust		Hall hire	16.00	3.20	19.20
465	30/01/2024	Events Room Hire	Unity Trust		Hall hire	16.00	3.20	19.20
462	30/01/2024	Event - Retort	Nat West Current /		tickets - galentines event	4.17	0.83	5.00
463	30/01/2024	Event - Retort	Nat West Current /		tickets - galentines event	20.83	4.17	25.00
461	31/01/2024	Bank Interest	Nat West Business		Interest	390.55		390.55
466	31/01/2024	Events - Catering	Unity Trust		Hall hire	50.00	10.00	60.00
466	31/01/2024	Events - Equipment	Unity Trust		Hall hire	12.50	2.50	15.00
466	31/01/2024	Events - Equipment	Unity Trust		Hall hire	13.33	2.67	16.00
466	31/01/2024	Events - Equipment	Unity Trust		Hall hire	25.00	5.00	30.00
466	31/01/2024	Events Room Hire	Unity Trust		Hall hire	183.34	36.66	220.00
468	31/01/2024	Tenants' rent	Unity Trust		tenant income	219.17		219.17
466	31/01/2024	Events - Equipment	Unity Trust		Hall hire	2.00	0.40	2.40
467	31/01/2024	Events Room Hire	Unity Trust		Hall hire	56.25	11.25	67.50
467	31/01/2024	Events Room Hire	Unity Trust		Hall hire	56.25	11.25	67.50

467	Events Room Hire	31/01/2024	Unity Trust	Hall hire	56.25	11.25	67.50
467	Events Room Hire	31/01/2024	Unity Trust	Hall hire	60.00	12.00	72.00
466	Events Room Hire	31/01/2024	Unity Trust	Hall hire	125.00	25.00	150.00
480	Tenants' rent	01/02/2024	Nat West Current /	Rent of Office	571.56	114.31	685.87
481	Tenants' rent	01/02/2024	Nat West Current /	Rent of Office	601.00	120.20	721.20
482	Tenants' rent	01/02/2024	Nat West Current /	Rent of Office	590.00	118.00	708.00
487	Sundry Income	02/02/2024	Nat West Current /	payment re vandalism	11.43		11.43
488	Sundry Income	02/02/2024	Nat West Current /	payment re vandalism	2.14		2.14
489	Sundry Income	02/02/2024	Nat West Current /	payment re vandalism	2.14		2.14
483	Tenants' rent	02/02/2024	Nat West Current /	Rent of Office	520.42	104.08	624.50
484	Event - Retort	02/02/2024	Nat West Current /	tickets - galentines event	16.67	3.33	20.00
485	Event - Retort	02/02/2024	Nat West Current /	tickets - galentines event	4.17	0.83	5.00
486	Event - Retort	02/02/2024	Nat West Current /	tickets - galentines event	16.67	3.33	20.00
469	Sundry Income	05/02/2024	Nat West Current /	ev charge income	25.04	5.01	30.05
472	Retort House Bookings	05/02/2024	Unity Trust	Hall hire	20.00	4.00	24.00
472	Retort House Bookings	05/02/2024	Unity Trust	Hall hire	20.00	4.00	24.00
472	Retort House Bookings	05/02/2024	Unity Trust	Hall hire	20.00	4.00	24.00
472	Retort House Bookings	05/02/2024	Unity Trust	Hall hire	20.00	4.00	24.00
473	Retort House Bookings	05/02/2024	Unity Trust	Hall hire	20.00	4.00	24.00
474	VAT Refund	09/02/2024	Nat West Current /	VAT reclaim		4,277.32	4,277.32
471	Events - Equipment	12/02/2024	Unity Trust	Hall hire	16.67	3.33	20.00
471	Events - Equipment	12/02/2024	Unity Trust	Hall hire	4.40	0.88	5.28
471	Events - Equipment	12/02/2024	Unity Trust	Hall hire	18.33	3.67	22.00
471	Events - Equipment	12/02/2024	Unity Trust	Hall hire	16.67	3.33	20.00
471	Events Room Hire	12/02/2024	Unity Trust	Hall hire	160.00	32.00	192.00
476	Events Room Hire	12/02/2024	Unity Trust	Hall hire	20.00	4.00	24.00
475	Events Room Hire - De	12/02/2024	Unity Trust	Hall hire	66.67	13.33	80.00
479	Events Room Hire	13/02/2024	Unity Trust	Hall hire	204.17	40.83	245.00
490	Tenants' rent	14/02/2024	Nat West Current /	Rent of Office	964.00	192.80	1,156.80
470	Events Room Hire	14/02/2024	Unity Trust	Hall hire	266.67	53.33	320.00
470	Events Room Hire	14/02/2024	Unity Trust	Hall hire	41.67	8.33	50.00
470	Events Room Hire	14/02/2024	Unity Trust	Hall hire	13.33	2.67	16.00
470	Events Room Hire	14/02/2024	Unity Trust	Hall hire	50.00	10.00	60.00
477	Events Room Hire	15/02/2024	Unity Trust	Hall hire	60.00	12.00	72.00
478	Events Room Hire	19/02/2024	Unity Trust	Hall hire			
478	Events Room Hire	19/02/2024	Unity Trust	Hall hire	15.00	3.00	18.00
478	Events Room Hire	19/02/2024	Unity Trust	Hall hire	15.00	3.00	18.00
478	Events Room Hire	19/02/2024	Unity Trust	Hall hire			
					6,749.46	5,450.09	12,199.55

Risk Assessment

Attach 7

Premises: Pierremont Hall		Photo				
Location: Basement						
Version 2.0						
Date of assessment: January 2024						
Description	<p>The basement beneath Pierremont Hall is not suitable for human occupation and is currently only used for a small amount of storage. Access is via staircase off the main foyer and there are two fire exits: one to the front and one to the rear of the building. Both lead directly outside. The basement is made-up of a series of mostly empty interconnected rooms. One is used for storing supplies such as drinks and event linen. One stores several archive boxes of Council reports and information which must be retained. Within the basement area is located the walk-in safe and main electrical control panels. The basement has recently been cleared of waste materials and is free of obstructions.</p>					
Assessor: K Holroyd	Signed					
Review Date: January 2025						
Assessment of risk - summary						
ref	Area assessed	L	S	Risk score	Ongoing control	Residual risk after recommended actions
1	Manual handling	1	2	2	Monitor and review	
2	Hazardous substances	1	2	2	Monitor and review	
3	Asbestos	1	2	2	Monitor and review	

4	Health, welfare and work environment	1	2	2	Monitor and review	
5	Slips, trips and falls	1	2	2	Monitor and review	
6	Fire	1	2	2	Monitor and review	
7	Electricity	1	2	2	Monitor and review. Record daily inspections	
8	Lone working	2	2	4	Undertake lone worker risk assessment	

Likelihood	Severity	Assessment score
1 = Improbable	1 = Minor injury, damage or lost time	1 to 3 – Low risk
2 = Probable	2 = First aid, 7 day injury, or ill health	4 or 5 Medium risk
3 = Likely	3 = Long term absence, major injury or death	6 to 9 – High risk
Likelihood of occurrence x severity of outcome = risk rating		

Identify hazards	Who can be harmed and how	Control measures in place	L	S	R	Actions required where residual risk is still too high
<p>Manual Handling:</p> <p>Council staff may be required to carry out activities that involve lifting carrying moving items. A lack of training or understanding of the risks may cause injury.</p>	<p>Staff may be physically injured if using poor manual handling techniques.</p>	<p>Manual handling training is mandatory for all staff and is undertaken annually.</p>	1	2	2	
<p>Hazardous materials/substances:</p> <p>Unsafe storage or use of hazardous materials could cause damage to property physical harm or ill health effects.</p>	<p>Members of staff may suffer injury or illness through unsafe use of substances hazardous to health. Unsafe storage may cause leaks or oxidative station that may lead to fire or explosion.</p>	<p>A COSHH cabinet has been placed in a secure area outside the building in which to store tins of paint and other materials regularly used by the Community Payback team. Data sheets here.</p> <p>A metal cabinet is placed inside the basement area, well away from any ignition source to safely store the Facilities Team's materials. Data sheets here</p>	1	2	2	
<p>Asbestos:</p> <p>Given the age of the building's best what is likely to be present in the building materials. Exposure to asbestos can have serious health effects.</p>	<p>Persons in the basement may be exposed to asbestos that could cause respiratory illness or cancer.</p>	<p>Asbestos surveys have been carried out.</p> <p>All asbestos that has been identified has been removed..</p>	1	2	2	

<p>Health, welfare and work environment:</p> <p>Extreme hot or cold conditions may have a detrimental effect on the health and well-being of people.</p>	<p>Staff may suffer ill health through exposure to cold conditions.</p>	<p>Health and Safety awareness training is mandatory for all staff and is undertaken annually.</p> <p>Staff are not required to work in the basement for long periods of time.</p> <p>Staff are aware of the need to wear clothing suitable to the environment.</p>	1	2	
<p>Slips, trips and falls:</p> <p>Spillages obstructions and loose items on the ground may cause a person to fall and suffer an injury.</p>	<p>Staff may trip slip and fall causing physical injury. The injury may be exacerbated as staff are likely to be on their own when working in the basement.</p>	<p>Sufficient lighting is in place to make obstacles visible.</p> <p>A large container has been procured and positioned in the grounds for storage of larger items. Few items are therefore stored in the basement. The Council's archive boxes are kept on racks.</p>	1	2	
<p>Fire:</p> <p>Insufficient control measures may increase the risk of a fire and put the lives of all persons on site at risk.</p> <p>Inadequate compartmentation will enable a fire to rapidly spread and reduce the amount of time available to safely evacuate the building. Gaps in the walls and a lack of fireproofing means any fire in the</p>	<p>All persons on site may suffer serious or fatal injury of sufficient control measures for prevention containment and detection of fire are not in place.</p>	<p>Fire risk assessments have been carried out by a third party suitably qualified professional. Click here</p> <p>Fire detection systems are in place.</p> <p>Weekly tests of the fire control panel take place.</p> <p>Suitable fire extinguishers and blankets are in place in date and tested annually.</p> <p>CCTV was upgraded in August 2022 and is placed around the outside of the building to detect and deter criminal activity.</p> <p>Council staff undergo regular mandatory training.</p>	1	2	

<p>basement will rapidly spread throughout the property.</p>					
<p>Electricity: The main control panel for electricity in the building is housed in the basement. Any faults damage or unauthorised access could result in serious injury or fire.</p>	<p>Persons may be injured trying to access power supplies. Property may be damaged. Any fault or damage may cause a fire.</p>	<p>The main supplies formally inspected every five years. Access to the area is limited to authorised personnel only. Daily inspections (Monday – Friday) are carried out by members of the facilities team.</p>	1	2	Results and findings of daily inspections to be recorded – even nil return.
<p>Lone-working: Staff working in the basement unlikely to be working on their own. Due to the isolated nature of the basement any accident or injury suffered could be made worse if their presence is unknown to other workers.</p>	<p>Any person in the basement may have an accident or suffer an injury. An emergency response may be significantly delayed if the presence there is unknown.</p>	<p>Staff visit the basements infrequently. A lone working policy is in place.</p>	2	4	Lone worker risk assessment to be developed.

Risk Assessment

Attach 8

Premises: Pierremont Hall		Photo				
Location: Charles Cockerell suite, Council offices.						
Version 2.0						
Date of assessment: January 2024						
Description	Within Pierremont Hall, the Charles Cockerell suite is for sole use of the council staff. This suite includes the main administrative office, the events team's office and the Town Clerk's office. The offices are for the sole use of council staff and not available for hire by a member of the public. The contents of the offices include desks, chairs, computer stations, a water cooler, a printer/photocopier, laminator, guillotine and a refrigerator.					
Assessor: K Holroyd	Signed					
Review Date: January 2025						
Assessment of risk - summary						
ref	Area assessed	L	S	Risk score	Ongoing control	Residual risk after recommended actions
1	Manual handling	1	2	2		
2	Display screen equipment	1	2	2		
3	Health, welfare and work environment.	1	2	2		
4	Slips, trips and falls	1	2	2		

5	Fire	1	2	2	
6	Electricity	1	2	2	
7	Security	2	2	4	Consider implementing a sign in system

Likelihood	Severity	Assessment score
1 = Improbable	1 = Minor injury, damage or lost time	1 to 3 – Low risk
2 = Probable	2 = First aid, 7 day injury, or ill health	4 or 5 Medium risk
3 = Likely	3 = Long term absence, major injury or death	6 to 9 – High risk
Likelihood of occurrence x severity of outcome = risk rating		

Identify hazards	Who can be harmed and how	Control measures in place	L	S	R	Actions required where residual risk is still too high
<p>Manual Handling:</p> <p>Members of staff may be required to rearrange furniture in the office rooms. Given the smaller size of the rooms and their location towards the top of the building this would have to be carried out by hand and is likely to involve team lifting.</p>	<p>Members of staff may be injured as a result of handling items that may be too heavy large or too awkward to carry</p>	<p>Manual handling training is mandatory for all staff and is renewed annually.</p> <p>Professional company used for more complex work.</p>	1	2	2	
<p>Display screen equipment:</p> <p>Inadequate position of workstations and poor ergonomics may lead to physical harm or injury.</p>	<p>Staff working in the offices may suffer work related upper limb disorders or repetitive strain injuries if their workstations are set up incorrectly or the chairs and other aids are inadequate.</p>	<p>Display screen equipment assessments are carried out each January.</p>	1	2	2	
<p>Health welfare and work environment:</p> <p>Extreme hot or cold conditions may have a detrimental effect on the health and well-being of people.</p>	<p>Staff and volunteers may suffer ill health through exposure to hot or cold conditions</p>	<p>Health and Safety Awareness training is mandatory and is renewed annually.</p> <p>Electric heaters are in place to provide heat in cold conditions.</p> <p>The windows and doors can be opened when conditions are too warm.</p>	1	2	2	

		<p>Electric fans are available to help reduce the temperature.</p> <p>Staff are offered alternative work space in extremely hot conditions.</p>			
<p>Slips, trips and falls:</p> <p>Spillages obstructions and loose items on the floor may cause a person to fall and suffer an injury. The risk will be increased if sufficient storage is not available.</p>	<p>Staff may fall over loose items causing physical injury.</p>	<p>There is sufficient natural daylight and artificial light to enable any trip hazards to be visible.</p> <p>Items are stored on shelves or in drawers. Items no longer needed for daily use but necessary to keep are stored in the archive room in the basement.</p>	1	2	
<p>Fire:</p> <p>Sufficient insufficient control measures may increase the risk of a fire and put the lives of all persons on site at risk.</p>	<p>All persons on site may suffer serious or fatal injury if sufficient control measures for prevention and detection or fire are not in place.</p>	<p>Fire risk assessments have been carried out by a third party suitably qualified professional. Click here</p> <p>Fire Safety training is mandatory for all staff and is undertaken annually.</p> <p>Fire detection systems are in place.</p> <p>Weekly tests of fire control panel take place.</p> <p>Suitable fire extinguishers and blankets are in place, in date and tested annually.</p> <p>Several staff members are trained fire wardens and can safely evacuate everyone from the building if necessary.</p> <p>All Council staff undergo mandatory fire safety training.</p>	1	2	

<p>Electricity: Faulty or misused electrical items could cause serious harm or significant damage.</p>	<p>Staff and members of the public may suffer an electric shock through contact with faulty electrical appliances or main supplies. Faulty electrics are also a fire risk.</p>	<p>Portable appliance testing is carried out by a competent external contractor annually. The main supplies tested every five years. The next inspection is due in 2025.</p>	1	2	
<p>Security: A breach of security could result in damage to the property loss through theft or physical assault to a person. A lack of suitable controls puts all persons on site at risk.</p>	<p>Staff visitors and members of the public may suffer injury as a result of an assault. Damage may be caused to the building or council property may be stolen.</p>	<p>CCTV cameras in the lobby and the Council Chamber monitors all those entering or leaving the building. Current CCTV was updated in August 2022.</p>	2	4	<p>Although main access to the building is through a security-controlled door, no records are kept of who is on site. This could cause an issue should a matter need to be reported to the police. A sign in system could be implemented.</p>

Risk Assessment

Premises: Pierremont Hall		Photo				
Location: Council Chamber and kitchen.						
Version 2.0						
Date of assessment: January 2024						
Description	<p>The council chamber is approximately 8 metres by 20 metres. Upon entering the room there is a wall on the left available for conducting presentations as it has two speakers and a projector. Directly opposite the entrance there are three large windows/doors through which access can be made to the outside area. On the right-hand wall is a large window and access to the kitchen area is off the wall housing the entrance.</p> <p>The council chamber is used for conducting council business but also for hire for weddings and corporate events. The kitchen area houses equipment and supplies for refreshments. Work equipment includes a refrigerator, dishwasher, kettle, hot water urn and sink.</p>					
Assessor: K Holroyd		Signed				
Review Date: January 2025						
Assessment of risk - summary						
ref	Area assessed	L	S	Risk score	Ongoing control	Residual risk after recommended actions
1	manual handling	1	2	2		
2	hazardous materials slash substances	1	2	2		

Attach 9

3	health welfare and work environment	1	2	2	
4	slips trips and falls	1	2	2	
5	fire	1	2	2	
6	electricity	1	2	2	
7	first aid	1	2	2	
8	security	2	2	4	

Likelihood	Severity	Assessment score
1 = Improbable	1 = Minor injury, damage or lost time	1 to 3 – Low risk
2 = Probable	2 = First aid, 7 day injury, or ill health	4 or 5 Medium risk
3 = Likely	3 = Long term absence, major injury or death	6 to 9 – High risk
Likelihood of occurrence x severity of outcome = risk rating		

Identify hazards	Who can be harmed and how	Control measures in place	L	S	R	Actions required where residual risk is still too high
<p>Manual handling:</p> <p>Members of staff may be required to rearrange furniture to in the chamber area and or kitchen area.</p>	<p>Members of staff may be injured as a result of handling items that may be too heavy large or awkward to carry.</p>	<p>Manual handling training is mandatory for all permanent and fixed term staff and is undertaken annually.</p> <p>Events staff do not undertake formal training so a permanent or fixed term member of staff is always on site with them.</p>	1	2	2	
<p>Hazardous materials/ substances;</p> <p>Unsafe storage or use of hazardous materials could cause damaged property physical harm or ill health effects.</p>	<p>Member of staff may suffer injury or illness through unsafe use of substances hazardous to health. Unsafe storage may cause leaks or oxidation that may lead to fire or explosion.</p>	<p>Material safety data sheets supplied. HERE</p>	1	2	2	
<p>Health welfare and work environment:</p> <p>Extreme hot or cold conditions may have a detrimental effect to the health and well-being of people.</p>	<p>Staff, visitors and members of the public may suffer ill health through exposure to hot or cold conditions</p>	<p>Electric heaters are in place to provide heat in cold conditions. The windows and doors can be opened when conditions are too warm. The kitchen area off the chamber has facilities to provide hot and cold drinks.</p> <p>Health and Safety Awareness training is mandatory for all staff and is undertaken annually.</p>	1	2	2	

<p>Slips trips and falls:</p> <p>Spillages, obstructions and loose items on the floor may cause a person to fall and suffer an injury.</p> <p>The flag stones on the portico are old and worn and could cause a trip hazard.</p>	<p>Staff and members of the public may fall causing physical injury.</p> <p>Facilities team inspect regularly and fill uneven patches as necessary</p>	<p>Wet floor signs and equipment to deal with spillages are available in the kitchen.</p> <p>The chamber is kept tidy for use by council members and private functions.</p> <p>Kick step tool available for lifting items off tops or cupboards.</p>	1	2	
<p>Fire:</p> <p>Insufficient control measure may increase the risk of fire and put the lives of all persons on site at risk.</p>	<p>All persons on site may suffer serious or fatal injury if sufficient control measures for protection and detection of fire are not in place</p>	<p>Separate fire risk assessments have been carried out by a third party suitably qualified person. Click here</p> <p>Fire Safety training is mandatory for all staff and is undertaken annually.</p> <p>Fire detection systems are in place.</p> <p>Weekly tests of the fire control panel take place.</p> <p>Suitable fire extinguishers/blankets are in place in date and tested annually.</p> <p>Daily visual checks are undertaken by members of the facilities team.</p> <p>All council staff undergo regular mandatory fire safety training.</p>	1	2	

<p>Electricity:</p> <p>Faulty or misused electrical items could cause serious harm or significant damage.</p>	<p>Staff and members of the public may suffer an electric shock through contact with faulty electrical appliances or main supplies. Faulty electrics are also a fire risk.</p>	<p>Portable Appliance Testing is carried out by a competent external contractor annually. The main supply is tested every five years.</p> <p>The next inspection is due in 2025.</p> <p>Daily visual checks are undertaken by the facilities team.</p>	1	2	
<p>First aid:</p> <p>Inadequate or insufficient supplies may adversely affect treatment and exacerbate an injury.</p>	<p>Any person requiring first aid treatment may suffer due to a lack of appropriate first aid supplies.</p>	<p>First aid kits are present throughout the building: in the kitchen, in the Dan Mason Suite and in the van for the facilities team and in the Charles Cockerell suite for other staff members.</p> <p>An automatic electronic defibrillator is located on site.</p>	1	2	
<p>Security:</p> <p>A breach of security could result in damage to the property loss through theft or physical assault to a person. A lack of suitable controls put all puts all persons on site at risk.</p>	<p>Staff visitors and members of the public may suffer injury as a result of an assault damage may be caused to the building or council property may be stolen</p>	<p>CCTV is in place throughout the location current CCTV was updated in August 2022.</p> <p>Professional security firm, Probe, patrol the building three times over night.</p>	2	2	<p>Consider a sign in system for all those on site to assist in emergencies or police investigation.</p>

Risk Assessment

Attach 10

Premises: Pierremont Hall		Photo				
Location: Entrance foyer and staircase						
Version 2.0						
Date of assessment: January 2024						
Description	The entrance foyer and staircases are the means by which all staff and members of the public gain access to the building and upper floors. The foyer is accessed through a security-controlled door. The flooring is parquet. The stairs are carpeted. The area is well -lit and ventilated.					
Assessor: K Holroyd		Signed				
Review Date: January 2025						
Assessment of risk - summary						
ref	Area assessed	L	S	Risk score	Ongoing control	Residual risk after recommended actions
1	Health, welfare and work environment	1	2	2		
2	Slips, trips and falls	2	2	4		
3	Fire	1	2	2		
4	Security	1	2	2		

Identify hazards	Who can be harmed and how	Control measures in place	L	S	R	Actions required where residual risk is still too high
<p>Health, Welfare and work environment:</p> <p>Extreme hot or cold conditions may have a detrimental effect to the health and wellbeing of people.</p>	<p>Staff, Visitors and members of the public may suffer ill-health through exposure to hot or cold conditions.</p>	<p>Electric heaters are in place to provide heat in cold conditions.</p> <p>The door can be opened when conditions are too warm.</p>	1	2	2	
<p>Slips, trips and falls:</p> <p>Spillages obstructions and loose items on the floor may cause a person to fall and suffer an injury.</p> <p>Unstable bannisters or unsecured carpets may cause a person to trip or fall.</p>	<p>Staff and members of the public may fall causing physical causing physical injury.</p> <p>A fall from height caused by an unstable bannister could result in fatal injuries.</p>	<p>Health and Safety awareness training is mandatory for all staff and is undertaken annually.</p> <p>The area is kept clear of any trip hazards that could cause a person to fall.</p> <p>The carpeting on the stairs is held in place by stair rods.</p>	2	2	4	<p>Solution to be sought for insecure bannister as soon as possible.</p>
<p>Fire:</p> <p>Insufficient control measures may increase the risk of a fire and put the lives of all persons on site at risk.</p>	<p>All persons on site may suffer serious or fatal injury if sufficient control measures for prevention and detection of fire are not in place.</p>	<p>Fire risk assessments have been carried out by a professionally qualified third party. Click here</p> <p>Fire detection systems are in place.</p> <p>Weekly tests of the fire control panel take place.</p> <p>Suitable fire extinguishers are in place in date and tested and annually.</p>	1	2	2	

		<p>All Council staff undergo regular mandatory fire safety training.</p> <p>CCTV is in place throughout the location.</p> <p>Current CCTV was updated in August 2022.</p>	1	2	
<p>Security:</p> <p>A breach of security could result in damage to the property loss through theft or physical assault to a person a lack of suitable controls puts all persons on site at risk.</p>	<p>Staff visitors and members of the public may suffer injury as a result of an assault.</p> <p>Damage may be caused to the building or council property may be stolen.</p>		1	2	<p>Although main access to the building is through a security-controlled door, no records are kept of who is on site. This could cause issues should a matter need to be reported to the police.</p>

<p>Likelihood</p> <p>1 = Improbable</p> <p>2 = Probable</p> <p>3 = Likely</p>	<p>Severity</p> <p>1 = Minor injury, damage or lost time</p> <p>2 = First aid, 7 day injury, or ill health</p> <p>3 = Long term absence, major injury or death</p> <p>Likelihood of occurrence x severity of outcome = risk rating</p>	<p>Assessment score</p> <p>1 to 3 – Low risk</p> <p>4 or 5 Medium risk</p> <p>6 to 9 – High risk</p>
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Risk Assessment

Attach 11

Premises: Pierremont Hall		Photo				
Location: External grounds						
Version 2.0						
Date of assessment: January 2024						
Description	The grounds outside Pierremont Hall are owned by the Town Council who is responsible for its maintenance. The grounds are accessed by council staff, staff from the companies that lease office space, visitors, contractors and members of the public. They are vehicular and pedestrian access routes and areas where both may come into contact.					
Assessor: K Holroyd	Signed					
Review Date: January 2025						
Assessment of risk - summary						
ref	Area assessed	L	S	Risk score	Ongoing control	Residual risk after recommended actions
1	Radiation	1	2	2		
2	Violence at work	1	2	4	Monitor and review	
3	Manual Handling	1	2	2		
4	Hazardous materials/substances	1	2	2		

5	Health, welfare and work environment	1	2	2	2	
6	Working at height	2	2	4	4	
7	Slips, trips and falls	1	2	2	2	
8	Movement of people and vehicles	1	2	2	2	
9	Fire	1	2	2	2	
10	Electricity	1	2	2	2	

Likelihood	Severity	Assessment score
1 = Improbable	1 = Minor injury, damage or lost time	1 to 3 – Low risk
2 = Probable	2 = First aid, 7 day injury, or ill health	4 or 5 Medium risk
3 = Likely	3 = Long term absence, major injury or death	6 to 9 – High risk
Likelihood of occurrence x severity of outcome = risk rating		

Identify hazards	Who can be harmed and how	Control measures in place	L	S	R	Actions required where residual risk is still too high
<p>Radiation:</p> <p>Staff working outside may suffer from the effects of exposure to ultraviolet radiation.</p>	<p>Staff may suffer ill health from exposure to high levels of UV light. This could cause sunburn or skin cancer.</p>	<p>Staff are not required to work outside for long periods of time.</p> <p>Health and Safety awareness training is mandatory for all staff and is undertaken annually.</p>	1	2	2	
<p>Violence at work:</p> <p>staff may be at risk of verbal or physical violence from members of the public.</p>	<p>Staff may be physically attacked causing injury or verbally abused which may cause psychological problems and mental ill health.</p>	<p>Staff to receive formal training on de-escalating potentially violent situations.</p> <p>Members of staff working after dark only go outside in pairs.</p>	2	2	4	<p>Consider providing appropriate training for staff to equip them with the skills and knowledge to de-escalate situations.</p>
<p>Manual handling:</p> <p>Council staff may be required to carry out activities that involve lifting carrying moving items.</p> <p>A lack of training or understanding of the risks may cause injury.</p>	<p>Staff may be physically injured if using poor manual handling techniques.</p>	<p>Manual handling training is mandatory for all staff and is undertaken annually.</p>	1	2	2	
<p>Hazardous materials/ substances:</p>	<p>Members of staff may suffer injury or illness through</p>	<p>COSHH cabinet has been purchased and positioned to rear of building at basement level to store hazardous materials or</p>	1	2	2	

<p>unsafe storage or use of hazardous materials could cause damage to property physical harm or ill health effects.</p>	<p>unsafe use of substances hazardous to health. Unsafe storage may cause leaks or oxidation that may lead to fire or explosion.</p>	<p>substances. COSSH data sheets here COSSH training is mandatory for facilities team members and is updated annually.</p>		
<p>Health, welfare and work environment: Extreme hot or cold conditions may have a detrimental effect to the health and well-being of people. Other adverse weather conditions such as rain snow ice may affect the health and safety of workers.</p>	<p>Staff may suffer ill health through exposure to cold conditions or adverse weather conditions. Staff work at the venue during hours of darkness.</p>	<p>Health and Safety awareness training is mandatory for all staff and is undertaken annually. Staff are not required to work outside for long periods of time. Staff are aware of the need to wear clothing suitable to the environment. External lighting is on all night to illuminate the exterior of the building and the grounds. CCTV monitor the perimeter of the building.</p>	1 2	2
<p>Working at height: Work may on occasion need to be taken at height. Any such work may result in a person falling</p>	<p>Staff may be seriously injured if they fall from height. Any person below may also be injured from falling/dropped items</p>	<p>All members of the facilities team are required to undertake Working at Heights training and update it annually. Any significant work that is required to be undertaken at height will require the appointment of contractors.</p>	2	4 Establish a Working at Height policy or a Standard Operating Procedure. Document all visual checks of ladders and other equipment. Establish a control of contractor process and policy.

<p>or items being dropped that may cause injury to persons below.</p>		<p>All contractors must provide evidence of appropriate PPE, RAMS and PLI prior to commencing work.</p> <p>Any risk of falling items will be mitigated by the creation of an exclusion zone beneath the area of work.</p> <p>Ladders are used on occasion for ad hoc maintenance activities.</p> <p>Ladders are checked visually</p>			<p>Facilities Manager to undertake permit to work training.</p> <p>Establish a Permit to work system for any work undertaken at height.</p>
<p>Slips, trips and falls:</p> <p>Spillages, obstructions, potholes, ice and loose items on the ground may cause a person to fall and suffer an injury.</p>	<p>Staff and members of the public may fall causing physical injury. Should a member of the public fall injured himself the council may receive a claim for compensation.</p>	<p>Grit bins are available and put into use when weather conditions are likely to be poor.</p> <p>Sufficient lighting is in place to make any obstacles visible.</p> <p>Pot holes are identified, marked and repaired as soon as weather conditions allow.</p> <p>Health and Safety awareness training is mandatory for all staff and is undertaken annually.</p>	1	2	
<p>Movement of people and vehicles:</p> <p>The grounds around the property are accessible to vehicles and pedestrians. A lack of suitable segregation</p>	<p>Staff visitors contractors and members of the public may be injured if hit by a vehicle on site.</p>	<p>Separate entrances exits are available for use by vehicles and pedestrians.</p> <p>Sufficient lighting is in place to highlight pedestrians.</p> <p>Surfaces will be gritted in cold or icy conditions.</p>	1	2	

<p>raises the risk of an accident.</p>					
<p>Fire: Insufficient control measures may increase the risk of a fire and put the lives of all persons on site at risk.</p>	<p>All persons on site may suffer serious or fatal injury if sufficient control measures for prevention and detection of fire are not in place.</p>	<p>Fire risk assessments have been carried out by a suitably qualified third party company. Please see separate documents here Fire detection systems are in place. Weekly tests of fire control panel take place. Suitable fire extinguishers and blankets are in place, in date and tested annually. CCTV is placed around the outside of the building which will determine all activity. The facilities team checks around the building and grounds for hazards, obstacles or unsatisfactory equipment every working day. All council staff undergo regular mandatory fire training.</p>			<p>Document all findings, even nil returns.</p>
<p>Electricity: Unauthorised access to electrical outlets outside the building could lead to injury and escalated costs to the council.</p>	<p>Persons may be injured trying to access power supplies. Property may be damaged.</p>	<p>Outdoor electrical sockets are secured in locked cabinets. The site is visually checked every morning (Monday – Friday). The power to the external sockets is controlled from inside the property so no</p>	<p>1 1</p>	<p>2</p>	

	<p>Unauthorised use of power will increase costs for the council.</p>	<p>electricity can be used without prior authorization.</p> <p>The EICR for the whole site is up to date and due for renewal in 2025.</p> <p>An electric car charging point is present on the premises and is accessed through a card which records the level of electricity used. It is checked annually by a competent professional It has its own circuit breaker.</p>			

Risk Assessment

Attach 12

Premises: Pierremont Hall		Photo				
Location: Mayor's parlour						
Version 2.0						
Date of assessment: January 2024						
Description	The Mayor's Parlour is available for hire and contains a large table and chairs, glass display cabinet, wall mounted electric heater and windows that allow for natural air ventilation.					
Assessor: K Holroyd	Signed					
Review Date: January 2025						
Assessment of risk - summary						
ref	Area assessed	L	S	Risk score	Ongoing control	Residual risk after recommended actions
1	Manual Handling	1	2	2		
2	Health, welfare and work environment.	1	2	2		
3	Slips, trips and falls	1	2	2		
4	Fire	1	2	2		

5	Electricity	1	2	2	
6	Security	1	2	2	

Likelihood	Severity	Assessment score
1 = Improbable	1 = Minor injury, damage or lost time	1 to 3 – Low risk
2 = Probable	2 = First aid, 7 day injury, or ill health	4 or 5 Medium risk
3 = Likely	3 = Long term absence, major injury or death	6 to 9 – High risk
Likelihood of occurrence x severity of outcome = risk rating		

Identify hazards	Who can be harmed and how	Control measures in place	L	S	R	Actions required where residual risk is still too high
<p>Manual Handling:</p> <p>Members of staff may be required to rearrange furniture in the mass parlour. Given the smaller size of this room this would have to be carried out by hand and is likely to involve team lifting.</p>	<p>Members of staff may be injured as a result of handling items that may be too heavy, large or too awkward to carry.</p>	<p>Manual handling training is mandatory for all staff and is undertaken annually.</p>	1	2	2	
<p>Health Welfare and work environment:</p> <p>extreme hot or cold conditions may have a detrimental effect on the health and well-being of people.</p>	<p>Staff and visitors may suffer ill health through exposure to hot or cold conditions.</p>	<p>Electric heaters are in place to provide heat in cold conditions</p> <p>the windows and doors can be opened when conditions are too warm.</p> <p>Electric fans are available to help reduce the temperature.</p>	1	2	2	
<p>Slips , trips and falls:</p> <p>Spillages, obstructions and loose items on the floor may cause a person to fall and suffer an injury.</p>	<p>Staff and any person hiring the rooms may fall causing physical injury the small size of the room may result in head injury if contact is made with the wall or furniture.</p>	<p>Health and Safety awareness training is mandatory for all staff and is undertaken annually.</p> <p>There is sufficient natural daylight and artificial light to enable any trip hazards to be visible.</p> <p>The mayor's parlour is infrequently used.</p>	1	2	2	

<p>Fire: insufficient control measures may increase the risk of a fire and put the lives of all persons on site at risk.</p>	<p>All persons on site may suffer serious or fatal injury if sufficient control measures for prevention and detection of fire are not in place.</p>	<p>Fire risk assessments have been carried out by a professionally qualified third party. Click here Fire detection systems are in place. Weekly tests of a fire control panel take place. Suitable fire extinguishers and blankets are in place, in date and tested annually. All council staff undergo regular mandatory fire safety training.</p>	1	2
<p>Electricity: Faulty or misused electrical items could cause serious harm or significant damage.</p>	<p>Staff and members of the public may suffer an electric shock through contact with faulty electrical appliances or main supplies. Full T electrics are also a fire risk.</p>	<p>Put ballpoints testing is carried out by a competent external contractor annually. The main supplies tested every five years. The next inspection is due in 2025.</p>	1	2
<p>Security: A breach of security could result in damage to the property loss through theft or physical assault to a person. A lack of suitable controls put puts all persons on site at risk.</p>	<p>Staff visitors and members of the public may suffer injury as a result of an assault. Damage may be caused to the building or council property may be stolen.</p>	<p>CCTV in the lobby and in the Council Chamber monitors all those entering and leaving the building. CCTV was upgraded in August 2022</p>	2	4

Although main access to the building is through a security controlled door, no records are kept of who is on site.

This could cause a problem in case of fire or if an incident needs to be reported to the police.

Risk Assessment

Attach 13

Premises: Retort House		Photo				
Location: Community Venue/sports hall						
Version 2.0						
Date of assessment: February 2024						
Description	Retort House is a property owned by the Town Council that has recently been refurbished and is available for hire by external organisations for various activities. The entrance is via electronic lock to the left hand side of the front door. In the entrance hall is a table that houses the CCTV monitoring station, lockers, a small bench and coat hooks. Off the hall is the entrance to the kitchen, the sports hall, men's/ ladies/ disabled toilets and changing areas. The kitchen contains cabinets refrigerator, dishwasher and a metal shuttered serving hatch into the sports hall. The intention is that any organisation hiring the venue will provide their own food as there are no facilities for cooking hot food. The sports hall can be used for various activities such as basketball, badminton or meetings. Off the sports hall is a storage room housing chairs and a fire exit that leads into the car park outside. The venue is not staffed by council workers but council staff are responsible for the maintenance of the building.					
Assessor: K Holroyd	Signed					
Review Date: February 2025						
Assessment of risk - summary						
ref	Area assessed	L	S	Risk score	Ongoing control	Residual risk after recommended actions
1	Manual handling	1	1	1		

2	Hazardous materials/substances	2	2	4	Proprietary cleaners' cupboard to be purchased and stored in storage room	
3	Separation of vehicles and pedestrians.	1	1	1		
4	Health, welfare and work environment	1	1	1		
5	Slips, trips and falls	1	1	1		
6	Fire	1	1	1		
7	Electricity	1	1	1		
6	Lone-working	2	2	4	Lone worker risk assessment to be devised asap	

Likelihood	Severity	Assessment score
1 = Improbable	1 = Minor injury, damage or lost time	1 to 3 – Low risk
2 = Probable	2 = First aid, 7 day injury, or ill health	4 or 5 Medium risk
3 = Likely	3 = Long term absence, major injury or death	6 to 9 – High risk
Likelihood of occurrence x severity of outcome = risk rating		

Identify hazards	Who can be harmed and how	Control measures in place	L	S	R	Actions required where residual risk is still too high
<p>Manual handling:</p> <p>Council staff may be required to carry out activities that involve lifting, carrying, moving items. Lack of training or understanding on the risks may cause injury.</p>	<p>Staff may be physically injured if using poor manual handling techniques.</p>	<p>Manual handling awareness training is undertaken by all staff and updated annually.</p>	1	1	1	
<p>Hazardous materials/substances:</p> <p>Unsafe storage or use of hazardous materials could cause damaged property physical harm or ill health effects.</p>	<p>Members of staff may suffer injury or illness through unsafe use of substances hazardous to health. Unsafe storage may cause leaks or oxidation that may lead to fire or explosion.</p>	<p>Cleaning products are stored in a locker. Locker is secure, but not waterproof and leaks can occur.</p>	2	2	4	<p>Proprietary cleaners' cupboard to be purchased and stored in storage room.</p>
<p>Separation of vehicles and pedestrians:</p> <p>Directly outside the venue is Albion Street car park that is used by the public. A lack of suitable control measures to protect pedestrians from being hit by a vehicle could result in an accident.</p>	<p>Staff and any persons using the venue may be hit by a vehicle which could cause serious or fatal injuries.</p>	<p>The two parking bays directly outside the entrance have been cordoned off.</p> <p>Signage has been placed inside the exit door to remind people of the risk of moving vehicles as they exit the building.</p> <p>There is sufficient lighting in the car park to see vehicles and pedestrians.</p>	1	1	1	

<p>Health, welfare and work environment:</p> <p>Extreme hot or cold conditions may have a detrimental effect on the health and well-being of people.</p>	<p>Staff may suffer ill health through exposure to hot or cold conditions.</p>	<p>Six large electric heaters are placed high on the walls in the sports hall.</p> <p>Wall mounted electric heaters are placed in the entrance hall kitchen and changing areas.</p> <p>Two larger ventilation fans are located in the sports hall.</p>	1	1	
<p>Slips, trips and falls:</p> <p>Spillages, obstructions and loose items on the ground may cause a passing to fallen suffering injury.</p>	<p>Staff or users of the venue may trip slip and fall causing physical injury.</p>	<p>Sufficient lighting is in place to make any obstacles visible.</p> <p>The venue is not in constant use.</p> <p>Lockers are available for storage.</p> <p>A storage room is available for larger items.</p>	1	1	
<p>Fire:</p> <p>Insufficient control measures may increase the risk of a fire and put the lives of all persons on site at risk.</p>	<p>All persons from sites may suffer serious or fatal injury if sufficient control issues for prevention, containment and detection of fire are not in place.</p>	<p>Fire risk assessments have been carried out by an independent qualified person.</p> <p>See here</p> <p>Fire detection systems are in place.</p> <p>Weekly testing for fire control panel take place.</p> <p>Suitable fire extinguishers and blankets are in place, in date and tested annually.</p> <p>CCTV is placed around the outside of the building which would deter criminal activity.</p>	1	1	

<p>Electricity:</p> <p>The main control panel for electricity in the building is housed in a cupboard off the entrance hall. Any faults damage or unauthorised access could result in serious injury or fire.</p>	<p>Persons may be injured trying to access power supplies.</p> <p>Property may be damaged.</p> <p>Any fault or damage may cause a fire.</p>	<p>The main supplies formally inspected every five years.</p> <p>Next inspection due 2025.</p> <p>The cupboard is locked and access to the area is limited to authorised personnel only.</p> <p>Suitable warning signage has been placed on the door.</p>	1	1	1	1	1
<p>Lone-working:</p> <p>Council staff visiting and working at retort house may be required to do so on their own. Any accident or injury suffered may be exacerbated if their presence at the venue is unknown.</p>	<p>Any person working or visiting the venue may have an accident or suffer an injury.</p> <p>An emergency response may be significantly delayed if their presence there is unknown.</p>	<p>A lone worker policy is in place.</p>	4	2	2	2	Lone worker risk assessment to be carried out asap

GUIDANCE NOTE: Annual Parish Meeting (England)

Introduction

1. There can be, and often is, confusion between the Annual Parish Meeting and the Annual Meeting of the Parish Council. This Advice Note concerns the Annual Parish Meeting for a parish in England. For Wales, see the separate advice note on Community Meetings in Wales.
2. Throughout this Advice Note reference to the Annual Parish Meeting should also be taken to mean the Annual Town Meeting, or any derivation thereof.
3. This Advice Note is specific to an Annual Parish Meeting in a parish where there is a Parish Council. Parishes without a Parish Council are also required to hold an Annual Parish Meeting, and further and specific advice should be sought from the SLCC Advisory Service in this instance.
4. Most of the law which governs Parish Meetings is in Part III of Schedule 12 to the Local Government Act 1972.

Date and Time

5. A Parish Meeting must be held once a year, between 1st March and the 1st June (inclusive), i.e. the Annual Meeting. The meeting should not commence before 6.00 pm.
6. Other Parish Meetings may be held during the year and should not commence before 6.00 pm.

To Summon a Meeting

7. The Annual Meeting is usually summoned by the Chairman of the Parish Council. But the full list of those empowered to summon a meeting is:
 - i. the Chairman of the Parish Council, or
 - ii. two Parish Councillors, or
 - iii. six local government electors.

Notices and Agenda

8. Public notice of the meeting must be given in accordance with the timescales required by statute (see paragraph 12 below). The Notice must state the date, time and place of the intended meeting and the business to be transacted at the meeting. If it is not practical to include the full agenda papers with the Notice, the Notice should state where a copy of the full agenda papers can be seen or obtained.
9. The Notice to convene the Meeting should be signed the person or persons convening the meeting, that is, by the Chairman of the Parish Council, the two Parish Councillors, or the six local government electors, as appropriate, (and not by the Clerk).

10. The Notice should be displayed in some conspicuous place (or places) in the Parish. Copies may also be sent to Parish Councillors, other elected representatives (District and County Councillors, M.P., M.E.P. etc) and circulated to local organisations in the Parish. The greater the publicity, the more likely the meeting is to be well-attended.
11. The Agenda should specify the business to be transacted in a manner which is clear to those reading it. That is to say, the usually ambiguous “Any Other Business” and similar misleading subjects should always be avoided.
12. The period of notice required to convene the meeting is not less than 7 days, except if it relates to the establishment or dissolution of a Parish or to the grouping of a Parish with another parish or parishes under a common parish council, in which case 14 days’ notice is required. If it is proposed that a Parish Meeting should provide a pension scheme for employees, there may be a special notice period for a meeting making such a decision and this point should be checked in advance.
13. If it is practical to give longer periods of notice, this may have the benefit of enabling more people to attend the meeting.

Chairmanship

14. The Chairman of the Parish Council, if present, must preside. If the Chairman is absent, the Vice-Chairman, if present, presides. In the absence of both the Chairman and Vice Chairman of the Parish Council, the Parish Meeting elects a Chairman for that meeting.
15. If the Chairman of the Meeting (be it the Chairman of the Parish Council, Vice-Chairman of the Parish Council or another person elected by the Meeting) is a local government elector for the Parish, he or she is entitled to the usual two votes of a Chairman (an original vote and, in the event of an equality of votes, a second or casting vote). However, if the person presiding is not a local government elector for the Parish, he or she has the power to exercise a “casting vote”, but does not have the right to an original vote.
16. If the person presiding is not a local government elector, there is some doubt as to whether he or she has the right to “propose” matters from the Chair. For the avoidance of any doubt, Members are advised in these circumstances to arrange for all formal propositions (approving the Minutes etc.) to be made from the floor of the Meeting.

Who can Attend?

17. The Annual Parish Meeting is a meeting of all the local government electors for the Parish. It is NOT a Meeting of the Parish Council, which the public can participate in, and great care should be taken with the room layout to avoid any impression that this is a Parish Council Meeting.
18. The Electoral Registration Officer must, at the request of the Parish Council, provide a copy of the Register of Electors for the Parish. This can be used to verify the qualifications of those attending, or as an “Attendance Register”. (N.B. Care should be taken with the Register of Electors, as use for other purposes (e.g. searching for people) is an offence.
19. Members of the Public (i.e. those who are not local government electors for the Parish) are also entitled to attend, but have no right to speak or vote on any matter. It is suggested that such

“Members of the Public” be seated separately from the “Electors” to avoid any possible confusion for the Chairman in the event of a vote, or a request to speak.

20. The press have the same rights of attendance as at a Parish Council Meeting, and should be afforded the usual facilities.
21. Parish Councillors, who are also electors for the Parish, have the same rights to attend, vote and speak as any other “Elector”. There are no additional “rights” for Parish Council Members, except for the Chairman or Vice Chairman (see paragraphs 14 to 16 above).
22. Parish Councillors who are not electors for the Parish have the same rights to attend as a “Member of the Public” and have no rights to speak, or vote (save for the Chairman or Vice-Chairman - see paragraphs 14 to 16 above), but may be invited to speak for their specialist knowledge of a particular subject under discussion.

Business of the Meeting

23. Experience shows that a meagre agenda with little to discuss will produce a poorly attended, over-long meeting, which will provide an ideal opportunity for most of the audience to drop off to sleep! It is usual for the Chairman of the Parish Council (or perhaps the Chairmen of Parish Council Committees, where they exist) to present a verbal “annual report” of the activities of the Parish Council, highlighting significant achievements etc.
24. Whilst the timing of the Meeting (March, April or May) will not allow for a detailed Financial Report to be presented, it may be possible for a brief Financial Report to be given (perhaps in the form of a PowerPoint presentation) subject to a prior warning that the figures quoted are only provisional, and still subject to audit.
25. Other items which may be on the agenda, include:

- i. The Attendance Record of Parish Council Members.
- ii. Where there are one or more Parochial Charities, their Accounts could be presented to the Meeting, perhaps by a trustee of the Charity.
- iii. Where the Chairman/Mayor raises funds for local organisations/charities, the presentations could take place during the meeting, with recipients been asked to give a brief outline of the intended use of the donation.
- iv. Likewise, where the Parish Council uses Section 137 (LGA 1972), to provide grants to local organisations, they could be invited to explain how these funds will be used.
- v. A representative of a local organisation (e.g. W.R.V.S. Branch) could be invited to speak (briefly) on the work of that organisation. (This will increase attendance as the speaker will not come alone!).
- vi. There may be a local issue which is causing concern – include it on the agenda – Village Appraisals, Village Design Statements, Market Town SWOT’s etc.

Although not necessarily an item for the Agenda, it is useful to have the date of the Notice to convene the Meeting mentioned at the opening of the meeting and recorded in the Minutes.

26. There is no short-cut to preparing an interesting, informative and attractive Agenda. It requires preparation, so discuss possible Agenda items with the Chairman throughout the year (rather than 3 weeks before the meeting!). The Key Questions (for any meeting) are:
WHY are we meeting?
WHAT do we want to achieve?

WHO has specialist knowledge in this field?
WHEN are we meeting?
WHERE (in a suitable room in the Parish)?

Voting

27. All decisions of the Parish Meeting should be by a show of hands of the “Electors” present and the person chairing the meeting will have the voting rights set out in paragraph 15 above. (“Members of the Public” should not vote.)
28. At present, any matter which is decided by a Parish Meeting can be the subject of a Parish Poll (Referendum) provided:
 - i. a Poll is demanded before the end of a Parish Meeting on any matter which the Parish Meeting has discussed and voted on; and
 - ii. either ten local government electors, or one third of the local government electors present, whichever is the less, demand the poll **or** the person presiding at the Meeting consents to a poll.
29. At present, a Poll cannot be demanded if the subject matter has not been discussed at the Parish Meeting, or was discussed, but no vote on it took place.
30. Changes to the legislation on parish polls (which are not yet substantially in force) provide that:
 - A poll may be demanded before the conclusion of a parish meeting on any question arising at the meeting, subject to regulations.
 - The Secretary of State may by regulations make provision about polls consequent on parish meetings, in particular about—
 - (a) the questions arising at a meeting on which a poll may be demanded,
 - (b) the circumstances in which a poll may or must be taken (including provision as to the number of local government electors who must demand a poll for a poll to be taken), and
 - (c) the conduct of a poll.

No such regulations have been made as yet.

31. Great care should be exercised in the precise wording of any proposed question for a Parish Poll. The matter should be phrased in such a manner that a simple “Yes” or “No” answer is conclusive.
32. The conduct of a Parish Poll is a matter for the Electoral Registration Officer at the District Council, to whom the request for a Parish Poll should be reported with all possible haste. The Parish Council is responsible for all costs arising from the conduct of a Parish Poll.
33. A “wise” Clerk will check in advance the likely costs of a Parish Poll and build such costs into a suitable contingency fund when the Annual Estimates of the Council are prepared.

FURTHER READING

- Part III of Schedule 12 to the Local Government Act 1972
- Section 42 of the Local Audit and Accountability Act 2014 amends paragraph 18 of Part III of Schedule 12 to the Local Government Act 1972, but at the time of writing the changes are not in force, except for those relating to the Secretary of State's power to make regulations.
- Advice Notes
 - Parish Meetings and Community Meetings
 - Parish Polls and Community Polls
- Local Council Administration, 10th edition - Chapter 10, The English Parish or Town's Meeting.

 <p>BROADSTAIRS & ST. PETER'S TOWN COUNCIL</p>	<p>VEXATIOUS COMPLAINTS POLICY</p>
	<p>BROADSTAIRS & ST. PETER'S TOWN COUNCIL For consideration by Council January 2024 Adopted:</p>

1. Vexatious or Unreasonably Persistent Complaints

Vexatious or persistent complaints and correspondence can be characterised in the following ways:

- Behaviour which is obsessive, persistent, harassing, prolific, repetitious and/or
- Behaviour which is designed to cause extreme distress, bully, humiliate and intimidate specific individuals and the Corporate Body and/or
- Frequent correspondence timed to cause the council maximum disruption and workload and/or
- Behaviour which displays an insistence on pursuing unmeritorious issues, trivial points and/or unrealistic outcomes beyond all reason and/or
- Displays an insistence upon pursuing complaints or issues in an unreasonable and abusive manner and/or
- Repeated and/or frequent and/or simultaneous requests for information, whether or not those requests are made under the access to information legislation, and/or
- Behaviour where ex-employees are contacted to try to undermine councillors and/or
- Behaviour which has the effect of hindering the Council's ability to go about its democratic business due to the extreme workload generated.
- Behaviour where the aim is character assassination.
- Behaviour characterised by a refusal to accept that issues raised are not within the power of the Council to investigate, change or influence.

This policy covers vexatious or unreasonably persistent complaints whether written, verbal or via social media or indirectly via a third party.

2. Use of this policy – vexatious or unreasonably persistent complaints.

In the first instance the Clerk will consult with the Chairman of the Council. With the Chairman's agreement, the complainant will be contacted in writing (also providing a copy of this policy), to explain why the behaviour is a concern and ask them to change their behaviour.

If the behaviours persist and Clerk or Councillors identify behaviour that they think exhibits these characteristics, and which they believe may be vexatious or unreasonably persistent, they should refer it to Full Council under closed session.

In exceptional circumstances (for example significant time until the next available meeting), the policy can be triggered by email consultation with a minimum of five councillors including the Chairman or Vice Chairman.

If the Council agrees with the assessment, it should prepare a brief statement of why it considers the complaint or correspondence to be vexatious, including its effort upon the Clerk, Councillors and/or the Town. This should be accompanied by a report for the Council showing the workload effects and resource impact, and, if resources allow, information about the related correspondence via email, telephone and letter, including information about who the correspondence was addressed to, who it was copied to, and a brief description of each piece of correspondence.

Sanctions can include:

- Being allowed to communicate with one nominated member of the council or staff.
- Receiving no responses to further enquiries and communications on the same matter if no substantive new issue is raised.
- Receiving no responses to all enquiries and communications for 6 months if no substantive new issue is raised.

3. Handling correspondence and complaints deemed to be vexatious

The Clerk/Council will write to the correspondent advising them that their complaint and/or correspondence has been determined to be vexatious and giving the reason for that decision.

4. Residents of the Town

If the complainant is a local resident of the Town, the notification letter should state which sanction the councils has imposed. They should be advised that the decision will be reviewed in six months from the date of the letter advising them that their complaint/ correspondence is vexatious. The District and County Councillors will be informed that a constituent has been designated as an unreasonably persistent or vexatious complainant.

Sanctions can include:

- Being permitted only to communicate with one nominated member of the council or staff.
- Being permitted only to communicate in a specific way, for example, letter rather than email or telephone.
- Receiving no responses to further enquiries and communications on the same matter if no substantive new issue is raised.
- Receiving no responses to all enquiries and communications made to the council for 6 months if no substantive new issue is raised.

Review of sanction:

At the following full Town Council meeting which occurs six months after the correspondent has been advised that their complaint and/or correspondence is vexatious, that decision should be reviewed. The Council should consider whether there has been any improvement in the vexatious behaviour over that time. The Clerk should write to the correspondent advising them of the outcome of the review. If the behaviour has improved, future correspondence can be treated in the normal way. If there has not been a significant improvement, the correspondence will continue to be treated as vexatious and will be reviewed annually.

5. Non-Residents of the Town

If the complainant(s) does not reside in the Town, they will be advised that all future correspondence will be ignored and left unread. There is no route of appeal against the decision that a complaint or correspondence is vexatious.

6. Persistent communication on the same matter from multiple complainants

If the persistent communication on one matter is from 4 or more complainants, rather than from one complainant, the Clerk or Councillors identifying the behaviour will draft a standard

response to all further communications on that matter. As no sanctions are being imposed, this action can be triggered without approval at a full Council meeting.

Drafted 20.12.2023

 <p>BROADSTAIRS & ST. PETER'S TOWN COUNCIL</p>	<p>ANTI-HARASSMENT AND BULLYING POLICY</p>
	<p>BROADSTAIRS & ST. PETER'S TOWN COUNCIL For consideration by Council January 2024 Adopted:</p>

1. INTRODUCTION

Broadstairs & St Peter's Town Council does not tolerate bullying, harassment or intimidation, of any of their employees or Councillors in any form: written, verbal or via social media. This applies to such behaviour from members of the public, tenants of Town Council owned properties, Town Council employees and Councillors alike.

2. DEFINITIONS

2.1 Harassment

Harassment is unwanted conduct related to relevant 'protected characteristics' which are sex, gender reassignment, race (which includes colour, nationality and ethnic or national origin), disability, sexual orientation, religion or belief and age. Harassment amounts to unlawful discrimination if it relates to a 'protected characteristic'.

Under the Protection from Harassment Act 1977 S1 (1): A person must not pursue a course of conduct – a) which amounts to harassment of another, and b) which he knows or ought to know amounts to harassment of the other.

2.2 Bullying

Bullying is offensive, intimidating, threatening, malicious or insulting behaviour and/or an abuse or misuse of power that undermines, humiliates, or injures the person on the receiving end.

Examples of bullying and harassment include:

- Verbal abuse or offensive comments, jokes or pranks related to age, disability, gender reassignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex, or sexual orientation.
- Lewd or suggestive comments.
- Deliberate exclusion from conversations or work activities.
- Withholding information a person needs in order to do their job.
- Practical jokes, initiation ceremonies or inappropriate birthday rituals.
- Physical abuse such as hitting, pushing, or jostling.
- Rifling through, hiding or damaging personal property.
- Subjecting a person to humiliation or ridicule, belittling their efforts, often in front of others.
- Abusing a position of power.

It is important to recognise that conduct which one person may find acceptable, another may find totally unacceptable. All employees must, therefore, treat their colleagues with respect and appropriate sensitivity.

Bullying does not include appropriate criticism of an employee's behaviour or proper performance management.

3.0 USE OF THIS POLICY – BULLYING/HARASSMENT

What you should do if you witness an incident you believe to be harassment or bullying

If you witness such behaviour, you should report the incident in confidence to the Clerk or a councillor. Such reports will be taken seriously and will be treated in strict confidence as far as it is possible to do so.

What you should do if you feel you are being bullied or harassed by a member of the public or supplier (as opposed to a colleague)

If you are being bullied or harassed by someone with whom you come into contact at work, please raise this with the Clerk or a councillor in the first instance. They will then decide how best to deal with the situation, in consultation with you.

What you should do if you feel you are being bullied or harassed by a councillor

If you are being bullied or harassed by a councillor, please raise this with the Clerk or the Chair of the Council in the first instance. They will then decide how best to deal with the situation, in consultation with you. There are two possible avenues for you, informal or formal. The Informal Resolution is described below. Formal concerns regarding potential breaches of Code of Conduct breaches will be investigated by the Monitoring Officer.

What you should do if you are being bullied or harassed by another member of staff

If you are being bullied or harassed by a colleague or contractor, there are two possible avenues for you, informal or formal. These are described below.

3.1 Informal resolution

If you are being bullied or harassed you may be able to resolve the situation yourself by explaining clearly to the perpetrator(s) that their behaviour is unacceptable, contrary to our policy and must stop. Alternatively, you may wish to ask the Clerk, a colleague, or another councillor to do this on your behalf or to be with you when confronting the perpetrator(s).

If the above approach does not work or if you do not want to try to resolve the situation in this way, or if you are being bullied by your own manager, you should raise the issue with the Chair of the Council. The Chair (or another appropriate individual) will discuss with you the option of trying to resolve the situation informally by:

- Telling the alleged perpetrator(s), without prejudging the matter, that there has been a complaint that their behaviour is having an adverse effect on a member of staff;
- That such behaviour is contrary to our policy;
- That for employees, the continuation of such behaviour could amount to a serious disciplinary offence.

It may be possible to have the conversation with the alleged perpetrator without revealing your name, if this is what you want. They will also stress that the conversation is confidential.

In certain circumstances we may be able to involve a neutral third party to facilitate a resolution of the problem. The Chair will discuss this with you if it is appropriate.

If your complaint is resolved informally, the alleged perpetrator(s) will not usually be subject to disciplinary sanctions. However, in exceptional circumstances (such as a serious allegation of harassment or in cases where a problem has happened before) the council may decide to investigate further and take more formal action notwithstanding that you raised the matter informally. We will consult with you before taking this step.

3.2 Raising a formal complaint

If informal resolution is unsuccessful or inappropriate, you can make a formal complaint about the harassment or bullying to the Clerk or the Chair of the Council. A formal complaint may ultimately lead to disciplinary action against the perpetrator(s) where they are employed.

The Clerk or the Chair of the Council will appoint someone to investigate your complaint. You will need to co-operate with the investigation and provide the following details (if not already provided):

- The name of the alleged perpetrator(s),
- The nature of the harassment or bullying,
- The dates and times the harassment or bullying occurred
- The names of any witnesses and
- Any action taken by you to resolve the matter informally

... against a colleague or contractor

The alleged perpetrator(s) would need to be told your name and the details of your complaint for the issue to be investigated properly. However, we will carry out the investigation as confidentially and sensitively as possible. Where you and the alleged perpetrator(s) work in proximity to each other, we will consider whether it is appropriate to separate you whilst the matter is being investigated.

... against a member of the public, tenant of a Town Council owned property or supplier

We will investigate the complaint as far as possible by contacting the member of public, tenant or the supplier's employer and asking for a response to the allegations.

... against a councillor

Formal concerns regarding potential breaches of Code of Conduct breaches will be investigated by the Monitoring Officer.

3.3 During the investigation

Investigations will be carried out promptly, sensitively and, as far as possible, confidentially. If, after an investigation, we decide that an employee has harassed or bullied another employee, then the employee may be subject to disciplinary action, up to and including dismissal.

The Council will consider how to protect your health and wellbeing whilst the investigation is taking place and discuss this with you. Depending on the nature of the allegations, the Investigator may want to meet with you to better understand your complaint. Whilst there is no Statutory right to be accompanied at investigation meetings, the Investigator will consider your request if you want to have a work colleague or union representative with you at that meeting.

3.4 Hearing

After the investigation, a panel will meet with you in a Grievance Hearing (following the Grievance Procedure) to consider the complaint and the findings of the investigation. At the meeting you may be accompanied by a fellow worker or a trade union official.

After the meeting the panel will write to you to inform you of the decision and to notify you of your right to appeal if you are dissatisfied with the outcome. You should put your appeal in

writing explaining the reasons why you are dissatisfied with the decision. Your appeal will be heard under the appeal process that is described in the Grievance Procedure.

3.5 Victimisation

Employees and others who make allegations of bullying or harassment in good faith will not be treated less favourably as a result.

3.6 False allegations

False accusations of harassment or bullying can have a serious effect on innocent individuals. Staff and others have a responsibility not to make false allegations. False allegations made in bad faith will be dealt with under our disciplinary procedure.

3.7 Disclosure and confidentiality

We will treat personal data collected during this process in accordance with the data protection policy. Information about how data is used and the basis for processing data is provided in the employee privacy notice.

3.8 Use of the disciplinary procedure

Harassment and bullying constitute serious misconduct. If, at any stage from the point at which a complaint is raised, we believe there is a case to answer and a disciplinary offence might have been committed, we will instigate our disciplinary procedure. Any employee found to have harassed or bullied a colleague will be liable to disciplinary action up to and including summary dismissal.

Drafted: 20.12.2023

The National Association of Local Councils (NALC) and the Society of Local Council Clerks (SLCC)'s senior leadership teams met in London to discuss various issues of strategic significance to the sector. These included workforce development, audit and finance of local councils, and our respective work programmes for 2024.

Both organisations were also pleased to mark the launch of a new model employment contract for local councils. This model contract incorporates Green Book terms, which both NALC and SLCC recommend councils offer to align with the best practices within the local government sector. Offering good terms of employment supports the recruitment and retention of a high-quality workforce and demonstrates that the council is a good employer that values its staff.

This document, produced by NALC and endorsed by SLCC, aims to support councils to attract and retain the most talented staff in their organisations and to support them in their professional development.

NALC chair, Cllr Keith Stevens, said: "The future of the local council sector relies on all councils being good employers. Attracting talent into the sector and helping their teams grow in skill and confidence. The best outcomes for our communities can only be achieved where we have the best possible people working for our councils, with councillors and staff working in partnership. This is a top priority for NALC and these new documents are part of a growing package of HR and employment support for our members"

SLCC chair, Adam Keppel-Green, said: "We firmly believe that to maintain a strong workforce, councils must employ their staff on terms which are consistent with those offered in the wider local government family, and we are pleased to commend this new model contract, which ensures these terms continue to be the standard for our sector, to our members."

Notes

Please contact your county association for any HR or employment-related queries. They will be able to assist with HR support either through local arrangements or through NALC's national HR service with WorkNest.

The documents launched today are:

- Model contract of employment for local councils — This model contract incorporates Green Book terms. NALC and SLCC recommend councils offer enhanced terms that align with the best practice within the Local Government sector. This best practice is defined by the Green Book terms and conditions. Offering good terms of employment supports the recruitment and retention of a high-quality workforce and demonstrates that the council is a good employer who values its staff.
- Template contract of employment for local councils — This template provides information on the statutory minimum provisions under employment legislation to ensure awareness and compliance with at least minimum requirements. Councils have the option to offer enhanced terms and conditions appropriate to their resources and this template shows councils where they might offer enhanced terms with clear recommendations from NALC to show how to align with Green Book terms or wider best practice.

- Guidance for the template and model contract of employment for local councils — This is an accompanying set of guidance notes that the council should refer to while drafting a contract to make sure they understand the terms they are committing to in the contract and they are reflecting what is appropriate for the role and the council. It is strongly recommended that the council considers this document with the accompanying notes and seeks additional HR support when drawing up a contract of employment.

These documents provide current templates that councils can issue to new employees. It does not replace the contracts of existing employees. Any requirement to change the contractual terms of existing employees would require consultation and councils are advised to seek specialist advice before proceeding.

Press release from Society of Local Council Clerks

In December 2023, SLCC was pleased to endorse the National Association of Local Councils (NALC) new model contract which brought to an end a considerable period of uncertainty.

The changes to the document brought it in line with changes in employment law while largely maintaining the commitment to parity with local government officers in terms and conditions.

Regrettably NALC did not feel able to include a commitment to the Local Government Pension Scheme (LGPS) within the revised model contract. While SLCC recognise that the pension landscape has changed since the formulation of the original model contract, its position was and remains that the LGPS is an integral part of the terms and conditions offered to local government officers and if local councils are to attract and retain the best quality personnel from within or without the local government sector, then they must offer it. SLCC therefore strongly recommend the provision of the LGPS by all councils in our sector.