



**BOXLEY PARISH COUNCIL**  
[www.boxleyparishcouncil.org.uk](http://www.boxleyparishcouncil.org.uk)

Beechen Hall, Wildfell Close, Walderslade, Chatham, Kent. ME5 9RU  
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**Clerk** Mrs Pauline Bowdery    **Assistant Clerk** Mrs Melanie Fooks

## **A G E N D A**

### **To All Members of the Council, Press and Public**

There will be a meeting of the **Finance & General Purposes Committee** on **Tuesday 11 September 2018 at Beechen Hall, Wildfell Close, Walderslade**, commencing at 7:30pm when it is proposed to transact the following business:

**1. Apologies and non-attendance**

To receive apologies from members unable to attend.

**2. Declaration of Interests, Dispensations, Predetermination or Lobbying.**

Members are required to declare any interests, dispensations, predetermination or lobbying on items on this agenda. Members are reminded that changes to the Register of Interests should be notified to the Clerk.

**3. Minutes of the meeting of 10 July 2018**

To consider the minutes of the meeting (previously circulated) and if in order to sign as a true record.

**4. Matters Arising from the Minutes**

4.1 Minute 3137/4.1 Charitable Incorporated Organisations (CIOs). The Chairmen of Vinters Valley Trust and Grove Green Community Hall have once again received paperwork or experienced additional delay in progressing the registration/change to CIO status.

4.2 Minute 3119/4.2 Public Works Loan. To receive a verbal update on the drawdown of the loan.

4.3 Minute 3138/5.6 & 5.7 to add or delete names from the accounts. Banks are now requiring a full set of signatures for all councillors who are signatories and these are being gathered.

4.4 Any other matters arising from the minutes, but not on the agenda.

### **Adjournment to enable members of the public to address the meeting.**

**5. Financial report.**

5.1 Reconciliation of accounts reports (page 3).

5.1.1 Cooperative Bank.

5.1.2 HSBC Beechen Hall.

5.1.3 Unity Trust Bank.

5.1.4 Santander Investment Bond.

5.1.5 Barclays Bank.

5.1.6 Lloyds A.

5.1.7 Lloyds B

5.1.8 Nationwide Beechen Hall.

5.1.9 Nationwide PC.

5.2 Investments report (pages 3 - 4).

5.3 Income/Expenditure report as at 03.09.18. See report (pages 16 - 19).

5.4 Petty cash reconciliation. To receive confirmation that this was undertaken prior to the meeting.

**6. General Data Protection Regulation**

Verbal update to be given at meeting.

**7. Personnel matters**

7.1 TOIL (see confidential enclosure), training, leave and sickness cover.

7.2 Annual Review of accident book reports. Details to be supplied at meeting.

**8 Policies and Procedures: Reports and Reviews**

8.1 BACS payments. Authorisation from home computers. See report (page 4).

8.2 Alcohol and Drugs (new). Deferred from last meeting for Cllr Clarke to make comments. See report (pages 4 - 8).

8.3 Public Use of Computers (review). Deferred from last meeting Deferred from last meeting. See report (pages 8 - 9).

8.4 Health and Safety (review/amended)

- Compliance. See report (pages 9 - 11).
- Staff. See report (pages 11 - 14).
- Contractors and Visitors. See report (pages 14 - 15).

**9 Contingency Fund and Budget adjustments**

See report (page 15)

**10 Grant Requests**

Donation for War Memorial Wreath.

**11 Matters for Information**

To receive notification of any.

**12 Items for Next Agenda**

Requests for items to be included on the agenda to be submitted no later than 5 November 2018. Overview of Making Tax Digital - GOV.UK. Cllr Hayday requests an agenda item to identify any impact on the parish council (e-mail 16.07.18). The KALC Finance Conference (18 October) will cover this and the Clerk is booked to attend.

Clerk's Staff Appraisal to be arranged.

**13 Date of Next Meeting**

Tuesday 13 November 2018 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m.

*Pauline Bowdery*

Pauline Bowdery  
Clerk to the Council.

Date: 4 November 2018

Issues to be returned to agenda as they develop: Reserves Policy Review as needed. November 2018 - Financial Reports and changes.

**Note to all councillors:** you are welcome to attend meetings of committees of which you are not a member but only committee members may vote.

Legislation allows for meetings to be recorded by anyone attending. Persons intending to record or who have concerns about being recorded should please speak to the Clerk.

**Supporting agenda papers for the Meeting of the Finance & General Purposes Committee on Tuesday 11 September 2018.**

**The Chairman will assume that these have been read prior to the meeting.**

Councillors wishing to suggest changes to any policy document or procedure in this agenda should notify the office, in writing, at least three working days in advance of the meeting. This will allow details to be circulated at the meeting (or in advance if particularly contentious).

**Item 5. Financial report.**

**Item 5.1. Reconciliation of accounts.** *Purpose of the report. To safeguard the parish council's funds and to ensure a robust method of maintaining the accounting system is in place. Periodic reconciliations are required, the Parish Council decides how many and when and the F&GPC undertakes these at each meeting.*

For the information supplied below to be verified the Chairman will have the original supporting documents, including the latest bank statements.

**Account closing balances.**

Item	Statement Date	<b>BANK ACCOUNTS (closing balances at last statement)</b>	
5.1.1	01.08.18	Coop General Account	£18,656.54
5.1.2	01.09.18	HSBC Beechen Hall	£27,657.32
5.1.3	01.09.18	Unity Trust Bank (UTB)	£60,719.49
5.1.4	03.08.18	Santander Investment Bond (matured 01.08.18) Waiting for confirming statement.	£76,568.65
5.1.5	19.04.18	Barclays Bank	£81,439.25
5.1.6	07.08.18	Lloyds A (matures 08/11/2018)	£51,109.34
5.1.7	25.07.18	Lloyds B (matures 26/10/2018)	£25,089.83
5.1.8	04.06.18	Nationwide Beechen Hall (95 day saver account which rolls over)	£1,208.99
5.1.9	31.03.18	Nationwide Parish Council (now 95 day saver account which rolls over)	£20,249.78
		Total	£362,699.19

**5.2 Investments.**

*Purpose of the report.* To safeguard the parish council's funds and to ensure a robust accounting procedure any investment transaction requires prior approval by the F&GPC.

The Public Works Loan will be draw down towards the end of Sept beginning of Oct. The date of the final payment, less the retention amounts, will be confirmed at the meeting.

The PWL is going into UTB and members are asked to agree that an out of meeting decision can take place on the reallocation of the funds.

Date	<b>BANK ACCOUNTS chronological forecast of estimated likely available funds</b>		
<b>AUGUST</b>			
01	Santander Investment Bond (matures 01.08.18)	76,568	
01	Coop General Account	17,658	
03	Coop General Account	94,227	<b>Maturing Santander funds into COOP</b>
<b>SEPTEMBER</b>			
01	HSBC Beechen Hall	27,657	
01	Unity Trust Bank (UTB)	60,719	
	Barclays Bank	81,439	
03	Coop General Account	54,227	<b>£40,000 top up cheque written to go into UTB</b>
Approx 12th	Unity Trust Bank (UTB)	100,719	<b>BH Ext payment due from this account around 17 September</b>
<b>OCTOBER</b>			
26.10.18	Lloyds B (matures 26/10/2018)	25,089	
<b>NOVEMBER</b>			
08.11.18	Lloyds A (matures 08/11/2018)	51,109	
<b>95 day notice funds</b>			
Wef 04.05.18	Nationwide Beechen Hall	1,208	
31.03.18	Nationwide Parish Council	20,249	

## Item 8 Policies and Procedures: Reports and Reviews

- 8.1 BACS payments. Authorisation from home computers.  
F&GPC July meeting. Members asked that this be placed on the next agenda for discussion. Current Policy – payments can only be authorised from the parish office computers.
- 8.2 Alcohol and Drugs (new). Deferred from last meeting to allow Cllr Clarke to submit comments.  
Draft submitted to July meeting.  
**Alcohol and Non-prescription Drugs (new).** *New policy for all staff.*  
You must at no time be at work under the influence of alcohol and non-prescription drugs and must not report to work whilst under the influence of alcohol or non-prescription drugs. Breach of this policy may be considered to amount to gross misconduct which may result in disciplinary action up to and including summary dismissal.  
Cllr Clarke's revision

### **DRUG AND ALCOHOL POLICY Council Policy**

Boxley Parish Council recognises that alcohol and drug abuse related problems are an area of health and social concern. The Council also recognises that alcohol and drug abuse problems can have a detrimental effect on work performance and behaviour.

It is therefore Council policy that staff may not bring to or consume alcohol or any unlawful drugs in the workplace during work time or during a period prior to work where the effects may carry over to the workplace.

This includes business functions where the employee is representing the Council. Special rules may apply in relation to alcohol, where the Council sponsors an event for staff e.g. the Christmas party. In these circumstances any variation to the no-alcohol policy will be communicated in advance of the event.

The Council recognises that a member of staff with alcohol or drug dependency problems needs help and support from his / her employer. However the Council also understands it has a responsibility to all its employees and other stakeholders to ensure any risks related to this are minimised.

Accordingly, Council policy involves two approaches

- Providing reasonable assistance to the member of staff with an alcohol or drug abuse problem who is willing to co-operate in treatment for that problem.
- Disciplinary rules, enforced through disciplinary procedures, where use of alcohol or drugs (other than on prescription) affects performance or behaviour at work, and where either (1) an alcohol or drug dependency problem is not recognised or (2) where treatment is not possible or has not succeeded.

The Council has not the internal resources to provide or arrange treatment or other forms of specialist assistance. Such services are provided by GPs, hospitals and other agencies.

Through this policy the Council will seek both to support a member of staff during such specialist help, and as far as possible, to protect his/her employment.

Assistance for a Member of Staff

The Council will, where possible, provide the following assistance to a member of staff:

- Support during a period of treatment. This may include a period of sick leave or approved other leave, continuation in post, depending upon what is

appropriate in terms of the staff member's condition and needs of the Council.

- The opportunity to remain or return to work following the completion of a course of treatment, as far as is practicable.

The Council's assistance will depend upon the following conditions being met:

- The individual's GP or other appropriate professional diagnoses an alcohol or drug dependency related problem.
- The member of staff recognises he/she is suffering from an alcohol or drug dependency problem and is prepared to co-operate fully in referral and treatment from appropriate sources.

The Council and its employees must recognise the following limits to the assistance the Council can provide:

- Where a member of staff fails to co-operate in referral or treatment arrangements, no special assistance will be given and any failure in work performance and behaviour will be dealt with through the Disciplinary Procedure.
- If the process of referral and treatment is completed but is not successful, and failure in work performance or behaviour occurs, these will be dealt with through the Disciplinary Procedure.
- A member of staff's continuation in his/her post after treatment will depend upon the needs of the Council at that time.

#### Where Disciplinary Action Will Apply

In line with the Company's disciplinary rules, the following will be regarded as serious misconduct:

- a) Attending work and/or carrying out duties under the influence of alcohol or drugs.
- b) Consumption of alcohol or drugs whilst on duty (other than where prescribed or approval has been given).

Breach of these rules will normally result in summary dismissal, and only in exceptional cases will either notice or the reduced disciplinary action of a final written warning be applied.

Where a breach of these rules occurs, but it is established that an alcohol or drug dependency related problem exists, and the member of staff is willing to co-operate in referral to an appropriate service and subsequent treatment, the Council will suspend application of the Disciplinary Procedure and provide assistance as described above.

Staff who do not comply with the treatment suggested or continue to abuse alcohol or drugs will be subjected to the application of the Disciplinary Policy.

#### Procedures Which Will Apply

Alcohol or drug dependency related problems can come to the notice of management through:

- a) Failures in work performance or behaviour necessitating possible use of the Disciplinary Procedure e.g. a member of staff smelling of alcohol at work. In such situations the procedure described below will be followed.
- b) Other means, where a member of staff seeks or agrees to accept assistance on a voluntary basis and informs the Company management.

These procedures define management responsibilities and provide guidelines on:

- c) Where assistance to a member of staff should be provided and the nature of and limits to such assistance.
- d) The application of the Company's Disciplinary Procedure.

#### Situations where use of the Disciplinary Procedure is Appropriate

Abuse of alcohol or drugs can affect performance and behaviour at work, ie, either through serious misconduct at work, (where there is a direct and demonstrable breach of the disciplinary rules regarding alcohol or drug abuse at work), or where there is a

falling off of standards of work performance or behaviour, and abuse of alcohol or drugs is a possible cause.

The immediate supervisor / line manager will be responsible for responding to such situations, carrying out either counselling or disciplinary investigations and interviews, supported as appropriate by a Councillor.

In such interviews the possible existence of an alcohol or drug abuse problem should be explored. The manager is not required to diagnose the existence of an alcohol or drug abuse problem, merely to assess whether such abuse is a possible factor.

Any requirements of the Disciplinary Procedure regarding allowing the member of staff representation will be observed.

#### Determining the existence of an alcohol or drug abuse problem.

Should the interviews lead to the conclusion that an alcohol or drug abuse problem might exist and the member of staff accepts referral, the manager should where appropriate request a report from the individual's GP, who will be responsible for establishing whether or not a diagnosis of alcohol or drug dependence can be made. Disciplinary action should be suspended until diagnostic advice is obtained. However if appropriate, immediate suspension arrangements in the Disciplinary Procedure may be followed.

If the interview fails to lead to the conclusion that an alcohol or drug abuse problem exists, or the member of staff rejects, or fails to co-operate in referral, disciplinary action should be continued, where and as the situation justifies.

#### Confirmation that an alcohol or drug abuse problem exists and treatment arrangements.

If a positive diagnosis of an alcohol or drug dependency problem is made, and the member of staff agrees to co-operate in treatment, treatment arrangements should start.

Where necessary, the individual's GP will advise the member of staff regarding treatment and will be responsible for monitoring progress with this treatment.

The Council will request a regular update on the individual's progress from the medical professional concerned (the member of staff must agree to this). This advice should be available at least monthly following the start of treatment and thereafter as appropriate. (Disciplinary action should be discontinued unless the member of staff fails to co-operate on the treatment arranged.)

#### Sources of External Support

Alcohol Dependence

Drinkline

Helpline: 0800 917 8282

Drinkline runs a free, confidential helpline for people who are concerned about their own drinking, or someone else's.

NHS Choices Website

<http://www.nhs.uk/conditions/Alcohol-misuse/Pages/Introduction.aspx>

National Health Service advice page.

Drinkaware

<https://www.drinkaware.co.uk/>

Drinkaware works to reduce alcohol misuse and harm in the UK.

Addaction

<http://www.addaction.org.uk/default.asp>

Addaction is the UK's leading drug and alcohol charity, helping over 40,000 people a year to recover from their addiction problems.

Al-Anon

<http://www.al-anonuk.org.uk>

Provide support to anyone whose life is, or has been, affected by someone else's drinking, regardless of whether that person is still drinking or not.

Alcoholics Anonymous Great Britain

<http://www.alcoholics-anonymous.org.uk>

AA is an organisation of men and women who share their experience with each other hoping to solve their problems and help others to recover from alcoholism.

Drug Dependence

NHS Choices Website

<http://www.nhs.uk/Livewell/drugs/Pages/Drugtreatment.aspx>

National Health Service advice page.

Addaction

<http://www.addaction.org.uk/default.asp>

Addaction is the UK's leading drug and alcohol charity, helping over 40,000 people a year to recover from their addiction problems.

Narcotics Anonymous

<http://ukna.org/>

Helpline for the UK: 0300 999 1212

N.A. is a non-profit fellowship of recovering addicts who meet regularly to help each other stay clean. Membership is open to anyone with a drug problem seeking help, regardless of what drug or combination of drugs have been used, and irrespective of age, sex, religion, race, creed or class. The only requirement for membership is a desire to stop using drugs.

**8.3 Public Use of Computers (review).** Deferred from last meeting.

**Internet Access by members of the Public, using the Parish Councils computers.**

"The IT System" is taken to mean all parish council owned computer, software and broadband.

The parish council recognises that local and central government is now really only truly accessible if you have access to a computer. In recognition of the fact that some residents do not it is making available internet access from a parish council owned computer.

The parish council will not normally offer printing services however if a resident considers that they may need a print of a document they should supply their own paper and the Clerk will use her discretion about whether it will be permitted on this occasion.

Where possible and if time allows office staff will help residents' access websites etc. if they are inexperienced in the use of computers.

### **Acceptable Use Policy**

#### Acceptable use.

The IT system is being made available for residents of the parish to electronically access local government sites and related organisation in order for them to:

- Report problems, respond to consultations etc.
- Research legislation, planning applications, local authority documents etc.
- Access similar safe sites.

#### Misuse of the IT system

The IT system shall not be used for:

- For accessing or setting up personal e-mail accounts, facebook etc.
- Transmission or deliberate reception of defamatory material.
- Transmission of unsolicited advertising material.
- Transmission or deliberate reception of racist, sexist, pornographic or generally offensive material.



- Any action which jeopardises the integrity of the IT system or any other user's data.
- Financial gain or for any illegal purpose.
- Transmission or deliberate reception that infringes another person's copyright (this applies to the vast majority of digital music and video files).
- Hacking, spamming or installation of key loggers or other entrapment devices.
- Any purpose that may be considered to bring the parish council site or address into disrepute or suggest a particular political, religious or other allegiance.

#### Misc.

- No data shall be intentionally stored on the local hard drive of the computer.
- Users are not to interfere with the virus protection or anti-malware software installed on the PC.
- Permission to temporary download documents must be sought prior to the activity.
- The use of mobile storage units will be at the discretion of the Clerk.
- Prior to any use the user must outline the reason for the use.
- The user must only use the PC that has been assigned to them and must not interfere with any other IT device that the parish council owns unless authorised to do so.

I have read the above and accept compliance with the Acceptable Use Policy.

**8.4 Health and Safety** (Review) Deferred from last meeting to allow document to be split into two sections; Staff and; Contractors. Minor adjustments, to reflect comments by members at the last meeting, have been made to the document. On undertaking the work it became apparent that three documents might work better than two.

### **(Draft) Boxley Parish Council Health and Safety Compliance**

#### **Part I – The Policy.**

1.1 It is the policy of the Council to meet at all times its obligations, both legal and as a good employer, to provide and monitor safe and healthy working conditions and systems of work for all its members and employees and to provide such information, training and supervision as may be required for this purpose. The Council is fully aware of its Duty of Care for the health and safety of visitors and others who may be affected by its activities and this should be borne in mind at all times. Under current legislation, all hirers of the hall are responsible for the health and safety of their clients or guests<sup>1</sup>.

#### **Part II – Organisational Responsibilities.**

##### 1. Overall Responsibility.

The Clerk has overall responsibility for ensuring

- (a) the provisions and implementation of the Health and Safety Policies and Procedures: and
- (b) their annual review.

##### 2. Detailed Responsibilities.

2.1 In particular the Clerk is responsible for:-

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<sup>1</sup> Regular and casual hirers are given a briefing as part of their 'welcome' to the hall. The briefings include a walk around the hall, kitchen, foyer and toilets. Fire doors, alarms and extinguishers are pointed out and hirers are reminded of the need to keep fire doors clear etc. Signs reinforce the health and safety issues as does the information folder left with casual hirers.

- (a) Establishing safe systems of work and procedures for carrying out the Health and Safety Policy of the Council, incorporating any regulations, approved codes of practice and other relevant legislation.
- (b) Ensuring that safe working procedures and safe systems of work are implemented and followed by staff and that a safe working environment is provided for them. This applies also to contractors working on the Council's premises and land.
- (c) Ensuring that all employees receive adequate training, information and supervision to maintain safe standards.
- (d) Ensuring all safety rules are observed and that protective clothing and equipment, supplied by the Council, is worn or used where required.
- (e) Ensuring that all machinery and equipment is properly maintained and safe to use.
- (f) Ensuring that the mental welfare of all employees is protected as far as the Council is able and that its responsibility to identify and manage stress in the work place is recognised.
- (g) To record and investigate all accidents and to submit a full and prompt report to the Chairman of the Council and Chairman of the relevant committee. Where necessary the Clerk will issue instructions to ensure such accidents are not repeated and where appropriate make recommendation on accident prevention. Where necessary the Clerk to report these injuries, diseases and other dangerous occurrences to the Health and Safety Executive, normally by telephoning RIDDOR (Reporting of Injuries, Diseases & Dangerous Occurrences).
- (h) Arranging an annual inspection of all fire extinguishers on premises administered by the Council and to ensure replenishment/replacement whenever necessary.

2.2 It is the policy of the Council that all employees shall receive training in all safety aspects of their occupation. First Aid Training will be made available to office personnel. Courses, where necessary, will be held for this purpose.

### **Part III – General Arrangements.**

#### **1. First Aid**

The First Aid Box is located in the kitchen at Beechen Hall. A defibrillator is located on an external wall at the hall. The Clerk/Admin Officer are responsible for carrying out periodic checks to ensure the contents and equipment are adequately maintained.

#### **2. Fire Safety**

**Fire Extinguishers.** It is the responsibility of the Clerk to organise an annual inspection of all fire extinguishers on premises administered by the Council and to ensure replenishment/replacement whenever necessary.

#### **3. Fire Alarms.**

The Clerk or other named person will test the fire alarm every 2 weeks and note that this has been done in the record book provided for this purpose.

#### **4. Emergency Lighting.**

The Clerk or other named person will test the emergency lighting every 4 weeks and note that this has been done in the record book provided for this purpose.

#### **5. Fire Drills.**

Fire drills for office staff will be carried out periodically to test the adequacy of these procedures and a record kept. Regular hirers will be given the opportunity to book fire drills.

6 Electrical Systems and equipment

The Clerk or other named person shall ensure that:

- All portable electrical equipment is checked by a qualified person as part of the hall's electrical safety check, undertaken every 18 months.
- Free standing heaters, when used, are positioned away from flammable materials etc. and that they are turned off when everyone leaves the premises or room.

Mains should not be overloaded and the correct socket outlet, plug and fuse size must be used for each item of electrical equipment.

7 Staff understanding

It is the duty of the Clerk to ensure all newly appointed staff<sup>2</sup> have read and understand the Council's Health and Safety Policy<sup>3</sup> and such supplemental information as is applicable to that person's duties and responsibilities.

8 Staff Training.

It is the duty of the Clerk to ensure that all new staff receive adequate training in all health and safety aspects of their occupation.

9 Contractors and Visitors

It is the duty of the Clerk to ensure that all contractors and visitors must comply with the responsibilities and duties set out in the Health and Safety at Work Act 1974 and any subsequent legislation (see Health and Safety Contractors and Visitors).

**(Draft) Boxley Parish Council  
Health and Safety Policy  
Staff**

**Introduction.**

Parish council staff work in an environment where, if certain basic rules are followed, there are generally only low risks of injury. However, all staff play a vital roles in insuring that accidents do not happen.

Staff must remember that at all times that they are:

- Responsible for their own health and safety and must not work in a dangerous way or put themselves at risk;
- Responsible for the health and safety of other staff and/or visitors to the hall and outside areas and must not put others in danger
- Must follow the instructions outlined in any risk assessment or on any cleaning materials that are being used and if at all unsure they must speak to the Clerk or Assistant Clerk.

Any accidents must be reported to the Clerk/Assistant Clerk and the accident book completed.

The parish council is responsible for providing a safe, mental as well as physical, working environment for its staff and/or visitors<sup>4</sup>.

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<sup>2</sup> References to staff also cover any trainee or person who may be located at the office for over 24 hours.

<sup>3</sup> Copy contained within the Staff Handbook.

<sup>4</sup> Under current legislation, all hirers of the hall are responsible for the health and safety of their clients or guests but this doesn't fully negate the responsibility of the parish council.

The parish council has a full health and safety policy which is available in the staff handbook or from the parish office.

The following is a summary of what you as a member of staff initially need to understand to ensure your and others health and safety is not compromised.

<b>Parish Council responsibilities</b>	
Legal responsibility for providing and monitoring safe and healthy working conditions and systems of work for all its members and employees. Detailed in Boxley Parish Council Health and Safety Compliance document	Boxley Parish Council
Overall day to day responsibly and training.	Parish Clerk
Monitoring and reviewing accident reports.	Estates and F&GP Committees
<b>Staff responsibilities</b>	
<p>You are expected to:</p> <ul style="list-style-type: none"> <li>• Co-operate fully with your Line Manager and others to achieve and maintain a healthy and safe workplace and to take reasonable care of yourself and others and of the plant and equipment you may use.</li> <li>• Observe safety rules at all times.</li> <li>• Where required, wear protective clothing and use the appropriate safety devices provided by the parish council.</li> <li>• Report to their immediate Supervisor all accidents, injuries to persons.</li> <li>• Know the location of first aid facilities.</li> <li>• Report all safety hazards as a matter of urgency to your Line Manager.</li> <li>• Know what to do in the case of fire or other emergency and the location of firefighting equipment.</li> <li>• Ensure Fire Exits are operational and passageways are kept clear at all times.</li> <li>• Maintain good housekeeping at all times.</li> <li>• Observe safe standards of behaviour and dress.</li> <li>• Not to enter into any kind of horseplay or practical joking.</li> <li>• Report any damaged or faulty equipment, need for protective equipment etc.</li> </ul>	All staff

## **GENERAL GUIDANCE FOR ALL STAFF**

- a) Prior to using any equipment or machinery a visual safety inspection must be undertaken.
- b) Free standing heaters must not be used unless specifically authorised by the Clerk or Assistant Clerk.
- c) Only electrical equipment provided by the Council should be used and electric points must not be overloaded by means of multi-adaptors. Where possible all mains sockets should be switched off when not in use.
- d) Mains must not be overloaded. It is important that the correct socket outlet and plug and fuse size is used for each item of electrical equipment.
- e) Supply cables/leads across floors etc. should not present a hazard by trailing across areas of access. Such extension leads are for temporary use only. See separate risk assessment for cleaning during periods of hire.
- f) Defective equipment must never be used. Staff should not attempt to effect repairs to electrical equipment, unless competent to do so.
- g) All heavy equipment and storage units should preferably be placed against the wall.
- h) Heavy equipment and furniture must not be moved by individuals.
- i) Safe lifting practices must be observed.
- j) High shelves should only be reached through the use of steps provided for that purpose.
- k) Temperature should reach a minimum of 60.8°F after the first hour of working time and be maintained between 60.0 and 60.8 degrees throughout the working day.

## **OFFICE**

- L) Filing cabinets should always have sufficient weight in the bottom drawer to prevent the cabinet from tipping when a full top drawer is opened. Filing cabinet and desk drawers must always be closed immediately after use. Damaged or defective cabinets must not be used.
- m) Office equipment whether manually or electrically operated, must not be used by unauthorised, untrained personnel.
- n) Work stations for office staff using computers etc. should conform to the guidance from the Health and Safety Executive (HSE) concerning position, seating and work practices.

## **CARETAKING AND CLEANING**

1. Cleaning products
  - Label instructions on containers and packages are to be read and followed.
  - Products, particularly those containing hydrocarbon and other flammable solvents, must be stored away from extreme low temperatures, heat sources and naked lights.
  - Appropriate protective clothing, such as gloves and overalls must be worn when handling corrosive substances. Protective clothing will be provided by the parish council.
  - Care must be taken to avoid ingestion, inhalation and skin contact of all chemical substances. Spillage must be cleaned up immediately while observing all precautions.

- Products must not be mixed due to the possibility of hazardous chemical reaction for example bleach which will produce chlorine gas if mixed with acidic cleansers (e.g. Harpic) or other acidic substances.
  - No unauthorised cleaning products shall be used in the hall or on the hall floor.
2. No member of staff is allowed to use the large ladder, to reach the middle hall lights, without permission from the parish office and without a second member of staff being present.
  3. Access to the attic must only be undertaken when a second member of staff is present.
  4. Glass or any sharp materials must only be cleaned up and disposed of in accordance with the Sharps and Hazardous Waste Policy and Procedures (contained within the Beechen Hall Manual).

**(Draft) Boxley Parish Council  
Health and Safety  
Contractors and Visitors**

It is the policy of the Council to meet at all times its obligations to provide and monitor safe and healthy working conditions and systems of work for all Contractors employed by the Parish Council and all Visitors to Parish Council sites and premises.

- 2.1 Where contractors and sub-contractors are engaged by the Council, they must ensure that they and those working under them comply with the responsibilities and duties set out in the Health and Safety at Work Act 1974 and any subsequent legislation.
- 2.2 The Parish Council shall ensure that those not in the employment of the Council, including the general public, are not exposed to risk to their safety or health when on the Council's premises.
- 2.3 Contractors must ensure that any electrical appliances brought on to Council premises shall be safe, in good working order and used in a safe manner.
- 2.4 Contractors are expected to follow the general advice for safe working set out in an informative to this statement.
- 2.5 Caretakers will follow the opening up and briefing procedures when welcoming casual hirers to the hall<sup>5</sup>.

**Informative**

**NOTICE TO CONTRACTORS**

To comply with relevant legislation, all outside contractors employed to do work on Council premises are to be made aware of the expected requirements related to health and safety. A contractor accepting a contract from the Council shall be deemed to have agreed to comply with the following requirements:

1. As a contractor, you will supply and ensure that you and your employees wear and use protective equipment or anything provided in the interest of health, safety or welfare of any of the relevant statutory provisions.
2. You and your employees will ensure that all equipment, plant machinery and apparatus brought onto or used on the Council premises are safe and without risk

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<sup>5</sup> This includes a mini health and safety procedure stressing the need to keep fire exits clear etc.

to health, and are maintained to a standard that will not constitute an offence under the Act or any of the relevant statutory provisions.

3. You and your employees will conform, in all respects, to your legal duties and responsibilities as laid down by the Health and Safety at Work Act 1974, and relevant statutory provisions.
4. The Council will retain the right to stop any operation, plant or equipment, or the action of you or any of your employees if it is considered that there is a hazard to the safety and health of employees or others. The Council will not accept any responsibility for any increased costs arising out of such action.
5. In the event of the Council taking this action, your site representative will be notified verbally and given confirmation in writing by the Council's representative to order such a stoppage.
6. The Council will be indemnified by you or your insurers in respect of any claims, costs or expenses arising out of any incidents on Council premises involving you or your employees.
7. The Council may notify an inspector, appointed under the relevant legislation, of any breach of the Regulations.

#### **Item 9 Contingency Fund and Budget adjustments**

F&GPC is advised that the Honour Boards Payment has been made from F&GPC Contingency Budget.

An older laptop in the office, not part of the last upgrade is showing fatigue and will be in need of replacement. If it is not possible to bring cost details to the meeting members are asked to agreed that a decision is made out of meeting.

GDR expenditure. Work is still outstanding on Security and Breaches policy but the parish office would benefit from having access to encryption software and Northstar, which provides the council's back up service, can advise on this and offer licensed software cover for 3 laps tops at a cost of £72 per annum. Other costs such as a replacement M Drive, the current one is not secure, will be needed and members are asked to agreed that a decision is made out of meeting.

## Item 5.3 Income/Expenditure Report as at 4 September 2018 : Information

*Purpose of the report – The Parish Council is required by the Accounts and Audit Regulations 2015 to monitor its Expenditure against Income and Budget. The Parish Council has to ensure itself that the Responsible Financial Officer, acting on behalf of the Parish Council, has put in place arrangements for effective financial management, and has maintained an adequate system of internal control and risk management.*

04/09/2018

Boxley Parish Council

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Detailed Income & Expenditure by Budget Heading 04/09/2018

Month No: 5

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>100 Parish Office</u>							
4000 Salaries	3,547	17,887	43,647	25,760		25,760	41.0%
4005 PAYE	1,125	5,756	13,828	8,072		8,072	41.6%
4010 Pensions	216	883	1,643	760		760	53.7%
4020 Administration	0	414	640	226		226	64.7%
4021 Telecommunications & IT	111	603	1,473	870		870	40.9%
4025 Audit	0	(200)	612	812		812	(32.7%)
4026 Bank/Credit Card Charges	3	47	286	239		239	16.3%
4030 Books and Publications	0	0	30	30		30	0.0%
4035 Rates	62	312	637	325		325	49.0%
4040 Licences/Leases	103	818	1,632	814		814	50.1%
4045 Subscriptions	0	1,486	1,720	234		234	86.4%
4050 Training/Conferences	30	30	206	176		176	14.6%
4055 Travel-Staff	0	169	614	445		445	27.6%
4210 Contingency Fund	0	0	30,000	30,000		30,000	0.0%
Parish Office :- Indirect Expenditure	<u>5,197</u>	<u>28,205</u>	<u>96,968</u>	<u>68,763</u>	<u>0</u>	<u>68,763</u>	<u>29.1%</u>
<b>Movement to/(from) Gen Reserve</b>	<b><u>(5,197)</u></b>	<b><u>(28,205)</u></b>					
<u>110 General Parish Council</u>							
4100 Hire of Halls	0	80	392	312		312	20.4%
4105 Insurance	54	1,212	1,910	699		699	63.4%
4115 Publicity	1,099	3,540	8,573	5,033		5,033	41.3%
4120 Website Admin	0	0	1,000	1,000		1,000	0.0%
4130 Other	0	0	700	700		700	0.0%
General Parish Council :- Indirect Expenditure	<u>1,153</u>	<u>4,831</u>	<u>12,575</u>	<u>7,744</u>	<u>0</u>	<u>7,744</u>	<u>38.4%</u>
<b>Movement to/(from) Gen Reserve</b>	<b><u>(1,153)</u></b>	<b><u>(4,831)</u></b>					
<u>120 Councillor &amp; Subsistence Allow</u>							
4150 Chairman's Allowance Personal	8	43	131	88		88	33.0%
4155 Chairman's Allowance Civic	0	30	150	120		120	20.0%
4160 Councillor's Allowance/PAYE	306	1,529	4,168	2,639		2,639	36.7%
4165 Subsistence	0	11	100	90		90	10.5%
Councillor & Subsistence Allow :- Indirect Expenditure	<u>314</u>	<u>1,612</u>	<u>4,549</u>	<u>2,937</u>	<u>0</u>	<u>2,937</u>	<u>35.4%</u>
<b>Movement to/(from) Gen Reserve</b>	<b><u>(314)</u></b>	<b><u>(1,612)</u></b>					
<u>130 Finance</u>							
1076 Precept	0	107,437	107,437	0			100.0%
1090 Interest Received	58	548	909	361			60.3%
1100 Parish Service Scheme	0	6,623	13,876	7,253			47.7%



Detailed Income & Expenditure by Budget Heading 04/09/2018

Month No: 5

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
1130 Other	0	5,256	0	(5,256)			0.0%
Finance :- Income	<b>58</b>	<b>119,864</b>	<b>122,222</b>	<b>2,358</b>			<b>98.1%</b>
4205 Capital Schemes	40,711	45,784	180,000	134,216		134,216	25.4%
4210 Contingency Fund	0	1,480	30,000	28,520		28,520	4.9%
Finance :- Indirect Expenditure	<b>40,711</b>	<b>47,264</b>	<b>210,000</b>	<b>162,736</b>	<b>0</b>	<b>162,736</b>	<b>22.5%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(40,653)</b>	<b>72,600</b>					
<b>150 Grants</b>							
4270 Other Grants	0	200	1,500	1,300		1,300	13.3%
4275 Walderslade Woods Group	(1)	653	5,333	4,680		4,680	12.3%
4280 Village Hall Grants	0	0	1,500	1,500		1,500	0.0%
4285 Vinters Valley Park LNR	1,333	1,333	6,377	5,044		5,044	20.9%
4290 Friends of Boxley Warren	0	47	586	539		539	8.1%
Grants :- Indirect Expenditure	<b>1,333</b>	<b>2,234</b>	<b>15,296</b>	<b>13,062</b>	<b>0</b>	<b>13,062</b>	<b>14.6%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(1,333)</b>	<b>(2,234)</b>					
<b>220 Burial Ground</b>							
1200 Burials	1,439	1,289	1,250	(39)			103.1%
Burial Ground :- Income	<b>1,439</b>	<b>1,289</b>	<b>1,250</b>	<b>(39)</b>			<b>103.1%</b>
4045 Subscriptions	0	0	92	92		92	0.0%
4420 Admin Fee	0	0	250	250		250	0.0%
Burial Ground :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>342</b>	<b>342</b>	<b>0</b>	<b>342</b>	<b>0.0%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>1,439</b>	<b>1,289</b>					
<b>230 Green Spaces</b>							
4210 Contingency Fund	0	0	1,000	1,000		1,000	0.0%
4400 Maintenance	39	190	2,000	1,810		1,810	9.5%
4450 Boxley Village Green	0	4,617	4,617	0		0	100.0%
4451 War Memorial	0	0	1,500	1,500		1,500	0.0%
4460 WDJ Orchard	0	70	1,015	945		945	6.9%
4465 Franklin Drive OS	0	5,256	6,256	1,000		1,000	84.0%
Green Spaces :- Indirect Expenditure	<b>39</b>	<b>10,133</b>	<b>16,388</b>	<b>6,255</b>	<b>0</b>	<b>6,255</b>	<b>61.8%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(39)</b>	<b>(10,133)</b>					
<b>240 Grounds Maintenance</b>							
4500 Grounds Maintenance Contract	4,602	4,602	8,364	3,762		3,762	55.0%
4505 Roundabout Maintenance	0	0	413	413		413	0.0%
Grounds Maintenance :- Indirect Expenditure	<b>4,602</b>	<b>4,602</b>	<b>8,777</b>	<b>4,175</b>	<b>0</b>	<b>4,175</b>	<b>52.4%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(4,602)</b>	<b>(4,602)</b>					

## Detailed Income &amp; Expenditure by Budget Heading 04/09/2018

Month No: 5

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>250 Street Furniture</u>							
4550 Noticeboards	0	0	2,000	2,000		2,000	0.0%
Street Furniture :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>2,000</u>	<u>2,000</u>	<u>0</u>	<u>2,000</u>	<u>0.0%</u>
<b>Movement to/(from) Gen Reserve</b>	<u>0</u>	<u>0</u>					
<u>260 Beechen Hall</u>							
1230 Hire Fees Casual	512	5,127	12,570	7,443			40.8%
1231 PL Insurance Income	6	60	180	120			33.3%
1235 Hire Fees Regular	463	11,015	26,600	15,585			41.4%
1250 Wages - AEC	0	40	400	360			10.0%
Beechen Hall :- Income	<u>981</u>	<u>16,242</u>	<u>39,750</u>	<u>23,508</u>			<u>40.9%</u>
4001 Wages	1,392	6,972	19,954	12,982		12,982	34.9%
4005 PAYE	298	1,448	2,580	1,132		1,132	56.1%
4010 Pensions	28	124	644	520		520	19.2%
4020 Administration	0	62	206	144		144	30.3%
4021 Telecommunications & IT	28	166	332	166		166	50.0%
4025 Audit	0	(200)	612	812		812	(32.7%)
4035 Rates	146	728	1,555	827		827	46.8%
4040 Licences/Leases	352	555	1,072	517		517	51.7%
4105 Insurance	0	873	1,568	695		695	55.7%
4210 Contingency Fund	122	122	6,000	5,878		5,878	2.0%
4605 CCTV/Alarms Maintenance	0	0	1,752	1,752		1,752	0.0%
4610 Consumables	0	381	941	560		560	40.4%
4615 Electricity	0	662	2,638	1,976		1,976	25.1%
4620 Gas	195	556	1,418	862		862	39.2%
4625 Water	0	365	1,024	659		659	35.6%
4630 Electrical Safety	0	128	422	295		295	30.2%
4635 Fire Safety	0	0	100	100		100	0.0%
4640 Gas Maintenance	0	0	265	265		265	0.0%
4645 Ground Maintenance	0	150	528	378		378	28.4%
4650 Hall Maintenance	352	1,103	3,050	1,947		1,947	36.2%
4655 Hall Marketing	0	28	400	372		372	7.0%
4660 Refuse Collections	0	768	2,197	1,429		1,429	35.0%
4720 Car Park Lights	0	(707)	0	707		707	0.0%
Beechen Hall :- Indirect Expenditure	<u>2,912</u>	<u>14,282</u>	<u>49,258</u>	<u>34,976</u>	<u>0</u>	<u>34,976</u>	<u>29.0%</u>
<b>Movement to/(from) Gen Reserve</b>	<u>(1,930)</u>	<u>1,960</u>					

## Detailed Income &amp; Expenditure by Budget Heading 04/09/2018

Month No: 5

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>270 Beechen Hall projects</u>							
4705 Internal Decoration	107	240	1,000	760		760	24.0%
4710 External Decoration	0	0	1,000	1,000		1,000	0.0%
4717 Height Barrier	0	0	2,000	2,000		2,000	0.0%
Beechen Hall projects :- Indirect Expenditure	<u>107</u>	<u>240</u>	<u>4,000</u>	<u>3,760</u>	<u>0</u>	<u>3,760</u>	<u>6.0%</u>
<b>Movement to/(from) Gen Reserve</b>	<b><u>(107)</u></b>	<b><u>(240)</u></b>					
<u>280 Allotments</u>							
1280 Allotment Income	560	392	1,072	680			36.6%
Allotments :- Income	<u>560</u>	<u>392</u>	<u>1,072</u>	<u>680</u>			<u>36.6%</u>
4020 Administration	0	0	15	15		15	0.0%
4105 Insurance	0	351	268	(83)		(83)	130.8%
4400 Maintenance	0	95	2,940	2,845		2,845	3.2%
Allotments :- Indirect Expenditure	<u>0</u>	<u>445</u>	<u>3,223</u>	<u>2,778</u>	<u>0</u>	<u>2,778</u>	<u>13.8%</u>
<b>Movement to/(from) Gen Reserve</b>	<b><u>560</u></b>	<b><u>(53)</u></b>					
<u>300 Environment</u>							
4802 Highway Projects	0	0	40,000	40,000		40,000	0.0%
Environment :- Direct Expenditure	<u>0</u>	<u>0</u>	<u>40,000</u>	<u>40,000</u>	<u>0</u>	<u>40,000</u>	<u>0.0%</u>
4800 Street Maintenance	195	(930)	15,000	15,930		15,930	(6.2%)
Environment :- Indirect Expenditure	<u>195</u>	<u>(930)</u>	<u>15,000</u>	<u>15,930</u>	<u>0</u>	<u>15,930</u>	<u>(6.2%)</u>
<b>Movement to/(from) Gen Reserve</b>	<b><u>(195)</u></b>	<b><u>930</u></b>					
Grand Totals:- Income	<u>3,038</u>	<u>137,787</u>	<u>164,294</u>	<u>26,507</u>			<u>83.9%</u>
Expenditure	<u>56,563</u>	<u>112,920</u>	<u>478,376</u>	<u>365,456</u>	<u>0</u>	<u>365,456</u>	<u>23.6%</u>
<b>Net Income over Expenditure</b>	<b><u>(53,524)</u></b>	<b><u>24,868</u></b>	<b><u>(314,082)</u></b>	<b><u>(338,950)</u></b>			
<b>Movement to/(from) Gen Reserve</b>	<b><u>(53,524)</u></b>	<b><u>24,868</u></b>					