

Astley Village Parish Council

'Virtual Agenda'

To: Members of Astley Village Parish Council.

YOU ARE HEREBY SUMMONED to attend a meeting of the Astley Village Parish Council to be held on **Wednesday 4 November 2020** at 7.00pm at which the following business will be transacted.

Note: The live meeting can be accessed via the following link:

Join Zoom Meeting

https://zoom.us/j/94862569981?pwd=R2g5ZERGZnh0THVLa2hzSFB4d2Fhdz09

Meeting ID: 948 6256 9981

Passcode: 430564

Summons

1. Apologies for Absence

To receive members' apologies.

2. Declarations of Interest

Members and Officers are invited to declare any interests they may have in any of the items included on the agenda for this meeting in accordance with the requirements of the relevant authorities (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464).

Adjournment for Public Participation

3. Public Engagement

Members of the public are invited to put questions/make representations to the members of the Parish Council (Including Borough and County Councillor reports).

4. Minutes

To approve as a correct record and sign the minutes of the meeting of the Parish Council held on Wednesday 2 September 2020. (Enclosed).

5. Exclusion of the Press and Public

To consider the Press and public for any item on the Summons due to the confidential nature to be discussed pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

6. Parish Clerk Report

Reports and updates on ongoing projects and work outstanding. (Enclosed).

7. Statutory Business

- i. Consider applicants for co-option to the vacant Councillor position.
- ii. To consider any planning issues relevant to the village.

Two storey side extension at 11 Foxcote Astley Village Chorley PR7 1XE (Reference: 20/01094/FULHH)

The deadline for any representations is 10 November 2020.

8. Financial Matters

- i. To consider a report of the Responsible Financial Officer providing the financial position (Enclosed).
- ii. To consider a report of the Responsible Financial Officer recommending payments to be approved (Enclosed).
- iii. To consider a report of the Responsible Financial Officer providing details spend against budget headings (Enclosed).
- iv. Parish Council Newsletter (Enclosed)
- v. Financial Risk Assessment (Enclosed).

9. Village Development Two Year Plan

To consider a report of Councillor Chris Lennox (Enclosed)

10. Newsletter

The Parish Clerk to report at the meeting.

11. Environment Reports

To receive a verbal update at the meeting.

12. Reports from Parish Council representatives on Other Bodies

- Chorley Liaison Councillor Laura Lennox.
- Neighbourhood Working Group Councillor Rod Fraser.
- Friends of Astley Park Councillor John McAndrew.

13. Correspondence

The Clerk to report at the meeting.

14. Appointment of Committees

To consider a report of the Clerk regarding the appointment of a Personnel Committee including proposed membership and Terms of Reference. (Enclosed).

15. Schedule of Meetings 2021/22

It is proposed that meetings take place on the following dates:

- Wednesday 3 March 2021 at the rise of the Parish Meeting
- Wednesday 5 May 2021 (Annual Meeting)
- Wednesday 7 July 2021
- Wednesday 1 September 2021
- Wednesday 3 November 2021
- Wednesday 5 January 2022
- Wednesday 2 March 2022 at the rise of the Parish Meeting

16. Matters for information

Notify the Chair of any item to be brought under this section, prior to the meeting. Only items requiring urgent attention, information, referral to another authority, or matters offered for consideration at a future meeting can be raised. No legal decisions or spend can be agreed.

17. Employee Salaries

To consider a report of the Parish Clerk (Enclosed)

18. Date of Next Meeting

To note that the next meeting of the Parish Council will take place on Wednesday 6 January 2021.

Craig Ainsworth Clerk to the Parish Council 5 Clarendon Gardens Bromley Cross BL7 9GW

28 October 2020

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Astley Village Parish Council

2 September 2020 at 7pm

Present

Councillor Laura Lennox (Chair) (In the Chair); Councillors Arnold Almond, Jennifer Dawson, Rod Fraser, Chris Lennox, John McAndrew Gillian Sharples and Chris Sheldon.

294.01 Apologies for Absence

An apology for absence was submitted on behalf of Councillor Ann Pryce.

294.02 Declarations of Interest

Councillors and officers were invited to declare any interests they had in any of the items on the agenda for the meeting.

No declarations were made.

294.03 Public Engagement

At 7.01 pm it was:

RESOLVED - That Standing Order 70 be suspended, and the meeting be adjourned to allow members of the public to address the meeting.

No issues were raised.

At 7.02 pm the meeting resumed.

294.04 Minutes

RESOLVED - That the minutes of the meeting of the Council held on 1 July and extraordinary meeting held on 28 July 2020 (copies of which had been circulated) be approved as a correct record and signed by the Chair subject to the deletion of "Councillor K Robinson" from those members present at the meeting on 1 July 2020.

294.05 Clerk report and Appointment of Parish Council Clerk and Responsible Financial Officer

The Clerk submitted a report (copies of which had been circulated) reporting upon issues since the last Parish Council Meeting.

The Parish Council also considered a report of the Chair of the Personnel Committee (copies of which had been circulated) recommending the appointment of Mr Craig Ainsworth as Proper Officer and Responsible Financial Officer with immediate effect.

RESOLVED - (1) That the reports be noted.

- (2) That Craig Ainsworth be appointed as Proper Officer and Responsible Financial Officer to Astley Village Parish Council with immediate effect (2 September 2020).
- (3) That in view of the work undertaken by Mr Ainsworth as Parish Clerk (designate) in ensuring a smooth handover, he be remunerated on the salary scale point agreed with him from 1 August 2020.
- (3) That the thanks of the Parish Council be extended to Ms Debra Platt for her service as Parish Clerk and Responsible Financial Officer.

294.06 Statutory Business

i. Co-option to the Parish Council Vacancy

The Parish Clerk submitted a report (copies of which had been circulated) reminding embers that Councillor Susan Crook had resigned as a Parish Councillor at the Parish Council Meeting on 4 March 2020. At the Parish Council Meeting on 1 July 2020, it had been reported that in accordance with the provisions of Section 87(2) of the Local Government Act, 1972, notice of the vacancy had been posted on the website and parish council notice boards and that the deadline to request an election to fill the vacancy by ten electors had passed. A notice had therefore been posted on the website and notice boards inviting expression of interest in relation to the vacancy.

In addition, following the resignation of Councillor Keith Robinson on 28 July 2020, notice of the vacancy had been placed on the website and parish council notice boards and it had been confirmed by the Returning Officer that a request for an election for the vacancy had not been received by the deadline of 19 August 2020 and therefore under the provisions of Section 87(2) of the Local Government Act 1972, the Parish Council could now fill the vacancy by co-option.

Two applications have been received and these have been circulated to Parish Councillors as confidential appendences.

294.07 Exclusion of the Press and Public

RESOLVED – Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and defined in Schedule 12A of the Local Government Act 1972, Part 1 sub sections 3 and 4 the press and public are excluded from to discuss the applications received for the position of Parish Councillor.

The press and public were readmitted to the meeting

RESOLVED – (1) (Unanimously) - That Miss Gillian Sharples be co-opted on to the Council.

Councillor Miss Gillian Sharples signed the Declaration of Acceptance of Office and joined the meeting.

(2) That consideration of the remaining vacancy be deferred, and the second applicant be invited to attend the next meeting of the Parish Council on 4 November 2020.

Councillor Jennifer Dawson reported that she would be moving out of the Parish and therefore would unfortunately be resigning as a Parish Councillor in the near future.

- (3) That Councillor Jennifer Dawson be thanked for her service as a Parish Councillor and be wished all the best for the future and the Parish Clerk be requested to advertise the vacancy in due course.
- ii. <u>Planning Issues Relevant to the Village</u>
 The Council considered the following planning application:
- (a) Two storey rear extension, including partial first floor over existing ground floor accommodation with pitched roof at 11 Foxcote Astley Village Chorley PR7 1XE.

The planning application had been circulated to Councillors on 4 August 2020.

(b) Change of use from cafe (Use Class A3) to mixed cafe/public house use (Use Classes A3 and A4) (retrospective) at the Little Inn On The Park 4 Hallgate Astley Village Chorley PR7 1XA.

The Notice of the Appeal had been circulated to Councillors on 24 August 2020

It was noted that his year's Planning in Practice would focus on the recent government consultations on 'Changes to the Current Planning System' and 'The White Paper – Planning for the Future'. The sessions would provide an opportunity to look at the consultations in more detail with officers, ask any questions and provide feedback. It is important that feedback is received so any views can be incorporated into the overall consultation responses.

Councillors Arnold Almond and Chris Sheldon had indicated that they would be attending the virtual sessions via Microsoft Teams on Thursday, 3 September 2020.

RESOLVED – (1) That the planning application and Notice of Appeal be noted, and no representations be made.

(2) That the Parish Clerk be requested to circulate the presentation slides from the Planning in Practice session to all Parish Councillors in due course.

294.08 Financial Matters

i. Financial Position

The Clerk submitted a report (copies of which had been circulated) showing the financial position as at 30 June 2020 and including a list of invoices to be paid between 1 August and 31 October 2020 as follows:

Date	Payment to	Description	Payment	Total	Vat	Net
			Method			
01/08/20	Easy Web Sites	Monthly rental	SO	24.00	4.00	20.00
01/09/20	Easy Web Sites	Monthly rental	SO	24.00	4.00	20.00
01/10/20	Easy Web Sites	Monthly rental	SO	24.00	4.00	20.00
19/08/20	Employee 1	Reimbursements	EB	115.90	14.47	101.43
19/08/20	Employee 1	Salary August 2020	EB	279.06		279.06

AGENDA ITEM 4

19/08/20	Employee 2	Salary August 2020	EB	94.47	94.47
19/08/20	Employee 4	Salary August 2020	EB	257.74	257.74
19/08/20	HMRC	Tax & NI August 2020	1576	134.20	134.20
18/09/20	Employee 1	Salary Sept 2020	EB	278.86	278.86
18/09/20	Employee 2	Salary Sept 2020	EB	94.47	94.47
18/09/20	Employee 4	Salary Sept 2020	EB	257.74	257.74
18/09/20	HMRC	Tax & NI Sept 2020	1578	134.00	134.00
16/10/20	Employee 2	Salary October 2020	EB	94.47	94.47
16/10/20	Employee 4	Salary October 2020	EB	257.47	257.47
16/10/20	HMRC	Tax October 2020	1579	64.40	64.40

The Parish Clerk was asked to clarify the expenditure of £225 shown under "Room Hire" and it was suggested that tis expenditure and been incorrectly allocated and should be under "Office/Sundry".

RESOLVED - (1) That approval be given to the payments as detailed above.

(2) That the financial position be noted, and the former Paris Clerk be requested to confirm that the expenditure shown under "Room Hire" has been correctly allocated and should not be shown under "Office/Sundry".

294.09 Staffing Updates

The Parish Clerk submitted a report (copies of which had been circulated) providing the Parish Council with an update on staffing matters and the handover process between Parish Clerks.

RESOLVED – (1) That the report be noted.

- (2) That the following expenditure be approved:
 - Mobile Filing Trolley at a cost of up to £100 (excluding VAT).
 - Arnold-Baker on Local Council Administration Twelfth edition at a cost of £149.99.
 - HP LaserJet Pro M479fdw Printer at a cost of £252.40 (excluding VAT).
- (3) That the Mobile Filing Trolley and Laser Printer be added to the Asset Register.
- (4) That the Responsible Financial Officer be requested to make an application for a business debit card as suggested in the report on the basis that the card can only be used to pay for expenditure approved by the Parish Council.

294.10 Financial Matters (Continued)

ii. <u>Meeting the Accessibility Requirements for Public Sector Bodies and the Use of Personal Email Addresses</u>

The Parish Clerk submitted a report (copies of which had been circulated) recommending proposals to ensure that the current Parish Council website was compliant with the new Accessibility Regulations and in view of advice issued by the Information Commissioners Office (ICO) inviting the Parish Council to review whether Councillors should be provided with 'avpc.org.uk' email addresses.

RESOLVED – (1) That Easy Web Sites be commissioned to ensure that the current Parish Council website is compliant with the new Accessibility Regulations at a cost of £300 (excluding VAT).

- (2) (5 for, 2 against, 1 abstention) That all Parish Councillors be provided with 'avpc.org.uk' email addresses which should be used for all Parish Council business for the reasons detailed in the report and that the cost (£30 a month excluding VAT) be approved.
- (3) That a review be undertaken in 12 months in relation to all Parish Councillors be provided with 'avpc.org.uk' email addresses.
- iii. Changes to Budget Heading and Movements for New Projects.

RESOLVED – That the following changes to budget headings be approved, and the increases be funded from General Reserves (£1,150):

- 01-2 Office/Sundry be increased from £1,000 to £1,500.
- 01-8 IT/Websites be increased from £350 to £1.000.
- 03-1 Christmas be reduced from £2,500 to £500 and this amount be transferred to General Reserves.
- 03-3 SPID delete the budget (£7,000) and this amount be transferred to General Reserves.

iv. Reimbursement Policy for the Clerk

RESOLVED – That the Policy be approved.

v. Internal Audit and Internal Audit Plan

RESOLVED – That the Internal Audit and Internal Audit Plan be approved.

vi. Financial Risk Assessment Review

RESOLVED – That the Parish Clerk be requested to review the Financial Risk Assessment Review including making specific reference to online banking, the new debit card, compliance with the new Website Accessibility Regulations and Parish Councillor email addresses and submit a revised version to the Parish Council meeting on 4 November 2020.

294.11 Village Development Plan

The Parish Council reviewed the current two-year Village Development Plan and the following comments were made:

- The Christmas Carol Service event would need to be cancelled in 2020 due to the COVID-19 pandemic.
- Under "New Lighting Scheme for the Christmas Tree" the new lights had now been purchased but there was a need to consider how the lights will be installed each year.
- Under the heading "Improve Village Centre & Enhance Village Green", remove reference to "Replacement of hedge in front of shops" as this had now been achieved.
- Under "Litter Bins" replace the word "new" for "additional" and add the words "especially around the park" to the end of the sentence.
- Under "Road Safety", the new Solar-Powered Speed Indicator Devices (SPIDs) had now been purchased but there was a need to amend the action to include the monitoring of the data.

- Discussions should take place with Chorley Borough Council in relation to enhancing the play facilities in the Parish with the possibility of the Parish Council contributing to potential improvements.
- There was an opportunity to extend the Wildflower Meadow Project introduced at 'The Farthings' to other areas of the Parish should be explored in conjunction with Chorley Borough Council.
- That the Village Development Plan should make specific reference to 'Improving Community Engagement and Raising the Profile of the Parish Council' through communications.

RESOLVED – (1) That Councillor Chris Lennox should continue to be responsible for the preparation of the Village Development Plan and be requested to review the existing plan taking into account the comments made above and recommend the allocation of appropriate budgets to each project.

(2) That the revised Village Development Plan be considered at the next meeting of the Parish Council on 4 November 2020.

294.12 Newsletter

The Parish Council discussed potential articles for the winter edition of the Parish Council Newsletter and the following articles were suggested:

- Annual Report depicted by photographs Chair.
- Councillor Resignations/Appointments Chair/New Councillors to introduce themselves
- New Parish Clerk Parish Clerk to introduce himself
- An explanation as to why the Christmas Carol Service had been cancelled Chair
- Tree Planting Chair.
- Knee Rail Chair.
- Wildflower Meadow Project

 Chair.
- 2 Year Village Development Plan

 Councillor Chris Lennox.
- New Solar-Powered Speed Indicator Devices (SPIDs) Councillor Chris Lennox.
- Update from the Friends of Astley Park Councillor John McAndrew
- Events held in Astley Park during August 2020, including the reopening of the Coach House Gallery and the unveiling of a sculpture of Susannah Knight – Councillors Gillian Sharples/John McAndrew
- Footpaths and steps -Chair
- New shop advert Councillor Arnold Almond.
- Update on Westway Playing Fields Chair
- To include the Parish Map showing footpaths in the newsletter Parish Clerk.

RESOLVED – (1) That the Parish Clerk be requested to circulate details of the suggested articles for inclusion in the Winter Newsletter by 14 September and Parish Councillors be requested to confirm that they would submit the article(s) allocated to them to the Parish Clerk by Friday 23 October 2020.

- (2) That the Winter Newsletter be published at the end of November for the Parish Clerk be requested to confirm with 1St Euxton (ROF) Scout Group that the newsletter would be delivered during the first week of December.
- (3) That the Parish Clerk be requested to obtain three tenders for the printing of the Newsletter.

294.13 Environment Reports

The following issues were raised:

- It was confirmed that the trees recently planted appeared to have survived despite the wet weather.
- The condition of the paving in the Village Centre and at a number of bus stops was in need of attention including the removal of weeds.
- There remained ongoing issues with the barrier to the Community Centre/Astley Park car park, which was, exacerbated the parking issues associated with Oliver House School.
- It was noted that it had been difficult to walk along the footpaths from Merefield to Astley Park and from The Farthings to Tesco and that, the frequency of cutting the hedges needed to be increased.

RESOLVED – (1) That the Parish Clerk be requested to contact Chorley Borough Council regarding the condition of the paving in the Village Centre and at a number of bus stops was in need of attention including the removal of weeds.

(2) That the Parish Clerk be requested to contact Chorley Borough Council regarding the ongoing issues with the barrier to the Community Centre/Astley Park car park, which was, exacerbated the parking issues associated with Oliver House School.

294.14 Reports from Parish Council representatives on Other Bodies

The following confirmed that there were no updates to report:

- Chorley Liaison Councillor Laura Lennox.
- Neighbourhood Working Group Councillor Rod Fraser.
- Friends of Astley Park Councillor John McAndrew.

294.15 Matters for information

No matters were raised.

294.16 Date of Next Meeting

To note that the next meeting of the Parish Council will take place on Wednesday 4 November 2020.

The meeting concluded at 9.04 pm

Chair



Astley Village Parish Council

Title	Parish Clerk Report							
Report of	Parish Cler	Parish Clerk & Responsible Financial Officer						
Date	4 November 2020							
Type of Paper	Decision	X	Discussion	X	Information			

Purpose of Report

Reports and updates on ongoing projects and work outstanding.

Key Issues

The Parish Council later in the meeting will be considering a report from Councillor Chris Lennox on the 'Village Development Two Year Plan'.

At the last Parish Council Meeting on 2 September, it was agreed the Village Development Plan should make specific reference to 'Improving Community Engagement and Raising the Profile of the Parish Council' through communications and I offered to prepare a short report on my thoughts to achieve this aspiration.

Councillors have expressed the following views to me:

- "Would like to see the profile of the Parish Council raised".
- "Involvement of residents should be a priority".
- "Newsletter could be improved".
- Would support sponsored planters on safety railings
- "Need to improve the website and communications with residents (Newsletter)".
- "There is the opportunity to raise the profile of the parish need to engage with residents and need their feedback".
- "The environmental initiatives have made positive contribution such as the planters".

I invite the Parish Council to consider three initiatives which could be incorporated into the 'Village Development Two Year Plan'.

Vision, Aims & Objectives

To inform the review of the 'Village Development Two Year Plan', it might be helpful to be explicit in the Parish Council's Vision, Aims & Objectives. The Vision could be used as a 'strapline' and to underpin everything the Parish Council seeks to achieve.

Possible vision for discussion – "Giving the Community a voice today for a better, brighter future tomorrow"

The Aims and objectives would guide the work of the Parish Council. Some suggestions for discussion based on the current Village Development Plan' and feedback from Councillors:

AIM 1: To be a Parish where local people are involved in their community.

- To ensure that local people are able to influence decision-making.
- To increase participation in Parish Council activity.
- To ensure the Parish Council is communicating effectively with its residents.
- To ensure the Parish Council are meeting the needs of local people.
- To work with local businesses to improve the Village Centre.

AIM 2: To be a cleaner, more attractive Parish

- To make the Parish an attractive place.
- To ensure the streets and buildings in the Parish are clean and attractive.
- To influence the regeneration of the built environment.

AIM 3: To support activities that improve the health and well-being of residents

- To work with Partners to encourage and promote good health opportunities.
- To promote cycling within the Parish.
- To improve access to play, sport, and leisure facilities and activities.

AIM 4: To be a Parish that is a safe place to live.

- To work with local agencies and the community to address local issues of concern
- To improve road safety in the Parish.
- To work with Partners to ensure effective Traffic Management arrangements are in place and implemented for events taking place in the Parish and Astley Park.

Newsletter

There is a report elsewhere on the Summons providing details of the tenders received for the printing of the Parish Council Newsletter. As part of the tendering exercise, it was felt opportune to invite quotes to create the newsletter including design/artwork based on written content and photographs provided.

I think this would be the ideal time to trial the winter edition off the parish newsletter being professionally designed.

Lamp Post Banners

Lamp post banners are an eye-catching way to raise the Profile of the Parish Council by mounting a banner to a lamp post or pole and attract the attention of passers.

Most residents will enter/leave the Parish via Chancery Road whether that be by car, bus or on foot. Banners could be used throughout the year to promote Parish Council activity.

As it is not possible for the Parish Council to hold the annual Christmas Carol Singing, the lamp post banners could be displayed to wish residents a "Merry Christmas" - "Merry Christmas from *your* Parish Council".

As there may not be time to arrange obtain permission and install the lamp post banners before Christmas 2020, the ornamental entrance signs could be used to display the 'Christmas' banners.



Lamp post banners have high strength 710gsm PVC graphics with double-sided print in four different sizes.

An indicative price has been obtained from Design Wizard (Garstang) as follows:

https://www.displaywizard.co.uk/lamp-post-banners.html

Banner (1500mm (h) x 795mm (w)) - £117.00 Graphic Design Service - £20.00

Replacement Banners to fit to existing fittings - £68.00

The permission of Lancashire County Council would need to be sought and there would be the cost of installing the banners.

Self-Watering Barrier Baskets

The baskets would provide the opportunity to raise the profile of the Parish Council and local businesses such as The Astley Village Inn, McColl's, Astley Village Pharmacy and My Girls Café could be approached as part of the "adopt a planter" scheme and their name/logo and the text "Proud to support our community" would be included on the tub.

It is suggested that they could be installed on the railings around the Community Centre.





The self-watering barrier baskets fit on top of railings, fixed by coated toughened steel brackets for safe, quick, and easy installation. **See Appendix A for more information.**

An indicative quote has been obtained from Amberol Ltd who recently supplied Chorley Borough Council with similar planters:

- 1290mm length £128.50 each + VAT
- 900mm length £117.00 each + VAT.

https://amberol.co.uk/planters/barrier-baskets-and-window-boxes/full-barrier-basket



Permission would need to be sought from Chorley Borough Council. The would be maintained by the Village Caretaker as part of his duties on a Wednesday morning. The cost of plants would need to be budgeted for.

Action required by the Parish Council

The Parish Council are invited to consider the initiatives outlined in the report.

self-watering planters







How to Order

You need to place your order in writing stating the product code and name, the colour you would like and quantity.

E-mail
You may e-mail
your order to
sales@amberol.co.uk

Post
Please send
your order to
Amberol Ltd,
The Plantation,
King Street, Alfreton,
Derbyshire DE55 7TT

Telephone Enquiries You may phone our enquiry line Monday to Friday, 9am to 4.30pm on 01773 830930

www.amberol.co.uk

Save water! Save time! Save money!

At Amberol we strive for product excellence.

Amberol Self-watering Planters save water – they do not leak and they help keep evaporation to a minimum.

You will also save time and money because planters have a sub-soil reservoir that needs topping up no more than once or twice a week.

With Amberol planters you can create stunning floral displays, making colourful, friendly spaces where people want to be.

Our aim is to make a visible difference in every city, town and village across the land.

The Aquafeed™ Self-watering System

Amberol pioneered and developed a unique Self-watering System called AquafeedTM.

A series of high capacity capillary action wicks "suck" water up from a sub-soil water reservoir onto a dispersal mat. This dispersal matting distributes the water evenly to the compost overlaying it, keeping it optimally moist at all times.

As a result, evaporation is kept to a minimum and plant roots absorb only the water they need, thereby keeping plants healthy and strong for longer.

Self-watering Planters need only be topped up once or twice a week. They cannot be over watered as they have overflow holes just above the dispersal matting base which allow excess water to escape.

Aquafeed™ helps to save precious water resources. You also save considerable amounts of time and money because unlike traditional baskets, Self-watering Planters do not need watering daily.

Amberol - Greener by Design

When Jack Williamson and Phil Atkinson began Amberol in 1969, they wanted to create employment and change the world. They cared for the environment long before it had the prominence that it does today and they had a passion to make a difference. They succeeded, and we maintain the same philosophy today.

Focused on the environment Amberol were the first to develop the Self Watering Planter. Ensuring that from the very first prototypes, created many years ago, to the latest CAD designed products, we have maintained the same ethos and principles of minimising our environmental impact.

Made from recyclable polyethylene they can last for decades, making them the environmentally friendly choice for creating fantastic floral features and making a visible difference to the world you live in.

Environmentally-Friendly Facts

- All black coloured planters are made from recyled material
- All planters can be recycled at the end of their lifespan
- All planters come with a 5 year guarantee
- All waste polyethylene is recycled and fed back in to production
- The self-watering system saves valuable water
- The self-watering system significantly reduces the frequency of watering and therefore the watering carbon footprint
- A British based manufacturing company, reducing global emissions.













Barrier Baskets & Window Boxes

Barrier Baskets and Window Boxes are practical. They fit on top of, in front of or onto either side of railings, onto ledges, building frontages and flat rooftops. Exuding colour they portray life and vitality!

Barrier baskets are supplied with coated toughened steel brackets for quick and easy installation and safe, secure fixing. You will need to specify size of railings in terms of the width and depth of the top rail.

TOP TIPS For safe installation and planting of your Barrier Baskets and Window Boxes

- Following our manufacturer's instructions, safely secure your new Barrier Basket or Window Box using the toughened steel supporting bracket(s) in the desired location. There is no need to fill the water reservoir at this point.
- 2. Place the liner of your Barrier Basket or Window Box on a suitable, stable surface.
- Fill the liner with moist compost, and slow release fertiliser if desired, and plant up as required.
 Plant up densely for best results. Leave the plants to establish themselves according to your planned seasonal rotations, watering periodically.
- 4. When ready, carefully place the planted up liner in the basket. You can plant into the basket directly, but using a liner gives you greater flexibility.
- 5. The integral water reservoir can now be filled with water and nutrient. Leave the unique Aquafeed™ Self-watering capillary action wicking and dispersal matting to do the rest!
- Make one final check to ensure that the unit is properly secure.
- Top up with water and nutrient no more than once a week (twice in extreme heat).

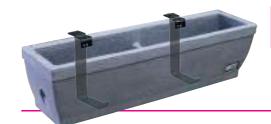




Brackets and Liners

You will need to specify which brackets you will need. Inner liners are available separately for off-site planting up - see page 24 and 25.

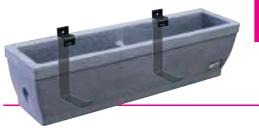
* Total Weight quoted should be treated as indicative in normal conditions, which may vary with different weather and planting conditions. Capacities quoted are approximate and for guidance only.



NEW for 2020 with new secure easy fix fastening

Regency Half Barrier Basket

Product Code	Length mm	Width mm	Depth mm	Compost (litres)	Water (litres)	Total Weight* (kg)
RHB-1P	1000	265	260	26	19	38



NEW for 2020 with new secure easy fix fastening

Regency Wall and Window Box

Product Code	Length mm	Width mm	Depth mm	Compost (litres)	Water (litres)	Total Weight* (kg)
RWB-1P	1000	265	260	26	19	38



with	secure j	ubilee	clip	Beecham Barrier Basket				
Product Code	Length mm	Width mm	Depth mm	Compost (litres)	Water (litres)	Total Weight* (kg)		
NBB-0P	1100	395	310	50	28	61		

Full Barrier Basket and Balcony Planter

Half Barrier Basket

Wall and Window Box

Town Entry Planter



Product Code	Length mm	Width mm	Depth mm	Compost (litres)	Water (litres)	Total Weight* (kg)
BBU-0P	900	370	270	31	12	34
BBU-1P	1290	380	280	60	20	60
BPU-1P	900	370	270	31	12	34



HBB-0P and HBB-1P available with lugs to fix directly. Please contact Amberol if the width of your top railing is more than 55mm.

Product Code	Length mm	Width mm	Depth mm	Compost (litres)	Water (litres)	Total Weight* (kg)
HBB-OP	720	260	240	25	10	27
HBB-1P	1000	260	240	35	15	39
HBB-2P	1270	260	240	45	19	50
HBB-3P	1500	260	240	54	23	59



WBX-0P and WBX-1P available with lugs to fix directly.

Product Code	Length mm	Width mm	Depth mm	Compost (litres)	Water (litres)	Total Weight* (kg)
WBX-0P	720	260	240	25	10	27
WBX-1P	1000	260	240	35	15	39
WBX-2P	1270	260	240	45	19	50
WBX-3P	1500	260	240	54	23	59



Product Code	Length mm	Width mm	Depth mm	Compost (litres)	Water (litres)	Total Weight* (kg)
TEP-1P	1000	260	240	35	15	39
TEP-2P	1270	260	240	45	19	50
TEP-3P	1500	260	240	54	23	59

Enquiry line 01773 830930

E-mail sales@amberol.co.uk

Online amberol.co.uk



Working in partnership with Britain in Bloom

Amberol has been working in partnership with Britain In Bloom groups, large and small, for more years than most of us care to remember.

The mutual aims of enhancing the environment we live in for the enjoyment and wellbeing of others has been at the centre of what has been one of the most amazing success stories, created by thousands but appreciated by millions.

The millions see the stunning end results of what in reality has been a long process of planning, funding raising, planting and maintaining by many groups of largely unsung heroes.

Many organisations have submitted to the allencompassing power of the internet and no longer demonstrate their products or have a friendly face to meet and discuss the needs of the 'In Bloomers'. The Amberol team in the office and 'on the road' are dedicated to working with all Britain In Bloom groups and it is that level of commitment that Amberol and the 'In Bloomers' give, that results in making such a 'visable difference' from which we all benefit.

So when we celebrate over 50 years in partnership we also salute and celebrate our close relationship with all the 'unsung heroes' of Britain In Bloom.



Choose the colour you want

As well as traditional black, Amberol offer you another 18 standard colours to choose from, allowing you to match, compliment, colour-zone and co-ordinate according to your local identity or corporate and sponsorship requirements.

If you can't see the colour you prefer, for an extra fee you can specify a colour of your choice or match to RAL and BS colours.











Turquoise





Navy Blue

Standard Green









Tudor Brown Mottle





Moss Stone Light Sandstone

Cotswold

Dark Sandstone

Guernsey Granite

Millstone Grit

Please note that colour swatches are for guidance only. Actual colours may vary with lighting and weather conditions.

Don't forget our custom branding service whereby you can include your own personal and/or sponsorship logo, crest or message on most of your Amberol products - look out for the **CREST, WORD or S symbol** that denotes this.

CREST

WORD



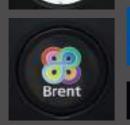
Artwork for Sponsorship, **Logos & Crests**

To personalise your products, you will need to supply us with high resolution, print-ready artwork in JPEG file format. If you have any questions or queries about this, please call us on 01773 830930.













Why choose Amberol? Because we:

Create products you can rely on.

All Amberol products are made as a result of careful and on-going market research. They undergo stringent quality checks and are made to a consistently high standard.

Offer choice with stylish, co-ordinated ranges.

Amberol offer a range of well designed, well made, stylish products for almost any environment. If you can't see what you need, ask! If possible, we will make it.

Help you stand out.

Almost all Amberol products can be personalised with your local identity or your corporate logo, crest or message. Ideal for sponsorship.

Are the market leaders.

Established in 1969, Amberol has built its reputation by manufacturing reliable products, treating people with respect, offering a visit from one of our product specialists to demonstrate products in position and a no quibble guarantee.

Research innovative product solutions.

In partnership with our staff, customers and suppliers, we continually develop, test and trial new market leading products to satisfy the needs of our customers and the environment.

Provide full after sales service.

Our friendly, professional staff are here to help before and after your order is placed. If for some reason you are dissatisfied, we'll put wrongs right without quibble.

That's guaranteed!







And we make bins

Amberol's continued pursuit of product excellence is reflected in their range of environmentally-friendly recycling and waste bins.

Contact us now for a free, no obligation, in-situ demonstration. 01773 830930 or e-mail: sales@amberol.co.uk

amberol.co.uk



For further information please visit **amberol.co.uk** or contact us on **01773 830930**

Amberol Ltd

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Amberol reserves the right to alter prices and specifications without prior notice.



AGENDA ITEM 8(i)

0.00

FINANCIAL POSITION - SUMMARY 4 NOVEMBER 2020 Financial Year 2020/21 (1 April 2020 to 31 March 2021)

			£
Receipts and Expenditure Account			
Receipts Precepts Grant Othera			20,794.00 3,877.00
Bank Interest Advertisements			28.57
VAT on Receipts/Recovered Total Receipts			1,894.25 26,593.82
Expenditure Total			6,794.22
Income & Expenditure Reconciliation			
Balance Brought Forward at 1 April 2020			59,912.56
Add: total receipts to date		+	26,593.82
Less: total expenditure to date		-	6,794.22
Balance			79,712.16
Bank Reconciliation			
Community Account Business Premium Account	25/10/20 25/10/20	++	1,500.00 74,151.02
Unify Credit Union deposit	25/03/20		5,244.97
Less unpresented cheques/ET/SO Plus uncleared credits		- +	1,183.83
			79,712.16
	Unpresented cheques	/SO/Payments	
	Nov/Dec		1,183.83
			1,183.83
	Uncleared Incomes		

PAYMENTS TO BE APPROVED - November/December 2020

ASTLEY VILLAGE PARISH COUNCIL

Financial Year 2020/21 (1 April 2020 to 31 March 2021)

Date	Creditor	Description	Cheque No	Total	Vat	Net	Budget	S137
15/11/20	Employee 4	Reimbursments (August 2020)	1583	43.90		43.90	01-2	
15/11/20	Employee 4	Reimbursments (September 2020)	1584	57.39	2.40	54.99	01-2	
15/11/20	Employee 4	Reimbursments (October 2020)	1585	57.24	2.40	54.84	01-2	
01/11/20	Easy Web Sites Employee 1	Monthly rental Back Pay	DD EB	45.60 46.12	7.60	38.00 46.12	01-8 01-6	
15/11/20	Employee 2	Salary (November 2020)	EB	94.47		94.47	01-6	
15/11/20	Employee 4	Salary (November 2020)	EB	257.74		257.74	01-6	
15/11/20	HMRC	Tax on Back Pay (Employee 1)	1586	11.60		11.60	01-6	
15/11/20	HMRC	Tax (November 2020)	1587	64.40		64.40	01-6	
01/12/20	Easy Web Sites	Monthly rental	DD	45.60	7.60	38.00	01-8	
15/12/20	Employee 2	Salary (December 2020)	EB	94.47		94.47	01-6	
15/12/20	Employee 4	Salary (December 2020)	EB	292.30		292.30	01-6	
15/12/20	HMRC	Tax (December 2020)	1588	73.00		73.00	01-6	
				1,183.83	20.00	1,163.83		

BUDGET REPORT - 4 NOVEMBER 2020 Financial Year 2020/21 (1 April 2020 to 31 March 2021)

			Ear-marked Reserve or			Total	Spend to date		Pudget
			C/F	Budget	Transfers		(ex vat)	Income	Budget Remain
01 - ADMINISTRATION	01-1	Room Hire	10,1	100.00		100.00	,		83.00
01 7 (211) (10 11 0 11 0 11 0 1 1 0	01-2	Office/Sundry		1,000.00	500.00	1,500.00			726.11
	01-3	Insurance		400.00		400.00	391.19		8.81
	01-4	Auditors/Accounts		175.00		175.00			100.00
	01-5	Election/by-election/polls	4,000.00	1,000.00		5,000.00			5,000.00
	01-6	Employee costs (salary, training etc)	·	12,000.00		12,000.00			7,346.50
	01-7	Employee Contingency	2,250.00	-		2,250.00			2,250.00
	01-8	IT/Website		350.00	650.00	1,000.00	514.00		486.00
02 - COUNCIL	02-1	Newsletter/Publications		1,000.00		1,000.00	81.25		918.75
	02-2	Village Caretaker		1,000.00		1,000.00	-		1,000.00
	02-3	Training		150.00		150.00	-		150.00
	02-4	Grant fund/local projects & groups		1,000.00		1,000.00	-		1,000.00
03 - PLAN	03-1	Christmas		2,500.00	-2,000.00	500.00	-		500.00
	03-2	Village Improvements	1,961.00	25,000.00		26,961.00			26,891.17
	03-3	SPID	2,000.00	7,000.00	-7,000.00	-	-		-
	03-4	Play space savings	-	-		-	-		-
04 - GENERAL	04	General Reserve	31,565.61	-		31,565.61	-		31,565.61
		Precept in	1					20,794.00	
		Other in						3,895.05	
All expenditure figures	ovel:	ldo vot		52,675.00		84,601.61	6,575.66	24,689.05	78,025.95
VAT spent	EXCIL	£218.56	8	32,073.00		04,001.01	ex vat	24,009.03	70,023.93



Astley Village Parish Council

Title	Parish Council Newsletter				
Report of	Parish Clerk & Responsible Financial Officer				
Date	4 November 2020				
Type of Paper	Decision	Х	Discussion		Information

Purpose of Report

At the Parish Council Meeting on 2 September 2020, it was agreed that the Parish Clerk be requested to obtain three tenders for the printing of the Newsletter. This report summaries the tenders received.

Key Issues

The following companies were invited to submit tenders for the printing of the newsletter and separately for a design and publishing service (if this was something, they would be able to offer):

- B&D Print Services Ltd (Leyland)
- Printwise (MCB Print Ltd.) (Poulton-le-Fylde)
- Sprintprint (Bamber Bridge)
- Talbot Print Services (Preston)

A copy of the tender document is attached (Appendix 1)

Three tenders have been received and are shown in the confidential appendix. Newbury Printers (NW) Limited who had previously printed the Parish Newsletter had charged £348 for the Spring 2019 Newsletter for which the tender specification was based.

As part of the tendering exercise, it was felt opportune to invite quotes to create the newsletter including design/artwork based on written content and photographs provided and those companies quoting for this option were asked to supply an example of a newsletter they had designed. (Appendix 2)

Action required by the Parish Council

The Parish Council is invited to consider the tenders received as summarized in the confidential appendix.



Astley Village Parish Council

PARISH NEWSLETTER PRINTING TENDER

The Parish Council publish a newsletter twice a year (usually May and November). The newsletter is delivered to all properties in the Parish (approximately 1,475) by the local Scout Group. A copy of the Spring 2019 Edition is attached for your information.

We would like to invite you to tender for the printing of the newsletter and separately for a design and publishing service (if this is something you would be able to offer).

OPTION 1 – PRINTING ONLY

A PDF of the newsletter print ready will be supplied approx. one week before the delivery date agreed.

Size: A5

Total number of pages in publication (including cover): average of 16 pages

Cover Material: silk 100gsm

Inner Material: silk 100gsm

Quantity: 1,600 copies

Delivery address: 5 Clarendon Gardens, Bromley Cross, Bolton. BL7 9GW

OPTION 2 – DESIGN SERVICE & PRINTING

The written content and photographs will be provided to create a newsletter including design/artwork. Please supply an example of a newsletter you have designed.

Please return this tender to the Parish Clerk via email at <u>clerk@avpc.org.uk</u> by Friday 25 September 2020.

TWO EXAMPLES OF NEWSLETTERS DESGNED AND PRODUCED BY PRINTWISE (MCB Print Ltd.)



Newsletter

Nov/Dec

Abbey Wood's 2nd Birthday Bash!

Lawrence Hubbard goes back on Watch...

2 Mayors in one day!

Are you a Dementia Friend?

Welcome to our latest Newsletter.

I am very proud of my position as Manager of Abbey Wood Lodge, a part of the Athena Health Care Group.

I would like all residents, families and friends to feel that they can come and speak with me at any time if they wish to discuss the welfare of their loved ones. Family involvement is very important to us here at Abbey Wood Lodge as we are here solely to support our residents and with help from families and friends who can provide the backgrounds and history of their loved ones we can all help to enhance the quality of their time with us.

ABBEY WOOD LODGE CARE HOME

Sharon Hall

manager@abbeywoodlodge.co.uk



Our 2nd Birthday Party took place on 11th November to celebrate the opening of Abbey Wood Lodge on 11th November 2014

A fantastic celebration was enjoyed by everyone, with great entertainment and a beautiful buffet with wine for residents, family and friends. Thank you to everyone for making this a wonderful celebration. Sophie Bennett for yet another stunning performance, the kitchen department for their tasty buffet, balloons by Andy at Thoughts that Count and birthday cake by Cakes by Sharon Webster.



Team Leaders



Team leaders ,from left ,Debbie, Stacey & Janice

Team leaders are now in place on all floors, they have been appointed to work closely with Sharon, doctors and district nurses.

The team leaders will deal with queries, care plans, families and routine planning on a daily basis in order to meet the needs of the residents on each floor.

Dementia friends awareness sessions for families and friends



In a bid to raise awareness in our community Joe Sherville, a volunteer for the Alzheimer's Society, regularly holds Dementia Friends sessions which are both fun and informative. The next session is at Abbey Wood Lodge on 1st December 10:30 - 11:30. All welcome.

Please call the Lodge reception to book your place on 01695 767778 or speak to Joe direct on 07767 151099

Wow!!

What a wonderful birthday present from Lawrence Hubbard, marking Abbey Wood Lodges 2nd Birthday. With encouragement from the staff, Lawrence's love of art has been rekindled.

This will take pride of place. Thank you Lol!



Employee of the Month

Athena Health Care Group are introducing a new initiative: "Employee of the Month"

which will start this month. If anyone Wishes to nominate an employee at Abbey Wood Lodge please place your nomination in the comments box at reception.



Recently families have been asked to sign an authority form regarding use of images etc. on Abbey Wood's

facebook page. We hope that you can consent to use of such materials as the page is so popular with families and friends were they can see their loved ones living great and socially active lives. Families and friends can view more pictures by asking to be a friend on Athena HCG's facebook page and will be able to gain access on verification.



Old Habits and all that....

Lawrence Hubbard started work in the Fire Brigade in 1957 and finished as a Divisional Officer in the Greater Manchester Fire Service in 1985.

At the beginning of November we visited Lancashire Fire and Rescue on County Road in Ormskirk where the crew and Lol chatted about the service and its changes through the years.

All our thanks to the lads at County Road for making a great day out possible for Lol.





A lovely morning at Abbey Wood Lodge discussing the Community Care Forum and Friendship Days with the Mayor of Ormskirk Councillor Liz Savage and the Lord Mayor of Liverpool Councillor Roz Gladden.





December Events

Thursday 1st December 5pm Xmas Lights Switch On with Skelmersdale Community Singers

Saturday 3rd December 5pm - 6-30pm Craft Session

with the Brownies (xmas cards)

Tuesday 6th December

Father Boniface from St Ann Church and children from St Bede's School Ormskirk coming in to Abbey Wood Lodge for an Xmas Church Service including Mass 2pm

Thursday 8th December Xmas Meal and Entertainment at the Hilton Hotel Liverpool for residents and families, please enquire at reception

Saturday 10th December 1pm - 4pm Xmas Fayre

Wednesday 14th December Visit to the Metropolitan Cathedral Liverpool Christmas choir 2 pm followed by Christmas meal

Saturday 17th December Xmas Entertainment & Buffet For residents and their families (not to be missed)

Friday 23rd December 3pm - 4pm Christmas Carol Singing with Sophie Bennett

Sunday 25th December 12pm Christmas Dinner





December Events

Hilton Hotel Liverpool

Christmas meal and entertainment on Thursday 8th December at 3pm

Coach will leave Abbey Wood 2pm and will arrive at the Hilton 3pm to be sitting for 3-30 pm Any families or friends wish to join this lovely Christmas event please inform the home's reception asap as places are limited



Christmas Day

Traditional Christmas dinner will be served with all the trimmings and fully dressed tables Will any families who wish to take their loved ones out for Christmas Day please inform reception so the chef will know how many residents to cater for.

Christmas dinner menu will be available in early December on notice boards and reception desk.



Weekly Hair and nails over the Christmas period will be as normal for all residents, any further requests or requirements please call in and see Jay you can ring her on tel 07718906067

Contacts

Sharon Hall Manager 01695 767778

Email - manager@abbeywoodlodge.co.uk

Lesley Malone

Events Co-Ordinator
Tel 01695767778
Email - lesley.malone@ahcg.co.uk

Part of the



Healthcare Group

Contact: Gaye Clark
Head of Athena Health Care Group
Email: gaye.clark@ahcg.co.uk
Tel: 07932227644



'Training for Care Professionals'

illetin

WELCOME to the latest edition of "The Bulletin", Training Works quarterly newsletter for our employer partners, providing the latest news & information on developments within the world of Apprenticeships, further education & work based training.

You can contact us on any topic covered in this newsletter, or any other subject related to your learner on: 01253 478182 enquiries@training-works.co.uk



In June this year, Training Works will celebrate its 4th birthday. During this time, we have steadily grown in terms of numbers of Apprentices, employers and geographical spread. We could not have achieved this without your support – THANK YOU!



Did you know?

Training Works now recruits & trains Childcare & Health & Social Care Apprentices in the following areas ▶▶▶▶

- Blackpool, Fylde & Wyre
- Central Lancashire
- North Lancashire
- West Lancashire
- Greater Manchester
- Cheshire & Warrington
- Merseyside
- West Midlands Black Country / Birmingham
- East Midlands Derbyshire / Nottinghamshire
- Somerset, inc North Somerset & Bath
- Devon
- Avon Bristol
- The Marches Shropshire & Herefordshire

Non-Levy Co-Investment Contribution

From 1 April 2019, for all new Apprentice starts, the employer contribution has been reduced to 5%. The government now contributes 95% of the cost.

Training fees now charged by Training Works:

•	Health & Social Care Level 2 & 3	£135
•	Childcare Level 2	£100
•	Childcare Level 3	£125
•	Care Leadership & Management Level 5	£100
•	Team Leader Level 3	£225



National Minimum Wage changes:

YEAR	25 AND OVER	21 TO 24	18 TO 20	UNDER 18	APPRENTICE
2019	£8.21	£7.70	£6.15	£4.35	£3.90

Ofsted

Ofsted is the Office for Standards in Education,
Children's Services and Skills. They report directly to
Parliament and are both independent and impartial.
It inspects schools, colleges and training providers with
the aim of providing information to promote
improvement and to hold providers to account.
Training Works will receive a visit from Ofsted within the
next 12 months and it is very likely that you and your
Apprentices will be included in the inspection process –
but don't worry!

Once the inspection date is known, you will be provided with an online questionnaire to give your views about Training Works. This is called Employer View. Results will be used by inspectors during inspection to identify issues to look at in more detail.

If you or your learners are chosen as part of the inspection process, the inspectors will want to meet with you to discuss:

- Your views on Training Works
- How the training has benefitted both you and your Apprentice
- Your involvement & understanding of your Apprentices training programme
- The feedback you receive on the progress of your Apprentice
- Any issues concerning Safeguarding, Health & Safety, Prevent, Equality & Diversity

We will inform you immediately when any Ofsted visit is announced & if you or your Apprentices have been chosen in the sample. Claire Burrows joined the Training Works team in April as Senior Business Development Executive. With a BA in Public Relations, Claire has experience in marketing, customer service & product development.

Sophie Edwards joined the
Training Works team in April as
Business Development
Executive. Sophie has a
background as an Account
Executive with a schools travel
firm and retail customer service

Paula Giannasi joins the Training Works team in June. A vastly experienced Health & Social Care Trainer Assessor, Paula will support the team in the North West.

experience.

Samantha-Jo Pitchford joined the Training Works team in May. Sammee is our first employee in The Marches area & will launch and deliver Health & Social Care provision across Shropshire & Herefordshire.

Elaine Kay joins the Training Works
Early Years team in June. A qualified
Nursery Manager, Assessor and
Verifier, Elaine brings a wealth of
knowledge and experience to the
North West Team.

FREE Apprenticeships

If you employ less than 50 employees, then all 16-18 year old apprentices are free and you will also be eligible for a £1000 employer grant.



Contact: enquiries@training-works.co.uk 01253 478182



For Safeguarding issues

Helen Davidson on 07525 116523 helend@training-works.co.uk

For Prevent & Radicalisation issues

Craig Law on 07927 551642 craig@training-works.co.uk

For Health & Safety Issues

Carl Mullen on 07525 116498 carl@training-works.co.uk

For Equality, Diversity & Inclusion issues

Harvinder Kaur 07511 055026 harvinder@training-works.co.uk

Mental Health lead

Lisa Hartigan 07703 359489 lisah@training-works.co.uk

Health & Wellbeing lead

Ashley Blakeley 01253 478180 ashley@training-works.co.uk

British Values lead

Pam Wadcock 07802 323527 pam@training-works.co.uk

All our policies relating to Safeguarding, Prevent, Health & Safety, Equality & Diversity, GDPR etc can be found on our website.

Short E-Learning Courses

Courses include:

- Care Certificate
- Dementia
- Mental Health Awareness
- Safeguarding

WE HAVE OVER 150 E-LEARNING SHORT COURSES available that are ideal CPD solutions for you and your employees. Each comes with full background briefing and Certificate of Completion.

All courses are offered at £5 plus VAT;
Care Certificate at £20 plus VAT.

Our full e-learning programme can be obtained by contacting **sophie@training-works.co.uk 01253 478182**.

Don't forget, your Apprentices gain full access to our E-Learning programme for FREE! Plus, you can redeem your points against any of our Short Courses.

Delivered Short Courses

We offer a range of delivered Short Courses, covering mandatory subjects:

- Paediatric First Aid / First Aid
- Safeguarding
- Moving & Handling

All courses can be delivered on your premises (subject to numbers), using our own qualified, professional Trainers.

All courses are FREE for Apprentices, plus you can redeem your points against any of our Short Courses.

Contact:

sophie@training-works.co.uk 01253 478182 to obtain a full list of courses available or to book your place.



Remember, Apprentices automatically gain access to the Short Course & E-Learning Programme for FREE.

FMPI OYING AN APPRENTICE BRINGS ADDITIONAL REWARDS.

For every member of staff, or new employee, that enrols on an Diploma / Apprenticeship course through Training Works, the employer is awarded 20 Points, to be redeemed against any Short Course / E-Learning Programme for any member of staff, at no cost - the more staff that enrol on an Apprenticeship / Diploma programme, the more Points you collect, the more FREE training courses you can access!

Course Values:

- All on-line courses = 2 Points
- All face to face delivered courses = 5 Points per day / session
- Full Care Certificate = 3 Points

Recruiting an Apprentice

If you have an employee in mind that you would like to enrol on an Apprenticeship programme, contact: enquiries@trainingworks.co.uk 01253 478182 and we will carry out all the necessary enrolment procedures to get you started.

If you have a vacancy that you would like to fill with an Apprentice, we will:

- advertise your vacancy through "Recruit an Apprentice" and "Indeed" websites:
- provide you with a selection of applicants
- contact applicants for interview



THIS YEAR'S SCHOOL LEAVERS CAN OFFICIALLY START ON AN APPRENTICESHIP FROM MONDAY 1ST JULY 2019.

> This is a FREE recruitment service for anyone thinking of employing an Apprentice. Contact: enquiries@training-works.co.uk 01253 478182

CONTACTING **TRAINING** WORKS >>>>

training works

> 'Training for Care Professionals'

We want to ensure that your experience with Training Works is fantastic. If it isn't, we would like to know so that we can learn & improve. Throughout your Apprentices journey with Training Works, you will be contacted by our Business Development team for your feedback – be honest!

.....

There are other ways to contact us:

•	General Office, Enterprise Centre	01253 478180
•	Sharon Bonell, Director Operations	07740 982593
•	Phil Bonell, Director Development	07974 072927
•	Pam Wadcock, Quality Manager	07802 323527
•	Lisa Hartigan, Training Manager, Adult Care	07703 359489
•	Helen Davidson, Training Manager - Early Years	07525 116523
•	Claire Burrows, Business Development	07856 532006

Astley Village Parish Council - Financial Risk Assessment

Notes

This document has been produced to enable the Parish Council to assess the Financial risks that it faces and satisfy itself that it has taken adequate steps to minimise them. In conducting this exercise, the following plan was followed:

- Identify the areas to be reviewed.
- Identify what the risk may be.
- Evaluate the management and control of the risk and record all findings.
- Review assess and revise if required.

FINANCIA	FINANCIAL AND MANAGEMENT						
Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise			
Councillors	Loosing Councillor membership or having more than 7 vacancies at any one time	L	When a vacancy arises, there is a legal process to follow. This either leads to a bye-election or into a co-option process. An election is out of the Parish Council's control. The co-option process begins with an advert, acceptance of applications, consideration of applicants and co-option vote at a Parish Council meeting then appointment.	Existing procedures adequate.			
	Election 2023	L	If there are more than 7 vacancies at any one time on the Parish Council, it becomes non quorate. The legal process of the Borough Council appointing members takes place. High risk of having all new Councillors or many new ones, loosing experience	Procedures of another body are adequate. No action can be taken.			
Business continuity	Risk of Parish Council not being able to continue its business due to an unexpected or tragic circumstance	L	There is a business continuity plan in place.	Review plan when necessary.			

Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Precept	Adequacy of precept Requirements not submitted to CBC in time Amount not received by Chorley Borough Council	L L	To determine the precept amount required, the Parish Council regularly receives budget update information and the precept is an agenda item at the Parish Council Meeting. At the Precept meeting, the Parish Council receives, the Responsible Financial Officer will submit a budget update report, including actual position and projected position to end the year and indicative figures or costings. With this information the Parish Council will agree the budget headings and projects for the following year and agree the precept amount to be requested from Chorley Borough Council. This figure is submitted by the Clerk to Chorley Borough Council Precept should be considered by the Parish Council before the deadline - deadline should be ascertained from Chorley Borough Council asap. The Clerk reports to the Parish Council Meeting when the monies are received.	Existing procedure adequate.
Precept	Risk to precept tax base figure & Grant	М	Identified risk of falling tax base figure. Monitored at precept setting each year and Identifing potential savings/changes.	Monitor – balances up
Election costs Or By-election costs	Risk of election costs	L	Risk is higher in an election year, but still a risk that a by-election is called for any casual vacancy. When a scheduled election is due, Clerk obtains estimate of costs from the Chorley Borough Council for a full election and an uncontested election. No measures can be adopted to minimise the risk of having elections, as this is a democratic process. Council saves a sum each year to carry forward in case of an election at a four-year interval, by-Council elections are not accounted for.	Council precepts an amount annually and plans for the four-year period by building up the fund.
Financial records	Inadequate records Financial irregularities	L L	The Council has Financial Regulations which set out the requirements.	Existing procedure adequate. Financial Regulations reviewing Nov18
Bank and banking	Inadequate checks Bank mistakes Loss Charges Loss of signatories	L L L L	The Parish Council has Financial Regulations which set out the requirements for financial transactions/budget monitoring. Occasional errors in processing cheques identified by the Responsible Financial Officer are dealt with immediately by informing the bank and awaiting their correction. The Parish Council will periodically review its banking arrangements. There are three signatories for the bank accounts (two Parish Councillors and the Clerk) and all payments need to be countersigned therefore all payments are authorised by two persons. This includes cheques and payments made online. Any changes required to the bank mandate will be made as quickly as possible. The Parish Clerk has a debit card to make purchases which have been approved by the Parish Council.	Existing procedure adequate. Monitor the bank statements monthly.
Cash / Loss	Loss through theft or dishonesty	L	The Parish Council has Financial Regulations which set out the requirements. Cash/cheques received are banked within 3 banking days. There is no petty cash or float. This is audited by the Internal Auditor annually.	Existing procedure adequate.

Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Litigation	Potential risk of legal action being taken against the Parish Council	L	Public liability insurance covers general personal injury claims where the Parish Council is found to be at fault, but not spurious or frivolous claims - these cannot be insured against.	Insurance is adequate for requirements but there is still risk of other claims.
Reporting and auditing	Information communication Compliance	L	A monitoring statement is produced regularly and presented to each Parish Council, Meeting, discussed and approved at that meeting. This statement includes, bank reconciliation, budget update, and a breakdown of receipts and payments balanced against the bank account. The Parish Council should regularly audit internally to comply with the Fidelity Guarantee.	Existing procedure adequate.
Direct costs Overhead expenses Debts	Goods not supplied but billed Incorrect invoicing Cheque payable incorrect Loss of stock Unpaid invoices	L L L	The Parish Council has Financial Regulations which set out the requirements. At each Parish Council Meeting the list of invoices awaiting approval is distributed to Councillors and considered. One Parish Councillor is nominated to check each invoice against the cheque book and associated paperwork and initials the invoices. The Parish Council approves the list of requests for payment. The Parish Council has minimal stocks, these are checked and monitored by the Parish Clerk. Unpaid invoices to the Parish Council for adverts in the newsletter or services are pursued and where possible, payment is obtained in advance.	Existing procedure adequate.
Grants and support - payable	Power to pay Authorisation of Council to pay	L	All such expenditure goes through the required process of approval, minuted and listed accordingly if a payment is made using the S137 power of expenditure. A Grants Policy and application form was introduced in November 2012.	Existing procedure adequate. Parish Councillors to request S137 rules if required.
Grants - receivable	Receipts of Grant	L	The Parish Council does not presently receive any regular grants. One off grants would come with terms and conditions to be satisfied.	Procedure would need to be formed, if required.
Charges - rentals receivable	Receipt of rental	Negative	Presently we have no arrangements in place	
Best value Accountabili ty	Work awarded incorrectly Overspend on services	L L	Normal Parish Council practice would be to seek, if possible, more than one quotation for any substantial work required to be undertaken or goods. For major contract services, formal competitive tenders would be sought. If a problem is encountered with a contract the Clerk would investigate the situation, check the quotation/tender, research the problem and report to Council. This is covered in the Financial Regulations.	Existing procedure adequate. Council need to specify exactly how it wants a contract to be carried out i.e.; in house or by contractor.

Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise	
Salaries and assoc. Wrong hours paid L costs Wrong rate paid L False employee Wrong deductions of NI or Tax Unpaid Tax & NI contributions to the Inland Revenue Online banking controls and Measures L		Wrong hours paid Wrong rate paid False employee Wrong deductions of NI or Tax Unpaid Tax & NI contributions to the Inland Revenue Online banking controls L Committee. Salary rates are assessed annually by the Personnel Committee and applied on 1 April each year. Salary analysis and slips are produced by the Clerk monthly together with a schedule of payments to the Inland Revenue (for Tax and NI). These are available for inspection at the Parish Council Meetings. The Tax and NI is worked out using an Inland Revenue Annual Return. The Village Caretaker has a contract of employment and job description. There work is supervised by Brothers of Charity Services England and periodically by the Parish Clerk The Clerk has a contract of employment and job description.			
Employees	Loss of key personnel Fraud by staff Actions undertaken by staff Health & Safety	L L L	Reference to the Continuity Plan should be made in case of loss of key personnel. The requirements of the Fidelity Guarantee insurance to be adhered to with regards to Fraud. The Clerk should be provided with relevant training, reference books, access to assistance and legal advice required to undertake the role. The Village Caretaker should be provided with adequate direction and safety equipment needed to undertake the roles, i.e. protective clothing and training.	Existing procedure adequate. Purchase revised books. Membership of the SLCC. Monitor working conditions, safety requirements and insurance regularly.	
Councillor allowances	Councillors over-paid Income tax deduction	Negative	No allowances are allocated to Parish Councillors.	No procedure required.	
VAT	Re-claiming/charging	L	The Parish Council has Financial Regulations which set out the requirements. VAT is reclaimed regularly.	Existing procedure adequate.	
Employers Annual Return	Paying and accounting for NI and Tax of employee's salaries	L	Employer's Annual Return is completed and submitted online to the Inland Revenue within the prescribed time frame by the Clerk.	Existing procedure adequate.	
Audit - Internal Audit	Completion within time limits	L L	Internal auditor is appointed by the Parish Council. Internal auditor is supplied with the relevant documents to audit and the form to complete and sign for the External Auditor. Procedures are all covered in the 'Review of Effectiveness of the system of Internal Audit' which is reviewed annually.	Existing procedure adequate. Internal Auditor to be appointed	
Annual Return	Completion/Submission within time limits	L	Annual Return is completed and signed by the Parish Council, submitted to the internal auditor for completion and signing then checked and sent on to the External Auditor within time limit.	Existing procedure adequate.	
Legal powers	Illegal activity or payments	L	All activity and payments within the powers of the Parish Council to be resolved and minuted at Full Parish Council Meetings, including a reference to the power used. As per the Financial Regulations prescribe.	Existing procedure adequate.	

Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Minutes/ Agendas/ Notices Statutory documents	Accuracy and legality Business conduct	L L	Minutes and agenda are produced in the prescribed method by the Clerk and adhere to the legal requirements and best practice guidelines. Minutes are approved and signed at the following each Parish Council Meeting. Minutes and agenda are displayed according to the legal requirements. Business conducted at Council meetings should be managed by the Chair.	Existing procedure adequate.
Website	Information is up to date compliant with the new Accessibility Regulations.	L L	The Parish Clerk regularly reviews the website content. Steps were taken to ensure the website was compliant by 23 September 2020.	Existing procedure adequate.
Members interests	Conflict of interest Register of Members interests	L L	The declaring of interests by members at a meeting is on the agenda to remind Councillors of their duty. Register of Members Interest forms should be reviewed regularly by Councillors.	Existing procedure adequate. Members to take responsibility to update their Register.
Insurance	Adequacy Cost Compliance Fidelity Guarantee	L L	A review is undertaken (before the time of the policy renewal) of all insurance arrangements in place. Employers and Employee liability insurance is a necessity and must be paid for. Ensure compliance measures are in place. Ensure Fidelity checks are in place.	Existing procedure adequate. Review insurance provision annually. Review of compliance.
Data protection	Policy Provision	L	The Parish Council is registered with the Data Protection Agency. The changes required following the introduction of the new GDPR reqyurements introduced in 2018 have been implemented. It has been agreed that all Parish Councillors be offered a 'avpc.org.uk email address which to be used for all Parish Council business in line with the advice issued by the Information Commissioners Office (ICO)	Ensure annual renewal of registration.
Freedom of Information Act	Policy Provision	L M	The Parish Council has a model publication scheme for Local Councils in place. The Clerk/Council are aware that if a substantial request arrives then this may require many hours of additional work. The Council is able to request a fee if the work will take more than 15 hours, but the applicant also has the right to re-submit the request broken down into sections, thus negating the payment of a fee.	Monitor and report any impacts of requests made under the F of I Act.
GDPR	GDPR breach SAR request	L	The Parish Council cannot avoid or anticipate a SAR request but can guard against and GDPR breach. Anti-virus protection is on the Lap-Top and annually renewed. Information is not kept beyond when necessary. It has been agreed that all Parish Councillors be offered a 'avpc.org.uk email address which to be used for all Parish Council business in line with the advice issued by the Information Commissioners Office (ICO)	The procedures need to be put into a document for approval and review.

Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Assets	Loss or Damage Risk/damage to third party(ies)/property	L	An annual review of assets is undertaken for insurance provision, storage and maintenance provisions.	Asset register updated March 2018 in accordance with Audit suggestions.
	party (1869), property	_		rtadit daggeotione.
Maintenance	Poor performance of assets	L	All assets owned by the Parish Council are regularly reviewed and maintained. All repairs and relevant expenditure for these repairs are actioned/authorised in accordance with the	Existing procedure adequate. Ensure inspections carried
	Loss of income or performance	L	correct procedures of the Parish Council. All assets are insured and reviewed annually.	out.
	Risk to third parties	L		
Asset damage /loss	Street furniture, SPID, noticeboards etc damage or loss or in need of repair	L	The Parish Council is responsible for two boundary signs, seats, bike hoops, planters - all covered by insurance. No formalised programme of inspections is carried out, all reports of damage or faults are reported to the Parish Council and/or dealt with. Problems will be reported. Councillors to monitor and report problems	Clerk monitor reports
Asset damage /loss	Office equipment	L	The Parish Council's lap top computer – covered by insurance. Kept in a carry bag to protect it.	New – review at 12 months
Notice boards	Risk/damage/injury to third parties Roadside safety	L L	The Parish Council has 3 notice boards sited in the village. Locations have approval by relevant parties, insurance cover, inspected regularly by the Clerk - any repairs/maintenance requirements brought to the attention of the Parish Council. Keys held by the Clerk.	Existing procedure adequate.
Meeting location	Adequacy Health & Safety	L L	The Parish Council Meetings are held at the Community Centre. The premises and the facilities are considered to be adequate for the Clerk, Councillors and Public who attend from Health & Safety and comfort aspects. Problems will be reported.	Existing locations adequate. Clerk now has mobiles for staff.
Council records - paper	Loss through: Theft; fire; Damage	L L L	The Parish Council records are stored at the home of the Clerk. Records include minute books and copies, records such as personnel, insurance, salaries etc. Recent materials are in a metal filing cabinet (not fireproof) and older more historical records in the attic.	Damage (apart from fire) and theft is unlikely and so provision adequate.
Council records -	Loss through: Theft, fire, damage	ı	The Parish Council's electronic records are stored on the Parish Council's laptop. Back-ups of the files are taken utilising a Cloud provider.	Reviewing Cloud provision – reviewed and renewed.
electronic	corruption of computer	Ĺ	of the files are taken almong a cloud provider.	Toriowou and Toriowou.
Damage	Wilful damage and graffiti	М	Monitored and reported by all to the Clerk or CBC/LCC for quick repairs/cleaning.	

Reviewed by the Parish Council on 2 September 2019



Astley Village Parish Council

Title	Village Development Plan Updated Spring 2020						
Report of	Councillor Chris Lennox						
Date	4 November 2020						
Type of Paper	Decision	Х	Discussion		Information		

Purpose of Report

At the Parish Council Meeting on 2 September 2020 it was agreed that Councillor Chris Lennox should continue to be responsible for the preparation of the Village Development Plan and was requested to review the existing plan taking into account the comments made at that meeting and recommend the allocation of appropriate budgets to each project.

It was also agreed that the revised Village Development Plan be considered at the Parish Council on 4 November 2020.

Key Issues

The two-year Village Development Plan has been reviewed to include suggested new and enhanced projects and appropriate budget (see below). The Parish Council are invited to consider the report of the Parish Clerk (Agenda Item 6) alongside this report.

PROJECTS	ACTIONS	WHEN	BUDGET £
Improve Village centre & enhance Village Green	Work with Chorley, Places for People, The Astley and shop leaseholder as part of Neighbourhood Working projects to improve the Village Centre. Green area in front of shops - plant trees following replacement of hedgeline with knee rail. Wildflower Meadow project at the rear of the Green.	2019/21	1,000
Planter scheme	"Adopt a planter" scheme with residents volunteering to maintain planters at the ends of roads.	2019/20	
Tree planting	Plant more trees on wet verge areas to soak up excess water & replace trees which have had to be removed.		1,500
Wildflower Meadows	Extension of the Wildflower Meadow project introduced at The Farthings to other areas along Chancery Road in conjunction with	2020/21	500

	Chorley,		
New lighting scheme for the Christmas Tree	New lighting purchased – installation for Christmas to be agreed.	2020	250
Litter bins	Work with Chorley to site additional litter bins as required, particularly near entrances to Astley Park.		
Road safety	Following the purchase of two permanent solar-powered Speed Indicator Devices (SPIDs) on Chancery Road to deter speeding, to monitor data to identify further action to improve road safety.		
Health & Well- Being	Encourage activities and groups in the Village; provide grants; Christmas carol singing event (when permitted); work with Chorley on Westway Fields project to enhance play facilities, with an agreed contribution by the Parish Council.		10,000
Respect the Village campaign	Project to keep the Village clean and tidy. Encourage reporting environmental issues to Chorley & PfP. Provide volunteer litter pick equipment for residents/groups for community litter picks.	2019/20	
Improving Community Engagement and Raising the Profile of the Parish Council	Improving communications with residents through upgrading the website and creatring email addresses for councillors	2020/21	500

Action required by the Parish Council

The Parish Council are invited to discuss the revised Village Development Plan.



Astley Village Parish Council

Title	Personnel Committee				
Report of	Parish Clerk & Responsible Financial Officer				
Date 4 November 2020					
Type of Paper	Decision	Х	Discussion		Information

Purpose of Report

To appoint a Personnel Committee, confirm the membership and agree the Terms of Reference.

Key Issues

The Parish Council at its Annual Meeting on 8 May 2019 under "Matters for Information" (Minute 286.16) confirmed the membership of the Personnel Committee as Councillors Chris Lennox, Matthew Lynch and John McAndrew.

It would seem appropriate in lieu of an Annual Council Meeting in May 2020 due to COVID-19 to formally appoint a Personnel Committee, confirm its membership (including whether to appoint the Chair and/or the Vice-Chair, ex-officio, as voting members of the Committee) and agree the Terms of Reference (including frequency of meetings)

In accordance with Standing Order 43, either the Chair and/or the Vice-Chair, ex-officio, shall be voting members of every committee. Additional member(s), including lay member(s), with relevant professional experience may be co-opted, but such member(s) will not have voting rights. As the Personnel Committee receives a report following the annual appraisals undertaken by the Chair for the Clerk and by the Clerk for other members of staff, to avoid a possible conflict of interest, it is suggested that the Vice Chair of the Parish Council should be an ex-officio member of the Personnel Committee in addition to three Councillors.

Standing Order 14 requires that "in every year, not later than the meeting at which the estimates for next year are settled, the Council shall review the pay and conditions of service of existing employees." This function had been delegated by the full Parish Council Meeting to the Personnel Committee.

It is suggested that the Personnel Committee should meet in October/November to enable it to review the staffing arrangements prior to the budget/precept for the following year being agreed by the full Parish Council.

It is also suggested that the Personnel Committee review the following HR policies/documents at their November meeting:

- Bullying and Harassment Policy
- Equal Opportunities Policy
- Grievance Procedure
- Health and Safety Policy
- Disciplinary Procedure
- Councillor/Employee Relations
- Training Policy
- Sickness Absence Policy Procedure

The Clerk Expense/Reimbursement Policy was recently approved.

The Terms of Reference were last reviewed in 2013 and therefore it would seem appropriate to review them to ensure they reflect the remit of the Personnel Committee. For example to make it explicit that, it is responsible for reviewing all HR policies/documents including the Social Media Policy.

The term 'lengthsmen' and 'Village Caretaker' are used interchangeably by the Parish Council including various documentation, which could be confusing. It is recommended that in future, the term 'Village Caretaker' be used.

Action required by the Parish Council

- 1. To consider the appointment of a Personnel Committee, confirm the membership and agree the Terms of Reference.
- 2. That the Clerk be requested to arrange for a meeting of the Personnel Committee to take place in November 2020.
- 3. That the Personnel Committee be requested to review the HR policies/documents at their November meeting.
- 4. That in future, the term 'Village Caretaker' be used.



Astley Village Parish Council

PERSONNEL COMMITTEE

1. Purpose of the Committee

To ensure:

- Prompt Action any issue needing prompt action can be resolved quickly.
- Personal to adhere to sections of the Data Protection Act; avoid employees feeling nervous appearing in front of full Parish Council; to prevent personal employee data being discussed in public.
- Efficiency ensuring matters are not left for long periods of time until a meeting, items can be discussed and debated at length with all details within the committee and decisions reached or recommendations made to full Parish Council.

2. Terms of Reference

The Committee shall have delegated powers to deal with all personnel, employment, and recruitment issues, with reports and recommendations made to full Parish Council if necessary. In cases of emergency that will not wait until the next full Council meeting, the Committee will have full powers to act on behalf of the Council.

Any decision made, or course of action taken by the Committee must be made in the best interest of the Council and Parishioners.

The Committee has the authority to deal with the following:

- Working practices
- Problems reported by staff
- Disciplinary matters
- Complaints & Grievances
- Pay & Conditions
- Advertise for and recruit staff as approved by full Parish council
- Recommend changes in staffing
- Ensure all current employment legislation is met
- To review and maintain all HR policies/documents
- To review the Parish Council's Social Media Policy
- Any other action as directed by full Parish Council.

The Personnel Committee shall not have authority to:

- Terminate a contract of employment, unless the situation which has arisen is a matter of urgency or serious enough that employment could not continue, such as a Health & Safety violation, serious or gross misconduct, etc. The normal procedure is for the Personnel Committee to take a recommendation to full Parish Council.
- To approve pay increments but does have the authority to discuss and make recommendations to full Parish Council at precept or other suitable times.
- To create employment positions but can make recommendations to full Parish Council for a course of action or future plan.

3. Review of the Pay and Conditions of Service of Existing Employees

Standing Order 14 requires that "in every year, not later than the meeting at which the estimates for next year are settled, the Council shall review the pay and conditions of service of existing employees. Standing Order 38 must be read in conjunction with this requirement."

4. Annual Appraisals

The Chair will undertake an annual appraisal for the Parish Clerk and the Clerk will undertake an annual appraisal for the Village Caretaker and any other staff employed by the Parish Council. The Personnel Committee will receive a report outlining the outcome of the annual appraisals undertaken. The Personnel Committee will consider any issues raised.

Appeals

In the event of any staff appeals, members of the Personnel Committee will not sit on any appeals panel. Members of such panels will be made up from the remaining members of the Parish Council.

6. Membership

Membership of the Personnel Committee shall be 3 councillors. In accordance with Standing Order 43, either the Chair and/or the Vice-Chair, ex-officio, shall be voting members of every committee. Additional member(s), including lay member(s), with relevant professional experience may be coopted, but such member(s) will not have voting rights.

Membership of the Personnel Committee shall be decided and appointed annually at the Parish Council's Annual Meeting, in accordance with the Standing Order 42. If a vacancy occurs, additional members may be elected/co-opted as per the Council's Standing Orders.

The Chair of the Parish Council will not be a member of the Personnel Committee to enable them to undertake the annual appraisal of the Parish Clerk and chair and Personnel Appeals Sub-Committee. The Vice-Chair shall be an ex-officio voting members of the Personnel Committee making the total membership of the Committee 4 members.

7. Procedures

Chair

The Chair and Vice-Chair of the Committee will be elected annually by the members of the committee at its first meeting after the Annual Meeting of the council in accordance with Standing Order 43.

Frequency of Meetings

In accordance with Standing Order 35, the Chair of a Committee or the Chair of the Parish Council may summon an additional meeting of that committee at any time. An additional meeting shall also be summoned on the requisition in writing of not less than a quarter of the members of the committee. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting. The Personnel Committee will meet at least one a year (usually in October/November).

The Clerk will issue the agenda to attend meetings of the Personnel Committee and provide the legal public notice of all meetings.

Quorum

Standing Order 48 states that "except where ordered by the Council in the case of a committee..... the quorum of a committee or sub-committee shall be one-half of its members" which in the case of the Personnel Committee with a membership of 4 would be 2.

However the Parish Council Meeting have determined that a quorum will be reached with a minimum of 3 Councillors.

Minutes

All meetings will be minuted by the Clerk, unless the Clerk is the subject of the matter under consideration. Minutes will be published on the Parish Council website and submitted to the full Parish Council Meeting for information. The Chair of the Personnel Committee will present a confidential report to the full Parish Council Meeting setting out and confidential information in support of the decisions/recommendations of the Personnel Committee.

Confidentiality

All members must preserve confidentiality of discussions held under Part II of any meeting.

Accountability

The Chair will be responsible for reporting recommendations/actions of the Personnel Committee to the full Parish Council.