

**Minutes of the Annual Meeting of Duddon and Burton Parish Council
at Duddon and Clotton Memorial Hall
on Thursday 5th May 2022 at 7.00pm**

PRESENT:

Cllr G Goulbourne Chairman
Cllr J Warburton
Cllr Lightfoot
Cllr C Cummins

Cllr J Leather – CWaC Ward Councillor

Members of the Public: 0

CLERK: Mrs T Ryall-Harvey (Temporary Clerk)

ELECTION OF CHAIRMAN AND VICE-CHAIRMAN FOR 2022-23

RESOLVED 22/001 – that Geoff Goulbourne be elected as Chairman for 2022-23, proposed by Cllr Warburton, seconded by Cllr Cummins and unanimously agreed.

RESOLVED 22/002 – that Clive Cummins be elected as Vice-Chair for 2022-23, proposed by Cllr Warburton seconded by Cllr Goulbourne and unanimously agreed.

APPOINTMENT OF CLERK/RFO

RESOLVED 22/003: that the appointment of Mrs T Ryall-Harvey as Temporary Clerk and RFO for six months from 7th November 2021 be extended while the role is advertised, and the Parish Council recruits a permanent Clerk & RFO. Proposed closing date for applications 31st May, applications to be submitted to Cllr Goulbourne.

APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllr Harry Tonge (Ward Councillor), Cllr A Green due to ill health.

DECLARATION OF PECUNIARY INTERESTS

No declarations were received.

PUBLIC PARTICIPATION

Nothing raised.

ANNUAL BUSINESS

Policies

RESOLVED 22/004: that the policies be adopted and reviewed again in May 2023.

The Clerk highlighted several policies that she identified as being good practice for the Parish Council to review and adopt. It was agreed that these should be brought to future Meetings for adoption throughout the year.

RESOLVED 22/005: to adopt the Code of Conduct issued by Cheshire West and Chester Council.

Payments throughout the year

RESOLVED 22/006: to approve the payments in between meetings throughout the year for 2022-23 against the following budget headings and in-line with the budgets allocated: -

- | | |
|------------------------------|----------------------------|
| ▪ Salary | ▪ Insurance |
| ▪ HMRC | ▪ Website Subscriptions |
| ▪ Expenses | ▪ Subscriptions |
| ▪ Training | ▪ Village Hall & Room Hire |
| ▪ Payroll | ▪ Maintenance of Assets |
| ▪ Internal & External Audits | |

Payroll Provider for 2022-23

RESOLVED 22/007: to continue with Shires Payroll Services for the period April 2022 – March 2023.

ANNUAL ACCOUNTS AND GOVERNANCE 2021-22

The Clerk provided the meeting with information with regards to the finances for 2021-22.

Summary Pack – the Parish Council received the end of year financial summary pack and **RESOLVED 22/008:**

That the Council note the significant variances as circulate.

Annual Internal Audit Report – it was noted at the meeting the Annual Internal Audit Report that was completed by the Internal Auditor.

Annual Governance Statement

RESOLVED 22/009: was reviewed, completed and approved by the meeting and signed by the Chairman and Clerk.

Accounting Statement

RESOLVED 22/010: was reviewed and approved by the Parish Council and signed by the Responsible Financial Officer and Chairman of the meeting.

Notice of Public Rights and Publication of Annual Governance & Accountability Return

RESOLVED 22/011: that the Council accept the signing of the Notice of Public Rights

MINUTES OF THE MEETING OF 17th MARCH 2022

RESOLVED 22/012: That the minutes of the meeting of 17th March 2022 be confirmed as a correct record and signed by the Chairman.

PLANNING APPLICATIONS

The council noted the Planning Register as circulated at the meeting, dated 21st April 2022 and noted the following application that had been received in since the last meeting:-

22/00707/FUL – 29 Willington Road, Duddon CW6 0HD –Single storey extensions – the Parish Council agreed to submit no observations to this application.

22/01074/FUL – Duddon Mill, Mill Lane, Duddon, Tarporley CW6 0HA – Two Storey side and single storey extensions – amendment to application 19/04396/FUL – the Parish Council agreed to submit no observations to this application.

It was also reported that a large established Oak Tree had been removed from 12 New Road, Duddon – this had been brought to CWaC's attention and Planning Enforcement had undertaken to investigate further.

ACTION: The Parish Council requested what the consequences could be for this?

ACTION: The Parish Council agreed to review trees in the area and see if any required a TPO for protection in the future.

ACCOUNTS

Cashbook

RESOLVED 22/013: that the YTD Cashbook dated 27th April 2022 be approved.

Income Received it was reported that the following income had been received since the last meeting:-

CWaC - £1,648.38

HMRC VTR - £304.58

CWaC - £8,005.00 – precept

Community Fund - £4,850.00 for Jubilee Event

Authorisation of Payments

RESOLVED 22/014: that the following expenses be approved for payment:-

Clerk's Salary – Tax Point 1	£225.96
Clerk's Salary – Tax Point 2	£225.96
Clerk's Expenses	£111.02

Walkers Nurseries	£40.32
HSBC Banking Charges for March	£6.20
HSBC Banking Charge for April	£6.60
Morral Play Services – Playground Inspection	£54.00
Chalc Membership	£154.44
Sue Irlam – Internal Auditor	£50.00
St Peter’s Church, Duddon	£1,648.38
HMRC PAYE Q1	£169.40
The Cheshire Events Company	£205.00
The Spitting pig	£1,695.00
Ringwood Fencing	£28.08
St Andrew’s Church Churchyard Grant	£1,648.38
Data Protection Subscription	£40 per year

HSBC Bank Update

It was reported to the meeting that an application had been submitted to move the Parish Council bank account from HSBC to Lloyds.

Internal Auditor

The Clerk reported to the meeting that due to ill health Mr Sanders had not been able to undertake the Internal Audit. It was agreed that Mrs S Irlam be accepted to undertake the Internal Audit for 2021-22.

The comments of the Internal Auditor for 2021-22 were noted and agreed that the following actions be taken:-

- Bank reconciliations be undertaken on a 6 monthly basis
- VAT be itemised on the Clerk’s expenses.

ANNUAL PLAY INSPECTION

It was reported that Cllr Cummins and Cllr Goulbourne reviewed the Play inspection –

Access Gates x 2 – both gates are not self-closing – ACTION UNDERTAKEN adjusted and new catch fitted,

Timber Fencing – Support posts loose in ground - ACTION UNDERTAKEN replaced.

Timber slats missing – ACTION UNDERTAKEN – slates replaced.

Bench – bolts protruding out. – ACTION UNDERTAKEN - fit heat shrink sleeving – 8mm

Old Ownership information signpost – is loose in ground and is not required anymore – ACTION UNDERTAKEN has been removed.

Item 1 – nothing required

Item 2 – nothing required

Item 3 – nothing required

Item 4 - Yellow Climbing Frame – ACTION UNDERTAKEN - monitor.

Item 5 – Slide – barrier spacing – ACTION UNDERTAKEN - monitor

Item 6 – net climber and tunnel – ACTION UNDERTAKEN - to tape up and monitor

Gullwing Sea-Saw – ACTION UNDERTAKEN order two new seats and 8 new bolts – RP270 8/04 – 01757 703 620

Item 8 – footrest – fail ring gauge test – ACTION UNDERTAKEN - monitor

Item 9 – Spring Car – ACTION TO BE UNDERTAKEN - cleaning.

Item 10 – Roundabout – ACTION UNDERTAKEN - ground clearance between the underside - monitor

Item 11 - ACTION UNDERTAKEN -nothing required.

QUEENS PLATIUM JUBILEE

It was reported that following the Parish Council submitted a grant application on behalf of the Jubilee Planning Group for £4,850 to the Community Lottery Fund – this had been approved and confirmation of payment into the bank was being sought.

It was reported that following the contribution of £1,000 from Duddon and Burton Parish Council and £500 from Clotton Hoofield Parish Council that the total available budget for this event was £6,350.

Cllr Goulbourne on behalf of the Jubilee Group provided an update on preparations and a proposed budget for the event. A further meeting was schedule to take place on Friday 13th May.

RESOLVED 22/015: that the Parish Council approve the Jubilee Planning Group to spend up to the total amount available of £6,350 as per the budget provided to the meeting and set-out below:-

Activity	Quote 1	
	Company	Price
Alcoholic bar that's paid	The Bull	£250
Bouncy Castle	Cheshire Events Company	£205
Decorations for Village Hall	Amazon	£500
Picture mirror	Company Name to be confirmed	£400
Face Painter	TBC	£300
Chocolate fountain	The Big Chocolate Fountain	£350
Entertainer	alivenetwork.com - Juggler	£470
Picture with the queen	Amazon	£35
Pulled pork/hog roast	Spitting Pig	£1,700
Tea cakes in the hall	TBC - Asda or Tesco	£300
Public liability insurance		£100
	TOTAL	£4,610

PARISH COUNCIL MATTERS

CWaC Report It Items

A list of all items that had been reported to CWaC since the last meeting was circulated.

HW409038690 – Poor Road Surface and Potholes on Willington Road – this work had been completed.

SS409975979 – Fly Tipping on Back Lane near the junction of Willington – this had been removed.

All other items are outstanding, and it was noted that these items would be monitored by the Parish Council and a report of any improvements to the maintenance of the area would be brought to future meetings.

Website

It was reported that the renewal of the website was due in June and therefore if the Parish Council wanted to change websites this need to be completed prior to the renewal.

ACTION: Cllr Goulbourne to speak to Cllr Green to see if website designer in Clotton will undertake the work.

CORRESPONDENCE

Removal of Large Established Oak Tree – 12 New Road Duddon – correspondence from a concerned resident was circulated and it was noted that CWaC Planning Enforcement were looking into this.

NALC Sector Finance Survey 2022 – it was noted that a survey had been circulated from NALC and it was agreed that the Clerk be asked to complete on behalf of the Parish Council.

PCC Town and Parish Council Meeting – it was reported that the Police and Crime Commissioner was holding an engagement meeting on Tuesday 24th May 2022 from 7-9pm at Cheshire Police HQ in Winsford.

Duddon and Burton PC Ideas – it was noted that an email had been received from a resident following previous correspondence. The resident confirmed his willingness to assist the Parish Council in developing short- and medium-term goals to benefit the residents. The Parish Council noted this and asked for it to be brought to the next meeting.

Advance Plus – meeting – it was reported that correspondence had been received from Advance Plus regarding a consultation regarding the improvement of Wastewater Treatment Works in the area.

It was confirmed that a meeting with United Utilities and Advance Plus has been arranged for Friday 20th May at 10.30am to receive further information regarding this.

DATE OF NEXT MEETING

The next meeting of Duddon and Burton Parish Council would be held on Thursday 14th July 2022 at 7.00pm at Duddon Village Hall.

Meeting finished: 19.51

Duddon and Burton Parish Council Planning Register 2022

Received	Number	Location	Description	PC Response	Result
Tue 17 Aug 2021	21/03460/FUL	The Beeches Well Lane Duddon Chester CW6 0HG	Single storey rear orangery, alterations and extension to existing garage		Awaiting decision
Mon 02 Aug 2021	21/03264/LDC	Laurel Farm Tarporley Road Duddon Chester Cheshire CW6 0EW	Creation of 3 dwellings		Awaiting Decision
22 Feb 2022	22/00247/FUL	Aspen Grove Tarporley Road Duddon Chester Cheshire CW6 0HA	Front single storey extension and continuation of wall around the front of the extension	No Objection	Awaiting Decision
23 Feb 2022	22/00707/FUL	29 Willington Road Duddon Chester CW6 0HD	Single storey rear extension	No Objection	
18 Mar 2022	22/01074/FUL	Duddon Mill Mill Lane Duddon Tarporley CW6 0HA	Two storey side and single storey extensions - amendment to application 19/04396/FUL	No Objections	
21 April 2022	Planning Enforcement Ref: PL416911606	12 New Road Duddon, Chester, Cheshire, CW6 0HE (21/01153/FUL)	Removal of Large Establish Oak Tree		
Tue 03 May 2022	22/01640/FUL	Burton Grange Burton Road Burton Chester Cheshire CW6 0ES	Demolition of existing conservatory, alteration to roof over porch, single storey side and rear extension to include terrace above, alterations to windows and doors, application of rendering and cladding		

AGR – Agricultural application
 CAT – Conservation area tree
 FUL – Full application
 LBC – Listed building consent
 PDQ – Agricultural Buildings to Dwelling Houses
 REF - Appeal
 S73 – Minor material amendments
 LDC – Lawful Development Certificate
 TPO – Tree Preservation Order

Trudy Ryall-Harvey
 29-06-2022

DUDDON AND BURTON PARISH COUNCIL CASHBOOK - FINANCIAL TRANSACTIONS 2020-21

STATEMENT DATE	Description	Cheque No	Power	EXPENDITURE excluding VAT						VAT	Receipts	Totals	Comments	Resolved	No.
				People & Expenses	Professional Services	General Services	Admin	Grants	Projects						
01/04/2022	HMRC VTR										304.58	304.58	VAT Rebate	-	
01/04/2022	Bank Charges					-6.20						-6.20	Bank Charges for March	22/014	2
06/04/2022	Walkers Nursery	100789	10							-33.60		-40.32	Perwinkles for Back Lane	22/014	3
08/04/2022	CWAC										8,005.00	8,005.00	Percept	-	4
19/04/2022	Community Fund										4,850.00	4,850.00	lottery Grant for Jubilee Event	-	5
02/05/2022	Bank Charges					-6.60						-6.60	Bank Charges for April	22/014	6
10/05/2022	Mrs S Irlam	100793	1			-50.00						-50.00	Internal Auditor	22/014	7
12/05/2022	Ringwood Fencing	100799	7							-23.40		-28.08	Fence Slats for PlayArea Repairs	22/014	
13/05/2022	Mrs T Ryall-Harvey	100796	1				-110.09			-0.93		-111.02	Clerk's Expenses	22/014	
13/05/2022	The Cheshire Events Co	100798	10							-205.00		-205.00	Jubilee Event - Bouncy Castle	22/014	
16/05/2022	Mrs T Ryall-Harvey	200003	10							-69.92		-83.92	Jubilee Event - Bunting		
16/05/2022	Mrs T Ryall-Harvey	100802	1			-225.96				-71.20		-225.96	Salary for Tax Month 1	22/014	
17/05/2022	Banner World	100804	10							-14.24		-85.44	Jubilee Event - Banner		
17/05/2022	Exceed Events & Conce	100805	10							-415.83		-499.00	Jubilee Event - Magic Mirrors		
17/05/2022	The Big Chocolate Four	200001	10							-350.00		-350.00	Jubilee Event - Chocolate Fountain		
18/05/2022	Baker Ross	200004	10							-76.08		-91.30	Jubilee Event - Arts and Crafts		
18/05/2022	Jane Nicholas	200002	10							-66.67		-80.02	Jubilee Event - Decorations for V Hall		
19/05/2022	Jane Nicholas	200008	10							-49.06		-58.88	Jubilee Event - Plates, Cups & Surviettes		
20/05/2022	The Spitting Pig Compa	100803	10							-1,695.00		-1,695.00	Jubilee Event - Hog Roast	22/014	
24/05/2022	Vista Print	200009	10							-47.22		-56.67	Jubilee Event - Flyer Printing		
24/05/2022	Circus Sensible	200005	10							-456.00		-456.00	Jubilee Event - Circus Act		
24/05/2022	Mrs T Ryall-Harvey	200011	10							-353.76		-378.06	Jubilee Event - Reptile on Roading, Amazon etc		
25/05/2022	Gallaghers Insurance	200006	3			-1,009.12						-1,009.12	Parish Council Insurance		
27/05/2022	ICO	100801	8				-40.00					-40.00	Data Protection Fee	22/014	
01/06/2022	The Spitting Pig Compa	200012	10							-180.00		-180.00	Jubilee Event - Hog Roast		
01/06/2022	Bank Charges					-5.80						-5.80	Bank Charges for May		
06/06/2022	Rustic Charmes	200010	10							-212.50		-212.50	Jubilee Event - Keyrings		
07/06/2022	Mrs T Ryall-Harvey	100795	1			-225.96						-225.96	Clerk's Salary Tax Point 2	22/014	
07/06/2022	CHALC	100792	8				-154.44					-154.44	CHALC Membership	22/014	
												0.00			
												0.00			
												0.00			
												0.00			
												0.00			
												0.00			
Cheques															
	Morral Play Services	100791	7							-45.00		-54.00	Playground Inspection	22/014	
	HMRC	100794	1			-169.40				-9.00		-169.40	Q1 PAYE	22/014	
	St Peter's Church, Dudd	100800	11									-1,648.38	Churchyard Grant	22/014	
	Clotton Hall Dairy	200013	10							-35.32		-1,648.38	Jubilee Event - Clotted Cream		
	HAGS SMP Ltd	200015	7							-187.30		-224.76	G/Wing Seats & Fixings for Playground		
	Stephen Harrison	200016	10							-168.11		-173.94	Jubilee Event - Queen Cut-out, Refreshments		
	Duddon, Clotton & Dist	200017								-212.72		-212.72	Jubilee Event - Insurance		
	Mrs T Ryall-Harvey	200018								-95.07		-95.07	Jubilee Event - Extras		
	Mrs T Ryall-Harvey	200019				-225.96						-225.96	Clerk's Salary Tax Point 3		
												0.00			
												3,984.74			
TOTALS						-847.28	-1,059.12	-18.60	-304.53	-1,648.38	-5,048.76	-248.17	13,159.58		

<u>RECONCILIATION</u>			
Current Account		£24,469.10	Year to date balance
TOTAL	£24,469.10		Balance Brought Forward
Less Uncleared Payments	-£2,839.55		Balance
TOTAL	£21,629.55		£3,984.74
			£17,644.81
			£21,629.55
			£0.00

S137 Limit for 2022

£3,995.46

Clerk: *Judy Ryall-Kewey*
Temporary Clerk

29/06/2022

- | <u>Statutory Powers</u> | <u>Statutory Powers</u> |
|--|-------------------------|
| 1 Local Government Act 19 Local Government Act 1972, s112 - Power to employ & remunerate | |
| 2 Local Government Act 19 Local Government Act 1972, s175 - Training | |
| 3 Local Government Act 19 Local Government Act 1972, s140 - Insurance | |
| 4 Local Government Act 19 Local Government Act 1972, s.142 - Power for councils to have their own website | |
| 5 Local Government Act 19 Local Government Act 1972, s142 - Room Hire | |
| 7 Open Spaces Act 1906, ss Open Spaces Act 1906, ss10 - Power to maintain land | |
| 8 Local Government Act 19 Local Government Act 1972, s143 - Power to pay subscriptions | |
| 9 Local Government Act 19 Local Government Act 1972, S137 - Free Resource | |
| 10 Local Government Act 1972, s144 - Power to provide to attract visitors - Christmas Lights | |
| 11 Local Government Act 197, s 214(6) - Power to contribute towards any expenses incurred by any other person in providing or maintaining a cemetery in which the inhabitants of the authorities area may be buried. | |

Issues logged with Cheshire West and Chester Council

Date logged	Call no	Fault type	Description	Update	Open/Closed
14/04/2022	HW415458206	Highways - Missing Sign	Missing Burton Road sign from junction of Burton Road and Tarporley Road	20-04-2022 - Thank you for your enquiry regarding a damaged sign on Willington Road, Duddon. I have visited site today and can see the issue you refer to, so I have arranged for a repair to be carried out asap. - Job no: 4986461	
14/04/2022	HW415456284	Highways - Missing Sign	Missing junction sign to Common Lane	20-04-2022 - Thank you for your enquiry regarding a damaged street name plate on Burton Road, Burton. I visited site this morning and can see the damage you refer to, so I have arranged for a replacement to be installed ASAP. Job No: 4986469	
18/03/2022	HW409038690	Highway maintenance - Pothole	Poor Road surface and Potholes on the Willington Road from the Junction of the A51 to Back Lane	24-03-2022 - CWaC confirmed - the network steward has been through the route and marked up all defects. We have a jet patching gang with us for the next couple of weeks and providing the weather holds this will be completed as part of their programme of works - Job Completed	
22/03/2022	SS409975979	Fly Tipping	Back Lane near the junction to Willington Road	Resolved	Closed
22/03/2022	SS409977286	Streetcare & Grounds - Hedge and shrub	Large conifer hedge on back lane overhanging the footpath reducing the depth of the footpath	In progress - We aim to update you within 10 working days. Enquiries requiring urgent attention w	
21/03/2022	HW402620660	Sign - Sign Obstructed	As you drive into Duddon from Chester direction the directional sign advising there is a junction ahead to turn into Willington Road is obstructed by a large tree branch	Job Completed	
04/02/2022	SS398762503	Footpath - Cleaning	Footpaths along A51 Tarporley Road from Mill Lane to Back Lane	Your enquiry has been allocated to our StreetCare Team for investigation. You will receive a further update on your report once the appropriate action has been taken to address the issue. We aim to update you within 10 working days. Enquiries requiring urgent attention will be prioritised accordingly.	
28/01/2022	HW395991970	Highway maintenance - Slurry or mud	Footpath from The Bulls Head in Clotton to Duddon	Your report has now been investigated and a works order has been raised to repair the issue. Issues requiring urgent attention will be prioritised.	Work Ordered
28/01/2022	HW395983927	Highway maintenance - Slurry or mud	footpath on A51 opposite the turning for Willington Road as you travel from Chester	Your report has now been investigated and a works order has been raised to repair the issue.	
25/01/2022	HW395995852	Sign - Sign Damaged	Signs around Duddon require cleaning	Investigations complete - CWaC did not find any problems with the signs in Duddon - Job Completed	
25/01/2022	SS395989366	Footpath - Cleaning	A51, Willington Lane and Back Lane	Still waiting investigation	Works Completed 31-01-2022
25/01/2022	SS395988442	Footpath - Cleaning	The footpaths along A51, Willington Lane & Back Lane	Your enquiry has been investigated and work has been scheduled to be completed as part of our street cleansing programme.	Work programmed as part of programmed cleansing
25/01/2022	SS395985568	Hedgecutting	On junction from Hook Lane as you turn towards Burton - large conifers encroaching on road making the road difficult to pass	Large conifers have been cut back and sand dug out but more work is required.	Enquiry Closed - Private Lane
25/01/2022	HW395983927	Highway maintenance - Slurry or mud	footpath on A51 opposite the turning for Willington Road as you travel from Chester	Still waiting investigation	Work ordered

DUDDON AND BURTON PARISH COUNCIL

RISK MANAGEMENT STRATEGY

1. Introduction

1.1 This document forms Duddon and Burton Parish Council Risk Management Strategy. It sets out:

- What risk management is;
- Why the Parish Council needs a risk management strategy;
- The Parish Council's philosophy on risk management;
- The risk management process;
- Roles and responsibilities;
- Future monitoring.

1.2 The objectives of this strategy are to:

- Further develop risk management and raise its profile across the Parish Council;
- Integrate risk management into the culture of the organisation;
- Embed risk management through the ownership and management of risk as part of all decision-making processes; and
- Manage risk in accordance with best practice.

2. What Risk Management is

2.1 *'Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements.'* Audit Commission, *Worth the Risk: Improving Risk Management in Local Government*, (2001: 5)

2.2 Risk management is an essential feature of good governance. An organisation that manages risk well is more likely to achieve its objectives. It is vital to recognise that risk management is not simply about health and safety but applies to all aspects of the Parish Council's work.

2.3 Risks can be classified into various types, but it is important to recognise that for all categories the direct financial losses may have less impact than the indirect costs such as disruption of normal working. The examples below are not exhaustive:

Strategic Risk – Long-term adverse impacts from poor decision-making or poor implementation. Risks damage to the reputation of the Parish Council, loss of public confidence, in a worst-case scenario Government intervention.

Compliance Risk – Failure to comply with legislation, laid down procedures or the lack of documentation to prove compliance. Risks exposure to prosecution, judicial review, employment tribunals and the inability to enforce contracts.

Financial Risk – Fraud and corruption, waste, excess demand for services, bad debts. Risk of additional audit investigation, objection to accounts, reduced service delivery, dramatically increased precept levels/impact on Parish Council reserves.

Operating Risk – Failure to deliver services effectively, malfunctioning equipment, hazards to service users, the general public or staff, damage to property. Risk of insurance claims, higher insurance premiums, lengthy recovery processes.

- 2.4** These risks can be broken down further into specific areas which could impact on the achievement of the Parish Council's objectives and day-to-day delivery of services:

Political – Those associated with the failure to deliver local, regional or national policy;

Financial – Those affecting the ability of the Parish Council to meet its financial commitments; failure of major projects; internal and external audit requirements; failure to prioritise and allocate resources effectively; poor contract management; initiative overload;

Social – Those relating to the effects of changes in demographic, residential, or socio-economic trends on the Town Council's ability to deliver its strategic priorities;

Technological – Those associated with the capacity of the Parish Council to deal with the pace/scale of technological change, or its ability to use technology to address changing demands. This includes the consequences of internal failures on the Parish Council's ability to deliver its objectives;

Legal – The ability of the Parish Council to meet legislative demands affecting breaches of legislation (UK & EU);

Environmental – Those relating to the environmental consequences of progressing the Parish Council's objectives in terms of energy-efficiency, pollution, recycling, emissions etc;

Partnership/Contractual – Those associated with the failure of partners/contractors to deliver services to an agreed cost and specification and similarly failure of the Parish Council to deliver services to an agreed cost and specification; compliance with procurement policies (internal/external); ensuring open and fair competition;

Human Resources – Those associated with the professional competence of staff; training and development; over-reliance on key personnel; ineffective project management; recruitment and selection issues;

Organisational – Those associated with the review of services and delivering continuous improvement;

Health & Safety/Physical – Those related to fire, safety, accident prevention and health & safety which pose a risk to both staff and the public; safeguarding and accounting of physical assets;

Reputational – Those associated with the changing needs of customers and the electorate; ensuring appropriate consultation; avoiding poor public and media relations.

Not all of these risks are insurable and for some the premiums may not be cost effective. Even where insurance is available, a monetary consideration might not be an adequate recompense. The emphasis should always be on eliminating or reducing risk before costly steps to transfer risk to another party are considered.

- 2.5** Risk is not restricted to potential threats but can be connected with missed opportunities. Good risk management can facilitate proactive, rather than merely defensive responses. Measures to manage adverse risks are likely to help with managing positive ones.

3. Why the Parish Council needs a Risk Management Strategy

- 3.1** Risk management will strengthen the ability of the Parish Council to achieve its objectives and enhance the value of services provided.
- 3.2** The Risk Management Strategy will help to ensure that Committees have an understanding of risk and that the Parish Council adopts a uniform approach to identifying and prioritising risks. This should in turn lead to conscious choices as to the most appropriate method of dealing with each risk, be it elimination, reduction, transfer or acceptance.
- 3.3** Strategic risk management is an important element in demonstrating continuous service improvement.
- 3.4** There is a requirement under the Accounts and Audit Regulations 2015 to establish and maintain a systematic strategy, framework and process for managing risk.

4. Risk Management Policy Statement

Duddon and Burton Parish Council recognises that it has a responsibility to manage risks effectively in order to protect its employees, assets, liabilities and community against potential losses, to minimise uncertainty in achieving its aims and objectives and to maximise the opportunities to achieve its vision.

The Parish Council is aware that some risks can never be eliminated fully and it has in place a strategy that provides a structured, systematic and focussed approach to managing risk.

Risk management is an integral part of the Parish Council's management processes.

5. Implementing the Strategy

5.1 Risk Control

Risk control is the process of taking action to minimise the likelihood of the risk event occurring and/or reducing the severity of the consequences should it occur. Typically, risk control requires the identification and implementation of revised operating procedures, but in exceptional cases more drastic action may be required to reduce the risk to an acceptable level.

Options for control include:

Elimination – The circumstances from which the risk arises are removed so that the risk no longer exists;

Reduction – Loss control measures are implemented to reduce the impact/ likelihood of the risk occurring;

Transfer – The financial impact is passed to others e.g. by revising contractual terms;

Sharing – The risk is shared with another party;

Insuring – Insure against some or all of the risk to mitigate financial impact; and

Acceptance – Documenting a conscious decision after assessment of areas where the Parish Council accepts or tolerates risk.

5.2 Risk Assessment

The Risk Assessment will be regularly refined and updated as part of this Risk Management Strategy.

5.3 Risk Monitoring

The risk management process does not finish with putting risk control procedures in place. Their effectiveness in controlling risk must be monitored and reviewed. It is also important to assess whether the nature of any risk has changed over time. The Risk Management Plan will be reviewed at least annually by the Parish Council. The information generated from applying the risk management process will help to ensure that risks can be avoided or minimised in the future. It will also inform judgements on the nature and extent of insurance cover and the balance to be reached between self-insurance and external protection.

5.4 Risk Management System

Risk Identification – Identifying and understanding the hazards and risks facing the Parish Council is crucial if informed decisions are to be made about policies or service delivery methods. The risks associated with these decisions can then be effectively managed.

Risk Analysis – Once risks have been identified they need to be systematically and accurately assessed using proven techniques. Analysis should make full use of any available data on the potential frequency of events and their consequences. If a risk is seen to be unacceptable, then steps need to be taken to control or respond to the risk.

Risk Prioritisation - An assessment should be undertaken of the impact and likelihood of risks occurring, with impact and likelihood being scored Negligible (1), Low (2), Medium (3) and High (4).

			IMPACT			
			Negligible (1)	Low(2)	Medium(3)	High(4)
LIKELIHOOD		High (4)	4	8	12	16
		Medium (3)	3	6	9	12
		Low (2)	2	4	6	8
		Negligible(1)	1	2	3	4

The scores for impact and likelihood are scored as above. Risks scoring 12 and above will be subject to detailed consideration and preparation of a contingency/action plan to appropriately control the risk.

6. Roles and Responsibilities

- 6.1** It is important that risk management becomes embedded into the everyday culture and performance management process of the Parish Council. The roles and responsibilities set out below, are designed to ensure that risk is managed effectively right across the Council and its operations, and responsibility for risk is located in the right place. The process must be driven from the top but must also involve staff throughout the organisation.
- 6.2** **Councillors** – Risk management is seen as a key part of Councillors’ stewardship role and there is an expectation that Councillors will lead and monitor the approach adopted, including:
- i) Approval of the Risk Management Strategy;
 - ii) Analysis of key risks in reports on major projects, ensuring that all future projects and services undertaken are adequately risk managed;
 - iii) Consideration, and if appropriate, endorsement of the Annual Governance Statement; and
 - iv) Assessment of risks whilst setting the budget, including any bids for resources to tackle specific issues.
- 6.3** **Employees** – will undertake their job within risk management guidelines ensuring that their skills, experience, and knowledge are used effectively. All employees will maintain an awareness of the impact and costs of risks and how to feed information into the formal process. They will work to control risks or threats within their roles, monitor progress and report on task related risks the Parish Council.
- 6.4** **Proper Officer** – will act as the lead officer on risk management and be responsible for overseeing the implementation of the Risk Management Strategy. The Proper Officer will:
- i) Provide advice as to the legality of policy and service delivery options;
 - ii) Provide advice on the implications for service areas of the Parish Council’s strategic aims and objectives
 - iii) Update the Parish Council on the implications of new or revised legislation;
 - iv) Assist in handling any litigation claims;
 - v) In consultation with the Parish Council’s external advisors as necessary, provide advice on any human resource issues relating to strategic policy options or the risks associated with

operational decisions and assist in handling cases of work related illness or injury;
vi) In consultation with the Parish Council's external advisors as necessary, advise on any health and safety implications of the chosen or proposed arrangements for service delivery;
vii) Assess and implement the Parish Council's insurance requirements;
viii) Assess the financial implications of strategic policy options;
ix) Provide advice on budgetary planning and control;
x) Ensure that the financial information systems and processes allow effective budgetary control;
xi) Ensure the Parish Council's Risk Register is maintained;
xii) Effectively manage the Parish Council's investment and loan portfolio.

- 6.5 Role of Internal Audit** – Internal Audit provides an important scrutiny role by carrying out audits to provide independent assurance to the Parish Council that the necessary risk management systems are in place and all significant business risks are being managed effectively.

Internal Audit assists the Parish Council in identifying both its financial and operational risks and seeks to assist the Parish Council in developing and implementing proper arrangements to manage them, including adequate and effective systems of internal control to reduce or eliminate the likelihood of errors or fraud.

Internal Audit reports, and any recommendations contained within, will help to shape the Annual Governance Statement.

- 6.6 Finance and Administration Committee** – Review and future development of the Risk Management Policy and Strategy will be overseen by the Parish Council.

- 6.7 Training** – The aim will be to ensure that both Staff and Councillors have the skills necessary to identify, evaluate and control the risks associated with the services they provide. Risk Management training and development will be provided through a range of methods such as workshops, literature and inhouse service familiarisation.

- 6.8** In addition to the roles and responsibilities set out above, the Parish Council is keen to promote an environment within which individuals and groups are encouraged to report adverse incidents promptly and openly.

7. Future Monitoring

- 7.1 Review of Risk Management Strategy** – This Strategy will be reviewed annually by the Parish Council.

8. Conclusion

The adoption of a sound risk management approach should achieve many benefits for the Parish Council. It will assist in demonstrating that the Parish Council is committed to continuous service improvement and effective corporate governance.

Adopted :

DUDDON AND BURTON PARISH COUNCIL

GENERAL RISK ASSESSMENT

No	ITEM	HAZARD	THOSE IN DANAGER	SEVERITY 1-10	LIKELIHOOD 1-10	RISK RATE	MEASURES/COMMENTS	RESULTS
PARISH COUNCIL ASSETS								
1.	Recreational Area Play Equipment– Duddon Close	Play Equipment Vandalism Cost of Replacement	Injury to people using Play Equipment	10	2	20	Weekly Visual Inspection of Play Area by Councillor. Annual inspection carried out by A Morrey (ROSPA Trained Inspector)	A
2.	Recreational Area – Safety Surfacing – Duddon Close	Vandalism Cost of Replacement	Injury of people using area	8	2	16	Insurance including Public Liability. Weekly Visual Inspection of Play Area by Councillor. Annual inspection carried out by A Morrey (ROSPA Trained Inspector)	A
3.	Recreational Area – Goal Posts – Duddon Close	Vandalism Cost of Replacement	Injury of people using equipment	8	2	16	Insurance including Public Liability. Weekly Visual Inspection of Play Area by Councillor. Annual inspection carried out by A Morrey (ROSPA Trained Inspector)	A
4.	Gates and Fencing around Recreational Area – Duddon Close	Vandalism Repair Costs Cost of Replacement	Pedestrians	4	2	6	Insurance including Public Liability. Repair Costs – include in Annual Budget Insurance including Public Liability.	T

5.	Noticeboard on Willington Road	Vandalism Cost of Replacement	Pedestrians	4	1	4	Insurance including Public Liability Make contingency provision in Parish Council Reserves for replacement.	T
6.	Laptop	Cost of Replacement Repair Cost Accidental Damage	Clerk	2	2	4	Insurance including Public Liability Make contingency provision in Parish Councils reserves for replacement.	T

PARISH COUNCIL GENERAL

7.	Failure to attract sufficient candidates for Member Vacancies or elections	Reduce representation of neighbourhoods. Lack of resource. Possible meeting inquorate	Members	1	1	2	Actively publicise Council. Seek candidates amongst friends and colleagues. Publicise elections & vacancies on noticeboards and PC Website.	A
8.	Failure to achieve quorum at meetings	Business not transacted. Decisions not made.	Members Clerk	1	1	2	Issue members agenda promptly and seek confirmation or quorum before meeting date.	T
9.	Lack of public consultation by Parish Council	Decisions not based on evidence People disenfranchised	Members	1	1	1	Ensure meetings are published on noticeboards and website. Include Public Participation on all Agendas Ensure seating available at meeting for public Publish Agenda and minutes on website.	T
10.	Failure to respond to electors wishing to exercise right of inspection	Complaints received Not transparent Non-compliance	Clerk	1	1	1	Clerk to advertise exercise of rights for inspection on website and noticeboard and respond to requests.	A
11.	Members acting alone outside meetings	Members outside compliance Indemnities invalid Personal Risk	Members	2	1	2	Obtain and read 'Good Councillors Guide' for any new Parish Councillors. Avoid making commitments on behalf of the parish council. Attend relevant training course.	A

12.	Council decisions not implemented	Confidence undermined Reputation risk arises Possible losses	Clerk	2	2	4	Clerk to publish minutes once approved by Parish Council on the Parish Council website.	A
13.	Inaccurate, untimely, improper minutes.	Poor decisions in future. Poor evidence for decisions	Clerk	1	2	2	Clerk to check minutes with Councillors not more than 14 days after meeting. Minutes published <i>Unapproved</i> .	A
14.	Inadequate document control	Poor evidence Poor support to Members	Clerk	1	1	1	Clerk to establish filing system.	A
15.	Failure to recognise and address conflict of interest	Lack of transparency Open to complaints of fairness or bias	Members	1	3	3	Members to review Standard and Code of Conduct.	A
16.	Incomplete/inaccurate register of Members' interests	Lack of Transparency Open to complaints of fairness or bias	Members	1	2	2	Members to review Standard and Code of Conduct	A
17.	Failure to complete/submit Annual AGAR return on time.	Poor Auditors Report Public Confidence suffers	Clerk	1	5	5	Clerk to maintain diary and report to Parish Council meeting in May – September process	A
18.	Loss of data on PC due to system failure	Interruption to effective administration Possible financial loss	Clerk	1	3	3	External hard-drive backup quarterly.	A
19.	Loss of services of Parish Clerk	Interruption to effective administration	Members Clerk	3	3	6	Option 1: - Internal Councillors trained to undertake wide range of financial and administration tasks. Option 2: Seek a temporary clerk to cover role from surrounding Parish Councils	A
20.	Lack of professional advice	Poor decisions	Clerk	2	2	4	Maintain membership of CHALC & SLCC	A
21.	Failure to correctly identify local needs or wishes	Council does not represent the people. Resources not applied.	Members	1	3	3	Maintain close contact with local residents.	A

						Advertise Parish Meetings to obtain residents feedback.		
22.	Financial	Misappropriation of Council Funds Financial Loss	Public Service	1	2	2	All banking arrangements and changes to banking services approved by the council and recorded in the minutes. Pay invoices by cheque/bank transfer. Two councillors to sign each cheque and cheque bank stub. Internet banking Clerk to set payment up and one councillor to authorise payment. Quarterly reconciliation of Parish Council Accounts to be brought to Parish Council meeting for Councillors review. Annual scrutiny of all Financial Records by Internal Auditor. If an External Audit it required then Auditor to be provided with Clerk and Chairman's contact details.	A
23.	Income	Unable to fulfil responsibilities	Public Service	1	1	1	Ensure Parish Council understands and complies with current VAT legislation.	A
24.	Accidental damage to fixed assets	Costs of repair Loss of service until repaired	Clerk	2	1	2	Maintain insurance Playground inspection regime established.	A
25.	Vandalism to fixed assets	Costs of repair Loss of service until repaired	Clerk	3	1	3	Maintain inspection regime. Maintain insurance. Liaise with PCSO/Police.	A
26.	Loss to third party	Possible litigation Costs/damages	Clerk	1	2	2	Review Health & Safety Ensure adequate insurance Check contractors' insurance	A
27.	Inadequate insurance	Balance of costs to be found	Clerk	1	4	4	Council to review annually or if circumstances change.	A

28.	Failure to calculate/submit precept on time	Inadequate resources to meet commitments. Costs of re-billing	Clerk	1	3	3	Clerk to respond to Cheshire West and Chester Council notices. Agenda item for member to consider and approve for January's meeting.	A
29.	Inadequate annual precept and unsound budget	Inadequate resources to meet commitments	Members	1	4	4	Clerk and members to build sound budget, using risk register and known commitments. Members to consider Reserves Policy.	A
30.	Failure to account for and recover VAT	Wasted Resources	Clerk	1	3	3	Clerk to review. Internal Auditor to check	A
31.	Failure to stay within agreed budgets	Inadequate control. Potential wasted resources	Members Clerk	1	2	2	Clerk to review Internal Auditor to Check Reserves Policy to mitigate short-term impact of loss.	A
32.	Holding excessive or inadequate reserves	Auditors report. Poor use of resources. Inability to meet commitments	Members	2	3	6	Clerk to review as part of budgeting. Reserves Policy to set percentage of precept. Council to review size of Reserves.	A
33.	Fraud by Clerk	Reputation Cost & Litigation	Clerk	1	3	3	Adequate internal audit. Regular reporting to Parish Councillor. Control systems for managing expenditure.	A
34.	Fraud by Members	Reputation Cost & Litigation	Members Clerk	1	3	3	Adequate internal audit. Regular reporting to Parish Councillor. Control systems for managing expenditure.	A
35.	Inadequate awareness of relevant legislation	Failure to comply	Members Clerk	2	3	6	Maintain membership of CHALC & SLCC. Clerk to attend appropriate training throughout the year.	A

36.	Failure to comply with relevant legislation	Litigation Costs Reputation damage	Members Clerk	2	3	6	Maintain membership of CHALC & SLCC. Clerk to maintain training. Liaise with internal and external auditors as appropriate.	A
37.	Failure to maintain fixed assets register	Improper control Poor auditor's report	Clerk	1	2	2	Council to review annually. Internal auditor to review annually.	A
38.	Improper financial records	Potential for wasted resources. Councillors unable to make sound financial decisions at meetings.	Clerk	1	2	2	Parish Councillors to be provided with updated financial records at each parish council meeting. Internal auditor to review	A
39.	HRMC requirements not met	Costs Litigation	Clerk	1	2	2	Clerk to liaise as necessary. Parish Council to employ payroll company.	A
40.	Failure to comply with deadlines for accounts and returns.	Poor auditor's report Cost Reduction in confidence	Clerk	1	2	2	Clerk to liaise with internal and external auditor or in the absence of the Clerk the Chairman to make contact.	A
41	Non-compliance with data protection	Litigation Poor reputation	Members Clerk	1	3	3	Clerk to monitor	A

Results Key – T = Trivial Risk, A = Adequately Controlled Risk, N = Not Adequately Controlled, U – Unable to decide (*more information required*)

RISK ASSESSMENT CARRIED OUT BY:

DATE:

SIGNATURE

RISK ASSESSMENT VALIDATED BY: MEMBERS OF DUDDON AND BURTON PARISH COUNCIL DATE:

DUDDON AND BURTON PARISH COUNCIL

RESERVES POLICY

Introduction

Duddon and Burton Parish Council is required to maintain adequate financial reserves to meet the needs of the organisation. The purpose of this policy is to set out how the Council will determine and review the levels of reserves.

Sections 32 and 43 of the Local Government Financial Act 1992 require local authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement. However, there is not specific minimum level of reserves that an authority should hold and it is the responsibility of the Responsible Financial Officer to advise the Council about the level of reserves and to ensure that there are procedures for their establishment and use.

Types of Reserves

Reserves can be categorised as general or earmarked.

Earmarked reserves can be held for several reasons:-

- Renewals – to enable services to plan and finance an effective programme of replacement and maintenance. These reserves are a mechanism to smooth expenditure so that a sensible replacement programme can be achieved without the need to vary budgets.
- Carry forward of underspend – some services commit expenditure to projects, but cannot spend the budget in year. Reserves are used as a mechanism to carry forward these resources.
- Insurance reserve – to enable the Council to meet the excesses of claims not covered by insurance.
- Other earmarked reserves may be set up from time to time to meet known or predicted liabilities.

General Reserves are funds which do not have any restrictions as to their use. These reserves can be used to smooth the impact of uneven cash flows, offset the budget requirement if necessary or can be held in case of unexpected events or emergencies.

Earmarked Reserves

Earmarked reserves will be established on a “needs” basis, in line with anticipated requirements.

Any decision to set up a reserve must be made by the Council.

Expenditure from reserves can only be authorised by the Council.

Reserves should not be held to fund on-going expenditure. This would be unsustainable as, at some point, the reserves would be exhausted. To the extent those reserves are used to meet short term funding gaps, they must be replenished in the following year. However, earmarked reserves that have been used to meet a specific liability would not need to be replenished, having served the purpose for which they were originally established.

All Earmarked Reserves are recorded on a central schedule held by the Responsible Financial Officer which lists the various Earmarked Reserves and the purpose for which they are held.

Reviewing the Council's Financial Risk Assessment is part of the budgeting and year end accounting procedures and identifies planned and unplanned expenditure items and thereby indicates an appropriate level of Reserves.

General Reserves

The level of General Reserves is a matter of judgement and so this policy does not attempt to prescribe a blanket level. The primary means of building general reserves will be through an allocation from the annual budget. This will be in addition to any amounts needed to replenish reserves that have been consumed in the previous year.

Setting the level of General Reserves is one of several related decisions in the formulation of the medium-term financial strategy and the annual budget. The Council must build and maintain sufficient working balances to cover the key risks it faces, as expressed in its financial risk assessment.

It in extreme circumstances General Reserves were exhausted due to major unforeseen spending pressures within a particular financial year, the Council would be able to draw down from its earmarked reserves to provide short term resources.

Even at times when extreme pressure it put on the Council's finances the Council must keep a minimum balance sufficient to always pay three month's salaries to staff in General Reserves.

Current level of financial reserves

The level of financial reserves held by the council will be agreed by the Parish Council during the discussions held regarding the setting of the budget for the next financial year.

The current level of general reserves to be held by the Council is upto one years annual precepted figure. The figure for this Parish Council is £8,005 in the financial year 2022-23.

The Council agreed to the following levels of reserves:-

Refurbishment of Playground Equipment	£5,000
Replacement of Noticeboard	£2,000
Repair to Safety Surfacing	£2,000
Replacement of Laptop	£ 800

The above levels of reserves were agreed and this document has been adopted by the Parish Council at the meeting on the 14th July 2022, to be reviewed again in November 2022 when setting the budget for the financial year 2023-24 and reviewed annually thereafter.

Chairman: Date: Minute Number:

DUDDON AND BURTON PARISH COUNCIL

HEALTH AND SAFETY POLICY

This is the Health and Safety Policy Statement for Duddon and Burton Parish Council:

Duddon and Burton Parish Council recognises and accepts its responsibility for providing a safe and healthy environment for its members; staff; volunteers; visitors; and for anyone affected by its activities.

The Council maintains this policy for the management of health and safety as its top priority and will do all that is reasonably practicable to ensure effective organisations and planning are established and maintained. The Council will also ensure that appropriate and effective audit and review mechanisms are used to inform the work of the Council, which undertakes to commit appropriate resources to manage health and safety.

Our statement of general policy, below, is based upon the required by virtue of the Health and Safety at Work etc Act 1974. Although the Council has a single employee, the principles of the Act and its underpinning Regulations as later published are taken by the Council as a minimum requirement for the safe and effective management of the Council and its activities.

Our statement of general policy is:

- To provide adequate control of the health and safety risks arising from our activities;
- To consult with our staff on matters affecting their health and safety;
- To provide and maintain safe equipment;
- To provide sufficient information, instruction, and supervision of staff, volunteers and visitors as far as is reasonably practicable;
- To ensure all staff and volunteers are competent in their Council-related activities, and to provide adequate training as far as is reasonably practicable;
- To prevent accidents and activity-related ill health as far as is reasonably practicable;
- To maintain safe and healthy conditions for conducting the Council's business and the public facilities it provides; and
- To review and revise this Policy as necessary at regular intervals, but at least annually.

Approved by the Council on:

To be revised and re-affirmed at the Annual Parish Council Meeting.

Signed:

DUDDON AND BURTON PARISH COUNCIL

TRAINING AND DEVELOPMENT POLICY

Purpose and scope

The purpose of this policy is to set out the Council's position on the provision of training and development opportunities for staff. It applies to all staff whether full or part time, temporary or fixed term.

Identifying, Meeting and Evaluating Training and Development Needs

Training and development needs will be identified from a variety of sources:

- Induction and probationary periods
- One-to-ones
- Appraisal
- Workforce planning
- Team meetings
- Annual plan
- Change processes

In addition, the council will encourage staff to identify their own learning styles and will seek to provide a wide variety of learning and training methods, including:

- Attendance at conferences, seminars and short courses
- Online training
- Internal coaching
- Shared in-house learning resources (books, journals, DVDs etc.)
- In house training
- Work shadowing
- Time for self-directed research and learning

Consideration

A number of factors will be taken into account when assessing a request from an individual. This policy provides one element of the decision-making process. Other factors will include availability of finance and the individual's employment record.

In order to ensure that the council is able to consistently evaluate requests, training and development opportunities have been organised into three categories according to the degree of importance each intervention has for different roles.

Categorising training and personal development

The three categories are as follows:

1. Mandatory

Mandatory training is legally required for the post-holder, or a qualification deemed to be so fundamental to the role, that the council makes it a mandatory requirement. Any mandatory training or qualifications are to be stated on the job description. For mandatory qualifications,

it is unlikely that an applicant would be recruited without having previously attained the qualification. Where a qualification becomes mandatory for the role, the council will provide reasonable assistance for the employee to attain the qualification (see the section on Guidance for Support below).

Some mandatory training may be specific to a particular job role whilst other training may be a generic requirement.

Generic training

- Health and Safety (Personal Safety, Manual handling, Display Screen equipment)
- Data Protection
- Freedom of Information

2. Desirable

Desirable training is not legally required for the post, but it is directly relevant to the individual's job. Any desirable training or qualifications are to be stated on the job description.

For desirable qualifications or training, an individual may be recruited without having previously attained the qualification or undergone the training but may be expected to attain the qualification within a defined period of time. The need for training may also be identified through one-to-one meetings or annual appraisals. A desirable qualification is likely to enhance the skills and reputation of the council. Examples may include:

Job specific

- Certificate in Local Council Administration (CiLCA)
- Microsoft Excel

3. Optional

An optional qualification or optional training may not be directly linked to the individual's current job. Optional training or development is generally more beneficial to the individual's career than it is for the council.

Personal development aimed at developing the skills or knowledge of an individual in order to provide a successor for an existing job is deemed to be optional. However, depending on the circumstances, training for succession may be 'desirable'.

Job specific

- Community Governance
- Town Planning Technical Support - Level 3 Diploma

Guidance for support

Support for qualifications, training and personal development can include financial assistance towards the cost of tuition, examinations and resource materials in addition to half / day release and time off for study leave and taking the examination. Any financial and non-financial support to training and development is entirely at the discretion of the council.

The council reserves the right to reclaim financial support where the employee;

- Leaves the council during the duration of the course, or up-to 1 year following completion of the course.
- Fails to complete the training
- Fails to attend training without good reason

Study leave

Where individual requires study leave to undertake mandatory training, they will be able to take all the leave within normal working hours.

Where individuals require study leave to undertake study which is not mandatory but part of the individual's formal continuous professional development, the council will contribute up to 50% of study leave time, to a maximum of 3 days per annum.

Where individuals require study leave to undertake training which is not mandatory but part of the individual's desire for career development, the council will contribute up to 3 days study leave per annum for courses which are directly related to the individual's role.

Time off for study leave must be approved in advance. To make a request the individual is asked to write to the Chairman of the Council, setting out the details of the course of study, how it relates to their work, and the time being requested.

No study leave will be granted where individuals undertake study which is not required for their role, or not directly related to their role. However, the Chairman of the Council will consider requests for flexible working to allow the study to take place, as long as the needs of the council can be met.

This is a non-contractual procedure which will be reviewed from time to time.

Date of policy: July 2022

Approving committee: Duddon and Burton Parish Council

Date of council meeting: 14th July 2022

Policy effective from: 14th July 2022

Date for next review: May 2024

DUDDON AND BURTON PARISH COUNCIL

Planning Committee Terms of Reference and Delegated Powers

1. The Committee is a committee of the Full Council and shall operate within the terms of reference set by Duddon and Burton Parish Council (PC).
2. The quorum shall consist of 2(two) members.
3. The Committee may co-opt any person who is not a member or officer, but they shall have no voting rights. Each appointment will be reviewed at the annual meeting of the PC in May.
4. That every member should attend any training session(s) that have been arranged that relates to the functions and or duties of the committee, up to six (6) months after appointment. This shall include attendance at a relevant planning training session as appropriate.
5. The committee shall oversee all relevant planning applications and planning related enforcement, providing a response to the Cheshire West and Chester (CWaC) principle authority in line with legislation.
6. The committee will consult the other members of the PC as to their views re matters being dealt with and seek their comments on responses being proposed to be provided to CWaC as appropriate.
7. The PC clerk is granted the delegated authority to submit Planning Committee responses to CWaC in between PC meetings. These responses to be notified and ratified at the next available meeting.

Last Review Date	
Next Review Date	
Lead	G Goulbourne
Overseeing Committee	Full Parish Council
Approved	
Review Cycle	Annual

From: @gmail.com>
Sent: 31 March 2022 13:48
To:
Subject: Re: Duddon and Burton PC Ideas

Hi Trudy

Thank you for this email, from your responses I have taken the following away:

1. It's great that the PC are happy to receive the list of events. ACTION SH and ES to get a list of events and a budget to the PC.
2. Short and medium term goals need a detailed strategy plan. Understanding what is within the PC remit is crucial to setting realistic goals. Are you able to provide these or point me in the right direction?
3. I appreciate everyone is a volunteer and I haven't/don't expect anyone to take part on the communication activities if they don't want to. I would be happy to run this and when a spot becomes available on the PC I would like to put my name forward.
4. Linked to point 2, I need to understand the possible before a short and medium term plan is devised.

As I've shown with the broadband update for the 5 communities, which I am currently successfully delivering, I am happy rolling up my sleeves and getting stuck in and I don't simply pass on tasks to others. This is what I would do going forwards for any tasks that the PC sign off on.

Kind regards

Stephen

From: MILLS, Sarah (NHS CHESHIRE CCG) <s.mills@nhs.net>
Sent: 22 June 2022 14:42
To: undisclosed-recipients:
Subject: Update on services at Tarporley War Memorial Hospital

Dear Trudy,

Richard Roberts, Chair of Clotton Hoofield Parish Council, recently joined the Board of Trustees for Tarporley War Memorial Hospital (TWMH) and kindly passed on your contact details. I believe you actually provide support to several local parish councils, namely: Clotton Hoofield, Duddon and Burton and Hargrave and Huxley.

As you may be aware, the Trustees of Tarporley War Memorial Hospital announced earlier this year that the Charity had agreed a new partnership with the Countess of Chester Hospital to secure the facility's future. Under this new arrangement, the hospital is becoming a rural hub for specialist teams providing care and rehabilitation within the community. A number of existing outpatient clinics also continue to operate here, including local GP-led clinics, ultrasound and physiotherapy, and a range of new outpatient services may also be developed in the longer term.

As a charity, the role of the TWMH Trust is now to support and enhance the services provided at the facility and within the wider community; our aim is to go above and beyond by helping to fund equipment, resources or projects which would not be available through the NHS.

A member of TWMH's Board of Trustees would welcome an opportunity to meet with local parish councils over the coming months. This would enable them to provide a further update on the development of services and to discuss how the charity can continue to support the health and wellbeing of local people through its fundraising.

I'm aware that you have some regular meetings scheduled for each of the parish councils between July and September and wonder whether these may be an opportunity for one of our trustees to attend, if that would be convenient?

I look forward to hearing from you in due course.

Kind regards,

Sarah

Sarah Mills
Business Manager

Tarporley War Memorial Hospital
14 Park Road
Tarporley
CW6 0AP

Tel. 01829 734925
www.tarporleyhospital.co.uk

From: Police Crime Commissioner <Police.Crime.Commissioner@cheshire.police.uk>
Sent: 16 June 2022 13:16
To: Police Crime Commissioner
Subject: Rural Crime Survey

Dear Clerk,

I wanted to get in touch to let you know that today I have launched a Rural Crime survey that will run throughout the summer.

Around two thirds of Cheshire is classed as rural, and I know from the contact I've had from residents and elected representatives across the county that rural crime can affect everyone. From theft of equipment and dangerous use of country roads to harming wildlife and anti-social behaviour, the scope and impact of rural crime is varied.

Through this survey I hope to build a better picture of how rural crime affects different communities across Cheshire. I want to understand what our Rural Crime Team does well and what good practice can be expanded further, and I want to know where the police approach can improve and which issues residents believe need a greater focus. People's feedback will give me a greater insight into how I can hold the Chief Constable to account for how Cheshire Police prevents and tackles rural crime.

Rural crime has the potential to devastate livelihoods and wreck the scenic countryside we have on our doorstep. Whether we live or work in a rural area or visit there to enjoy one of Cheshire's many natural beauty spots, I believe we all have a stake in ensuring our rural areas and communities are protected.

Please do share this survey so that residents can have their say: www.surveymonkey.co.uk/r/ruralcrimesurvey2022

Kind Regards

John

Office of the Police & Crime Commissioner
01606 364000



Email: pcc@cheshire.police.uk

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