

BISHOPSTOKE PARISH COUNCIL

**Members of the Finance and General Purposes Committee
are summoned to attend a meeting to be held at the Parish Office, Riverside, Bishopstoke
on Tuesday 10 October 2017 at 7.30pm
This Meeting is Open to the Public**

An invitation to attend all meetings of Bishopstoke Parish Council is extended to relevant: Hampshire County councillors; Eastleigh Borough councillors; and, the Eastleigh East Safer Neighbourhood Team

AGENDA

1. Apologies for Absence
2. To adopt the Minutes of the Finance & General Purposes Meeting held on 12 September 2017
3. To consider Matters Arising from the above Minutes
4. Declarations of Interest and Requests for Dispensations
5. To receive reports from Working Groups
6. To receive the RFO's Report, and approve Budget Monitoring and Non-Confidential Payments Reports for September 2017
7. To discuss and make recommendations regarding Sayers Road play area
8. To adopt the Volunteer Policy
9. To discuss and make recommendations regarding water storage on the allotments
10. To make recommendations regarding proposed works in Bishopstoke Cemetery
11. To receive the Clerk's Report, including an update on Parish Council assets
12. Date, time, place and agenda items for next meeting – Tuesday 14 November 2017 at 7.30pm in the Parish Office, Riverside, Bishopstoke
13. Motion for confidential business
14. To make recommendations on the Open Spaces Ground Maintenance contract



D Hillier-Wheal
Clerk to Bishopstoke Parish Council
4 October 2017

Members: Cllrs Thornton (Chair), Winstanley (Vice Chair), Brown, Mignot, Parker-Jones, Tidridge and Toher

BISHOPSTOKE PARISH COUNCIL

Minutes of a Meeting of the Finance and General Purposes Committee held in the Parish Office, Riverside, Bishopstoke commencing at 7.30pm on 12 September 2017

Present: Cllrs Winstanley (Vice-Chair), Brown, Parker-Jones and Mignot

In Attendance: Mr D Hillier-Wheal (Clerk to Bishopstoke Parish Council)
Cllrs Dean and Harris

Public Session 1 member of the public was present

FGP_1718_M04/

Public Session

42 Apologies for Absence

42.1 Apologies had been received and were accepted from Cllrs Thornton, Tidridge and Toher.

43 To accept as a true record, and sign, the Minutes of the Finance and General Purposes Meeting held on 11 July 2017

43.1 The draft minutes had been circulated with the supporting papers for this meeting.

43.2 Cllr Parker-Jones requested amendments to Minutes 33.1, 36.1 and 37.1 to make them clearer and provide a fuller explanation. The Committee were reminded that the purpose of Minutes is to record decisions taken. The Clerk indicated he would amend as requested.

Action: Clerk

43.3 Proposed Cllr Brown, Seconded Cllr Parker-Jones, **RESOLVED** unanimously that the Minutes of the Finance and General Purposes Meeting held on 11 July 2017 be accepted, as amended, as a true record.

44 To consider Matters Arising from the above Minutes

44.1 Minute 31.1 – The Clerk reported that he had spoken with Sandra McCoye of Anchor Village to inform them of the Parish's concerns.

44.2 Minute 31.2 – The Clerk reported that he had contacted Darren Miller – the new Police Chief Inspector in Eastleigh. Dates are now being considered for him to come and talk with the Council.

44.3 Minute 31.4 – The Clerk reported that bench consultation is yet to happen.

44.4 Minute 35.2 – The Clerk reported that he is awaiting a response from the insurers, which has been promised "within 5 working days"

45 Declarations of Interest and Requests for Dispensation

45.1 Cllr Winstanley declared an interest in Item 10 as the Borough representative to the Bishopstoke Community Centre.

45.2 Cllr Parker-Jones declared an interest in Item 11 as a member of the Bishopstoke Players

Initial: _____ Date: _____

46 To receive reports from Working Groups

46.1 Cemetery: Cllr Parker-Jones reported that the Cemetery Working Group had met recently, and that Cllrs had been provided with the notes from that meeting as part of the support papers for this meeting. There were no questions for Cllr Parker-Jones, who noted that the two recommendations from that meeting were being discussed at this meeting.

46.2 Carnival: The Clerk reported that Carnival preparations were in the final stage. All is ready and it is now just a case of hoping that the weather is favourable.

46.3 Standing Orders: The Clerk reported that the work is progressing well. A final meeting has been provisionally booked and following that, the amended Standing Orders will be circulated.

46.4 Community Buildings: Cllr Harris reported that following the flood damage over the summer, the Community Centre was now open again. The County Council have now looked at the tower and concluded that it is leaning. There are no live signs of bats, but evidence that they have previously been there. The Clerk reported that he had attended the most recent meeting of the Memorial Hall committee and reported back to the Community Buildings Working Group.

47 To receive the RFO's Report, and approve Budget Monitoring and Non-Confidential Payments Reports for July and August 2017

47.1 The budget monitoring and non-confidential payments reports had been circulated with the supporting papers for this meeting and are attached to the minutes.

47.2 The RFO stated that play area maintenance would be over budget this year, as will the budget for the churchyard. The delay in the Sayers Road play area, along with repeated vandalism, have meant larger than expected repair bills. The churchyard requires some retarmacking to ensure safety, and this is the Council's responsibility. Additionally the work has to be done by hand rather than heavy machinery, and so this is likely to increase costs. Cllrs asked if it might be possible to revert to a grass path and the Clerk was requested to ask the question.

Action: Clerk

47.3 Proposed Cllr Mignot, Seconded Cllr Winstanley, **RESOLVED** unanimously to receive and approve the RFO, Budget Monitoring and Non-Confidential Payment reports.

48 To make recommendations regarding the Cemetery Seat Policy

48.1 A report had been prepared on a seat policy for the cemeteries which had been circulated with the papers for this meeting.

48.2 Proposed Cllr Parker-Jones, Seconded Cllr Brown, **RECOMMENDED** unanimously that the recommendations contained in the Cemetery Seat Policy report be adopted.

49 To recommend the demolition without replacement of the Cemetery hut

49.1 The Clerk stated that the current Cemetery hut was unused, unkempt and falling apart. It had previously been used to store shoring but was no longer required for this, and should be demolished before it becomes dangerous.

49.2 Cllr Parker-Jones stated that in Stoke Common Cemetery, a foundation for a new hut had been laid, but no further work had been done on it. Additionally, the foundation itself is in the wrong place. Finally, if there is any need for storage then the new allotment building can be used, and so there is no need for a new hut.

49.3 Proposed Cllr Brown, Seconded Cllr Parker-Jones, **RECOMMENDED** unanimously that the existing Cemetery hut be demolished and not replaced.

Initial: _____ Date: _____

50 To discuss and make recommendations regarding the PCSO contract

50.1 The committee agreed to defer this discussion until Chief Inspector Miller can be present. Cllr Parker-Jones also requested that the current contract be sent to Councillors again.

Action: Clerk

51 To make recommendations regarding the Carnival Street Collection grant requests

51.1 The grant requests had been circulated with the supporting papers for this meeting.

51.2 The Clerk confirmed that only £1500 of the £6000 grant budget from the Parish Council had been spent, and so there is money available, if needed, to make up the difference between the street collection and the amount awarded. The Clerk also noted that last year the street collection had been approximately £450.

51.3 Cllr Brown declared an interest in the application from Stoke Park Junior School, as a governor.

51.4 Cllr Winstanley suggested that as all bar one requests were in the region of £150 to £200, the committee recommend granting all requests less than £200 in full, and all requests of £200 or over be awarded £200. Discussion of what to do if the Carnival were forced to cancel due to weather also took place, with the Committee agreeing that grant requests should still be fulfilled.

51.5 Proposed Cllr Winstanley, Seconded Cllr Brown, **RECOMMENDED** unanimously that Carnival grant requests of less than £200 should be awarded in full, grant requests of £200 or more should be awarded £200, and that cancellation of the Carnival should not affect these awards.

52 To make recommendations on the grant request Bishopstoke Memorial Hall

52.1 The grant request from the Memorial Hall had been circulated with the supporting papers prior to the meeting.

52.2 Cllr Winstanley declared an interest as the Borough Council representative to the Memorial Hall.

52.3 Proposed Cllr Mignot, Seconded Cllr, **RECOMMENDED** unanimously that Bishopstoke Memorial Hall be awarded a grant of £1640.

53 To make recommendations on the Parish Council taking over the Memorial Hall

53.1 A report detailing the recommendations had been circulated with the supporting papers for this meeting.

53.2 Cllr Parker-Jones asked what would happen with regard to the charitable status of the Memorial Hall Committee. The Clerk stated that at the most recent meeting of the Memorial Hall Committee, and the Community Buildings Working Group, the most obvious answer had been to stop being a charity. Cllr Brown asked whether all the trustees, including Lloyds Bank, were in favour, and the Clerk was asked to contact the Memorial Hall committee to find out.

Action: Clerk

53.3 Proposed Cllr Mignot, Seconded Cllr Brown, **RECOMMENDED** unanimously that the recommendations contained in the report on taking over the Memorial Hall be adopted.

54 To receive the Clerk's Report, including an update on Parish Council assets

54.1 Parish Office: The Clerk reported that the Parish is currently trialling a new handyman to assess their suitability for working more regularly with the Parish. If acceptable, this will hopefully lead to a

Initial: _____ Date: _____

hand rail to the office door being installed, and a step put in to make accessing the letter box safer. The office will also be closed on Friday 29th September and Monday 2nd October.

54.2 Play Area: As previously reported, Sayers Road play area has now been booked for maintenance work, as has the heavily vandalised Brookfield play area. Templecombe Road also has had vandalism and quotes are being sought to repair as necessary.

54.3 Allotments: The Clerk reported site reps have been appointed for the coming year, with no need for elections due to the small number of volunteers. A decision regarding baths and troughs will be coming before the Committee next month. Rent letters are going out shortly. Thefts from allotments are on the increase, and the police have asked to be kept informed. Security arrangements are being reviewed.

54.4 Cemetery / Churchyards: The Clerk reported that the diocese is proving slow to respond regarding work and the Borough is being slow in responding to questions about bins. There was 1 new and 1 re-opened burial in August. September has 1 re-opening of a burial and 1 ashes re-opening booked. There have been 2 new burials, 3 re-openings, 2 new ashes and 7 re-openings in the year so far.

54.5 The Clerk reported ID cards will shortly be created. The photos used will be the ones on the website. If any Cllr is not happy with their photo, or has not provided one, they were requested to either provide a "head and shoulders" photo by Full Council on 26th September, or expect to be photographed there. There are currently no further details regarding equipment to be displayed in Shears Mill.

Action: Cllrs

55 Date, time, place and Agenda Items for the next meeting

55.1 The next meeting is scheduled to be on Tuesday 10 October 2017 at 7:30pm in the Parish Office, Riverside, Bishopstoke.

55.2 Agenda Items for this meeting should be received by the Clerk no later than Monday 2 October 2017.

There being no further business, the Chair closed the meeting at 8.50pm

Resolutions to be noted by the Full Parish Council

43.2 that the Minutes of the Finance and General Purposes Meeting held on 11 July 2017 be accepted, as amended, as a true record.

47.3 to receive and approve the RFO, Budget Monitoring and Non-Confidential Payment reports.

Recommendations for consideration by the Full Parish Council

48.2 that the recommendations contained in the Cemetery Seat Policy report be adopted.

49.3 that the existing Cemetery hut be demolished and not replaced.

51.5 that Carnival grant requests of less than £200 should be awarded in full, grant requests of £200 or more should be awarded £200, and that cancellation of the Carnival should not affect these awards.

52.3 that Bishopstoke Memorial Hall be awarded a grant of £1640.

53.3 that the recommendations contained in the report on taking over the Memorial Hall be adopted.

DRAFT

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

BISHOPSTOKE PARISH COUNCIL

Item

Month

6

Budget Monitoring 2017/18

At 31 August 2017

% of the year that has passed

50.0%

	Approved Budget 2016/17	Actual Income rec'd	Reserves b/f or vired in year	Expenditure to date	Funding approved/ committed	Funds Remaining	Actual proportion accrued / spent
Income							
Precept	£ 157,793.20	£ 78,896.20					50.0%
Council tax support grant	£ 11,280.67	£ 11,280.67					100.0%
Interest rec'd	£ 200.00	£ -					0.0%
Misc receipts *	£ -						
Burial Board income	£ 10,000.00	£ 7,000.00					70.0%
Allotment income	£ 5,000.00	£ 58.66					1.2%
Carnival	£ 3,500.00	£ -					0.0%
Total income	£ 187,773.87	£ 97,235.53					51.8%
Community services, projects and facilities							
Community projects / facilities	£ 7,000.00			£ 1,514.00		£ 5,486.00	21.6%
Neighbourhood Plan	£ 2,500.00			£ -			0.0%
Carnival	£ 6,000.00			£ 2,148.05		£ 3,851.95	35.8%
Travel token scheme	£ 1,200.00			£ 660.50		£ 539.50	55.0%
Bus shelter maintenance	£ 1,500.00			£ 697.73		£ 802.27	46.5%
Play equipment provision	£ 8,000.00			£ 6,617.32		£ 1,382.68	82.7%
Play equipment maintenance	£ 5,000.00			£ 455.00		£ 4,545.00	9.1%
Play area/open sp grds mtce	£ 31,000.00			£ 17,018.86		£ 13,981.14	54.9%
Open spaces tree maint.	£ 6,000.00			£ 1,225.00		£ 4,775.00	20.4%
Shears Mill maint./cleaning	£ 800.00			£ 151.00		£ 649.00	18.9%
Shears Mill utilities	£ 200.00			£ 49.35		£ 150.65	24.7%
PCSO funding	£ 8,000.00			£ 3,698.12		£ 4,301.88	46.2%
Grant Aid	£ 6,000.00			£ 1,500.00		£ 4,500.00	25.0%
Street pastors	£ 500.00			£ 500.00		£ -	100.0%
Y Zone	£ 25,000.00			£ -		£ 25,000.00	0.0%
Parish Publicity	£ 2,000.00			£ 525.55		£ 1,474.45	26.3%
Parish office mtce/ furnishings	£ 500.00			£ -		£ 500.00	0.0%
Parish office utilities	£ 800.00			£ 378.19		£ 421.81	47.3%
New notice boards	£ 3,000.00			£ 1,337.98		£ 1,662.02	44.6%
General repairs and renewals	£ 1,500.00			£ 183.90		£ 1,316.10	12.3%
Sub total	£ 116,500.00		£ -	£ 38,660.55		£ 75,339.45	33.2%

BISHOPSTOKE PARISH COUNCIL

Item

Month

6

Budget Monitoring 2017/18

At 31 August 2017

% of the year that has passed

50.0%

	Approved Budget 2016/17	Actual Income rec'd	Reserves b/f or vired in year	Expenditure to date	Funding approved/ committed	Funds Remaining	Actual proportion accrued / spent
Burial Board							
St Mary's Churchyard mtce	£ 5,000.00			£ 916.68		£ 4,083.32	18.3%
Old St Mary's Ch-yard mtce	£ 1,100.00			£ 529.98		£ 570.02	48.2%
Cemetery grounds mtce	£ 24,500.00			£ 2,260.08		£ 22,239.92	9.2%
Water charges	£ 100.00			£ 4.02		£ 95.98	4.0%
Tree removal/mtce work	£ 4,000.00			£ 2,407.50		£ 1,592.50	60.2%
General maint	£ 5,000.00			£ 365.00		£ 4,635.00	7.3%
Sub total	£ 39,700.00		£ -	£ 6,483.26	£ -	£ 33,216.74	16.3%
Allotments							
General/equip maintenance	£ 10,000.00			£ 2,445.28		£ 7,554.72	24.5%
Electricity charges	£ 800.00			£ 110.14		£ 689.86	13.8%
Water charges	£ 1,000.00			£ 611.11		£ 388.89	61.1%
Sub total	£ 11,800.00		£ -	£ 3,166.53		£ 8,633.47	26.8%
Administration							
Staff Salaries inc NI/tax/LGPS	£ 53,000.00			£ 26,872.81		£ 26,127.19	50.7%
Election expenses	£ 2,000.00			£ -		£ 2,000.00	0.0%
Recruitment advertising	£ 500.00			£ -		£ 500.00	0.0%
Repairs and renewals	£ 500.00			£ -		£ 500.00	0.0%
Office and Admin Expenses	£ 4,000.00			£ 1,525.07		£ 2,474.93	38.1%
Room Hire	£ 200.00			£ -		£ 200.00	0.0%
Audit Costs	£ 1,500.00			£ 625.00		£ 875.00	41.7%
Subs (HALC/NALC/SLCC)	£ 1,700.00			£ 1,773.00		-£ 73.00	104.3%
Office facility	£ 440.00			£ 216.00		£ 224.00	49.1%
Staff travel & mileage	£ 500.00			£ 220.05		£ 279.95	44.0%
Insurance	£ 2,000.00			£ -		£ 2,000.00	0.0%
Chair's Expenses	£ 150.00			£ -		£ 150.00	0.0%
Seminars & training	£ 1,000.00			£ 340.00		£ 660.00	34.0%
Sub total	£ 67,490.00		£ -	£ 31,571.93	£ -	£ 35,918.07	46.8%
Total	£ 235,490.00	£ -	£ -	£ 79,882.27	£ -	£ 153,107.73	33.9%

Bishopstoke Parish Council

Finance & General Purposes Meeting

12th September 2017

ITEM

Non-Confidential Payments (August 2017)

Direct debits

BT	Office Phone (Aug 17)	£	35.68
ICO	Data Protection	£	35.00
British Gas	Shears Mill - Elec - July 17	£	9.01
British Gas	Allotment - MF - Elec - Aug 17	£	19.54
Eon	Parish Office - Elec - August 17	£	30.00

Internet payments

Sarsen Press	Carnival Leaflets	£	175.00
Merritt Tree Specialists	Cemetery Memorial tree	£	150.00
Jo Lockyer	Carnival Court outfits	£	30.65
STARescue	Carnival Ferrets	£	150.00
PRS	Carnival Music Licence	£	124.94
Eastleigh Borough Council	Dog Waste Bins - August 17	£	59.22
Seagrave Inspections Ltd	Play Area Inspections	£	471.60
2CL	Carnival Radios	£	151.20
Kestrel Pest Control	Cemetery - Moles	£	192.00
Sarsen Press	Carnival Programme	£	940.00
The Village Blooms	Carnival Flowers	£	36.00

Green Smile	Ground Maintenance (July 17)	£	3,283.22
Green Smile	Additions (July 17)	£	320.48
Staff	Salary	£	2,995.76
Staff	Mileage	£	35.55
HMRC	Tax / NI	£	996.60
HCC	LGPS	£	933.00

Cheque payments

Out Of Pocket Expenses

	Clerk		
WHSmith	Stationery	£	7.99
EBC	Parking	£	1.30
Ryman	Stationery	£	36.09
Costco	Carnival	£	160.30

WHSmith	Vouchers	£	60.00	
EBC	Parking	£	2.60	
Ink Planet	Ink	£	71.98	
		Sub total	£	340.26

Out Of Pocket Expenses	Assistant Clerk			
Bins Direct	Brown bins (St Mary's)	£	45.99	
Tesco	Phone Top Up	£	15.00	
Post Office	Postage	£	23.02	
Ryman	Stationery	£	2.99	
Ink Planet	Ink	£	14.49	
		Sub total	£	101.49

Total payments			£	11,616.20
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Bishopstoke Parish Council

Listening to you

BISHOPSTOKE PARISH COUNCIL
POLICY
on
VOLUNTEERS

This Policy on volunteers was adopted
by the Parish Council at its meeting on dd month yyyy

D Hillier-Wheal

Clerk to Bishopstoke Parish Council

BISHOPSTOKE PARISH COUNCIL

POLICY

on

VOLUNTEERS

Amendment Sheet

Amendment No.	Date Incorporated	Subject
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DRAFT

VOLUNTEER POLICY

This policy sets out the principles for voluntary involvement in activities authorised by Bishopstoke Parish Council, who acknowledges that volunteers contribute in many ways, and that volunteering can benefit the council, local communities and the volunteers themselves.

This policy applies to volunteers working on behalf of the Parish Council, not those employed by the parish council.

1 Volunteer Work

- 1.1** Any volunteer work being undertaken must be agreed in advance by the Parish Council. A written statement of the work being planned, and any support needed, along with a completed risk assessment form (Appendix B), must be provided to the Clerk before the Parish Council can consider any request.
- 1.2** Volunteers must be adequately trained to be able to carry out the role. The exact nature of the training will depend on the role. It is not possible to detail what constitutes ‘adequacy’ as requirements will vary according to:
 - a. The job or activity
 - b. The existing competency of volunteers
 - c. The circumstances of the work (e.g. the degree of supervision)
 - d. The tools and/or equipment being used.

The training standard, however, must be sufficient to ensure the health and safety of volunteers and any people who might be affected by the work, as far as is reasonably practicable. Responsibility for providing or arranging appropriate training will rest with the individual to whom authority is provided by the Parish Council to undertake the work. All training will need to be approved by the Clerk before any work takes place.

- 1.3** All work undertaken by volunteers shall have regard to the Health and Safety at Work Act. Volunteers will not be authorised to carry out work that the Council considers hazardous, or that would contravene the principles of the Health and Safety at Work Act. The training and competence of the volunteers will be taken into account when making this decision.

2 Recruitment

- 2.1** The Council will follow its Equality and Diversity Policy, and any other Policy or Law that applies, when accepting the offer of a volunteer. Volunteers will be expected to comply with this policy, and to report any discrimination they encounter whilst working on behalf of the Parish Council.
- 2.2** Volunteers will be working on behalf of, but not employed by, Bishopstoke Parish Council.
- 2.3** Volunteers must be over the age of 16. Anyone under the age of 16 accompanying a volunteer must be closely supervised by an appropriate adult volunteer who will be responsible for the young person’s safety.
- 2.4** Acceptance of an offer to volunteer will be subject to there being an identified need for the role, and the suitability of the volunteer to carry out the required task.

- 2.5 Each volunteer will be required to complete and sign the Volunteer Agreement (Appendix A), confirming that they understand what the Council expects of them, and what their agreed role will be

3 Volunteer Supervision

- 3.1 Prior to the work being carried out the Council will appoint a person (usually an Officer or Councillor) to supervise any volunteer activity. This person will also be the named contact for the volunteers from before the task begins through to the task being completed. In addition, this person has the responsibility of ensuring that before the task begins the volunteers are fully informed of the task, its purpose, and the health, safety and supervision arrangements.
- 3.2 The appointed person will report back to the Finance & General Purposes Committee on the volunteer activity that has taken place. This report can be written and circulated prior to the relevant meeting, or verbally in person at the meeting.
- 3.3 Any work that volunteers carry out without having both their appointed Council contact present and the agreement of the Parish Council will be deemed to be being carried out without the permission of the Parish Council. In these circumstances the Council will accept no liability for any consequences that come about because of any such action.

4 Health and Safety

- 4.1 The appointed contact for the Parish Council is expected to ensure that all involved comply with the Bishopstoke Parish Council Health and Safety Policy, and the current Health and Safety at Work legislation, as well as any other appropriate legislation or policies.
- 4.2 High visibility vests must be worn where appropriate, including any work undertaken near roads, or where vehicles may pass.
- 4.3 Jewellery and watches must not be worn if they might compromise the safe working environment for the volunteer or others. Any volunteer choosing to wear jewellery or watches (or similar) does so at their own risk and the Parish Council accepts no liability for any accident or injury caused by the wearing of such items.
- 4.4 Footwear should be appropriate to the task being undertaken. In particular, if the risk assessment states that “stout footwear” is required, or if the work is manual or outdoors, this will NOT include trainers, open-toed shoes, heeled shoes or sandals. The Parish Council accepts no liability for any accident or injury caused by ignoring this requirement.
- 4.5 Long hair should be tied back if it is long enough to compromise Health and Safety requirements.
- 4.6 Appropriate Personal Protective Equipment may be required for a task to be undertaken. This will be specified on the risk assessment and may include such items as goggles, gloves, ear-defenders, stout footwear, a hard hat (with or without visor), face mask and/or hi-vis clothing.
- 4.7 Volunteers should not use their own tools for any task being undertaken unless given permission by the Clerk. Should a volunteer use their own tools without permission, they do

so at their own risk. Bishopstoke Parish Council accepts no liability for any injury caused by faulty equipment / tools in these circumstances.

- 4.8** Prior to any task being carried out a visual inspection must be carried out to ensure that there are no obvious hazards such as litter, glass or stones, and that there are no new obvious risks in addition to those identified on the risk assessment. Any identified hazards or risks must either be safely nullified, or a decision taken that the work cannot be safely completed. Responsibility for the inspection, making the area safe, and the decision to carry on with the task or otherwise, lies with the appointed contact from the Parish Council.

5 Data Protection

- 5.1** Information on volunteers will be kept in a confidential file. Data collected will be limited to date of commencement, contact details for the volunteer, emergency contact details, duties agreed, support and supervision notes, any correspondence between the Parish Council and the volunteer, and any other relevant information.
- 5.2** Where appropriate, a volunteer may be required to undertake or provide a Disclosure and Barring Service status check, the result of which will also be held on the confidential file.
- 5.3** All information kept will comply with the Parish Council's Data Protection Policy.

6 Expenses

- 6.1** If the volunteer is required to travel outside the Parish boundary to undertake any work, or the volunteer lives outside the Parish, then reasonable travelling costs will be paid at the current rate used by the Council for its staff.
- 6.2** Other expenses incurred by volunteers will only be paid if they are requested in advance and deemed appropriate.
- 6.3** Should any safety equipment or clothing be deemed necessary, this will be bought on behalf of the Parish Council and owned by the Parish Council. Any items bought this way will remain the property of the Parish Council once the task undertaken by the volunteers has been completed.
- 6.4** Expenses will only be paid upon production of a valid receipt. Payment can be either through online banking, or by cheque. Cash will not be paid.

7 Insurance

- 7.1** On the condition that volunteers are working at the request of the Parish Council and under the supervision and control of the Parish Council, and are complying with all the necessary guidelines, policies and legislation, then they will be insured under the Parish Council's Public Liability and Employer's Liability cover. The Council does not insure individuals' personal possessions.

8 Discipline and Grievance

- 8.1** The Council reserves the right to end the service of any volunteer at any time.
- 8.2** Reasons for ending a volunteer's service include, but are not limited to, failing to follow any of the requirements set out by this or other policies, health and safety breaches, abuse of Council staff, other volunteers or residents and failure to attend without first contacting the person appointed by the Council.
- 8.3** If a volunteer has a complaint then they should contact the person appointed by the Council. If the complaint is against the person appointed by the Council, then the volunteer should contact the Clerk. If the complaint is not resolved satisfactorily then the volunteer can request a hearing with the Chair of the Council, the Clerk, and two other Councillors. The person about whom the complaint is being made has the right to be made aware of the complaint, and may also be invited to attend such a hearing.

9 Confidentiality

- 9.1** Volunteers will be bound by the same requirements for confidentiality as paid staff.

DRAFT

**Bishopstoke Parish Council
Volunteer Agreement**

This agreement is intended to confirm Bishopstoke Parish Council's commitment to making a volunteer's experience productive and rewarding.

Bishopstoke Parish Council agree to accept the services of

_____ (volunteer)

Beginning on _____ (start date)

The Parish Council commits to the following:

1. To provide adequate information, training and assistance for the volunteer to be able to meet the responsibilities of their position
2. To ensure diligent supervision to the volunteer and to provide feedback on their performance
3. To treat the volunteer with respect and without discrimination
4. Provide access to all policies and procedures relating to their role and duties on behalf of the Parish Council

I, _____, agree to serve as a volunteer and commit to the following:

1. To perform my duties to the best of my ability
2. To adhere to the Council's policies and procedures

Signed _____

Signed _____

Date _____

Date _____

On behalf of
Bishopstoke Parish Council

Volunteer

This agreement can be cancelled at any time at the discretion of either of the parties, but will expire automatically on the resignation, whether voluntarily or involuntarily, of the volunteer. This document is not intended to form a contract.

**Bishopstoke Parish Council
Risk Assessment**

Task description:			
Task date		Supervisor	

Date of site inspection		Were any hazards identified?	Yes / No
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List of identified hazards and actions to be taken to mitigate any risk:

DRAFT

Bishopstoke Parish Council Risk Assessment

Is any PPE required for the task (tick all that apply)

Required?	
Goggles	
Gloves	
Ear-Defenders	
Stout Footwear	
Hard Hat (no visor)	
Hard Hat (visor)	
Face Mask	
Hi-vis Jacket	
Other (details)	

Distributed	Returned

Are any tools required for the task (tick all that apply)

Required?	
Hand Tools (bladed)	
Hand Tools (non-bladed)	
Cleaning Products	
Paint and brushes	
Wood Treatment	
Glue	
Other (details)	

Distributed	Returned

Please list any skills needed for the task that might require training for volunteers?	
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<p>I, _____, in the role of appointed contact and supervisor, understand my responsibilities and will undertake them to the best of my abilities.</p> <p>Signed:</p> <p>Date:</p>

REPORT TO BISHOPSTOKE PARISH COUNCIL (Finance & General Purposes Committee)

10th October 2017
Agenda Item: 9

Report Subject: Water storage in baths/troughs at allotment sites
Report Author: The Assistant Clerk
<p>Executive Summary: This report is to provide background information for the Committee to determine the way forward on water storage in baths/troughs at the allotment sites.</p>
<p>Recommendations: The Parish Council is recommended to:</p> <ol style="list-style-type: none"> 1) Review whether the 6 monthly cleaning regime recommended by the Legionella risk assessment reports should be continued, or alternatively all water troughs and baths belonging to the Council be removed from the allotment sites. 2) If the recommendation is to remove all water troughs and baths belonging to the Council, then the Committee is recommended to review whether tenants should be required to also remove their own water storage containers, or to alternatively provide some form of documentation that they have cleaned and disinfected those containers every 6 months. 3) If the recommendation is to remove all forms of open water storage containers, whether owned by the Council or by tenants, then the Committee is recommended to review whether water butts should be provided to tenants at cost and that the Council dispose of all storage containers that the tenants then wish to remove.
<p>Notes: The Legionella risk assessment carried out in March 2017 recommended that, in order to reduce the risk from Legionella, all open water storage containers should be cleaned and disinfected twice a year. 10 Council baths were disinfected at the Underwood Road allotment site and of the 5 standpipes at the Jockey Lane allotment site, 1 standpipe already had no water trough, 3 troughs were removed as being broken, and 1 standpipe still has a water trough. Since the water troughs were removed from Jockey Lane I have been advised that no comments have been received from tenants but that they are making more use of hosepipes to fill their own water storage containers.</p> <p>Without the Council storage troughs/baths it is likely that the water bill will rise, as tenants are more likely to attach hoses to the standpipes in order to fill their water butts or open water containers, and the volumes used won't be reduced by use of rainwater trapped in the baths. Tenants are permitted to use hosepipes to fill their own water storage containers, because some tenants are located at quite a distance from a standpipe and this allows them to have water delivered to their allotment. They are not permitted to water their allotment directly with a hose attached to standpipe.</p>

The site representatives and tenants at the Underwood Road allotment site are strongly in favour of keeping the Council baths. Their reasons are as follows:

1. In the summer where people are using standpipes at the bottom of the site, the volume of water obtained from standpipes at the top of the site reduces to a trickle. This means that the baths are useful to obtain quantities of water at a time when it is not possible to get much out of the taps.
2. Stored water is better for the allotment produce than direct water from taps, due to the dissipation of residual chlorine whilst stored.
3. Two or three people can obtain water from watering cans at the same time from baths, or obtain higher volumes of water by using two watering cans at the same time from a bath. If water is only available from a tap, then in summer months tenants are likely to have to queue at the taps.
4. They believe that the water is regularly turned over in the baths, particularly in summer when the risk of Legionnaires is at its highest, and that tenants who have Council baths on their plots regularly clean them.

No records are kept of the cleaning of Council baths by tenants. Whilst Council baths are present, the Council will need to continue the cleaning and disinfection regime to provide assurance of regular and standardised cleaning of those baths.

Water costs are as follows: 2016/17 Manor Farm £984, Jockey Lane £116, total £1100.

Water cost April to July 2017 at Jockey Lane is £100 (note that the water is usually turned off from October to February).

The cost for each visit to clean and disinfect water troughs/baths is £240 ie £480 per year, plus the time costs for the Assistant Clerk to organise, place, and remove warning notices on noticeboards/baths/troughs.

The Legionella risk assessment recommended the following relating to water storage:

Consider removal of standpipe water storage baths or put in place a cleaning and disinfection regime to help minimise possible bacteria proliferation. (First 6 monthly clean has been carried out.)

Ensure all water butts and storage vessels have proper fitting lids (not wooden) to prevent the ingress of contaminants and direct sunlight which will cause algae growth. (Recommended, but otherwise the need to have the cleaning and disinfection regime in place.)

Clean and disinfect where practicable all water butts and water storage vessels at least on a six-monthly basis to minimise possible bacteria proliferation. (Cleaning carried out for Council baths, and tenants advised to do so too.)

Ensure watering can roses, pressurised watering vessels spray heads and hose spray nozzles are cleaned and descaled on a regular basis to maintain a good flow of water and minimise aerosol creation. (Advice given to tenants.)

Ensure all hoses after use are disconnected and drained of all water to help prevent possible stagnating water within the hoses. (Advice given to tenants.)

Consider removal of possible irrigation systems which create aerosols when in operation; these systems should only be supplied by the mains water service if they remain in place. (The 2 systems identified as being on allotment plots are no longer in use. New tenancy agreement state that no irrigation systems must be present.)

Insulate all standpipes to help prevent heat gain and possible elevated water temperatures. (Work was carried out to insulate all standpipes.)

Keep water storage butts to a bare minimum to prevent large amounts of standing stored water and possible stagnant water within them. (This advice has been given to tenants.)

Tenants have been advised of the risks via the health and safety guidance recently agreed by Full Council, and notices placed on the noticeboards prior to the guidance being available. All new tenants receive the health and safety guidance with their tenancy agreement.

Reasons for the Decision: A review is required by the Council and the way forward determined as the next cleaning and disinfecting work is now due.

Background Papers: None.

Cheryl Taylor
Assistant Clerk to Bishopstoke Parish Council
5th October 2017

SPECIFICATION FOR WORK AT BISHOPSTOKE CEMETERY

Location: Bishopstoke Cemetery, located off Sewall Drive, Bishopstoke, Eastleigh, Hants, which is a road to a new development known as The Chase, located opposite Jockey Lane, Bishopstoke, postcode SO50 6DX.

Access: access will only be possible when there are no burials taking place in the Cemetery. The Assistant Clerk for Bishopstoke Parish Council will keep you informed as to which dates work cannot take place.

Safety issues:

A check should be carried out for utilities before commencing digging.

Members of the public have access to the site at all times and appropriate safety measures must be taken to ensure their safety. If necessary the Cemetery can be closed to vehicles, but access for pedestrians must be maintained through the front entrance.

Quotation required for work as follows:

BANK REINSTATEMENT:

The photo below shows the area in question. A meeting can be arranged with the Assistant Clerk on site, telephone 07521 735539 to arrange.



The grass area shown between the railing and the wooden front gate has been undermined by vehicles cutting into the bank. Work is required for this grass bank to be reinstated as necessary as a flat level grass area in front of the ashes plots to the current line of flat area, and for the gradual slope to the internal Cemetery road to be reinstated where it has been lost. It is important to ensure that the flat level area is maintained so that persons can pass, by walking or by wheelchair.

Bollards to match the current white bollards at the nearby bend in the internal Cemetery road are to be placed at the front of the newly reinstated slope to help indicate the edge to drivers and prevent further cutting into this bank. A more permanent hard surface to the very front edge of the slope is required, for example by small slabs. Please state on the quotation how you intend to achieve this.

The bollards are Glasdon Edgemaster 20 posts. Backfill of soil from the front of the bank to level off and replace what has been lost should make use of recycling excess soil from the soil removed to change the bin area.

CHANGES TO THE BIN AREA:

The photo below shows the area in question. A meeting can be arranged with the Assistant Clerk on site, telephone 07521 735539 to arrange.



Current wire mesh bins are to be removed and replaced with two brown wheelie bins surrounded by a wooden palisade fencing structure, with a front opening gate to allow access for the wheelie bins to be easily taken out and emptied. Bins to be sited where they are now but with the bank cut in from the road, such that the wheelie bins are at road level. The structure is to be sited to be 30cm (12 inches) away from the internal Cemetery road, and must be capable of being secured with a padlock.

A metal loop or other form of attachment is to be attached to the wooden palisade fencing structure to allow the glass collection box to be chained to the structure. (It is currently chained to the wire mesh using a bike security chain).

The salt bin should also be cut into the bank in the same position as now but sited at road level.

The soil from cutting back the bank should be used to backfill the area where the grass bank is being reinstated.

Where the bank has been cut in, the edges of the bank must be shored by a permanent hard surface, e.g. bricks, to prevent collapse (soil in the Cemetery is sandy in nature).

The wooden palisade fencing on the bank side of the structure must be 30 cm (12 inches) higher than the level of the bins, in order to screen the bins from the memorial tree section. The wooden palisade fencing on the road side of the structure must be of a height designed for members of the public to easily lift the top of the wheelie bin and place dead flowers inside.

A white bollard (of the same type to those already installed) is to be installed to the left of the salt bin as a visible marker for the edge of the bins.

The brown wheelie bins to be installed are from www.binsdirect.com, 240 litres, and if required can be purchased by the Council direct and provided temporarily in another area of the site to provide bins whilst the work is being carried out. The structure must be suitable to take two bins, to be easily manoeuvrable out of the structure, and each bin has the dimensions width 580 mm, depth 720 mm, height 1063 mm.

All waste is to be removed from site with the site being left clean and tidy.

[Note to Councillors: further Cemetery improvement work will be as follows:](#)

The above work is only stage 1 of the improvement work. Further improvement works have been identified as follows:

To provide an access ramp with a 1 in 15 gradient, from the seat on the bend in the Cemetery internal road, and leading towards the ashes plots.

To resolve a similar issue of drivers cutting into the bank, for the grass bank on the other side of the bins

To move the current notice board to the front of the Cemetery when the new gates are put in.

To improve the temporary stone path from the Stoke Common Cemetery car park, to a level required by a permanent path.

To consider the addition of accessible parking bays at the roundabout.