



Long Stratton Town Council

Pavilion, Manor Road Playing Fields, Manor Road, Long Stratton, NR15 2XR

Chairman: Mr Kelly Lunness. Clerk: Mrs B Buck

Tel: 01508 530524

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AGENDA AND NOTICE OF MEETING

Councillors are summoned to attend a meeting of Long Stratton Town Council meeting which is to be held on Monday 15th May 2023 at 7pm at the Pavilion, club room.

1. For all Councillors to sign Declaration of Office in the presence of the Clerk from May 2023- up to and including April 2027
2. To nominate Chairman for May 2023 up to and including April 2024 for all ordinary and extraordinary meetings of Long Stratton Town Council
3. Chairman to sign 'Chairman's Declaration of Office' in the presence of the Clerk
4. To nominate Vice-Chairman for May 2023 up to and including April 2024 for all ordinary and extraordinary meetings.
5. To receive apologies for absence
6. To receive disclosures of interest and dispensations
7. To allow members of the public and district and county councillors to speak - max 20 Minutes
8. To approve the minutes of the meeting held on 17th April 2023
9. To note the Clerks report.
10. To discuss and decide on Committee members.
 - a. Planning & Highways
 - b. Events
 - c. Leisure & Pavilion
 - d. Staffing Committee & HR policies
 - e. Finance and Policy Management including GDPR
11. To appoint an Internal Scrutineer for 2023-24 financial year
12. To discuss and decide on adopting the Code of Conduct
13. To discuss and decide on signing up to the Civility and Respect pledge.
14. To discuss and decide on the FOI Model Publication scheme.
15. To discuss and decide on the newsletter.
16. To discuss and decide on the Councillor Induction Pack
17. Finance and Governance
 - a. To note and authorise income and expenditure through Unity Trust Bank since 17th April 2023
 - b. To note all credit card payments since April 17th April 2023
 - c. To approve regular suppliers for 2023-2024
 - d. To discuss and decide on adopting General Power of Competence for 2023-2027.
 - e. To discuss and decide on writing off 0.27p on the Utility Warehouse Cash Back Card.
18. To note the internal audit report.
19. To discuss and decide on the Annual Governing Account Report (AGAR)
 - a. Annual Governance Statement
 - b. Accounting Statement
20. To discuss and decide on a traffic motion study/ analysis for Flowerpot Lane/ Norwich Road junction.
21. To review, discuss and decide on master risk assessment.
22. To note minutes from the following committee meetings and to discuss and decide on recommendations made.
 - a. Events
23. To note the following meeting dates
 - a. Finance
 - b. Whole Council training
24. To close the meeting to press and public under the Public Bodies (Admissions to Meetings) Act 1960 due to the disclosure of confidential information (land, contracts, staffing matters)
 25. Staffing matters

Signed *Becky Buck*, Town Clerk & RFO

09 May 2023



Long Stratton Town Council

MINUTES OF FULL COUNCIL MEETING HELD ON 17th APRIL 2023 @ 7pm IN THE COMMUNITY PAVILION ROOM

In attendance: Councillors Kelly Lunness, Judith Baker, Mat Pochin (19:37), Diane Woodham, Andrew Lansdell Robert Mackenzie. Sue Smith, Louise Mundford and Helen Dickerson

2 members of the public

District and County Councillor Alison Thomas

Clerk Becky Buck

1. To receive apologies for absence

Councillor Willis gave apologies for annual leave this was approved by the Council.

2. To receive disclosures of interest and dispensations

There were no disclosures of interest or dispensations received.

3. To allow members of the public and district and county councillors to speak - max 20 Minutes

District Councillor Thomas reported the following. Councillor Thomas thanked the Clerk for attending the extraordinary meeting of South Norfolk District Council on Thursday 13th April where the sale of South Norfolk House being discussed. The Clerk advised that she had provided a brief presentation before answering questions from members of South Norfolk District Council and that it was available to watch on YouTube.

On a personal note, Councillor Thomas made the Council aware of the tragic news of Councillor Duffin who passed suddenly. Councillor Thomas has agreed to look after the parishes that Councillor Duffin supported until June.

County Councillor Thomas advised that she had attended a meeting regarding the proposed bypass. Norfolk County Council were moving towards Expressions of interest from contractors by the end of April. The top 3 or 4 contractors will then be selected towards the end of May through the procurement process with a few to award the contract by the end of the calendar year. Side road orders are now in the process of being submitted to the Secretary of State. Councillor Thomas advised that the leader of Norfolk County Council had recently stepped down due to ill health.

A member raised concerns that yr7 students' applications for the High School were being turned down. Councillor Thomas advised that the process would be for the High School to approach Norfolk County Council and ask for an expansion.

A member of the public apologised to the Council as on his previous visit to a full Council meeting, he asked a select few to accompany him to see the issues with the drains in Long Stratton, he advised that he should have invited any who wished to see the issues raised. He queried democracy and why the



Long Stratton Town Council

bypass was not being started at the Hempnall roundabout, referring to a meeting held in the past with MP Richard Bacon where parishioners voted on having the bypass commence at this point. He also stated that he was against South Norfolk House being sold.

Councillor Thomas stated that democracy means having a vote on a topic and some members agree and some do not and that is the democracy process. Councillor Thomas opposed the sale of South Norfolk House however she was out voted.

The member of the public asked the Clerk to record in the minutes the question of whether there has been a computer analysis of the water ways with the proposed development to see if it works and also the flow of traffic. The Clerk advised that she would enquire.

4. To approve the minutes of the meeting held on 13th March 2023

The minutes of the meeting held on 13th March 2023 were approved by the Council and signed by the Chairman as a true record.

5. To note the Clerks report and to ask any questions arising from the report.

The Clerks report was noted. Members asked the Clerk about the vandalism that had occurred at the public toilets, and the items regarding police involvement with the Town Council. The Clerk gave an explanation of the events.

6. Financial and Governance items

a. To approve and note receipts and payments since 13th March 2023

The payments since 13th March 2023 were noted and approved for payment. The Chairman signed the payment statement.

b. To note credit card payments since 13th March 2023

The credit card payments since 13th March were noted by Council. The Chairman signed the payment statement.

c. To receive preliminary year end figures.

The Clerk explained the end of year figures to Council. She explained that due to difficulties obtaining a statement from one of the Council's savings accounts she had been unable to roll the accounts over. Total expenditure was £222,187, income received was 233,076. It was noted that although the Council had gone over budget by £5,207 income was also higher than anticipated by £29,338.

7. To discuss and decide on adding the asset register to Rialtas.

The Clerk advised of the benefits of having the asset register linked to the accounts programme, the Council resolved to purchase the asset register software.



Long Stratton Town Council

8. **To discuss and decide on the following policies.**
 - a. **Standing Orders**
It was resolved to adopt standing orders.
 - b. **CCTV**
It was resolved to adopt the CCTV policy.
 - c. **Financial Risk Management**
It was resolved to adopt the Financial Risk Management policy with the inclusion of the risk of damage to assets.
 - d. **Internal Scrutineer.**
It was resolved to adopt the Internal controls/ scrutineer policy
 - e. **Business Continuation**
It was resolved to adopt the business continuation policy.
 - f. **Lone Working**
It was resolved to adopt the Lone Working policy with the inclusion of 'contacting a member of staff/ councillor when leaving the office.' And 'to not engage in a situation if the officer feels uncomfortable'. It was agreed to investigate a fire safe stable door.
9. **To discuss and decide on quote for a sensored light.**
The quotes for a sensored light had not yet been received. The Clerk advised she had approached 4 contractors.
10. **To discuss and decide on recommendations from the Action Plan working group.**
The action plan was adopted by the Council.
11. **To receive committee updates.**
 - a. **Finance and Policy Management**
There had been no Finance and Policy management committee meeting.
 - b. **Events**
The minutes from the events meeting were noted.
 - c. **Planning**
The minutes from the planning meeting were noted.
12. **Meeting dates**
 - a. **Events: Monday 24th April 2023 @ 7pm**
This was noted.
 - b. **Finance: Wednesday 26th April @ 7pm**
The Clerk advised that due to the internal audit appointment being rescheduled, this meeting was postponed.
 - c. **Full Council: Monday 15th May 2023 @ 7pm**
This was noted.
 - d. **Whole Council Training: Monday 22nd May @ 7pm**
This was noted.



Long Stratton Town Council

13. Any other business (for information only – not for discussion).

The Clerk advised the Council that they would need to submit their expenses form with a nil return.

With there being no further business, the Chairman closed the meeting at 20:57

Signed by the Chairman

Date



Long Stratton Town Council

Councillors and Committee members

Councillor Kelly Lunness, Long Stratton Chairman
Vice Chairman Councillor Mat Pochin
Councillor Judith Baker
Councillor Louise Mundford
Councillor Robin Ciora
Councillor Helen Dickerson

Councillor Andrew Lansdell
Councillor Susan Smith
Councillor Diane Woodham
Councillor Bob Mackenzie
Councillor David Willis

Committees

Planning & Highways:

Councillor Andrew Lansdell
Councillor Judith Baker
Councillor Bob Mackenzie
Councillor David Willis

Councillor Diane Woodham
Councillor Susan Smith
Councillor Helen Dickerson

Leisure (including the Pavilion):

Councillor Kelly Lunness
Councillor Matt Pochin
Councillor Bob Mackenzie
Councillor David Willis

Councillor Judith Baker
Councillor Louise Mundford
Councillor Diane Woodham

Events:

Councillor Kelly Lunness
Councillor Louise Mundford

Councillor Matt Pochin
Councillor Helen Dickerson

Finance & Policy management:

Councillor Matt Pochin
Councillor Kelly Lunness

Councillor Bob Mackenzie
Councillor Susan Smith

Staffing Committee:

Councillor Matt Pochin
Councillor Louise Mundford

Councillor Judith Baker
Councillor Bob Mackenzie

Town Clerk: Becky Buck
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Long Stratton Town Council, Councillor Code of Conduct

Joint statement

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviours and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area, taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations. Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied, or threatened by anyone, including the general public. This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

Introduction

All councils are required to have a local Councillor Code of Conduct.

This Code of Conduct has been developed by the Local Government Association (LGA) and adapted to Long Stratton Town Council. It is designed to support all tiers of local government to continue to aspire to high standards of leadership and performance.

There will be an annual review of this Code to ensure it continues to be fit-for-purpose, incorporating advances in technology, social media and changes in legislation. The LGA can also offer support, training and mediation to councils and councillors on the application of the Code and the National Association of Local Councils (NALC) and the county associations of local councils can offer advice and support to the Town Council.

Definitions

For the purposes of this Code of Conduct, a "councillor" means a member or co-opted member of a local authority or a directly elected mayor. A "co-opted member" is defined in the Localism Act 2011 Section 27(4) as "a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
 - b) is a member of, and represents the authority on, any joint committee or joint subcommittee of the authority;
- and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee".

For the purposes of this Code of Conduct, "local authority" includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue

authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the Seven Principles of Public Life, also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times

when acting as a councillor.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a councillor:

1.1 I treat other councillors and members of the public with respect.

1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word.

Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's council or officer protocol.

2. Bullying, harassment and discrimination

As a councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

2.3 I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, it may happen face-to-face on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected

characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council

As a councillor:

3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a councillor:

4.1 I do not disclose information:

a. given to me in confidence by anyone

b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless

i. I have received the consent of a person authorised to give it;

ii. I am required by law to do so;

iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or

iv. the disclosure is:

1. reasonable and in the public interest; and

2. made in good faith and in compliance with the reasonable requirements of the local authority; and

3. I have consulted the Monitoring Officer prior to its release.

4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3 I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a councillor:

5.1 I do not bring my role or local authority into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge

your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute. You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities

As a councillor:

7.1 I do not misuse council resources.

7.2 I will, when using the resources of the local authority or authorising their use by others:

- a. act in accordance with the local authority's requirements; and**
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.**

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

8. Complying with the Code of Conduct

As a Councillor:

8.1 I undertake Code of Conduct training provided by my local authority.

8.2 I cooperate with any Code of Conduct investigation and/or determination.

8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

Protecting your reputation and the reputation of the local authority

9. Interests

As a councillor:

9.1 I register and disclose my interests.

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority.

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained. You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011. **Appendix B** sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

10. Gifts and hospitality

As a councillor:

10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.

10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.

10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.

Appendices

Appendix A: The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

"**Disclosable Pecuniary Interests** means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"**Partner**" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest.

Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.

5. Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it.

Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which *directly relates* to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which *directly relates* to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

8. Where a matter arises at a meeting which *affects* –

a. your own financial interest or well-being;

b. a financial interest or well-being of a relative or close associate; or

c. a financial interest or wellbeing of a body included under Other Registrable Interests as set out in **Table 2** you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

9. Where a matter (referred to in paragraph 8 above) *affects* the financial interest or well-being:

a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;

b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. [Where you have an Other Registrable Interest or Non-Registrable Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Any employment, office, trade, profession or vocation carried on for profit or gain.

Sponsorship

Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses.

This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.

Contracts

Any contract made between the councillor or his/her spouse or civil partner or the person with whom the **Subject Description, Employment, office, trade, profession or vocation** councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council –

(a) under which goods or services are to be provided or works are to be executed; and

(b) which has not been fully discharged.

Land and Property

Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.

Licenses

Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer

Corporate tenancies

Any tenancy where (to the councillor's knowledge)—

(a) the landlord is the council; and

(b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.

Securities

Any beneficial interest in securities* of a body where—

(a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and

(b) either—

(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or

(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were

* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

You must register as an Other Registrable Interest :

a) any unpaid directorships

b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority

c) any body

(i) exercising functions of a public nature

(ii) directed to charitable purposes or

(iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

Appendix C : the Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on [Local Government Ethical Standards](#). If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

Best practice 1: Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

Best practice 2: Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by councillors.

Best practice 3: Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

Best practice 4: An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.

Best practice 5: Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

Best practice 6: Councils should publish a clear and straightforward public interest test against which allegations are filtered.

Best practice 7: Local authorities should have access to at least two Independent Persons.

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

Best practice 9: Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

Best practice 10: A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

Best practice 11: Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council, rather than the clerk in all but exceptional circumstances.

Best practice 12: Monitoring Officers roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.



Civility & Respect

IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

WE INVITE COUNCILS TO SIGN UP TO THE CIVILITY AND RESPECT PLEDGE



Unfortunately, as we know only too well in our sector there is, and has, been a problem with lack of civility and respect in some councils, leading to bullying and harassment. Although this is in the minority it is nonetheless significant and can have a serious detrimental impact on the well-being of those involved, the functionality and finances of the council, as well as the local community.

There is no place for bullying, harassment, and intimidation within our sector and signing up to the Civility and Respect Pledge is one of the ways a council can demonstrate that it is committed to standing up to poor behaviour across our sector, and to demonstrate positive changes which support civil and respectful conduct.

By signing the pledge, your council is agreeing that it will treat councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers with civility and respect in their roles. We invite all councils to include an agenda item to review the statements and sign up to the Civility and Respect Pledge.

Visit our dedicated webpages for more information -

www.slcc.co.uk/news-publications/civility-respect-project & www.nalc.gov.uk/our-work/civility-and-respect-project

CIVILITY AND RESPECT TRAINING

Our project team has worked with key partners across the sector to create a brand-new series of virtual workshops designed to address many of the civility and respect issues our sector is facing. We are delighted to share the first range of this training with you. The cost for attendance is supplemented by the project until Dec 2022, and the prices advertised are 50% of the usual delegate fees.

Breakthrough Communication are experts in the field of training for local councils. They have created a **suite of bespoke workshops and resource packs** for local council clerks, officers, and councillors as part of the Civility and Respect Project.



Each package comprises useful guides and custom-designed toolkits as well as access to on-demand and live virtual training events.

There are separate packages for officers and councillors, to book your place visit www.breakthroughcomms.co.uk/civility-respect/

****Resilience and Emotional Intelligence - What it means in practice for clerks and council officers****

Delegate fee: £30

Develop a better understanding of where our behaviour comes from, what resilience means for us in the context of our different local council roles, and explore role-focused scenarios. Take away strategies to manage and deal with different situations effectively, including a useful resource pack for building your own resilience and emotional intelligence.

****Leadership in Challenging Situations - Dealing with challenging situations & working with others effectively**** Delegate fee: £30

Explore how to deal with a range of role-focused challenging situations and how we can work with others more effectively. Consider different leadership styles and approaches in the context of your role, which styles we personally 'default' to and how to lead effectively for different situations. We'll also consider how to build, support, and get the most from an effective and motivated team.

****Respectful Social Media — How to deal with attacks and negative engagement****

Delegate fee: £30

Explore different methods and strategies for dealing with negative attacks on social media and methods to keep control of social media output. We will consider how we come across on social media as councils and individuals, what our personal 'digital tone of voice' sounds like, explore our use of language and its role in positive two-way communication, as well as discussing the type of content we can post on social media, depending on our role. For councillors, there are suggested dos and don'ts and how to be effective on social media, whilst considering issues around the Code of Conduct. For officers will explore how the council can demystify the role of the council and showcase its people in order to help pre-emptively deal with negative engagement and attacks.

Personal development themed comedian, intuitive catalyst, speaker, author and communications specialist, Becky Walsh has been turning the dry world of self-development on its head with a down-to-earth, uniquely funny style for over two decades. She has created these civility and respect themed webinars to support some of the key issues faced by our sector.



BECKYWALSH

There are separate packages for officers and councillors, to find out more and book your place visit

www.slcc.co.uk/news-publications/civility-respect-project & www.nalc.gov.uk/our-work/civility-and-respect-project

****Civility and respect — Uncovering the issues for the public sector****

Delegate fee: £15

Condescending comments, demeaning emails, disrupting meetings, reprimanding publicly, talking behind someone's back, the silent treatment, not giving credit where credit is due, rolling eyes, and being yelled at, is a regular occurrence for many councils. Explore the issues we face in our council role, the impact and how to handle these types of situations.

****What makes people become challenging?***

Delegate fee: £15

Dive into human psychology, neuroscience, and power dynamics. What triggers people to behave from the worst of themselves? How as leaders can we create environments with fewer trigger situations and more safety? We will discuss real-life situations and how to turn them around when they start to get out of hand. Explore real situation scenarios and what to do in each of them.

****Personal resilience and self-protection****

Delegate fee: £15

Having a good understanding of yourself means you'll know what to do when someone tries to push your buttons. In this webinar, we discuss emotional resilience and emotional intelligence and how this applies to specific council situations. Each of the webinars will give real situation scenarios and what to do in each of them.

****Understanding psychopathic and narcissistic behaviour****

Delegate fee: £15

Both psychopathic and narcissistic people generally lack empathy and tend to have unrealistically high opinions of themselves. They often exploit and manipulate others and can be hard to spot as they can also be superficially charming. They are also attracted to roles of power and are often found in leadership positions and in political roles. Real situation scenarios and what to do in each of them will help you spot them and how to monitor your own behaviour to lessen their impact on you and your organisation.

Hoey Ainscough Associates Ltd are national experts in effective local governance with a particular emphasis on supporting the local standards framework for members introduced by the Localism Act 2011. They worked with the Local Government Association to produce the latest Code of Conduct and so are uniquely placed to deliver this workshop.

Hoey Ainscough Associates Ltd
Supporting Local Governance

There are separate packages for officers and councillors, to find out more and book your place visit

www.slcc.co.uk/news-publications/civility-respect-project & www.nalc.gov.uk/our-work/civility-and-respect-project

****The (New) Code of Conduct****

Delegate fee: £15

This session is aimed at members and officers of local councils who have adopted the new Local Government Association (LGA) Code of Conduct for members (as endorsed by NALC and SLCC) or who are considering adopting it. It will look at key aspects of the code, how to effectively implement the code at a local level, the practical implications of working with it and look at the guidance which sits alongside it. This is an interactive session and you are invited to ask questions about any aspect of the code.

Please visit our dedicated civility and respect pages for details on booking and for lots more information and support
[SLCC | Civility and Respect Project](#) and [NALC | Civility and Respect Project](#)



LONG STRATTON TOWN COUNCIL

Freedom of Information Model Publication Scheme

Approved and adopted by Long Stratton Town Council

Date of next review: 24.04.2023 DRAFT

Information available from Long Stratton Town Council under their publication scheme

Hard copies of documents are available from the Clerk and will be charged in accordance with the Schedule on Page 7.

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p>From the Council's website</p> <p>Displayed on noticeboards</p> <p>As a hard copy from the Clerk, or electronically attached to an email from the Clerk</p>	<p>See costs on Page 7 for hard copies of documents in Class 1</p>
<p>Who's who on the Council and its Committees</p>	<p>From the Council's website</p> <p>Displayed on noticeboards</p> <p>As a hard copy from the Clerk, or electronically attached to an e mail from the Clerk</p>	<p>as above</p>
<p>Contact details for Town Clerk and Councillors</p>	<p>From the Council's website</p> <p>Displayed on noticeboards</p> <p>Clerk's contact details are on Page 7. Clerk and Councillors' details hard copy, as an attachment to an email from the Clerk</p>	<p>as above</p>
<p>Location of main Council office and accessibility details</p>	<p>Office is in the Pavilion. Meetings at the pavilion community room, meetings open to public. Limited parking at the entrance of the playing fields, Manor Road</p>	

Staffing structure	There are 6 members of staff, the Town Clerk is the line manager for all staff.	See costs on Page 7 for hard copies of documents in Class 2
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)	From the Council's website or as a hard copy from the Clerk	
Current and previous financial year as a minimum	As above	
Annual Return (Pages 2, 3 and 5)	As above	
Reasons for Variations = / - 15%	As above	
Payments over £500 [if a council with turnover £200,000 or over]	As above	
Finalised budget	From the Council's website or as a hard copy from the Clerk	
Precept	Hard copy from the Clerk.	
Borrowing approval letter		
Financial Regulations and Standing Orders	From the Council's website or as a hard copy from the Clerk	
Grants given and received	From the Council's website or as a hard copy from the Clerk	
Grant Award Policy	From the Council's website or as a hard copy from the Clerk	
List of current contracts awarded and value of contract	Hard copy from the Clerk	
Street Lights Maintenance		
Councillors' allowances and expenses	Currently N/A	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		See costs on Page 7 for hard copies of documents in Class 3
Action Plan	From the Council's website or as a hard copy from the Clerk	
Chairman's Annual Report to Parish Meeting (current year only)	From the Council's website or as a hard copy from the Clerk	
Minute relating to General Power of Competence adoption	Or details can be found at May 2022 Annual Parish Council Meeting.	

<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	<p>See costs on Page 7 for hard copies of documents in Class 4</p>
<p>Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)</p>	<p>From the Council's website or as a hard copy from the Clerk Town noticeboard/s</p>
<p>Agendas of meetings (as above)</p>	<p>From the Council's website or as a hard copy from the Clerk and noticeboards.</p>
<p>Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting</p>	<p>From the Council's website or as a hard copy from the Clerk In the library.</p>
<p>Reports presented to council meetings - note this will exclude information that is properly regarded as private to the meeting</p>	<p>Hard copy from the Clerk or on the Council's website.</p>
<p>Responses to planning applications</p>	<p>See Minutes</p>
<p>Responses to consultation papers</p>	<p>From the Council's website Noticeboards, email or hard copy from the Clerk</p>
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering services and responsibilities) Current information only</p>	<p>See costs on Page 7 for hard copies of documents in Class 5</p>
<p>Policies – Planning Policy (how the Council deals with planning applications at Town council level), Code of Conduct and Dispensation Policy, Risk Management Policy</p>	<p>From the Council's website or as a hard copy from the Clerk</p>
<p>Policies and procedures for the provision of services and about the employment of staff: Equality and diversity policy Lone Workers Policy Staff handbook Training and Development Policy Policies and procedures for handling requests for information Freedom of Information Publication Scheme</p>	<p>From the Council's website or as a hard copy from the Clerk</p>

Complaints procedures (including those covering requests for information and operating the publication scheme)	From the Council's website or as a hard copy from the Clerk	See costs on Page 7 for hard copies of documents in Class 6
Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	N/A	
Assets Register	From the Council's website or as a hard copy from the Clerk	
Register of members/councillors' interests	Available from South Norfolk District Council website	
Register of gifts and hospitality	Apply to Clerk	
Class 7 – The services we offer		
Information about the services the Council offers, including leaflets, guidance and newsletters produced for the public and businesses	From the Council's website or as a hard copy from the Clerk	See costs on Page 7 for hard copies of documents in Class 7
Current information only		
Other examples:		
Community centres	No relevant information	
Parks, playing fields and recreational facilities	No relevant information	
Seating, litter bins, Dog bins and lighting	No relevant information	
Shelter	No relevant information	
Events	No relevant information	
Public conveniences	No relevant information	
Public open space	No relevant information	
A summary of services for which the Council is entitled to recover a fee, together with those fees (e.g. burial fees)	None	
Additional Information		
[This will provide Councils with the opportunity to publish information that is not itemised in the lists above]		

Contact details of the Clerk
Office@longstrattontowncouncil.gov.uk
01508 530524

including telephone and email of Clerk

DRAFT

Schedule of charges

This describes how the charges have been arrived at and should be published as part of the guide. (Below is an example of possible charges).

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying @ 20p per single-sided sheet (black & white)	Actual cost based on computer printing
	Photocopying @ £1.00p per single-sided sheet (colour)	Actual cost based on computer printing
	Postage	Actual cost of Royal Mail standard 2 nd class. Recorded delivery if requested at standard price



Long Stratton Town Council

Pavilion, Manor Road Playing Fields, Manor Road, Long Stratton, Norwich, NR15 2XR

Tel: 01508 530524

Email: office@longstrattontowncouncil.gov.uk

Website: www.longstrattoncouncil.info

May 2023

Long Stratton News

WELCOME TO THE SPRING EDITION

Welcome to the Spring Edition 2023. You will see the edition has come out a month later than last year. This is partly due to the preparations for the King's coronation which has kept the Council staff and volunteers exceptionally busy. There is more information about the event later in the newsletter.

Elections took place yesterday. Long Stratton Town Council saw Robin Ciora join the Council and we give him a warm welcome. Sadly, Stephen Buss didn't re-stand and we would like to thank him for his contribution to the Council.

There is also change with the District Councillors for Long Stratton. Councillor Josh Worley who joined in 2019 has moved to a different area and the Council wish him well. District Councillor Alison Thomas has also stepped down after serving many years in the Stratton Ward. The Town Council would like to thank her for her hard work. Councillor Thomas is also the County Councillor for Long Stratton and we look forward to continue working with her in this capacity. We welcome District Councillor Jonathan Carver and District Councillor Georgina Race.

The Council were pleased to hear the planning permission for the 1800+ homes and bypass were approved by South Norfolk District Council in March. For the bypass, Norfolk County Council were receiving Expressions of Interest towards the end of April 2023. The top 3/4 contractors will be selected to wards the end of May with the procurement process completed by the end of December. All side road orders are now being submitted to Secretary of State.

I am excited to say we have lots of new play equipment which will be installed during the month of May. We asked children and families in November 2021 what the local community would like to see on the playground and the Council has taken this forward. I hope you all enjoy it! We would love to hear your feedback once the equipment has been installed. Kelly Lunness, Chairman.

MEET YOUR COUNCIL

Councillor

Kelly Lunness Chairman

Councillor Vice-

Chairman Mat Pochin

Councillor

Andrew Lansdell

Councillor David Willis

Councillor Diane

Woodham

Councillor

Helen Dickerson

Councillor

Judith Baker

Councillor

Louise Mundford

Councillor

Robert Mackenzie

Councillor

Robin Ciora

Councillor

Susan Smith

2 Vacancies



King Charles Coronation

What a day! Councillors, Office staff and volunteers were on site by 8am and was soon hard at work putting up gazebos, moving tables and chairs, huge thank you to Long Stratton Village hall for loaning us the use of their tables and chairs so that we could make sure there was plenty for all. Stalls started arriving by 10am and started to set up for the

1pm start. There were frequent checks of weather forecasts as everyone hoped the rain would stay away. In total we had 44 stalls and tea and coffee in the Pavilion which was fabulous. At 1.30 James D party time kicked off the entertainment in the best way he knew how and entertained the crowds who came to the event in droves, it was wonderful to see so many people come and enjoy the event.

Just after 2 we were joined by the Harley Davidsons who could be heard before they could be seen! James continued to entertain until 3.30. Next came the winners of the treasure hunt, pop up tent and ping pong. Not all prizes were collected and we have 1 prize still to be collected for Amelia Smith. Please

contact the office to claim!

Charlene Legard came on to stage and sang beautifully a mix of old, current and theatrical songs before Olly and One Knight Only saw the evening out, rocking till 7pm. It was great to still see people enjoying themselves.



We could not have done the event without help and I would like to thank the following for either sponsoring the event or giving prizes and donations. Top 2 Bottom, Norfolk & Suffolk Carpet Fitter, South Norfolk Leisure Centre, Netherton House, Harriets Cake shop, Co-op,



Above Evie, aged 4 with a gorgeous painted face. To the left, Guess the Weight of the Cake, donated by Corner House Cakery and won by the first person to enter! Below, spin to win manned by volunteers donating their time.



Queens Head, Mark Robinson, Tindall Brewery, Goodfellas Barber Shop, Pete's Pets, Body Shop, Hippodrome Circus, Tim Courridge Fitness, The Little Seafood Truck, Alice Lucy Beauty, Corn Hall Diss, New Hong Kong, Huggers, Eden Beauty, The Butcher's House,

Naked Ice—Cream and Waffles, Evie Clark Hairdressing, Dan Dan Creations, Tropic with Jessica Middleton— Keen, all the volunteers both that are on the events committee, the Council and friends and family and lastly the Long Stratton community, thanks!





2023-2024 PRECEPT REQUIREMENT

The Precept is the levy raised from Central Government and forms apart of you annual Council Tax bill. Every year the Town Council sets the budget based on the cost of delivering its services such as Town maintenance, operating public toilets, refuse collection, street lamps, street furniture such as bus shelters and benches, and many others.

The Council have commissioned a phased installation of play equipment for this year which will cost in total £95,000. This has been taken from a mixture of Ear-Marked Reserves, which is money that has been ear-marked for projects, general reserves and £16,000 has been received in grants.

The Town Council are very conscious that all in the community with be feeling the effects of rising charges especially in utilities and this was taken into consideration when setting the precept., however this has also applied to the Council and we have also seen a sharp rise in costs such as electricity and water.

The other impact the Council has seen is the level of vandalism which has a cost to the Council in resource, materials and contractors, the Council will be reporting quarterly what the cost of vandalism and anti social behaviour accumulates to.

The precept for 2022-2023 was set at £11.62 per month per band D property. The precept for 2023-2024 has increased to £12.45 per month, an increase of 83p to reflect the current climate.

BUDGET HEADLINES

Administration	£ 36,459.70
Resource	£ 120,566.90
Streetlights	£ 10,242.26
Environment	£ 10,276.00
Events	£ 2,500.00
Toilets	£ 22,494.87
Churchyards	£ 2,500.00
S137 & Grants	£ 3,500.00
Playing Field	£ 10,722.46
Pavilion	£ 21,676.72
Total	£ 240,437.91

To note:

It is anticipated that we will receive approx. £22,148.67 with income being derived from the Pavilion community room and grants received.

The precept total is £213,942

The shortfall will be made up from the Council's general reserves.

If you have any questions please email the Town Clerk.

Community

Following a report in the EDP regarding the potential bids for the sale of South Norfolk House, the Clerk attended a meeting to object to any bid relating to housing. The Town Council have been made aware that there is a Community bid on the table which would see South Norfolk House retained and repurposed to Long Stratton Community & Arts Centre.

The project is anticipated to provide 25 jobs alongside resident and visiting artists. The new facility, if approved by South Norfolk District Council, will cater for both for traditional artist and those engaged or wishing to enter into the Digital, Interactive, Media, Photographic and Musical arenas, catering to the creative needs of all generations both present and future.



Restorative Justice

Following a spate of anti-social behaviour, liaising with the local constabulary, we have been working together to identify the youths who carried out the vandalism and under supervision carry out site maintenance as penance. Graffiti was removed from the skate park and bus shelters were cleaned. Unfortunately, we still have anti social behaviour in Stratton. Where possible we will report all incidents to the Police and restorative justice work will be carried out.

Community Café

Every Friday 10 –12 you are warmly invited to come to the Pavilion for a hot cup of tea and a biscuit. One of our friendly Councillors will be here to greet you.

You can come with friends and family, all our welcome.

It is a great opportunity to speak with us about your community and find out more about the Council and the role it plays in your community. Would be lovely to see you there.



Did you know, there are life saving defibrillators situated at the Pavilion, Co-op, Police Station, Schools and the library.

COUNCIL AND COMMITTEE MEETINGS



The Council meet every second Monday of the month, in the Pavilion with the exception of August and discuss prevalent matters concerning the parish of Long Stratton.

The Council operates 5 Committees,. Committees meet no less frequently than quarterly however in reality they meet more often in lines with the needs of the Council and Community.

The Committees have their own terms of reference which dictates what they can and can't do therefore the committee will either approve a decision or will make a recommendation for consideration at a full Council meeting.

All agendas for meetings are on the noticeboards and website a minimum of 3 clear working days including Saturday, if you are interested in a topic then come along.

Next 3 month meeting dates

12th June at 7pm

10th July at 7pm

11th September at 7pm

Full Council

All 13 members meet on the second Monday of the month to make the strategic decisions not delegated to a committee.

Events

Currently the Council have 2 major events at Christmas and Summer.

Planning & Highways

The Council are a consultee only for planning applications. They also look at all matters relating to the Highway.

Finance

To assess and scrutinise all matters relating to Council finance.

Staffing

Deals with all matters HR

Leisure & Pavilion

Makes strategic decisions relating to Council owned open space and the pavilion.

WE HAVE 2 VACANCIES

Are you passionate about what happens in your local area?

Would you like to make a difference and help shape the future of your community for the better?

Local councils can only be as effective, relevant and vibrant as the people elected to run it, so we need councillors who are capable, energetic and engaged – from all backgrounds and experiences to reflect their communities. Being a councillor is highly rewarding. No other role gives you a chance to make such a huge difference to the quality of life of people in your local area and to influence the way issues are dealt with locally. Councillors are elected to represent the local community, so you must either live or work in the council area. Becoming a councillor is both a rewarding and privileged form of public service.

All Councillor's are volunteers and through a democratic procedure vote on decisions that will shape Long Stratton into being a better place live, work and play. A recent decision was to replace some of the play equipment in the park.

A councillor's role and responsibilities include:

- developing strategies and plans for the area
- serving the community – helping with problems and ideas
- representing the community
- working with others
- decision making and reviewing decisions
- talking to the community about their needs and about what the council is doing

HEDGES

Its that time of year again where hedges start growing, and growing fast.

The Highways Act of 1980 Section 154 states that hedges that are overgrown that causes a loss of light, an obstruction, reduces visibility or is a hazard on grounds of Health & Safety must be cut back. Private hedges must be cut on the road/pathway side. There are repeat offenders in Long Stratton and we are working with the relevant authorities to get these hedges cut.

Please be mindful of your hedges and keep them cut back, the Town Council will be delivering letters to the properties that are not maintaining their hedges.



OFFICE OPENING HOURS
MONDAYS, TUESDAYS, THURSDAYS, FRIDAYS
10AM-2PM
CLOSED WEDNESDAYS

**Has this newsletter
piqued your interest?**

**Is there something
that you would like to
know more about?**

**Is there something
that you would like to
see in the next
newsletter or on the
website**

**Please get in contact,
this newsletter is
designed to provide
as much information
about the important
work Long Stratton
Town Council are
doing and the
chances are, if you
have a query, other
residents will have
the same query.**

**Please take the time
to have a look at the
website, address is on
the first page.**

**We look forward to
hearing from you.**

KEY CONTACTS

Town Council office—01508 530524

South Norfolk District Council—01508 533633

- **Bins**
- **Council tax**
- **Housing**

Norfolk County Council—0344 8008020

- **Highways**
- **Social Services, adult and children**
- **Education**

**Allotments –Managed by Parochial Church 01508
536724**

Long Stratton Medical Partnership – 01508 530781



Long Stratton Town Council Induction Pack

**Town Clerk to the Council
Becky Buck
Long Stratton Town Council Pavilion
Manor Road
Long Stratton
NR15 2XR**

01508 530524

office@longstrattontowncouncil.gov.uk

Contents

Getting Started

1. Declarations of Acceptance of Office
2. Registering Financial and Other Interests
3. Code of Conduct
4. Electronic Summons
5. GDPR Checklist
6. Members' Allowances
7. Freedom of Information
8. Training
9. Civility and Respect Pledge

Meetings and Committee Meetings

1. Attend your first meeting
2. The Annual Town Meeting
3. The Annual Council Meeting
4. More about meetings

Respective Roles of Members and Officers

1. Introduction
2. The role of members
3. The role of officers
4. Statutory powers and duties
5. Summary

Code of Conduct and Declarations of Interest

1. Introduction
2. Declarations of personal and Prejudicial interests at meetings
3. Gifts and Hospitality

Guidance notes

1. The General Principles of Public Life.

Introduction

Welcome and congratulations on your election to serve as a member of Long Stratton Town Council.

This guide is to help you understand:

- Your obligations as a Councillor
- Your role as an elected member
- The Council's rules and procedures for the conduct of its business.

The Council has policies and procedures to set out clearly how the Council operates. These policies are available to download from the Council website:

www.longstrattoncouncil.info

Initially you will need to familiarise yourself with, Standing Orders, Financial Regulations and Code of Conduct. All other policies should be referenced as and when required. If you wish to see a policy that is not on the website, please contact the Clerk.

If you have any queries during your tenure as Town Councillor then please do not hesitate to contact the Council office where officers will be willing to help.

The Council office is open, Mondays, Tuesdays, Thursday and Fridays 10-2. This is subject to availability such as training, meetings and annual leave.

The Council office is your first point of contact for all matters relating to the Town Council including complaints, compliments, request for action or matters concerning the Council's business.

Getting Started.

1. Declarations of Acceptance of Office.

On accepting the role of Councillor, you will be asked to complete a Declaration of Acceptance of Office. The form must be signed prior to your first Council meeting and in the presence of the Clerk.

When you sign the Declaration, you will undertake to observe the Code of Conduct which is adopted by the Council, therefore it is essential that you have read the Code of Conduct policy. There is more information about the Code later in this document.

You are unable to participate as a Councillor, including attending and participating in all meetings until the Declaration has been signed.

The Declaration of Acceptance of Office can be sourced from the Clerk and will be available at the next meeting.

2. Registering Financial and Other interests.

As a member of a local authority, you are also statutorily required to complete a Register of Pecuniary (Financial) Interest. South Norfolk District Council require that a document is completed and submitted. This can be carried out either directly or via the Clerk. The Clerk will provide you with the Register of Interests form.

South Norfolk District Council will publish the necessary information on their website and the Town Council website will provide a link to this page. The information may be referred to where there is an alleged breach in the Council's Code of Conduct.

You must complete the form within 28 days of your election to Council. This is a requirement of the Localism Act 2011.

You are also required to register any change to the interests you may have previously registered. This can be completed by filling out the same form. Please note that you are responsible for keeping your Register entries up to date.

The fact that you have registered an interest in writing does not absolve you from making a disclosure of interest on an agenda item within a meeting should the circumstances arise. Further information on disclosing an interest can be found later in this document.

3. Code of Conduct

As an elected member you are required to consider all matters with an open mind, without predetermination, and in a transparent process from the start. The Council has adopted a Code of Conduct for members which reflects its statutory requirement to promote and maintain high standards of conduct as required by the Localism Act 2011. You will be asked to sign a Declaration stating you will abide by the Code, and this will be retained by the Clerk to the Council.

The Code applies to you whenever you are acting as a Councillor, or the Public perceive you to be acting as a Councillor. It is essential that you become familiar with the contents of the policy. The Council has a number of communications policies that can provide guidance, particularly when it comes to social media.

When signing your Declaration of Acceptance of Office, you undertake to observe the Code and uphold the principles of public life. The importance of this cannot be over-emphasised. Breaches of the Code may be reported to the Monitoring Officer of South Norfolk District Council who has the duty to consider and investigate potential breaches of the Code. If a case is serious enough, it may be referred to an independent panel to make a judgement.

You will be issued with a code of conduct, and more information can be found later in this document.

4. Electric Summons

The vast majority of Council business is conducted via email. This includes issuing the summons to a meeting and the associated papers. You will be asked to sign an agreement agreeing to receive the summons via email, a .gov.uk email address will be assigned to you and you will receive a Council tablet for you to conduct all Council business on.

5. GDPR Checklist

As a local authority, the Council has duties and obligations to keep and use information in a safe and secure manner. As a member of the Council, you have a duty to ensure you have appropriate safeguards in place.

To help you achieve data security, we will be providing you a tablet which will be password protected. The tablet is to conduct all Council business on. If there are any errors with the tablet you will need to let the Council office know as soon as practicably possible.

If a Freedom of Information event occurs, the council office may require your tablet and access to the dedicated .gov.uk email address assigned in order to answer the FoI fully.

6. Members allowances

The Council has a policy on allowances that you can view on the website or from the Clerk.

7. Freedom of Information

The Council is obliged by law to make information on its activities available to the public on request. It maintains a Publication Scheme, which is available to the public and identifies classes of information, which are routinely in the public domain. All information held by the Council is available to the public. There are certain occasions where an exemption may apply and the Council can withhold the information.

Information held by Members of the Council is also covered by FoI and therefore Members may be approached to produce their records if a specific enquiry warrants it. This includes notes answering machine messages, recorded telephone conversations etc. and therefore you should seek advice from the Clerk of the Information Commissioners Office if you are concerned. Members of the public making an FoI should do so through the Town Clerk.

The Council's policy is available from the Clerk or on the website.

8. Training

The Council recognises that Members and the Clerk should attend regular sessions to update and improve their understanding of matters affecting local government. It supports and encourages Members and the Clerk to attend training events, conferences and seminars provided by recognised organisations.

All Councillors will be expected to attend new Councillor training and Whole Council Training.

Please refer to the training policy via the website or from the Clerk.

9. Civility and Respect Pledge

Long Stratton Town Council have signed the Civility and Respect Pledge demonstrating that our Council is committed to treating Councillors, Officers, members of the public, representatives of partner organisations and volunteers with civility and respect in their role.

Council Meetings

1. Attending your first meeting

The Council meets every second working Monday with the exception of August (bank holidays are not a working day). The first meeting you will attend will be after you have been elected or co-opted. An agenda and associated paperwork will be sent to you 3 clear days before the meeting, not including bank holidays or Sundays. You will need to familiarise yourself with the papers to allow for an informed discussion on the night of the meeting. You can raise any queries or questions that you may have about an agenda item with the Town Clerk or Chair prior to the meeting if you need a point clarified.

A calendar of meetings will be available for full council and committee meetings. You are encouraged to make a note of these meeting dates so that you can endeavour to attend as many meetings as possible. On occasion additional meetings may need to be called, to discuss a matter of urgency or an item with a short deadline that cannot wait to the next scheduled meeting. The Clerk will notify you as and when these meetings occur and you will receive a summons 3 clear days, the same as any other meeting of the Council.

2. The Annual Town Meeting.

Annually, the Town Council will invite parishioners to come and discuss matters relating to the Town. It provides a synopsis of events that have occurred throughout the year. It is not an official Council meeting, but it is facilitated by the Council. The Annual Town Meeting is generally held in May.

3. The Annual meeting of the Town Council.

The annual meeting of the Town Council will be held in May. It is the first meeting of the civic year and as such there are a number of fixed items of business which sets up how the Council will operate throughout the year. The items include:

- The election of the Chair and Vice-Chair
- Confirmation of the Council's committees
- Election of committee members
- Representatives to outside bodies (if applicable)
- Appointment of an Internal Scrutineer
- Approval of regular suppliers

4. More about meetings

Organisation of meetings.

Meeting usually take place in the Pavilion Community room at the Pavilion on Manor Road playing fields. Meetings start at 7pm unless otherwise stated on the agenda. Please note that committee meetings may start at other times and you should always check the date, time and venue before attending any meetings. This information can be found at the top of the agenda.

An agenda is produced by the Clerk for each meeting and copies will be sent electronically to each member with associated papers 3 clear days before. Some documents may be available on the website and a link will be provided on the agenda.

Agenda, Reports and Minutes

The statute requires that you are 'summoned' to attend a Council meeting. This formal notice will give you the date, time and place of the meeting and will include the agenda identifying the items to be discussed and decided upon, what items are for information 'to be noted' and what are updates to previous resolutions or enquiries made. It is important that you read the papers before attending the meeting to familiarise yourself with the matters to be discussed.

Long Stratton Council has asked to have 'any other business' as the final item on the agenda. It is not lawful to make a decision on any matter that has not been identified by a specific agenda item. Any other Business therefore is used to raise matters for the Council Officers to look into further. Where it relates to an operational matter, the Clerk under the scheme of delegation may see fit to take action. If the matter relates to a strategic decision, the matter will be researched and brought to the Council at the next meeting as an agenda item for discussion.

When receive agendas and reports for meeting, you will sometimes find a report marked confidential. All content in this report is to be treated confidentially and should not be divulged or discussed with who is not a Member of the Council, until the time of the meeting where it is to be discussed, or the Town Clerk. Where the paper relates to a committee meeting, the content is not to divulged or discussed as before with any member of the Council that isn't a committee member or the Officer who is producing the agenda.

If you have any questions, queries, or doubts, please contact the Town Clerk.

After each meeting, Minutes are prepared by the Clerk. The Council agenda, together with the minutes of the last meeting and of meetings of Committees, form the basis on which the Council conducts its business.

At the beginning of each meeting the Council has a public speaking time, where the meeting is temporarily closed to hear the views of local parishioners. They can raise issues, speak to items on the agenda and question Council decisions. Member of the Council will listen to what is said and where necessary ask questions. The Clerk may be asked to respond to the parishioner after the meeting if further information is needed. If pertinent to an item on the agenda the Council will consider the parishioners contribution when discussing and deciding on the matter.

If you wish to have an item, put on the Agenda for discussion, please contact the Clerk no less than 10 days before the meeting. There will be times the Clerk may need more information and will liaise with you to this effect. If, for any reason, it is not pertinent to put the matter on the agenda, the Clerk will inform you of this with the reason why.

How the meetings run.

The person chairing the meeting will lead the Council through the agenda. In exceptional circumstances, for a specific reason the Chair may change the order of business to be discussed but generally it will follow the format of the agenda.

The Council's governing document 'Standing Orders' sets out how a meeting should be conducted. Model standing orders are produced by the National Association of Local Council (NALC) and is based on statute, case law and best practice. The Town Council has adopted a version of these to guide how it conducts itself. Our Standing Orders are available on the website or through the Clerk.

Each agenda item should indicate whether it is to 'discuss and decide', 'to note' 'to agree next steps', 'to determine' etc. Most agenda items will require the Members of the Council to make a decision. The Chairman will ask the members at the end of the agenda item to take a vote.

Council decisions, also know as resolutions, can only be made within a formally convened meetings and are passed on a majority vote. No single member can veto a decision and any

majority decision is binding on the whole Council. A member can vote for, against or abstain. Votes are not recorded in the minutes unless specifically requested. All proposals for voting must be put forward by a proposer and a seconder and followed with a show of hands. Council decisions can be overturned but only by following precise procedures in Standing Orders.

The Clerk will produce Minutes of the meeting held, which will be presented to the next meeting for approval by the Council. A draft version of the minutes should be available within 10 days of the meeting on the website.

Minutes are not a verbatim record and in accordance with best practice, record the decisions made with sufficient background information to provide context to the decision. The minutes are the legal record of the Council's business and may be presented in Court as evidence.

Constitution of Committees and Committee Structure.

The Council determines the committee structure at its Annual Meeting in May.

You will receive copies of all papers relating to any of the Council's committees that you are a member of. All members of the Council are permitted to attend any committee with the exception of the staffing meeting, all meetings of the Council are available on the website.

The Respective Roles of Members and Officers.

1. Introduction

This short note has been prepared with the intention of giving Members of the Council some guidance as to the respective roles of both Members and Officers in helping the Council to function, and on how these roles work in practice.

2. The Role of Members

Members are collectively responsible for making Council policy, for which they are accountable to the electorate. The Town Clerk will prepare the policy with the appropriate legislation for the Council to amend, discuss and adopt.

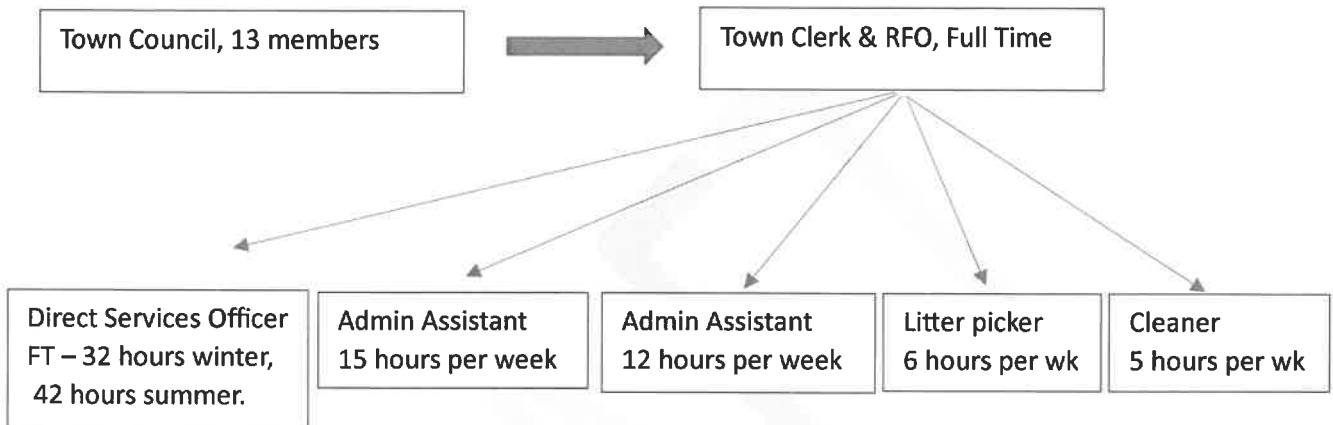
Members are not directly involved in the day-to-day provision of services to the public. This does not of course mean that there should be no contact between Members and the Clerk on such matters and, indeed, Members may often find that they are asked by electors to pursue matters on their behalf.

Members have no exclusive authority and will need to deal with all matters either through their collective Council membership or in liaison with the Clerk concerning a local problem. It therefore follows that there are no circumstances where an individual Member can issue

an instruction to an Officer or a Contractor. Likewise, a member should never act 'on behalf of the Council' in the organisation of any function or service, without receiving delegated authority from the Council first. Particular care should be taken in letters/ comments to the Press, please ensure you are making representation as an individual and not on behalf of the Council. Generally, the Clerk on behalf of the Council issues Press statements.

3. The Role of Officers

Management Structure



The role of the Clerk is twofold for which they are accountable to the Council as a Corporate Body. Firstly, there are the professional advisor to the Council on matters of policy and secondly, the executor of Council Policy, i.e. carrying out the instructions of the Council.

The Clerk, through the Council has delegated authority to make operational decisions. In rare occasions, strategic decisions can be made in the case of emergency and in conjunction with the Chairman. Emergency example would be, for example, a Health and Safety concern that could not be left for the time it takes to call a meeting. Any such action must be reported to the Council as soon as practicably possible.

The Clerk is line manager for all other officers. Unless requested by a Council or Committee meeting, only the Clerk can issue instructions to Officers.

If any Member wants to report a fault or an area of concern, they can do so via the Clerk.

The Chair of the Staffing Committee represents the Council as line manager for the Clerk.

The Clerk takes no part (unless its an emergency) in strategic decision making of the Council unless the decision contravenes legislation. The Clerk will provide independent and unbiased information to support the Council making a legal resolution.

4. Statutory Powers and Duties

The Council derives its powers from statute. A few of these are mandatory (i.e. the Council must carry these out) but most are discretionary (i.e. the Council can carry them out if they

wish to). In all cases both Members and Officers must work within the law. The Clerk will act as advisor to the Council to ensure it acts legally at all times. From time to time this may mean the Clerk advising during the meeting to alert members to possible legal issues in the decision-making process.

5. Summary

- Members are responsible for making Council policy, but do not have executive authority.
- The Clerk is responsible for advising Members on the making of Council policy and for ensuring that such policy is carried out.
- The Council's Terms of Reference determine which Committee, if any, deals with particular matters, and at which level decisions are taken.
- Many matters are delegated to the Clerk, who can make decisions on them working within the Council's established policies.
- The day-to-day management of services is the responsibility of the Clerk.
- Both Members and Clerk must work within the law.
- Mutual respect between the Clerk and Members is essential in order for the Council to function effectively. Personal attacks on the Council Officers should be avoided (and would be contrary to the Code of Conduct), as, under the convention of Local Government, Officers are unable to defend themselves from such comments in public.

Code of Conduct and Declaration of Interests.

1. Introduction

The law relating to the declaration of Disclosable Pecuniary Interest and Non-Registerable Interests is complicated. It is laid out in the Localism Act 2011 and associated regulations but the purpose of this is to note is to simplify matters as far as possible. There are a number of guidance notes which give more detailed information and can be referred to as particular circumstances arise.

Agenda papers are generally dispatched approximately 3 clear days in advance of the meeting to which they relate. On receiving an agenda, you should check the items of business listed and consider whether there is need to declare an interest, and if so, what type of interest, in any of the items.

The Clerk is always willing to offer advice and guidance before (but preferably not on the day) a meeting but should not be asked to do so during a meeting.

2. Declarations of Interest.

Disclosable Pecuniary Interest.

As a Councillor you are required to complete a Register of Disclosable Pecuniary Interests which is held by the Monitoring Officer at South Norfolk District Council. You are required to declare interests held by yourself and your spouse/ civil partner under the following headings.

- Employment
- Sponsorship
- Contracts held with the Council.
- Land held in the Town (owned, rented or leased)
- Licences with the Council
- Tenancy
- Securities and Capital held in bodies which have a place of business in the Town

You will have a Disclosable Pecuniary Interest whenever the Council is discussing something which affects anything on this register, you must declare the interest and you must leave the room during the discussion, including if raised by the public during the opening public participation section. The Localism Act 2011 confirms that a breach of this part of the code is a criminal offence with a potential police prosecution and a fine of £5000.

Registerable Interests.

During your time in office, the Council will also discuss many things which may have an impact or relevance to yourself, a family member, a close personal acquaintance or an outside body on which you serve. If this interest is financial i.e. would have a financial impact on you, a family member, a close acquaintance or outside body, you have a Non Registerable Interest.

Only you can decide this, but remember it is not whether you think that your judgement of the public interest would be prejudiced, but what a member of the public with the relevant facts would reasonably think. In other words, you must put yourself in the position of an ordinary member of the public and view the situation through their eyes, and not have regard to what you might consider to be your corruptibility.

If you decide that you do have a Non-Registerable Interest, you must leave the room at any time when the item is being discussed. Any withdrawal from the meeting will be recorded in the minutes.

This is a complex area, if you have any queries, you should always see advice from the Clerk who may refer you to the Monitoring Officer or Norfolk Association of Local Councils. You may find the following examples useful:

Example 1 – Planning

Your neighbour has submitted a planning application. You must declare a Disclosable Pecuniary Interest because the application affects the land which you have declared on your register. You also have a Non-Registerable Interest because the proposal will affect you, your family and neighbours. You must leave the room whenever the matter is being discussed including any discussion during public participation.

You re-join the meeting as soon as the public participation on the application has ended and leave the room again when the Council is considering the proposal. Your actions will be recorded in the minutes.

Example 2 – Funding Application.

You chair a local group which applied to the Council for a grant. The grant affects the financial wellbeing of an outside body, and you will therefore declare a Non Registerable Interest in this item.

If the matter has been raised during public participation, you will be asked to leave the room and re-join once the topic has ended.

However, the Code recognises that the Council might benefit from your knowledge and therefore you will be invited to stay during the first part of the Council discussion to help inform the discussion. The Chairman will then ask you to leave the room whilst the Council makes its final decision. All actions are recorded in the Minutes.

If you are in any doubt whatsoever as to where or not you have an interest, and particularly whether or not it is a Disclosable Pecuniary Interest, you should always err on the side of caution.

The Clerk is able to offer advice and guidance on such matters before the meeting, but, as stated above the decisions on whether or not you have an interest is yours, and yours alone. No other member of the Council can force you to make any declaration, but failure to do so could result in a complaint being made against you.

Dispensations.

At times it may be helpful for the Council to allow a member or members to stay in the room in spite of the declared interest. In certain circumstances, the Council can award a dispensation which either allows you to stay for the discussion or stay for the discussion and vote. Requests must be in writing to the Clerk prior to the meeting and meet one of the statutory criteria. The Clerk can provide you with more information.

3. Gifts and Hospitality

Guidance regarding the acceptance of gifts and hospitality, and the declarations of such, is also included in the Code of Conduct. The Council's code establishes the policy for gifts and hospitality, and you must bear this in mind at all times.

You should treat with caution any offer of a gift or hospitality that is made to you personally, particularly if the person making the offer may be doing or seeking to do business with the Council or may be applying for planning permission or some other kind of decision.

On addition to the above-mentioned requirements, you are strongly advised to register all offers of gifts or hospitality whatever the value and where you accept them or not. You will then be protected in the event of a complaint or enquiry and South Norfolk District Council's Monitoring Officer will be made aware of inappropriate offers made to Members (especially where a series of lower value offers is made.)

Guidance Notes

The General Principles of Public Life

The following is a list of Principles, which the Secretary Of State has ordered should govern the conduct of Members. The Code of Conduct is consistent with these principles.

Selflessness

Members should only serve the public interest and should never improperly confer an advantage or disadvantage on any person.

Honesty and Integrity

Members should not place themselves in situations where their honesty and integrity may be questioned, should not behave improperly and should on all occasions avoid the appearance of such behaviour.

Objectivity

Members should made decisions on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits.

Accountability

Members should be accountable to the public for their actions and the manner in which they carry out their responsibilities and should co-operate fully and honestly with any scrutiny appropriate to their particular office.

Openness

Members should be as open as possible about their actions and those of their authority and should be prepared to give reasons for those actions.

Personal Judgement

Members may take account of the views of others, including their political groups, but should reach their own conclusions on the issues before them and act in accordance with those conclusions.

Respect for Others

Members should promote equality by not discriminating unlawfully against any person, and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation or disability. They should respect the impartiality and integrity of the authority's statutory officers, and its other employees.

Duty to uphold the law

Members should uphold the law and, on all occasions, act in accordance with the trust that the public is entitled to place in them.

Stewardship

Members should do whatever they are able to do to ensure that their authorities use their resources prudently and in accordance with the law.

Leadership

Members should promote and support these principles by leadership, and by example, and should act in a way that secures or preserves public confidence.

Author: R Buck, Town Clerk

DRAFT May 15th 2023

Supplier	Method	Reason
Adept IT via Inty	DD	IT Support
Amazon	CC monthly	Stationery/ supplies
Adobe PDF editor	CC monthly	PDF Editor
Anglian Water	DD	Water - pavilion
Aurora	DD	Printing
BT	DD	Telephones
Bussey Vehicle Leasing	DD	Council Van
Calor Gas	DD	Pavilion Utilities
Churchyards	BACS	Maintenance
Citrus Shredding	BACS	confidential waste
Corona Corp Systems	DD	Printer
Gallagher	BACS	annual insurance
Talktalk	DD	SIM Cards
HMRC	BACS	Tax and NI
Information Commissioners	DD	subscription
Lloyds Bank credit card	DD	
Mr Sutton	PC	Newsletter delivery
NEST	DD monthly	Pension
Norfolk ALC	BACS	Subscription
Norfolk Parish Training & Support	BACS	Subscription
Npower	DD	Street light electricity
O365	CC monthly	Office
Paws Printing	BACS	Newsletter printing
PKF Littlejohns	BACS	External Audit
Play inspection company	BACS	ROSPA report
PWLB	DD	Pavilion Loan
Rentokil Initial	DD	Pavilion supplies
Salaries x 6 employees	BACS	
Salix	DD	Street lighting
siemens	DD	Printer lease and annual insurance
SLCC	BACS	Subscription
SNDC	BACS	Dog waste collections & commercial bins
SSE	DD	electricity pavilion
The Gold Book	BACS	Advert in Gold Book Oil Buying
The Gold Book	BACS	Advert in Gold Book Pavilion Advertising
Top 2 Bottom	BACS	Toilet contractor
Trevor Brown	BACS	Internal Audit
TT Jones	BACS	street light maintenace cost
Unity Trust	DD	Charges
Viking	BACS/DD	annual stationery cost
Virgin Pure	DD	Office Water
Wix	CC monthly	Websites
Zoom	CC monthly	Online meetings

Long Stratton Town Council - Risk Assessment

Long Stratton Town Council is a small town council as defined by the Local Audit and Accountability Act 2014. The Council has varying activities and functions and is currently insured through Gallagher. The Insurance Policy is for a term of 3 years, and is due for renewal 1st June 2023.

The contact details for the insurers are:

Gallagher

Email Address:

Telephone Number:

Emergency Contact Details:

Excess Amount:

The Clerk retains the insurance file and will deal with all matters relating to risk and insurance. This is detailed in the Clerk's Job Description and supported by 'Governance and Accountability'. The Council supports the Clerk in this role by providing training opportunities.

The Council agrees the Risk Management Policy which is reviewed every year.

Review date May 2023

Main Actions in relation to risk management

- ✓ The Asset Register is updated during the course of the year by the Responsible Finance Officer.
- ✓ Risk assessments (Health and Safety) are written and updated by the Clerk where appropriate, or another designated body. Copies of risk assessments are retained.
- ✓ Sites are inspected at least annually and records are retained.
- ✓ Play Areas are inspected weekly and an annual inspection must be carried out by an external qualified inspector. All inspections must be retained for at least 22 years.
- ✓ The Council reviews the Insurance Policy prior to renewal.
- ✓ Financial Risk Assessments are carried out by the Clerk / Responsible Financial Officer, as required.
- ✓ Documentation is kept safely and securely.
- ✓ The Council reviews its systems of Internal Control at least annually.

Risk Assessment matrix used:

Severity of Injury

Likelihood of Risk Occurring

Major or Fatal = 3	Very Likely = 3
Moderate = 2	Likely = 2
Minor = 1	Unlikely = 1

Risk Assessment - General Council

Person or Equipment at Risk	Identified Risk	Management/Controls to Mitigate Risk	Risk Level	Review/Assess/Revise
General Council	Unwanted visitors entering building during meetings. Disturbance by member of public in a Council meeting	Procedures in place to deal with this in the Council's Standing Orders. Office door locked when not in attendance.	2x1	
Staff/Council	Security of officers working alone in building	Inform other occupants of building Clerk has a panic alarm under the desk Lone working policy in place.	2x1	Look at getting a screen to create a stable door.
Staff/Councillors	Security of officers exiting and locking up building after meetings	Agreed opening hours, office locked when employees working on their own. Officer to be accompanied when leaving the building and locking up after meetings	2x1	
Council	Members' interests, gifts and hospitality not received with or dealt appropriately. Inappropriate behaviour from members.	Code of Conduct signed and a Register of Interest completed by each Member of the Council.	1x1	Civility and respect to be on May 2023 agenda.
Council	Interests not disclosed by Councillors.	Registers of Interest kept by the Clerk and uploaded to the District Council		
Council	Councillors not abiding to the Code of Conduct	Disclosure of interests to appear as an item on the agenda as a prompt to members (at every meeting). Councillor and staff training. Councillor induction pack with relevant information. Standing Orders. Ensure all Members aware of Code, and need to complete Registers.	1x1	NB – This is the responsibility of individual Councillors.
Council	Business activities are within legal powers applicable to local councils	Councillor and staff training Internal audit External audit	1x2	Whole Council training booked for May 2023
Council	Consultation deadlines missed when responding to consultation invitations, including commenting on planning applications	Consultation documents presented to next appropriate Council meeting to formulate response. Extension to deadlines requested.	1x2	Where possible, committees to respond in the first instance.
Council	Inaccurate and tardy reporting of Council business in Minutes	Draft Minutes circulated one week after meeting to Cllrs and uploaded on the website. Internal Audit and controls. Minutes approved and signed at next meeting of Council	1x2	
Council	Minutes being damaged by fire or water	Computer backup. Minutes on website. Hard copies sent to Norfolk County Archives.	2x1	
Council	Minutes on hardrive being corrupted or lost	Computer backup. Minutes on website. Hard copies sent to Norfolk County Archives.	2x1	
Council	Inaccurate and tardy uploading and circulation of Council papers for the TC meetings.	Agenda and papers uploaded to Sharepoint three working days before the meeting. Email sent to all	1x2	
Council	Electors rights not exercised with regard to viewing accounts and Minutes	Advertising of end of year accounts and available for inspection to the public as required under the Accounts and Audit Regulations. Documents uploaded to website.	1x1	

			Notice of Appointment confirmation signed and returned to Auditors		
Council	Parishioners not being able to see relevant information.		Freedom of Information Publication Scheme	1x1	
Council	Personal data not kept securely		Abiding by the Data Protection laws and storing sensitive information securely. Personnel, leases and financial info in locked drawers. Register with ICO.		Annual Registration
	Confidential information and office emails being shared inappropriately.		Each email informs recipient that content is not to be shared. Sharepoint is limited to active Cllrs only. Cllrs that resign are instantly removed. Tablets to be reclaimed. Confidential information to be tabled at meetings and collected again after by officer in attendance .	1x2	
Council	Security of Council Offices		Outside doors locked on exit. Intruder alarm has been set. Corridor door locked. Intruder alarm serviced annually. Ensure contact numbers of intruder alarm dialler are up to date. Building has weekly checks. Keyholders lists reviewed annually of after cllr resignation.	1x2	Council to look at providing a stable door for enhanced security.
Council	Damage to the building from fire		Fire system checked annually. Fire Risk Assessment. Insurance. Check sounders monthly. Annual PAT Testing. Fire alarm points tested weekly	2x2	
Councillors, staff, MOP	Damage to people from fire		Fire system checked annually. Fire Risk Assessment. Insurance. Check sounders monthly. Emergency lighting checked monthly. Annual PAT testing. Fire alarm points tested weekly.	2x2	
Council	Damage to Council reputation		Code of Conduct signed and a Register of Interest completed by each Member of the Council. Proper office advices. Social Media policy.	1x2	
Council	Loss of funds through theft		Small amount of petty cash kept in the safe, mandates signed by Council. Signatories nominated by Council. Internal controls, appointed scrutineer and Internal Audit. Petty Cash policy to be adhered to.	1x2	
Council	Loss of funds through fraud		Mandates signed by Council. Triple authentication for payments. Signatories nominated by Council. Internal controls, scrutineer appointed and Internal Audit.	1x2	
Council	Staff not performing their necessary duties		Staff Contracts, appraisals, disciplinary procedure	1x2	
Council	The protection of physical assets owned by the council buildings, furniture, equipment, etc (loss or damage)		Insurance - Maintain an up to date register of assets and investments and testing of specific internal controls and report findings to management.		Invest in digitilised asset register with the Council's accounting software, currently RBS.

Council	The risk of damage to third party property or individuals as a consequence of the council providing services or amenities to the public (public liability)	Insurance - Regular maintenance arrangements for physical assets. Health & Safety reviews at regular intervals.		
Council	The risk of consequential loss of income or the need to provide essential services following critical damage, loss or non-performance by a third party (consequential loss)	Insurance - Annual review of risk and the adequacy of cover. Business continuity policy in place		
Council	Loss of cash through theft or dishonesty (fidelity guarantee)	Insurance - Annual Audit and financial review or internal controls, scrutineer appointed in place and their documentation.		
Council	Legal liability as a consequence of asset ownership (public liability)	Insurance - Ensure robustness of insurance providers and review management arrangements regarding insurance cover.		
Council	Security for valuable buildings, amenities or equipment	Self-Manage - Town Clerk/RFO, and all other staff to maintain security of all buildings, amenities and equipment.		
Council	Maintenance for vulnerable buildings, amenities or equipment	Self-Manage - Town Clerk/RFO/and all other staff to maintain amenities and equipment.		
Council	The provision of services being carried out under agency agreement with principal authority	Self-Manage.		
Council	Banking arrangements, including borrowing or lending	Self-Manage - Standing Orders and Financial Regulations govern adoption of and adherence to codes of practice for procurement and arrangements to detect fraud, and/or corruption, regular bank reconciliations, independently reviewed, internal audit testing to include review of internal controls in place and their documentation. Powers recorded and correctly applied. Annual review of adequacy of insurance cover provided by suppliers.		
Council/Public	Ad hoc provision of amenities/facilities for events to local community groups	Insurance and Self-Manage. Risk Assessments in place.		
Council/Public	Manor Road Playing Field, Play areas, MUGA, Public toilets, The Plain.	Insurance and Self-Manage. Risk Assessments in place. Checks by staff members.		
Council	Professional Services	Self-Manage.		
Council/Staff	Town Clerk - Holidays/illness/Death	Self-Manage - Administrative Officer/Locum Clerk until new Clerk appointed.		
Council/Staff	RFO - Holidays/illness/Death	Self-Manage - Town Clerk/Locum Clerk and RFO until new RFO appointed.		
Council/Staff	Litter Picker - Holidays/illness/Death	Third-Party - Obtain contractors to fulfil duties until new Litter Picker appointed.		
Council/Staff	Closure of business practices due to a pandemic outbreak or other major disaster	Follow Government guidelines to ensure safe practices. Hold meetings through virtual mediums as agreed by Government. Ensure all Health & Safety measures are in place before re-opening venues.		

Risk Assessment - People

Person or Equipment at Risk	Risk Identified	Management/Controls to Mitigate Risk	Risk Level	Review/Assess/Revise
Staff	Accident at work	Employer's Liability in place	2x2	
	Sickness	Lone Worker's Policy		
	Terminates employment	Adequate Working Balance		
	Lone Working	Insurance Policy		
	Death	Budgeted for locums		
	Mental Health	Adequate Working Balance		
	Accident	Public Liability Insurance		To investigate employee mental health benefits.
Councillors/staff	Incident	Code of Conduct	2x2	
		Insurance Policy		
		Standing Orders in place		
Members of the public attending meetings and office	Accident	Public Liability Insurance	2x2	
	Incident	Visual Inspection – recorded		
		Standing Orders in place		
SAM2	Roadside accident, Lifting heavy equipment	Risk Assessment and training for use of SAM2 provided	2x2	
		Public Liability Insurance		
		Asset Insurance		
		Insurance Policy		
		Asset Register maintained and Insurers advised		
Contractors	Public accident	Public Liability Insurance	3x2	
	Uninsured	Contractors own Public Liability copies of certificates to be held by the office.		
	Incompetent	Insurance Policy, copy to be retained by the office		
	Roadside accident	Risk Assessment and training provided if necessary	2x2	
	Lifting heavy equipment	Public Liability Insurance		
		Insurance Policy		
		Asset Register maintained and Insurers advised		
Volunteers (Tree Warden, Footpath Warden)		Asset Insurance		
		Regular returns to Inland Revenue; NALC contracts of employment for all staff, systems of updating records for any changes in relevant legislation. Staff Appraisals. Probationary reviews.	1x2	
		Grievance and Appeals procedure. Annual Internal and External Audit. Officer training. Grievance and Appeals procedure in place	1x2	
Staff	Ensuring all requirements met under employment law and Inland Revenue regulations and Salaries in accordance with adopted scales			
	Unfair dismissal claims			

Risk Assessment - Insurance

Equipment/Person	Risk Identified	Management/Controls to Mitigate Risk	Risk Level	Review/Assess/Revise
General Council	Damage to third party property or individuals	Public Liability Insurance & Property Owner's Insurance		Annual check on level of cover in place (RFO)
Public	Risk to third party as a consequence of providing a service	Ongoing maintenance to seats		
Public, Staff, Members	Protection of Council properties furniture and equipment	Property Damage Insurance		Annual check on insurance values (RFO)
		Up to date Asset Register		Asset Register (Year end)
		Regular Maintenance of equipment		Use of professional technician, use of reputable insurance provider, and testing carried out annually by qualified technician
		All Risks Insurance		Fire extinguisher for electrical equipment purchased
				Equipment has been security marked
				Annual PAT Testing of electrical small appliance
Council	Insolvency of insurance company	Use of one of the largest companies providing specialist cover for Councils		Free legal service and advice from Norfolk ALC & Local Councils Associations
Council	Loss through theft or dishonesty	Fidelity Guarantee		Thorough vetting process of job applicants and annual staff reviews Annual check on level of cover in place
Staff and Members	Personal Accident to Members and Officers Assaults to Officers	Personal Accident cover Including Assault cover Employer's Liability cover Libel and Slander cover		Annual check on level of cover in place (RFO) Clerk's Office – Mobile Panic Alarm available Diagram & instructions given re safety procedures re setting up the meeting tables Advice to Members Member to accompany officers if they need to access the village hall prior to evening meetings being held at alternative venues.

Risk Assessment - Council Office

People or Equipment at Risk	Risk Identified	Management/Controls to Mitigate Risk	Risk Level	Review/Assess/Revise
General Council	Slips & Trips - Staff and visitors may be injured if they trip over objects or slip on spillages.	General good housekeeping. All areas well lit. No trailing leads or cables. Staff keep work areas clear, e.g. no boxes left in walkways, deliveries stored immediately. Offices kept tidy.	2x1	
Staff	Manual handling of paper, office equipment etc - Staff risk injuries or back pain from handling heavy/bulky objects, e.g. deliveries of paper.	Correct lifting protocol when lifting heavy items such as paper and tables/chairs. High shelves for light objects only.	2x1	Remind staff that they should not try to lift objects that look or appear too heavy to handle.
Staff	Display screen equipment - Staff risk posture problems and pain, discomfort or injuries, e.g. to their hands/ arms, from overuse or improper use or from poorly designed workstations or work environments. Headaches or sore eyes can also occur, e.g. if the lighting is poor.	Staff understand what their duties and responsibilities are. Staff can talk to line manager if they are feeling unwell or at ease about things at work.	2x1	Supervisors to monitor to ensure staff continue to get breaks away from the computer.
Staff & Members	Working at height Filing on top shelves, putting up decorations etc	Working at heights training to be provided. Ladders once training has been carried out to be available	2x1	
Staff & Members	Stress - All staff could be affected by factors such as lack of job control, bullying, not knowing their role etc.	Staff understand what their duties and responsibilities are. Staff can talk to supervisors or manager if they are feeling unwell or at ease about things at work.	2x2	
Staff. Cllrs MOP	Fire	Fire Risk Assessment, Fire Extinguishers that are checked annually, Sounders and Fire Alarm Panel tested monthly.	3x2	
Staff. Cllrs MOP	Electrocution	Annual PAT Testing. Five Year Fixed Wiring Test.	3x2	
	Water	Legionella water testing. Water Risk Assessment. Flush all showers and toilets weekly.		
Staff	Lone working	Lone worker policy in place, outside door to be locked when alone.	2x1	

Risk Assessment - Equipment

People or Equipment at Risk	Risk Identified	Management/Controls to Mitigate Risk	Risk Level	Review/Assess/Revise
General Council	Failure of Computer system	Virus protection. IT support. Electrical surge protection. Back up of data. Undertake updates.	1x2	Regular updates of virus protection
Council, Staff	IT Hardware	Clerk authorised for emergency replacement (within budget) Insure items are not Asset register and have adequate insurance. Employee equipment forms completed.	1x2	Regular back ups Provision reviewed annually by RFO and insured
Council, Staff	IT Software	Kept updated. Passwords not updated regularly. Security breach.	1x2	
Council, MOP	Faulty Christmas Lights	Annual PAT Test. Contractor informs PC of damage to lights.	3x2	
Council, MOP	Floodlights	Annual PAT Test. Equipment lending forms completed	3x2	
Council, MOP	Marquee	Equipment lending forms. Checked annually.	2x1	
Council. Staff	Maintenance Equipment, theft or damage	Major items to be marked with LSTC, asset register to be updated and adequate insurance in place.	2x1	

Risk Assessments - Streetlights

Risk Assessment - SAM2

Person or Equipment at Risk	Risk Identified	Management/Controls to Mitigate Risk	Risk Level	Review/Assess/Revise
General Council				
staff	manual handling of Sam2	Use safe lifting techniques	2x1	
staff	shift of load when in transit	SID to be travelled flat and securely placed to avoid movement	2x1	
staff	personal injury in working area	ensure appropriate footwear	2x2	
staff	inclement weather	ensure appropriate clothing	2x1	
staff	traffic awareness	ensure hi viz tabards are worn	2x1	
staff	traffic conflict	locations to be accessed from off-road parking where possible	2x2	
staff	vehicle impact	traffic warning signs and cones to be placed appropriately	2x1	
		all staff to wear hi viz tabards	2x1	
		vehicles parked on highway to display hazard warning lights	2x2	
staff	slips, trips and falls	assess ground conditions before placing signage and equipment	2x1	
		extra care to be taken on sloping ground	2x1	
		beware of trip hazards such as debris, litter or vegetation on site	2x2	
staff	working at height	ensure step ladder securely placed	2x1	
		one volunteer to stabilise step ladder	2x1	working at heights training to be completed
staff	manual handling	use safe lifting techniques	2x2	
staff	Faulty installation	ensure appropriate tools are available for fixings	2x1	
		appropriate training undertaken	2x1	
		gloves to be used for added grip	2x2	
staff	faulty mountings	ensure pole is stable	2x1	
		check fixings are in good order (not loose, rusted or missing)	2x1	

Risk Assessment - Public toilets

Equipment or Person at Risk	Risk Identified	Management/Controls to Mitigate Risk	Risk Level	Review/Assess/Revise
General Council	Water: Discomfort / scalds from hot water	Emergency telephone number so complaints are responded to quickly and all hazards are reported immediately. If there is a problem taps are clearly marked / taped and taken out of use. Regular maintenance / checks occur. Hot taps are clearly marked as hot taps.	2x1	
Public		Mixer taps have been installed so users can self regulate the temperature of water. The temperature of water available to the taps has been lowered.	2x1	
Public	Fire:	Combustible materials are kept to a minimum. Bins are emptied regularly. In most cases there is only one exit. Any temporary obstructions are removed immediately.	2x1	
Public	burns	Emergency Services will check the toilets during an evacuation to ensure that no one is left in the toilets.	1x1	
Public	asphyxiation	Emergency Services will check the toilets during an evacuation to ensure that no one is left in the toilets.	1x1	
Public	smoke inhalation	Emergency Services will check the toilets during an evacuation to ensure that no one is left in the toilets.	1x1	
Public	risk of multiple injuries/fatalities	Any faults in the doors leading to the toilets / cubicle doors are reported immediately. Regular maintenance. Any toilets with broken cubicle doors or other faults are taken out of use. Warning signs are placed on the doors if that toilet is out of use.	1x1	
Public		There is emergency lighting in all the public toilets in case of a power cut and the light failing.	2x1	

Public	Slips, trips and falls on the flat floor / wet floor/urinals/toilets/sinks overflowing	All hazards / damaged areas of the floor are reported immediately and are fixed ASAP. In the meantime damaged areas are taped and marked. Good housekeeping is maintained. Spillages are cleared up immediately. Obstructions, rubbish etc are removed. We have non slip flooring in all toilets. The cleaners always close the toilets for cleaning and put wet floor signs out when necessary. Lighting is adequate. Regular cleaning and maintenance. Prompt action is taken in the event of complaint.	2x1	
	- fractures		1x1	
	- cuts, abrasions & contusions	Staff will respond to all notifications of faults immediately. Regular maintenance and checks. Toilets are closed while problem is being sorted out. The area is cleaned thoroughly and wet floor signs are put out before letting the public back in.	1x1	
Public	Electrical heaters for water	Equipment is used according to the manufacturers instructions.	1x1	
	- electric shock	Damage to plugs and leads is avoided. Monthly/weekly inspection of building. Equipment is inspected regularly. Electrical five year fixed wire test.	1x1	Five Year fixed wire due June 2021
Public	- Electrocutation	Cables are inspected for damage.	1x1	
Public	Ventilation	There are no windows so ensure regular maintenance and inspections of ventilation systems are carried out. If faulty, this is reported immediately. Estates check filters / air ducts /ventilation regularly.	2x1	
Public	- dehydration		2x1	
Public	- fainting		2x1	
Public	- heat stroke		2x1	
Public	Vandalism & Damage	Regular checks made by officers, contractors and volunteers. Vandalism/ damage reported to the police with CCTV evidence where possible. Vandalised cubicles to be locked with notices advising why they are locked. Social media to be used to highlight the vandalism.	2x2	Consider CCTV in the public areas of the toilets

Risk Assessment - Community Room

Person or Equipment at Risk	Risk Identified	Management/Controls to Mitigate Risk	Risk Level	Review/Assess/Revise
General Council	Fire	Fire Risk Assessment, Fire Extinguishers that are checked annually, Sounders and Fire Alarm Panel tested monthly.	3x2	
	Slips and Trips			
	Trip over door Thresholds	Hazard Tape on door thresholds		
Staff. Cllrs MOP	Electrocution	Annual PAT Testing. Five Year Fixed Wiring Test.	3x2	
	Water	Monthly Legionella water testing. Water Risk Assessment.		
Staff/Council	Users interrupting or entering building during meetings.	Procedures in place to deal with this in the Council's Standing Orders.	2x1	
	Disturbance by member of public in a Council meeting	Do not take bookings during monthly meeting time		
Staff/Councillors	Security of officers exiting and locking up building after meetings	Officer to be accompanied when leaving the building and locking up after meetings	2x1	

Risk Assessment - Public Open Space

Bus Shelter

Person or Equipment at Risk	Risk identified	Management/Controls to Mitigate Risk	Risk Level	Review/Assess/Revise
Public	Fall from bench	Personal responsibility. PL Insurance.	1x1	Monitoring.
Public	Trip	Level, even surface. Small lip in to shelter. PL Insurance.	1x1	Monitoring and Maintenance
Public	Slip	Level even surface. Roof over so limited rain ingress. PL Insurance.	2x1	Monitoring and Maintenance
Public	Shelter collapsing	Metal building so will not rot. Regular checks for corrosion. PL Insurance	1x1	Monitoring and Maintenance
Public	Benches Collapsing	Regular checks for stability and rot. PL Insurance.	1x1	Monitoring and Maintenance
Public	Bullying	One side open. Transparent. PL Insurance.	2x1	Monitoring.
Public	Emergency Services unable to Access	Ambulance can park at bus shelter sites. Air ambulance can land on Manor Road Playing Field. Easy to find.	1x1	Monitoring and Maintenance
Public	Supervision not possible from other areas	Line of sight from MUGA, footpath and skate park. CCTV in place.	2x1	Monitoring and Maintenance.

Notice Boards

People or Equipment at Risk	Risk identified	Management/Controls to Mitigate Risk	Risk Level	Review/Assess/Revise
Staff	Fingers trapped	User to take care when opening noticeboards. Repair hinges/catches when needed.	1x1	Maintenance and monitoring.
Staff	Head bashed by cover - two boards only	User to take care when opening noticeboards. Repair hinges/catches when needed.	1x1	Maintenance and monitoring.

Public	Noticeboard falling over	Monitored regularly. Repairs made as soon as possible.	1x1	Maintenance and monitoring.
Public/Council	Offensive Material posted to board	Noticeboards monitored frequently and any offensive posts removed asap. Noticeboards are lockable.	1x1	Maintenance and monitoring.
Staff/public	Trip when accessing	Keep areas in front of noticeboards free of weeds and obstacles.	1x1	Maintenance and monitoring.

Benches

People or Equipment at Risk	Risk identified	Management/Controls to Mitigate Risk	Risk Level	Review/Assess/Revise
Public	Damage to and safety of seats/benches	Regular maintenance by Direct Services Officer to be undertaken. Emergency phone number so faults can be reported and dealt with asap.	1x1	Ward Members requested to keep a check on seats in their Ward and to report any problems to Council offices. Reports from members of the public

Grit Bins

People or Equipment at Risk	Risk identified	Management/Controls to Mitigate Risk	Risk Level	Review/Assess/Revise
Public	Damage to and safety of grit bins	Owned by LSTC so annual check by LSTC. Grit bins on Asset Register and insured. Grit bins listed on NCC website. Emergency phone number so faults can be reported and dealt with asap.	1x1	Direct Services Officer to undertake annual inspection. Reports from members of the public

Risk Assessment - Play Area

People or Equipment at Risk	Risk Identified	Management/Controls to Mitigate Risk	Risk Level	Review/Assess/Revise
General Council	Fall	Parental supervision. Safety flooring underneath equipment. PL Insurance.	2x1	Project design and build. Maintenance and monitoring.
Public	Trip	Safety flooring between equipment. Level ground between safety flooring (grass). Trip hazards reduced as much as possible. PL Insurance.	2x1	Project design and build. Maintenance and monitoring.
Public	Trapped fingers/clothing	Roundabout and all new equipment to meet approved safety standards. Parental supervision. Swing chains to meet approved safety standards to reduce risk. PL insurance.	2x1	Project design and build. Maintenance and monitoring.
	Crushed- falling piece of equipment (aged/not properly secured)	Regular inspections of play equipment, regular maintenance. New equipment safety checked by independent company after installation. Any unsafe equipment cordoned off and removed asap. PL Insurance.	2x1	Project build. Maintenance and monitoring.
Public	Hit by swing or child at bottom of slide	Parental supervision Layout of play park designed to reduce these risks- new equipment to edge of area or positioned appropriately. PL insurance.	2x1	Playpark layout at design stage
	Tipping/tripping risks for Disabled or Wheelchair users	Even safety flooring between equipment allowing for safe passage even in wet conditions. Floor level roundabout with minimal lip. PL insurance.	2x1	Project design and build. Maintenance and monitoring. Insurance at all times

	Bullying	Two access gates allowing varied routes out of the park. PL insurance	2x1	Maintenance of gates.
Public	Emergency service unable to access	Easy access for emergency services from car park and in to playpark- gentle slope and easy to find and drive near to. Air ambulance able to land in playing field.	2x1	Ensure access is unhindered. Inadequately signposted at present.
Public	Older children clashing with younger children	Both skate park and play area easily supervised by parents/carers looking after varying age children.	2x1	Project design.
Public	Adults not able to supervise if outside playpark	Clear site lines to playing field. Low level fencing surrounds play area.	2x1	Project design.
Public	Trapped hands or feet in gates	Self closing gates necessary to prevent dogs entering. Parental supervision and personal responsibility. PL Insurance.	2x1	Maintenance of gates.
Public	Dogs entering the play area, injuring child or fouling	Signs 'Dog prohibited'	2x1	Self closing gates would prevent dogs entering.
Public	Faulty Equipment	Weekly inspections. When Inspector on leave arrangements for Clir to undertake weekly inspection. Annual RoSPA report and work carried out asap.	2x1	

Risk Assessment - Skate Park

Person or Equipment at Risk	Risk Identified	Management/Controls to Mitigate Risk	Risk Level	Review/Assess/Revise
General Council	Fall	Parental supervision of younger children. Rails to side and back of ramps. Signs saying use at own risk. PL Insurance	2x1	Signs saying use at own risk.
	Trip	Parental supervision of younger children. Rails to side and back of ramps. PL Insurance	2x1	Signs saying use at own risk.
	Ramps collapse	Regular checks and maintenance. PL Insurance.	2x1	Signs saying use at own risk.
	Railing falls	Regular checks and maintenance. PL Insurance.	2x1	Signs saying use at own risk.
	Emergency services unable to access	Easy access from car park via footpath. Air ambulance can land in playing field. Easy to find.	2x1	
	Bullying	Easy to see what is happening. No fencing allowing lots of escape routes.	2x1	
	Unable to supervise from outside Skate park	Clear site lines from footpath, Play Area and Playing Field.	2x1	

Risk Assessment - Playing Field

Person or Equipment at Risk	Risk Identified	Management/Controls to Mitigate Risk	Risk Level	Review/Assess/Revise
Public	Trip/Fall	Grass is level and has no obvious holes. Grass cut regularly. Monitoring of area. PL Insurance	2x1	Monitoring and maintenance
Public	Slip	Grass is level. Grass cut regularly. Monitoring of area. PL Insurance	2x1	Monitoring and maintenance
Public	Tree falling	Trees monitored regularly and maintained/removed as needed. PL Insurance	1x1	Monitoring and maintenance
Public	Unable to supervise from outside	Clear site lines from car park and footpath. CCTV covers the playing field	2x1	Monitoring and maintenance
Public	Emergency services unable to access	Level and easy access from car park via footpath. Air ambulance can land on site. Easy to find.	2x1	Monitoring and maintenance
Public	Bench collapse	Monitoring and maintenance regularly. Removal/replacement as needed. PL Insurance.	1x1	Monitoring and maintenance
Public	Bullying	Easy to be seen from a distance. Lots of escape routes. PL Insurance.	2x1	Monitoring and maintenance
Public	Damage to hands, body or clothes from hedgerow	Wide pathway allowing people to walk away from the hedgerow. Few reasons for them needing to touch hedgerow. Hedges trimmed regularly. PL Insurance.	2x1	Monitoring and maintenance

Public	Dog attack	Dog owner supervision. Plenty of escape routes. Clear visuals for helpers. PL Insurance.	2x1	Monitoring and maintenance. Challenge owners where the dogs are off the lead if safe to do so.
Public	Dog poo in eyes or mouth	Dog owner supervision. Dog poo bins emptied regularly by SNC. PL Insurance.	1x1	Monitoring and maintenance
Public	Dog poo bin falling and causing injury/contamination	Monitoring and maintenance regularly. Removal/replacement as needed. PL Insurance.	1x1	Monitoring and maintenance
Public	Flytipping of dangerous substances.	Monitoring and maintenance regularly. Removal as quickly as possible and cordoning off until that time. PL Insurance.	2x1	Monitoring and maintenance
Public	Use by motored vehicles	Both gates allowing vehicular access is locked. Footpath gate is not accessible by cars and difficult for motorbikes. Hedgerow between carpark and playing field. PL insurance.	2x1	Monitoring and maintenance

Risk Assessment - Finance

Person or Equipment at Risk	Identified Risk	Management/Controls to Mitigate Risk	Risk Level	Review/Assess/Revise
Council	Keeping proper financial records in accordance with statutory requirements	Regular scrutiny of financial records and approval of pending expenditure Records kept in accordance with Accounts and Audit Regulations Annual Internal and External Audit Officer training	1x1	Financial regulations reviewed annually
Council	Banking Arrangements	Regular bank reconciliations	1x1	Regular monitoring reports to Council.
Council	Loss of Income, or the need to provide essential services Ensuring all requirements are met under Customs and Excise Ensuring adequacy of annual precept and control	All payments in line with Financial Regulations Reserve in the budget. Regular budget monitoring. Annual budget agreed annually. Regular returns to HMRC. Training in matters of VAT and other taxation issues as available. Reading literature to keep up to date Approval of budget by full Council and regular budget monitoring statements	1x1 1x1 1x1	Annual Internal and External Audit
Council	Complying with restrictions on borrowing Ensuring proper use of funds granted to local community groups under specific powers or under 137	Borrowing approval authorised by Council in line with current restrictions. Reference to Local Council Administration Book (Charles Arnold Baker) and NALC and SNC. Identification of items paid under Section 137 and reported in the minutes and the Annual Accounts. Annual Internal Audit.	1x1 1x1	
	Keeping proper financial records in accordance with statutory powers	Self-Managed - Responsible Financial Officer appointed, overseen by councillors, internal controls and internal auditor/external auditor. Review of internal controls in place and their documentation. Reporting findings to Council. Internal Scrutineer appointed for minimum quarterly checks.	1x1	

Council	Ensuring all business activities are within legal powers applicable to local councils	Regular scrutiny of financial records and proper arrangements for the approval of expenditure, recording in the minutes the precise powers under which expenditure is being approved, unless the Council has General Power of Competence (GPoC), regular returns to the Inland Revenue; contracts of employment for all staff, annually reviewed by the council, systems of updating records for any changes in relevant legislation, regular returns of VAT; Training the Responsible Financial Officer in matters of VAT and other taxation issues as necessary, regular budget monitoring statements, internal scrutineer appointed, developing systems of performance measurement, procedures for dealing with and monitoring grants or loans made or received.	1x1	
	Complying with restrictions on borrowing	Financial Regulations. Policy.	1x1	
	Ensuring that all requirements are met under employment law and Inland Revenue regulations	Self-Manage - As before.	1x1	
	Ensuring all requirements are met under Customs and Excise regulations (especially VAT)	Self-Manage - As before.	1x1	
Council	Ensuring adequacy of the annual precept within sound budgeting arrangements	Self-Manage - As before. Ensure the Precept amount is recorded in the Minutes.	1x1	
	Monitoring or performance against agreed standards under partnership agreements	Self-Manage - As before.	1x1	
	Ensuring proper use of funds granted to local community bodies under specific powers or under section 137.	Self-Manage - As before.	1x1	
Council	Proper, timely and accurate reporting of council business in the minutes	Self-Manage - As before.	1x1	
Council	Ensuring Petty cash does not exceed the insurance value	Self Manage, As before, petty cash policy Adhered to.	2x1	

Risk Assessment - Data

Person or Equipment at Risk	Risk Identified	Management/Controls to Mitigate Risk	Risk Level	Review/Assess/Revise
Council	Data Protection	DPO appointed Clerk and Councillors trained Finance Committee has delegated power to manage the process Data Protection Policy adopted	2x1	Council to agree and review
Council	Breach of Confidentiality	Procedures for dealing with confidential data Passwords on computer systems Pc registered with ICO. Item on each agenda for considering items to be taken in private session	2x1	
Council	Documents kept for too long	Document control – correspondence, postage, storage and filing, etc. Correspondence date receipted	1x1	Minutes must be kept in perpetuity (Archives)
		Storage of old and/or important documents to be monitored.	1x1	Play Area Risk Assessments kept for 21 years
		Documents backed up on-line, and on an external hard drive. The production and storage of physical documents is restricted as far as possible.	1x1	Original deed documents stored by the Solicitor
			1x1	Accounts kept for 7 years.

Risk Assessment - Christmas Lights and Tree Installation/Removal

Christmas tree	Initial risk rate	Controls to manage the risk of incident/injury	Revised risk rate	Person responsible
Identified hazard Installation accident	2x2	Where possible, use contractors to install Christmas trees or ensure the installers have relative experience. Public liability in place.	2x1	<p>Person responsible</p> <ul style="list-style-type: none"> - Installers have many years' experience installing this Christmas tree - Installers not to use equipment higher than a stepladder - Always two contractors present with one holding the ladder - Installers have been provided with "Ladder rules" (See appendix) - Installers will install upper decorations and lights whilst the tree is lying on the ground to avoid overreaching
Electrocution	2x2	Contractors are used for light installation. All lights to be PAT tested before use. Where possible use battery operated lights.	2x1	<ul style="list-style-type: none"> - Lights are low power Christmas lights - Mains sockets are the outdoor weatherproof type and are either hidden below the tree, which is on private property, or hidden far into the hedge
Tree falling over	2x2	Infrastructure for specifically for Christmas trees in place. Christmas trees held in place by metal screws and additional pieces of wood to ensure it is unmovable.	2x1	<ul style="list-style-type: none"> - Tube for trunk base has been professional installed to a suitable depth - Additional ropes installed for extra stability - Tree installed on private property separated from the public by metal barrier - Clerk will check the weather forecast and arrange for the tree to be taken down or further secured with ropes if high winds are due (+31mph)
Car hitting tree	2x1	Trees separated from the road from a barrier at The Plain. Ice House precinct and toilets situated away from the road.	1x1	<ul style="list-style-type: none"> - Tree separated from road by solid metal barrier
Tree decorations falling off and causing injury	2x1	String lights used only, no individual decorations to be used.	1x1	<ul style="list-style-type: none"> - Decorations secured with metal wire - Decorations are not heavy enough, or of a material hard enough, to cause injury
Christmas Lights				
Identified hazard	Initial risk rate	Controls to manage the risk of incident/injury	Revised risk rate	Person responsible
Damage to Property	3x2	<p>Cable ties fixed only to existing parts of the property, no additional nails or clips will be used.</p> <p>Ladders will always be fitted with socks, where leaning against property.</p>	3x1	Contractor

Damage to volunteers, passers-by or vehicles	3x2	Each ladder will be attended by a team of 3 – one climbing, one holding and one supporting the operation.	3x1	Contractor
Adverse weather on planned 'put up' day, or as lights are removed	2x1	The planned day is November 23 2020, with a view to installation completed by early December. Removal will be asap after January 06 2021 as weather and diaries permit.	2x1	Contractor
	1x2	LSTC will check the lights weekly; plus, additional checks in adverse weather. Weekly check to be documented and retained by Long Stratton Town Council.	1x1	Long Stratton Town Council
Electrical damage to property	1x1	Only some properties (approx. 10 out of 90) will be asked to supply power. All units will be PAT tested.	1x1	Long Stratton Town Council
		Contractor is competent, has relevant insurance and has the appropriate safety equipment. All volunteers will be wearing appropriate footwear. Contractor advised to call emergency services if an accident occurs. Town Clerk is first aid qualified and is available at the Pavilion.		
Slips trips and falls	2x2		2x1	Contractors

Risk Assessment - Lone Working

Hazards	Controls and protection against hazards	Comments/ Action Required (including who and when):	Action Party:	By when:
<p>General Council</p>				
<p>Medical fitness: Is the Lone Worker subject to any medical condition that may place them at increased risk when working alone.</p>	<p>The Lone Worker must ensure that any medical conditions which might be relevant to their working alone are fully discussed with the Clerk. Individuals must not work alone if any such condition is assessed as placing them at increased risk. Any person who requires assistance to get out of the building in an emergency must not work alone.</p>	<p>Staff Members to be asked to highlight any medical issues with significant impact on lone working to the Clerk.</p>	<p>All Staff/Clerk</p>	
<p>Supervision: What arrangements are in place to maintain contact with the Lone Worker?</p>	<ul style="list-style-type: none"> - The Lone Worker must comply with any out of hour's arrangements in operation. - Set up contact arrangements with a family member. Must adhere to the policy. 	<p>Lone working is usually limited to office hours and Family members are made aware of expected return times. In the case of evening</p>		
<p>Training & Competency :</p> <p>Has necessary information instruction and training been given to the Lone Worker and is the Lone Worker competent to carry out the work alone?</p>	<p>Any person authorised to be in the building outside normal hours or alone in normal working hours must be fully competent to carry out the work safely and be fully conversant with emergency procedures.</p>	<p>This is the case.</p>		
<p>Location & Premises</p>				
<p>Building security: Is the building secure</p>	<p>Access to the building is restricted to authorised personnel outside normal hours. In the event that the Lone worker has concerns about security or suspects there is an intruder in the building they must contact the Police in the case of immediate threat or the Clerk in less immediate threat.</p>	<p>The office area has an entrance alarm and the entrance is covered by CCTV visible in the main office. The Pavilion door is kept locked at all times when the office is not open to the public. Panic alarm to be situated within reach of the lone worker.</p>		
<p>Access: Is there a safe means of access/egress for the lone worker (consider lighting and personal security issues and means of escape in emergency)</p>	<p>Entrance of the building and car park are lit. The Lone Worker should plan how to get to car/public transport after leaving, taking account of potential personal safety issues.</p> <p>There are large fire exit windows in the main office.</p>			
<p>Emergencies: Does the Lone Worker have access to emergency warning devices to raise the alarm in event of emergency e.g. fire alarm, motion sensors .</p>	<p>Lone Workers must know local arrangements on how respond in event of fire or other emergency</p>	<p>Staff are responsible for ensuring they know the location of fire alarms etc.</p>		

<p>First aid: Are there arrangements in place to deal with a situation where the Lone Worker becomes ill or has an accident? (Access to First aiders and facilities)</p> <p>Welfare facilities: Is there adequate heating, lighting, access to drinking water and toilets.</p>	<p>First aid boxes are available and contents checked regularly. In the event of a Lone Worker feeling unwell they should if possible, return home or contact their line manager for assistance.</p> <p>All in place.</p>	<p>All staff to undergo First Aid Training</p>		
<p>Process/Work Activity</p> <p>Use of computers and general office equipment</p> <p>Slip/trips/falls</p>	<p>Lone Worker should ensure their work station is set up correctly in line with Display Screen Equipment guidance.</p> <p>Lone Worker should take regular breaks from DSE work.</p> <p>Regular inspection of areas to ensure that any trip hazards [orn carpets, uneven flooring, trailing cables etc.] receive prompt attention. Individuals with temporarily impaired mobility must not work alone.</p>	<p>DSE assessments need to be made of office workstations as soon as is possible.</p> <p>All staff to be made aware of the need to monitor for and report / take action on any hazards.</p>	<p>Clerk</p> <p>All Staff/Clerk</p>	
<p>Electrical equipment</p>	<p>Ensure all office equipment is electrically tested. Electrical cables and plugs visually inspected for damage. Do not interfere with plugs or power supply.</p>	<p>Regular PAT testing. All staff to be made aware of the need to monitor for and report / take action on any hazards.</p>	<p>All Staff/Clerk</p>	
<p>Work with hazardous substances and or machinery</p>	<p>Ensure the correct PPE is worn and instructions to the use of equipment/ substances is read and understood. Risk assessments to be carried out.</p>	<p>Risk assessments to be completed and signed by member of staff prior to carrying out the work.</p>	<p>All Staff/Clerk</p>	
<p>Single handed lifting or handling of any load that is of such a weight as to cause injury.</p>	<p>It is not expected that office staff will be required handle heavy loads.</p>	<p>All Staff to consider risk when lifting and the use of aids or assistance</p>		
<p>Travel Between Sites</p> <p>Lone travel between work sites is sometimes necessary. Consideration should be given to personal safety and the choice of transportation method.</p>	<p>In many cases travel between sites occurs when other staff members are present in the main office and can monitor length of absence and be a point of contact.</p>	<p>Where possible off site meetings and travel on council business should be scheduled to coincide with other staff being in the office as a point of contact/ absence monitor.</p> <p>Where this is not possible a family member should be aware of finishing times / the details of Line Manager to raise an alarm and the staff member should confirm safety with that family contact.</p>		

Risk Assessment - Tennis Courts

Person or Equipment at Risk	Risk Identified	Management/Controls to Mitigate Risk	Risk Level	Review/Assess/Revise
General Council	Trip	Level safety surface. Few trip hazards. Personal responsibility. PL Insurance	2x1	Maintenance and monitoring.
	Fall over net	Net visible and taut. PL insurance	2x1	Maintenance and monitoring.
	Trap hand or foot in gate	Gates hinged correctly. Gates free moving. PL insurance	2x1	Maintenance and monitoring.
	Hit by ball or racket	Signs stating use at own risk.	2x1	
	Slip	Signs stating be careful in slippery conditions Level safety surface. Personal responsibility. PL Insurance	2x1	Maintenance and monitoring.
	Emergency services unable to access	Level access via footpath to carpark. Air ambulance can land on adjacent playing field. Easy to find	2x1	Maintenance and monitoring of access.
	Unable to see what is happening	Easy to see inside from path, children's play area and MUGA if someone is injured	2x1	Maintain clear lines of sight.
	Bullying	Two access gates to allow alternative escape route if needed. PL Insurance	2x1	Maintenance and monitoring of situation and access.

Risk Assessment - War Memorial

Equipment or Person at Risk	Risk Identified	Management/Controls to Mitigate Risk	Risk Level	Review/Assess/Revise
Public	Damage/ Vandalism	Regular checks to ensure asset is in good condition. Public liability in place and asset insurance in place.	1x1	Weekly asset checks.

Risk Assessment - Litter Picking Event

Site Risk Assessment

NOTE: TDC = The District Council.

Location (s)	Long Stratton			
Date				
Meeting place	Pavilion, Manor Road			
Event Organiser	Long Stratton Town Council			
Author of risk assessment	Clerk			
Potential /hazards (harm)	Recommended Control Measures	Action Required	Action by who	Risk Rating (Low/Medium/High)
Impact from vehicles (cuts / bruises / breaks / possible death)	<ul style="list-style-type: none"> Litter picking should not be undertaken on highways or within close, unguarded proximity to roads or areas where there are moving vehicles or where the speed limit exceeds 40mph. On roads with a speed limit of up to 40 mph, a sideways safety zone of 0.5 metres from the highway applies and this should not be entered into. Litter picking should only be undertaken where there are footpaths or verges more than 0.5 metres from the highway. All volunteers are to wear hi-viz jackets at all times. Care to be taken where there is a need to cross a road. 	<p>Choose route that does not involve roads or roads without suitable footpaths. Hi Vis to be worn at all times.</p> <p>Advise volunteers not to litterpick on roads at briefing. Hi Vis to be worn at all times</p>	Event organiser	High
Trips / Slips due to uneven ground / kerbs (cuts / bruises / breaks)	<ul style="list-style-type: none"> Recommend volunteers wear strong sensible footwear with ankle support for activity and not open-toed footwear or flip flops. Do not pick on or close to the edge of steep slopes, watercourses or ditches. 	Identify hazards in risk assessment and advise volunteers at briefing. Posters also recommend suitable footwear	Event organiser	Medium
Overgrown hedges or low hanging branches (cuts/bruises/injury to eyes and face)	<ul style="list-style-type: none"> Volunteers are to be aware of their surroundings on the route. Avoid reaching into hedges and undergrowth that may expose face, eyes and skin to scratches. Take care with equipment. 	Identify hazards in risk assessment and advise volunteers at briefing.	Event organiser	Medium
Injury from aggressive dogs (cuts/bites/bruises)	<ul style="list-style-type: none"> Avoid sites where there is known to be dangerous animals such as dogs. 	Identify hazards in risk assessment and advise volunteers at briefing.	Event organiser	Medium
Potential /hazards (harm)	Recommended Control Measures	Action Required	Action by who	Risk Rating (Low/Medium/High)
Injuries from Sharps/broken glass/hazardous substances/marine life/unidentified items washed up on shoreline	<ul style="list-style-type: none"> Volunteers are to be aware of possible hazards and told to avoid direct hand contact with litter. Broken glass should be placed in a solid container not a sack. 	Identify hazards in risk assessment and advise volunteers at briefing. Provide a solid container for broken glass i.e. a plastic bucket. Volunteers are given maps to indicate where hazards are located so that TDC operatives can remove	Event organiser	Medium
Injury from lifting heavy objects (strain/exhaustion)	<ul style="list-style-type: none"> Volunteers should be told not to lift or move heavy items. Volunteers should be advised not to overfill sacks. Items should only be picked using the litter picking stick. 	Identify hazards in risk assessment and advise volunteers at briefing. Advise how to use litter picking stick correctly	Event organiser	Medium

