

Financial Budget Comparison

Comparison between 01/04/14 and 24/03/15 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/14

		2014/2015	Rev 2014/2015	Actual Net	Balance
Policy & Resources					
INCOME					
10	Other	£475.00	£580.00	£1,290.35	£710.35
11	Grants	£0.00	£0.00	£0.00	£0.00
12	Chairman Chairty	£0.00	£400.00	£798.00	£398.00
13	Village Day	£3,500.00	£3,610.00	£4,136.00	£526.00
14	Sale of Parish Map	£50.00	£50.00	£2.00	£-48.00
15	Insurance Contribution	£2,550.00	£2,550.00	£1,481.64	£-1,068.36
16	Quiz Night	£0.00	£0.00	£9,258.40	£9,258.40
17	Caddy Sacks	£250.00	£250.00	£445.00	£195.00
18	Contribution from WMH for Computer	£1,300.00	£1,300.00	£1,200.00	£-100.00
19	Bank Interest	£10.00	£50.00	£94.23	£44.23
20	Community Plan	£0.00	£2,330.00	£3,401.00	£1,071.00
Total Income		£8,135.00	£11,120.00	£22,106.62	£10,986.62
EXPENDITURE					
100	Salaries	£75,000.00	£75,000.00	£76,564.78	£-1,564.78
101	Inc Tax & NI	£30,000.00	£30,000.00	£28,074.09	£1,925.91
102	Superannuation	£25,300.00	£28,000.00	£28,736.65	£-736.65
103	Travelling Expenses	£2,150.00	£2,150.00	£2,208.08	£-58.08
104	Rates	£4,400.00	£4,400.00	£4,261.03	£138.97
105	Services	£3,890.00	£3,890.00	£2,713.09	£1,176.91
106	Telephone	£1,800.00	£1,800.00	£2,206.09	£-406.09
107	Audit	£3,000.00	£3,000.00	£2,133.00	£867.00
108	Chairmans Allowance	£450.00	£450.00	£148.74	£301.26
109	Chorleywood Matters	£3,875.00	£3,875.00	£2,400.00	£1,475.00
110	Computer	£4,100.00	£4,100.00	£3,925.48	£174.52
111	Contribution to Funds	£0.00	£0.00	£0.00	£0.00
112	Grants	£500.00	£500.00	£250.00	£250.00
115	Insurance	£10,100.00	£10,100.00	£10,156.28	£-56.28
116	Legal Expenses & Professional Fees	£1,250.00	£1,500.00	£1,418.80	£81.20
118	Miscellaneous	£1,000.00	£1,000.00	£964.85	£35.15
119	Office Cleaning	£500.00	£500.00	£237.49	£262.51
120	Office Maintenance	£1,700.00	£1,700.00	£1,678.05	£21.95
121	PCSOs	£28,500.00	£28,500.00	£21,375.00	£7,125.00
122	Photocopying	£2,370.00	£2,370.00	£3,220.55	£-850.55
123	Postage	£1,300.00	£1,300.00	£1,313.84	£-13.84
125	Stationery & Off equip	£1,550.00	£1,550.00	£1,612.56	£-62.56
126	Subscriptions & Donations	£2,500.00	£2,500.00	£2,037.97	£462.03
127	Training & Conferences	£1,350.00	£1,350.00	£714.00	£636.00
128	Village Day	£2,100.00	£1,580.00	£1,578.35	£1.65
129	Website	£1,150.00	£1,150.00	£967.20	£182.80
130	War Memorial Hall Grant	£20,000.00	£20,000.00	£20,000.00	£0.00
131	HR Service Contract	£2,500.00	£2,500.00	£1,736.00	£764.00
132	Christmas Lights	£4,000.00	£4,000.00	£4,658.75	£-658.75
133	Health And Safety	£1,000.00	£1,000.00	£49.00	£951.00
134	Quiz Night	£0.00	£0.00	£9,091.68	£-9,091.68

135	Purchase of Caddy Sacks	£100.00	£100.00	£560.00	-£460.00
136	Hanging Baskets	£1,000.00	£1,000.00	£958.33	£41.67
137	Chairman Charity	£0.00	£400.00	£154.80	£245.20
138	Community Plan	£0.00	£0.00	£2,740.00	-£2,740.00
Total Expenditure		£238,435.00	£241,265.00	£240,844.53	£420.47

Parish Financial Summary - Cashbook

Summary between 01/01/15 and 24/03/15 inclusive.

Balances at the start of the year

Ordinary Accounts

Current Account - Parish	-£24,559.24
Instant Access - Parish	£222,748.67
Petty Cash Account	£200.00

Short Term Investment Accounts

Halifax Investment Bond	£0.00
Natwest fixed rate	£71,453.70
Scottish Widows 60 Day Inv Acc	£81,249.10
Total	£351,092.23

Balances at start of period

Ordinary Accounts

Current Account - Parish	£26,534.24
Instant Access - Parish	£281,760.29
Petty Cash Account	£200.00

Short Term Investment Accounts

Halifax Investment Bond	£0.00
Natwest fixed rate	£71,453.70
Scottish Widows 60 Day Inv Acc	£81,313.86
Total	£461,262.09

RECEIPTS	Net	Vat	Gross
Council	£3,911.41	£0.00	£3,911.41
Policy & Resources	£893.76	£30.00	£923.76
Open Spaces	£14,640.80	£780.50	£15,421.30
Total Receipts	£19,445.97	£810.50	£20,256.47
PAYMENTS	Net	Vat	Gross
Council	£40,243.11	£4,813.35	£45,056.46
Policy & Resources	£37,237.02	£1,450.88	£38,687.90
Open Spaces	£27,374.81	£1,408.47	£28,783.28
Total Payments	£104,854.94	£7,672.70	£112,527.64

Date: TUESDAY 31ST MARCH 2015

Subject: RISK MANAGEMENT AND EFFECTIVENESS OF INTERNAL AUDIT

Committee Member:

Officer Contributors: Clerk

Status (public or exempt): Public

Wards affected: All

Enclosures: Appendix 1 Financial Risk Assessment

Contact for further information: Clerk

1. RECOMMENDATIONS

1.1 Members are asked to review the effectiveness of the internal audit, and if appropriate instruct the Clerk to write to the auditors accordingly.

2. RELEVANT PREVIOUS DECISIONS

2.1 None Specific

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

3.1 None Specific

4. RISK MANAGEMENT ISSUES

4.1 This is a legal requirement from the External Auditors and is considered Best Practice.

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

5.1 Contained within the report

6. LEGAL ISSUES

6.1 The Decision of the Council forms part of the CiPFA Audit Regulations and is a legal requirement.

7. BACKGROUND INFORMATION

7.1 FINANCIAL RISK ASSESSMENT

Members will be aware that a financial risk assessment is required annually to ensure that the correct procedures are in place to cover every aspect of the business, its finances and continuation of service. Attached in appendix 1 of this report is the Financial Risk Assessment. This is not exhaustive and Members are asked to consider if there should be any additions.

7.2 EFFECTIVENESS OF INTERNAL AUDIT

The Account and Audit Regulations (SI 2006 no. 564) requires that all local councils review the effectiveness of the internal audit on an annual basis.

To ensure that the Parish Council can discharge this responsibility this committee needs to review

1. The Scope of the internal audit
2. Independence
3. Competence
4. Relationships
5. Audit planning and reporting.

Members should be aware of the reports that are received from the internal auditors. However the internal auditors should have clear guidelines as to who to contact should they discover incidents of fraud. Depending on the type of fraud discovered it is suggested that the auditors should write, on a confidential basis, to both the Chairman of the Council and the Clerk who is the Responsible Financial Officer, unless there are good reasons that either should be excluded from such communications.

**CHORLEYWOOD PARISH COUNCIL
Risk Assessment**

Activity: Business & Financial Assessment			Assessment Date: 9.2.15	Review Date: 30/03/16	
Hazard	Risk arising from hazard	Who is at risk	Existing Controls	Further action required to reduce risk to an acceptable level	Target date & by whom
Loss of physical assets owned by Parish Council.	Business continuity	Staff, customers and residents.	Asset registers, serial and identification number tracking of key assets. Insurance cover in place.	Full photographic asset register compiled.	30.8.15 Councillors and Staff
Damage to third party property, injury to individuals from council provided amenities or services.	Damage, loss, injury to staff or public.	Staff, customers and residents.	Risk assessment of service delivery and amenities. Regular inspection and maintenance of physical assets and amenities. Timely remedial action taken when problems discovered, or asset is taken out of use until actions can be taken. Insurance cover in place.	Ongoing Risk Assessment update and review. All Risk rolling programme to review and update during 2015/16. The New H&S Contract has started and therefore full risk assessments are being reviewed.	31.12.2015– Staff
Inadequate insurance cover.	Unrecoverable losses.	Parish Council	Insurance cover reviewed by P&R committee, on advice from officers. Update of insurance cover done annually	Review of cover to take place Summer 2015 Renewal on 1 st August 2015	30/06/2015 - Staff

**CHORLEYWOOD PARISH COUNCIL
Risk Assessment**

Hazard	Risk arising from hazard	Who is at risk	Existing Controls	Further action required to reduce risk to an acceptable level	Target date & by whom
Loss through theft or dishonesty.	Financial	Parish Council	Fidelity insurance in place. Regular reconciliations of cash and bank a/cs. Independent internal auditor, with access to all staff, systems and members.	Annual update of fidelity insurance to take into account increase in precept.	Internal Auditor to Discuss a Fraud and Corruption Policy Report to summer meeting
Robustness of audit processes	Financial	Parish Council	Independent qualified auditors appointed, with experience of LG sector.	Review "Effectiveness of Internal Audit" in line with the Accounts & Audit Regulations 2006.	March 2015 Annually Staff and P&R Committee
Professional services	Poorly informed decision making if incorrect or misleading advice is received.	Parish Council	Long term relationship with solicitors. Other professional services covered by TRDC for HR and H&S services engaged. Following advice from LG contacts, such as HAPTC & SLCC	Currently reviewing service contract.	April 2016 Full Council Decision
Procurement	Excess or inappropriate expenditure, waste council resources.	Parish Council	Standing orders and financial regulations deal with the award of contracts for services and the purchase of equipment.	New Council to re-assess standing orders to take into account new model from NALC	Being progressed Target Date May 2015
Financial record keeping.	Poorly informed decision making if incorrect, out of date or misleading financial information is used. Exposure to penalties from statutory bodies like HMR&C.	Parish Council	RFO with considerable commercial and business experience. Purchasing and payment procedures adhered to. Policy and Resources Committee providing oversight. Internal auditors		

**CHORLEYWOOD PARISH COUNCIL
Risk Assessment**

Hazard	Risk arising from hazard	Who is at risk	Existing Controls	Further action required to reduce risk to an acceptable level	Target date & by whom
Ensuring all requirements are met under HMR&C notices and regulations.	Penalties from HMR&C	Parish Council	Timely submission of all returns. Appropriate training for Finance Officer.	Update training as required.	
Ensuring all activities are within legal powers for the council.	Qualified audit return. Standards Board review.	Parish Council	Good knowledge of regulations and powers. Defined process for grant funds application, delegated to P&R committee, within budget but with additional funds from Full Council upon approval	Clerk/RFO attends SLCC & HAPTC training to ensure currency on legislative changes. Other external training as appropriate.	
Ensuring that all requirements are met under employment law and regulations.	Claims from staff, industrial tribunal action.	Parish Council and Staff	All staff issued with up to date contracts of employment, Updated Staff Handbook issued October 2010.	Council has engaged a HR consultant and has a contract with TRDC. All contracts of employment to be reviewed.	HR Committee referred to P&R Summer 2015

**CHORLEYWOOD PARISH COUNCIL
Risk Assessment**

Hazard	Risk arising from hazard	Who is at risk	Existing Controls	Further action required to reduce risk to an acceptable level	Target date & by whom
Communications	Business continuity	Parish Council staff, customers and residents.	BT Telephone system Answer machine. Mobile phone allowances provided to grounds staff when lone working.	New telephone system installed Four lines into Parish Office Some issues still outstanding	Officers Summer 2015
Pandemic	Business Continuity	Parish Council staff, customers and residents.	If operations were affected by a pandemic officers would have to decide priorities on a day to day basis, based on resources available. Liaison would take place with District and County services to ensure optimum use of available resources. Good advice and guidance available from organisations such as LGE already available. LGE: Swine Flu – HR implications document contains key HR advice, guidance & FAQs.		

Date: TUESDAY 31st MARCH 2015

Subject: LOCAL COUNCIL AWARD SCHEME

Committee Member:

Officer Contributors: Deputy Clerk

Status (public or exempt): Public

Wards affected: All

Enclosures:

Contact for further information: Deputy Clerk

1. RECOMMENDATIONS

- 1.1 That the Committee consider recommending that the Council works towards accreditation to the Local Council Foundation award initially and if successful then work towards either Quality or Quality Gold Award during the following 12 months.

2. RELEVANT PREVIOUS DECISIONS

P&R 1.4.14 13/58 CiLCA Update

The Committee

RESOLVED

To support the Learning Agreement between HAPTC, the Clerk and the Parish Council to enable the Clerk to attain her CiLCA qualification.

This was proposed by Cllr Mrs Sutherland, seconded by Cllr Mrs Jarrett and unanimously approved.

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

None

4. RISK MANAGEMENT ISSUES

None

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

5.1 The fees associated with the Award scheme are based on annual council income and the fees appropriate for Chorleywood Parish Council are as follows:

National Association of Local Councils registration fee	£50
Accreditation Panel Fee:	Foundation £50
	Quality £100
	Quality Gold £200

Fees are reduced by 20% (both fees) if Council sought accreditation at lower level within previous 12 months.

General/Reports/P&R Reports/2014-15/Local Council Award Scheme 31.3.15

5.2 Resource of the Officers will be required to establish or update some of the documentation, particularly for the Quality or Quality Gold Award accreditation.

6. LEGAL ISSUES

None

7. BACKGROUND INFORMATION

7.1 The previous Quality Council Award Scheme has been modernised and has been replaced by the Local Council Award Scheme.

7.2 " The Local Council Award scheme exists to celebrate the successes of the very best local councils and to provide a framework to support all local councils to meet their full potential.

All local Councils want to serve their local communities and make a real difference to the lives of the people that live there. The scheme offers Councils the opportunity to show that they meet the standards set by the sector, assessed by their peers, and to put in place the conditions for continued improvement. The award scheme has been designed to both provide the tools and encouragement to those councils at the beginning of their improvement journeys, as well as promoting and recognising councils that are at the cutting edge of the sector. It is only through the sector working together to share best practice, drive up standards and supporting those who are committed to improving their offer to their communities that individual Councils and the sector as a whole will reach its full potential".

7.3 The purpose of the scheme is to recognise achievement and set a framework for continuous improvement.

7.4 The benefits to the Council are:

- Improved performance and confidence with policies in place for continuous development
- Recognition and respect for commitment and hard work
- Know they are performing to a shared set of standards
- Assurance of being up-to-date and progressive
- Chance to review what the Council does which increases appreciation and commitment
- Chance to look at how the community is being served by the Council
- Helps to focus on planning for improvement over the short, medium and long term
- Link to training means higher performing councils with good risk management
- Adds to profiles and credibility of councils with others
- Might give the edge to grant applications and partnership/pilot bids

7.5 The accreditation process :

- Robust accreditation process against clear criteria
- Portfolio, evidenced submission
- Accreditation lasts 4 years
- Council expected to maintain its reputation by meeting criteria throughout the 4 years
- Only lose award where a significant event demonstrates the Councils poor performance
- Loss of qualified clerk unlikely to lead to loss of award
- If apply for higher award, fresh registration and application (if within 1 year of previous successful accreditation, Panel does not revisit evidence for lower award)
- Must use online registration
- In all cases, Council confirms that the required documents, information and conditions are in place (whether published or not) by resolution at a Full Council meeting.

7.6 There are three levels of awards:

General/Reports/P&R Reports/2014-15/Local Council Award Scheme 31.3.15

- **Foundation (minimum Standards);** Minimum documentation and information in place for operating lawfully and according to standard practice and policies for training Councillors and Officers and is building a foundation for improvement and development
- **Quality (good practice):** Good practice in governance, community engagement and council improvement
- **Quality Gold (best practice):** Forefront of best practice, achieves excellence in governance, community leadership and council development.

7.6 The Clerk has been working over the last year towards becoming a qualified Clerk (CiLCA), in part this being a requirement of the previous Quality Council Scheme. This is not required for accreditation for the Foundation Award but will still be required for the Quality or Quality Gold Award Accreditation.

7.7 The Chairman and the Deputy Clerk have assessed the criteria for the Foundation Award against the published documentation of the Council and believe that with an amount of work, application for the Foundation Award is achievable. The Council could then work towards accreditation for either the Quality or Quality Gold Award in the 12 months following Foundation Award Accreditation.

Date: TUESDAY 31ST March 2015

Subject: Building on Chorleywood in Bloom

Committee Member:

Officer Contributors: Claire James – Deputy Clerk

Status (public or exempt): Public

Wards affected: All

Enclosures: None

Contact for further information: Claire James – Deputy Clerk

1. RECOMMENDATIONS

1.1 The Council continue with arrangements to form a steering group for Chorleywood in Bloom. The steering group is to produce a forward plan to improve the environment by using planting arrangements in the village and other appropriate public areas in the parish. The group is also to look at ways to attract funding for Chorleywood in Bloom.

1.2 The Council consider purchasing, from a selected supplier, pre-planted hanging baskets for volunteer businesses and shops to maintain.

1.3 The Council consider purchasing a small number of tubs or planters for volunteers to plant up and businesses to maintain.

1.4 The Council consider taking funds from another budget head to get the scheme off to a good start.

2. RELEVANT PREVIOUS DECISIONS

2.1 P&R 23.09.14

The Committee

RESOLVED to Recommend

That a Steering Group be set up to look into building on the Chorleywood in Bloom which could be made up of Councillors and Parishioners.

This was proposed by Cllr Worrall, seconded by Cllr Edwards and unanimously approved.

2.2 Full Council 14.10.14

The Council

RESOLVED

To set up a steering group to look at building on the Chorleywood in Bloom which would be made up of Parish Councillors Clark, Khroya, Watkins and Wood, Lyn Sutherland, and any members of the Business Association.

It was also agreed that officers write to the Horticultural Society and Allotment holders to see if there was any interested parties who would like to be involved.

This was proposed by the Chairman and unanimously approved.

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

3.1 The Council has taken steps to improve communications with residents and promote the appropriate public image. Improving in the environment in the centre of the village, whilst including the parish logo, will show residents what can be achieved by the Parish Council.

3.2 An improved environment in the area of the shops will promote footfall and assist local businesses.

3.3 Advice has been sought from TRDC with respect to whether planning permission is required for Tubs or planters. Advice has been received that whilst Planning permission is not required from TRDC, permission needs to be sought from Herts Highways.

4. RISK MANAGEMENT ISSUES

4.1 There is a risk that baskets and/or tubs might not be maintained and watered. In order to ensure this does not happen there is a need to enhance civic pride, and perhaps competition between those that adopt a basket or tub. Alternatively there could be regular visits to give advice and support.

4.2 When placing any baskets or tubs there would need to be a risk review. Appropriate advice could be given to anyone adopting a basket or tub. Consultations have taken place with the Council's insurers to ensure that appropriate cover is in place, as long as participants are acting as volunteers.

4.3 The contractor quoting for the job of installing the hanging basket brackets has been asked to provide a risk assessment and method statement relating to the installation of the brackets.

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

5.1 Budget provision of £1,000 is already in place. However, in the first year of this scheme there will be one off costs of purchasing hanging basket brackets and tubs. The Council may wish to consider taking funds from other budget heads, in order to ensure the scheme is sufficiently in the first year and gets off to a good start. It is also possible that sponsors might be forthcoming for planters or tubs with the sponsoring company name displayed.

5.2 Research in to the cost of supply of pre-planted baskets has resulted in the following quotes:

Company A

14" self-watering baskets (with the reservoir) are £12.99 each. If 30 or more are purchased delivery will be free. (£1.00 discount in the following year, on return of an empty plastic self-watering basket complete with mat and disc.)

Company B

17" "once a week" baskets are £32.50 + VAT each to rent (based on supply of 30)
Large standard bracket (due to size and weight) are £24.95 each x 30 = £748.00 + delivery

Company C

450 mm (17.72 inches) baskets are £59.00+VAT to rent and inc. full maintenance (based on supply of 25)
Supply and install bracket £24.00 + VAT to rent and will be removed at end of contract.

Where brackets and fixing are not included in the quote

5.3 Planters are available at the following prices:

Company D

Long - £370 Black. Any other colour £395. Name plate £53 or Log £23.50. + VAT. Plus delivery

Metre Square - £274 Black. Any other colour £293. Name plate £32.50 or Logo £23.50. + VAT. Plus delivery.

These are "self watering".

Company E

Long - £425 each. Name laser cut on the front £POA and £70 carriage.

Square – From £515 Name laser cut on the front £POA and £41 carriage.

Prices above do not include VAT or offloading from vehicle.

In both the above cases there will be some additional costs for compost and plants. It is expected that this can be covered by sponsorship.

5.4 To supply and fit hanging basket brackets to a number of locations in and around Chorleywood using 12 – 15" wrought iron bracket - £17.49 per bracket. This would be a one-off cost as brackets would remain in place when the Hanging baskets are removed each year.

6. LEGAL ISSUES

6.1 Risk assessments would need to be carried out taking in to account any issues raised by the Councils insurers.

6.2 The insurance liability issues would also need to be considered.

7. BACKGROUND INFORMATION

7.1 Many local towns and villages put on a floral display to improve the local environment in the village centre. This does make a difference and the number of people gathered in the village is improved. This has an impact on local businesses and on the quality of life for residents. If an area looks nice there is less chance of litter, graffiti etc.

7.2 As a result of efforts by the Parish Council, householders and businesses in the centre of the village will add to displays by further hanging baskets and tubs outside their own properties. In effect the whole thing becomes infectious and spreads. Old Amersham and Little Chalfont are very good examples of this.

7.3 The major cost of floral displays is not the flowers themselves but the daily watering by contractors. If baskets and tubs were given to businesses and volunteer groups to water and maintain then these costs would be negated and any budget would go very much further.

7.4 Other local towns and villages have already trod this path and are able to advise on what works and what does not. Fortunately, it always is the case that other councils are always willing to help when asked for advice. We have had a number of suppliers recommended to us.

7.5 Planning and engaging with groups and residents is the key to this proposal working. The Residents Association as the Executive has formally give their support.

7.6 During March Cllr. Jenny Wood and Lyn Sutherland (Residents Assoc. representative) have surveyed local shop keepers to gauge their support for the scheme. They have almost all supported the idea. Some are extremely supportive and have offered to sponsor tubs and one has offered a percentage of his takings on

plant sales to the scheme. In fact the level of support was much higher than originally suspected. This therefore does leave a problem of expectations being raised on which the Council now needs to deliver.

7.7 Cllr. Watkins and Lyn Sutherland have met with three shops owners so far and they have indicated their willingness to allow brackets to be place on their shops. Further work needs to be done to secure written agreement from shop owners, where necessary. Shop keepers will also be required to complete a written request to join the scheme.

Date: TUESDAY 31ST MARCH 2015

Subject: NOTICEBOARDS

Committee Member:

Officer Contributors: Deputy Clerk

Status (public or exempt): Public

Wards affected: All

Enclosures: Appendix 1 Quotes

Contact for further information: Deputy Clerk

1. RECOMMENDATIONS

1.1 That the Committee consider the three quotes obtained for the purchase of a new noticeboard in conjunction with the Chorleywood Residents Association with a view to choosing one and moving to the next stage of seeking Planning permission for the Board.

2. RELEVANT PREVIOUS DECISIONS

2.1 Full Council 14/10/14

The Council

RESOLVED

To look at all the options in conjunction with Chorleywood Residents Association and report back to the P&R committee with the costs and implications.

This was proposed by the Chair and unanimously approved.

2.2 Policy & Resources 27/1/15

The Committee

RESOLVED

To agree in principle to the purchase of the three sided notice board outlined in the report subject to the further quotes being obtained. It was also agreed that a nominal charge be made for notices in the Community board of £1 per week

This was proposed from the Chair by Cllr Tony Edwards and carried unanimously.

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

3.1 The Parish Council has a legal obligation to publish its agenda in a conspicuous place within the parish. Due to its size three notices boards are used, one in Main Parade, one in the library and one outside the Parish Office.

3.2 The Board in Main Parade has been vandalised again, resulting in their being no doors on the Residents Association side and only one on the Parish side. Miscellaneous notices are regularly removed from the board.

General/Reports/P&R Reports/2014-15/P&R 31.3.15 Noticeboards.docx

3.3 Planning permission will be required for a new noticeboard to be installed.

4. RISK MANAGEMENT ISSUES

4.1 Whilst the CRA have offered to make a financial contribution and would have their own key for their side of the board, the whole board would remain in the ownership of the Parish Council.

4.2 Therefore any new noticeboard would be added to the Council's property portfolio.

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

5.1 The Chorleywood Residents Association committee has agreed in principal to pay £700 towards the cost of the Notice board on the understanding that their logo would be placed on the Residents Association side but are awaiting a formal proposal from the Parish Council to this effect so that it can be put to the Residents Association Committee.

5.2 Appendix 1 outlines the three quotes obtained. Please note that it has been difficult to find three suppliers of the three sided notice board agreed at the Policy and Resources meeting on the 27th January 2015 and therefore quotes for notice boards that have a similar area have been obtained for comparison.

6. LEGAL ISSUES

6.1 The Parish Council has a legal obligation to make sure that its insurance provision is fit for purpose. For this reason an annual meeting is held between the Parish Council and the insurance providers to ensure that our needs are met.

7. BACKGROUND INFORMATION

7.1 The noticeboard in the village has been the victim of vandalism for some time and a considerable amount of money has been spent on remedial repairs.

7.2 The Parish Council have been approached by both the Chorleywood Residents Association and a group representing voluntary organisations.

7.3 Parish Officers visit the noticeboard every week to update our information and therefore could put in new information and take out old information from the Community Notice board side without financial cost to the Council. In this way the Council could ensure that information is current and up to date.

BREAKDOWN OF COSTS:**Company A:****Description of Board:**

Triple Sided Notice Board with 3 no. side opening doors mounted on a bollard with 3 no. cast aluminium Chatsworth headboards. Doors are fitted with 2 CAM locks for security as standard and glazed with 6mm clear impact resistant polycarbonate, inside panel will have a magnetic sheet.



Number of A4 pages each board can contain: Each board can contain 12 sheets of A4 Paper

Size of Board: Each panel is 1000mm wide.

Additional of Logo(s) possible? Y

Costs:

Cost of the Boards & logos	£ 3303.00
Delivery and installation	£ 550.00
Total Cost	£ 3853.00

The cost to the Parish for company A would therefore be £3153.00 plus VAT

Company B:**Description of Board:**

Triple sided notice Board, single door each side. Back Board Magnetic, material stainless steel. Finish: Powder coat to a standard RAL.

Header Board for locking notice board, material Cast Aluminium. Finish Powder coat to a standard RAL with single Colour highlight

Number of A4 pages each board can contain: Each Board can contain 9 sheets of A4 Paper

Size of Board: Window Size A1 – 594mm x 841mm
Header 728mm

Additional of Logo(s) possible? Y

Costs:

Cost of the Boards	£ 5542.00
Delivery and installation	£ 145 Delivery (Installation costs not available)
Total Cost	£ 5687.00 plus installation

The cost to the Parish for company B would therefore be **£4987** plus VAT

Company C:

Description of Board:

Three x A1 single sided Aluminium powder coated notice boards **placed side by side** (ie not in a triangle) with 3 single colour logos. 24 Vinyl letters for Headers. Display panel Steel/magnetic. Key operated safety locks.

Number of A4 pages each board can contain: Each board can contain 9 sheets of A4 Paper

Size of Board: Each panel is A1 size.

Additional of Logo(s) possible? Y

Costs:

Cost of the Boards	£ 3,517.28
Delivery & installation	Not quoted
Total Cost	£ 3,517.28

The cost to the Parish for Company C would therefore be **£2817.28** plus VAT for the boards only.

Note: Given that this is not in a triangular formation, the space taken up by this option would be greater than a triangular formation and would be less visually appealing.

Date: TUESDAY 31ST MARCH 2015

Subject: Purchase of a Defibrillator (cPad) Box

Committee Member:

Officer Contributors: Deputy Clerk

Status (public or exempt): Public

Wards affected: All

Enclosures:

Contact for further information: Deputy Clerk

1. RECOMMENDATIONS

1.1 The Committee consider whether or not to purchase a Defibrillator box for housing a defibrillator in a suitable location.

2. RELEVANT PREVIOUS DECISIONS

2.1 P&R 2.12.14

The Committee

RESOLVED

That in principle all were in agreement to pursue the provision of two cPads initially and that funding and sponsorship options be explored.

This was proposed from the Chair by Cllr Tony Edwards and carried unanimously.

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

3.1 None specific

4. RISK MANAGEMENT ISSUES

3.1 The Community Heartbeat Trust states that the cPad will not function unless it determines there is a need, therefore there should be no worry about using one. The Parish Council will have no liability for facilitating this piece of equipment

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

5.1 Currently there is no specific budget for this. Elsewhere where the cPad is in use sponsorship has been raised to contribute toward the capital costs of purchase.

5.2 A number of machines have now been provided by the Ambulance service leaving only the costs of the boxes in which they are installed to be found. The newly formed group "Chorleywood Public Access Defibrillator Scheme" (info@cpads.org) (website www.cpads.org) is currently seeking sponsorship and funding for the installation.

5.3 The cost of installing a machine in the secure box can be in the region of £900 and there are modest ongoing costs to maintain the defibrillator.

6. LEGAL ISSUES

6.1 None Specific

7. BACKGROUND INFORMATION

7.1 Survival rates for cardiac arrests improve significantly when defibrillation can be administered to a patient inside five minutes of the onset of a cardiac event.

7.2 There is a lot of media coverage with compelling information as to why there is a case for cPads . More information can be found on the Community HeartBeat Trust website <http://www.communityheartbeat.org.uk>

7.3 cPads are installed in locked security cabinets. The code to access the unit is released by the ambulance service when they receive a 999 call and the control room operator identifies a patient is having a cardiac arrest.

7.4 The cPads need no prior training. Most have a graphic display which shows the users where to locate the pads on a patient; it also delivers very clear spoken voice prompts. It will only administer a shock to a patient if it detects the heart is in a condition where a shock is required.

7.5 The cabinet needs a power supply. This is very low drain and inexpensive to run. It powers an LED that illuminates the keypad and also a heater which cuts in when the temperature drops to around 5c. The heater stops the conductive gel in the pads from freezing. An alarm also goes off when the door is opened.

7.6 There are ongoing maintenance costs.

- The pads need replacing after three years at a cost of £50 – shown by a visual indicator
- The battery needs replacing after five years £125
- The unit needs refurbishing after it has been used at £250.

7.7 The unit regularly self-tests and indicates if there is a fault, but units will have to be checked at least on a weekly basis. It has previously been suggested that, depending on location, consideration could be given to the Hall caretakers and the Rangers undertaking the required weekly checks assuming these to be just a visual check of any fault alert.

7.8 An article has been put in the Spring 2015 edition of Chorleywood Matters which will be distributed at the end of March stating that the Parish Council have agreed to support a scheme to install defibrillators around the village and to pursue and explore funding and sponsorship options.

7.9 The aim is to install a minimum of 5 machines around the village and if they are to be effective they need to be installed in locked security boxes housed on the outside of buildings. The location and code to access these boxes is released by the ambulance service when they receive a 999 call.

Date: TUESDAY 31st MARCH 2015

Subject: HEALTH AND SAFETY

Committee Member:

Officer Contributors: Deputy Clerk

Status (public or exempt): Public

Wards affected: All

Enclosures:

Contact for further information: Deputy Clerk

1. RECOMMENDATIONS

- 1.1 To note the areas of focus for Health and Safety work identified following a meeting with H&S Officers from Herts County Council (HCC)

2. RELEVANT PREVIOUS DECISIONS

None

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

None

4. RISK MANAGEMENT ISSUES

None

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

None

6. LEGAL ISSUES

None

7. BACKGROUND INFORMATION

7.1 As part of the new HR contract with Watford Borough Council, Chorleywood Parish Council, the Deputy Clerk met with two Health and Safety Officers from Herts CC earlier this month to review the requirements of the Parish Council with respect to Health and Safety and the documentation that is in place in the Office.

7.2 Risk assessment documentation was felt to be fit for purpose with a few points noted to improve both the Risk assessment process and the documentation.

General/Reports/P&R Reports/2014-15/Health and Safety 31.3.15

7.3 Discussion identified a number of areas that would be worth concentrating on, not reflecting insufficient documentation or practices but where attention would be best served:

- H&S audit of parish rangers activities looking at ground maintenance tasks, use of vibrating equipment, chemicals, risk assessments etc.
- Review of property management arrangements for Village halls e.g. fire, asbestos, legionella.
- H&S training for management including relevant councillors.

7.3 The current annual inspection regime on fixed wiring inspections seemed excessive to the Officers and this will be followed up with the Contractor and clarification sought with regard to the work undertaken.

7.4 H&S training has been given previously to both Officers and a number of Councillors on the Council at the time. This was last undertaken 2 – 3 years ago.