

## CAXTON PARISH COUNCIL

I hereby give notice that, as previously arranged, the Meeting of the Parish Council will be held on Thursday 12 September 2019 at 7.45 pm in the Village Hall

*The Public and Press are cordially invited to be present.*

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder



Mrs Gail Stoehr, Clerk, 04/09/19

### AGENDA

**1. Apologies for absence and declarations of interest**

- 1.1 To receive written apologies for absence and reasons
- 1.2 To receive declarations of interests from councillors on items on the agenda
- 1.3 To receive written requests for dispensations including requests and to grant any requests for dispensation as appropriate

**Comments & observations from members of the public and reports from District & County Cllrs**

**2. To approve the minutes of the previous meeting and the extra-ordinary meeting**

**3. To consider matters arising from the minutes**

- 3.1 (3.0.1) Defibrillator grant outcome and to consider the next steps with regards to community involvement
- 3.2 (3.0.4) Highways England A428 Black Cat to Caxton Gibbet consultation – to consider responses from SCDC regarding the Gibbet and mound and whether to pursue a listing with Historic England
- 3.3 (4.1) Village Hall roof - update
- 3.4 (6.3 and 14.3 of May meeting) RoSPA report – to consider itemised quotation for highlighted works and manufacturer's response on basket swing
- 3.5 (6.4) Street lighting electricity – update
- 3.6 (6.5) Pond maintenance – to consider any responses from residents and whether to limit the contract

**4. Local matters and members items for info only unless stated**

- 4.1 Reports on local matters for information only <sup>(KH)</sup>

**5. Planning and tree works**

- 5.1 Applications received since the last meeting\*
  - 5.1.1 S/2836/19/DC – Land west of Cambourne – Discharge of condition 7 (S106 trigger) pursuant to planning permission S/2903/14/OL
  - 5.1.2 S/2894/19/DC – Land west of Cambourne – Discharge of condition 35 (Air quality mitigation strategy) of planning application S/2903/14/OL - Development of up to 2,350 residential units including affordable housing; retail, use classes A1-A5 (up to 1.04 ha); offices/light industry, use class B1 (up to 6.25ha); community and leisure facilities, use class D1 and D2 (up to 0.92 ha); Two primary schools and one secondary school (up to 11 ha), use class D1; three vehicular access points including the extension and modification of Sheepfold Lane, a four arm roundabout provided on A1198/Caxton Bypass and an access point off the A1198, south of the Caxton Gibbet to serve the proposed employment uses; a network of segregated pedestrian and cycle routes; sustainable drainage system and other infrastructure; together with associated earth works, parking, open space, including equipped play, playing fields and landscaping.
- 5.2 SCDC notifications - to note any received
- 5.3 Tree works applications – to consider any received
  - 5.3.1 S/2854/19/TC – 53 Ermine Street

**6. Finance, procedure & risk assessment**

- 6.1 To receive the financial report and approve the payment of bills
- 6.2 To consider any quotes for urgent works required because of risk and Clerk's use of delegated powers
- 6.3 To consider play equipment checks reports
- 6.4 To consider insurance quotations

**7. To consider any correspondence received**

- 7.1 SCDC – LED upgrade to South Cambridgeshire footway lights
- 7.2 Pegasus group – Cambourne High Street consultation
- 7.3 CCC Winter Gritting volunteer scheme
- 7.4 CCC Draft Greater Cambridge Sustainable Design and Construction Supplementary Planning Document – consultation
- 7.4 NALC – New Model Financial Regulations 2019 update

**8. Closure of meeting**

## Clerk report to Caxton Parish Council 12 September 2019

Where I have background information to support an agenda item this is below.

1. Apologies for absence – will be reported to the meeting.
2. To approve the minutes of the previous meeting on 11 July 2019 and the extra-ordinary meeting on 1 August 2019 – attached

3. Matters Arising

- 3.1 (3.0.1) Defibrillator grant outcome and to consider the next steps  
Attached.

- 3.2 (3.0.4) Highways England A428 Black Cat to Caxton Gibbet consultation – to consider responses from SCDC regarding the Gibbet and mound

The following responses have been received from SCDC:

“The below is a follow-up to the extraordinary planning committee meeting on 28 June 2019 and a question raised regarding the status of the Gibbet Mound. As it was outside the application site and unrelated to the consideration of the Design Code for the development, officers agreed to investigate further and report back to members on the matter. Following some research into the matter and review of the planning permissions on Caxton Gibbet and archaeological records it is possible to update members as follows:

As part of the application for Costa and McDonalds (references S/1723/12/OL and S/2284/12/RM) which replaced the former Inn building (which had been fire damaged as a Chinese takeaway) the Gibbet was surveyed for archaeological interest, this included an assessment of the Gibbet Mound. A condition safeguarded archaeological surveying of the site which was carried out and included a summary of the historic record which is set out below:

*“The Cambridgeshire Historic Environment Record (HER) contains records of a range of archaeological sites in the vicinity of Caxton Gibbet, dating from the Bronze Age to modern periods. There are no records for any archaeological remains within the site of the Costa/McDonalds complex, although the site of Caxton Gibbet lies immediately adjacent to the site’s western boundary, on the grass verge of the A1198 Ermine Street. Historic maps show an inn, ‘The Gibbet Inn’, renamed ‘The Caxton Gibbet Inn’ in the 1930s, on the site of the current derelict restaurant from at least c. 1850; the current gibbet may have been erected at around this time to attract passing trade. The surrounding land forming the current site is shown as part of a large rectangular field. Approximately 500m to the south of the site a milestone, bearing the distances to London and Royston, can be seen in a ditch by the side of the A1198 Ermine Street.*

*There are records of a gibbet on Caxton Common dating back to the medieval period and it remained in use until the 18th century; it was last used in c. 1753. The gibbet currently to be seen by the side of the road is probably a 19th-century replica made from the salvaged timbers from a nearby cottage or other building, although the small mound in which it is set may be original. Apparently this mound was buried under a large tip of soil dumped by a lorry in the 1980s; the soil was removed, but how closely the current mound resembles the original is debateable.*

*A Bronze Age pit was revealed during archaeological investigations on the north side of the A428/A1198 junction and worked flints of a similar date have been found during fieldwalking surveys in the field immediately to the west of the site and c. 1km to the south-east on Caxton Common.*

*Evidence for late Iron Age and Roman activity has been identified in the field immediately to the north of the site and although undated, a ditch system of probable Roman date has been identified by geophysical survey and evaluation c. 700m to the east, near Brockley Road. The A1198 follows the course of Ermine Street, also known as the Old North Road, the major Roman road from Londinium (London) to Eburacum (York) via Lindum (Lincoln).*

*In the medieval period the surrounding land was divided into open fields; evidence for ridge and furrow ploughing has been identified from aerial photographs, historic maps and from trial excavation. At Pastures Farm, approximately 800m to the south-west of the site, are the remains of a medieval moated manor, believed to be that of 'Brockholt', which was separated from the manor of Caxton between 1154 and 1400.*

*In the 1930s part of Caxton Common immediately to the south of the site was used by the Cambridge University Gliding Club as an airfield. During World War II this was taken over by the RAF and used as a training airfield. It was attacked by the Luftwaffe on several occasions and a number of Tiger Moth trainers were shot down or destroyed on the ground."*

As such the mound is not a listed structure and is not safeguarded in this respect. It could be considered of local interest as a non-designated heritage asset but given the debate on the legitimacy of the current mound this would also be subject to challenge. There are two listed structures on the A1198 (Ermine Street) which are mile markers and these will be safeguarded. At present there are no plans to alter or remove the mound but it is noted that the Highways England plans for the route from Caxton Gibbet roundabout to the Black Cat roundabout are under consultation. The precise route and impact on the Gibbet Mound is not yet confirmed.

I trust the below answers the question and confirms the status of the mound."  
Andrew Thompson - New Communities Team

And

"Further to your letter dated 24<sup>th</sup> June, I have reviewed the site in question and confirm that there are currently no designations relating to the Caxton Gibbet and mound which includes statutory listing, Scheduled Monument status, Conservation Area designation or formal identification as a non-designated heritage asset.

Should you wish for the structure and mound to be considered for national designation (listing), an application should be made to Historic England via their website <https://historicengland.org.uk/listing/apply-for-listing/>. The local office of Historic England is Brooklands, in Cambridge, who may be able to offer you further advice: <https://historicengland.org.uk/about/contact-us/local-offices/east-of-england/>.

I'm afraid that due to a lack of resources this is not something the Local Authority would be able to take the lead on; however, we would be happy to offer advice and support in preparing such an application should the Parish Council require it.

The local authority is able to consider such structures for local designation, but we do not currently have an established Local Heritage List process which formally assesses and identifies local non-designated heritage assets. We are in the process of discussing the delivery of such a project, at which time we would be happy to assess the structure for inclusion, but this is unlikely to happen in the timescales you are looking for. In the meantime, should an application for planning permission be submitted for the area, we would be able to consider the gibbet as a non-designated asset identified through the planning process.”

Celia Wignall | Historic Buildings Officer

3.3 (4.1) Village Hall roof – update

Coulsons have written:

“I was in the area of Caxton today with our roofer so took the liberty of calling in and assessing the problem with the roof.

We discovered that the leak was coming from a fixing bolt on the Perspex dome and we have rectified the problem so no further action is required.

please monitor the area but we are sure that this loose fixing was the cause.

The roof covering is all sound and clear of debris but some moss has built up in the lead valley between the two tiled roofs but not to an extent to cause a problem.”

3.4 (6.3 and 14.3 of May meeting) RoSPA report – to consider itemised quotation for highlighted works and manufacturer’s response on basket swing

An itemised quotation will be brought to the meeting for works highlighted in the RoSPA report.

The manufacturer of the basket swing, Fenland Leisure Products, has replied:

“As per below our RPII Inspection Martyn Lilley visited site this week (see attached images) and is happy with the safety of the item. The splits are not over 8 mm:

*Splits/cracks – timber is a natural component and will breathe. It will stretch and withdraw with changes in temperature as our seasons change and there is nothing we can do about this. However, if a crack increases to 8 mm or more please contact us as this could be a fault in the timber.*

I have attached some maintenance information that would have received on completion which show the explanation of timber ‘splits’ and requirement for fixings to be regularly maintained – Martyn had noticed that these fixings were loose and recommend these are tightened very soon.”

Equipment/Area Maintenance schedule

Daily/weekly maintenance

- Check all structures for loose, missing or broken components. Extra attention should always be paid to moving parts.
- Remove all items which might have been added to the structure, eg ropes, clothing and branches.
- Check for any loose or missing guard rails, hand rails, protection caps, net connectors, steps etc.
- Check all foundations are covered by respective surfacing.

- Inspect the condition of safety surfacing material to ensure loose fill material has not become compacted. Check all surfacing to ensure it still carries its shock absorbing properties whilst paying particular attention to high traffic areas such as under swings and at slide exit points. Where loose material has been used this may need raking to ensure correct depth is maintained.
- Check the depth of loose fill against the level recommended in En1176 and rake thoroughly to level and uncover any sharp objects or any other litter which might have become hidden within the surfacing.
- Check surrounding areas for damage including fences, benches and welcome signs.

Attached is an extract from the BS Safety Standard below also will help – by all means please forward this to your inspector and they may decide to remove this from the inspection report.”

### **BS EN1176-1:2017**

#### **4.2.7.6 Entrapment of fingers:**

Equipment should be constructed so that the following hazardous situations, which might cause entrapment, are not created:

- a) gaps in which fingers can be trapped whilst the remainder of the body is moving or continues in forced movement, for example sliding, swinging; and
- b) variable gaps (excluding chains).

Openings within the free space, where the user is subjected to forced movement, and/or holes which have a lower edge more than 1 000 mm above the potential impact area, when tested in accordance with D.4, shall conform to one of the following requirements:

- c) 8 mm finger rod (see Figure D.10 a)) shall not pass through the minimum cross-section of the opening and the profile of the opening shall be such that the rod cannot be locked in any position when set in motion as given in D.4.2; or
- d) if the 8 mm finger rod passes through the opening, the 25 mm finger rod (see Figure D.10 b)) shall also pass through the opening, provided that the opening does not permit access to another finger entrapment site.

Gaps whose dimensions change during use of the equipment shall have a minimum dimension in any position of 12 mm.

Splits in single pieces of wood shall not be considered as finger entrapment where the gap diminishes towards the centre of the wooden part.

With regard to the query raised at the last meeting about the need and procedure for reporting playground checks, the Parish Council’s May minutes record:

“14.3 To consider the RoSPA play inspection report

RESOLVED that records of the Council’s play inspections should be maintained and held by the Clerk. Cllr Barbour will pass the record sheet to Cllr Jack for the Brockholt Road play area.”

Record keeping and risk assessment were raised in the internal audit report.

3.5 (6.4) Street lighting electricity – update

A minimum of two quotes were obtained each for one, two and continuous supply. The Clerk and Chairman using delegated powers chose the cheapest on a one year tariff taking into account the District Council upgrading its LEDs.

3.6 (6.5) Pond maintenance – to consider response from resident and whether to limit the contract

“Regarding the pond on Gransden Rd I have no objections to the contractors maintaining that area. providing that precautions are taken to protect wildlife. .Feb-Aug is the wildbird nesting season and I am unhappy with contractors machinery chopping and cutting trees, hedges /bushes during this period.

Thank you for restricting the amount of mowing on the verges. Wild flowers are proliferating and attracting the pollinators, bees, butterflies, etc and all kinds of wildlife. The pond is very overgrown so possibly the contractor could be employed to clear it at the correct time of year.

I am sure we all have the same aim to protect the environment.”

4. Local Matters and Members’ items

4.1 Reports on local matters for information only – The Chairman to report.

5. Planning and Tree works

5.1 Planning applications\*

NB Some planning applications may not be specifically listed on this agenda but may still be considered by the Parish Council due to the time constraints of making a recommendation to the District Council. For more information see the current planning application consultations on

<http://plan.scambs.gov.uk/swiftlg/apas/run/wphappcriteria.display>

5.1 Applications received since the last meeting\*

5.1.1 S/2836/19/DC – Land west of Cambourne – Discharge of condition 7 (S106 trigger) pursuant to planning permission S/2903/14/OL

5.1.2 S/2894/19/DC – Land west of Cambourne – Discharge of condition 35 (Air quality mitigation strategy) of planning application S/2903/14/OL - Development of up to 2,350 residential units including affordable housing; retail, use classes A1-A5 (up to 1.04 ha); offices/light industry, use class B1 (up to 6.25ha); community and leisure facilities, use class D1 and D2 (up to 0.92 ha); Two primary schools and one secondary school (up to 11 ha), use class D1; three vehicular access points including the extension and modification of Sheepfold Lane, a four arm roundabout provided on A1198/Caxton Bypass and an access point off the A1198, south of the Caxton Gibbet to serve the proposed employment uses; a network of segregated pedestrian and cycle routes; sustainable drainage system and other infrastructure; together with associated earth works, parking, open space, including equipped play, playing fields and landscaping.

5.2 SCDC Decision notices

*Information on any conditions or reasons for refusal can be viewed on the SCDC Planning Portal.*

- 5.2.1 S/2418/19/PN – Firs Farm, St Peter’s Street – Prior notification (Demolition) – Permission granted.
- 5.2.2 S/2319/19/DC – South of A45 Caxton, Bourn – Discharge of conditions pursuant to planning permission S/1371/92/O – Approved
- 5.2.3 S/1423/19/FL – Land on the NE side of 21 Brockholt Road – Erection of a 1.5 storey dwelling following outline planning permission S/3012/17/OL – Permission granted.
- 5.2.4 S/2526/19/PA – Barn SE of Firs Farm, St Peter’s Street – Prior approval of change of use from agricultural to a dwelling house – Permission refused.
- 5.2.5 S/1777/19/FL – Brook Cottage, 11 Ermine Street – Two storey side and rear extension – Permission granted.
- 5.2.6 S/1816/19/PA – Firs Farm, St Peter’s Street – Prior approval for a proposed change of use of an agricultural building to a dwellinghouse (Class C3) and for associated operational development – Permission refused.

5.3 Tree works applications

- 5.3.1 S/2854/19/TC – 53 Ermine Street

6. Finance, procedure and risk assessment

- 6.1 To receive the financial report and approve the payment of bills – attached
- 6.2 To consider any quotes for urgent works required because of risk and Clerk’s use of delegated powers  
None at the time of writing.
- 6.3 To consider play equipment check reports
- 6.4 To consider insurance quotations

7. Correspondence

- 7.1 SCDC – LED upgrade to South Cambridgeshire Footway lights

“I am writing to all Parish Clerks regarding our wider LED upgrade which we aim to complete by March 2021. This follows on from the demonstration projects in Hardwick and Ickleton. I see that you are also Parish Clerk for Caxton so wanted to send you information on these lights from our new inventory for your review as part of initial steps for the upgrade. This information has come out of recent works to review our inventory and undertake a structural conditions survey.

Please note that the inventory review has identified an additional SC light in Caxton opposite Rosemary Greene Close (highlighted in yellow). This was not on the original inventory. Looking at it via Google maps it looks like it could be an SC footway light as it follows two SC lights, but I wanted to check with the Parish Council on this before assuming.

I know that you have recently received information on SC lights for the purposes of arranging for energy payments. I would advise that you continue to use this information and when we have concluded the LED upgrade we will send you the required information so that you can reduce your costs. This will include all SC lights listed on the inventory for Caxton.

I will keep you updated on our progress.

Helen Taylor | Development Officer, Environment Commissioning

Schedule attached.

- 7.2 Pegasus group – Cambourne High Street consultation

“I am writing to let you know that Newcrest are carrying out public consultation on the proposals for Cambourne High Street.

The consultation period runs until 16th September and we would very much welcome any comments that the Parish Council has.

If you have any questions or require anything further please let me know.”

Ed Durrant, Principal Planner

Pegasus Group”

Consultation proposals attached.

### 7.3 CCC Winter gritting volunteer scheme

**“This is a request for winter volunteers for this winter season 2019-2020.**

“I would like to take this opportunity to thank the volunteers that took part in our Community Gritting Scheme last winter.

For those hearing about the Community Gritting Scheme for the first time it is a scheme where Local volunteers can help to keep their community moving in freezing weather. Under this scheme, the parish or town council agrees specific routes in their area which are important to the local community and agrees them with the county council.

If you are a parish or town council looking to join the scheme, please send your completed form by the end of October by reply to this email or speak to your local highway officer. I will need a form for all of your volunteers, this includes those who have volunteered before. The form is required annually ensure our health and safety standards are being met.

For further information please see our web page:

<https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/gritting-roads-cycleways-and-paths/help-with-gritting-and-clearing-snow/>

I look forward to hearing from you.”

Volunteer form and community gritting training pack attached.

### 7.4 CCC Draft Greater Cambridge Sustainable Design and Construction Supplementary Planning Document - consultation

“The Greater Cambridge Shared Planning Service is seeking views on the draft Greater Cambridge Sustainable Design and Construction Supplementary Planning Document (SPD) during a ten-week period of consultation starting at 9am on 15 July 2019. The purpose of the SPD is to assist with the implementation of policies related to climate change, sustainable design and construction and wider environmental policies contained within the adopted 2018 Cambridge and South Cambridgeshire Local Plans. The Draft Greater Cambridge Sustainable Design and Construction SPD sets out the information that should be submitted with planning applications to demonstrate how schemes meet the Councils requirements. In providing such guidance, the SPD will ensure that new development contributes to meeting the challenges posed by our changing climate including:

- Contributing to carbon reduction targets and reducing fuel poverty;
- Ensuring that new development is adaptable to our changing climate;
- Ensuring that new development makes efficient use of resources;
- Ensuring that new development contributes to the health and wellbeing of new and existing residents.

The focus of the SPD is on providing guidance on existing adopted policies. The SPD cannot set new policy requirements, and as such, the Councils aspirations for net zero carbon will be developed as part of work on the [Emerging Greater Cambridge Local Plan](https://www.scams.gov.uk/planning/local-plan-and-neighbourhood-planning/emerging-local-plans-and-guidance/emerging-greater-cambridge-local-plan/emerging-greater-cambridge-local-plan-overview/) (<https://www.scams.gov.uk/planning/local-plan-and-neighbourhood-planning/emerging-local-plans-and-guidance/emerging-greater-cambridge-local-plan/emerging-greater-cambridge-local-plan-overview/>) .

A number of technical documents accompany the SPD, including: a Sustainability Appraisal Screening Report, a draft Habitat Regulations Assessment Screening Report and Equalities Impact Assessments, on which we also seek comments. A final Habitats Regulations Assessment Screening Report will be produced when the adoption of the SPD is being considered, having regard to the response to consultation and all other relevant considerations as they may arise at that stage.

Make your views known either by filling in the online form on the Council's website (<http://cambridge.jdi-consult.net/localplan/>), or alternatively by email or in writing using the Response Form, available to download on the Councils websites or from the Councils offices. The Councils preferred way of receiving representations is in electronic form as it helps reduce use of resources and speeds up the management of the process. All comments must be received by 5pm on Monday 23 September 2019.

When the final adoption of the SPD is being considered, regard will be given to the responses to the consultation and all other relevant considerations. When the SPD is adopted it will be a material consideration when planning decisions are made.

The Public Notice provides further information, including where the documents can be viewed and is enclosed with this email.

Please contact the Planning Policy Team if you require any further assistance on [policysurveys@cambridge.gov.uk](mailto:policysurveys@cambridge.gov.uk) or [ldf@scams.gov.uk](mailto:ldf@scams.gov.uk) or call 01223 457

- 7.4 NALC – New Model Financial Regulations 2019 update  
New model and CAPALC summary of changes attached. The Clerk advises the Council to consider adopting using the same levels, delegations and provisions as at present. This is the approach the Council has used in the past.
- 7.5 The Public Sector Bodies (Websites and Mobile Applications) (No 2) Accessibility Regulations 2018  
“[The Public Sector Bodies \(Websites and Mobile Applications\) \(No.2\) Accessibility Regulations 2018](#)’ have come into force, which means that from the 23rd September 2019, every new public sector website and app will need to meet certain accessibility standards and publish a statement saying they have been met. Existing websites will have until the 22nd September 2020 to comply.”  
Netwise have said “Our websites are already compliant.”
8. Closure of meeting

**CAXTON PARISH COUNCIL MONTHLY FINANCIAL STATEMENT  
MEETING Sep-19**

<b>Summary of previous month</b>	£
<b>Balance brought forward</b>	<b>£46,584.82</b>
<b>Adjusts/transfs/inc during period</b>	
CHQ 287                      ADJUSTMENT	-126.00
<b>CHQ 305</b> REPLACEMENT CHQ	-90.00
<b>Expenditure approved at last/between meetings</b>	
BUCHANS                      GRASSCUTTING	-587.40
BUCHANS                      GRASSCUTTING	-462.90
SALARIES	-127.88
<b>Misc credits</b>	
<i>Total Adjustments</i>	<i>-1394.18</i>
Balance revised after adjustments	<u><u>£45,190.64</u></u>

**Bank Reconciliation to last statement**

Account	Funds	Statement	Outstanding
Unity Trust Current Acc	24,158.21	30,488.99	-6,330.78
Cambs & County Bank	21,028.60	21,028.60	
Santander Savings Acc	3.83	3.83	
<b>Total</b>	<u><u>45,190.64</u></u>	<u><u>51,521.42</u></u>	<u><u>-6,330.78</u></u>

**Expenditure for approval**

	£
SALARIES	270.02
LGS SERVICES              ADMIN SUPPORT	605.36
LGS SERVICES              ADMIN SUPPORT	559.67
<i>Total expenditure</i>	<i>1435.05</i>
Balance c/f	<u><u>£43,755.59</u></u>

Gail Stoehr  
Responsible Financial Officer

**Notes:**

*Late invoices will be reported to the meeting*



Mr. Keith Howard  
Caxton Parish Council  
121 Ermine Street  
CAMBRIDGE  
CB23 3PQ

05.08.2019

**Project ID:** 0010366655

Dear Mr. Howard

Thank you for taking the time to apply to National Lottery Awards for All.

We are sorry to tell you that your application has not been awarded a grant. We receive a large number of excellent applications and cannot fund them all within the available budget.

Your application was unsuccessful because:

- The key areas we use to prioritise applications and make a decision are how strongly a project meets our funding priorities and how involved their community is with the design, development and delivery of the activities. Your application was considered in competition with others and it was not as strongly or directly aligned to our funding priorities, so we are not able to offer a grant to your project. In your application, it was not made sufficiently clear which of our funding priorities your project would meet and how the project had been designed or developed by the community.
- It's important to us that you involve your community in the design, development and delivery of the activities you're planning. We believe this will help your project to be better supported by the energy and strengths that exist within your community and it is more likely to be successful as a result. By community we mean people living in your local area, people who share a common interest, or people who experience similar barriers and issues (see 'What's it all about' on page 5 of our England Guidance). When assessing your application we did not feel that you had sufficiently involved people from your local community in developing your project in comparison with other

applicants. You state that you have consulted with the community, but it was not made clear how the project was developed by the beneficiaries or how it was initially conceived. Should you wish to reapply, please tell us how your local community has influenced and input to your project. We encourage you to watch the short YouTube video on our web pages as it may be helpful in explaining what we're looking for and provide you with some ideas. Type the following into your web browser: <https://youtu.be/Uzmc8AnqVlk>

The most common reason for applications being unsuccessful is simply that other applications focussed on our priorities or involved their communities more strongly or clearly. You are welcome to reapply at any time if you feel you can make a stronger case. If you have any questions about this feedback, you are welcome to email us at [AFE@tnlcommunityfund.org.uk](mailto:AFE@tnlcommunityfund.org.uk)

You can also find lots of helpful advice and tips on improving your application, along with details of all The National Lottery Community Fund programmes, at [tnlcommunityfund.org.uk](http://tnlcommunityfund.org.uk)

Many thanks again for your application.

Yours sincerely

A handwritten signature in cursive script that reads "Julie Galano".

Julie Galano  
Head of Funding

## MAINTENANCE SCHEDULE FOR ALL SAFALOG PRODUCTS



### **Introduction**

May we take this opportunity in thanking you for choosing FLP as your play/fitness provider. We are very proud of the equipment that we manufacture and are pleased you have chosen to work with us.

### **Our promise to you.....**

Our commitment to you as our customer is that we will continue to offer the highest possible customer service for the lifetime of the product and we promise that no genuine issue will be a problem. FLP has over 21 years serving the commercial play industry and we have gained so much experience along the way that we enjoy passing our experience on, ensuring that you receive the best service that we can possibly offer you. Rest assured, you are in the safest of hands.

### **Maintenance & Supervision**

Although you are indeed covered by FLP's standard guarantees, please note that as the owner of the equipment you are responsible for maintaining the equipment/surfacing and surroundings. This will insure the longevity of the safety of the play area. FLP would like to make sure that your play area remains safe to use and problem free for many years to come but we do need your assistance too.

*Please Note: FLP will not be responsible for any injury, damages or losses due to the following instructions not being adhered to. Improper maintenance of the equipment could possibly lead to serious injury to members of the public.*

Maintenance work should only be carried out by a competent person

### **DO NOT RELY ON IT – CHECK IT!!**

Please ensure you check the internal and external structures of all units, we also advise that owners check the surfacing around the equipment too. Inspections and residual maintenance should be arranged at regular intervals of 1-4 weeks dependant on the amount of traffic/use the equipment receives.

Your weekly inspections should include;

- Visual Checks
- Tactile Tests
- Checks for general wear and tear

Please remember, FLP have furnished you with equipment which is fully compliant with the European Standards of Play Equipment (EN1176) and or Surfacing (EN1177), to ensure the compliance remains, the equipment may need additional maintenance/repairs over the years.

These checks are to notice any possible developmental problems.

### **Annual Inspections**

Once a year you should conduct a more robust thorough inspection of your equipment. Please keep a log of all the checks you make – this log should be kept with all other documents relevant to your playground equipment.

### **Urgent Repairs Contingency**

FLP has arrangements in place to ensure that you are able to protect the public's Health & Safety. We will do our utmost to make safe or carryout any repairs on equipment which becomes damaged within 48 hours. If we are unable to attend to help you in timely fashion we will request that you make the area safe by cordoning the area off – ensuring that the public are not affected by the malfunction in any way. The area should be completely segregated from use i.e. with temporary fencing or tape. We do not advise that signage is used alone.

This is not a good enough deterrent and will not stop the public from using the broken equipment. We will then attend the site for you as soon as we possibly can.

### Maintenance Procedures:

Never disassemble an FLP unit without first seeking guidance from us. We hold all the relevant drawings of the units and offer a very good after Sales Service.

Please contact 01354 638 359 for further guidance.

### Specific Maintenance Procedures

#### General

When disassembling any components for maintenance the process will generally follow the reverse order of assembly. Installation plans (available from FLP upon request) should be referred to at all times as these plans will contain drawings, parts lists and assembly procedures.

Before replacing any damaged components please ensure all steps have been taken to restrict access to the damaged area of the play or fitness structure sometimes it will necessary to secure the whole unit off until the repairs have been carried out.

#### Timber Maintenance

FLP are predominantly manufacturers of timber playground equipment. We care about our timber and we would like you to do so too. Please check all timber components during your inspections for visible and physical signs of decay or rot and infestation. Signs of decay maybe indicated by posts not stable in the ground. Other general signs that the timber has deteriorated are discoloration include flaking of the outer skin of the timber.

**Splits/Cracks** – timber is a natural component and will breathe. It will stretch and withdraw with the changes in temperature as our seasons change and there is nothing we can do about this. However, if a crack increases to 8mm or more please contact us as this could be a fault in the timber.

**Sap/Resin** – Sometimes a sticky yellow residue will appear on the surface of the timber. This is a natural substance produced by the living tree and whilst every effort by careful selection is taken to reduce the possibilities of this occurring it will occasionally still appear. When sap does appear it should simply be wiped or scraped off.

**ACQ** – Your timber structure has been pressure treated with ACQ and will not require any additional preservative application. However if you wish to enhance the colour of the timber then a basic water based wood stain can be used.

**Damage** – Where ACQ timbers are installed directly into a grassed area special care should be taken when cutting long grass around the base of the post as mechanical strimmers often damage the treatment envelope. Where the surface of the timber becomes damaged this will allow the post to rot and degrade.  
*Damage to the treatment envelope invalidates the treatment guarantee.*

**Fixings** - From time to time bolts may become loose through heavy use or seasonal weather changes, where fixings become loose this will cause structural elements to become loose and wear easily. Loose components can cause dangerous pinch, crush or shear points. We therefore recommend that all nuts, bolts and screws are periodically checked. In some cases protection caps will have to be removed. FLP use either do-nut cap inserts to protect fixings.

### Do-nut Caps

1. To check all bolts covered with do-nut caps initially try to rotate the external cap component. Generally if this component doesn't turn then the fixing will be tight.
2. To access bolts covered by do-nut caps the insert needs to be removed by gently tapping the screw driver through the centre of the cap, then prise the cap out.
3. Tighten the bolts up until the outer cap does not rotate.
4. Replace the do-nut insert with a new one after the maintenance work has been carried out. New caps can be obtained from FLP - 01354 638359 – [sales@fenandleisure.co.uk](mailto:sales@fenandleisure.co.uk)

### Insert Caps

1. To access bolts covered by cap insert they will need to be removed by gently tapping the screw driver through the centre of the cap, then pry the cap out.
2. Tighten fixing and apply new fixing cap by tapping the cap in with a rubber mallet. New caps can be obtained from FLP - 01354 638359 – [sales@fenandleisure.co.uk](mailto:sales@fenandleisure.co.uk)

**Floor Decks** - Visually inspect the connections between the posts and deck bearers. If a floor frame is loose, tighten the 4 connecting bolts until the bearer is tight again. A good visual indication when a floor bearer is loose will be the signs of chafing between the two timber faces. Deck boards and platforms should also be regularly swept to remove debris, especially leaves during autumn.

**Play Panel and Barriers** - Inspect all panels and barriers for looseness by grasping either the panel or barrier and shaking it. If there is any movement within the panel, then the loose fixings should be tightened by following the process covered in the fixing procedure. If the panel or barrier is damaged it should be replaced immediately.

Graffiti can be removed from timber panels by lightly sanding.

**Chain and Connectors** - All chains on swings or net connections etc should be inspected for bent links or excessive wear. If at any point the chain is 4mm thick or less the chain is considered worn and should be replaced.

**Net and Ropes** - FLP manufacture all net and ropes from a steel core rope wrapped in nylon. The wire core within the rope increases the strength of the rope and makes the nets vandal resistant while the nylon cover makes the ropes aesthetically pleasing and soft to touch.

All nets and ropes should be carefully inspected for metal wires showing through the soft nylon covering. If this occurs, the net or rope should be temporarily repaired with self amalgamating tape and a new net should be ordered and fitted immediately.

### PLEASE NOTE

*Exposed metal on worn nets can be very sharp and cause serious injuries. If a net is found in this condition it must be replaced. Net anchors must also be checked as nets with loose anchors may loop into a head or neck entrapment which could cause a fatal accident.*

**Moving Parts** - Check bearings or moving parts on all play equipment that moves or rotates. We recommend that these parts should be regularly lubricated.

**Swings** - Swing Shackles and brass bushes should be inspected for excessive wear. Suspensions should move freely without any excessive slide movement or play. If suspensions are found to have excessive wear or to be less than 4mm thick they should be replaced immediately.

**Swing Chains** - If the distance between the swing seat and safety surface is less than 400mm the chain will require shortening so the correct clearance is provided.

**Cableways** - We recommend that the main cable is removed from the cableway every two years to inspect for damage or internal rusting, this will help to ensure the continued safe use of the equipment.

### Surfacing Maintenance

All surfaces should be checked as part of a normal routine. It may be convenient to do this when carrying out safety checks on equipment but in any case surfaces should be checked regularly for signs of damage, accidental or otherwise.

### Softfall

#### **Cleaning**

The surface should be clear of debris which could cause injury. The surface will also benefit from light brushing; this will help to re-distribute the surface sand and also remove smaller pieces of debris e.g. leaves, stones etc.

#### **Maintenance**

Generally, the surface should only require treatment with sand at yearly intervals but it is important to ensure that the sand within the carpet is maintained to within 2mm of the surface of the pile. Sand is best applied using a fairly soft brush to agitate the carpet fibres, so allowing the sand to fill the areas where it is required. Treatments can be carried out with a glyphosate-based herbicide such as Roundup or Tumbleweed. Should the surface become damaged in any place, please contact us with details as soon as is possible.

### Fibrefall

#### **Cleaning**

In certain situations and in some seasons algae or moss can become established on the surface. Since prevention is very much more effective than cure, it is important to treat the affected areas of the surface with a good proprietary moss-killer and algacide at least once a year. Where moss becomes established, it should be treated immediately, the application being repeated after the dead spores are removed and until eradication is complete. Moss is only a serious problem if it is allowed to become established. An annual application of moss is an easy way prevent this.

#### **Maintenance**

Weeds may occasionally appear on the surface, usually as a result of wind-blown seeds. Localised areas of weed seedling infestation can be treated with domestic weed killers without causing damage to the fibrefall. Oil based weed killers should not be used. Snow and Ice are not harmful and can be permitted to melt through. Metal shovels or scrapers may cause damage to the surface and should not be used. Do not use rock salt on the fibrefall. Vacuum-dried salt or urea have been used as effective preventative when applied in advance of the weather deteriorating. If the play area is frozen, the degree of shock absorption will be substantially reduced.

### Wetpour

Wetpour needs very little maintenance however, general up-keep should be taken and note that this surfacing is a 'play' surface and not intended for rigorous ball games or sports activity. Mould growth – algae or moss can become established on the surface, treat immediately but if using a pressure washer; take care to ensure that excessive pressure is avoided.

#### **Cleaning**

Wetpour will become contaminated with dirt from children's shoes, dust and various contaminants such as chewing gum, soft drinks, etc. The most effective method of cleaning is by careful pressure washing. Chewing gum is best dealt with using a freezing spray to make the gum brittle and thus easier to remove. If wetpour is not cleaned regularly, the slip resistance will be impaired and the surface could become hazardous. If the surface does become soiled, do not use hydrocarbon based cleaners or strong bleach as this will discolour the wetpour and lead to accelerated wear.

## Equipment/Area Maintenance Schedule

### Daily/Weekly Maintenance

- Check all structures for loose. Missing or broken components. Extra attention should always be paid to moving parts.
- Remove all items which might have been added to the structure, e.g. ropes, clothing and branches.
- Check for any loose or missing guard rails, hand rails, protection caps, net connectors, steps etc.
- Check all foundations are covered by respective surfacing.
- Inspect the condition of safety surfacing material to ensure loose fill material has not become compacted. Check all surfacing to ensure it still carries its shock absorbing properties whilst paying particular attention to high traffic areas such as under swings and at slide exit points. Where loose material has been used this may need raking to ensure correct depth is maintained.
- Check the depth of loose fill against the level recommended in En1176 and rake thoroughly to level and uncover any sharp objects or any other litter which might have become hidden within the surfacing.
- Check surrounding areas for damage including fences, benches and welcome signs.

### Monthly/Seasonal Maintenance

- Perform the inspection on our recommended Daily/Weekly Maintenance List.
- Check all timber components for splitting, splintering and cracking. Attention should also be paid to timber posts ensuring there is no sign of rot or decay.
- Check all metal parts for signs of rust and sharp edges. Welds should also be inspected for fractures and weld separation.
- All gaps in equipment should be checked for areas where clothing could get caught. Special attention should be paid to areas around slides and poles.
- Perform the following maintenance from Maintenance of Specific Products Section
  - Fixing Maintenance
  - Chain and Connectors
  - Floor Decks and Panels
  - Swings

### Annual Maintenance

- Perform the inspection on our recommended Daily/Weekly Maintenance List.
- Perform the inspection on our recommended Monthly/Seasonal Maintenance List.
- Check the stability of all installed structures. If the structure is loose in the ground check the condition of the post and foundation. Sometimes where posts are loose additional concrete maybe required if the stability of the soil structure has changed i.e. soil has become very wet or had dried out.
- Perform the following from the Maintenance Specific Products section:
  - Posts
  - Nets and Rope
  - Moving Equipment and Parts
- Results of this inspection should be contained in a written report showing the results and any actions/work which is required following the report. The report should be filed with all other documentation relating to the structure.

### Training

We recommend that all maintenance inspections are carried out by competent trained personnel only. Training courses are regularly run by RoSPA. Further information can be obtained at [www.rospa.com](http://www.rospa.com).

### IMPORTANT

ENSURE all those responsible for maintaining an FLP structure receive copies of our Maintenance Schedule for all Safalog Products. A copy should always be retained in a safe place. Additional copies can be obtained from FLP via our website or indeed from our head office.

Our customer services team are trained to provide current comprehensive information regarding care, maintenance and inspection of wide range of equipment. If you have any questions relating to product care please do not hesitate to contact us on **01354 638 359** or via email – [sales@fenandleisure.co.uk](mailto:sales@fenandleisure.co.uk)

### GUIDANCE FOR MATERIAL DISPOSAL

The enclosed information is only a guide and at all times you should check with local regulations.

Material that should be collected for recycling:

- Stainless Steel
- Steel
- Polyethylene (P.E)

Materials which should be disposed of in accordance with local regulations:

- Pressure Treated Timber
- Galvanised Steel
- Powder Coated Steel
- Nets and Ropes
- Rubber



<u>UnitType</u>	<u>Location</u>	<u>Easting</u>	<u>Northing</u>	<u>WeekEnding</u>	<u>ColumnCrossSection</u>	<u>ColumnFix</u>	<u>ColumnMaterial</u>	<u>ColumnType</u>
STREET LIGHT	OPPOSITE GRANGE FARM	530853.5	257934.3	30/04/2019	OCTAGONAL	PLANT	GALVANISED STEEL	NOT HINGED
STREET LIGHT	OUTSIDE KENYONS	530212.2	258635.2	30/04/2019	OCTAGONAL	PLANT	GALVANISED STEEL	NOT HINGED
STREET LIGHT	OUTSIDE THE MEWS	530168.9	258565.1	30/04/2019	OCTAGONAL	PLANT	GALVANISED STEEL	NOT HINGED
STREET LIGHT	OUTSIDE BROOK COTTAGE	530141.1	258528.7	30/04/2019	OCTAGONAL	PLANT	GALVANISED STEEL	NOT HINGED
STREET LIGHT	JUNCTION ROSEMARY GREEN CLOSE	530118.8	258465.8	30/04/2019	OCTAGONAL	PLANT	GALVANISED STEEL	NOT HINGED

# Cambourne High Street

## Help shape our proposals

  
NEWCREST  
NEW COMMUNITY REAL ESTATE

THE  
HARRIS  
PARTNERSHIP

Pegasus  
Group



Our consultation runs until Monday 16<sup>th</sup> September 2019 and details of the proposals for the vacant High Street land can be found at [www.cambournehighstreet.com](http://www.cambournehighstreet.com)

The team behind the scheme will be at the Hub, High Street, Cambourne, CB23 6GW on **Monday 19<sup>th</sup> August** between **4pm and 8pm** to talk you through the proposals and answer any questions you may have.

The High Street is at the heart of Cambourne and Newcrest have been working with the Town and District Councils to deliver more shops and homes. The proposed development will include shops either side of the High Street with flats above and a new public square.

Nearer to the Hub, townhouses and more flats will be provided to create a mix of new homes. To allow servicing of the shops the High Street will be widened. This will also help it to become a hub for greater public transport connectivity with Cambridge and Cambourne West.

**To find out more please come to our drop in event at the Hub on the 19<sup>th</sup> August or visit our website.**

If you have any questions, or want to comment on the proposals please e-mail us at: [info@cambournehighstreet.com](mailto:info@cambournehighstreet.com)

or write to us at:

Cambourne High Street Consultation,  
Suite 4, Pioneer House,  
Vision Park, Histon, CB24 9NL

**We welcome your comments!**



## FINANCIAL REGULATIONS 2019 UPDATE

In essence the changes are as follows:

- 1.8** - The requirement by the Council to formally appoint the RFO
- 1.14** - The requirement by the Council to carry out a regular review of bank mandates, grants or commitments over £5000 & employee salaries
- 2.2** - Updates the requirements to verify bank reconciliations quarterly
- 3.1 & 3.2** - Updates the budgeting & forward planning requirements
- 4.1, 4.4, 4.5 and 4.8** - Updates the budgetary control & authority to spend procedures
- 5.1, 5.2, 5.4, 5.5 & 5.6** - Updates banking arrangements & authorisation of payments
- 6.3, 6.4, 6.6, 6.15, 6.17, 6.18, 6.19, 6.20, 6.21 & 6.22** - Updates relating to the instructions for the making of payments
- 7.3** - Payment of salaries - essentially no changes can be made to any employees pay, terms & conditions of employment etc without prior consent of the council
- 9.10** - Income from a charitable trust shall be paid into a charitable bank account
- 11.1** - Clarifies the procedures for contracts
- 12, 12.1, 12.2 & 12.3** - Clarifies payments under contracts for building or other construction work

Kind regards

Penny

Penny Bryant BA(Hons) FSLCC Acting CEO

## **GUIDANCE ON THE MODEL FINANCIAL REGULATIONS TEMPLATES FOR ENGLAND AND WALES**

This guidance document provides information on how to use the Model Financial Regulations templates for England and Wales, produced by the National Association of Local Councils (NALC) in 2019.

### **Dates and timeframes**

Stated dates or months may be changed to suit local circumstances.

Where the word “regularly” is used in the text it is for the individual council to set the required interval, monthly, quarterly, or half-yearly. This period should never exceed 12 months.

### **Amending the regulations for your council**

Where the guidance has information in [square brackets] this part may be deleted if not relevant. An alternative option may have been provided.

The value inserted in [square brackets] in any of the paragraphs (other than the EU Procurement and Public Contract Regulations 2015 thresholds referred to in 11.1a (England), 11.1b (England) and 11.1k (Wales)) may be varied by the council and should be reviewed regularly and confirmed annually by the council.

The appropriate approved list referred to in paragraph 11.1b (Wales) shall be a list drawn up by the clerk and approved by council but, normally shall be based on the list maintained by the district council for such works, if such list is maintained. In the absence of an appropriate list, the words in square brackets should be omitted

You will find information that requires amending for your local council in paragraphs.

England:

- 1.8 and 1.14
- 2.2
- 3.1 and 3.2
- 4.1, 4.4, 4.5 and 4.8
- 5.1, 5.2, 5.4, 5.5 and 5.6
- 6.3, 6.4, 6.6, 6.15, 6.17, 6.18, 6.19, 6.20, 6.21 and 6.22
- 7.3
- 9.10
- 11.1
- 12, 12.1, 12.2 and 12.3

- 13, 13.1, 13.2, 13.3 and 13.4
- 14.2
- 15.1, 15.2 and 15.5
- 16 and 16.1
- 17.1 and 17.2
- 18.2

Wales:

- 1.8 and 1.14
- 2.2
- 3.1 and 3.2
- 4.1, 4.4, 4.5 and 4.8
- 5.1, 5.2, 5.5 and 5.6
- 6.3, 6.4, 6.6, 6.15, 6.17, 6.18, 6.19,  
6.20, 6.21 and 6.22
- 7.3
- 9.10
- 11.1
- 12, 12.1, 12.2 and 12.3
- 13, 13.1, 13.2, 13.3 and 13.4
- 14.2
- 15.1, 15.2 and 15.5
- 16 and 16.1
- 17.1 and 17.2

Guidance on the Model Financial Regulations templates for England and Wales were produced by the National Association of Local Councils (NALC) in July 2019 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. The National Association of Local Councils (NALC) cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

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## **[ENTER COUNCIL NAME] MODEL FINANCIAL REGULATIONS 2019 FOR ENGLAND**

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These Financial Regulations were adopted by the council at its meeting held on [enter date].

## **1. General**

1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders<sup>1</sup> and any individual financial regulations relating to contracts.

1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.

1.3. The council's accounting control systems must include measures:

- for the timely production of accounts;
- that provide for the safe and efficient safeguarding of public money;
- to prevent and detect inaccuracy and fraud; and
- identifying the duties of officers.

1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.

1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.

1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.

1.7. Members of council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.

1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. [The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.]

1.9. The RFO;

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<sup>1</sup> Model Standing Orders for Councils (2018 Edition) is available from NALC (©NALC 2018)

- acts under the policy direction of the council;
- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and accounting control systems;
- ensures the accounting control systems are observed;
- maintains the accounting records of the council up to date in accordance with proper practices;
- assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the council.

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.

1.11. The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the council; and
- wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (council tax requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors, shall be a matter for the full council only.

1.14. In addition, the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of [£5,000]; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or ‘the regulations’ shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term ‘proper practice’ or ‘proper practices’ shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners’ Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

## **2. Accounting and audit (internal and external)**

2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.

2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman [or a cheque signatory] shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council [Finance Committee].

2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.

2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.

2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.

2.6. The internal auditor shall:

- be competent and independent of the financial operations of the council;
- report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
- to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the financial decision making, management or control of the council

2.7. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.

2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.

2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

### **3. Annual estimates (budget) and forward planning**

[3.1. Each committee (if any) shall review its three-year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of [November] each year including any proposals for revising the forecast.]

3.2. The RFO must each year, by no later than [month], prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the [relevant committee and the] council.

3.3. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.

3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

### **4. Budgetary control and authority to spend**

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over [£5,000];
- a duly delegated committee of the council for items over [£500]; or
- the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below [£500].

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

4.4. The salary budgets are to be reviewed at least annually in [October] for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of [£500]. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.

4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.

4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of [£100] or [15%] of the budget.

4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

## **5. Banking arrangements and authorisation of payments**

5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency. [The council shall seek credit references in respect of members or employees who act as signatories.]

5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council [or finance committee]. The council / committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council [or finance committee]. The approved schedule shall be ruled off and initialled by the

Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.

5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council [or Finance Committee] meeting.

5.5. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:

- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee];
- b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee]; or
- c) fund transfers within the councils banking arrangements up to the sum of [£10,000], provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee].

5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council [,or a duly authorised committee,] may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council [or Finance Committee].

5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.

5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.

5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

## **6. Instructions for the making of payments**

6.1. The council will make safe and efficient arrangements for the making of its payments.

6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.

6.3. All payments shall be affected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council [or duly delegated committee].

6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by [one] two member[s] of council [and countersigned by the Clerk,] in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.

6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.

6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council [or Finance Committee] at the next convenient meeting.

6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided

that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.

6.8. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.

6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.

6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.

6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.

6.14. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.

6.15. Where internet banking arrangements are made with any bank, the Clerk [RFO] shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those

accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.

6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under “favourites”), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by [two of] the Clerk [the RFO] [a member]. A programme of regular checks of standing data with suppliers will be followed.

6.18. Any Debit Card issued for use will be specifically restricted to the Clerk [and the RFO] and will also be restricted to a single transaction maximum value of [£500] unless authorised by council or finance committee in writing before any order is placed.

6.19. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council [Finance Committee]. Transactions and purchases made will be reported to the [council] [relevant committee] and authority for topping-up shall be at the discretion of the [council] [relevant committee].

6.20. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk [and RFO] and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.

6.21. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk [or RFO] (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

**OR**

[6.22. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.

- a) The RFO shall maintain a petty cash float of [£250] for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.

b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.

c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.]

## **7. Payment of salaries**

7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.

7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.

7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the [council] [relevant committee].

7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

a) by any councillor who can demonstrate a need to know;

b) by the internal auditor;

c) by the external auditor; or

d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.

7.6. An effective system of personal performance management should be maintained for the senior officers.

7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.

7.8. Before employing interim staff, the council must consider a full business case.

## **8. Loans and investments**

8.1. All borrowings shall be affected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.

8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.

8.3. The council will arrange with the council's banks and investment providers for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the Clerk or RFO.

8.4. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.

8.5. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

8.6. All investments of money under the control of the council shall be in the name of the council.

8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

8.8. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

## **9. Income**

9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.

9.3. The council will review all fees and charges at least annually, following a report of the Clerk.

9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.

9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.

9.6. The origin of each receipt shall be entered on the paying-in slip.

9.7. Personal cheques shall not be cashed out of money held on behalf of the council.

9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

[9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 16 below).]

## **10. Orders for work, goods and services**

10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

10.2. Order books shall be controlled by the RFO.

10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three

or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 below.

10.4. A member may not issue an official order or make any contract on behalf of the council.

10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

## **11. Contracts**

11.1. Procedures as to contracts are laid down as follows:

a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:

- i. for the supply of gas, electricity, water, sewerage and telephone services;
- ii. for specialist services such as are provided by legal professionals acting in disputes;
- iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
- iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
- v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and
- vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

b) Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations<sup>2</sup>.

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<sup>2</sup> The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

- c) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)<sup>3</sup>.
- d) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- e) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- f) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- g) Any invitation to tender issued under this regulation shall be subject to Standing Orders[ ], <sup>4</sup>[insert reference of the council's relevant standing order] and shall refer to the terms of the Bribery Act 2010.
- h) When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below [£3,000] and above [£100] the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.
- i) The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j) Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

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<sup>3</sup> Thresholds currently applicable are:

a) For public supply and public service contracts 209,000 Euros (£181,302)

b) For public works contracts 5,225,000 Euros (£4,551,413)

<sup>4</sup> Based on NALC's Model Standing Order 18d ©NALC 2018

## **[12. Payments under contracts for building or other construction works]**

[12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).]

[12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.]

[12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.]

## **[13. Stores and equipment]**

[13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.]

[13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.]

[13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.]

[13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.]

## **14. Assets, properties and estates**

14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed [£250].

14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each

case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.

14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

## **15. Insurance**

15.1. Following the annual risk assessment (per Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers [in consultation with the Clerk].

[15.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.]

15.3. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.

15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.

15.5. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined [annually] by the council, or duly delegated committee.

## **16. [Charities]**

[16.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and

RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.]

## **17. Risk management**

17.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk [with the RFO] shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.

17.2. When considering any new activity, the Clerk [with the RFO] shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

## **18. Suspension and revision of Financial Regulations**

18.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.

18.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

The Model Financial Regulations templates were produced by the National Association of Local Councils (NALC) in July 2019 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

# Community Gritting Training Pack



For help, advice or further training  
on any aspect of this scheme, please  
contact  
[highways@cambridgeshire.gov.uk](mailto:highways@cambridgeshire.gov.uk)  
or call 0345 045 5212

## **Welcome to the Community Gritting Scheme**

Thank you for offering your time to help your community by gritting local footways. The County Council's Community Gritting scheme allows people like you to step in during extended periods of freezing weather to clear routes in your area that are not part of the County Council's gritting program.

This training pack contains all the information you need to become a fully trained Community Gritting volunteer. In order to complete your registration you will find a form to sign and return to the County Council at the end of this pack. However, if you are unsure about any element of this training, have any questions or would like more information, please contact [highways@cambridgeshire.gov.uk](mailto:highways@cambridgeshire.gov.uk)

## **How the scheme works**

### **When do I grit?**

Just like the gritters that clear the roads, the community gritting schedule is determined by the weather. We do not notify registered community gritting volunteers when to grit, we rely on our volunteers to grit the footpaths as and when it is required. Knowing when to grit can be determined by noting when:

- Snow or ice has formed;
- County Council Gritters are predicted to be operating on the highways (follow us on twitter or go to Cambridgeshire County Council's website);
- Local weather forecasts predicted ice/freezing temperatures.

### **Where do I grit?**

This scheme only applies to footways and footpaths. You are not insured or trained to grit the roads and should never place yourself in conflict with live traffic. You should not put yourself at any further risk from motor vehicles than you would as an untrained pedestrian.

Each parish decides which footways and paths should be gritted by volunteers and submits them to the County Council for approval. The routes are then discussed and an agreed route map is recorded. You are only covered by the County Council's insurance for these agreed routes.

If you feel that a route should be changed or added to the agreed route map then please contact your parish council who can discuss the change and submit it to the County Council if appropriate.

## **Recording your gritting**

It is very important that you keep a record of when and where you have gritted. These records evidence that a route was gritted by a volunteer so that any potential claim can be dealt with by the County Council's insurance.

As the County Council will only require these records if a problem arises, it is recommended that you arrange to pass these records to your parish clerk for safe keeping.

An example form for recording your gritting is provided with this pack, but you can record the information in whichever way is best for you and your parish clerk.

Only volunteers that have completed this training and returned the registration form you will be covered by the County Council's insurance. A person would not be considered a volunteer if the Parish Council pays them. Even if they are paid only a penny that person becomes their employee and they would need to obtain employers liability insurance.

Cambridgeshire County Council are only able to indemnify in respect of voluntary services for which the parish are providing a 'support' and would not be comfortable with payment being made.

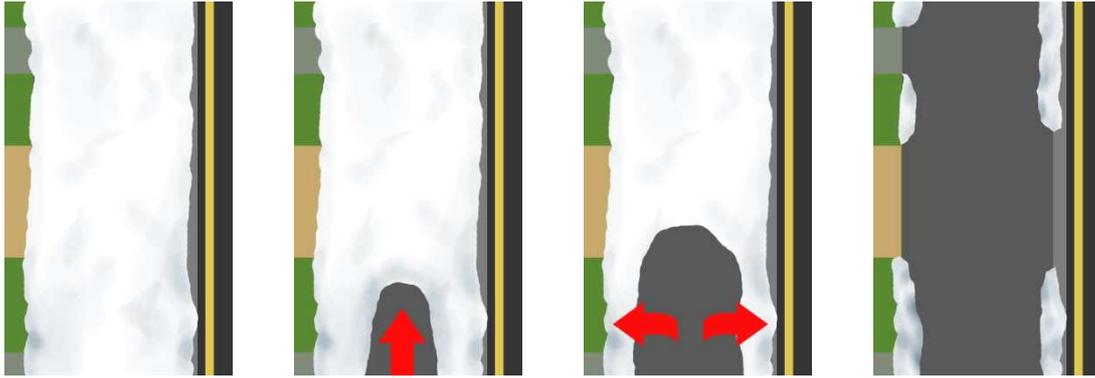
## **How do I grit?**

The grit that you will be using is the same substance used by the County Council's road gritters, a mixture of crushed sand, stone and rock salt. When it is spread on a road or path, the crushed sand and stone provide extra grip for shoes and tyres and the rock salt dissolves and raises the salinity of surface water, which lowers the temperature at which it will freeze.

A surprisingly thin layer of grit is needed to achieve this effect and our road gritters use as little as one tablespoon of grit per square metre when they go out. There is a limit to the amount of salt which water can absorb, which means that using a heavier layer of grit will not make the surface less likely to freeze.

Spreading grit will not clear heavy snow and if it is spread on snow that has been compacted, it may briefly melt a thin, top layer which will then refreeze and create a very slippery layer of ice. This means that it is very important to clear snow before you spread grit.

Using an appropriate shovel, start from the centre of the path, moving snow outward to the edge, taking care not to block driveways, dropped kerbs or drains. Even a small pile of snow can freeze into an icy 'speed bump' that will cause problems for pedestrians and vehicles.



Grit works best when spread onto an area where ice has already melted. You can use nature to your advantage by clearing snow early and timing your gritting after the sun has had time to act on the icy path beneath but before it sets and causes a drop in temperature that will start a new freeze.

This ideal scenario may not be possible, but for parishes who have a diverse range of volunteers you may be able to coordinate shifts that allow for clearing and gritting to be done by separate volunteers at different times of the day.

### **Operating a spreader**

There are two types of spreader that have been provided by the County Council, but both follow the same basic principle. Grit is loaded into a hopper at the top of the spreader and the motion of pushing the spreader turns a disc which releases a thin layer of grit onto the ground.

If grit has become damp and frozen, the large lumps may block the spreader, preventing grit from being spread. The County Council is looking into better storage methods to help prevent this from happening, but if this occurs, carefully break up the lumps to allow the grit to pass through normally.

Always make sure that the spreader is stationary and you have a firm footing before attempting to clear or refill the hopper. Never put your hands near the disc when it is in motion.

Fill the hopper carefully, making sure that you do not overload it by making the spreader too heavily to easily push and that you follow the lifting advice in the health and safety section below.

Ensure that the spreader is adjusted to the appropriate setting and make sure you have a firm footing. Then push the spreader at a slow walking pace, making sure that you take small steps, keeping the spreader a comfortable distance from you with your body weight centred above your feet. Moving too quickly or taking long steps will increase the chances of losing your footing or the spreader slipping out of your reach.

Ensure that salt is only spread on the footway or footpath on the agreed route and does not fall into nearby grass or gardens as it will harm the plants growing there.

If you would like a demonstration of how to use a spreader, have any questions or are unsure about these instructions, please speak to a fellow volunteer or contact [highways@cambridgeshire.gov.uk](mailto:highways@cambridgeshire.gov.uk) to ask for additional training.

## **Health and Safety**

The Health and Safety at work act of 1974 is the foundation of British Health and Safety Law. It imposes a duty of care on employees, including volunteers to take reasonable care of themselves and others while working and to co-operate with their employer to achieve this.

The information presented here is given to allow you to grit as safely as possible. If you have any concerns or questions, please contact [highways@cambridgeshire.gov.uk](mailto:highways@cambridgeshire.gov.uk) and remember, if it doesn't feel safe, don't do it!

## **Working around the highway**

This volunteer scheme provides for gritting of footways and footpaths and does not provide for gritting on the carriageway. You should not be any closer to moving traffic than you would be as an ordinary pedestrian and you should take extra care when crossing roads. Weather conditions will increase vehicle stopping distances and may reduce visibility.

## **Personal protective equipment (PPE)**

PPE is equipment or clothing which is intended to protect you against risks to your health and safety. You should always wear the appropriate PPE when gritting and make sure that it is in good repair and suitably stored when not in use. If any of your PPE is damaged or unsuitable, do not 'make do'. Make sure you inform your parish council that it needs replacing.

When gritting you should wear the following

- ◆ A high visibility Jacket or long sleeved waistcoat. This is bright, reflective clothing that will make it easier for drivers and other road users to see you and should be on top of any other clothing you are wearing at all times.
- ◆ Gloves. Aside from the cold, there is a risk of cuts or abrasions from grit. Always make sure you are wearing appropriately protective gloves
- ◆ Eye protection. Grit and salt water can be flung into the air, particularly when using a spreader. Keep your eyes protected from painful or damaging salt spray at all times.
- ◆ Appropriate footwear. A sturdy set of boots that support your ankles, are flat soled with good tread and have steel toecaps (not supplied by Cambridgeshire County Council).

## Manual Handling

Manual handling covers any transportation or supporting of a load (including pulling, pushing, carrying and moving) by hand or bodily force. You have a duty to ensure that you do not place yourself or others at risk by not following proper systems of work while acting as part of the scheme.

## Pushing spreaders

Ensure that you do not overfill the spreader so that it is too heavy to comfortably push. If you have overfilled by accident, remove the additional weight and do not put unnecessary strain on your body by trying to 'make do'.

Make sure you have a firm footing and are in control of the spreader by keeping your body weight about your feet, taking small steps and keeping to a slow walking pace.

## Clearing snow

Shovelling snow can be strenuous work that puts a strain on the heart and back. Make sure you stretch your muscles and warm up before you start.

Do not attempt to clear too much snow on each shovel-load and do not attempt to 'throw' the snow as this can cause jerky movements that increase the risk of strained muscles. It is better to work slowly and use more shovel movements than risk hurting yourself by hurrying.

Make sure you follow the proper form when shovelling:

- ◆ Keep your feet wide apart, with your front foot close to the lowered shovel
- ◆ Put your weight on your front foot, using the force of your leg to push the shovel forward
- ◆ Shift your weight to your rear foot as you lift the shovel, keeping the load close to your body
- ◆ Turn your feet in the direction you are depositing the snow as you unload the shovel

For further advice please refer to 'The Snow Code' at the following link:

<http://www.metoffice.gov.uk/get-ready-for-winter/out-and-about/the-snow-code>

## Lifting grit

Some grit may be delivered in small bags that can be lifted to pour grit into the spreader. When doing so make sure you plan the lift carefully:

- ◆ Adopt a stable position, feet apart with one leg slightly forward to maintain balance, with the load directly in front of you.
- ◆ Bend the hips and knees with a small flex of the back in a squat. Do not flex your back further than necessary.
- ◆ Take hold of the load and straighten up with your legs and hips. Move smoothly and do not jerk or snatch the load as this can cause injury. If the load is too heavy for this, do not lift.
- ◆ Only turn once you have completed lifting. Leaning sideways or twisting your back mid-lift puts additional strain on your back.
- ◆ Follow this procedure in reverse to safely lower the load again.

Remember, never lift more than can be easily managed and if in doubt, don't lift. Grit can always be shovelled into the hopper in smaller loads.

## **Slips and Trips**

The Health and Safety Executive states that slips and trips were the most common cause of accidents in the workplace and account for over a third of all reported injuries lasting over three days.

While gritting you may be working in a very slippery environment so remember to always wear the appropriate PPE, take your time and use small steps, ensuring that you take extra care around tightly compacted ice and uneven surfaces.

## **Control of Substances Hazardous to Health (COSHH)**

Substances can be harmful by inhalation, ingestion, eye injury or skin irritation. Although grit is not toxic it can be very abrasive and will be painful if it comes into contact with cuts, grazes or your eyes.

Always wear appropriate gloves when loading or using grit to protect your hands from abrasion, ensure that any broken skin is appropriately covered and wear eye protection to prevent injury from flying grit or salt spray.

## **Lone working**

Working alone can significantly increase work related risks, particularly at night, when you should ensure you stick to well lit areas whenever possible.

In an ideal scenario you should arrange to go gritting with another trained volunteer, both in appropriate PPE. However, as this is not always practical you should carry a mobile phone and use the 'buddy system'. Always make sure that you inform somebody (your buddy) that you are going out gritting and when you expect to return. Your buddy could be the parish clerk, a friend, family member or anyone else who you can easily contact.

Your buddy will be able to alert authorities or look for you if you do not return in good time and can contact you to check that you are alright if you are delayed. Please remember to contact your nominated 'buddy' when you have returned home safely or if you are going to take longer than expected.

## **Working in low temperatures**

Gritting and shovelling snow can be hard work which will warm you up once you start. However, due to the low temperatures you will be working at, you will very quickly cool down when you stop exerting yourself. Make sure you dress in layers so that you can add and remove clothing easily to adjust how warm you are. Always ensure that your high visibility jacket or vest is the top layer of clothing at all times.

If you dress appropriately, you should be relatively comfortable while carrying out gritting and it is unlikely that you will experience the following problems but please read the follow effects of being out in low temperatures and ensure that you take action if you feel any of the described symptoms.

## **Hypothermia**

Hypothermia is a condition that develops when the body temperature drops below 35 degrees centigrade. It is characterised by excessive shivering, confusion, slow movement or a stumbling pace.

If you start to experience any of these symptoms, stop gritting and find somewhere to warm up. Do not place yourself at risk by continuing to grit if you are feeling these effects.

## **Frostbite**

Frostbite is a more severe condition that results from exposure to prolonged or intense cold and affects the extremities of the body, particularly the fingers, toes or nose. It begins with a prickly pain, like intense pins and needles, followed by a gradual loss of feeling in the affected area. The skin then begins to feel hard, becoming a mottled blue or sometimes white colour and can eventually lead to the loss of the affected extremity.

If you start to feel the symptoms of frostbite, stop gritting immediately and find somewhere that is a comfortable temperature to slowly warm up at a natural pace. Never try to warm the affected area with a hot water bottle, bath or hot drink as this can cause permanent damage.

## **We are here to help**

If you have any questions about this training pack, want clarification on any of the points raised or would like face to face training at one of our highway depots, just contact [highways@cambridgeshire.gov.uk](mailto:highways@cambridgeshire.gov.uk) or call 0345 045 5212

Thank you for volunteering to help your parish this winter. This leaflet is a pocket guide to help ensure that you are safe and insured whilst gritting footpaths for your parish council. If you have not read the Community Gritting training pack and completed the registration form, you will not be covered by the County Council's insurance.

### **When and where should I grit?**

Knowing when to grit can be determined by noting when:  
Snow or ice has formed;  
County Council Gritters are predicted to be operating on the highways (follow us on twitter or go to Cambridgeshire County Council's website);  
Local weather forecasts predicted ice/freezing temperatures.

The routes for gritting are agreed between your Town/Parish Council and Cambridgeshire County Council and it is important that you stick to these routes when gritting. If you feel that the routes need to be changed or added to, please let your Town/Parish clerk know.

*If you grit outside of the agreed routes you will not be covered by Cambridgeshire County Council's insurance.*

When you have been out, please make sure that you fill out a log sheet, with your name, date and route that you gritted and return these to your town/parish clerk. These logs ensure that Cambridgeshire County Council and your local clerk can deal with any enquiries about the volunteer gritting routes.

### **Good Gritting Checklist**

**Before going out**, make sure you have:

- Warm clothing
- Stout footwear with good grip
- A high visibility vest or jacket
- Gloves and eye protection
- A copy of the agreed route
- Gritting equipment that you are comfortable using
- Told someone that you are going gritting

**While gritting**, make sure that you:

- Check that it is safe to grit
  - Visibility is good
  - Traffic flows are not too high or fast
  - You are not at risk of falling
- Keep aware of traffic, which may have difficulty stopping
- Start by shovelling snow if necessary, starting from the

middle of the path, so you have a safe route to walk

- Make sure shovelled snow is not left in front of pedestrian crossings, driveways or other accesses to property.
- Use grit sparingly and check that your spreader is on the right setting
- DO NOT use hot water, which will melt the snow, but will freeze into more dangerous black ice
- Remove clothing layers if you get too warm, but always leave your high visibility jacket or vest on and remember that you will cool down quickly after you stop work

**When you have finished gritting**, make sure that you have:

- Emptied, cleaned and secured your equipment. Grit left in spreaders will solidify and become unusable.
- Told someone that you have returned safely from gritting
- Recorded your gritting on your log-sheet

Whenever possible, grit with a partner and keep a mobile phone on your person so that you can call for help if needed. However, if you do have a fall

*Try not to panic. It is likely that you will feel shocked and a bit shaken, but staying calm will help you to gather your thoughts and remember what to do.*

*When you are calm, ask yourself whether you feel able to get up. If you are not hurt and you feel strong enough to get up, follow the steps listed below.*

- *Do not get up quickly. Roll onto your hands and knees and look for a solid, stable object nearby.*
- *Crawl over to the object and, if possible, put something soft under your knees.*
- *Hold on to the object with both hands to support yourself.*
- *Place one foot flat on the floor, with your knee bent in front of your body.*
- *When you feel ready, slowly get up.*
- *Sit down and rest for a while before carrying on, if you feel able to do so.*

To update your contact details, log issues with gritting equipment, request more grit or for any other enquiries, please call

**0345 045 5212** or email

**[highways@cambridgeshire.gov.uk](mailto:highways@cambridgeshire.gov.uk)**

Thank you for volunteering your time to help keep your parish moving this winter.

## **Community Gritting for Volunteers**



**A Pocket Guide**

## Community Gritting Volunteer Log Sheet

Parish:

Name of volunteer	Footpaths gritted (If all agreed footpaths shown on map, please write 'all agreed')	Date	Time out	Time back

## **Community Gritting Registration form**

Thank you for volunteering to help keep your parish gritted. Please complete this form and return to *Cambridgeshire County Council, Highways Depot, Station Road, Whittlesford CB2 4NL* or [highways@cambridgeshire.gov.uk](mailto:highways@cambridgeshire.gov.uk) to register as a Community Gritting volunteer.

**Name**.....

**Parish being supported**.....

**Date**.....

**Email address**.....

**I require the following equipment** (please tick all that apply):

PPE as described in the Community Gritting training:

- High visibility long sleeved waistcoat
- Gloves
- Eye protection
- A snow shovel
- A hand-pushed spreader

**Please collect equipment from nearest depot or provide delivery address below**

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- By ticking this box I confirm that I have read and understood the training in the Community Gritting Information Pack provided by Cambridgeshire County Council and will follow the guidance given.

The information provided on this form will be used solely for the purposes of administrating the Community Gritting scheme.

## Community Gritting Registration form

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