



Ulley Parish Council

Ulley Parish Council Meeting to be held on Wednesday 30 January 2019 at Ulley Village Hall.

22 January 2019

Dear Councillor,

You are summoned to attend the Parish Council meeting of Ulley Parish Council at 7.00 p.m.

Andrew Towlerton

Parish Clerk and Responsible Financial Officer

AGENDA

A public session will commence prior to the formal Council meeting in accordance with paragraph 4.6 of the Council's Standing Orders.

PART I NON- CONFIDENTIAL ITEMS

In accordance with Regulation 4(6) of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, audio/visual recording and photography at Council meetings is permitted in accordance with the Council's protocol "Filming of Public Meetings".

1. To receive and approve any apologies for absence.
2. To receive any questions from members of the Public.
3. Declarations of interest and dispensations.
 - i. To receive declarations of interest from councillors on items on the agenda.
 - ii. To receive written requests for dispensations for disclosable pecuniary interests (if any)
 - iii. To grant any requests for dispensation as appropriate.
4. To approve and sign the minutes of the Parish Council meetings held on 26 September 2018 and 28 November 2019.

Parish Council Meeting

5. To receive information on the following on-going issues and decide further action where necessary –
 - Latest Crime Update (To receive the latest crime figures for the Parish).
 - Overhanging branches in the Recreation Ground (To receive an update on progress in addressing this).
 - Condition of footpath on Main Street (Concerns were raised about this at meetings of the Council, these have been raised with StreetPride).
 - Funding for new seat for the See Saw in Recreation Ground (To receive a progress report on the Grant made to Rotherham MBC's Rother Vale Ward Members for funding to a new seat for the Recreation Ground)
6. To consider key outcomes from the meeting the HS2 Engagement Team - The Council had an informal meeting with the HS2 Engagement Team on the 28 November 2018 and ought to consider the key outcomes from this.
7. Drainage Ditch/Telephone Box Issue - There may be an issue with the condition of the cable to the Telephone Box, which needs to be discussed and any resulting actions agreed.
8. Recreation Ground Lease and next steps - The Recreation Ground has been formally transferred to the Parish Council. The Council needs to discuss next steps including training and other needs.
9. To consider the findings of the latest Poynton Avenue Plan Area Inspection – The Council has received the latest independent

- inspection report and needs to consider its findings, see Attachment 9.1.
10. To consider the latest draft of the Volunteer Policy - To consider variations to the policy and associated documents, see Attachments 10.1, 10.2 and 10.3.
 11. To consider and agree the Council's Draft Equality Policy – It is good practice for a Parish Council to have such a policy. An initial draft has been prepared for consideration by the Council, see Attachment 11.1.
 12. To consider and approve the Council's Asset Register for 2018/2019 – it is requirements for a Parish Council to review this at least on an annual basis. The Draft Register is shown as Attachment 12.1
 13. To consider the outcomes and recommendations from Council's External Audit Report – The Council needs to consider the recommendations following this inspection.
 14. Planning update – The Council has not been notified of any for comment at the meeting.
 15. To consider any change in the precept for the 2019/2020 Financial Year – The Council needs to notify Rotherham MBC of any changes in the precept by the end of January 2019.
 16. To receive a verbal and written report (see Attachment 16.1) on financial matters within the Council including bi-monthly budget update and consideration and to approve the following payments.
 - £35.77 to Yorkshire Water for water usage for the Hall.
 - £106.12 to Npower for electricity usage for the Hall.
 - £2106.00 to BDO for Public Interest Report.
 - £29.00 for a printer cartridge.
 17. To consider the Terms of Reference for the Halifax Fund – It was agreed that it would be timely and useful to review this. The current procedure is shown as Attachment 17.1.
 18. To receive an update on Halifax fund bids including any approved by the Halifax Estate and by the Council through delegated powers.
 19. To agree and confirm the time and date of Council meetings for 2019/2020 parish council year.
 20. Any other business.



Ulley Parish Council

Draft Minutes of the Ulley Parish Council Meeting held on 26 September 2018, Village Hall – 7.00 pm

Chairman – Cllr Peter Hubbard – Chairman of Ulley Parish Council.

Other Councillors in attendance – Richard Steel, Ian Stones and Richard Robson

Clerk – Andrew Towleron.

Present – 5 members of the public and Borough Councillor Bob Walsh.

39/18 To receive and approve any apologies for absence - There was none received. The Chairman reminded members of their duty to inform the clerk for their absence from a Council meeting and the reason for this.

40/18 To receive any questions from members of the Public

Several issues were raised.

Fly-tipping – The Chairman confirmed that he had raises this again with Rotherham MBC. Due to issues relating to data protection and how the data was collated it was not possible for Rotherham MBC to provide a figure on how many successful prosecutions there had been in the Parish in recent years, it was explained.

Over-hanging Trees – An update was provided by the Clerk. He had been in contact with StreetPride service at Rotherham MBC. They had looked into this and considered that the trees located through the village don't currently pose any form of obstruction. They had, however, asked Rotherham MBC's Trees and Woodlands team to see if they could take a look at the trees themselves and carry out an inspection to ascertain their safety. They would also be resending letters to the landowners that run adjacent with Ulley lane to try once again to see if they will arrange works for the trees to be cut back.

Straw on the road – It was confirmed that this had been raised with Rotherham MBC and they had agreed undertaken to additional sweeps and inspections. The Chairman stated that this remained an issue in parts of the Parish.

41/18 To receive a report on crime and anti-behaviour issues - The latest recorded figures from the Police recorded 2 crimes (2 domestic and 1 public Order) and 1 incident of anti-social behaviour in the Parish between 19th July 2018 and 19 September 2018. Reference was made to a number of incidents that had taken place in recent weeks.

42/18 Declarations of interest and dispensations - There were none recorded or sought.

43/18 – To approve, sign and date the minutes of the Parish Council Meeting held on 25 July 2018.

Resolved: that the minutes of the Parish Council Meeting held on 25 July 2018 be approved.

44/18 - To consider and agree a Volunteer Policy for the Council and associated documents.

It was explained that a revised volunteer policy and associated documents have been prepared for following comments received on the approved one. These were discussed. Reference was made to the need to keep them simple and easy to read. A discussion then also took place about their implementation. It was agreed that a special meeting of the working party of the Council should take place to consider and agree how these should be best implemented.

Resolved: that the revised Ulley Parish Council Volunteer Policy 2018/2019 and associated documents be approved.

45/18 To consider the latest Inspection Report for Poynton Avenue Plan Area.

A copy of the play area inspection report carried out in July 2018 for the Poynton Area Plan Park was circulated and considered. It was noted that it had not raised any significant concerns with the condition of the play equipment in the Park, though did highlight a few areas of improvement.

Reference was made to a tree in the Park which could pose a risk. The Clerk was asked to arrange an inspection by a suitable qualified person to establish its condition and the extent to which it posed a risk.

Resolved: that the Inspection report for Poynton Avenue Play Area be noted.

46/18 To consider the Council's involvement in Rotherham MBC's - Town & Parish Council Winter Partnership Scheme 2018/19.

This invitation by Rotherham MBC to join the scheme was considered. It was noted that volunteers from community would be required if it was to be successfully implemented. It was agreed to initially seek these through an advert in the parish newsletter.

Resolved: that the Council agrees to take part in in Rotherham MBC's Town & Parish Council Winter Partnership Scheme for 2018/19.

47/18 To consider and agree the Council's Data Protection Policy, Record Management Policy and Associated Documents (see attachments 9.1 to 9.4).

It was explained these had been developed in response to new legislative and other requirements have meant that it is good practice for a Parish Council to have a Data Protection Policy and associated Guidance. They were based on good practice but had been tailored to the needs of the Council.

Resolved: that the Council's revised Data Protection Policy, Record Management Policy and Associated Guidance be approved.

48/18 To receive an update on the External Auditor's Report in the Public Interest and consider next steps.

The clerk confirmed that the External Auditor's Report in the Public interest had been received. However, it had been received too late to include as a substantive agenda item. The next steps was to arrange a public meeting held within one month of receiving it, and at this meeting the Council must decide what action to take in response to our recommendations. This was in accordance with legislative requirements. Members were asked to provide their availability for a public meeting in the next two weeks as a matter of urgency.

The Clerk confirmed that a copy of the report had been placed on the website.

He was asked if the Council had received an invoice for the costs associated with the Audit. He confirmed that the Council had. It was asked if this could be itemized, which he promised to do obtain.

49/18 Planning update

The Chairman explained that the application (RB 2018/1085) for the erection of a dwelling at Main Street, which had been discussed at the previous meeting of the Council, had been approved subject to various conditions.

50/18 To receive a verbal and written report on financial matters including actual and forecast income and expenditure by the Council for the year 2018/2019, and to authorise any payments, including:

Both a verbal and written report was provided. It was confirmed that the Council held £9,754.91, which comprised £3,453.70 in the Co-operative Bank Current Account and £6301.21 in the Co-operative Bank Reserve Account. It also held 11, 424.31 in the Halifax Grant Account. An overview was provided on the overall budget situation. It was explained that the budget was broadly on track. The main variations were that the Insurance fall the hall was under budget by £166 or 18% and the Council had received an unplanned grant of £58. This saving in the insurance and the grant nearly offset the loss of £257 in the Council Tax Grant. The Clerk suggested that were these were earmarked reserves they should be specifically accounted for in the accounts as such, which was agreed.

It was noted that the contract for the electricity supply for the hall expired in October. The Clerk said that he was seeking quotes for the future provision of this service. As the next council meeting was not until November the preferred bidder would need to be done under delegated powers.

Resolved: that the following payments be authorised:

- £59.99 towards the Sleeper Bench Memorial to Andrew Mozley.
- £10.99 to Fosters for Tyre Sealant.

51/18 To receive an update on Halifax fund bids including any approved by the Halifax Estate and by the Council through delegated powers.

Resolved: that the bid to the Halifax Fund by the Ulley Millennium Trust for £380 for village parties in 2018 be approved.

52/18 Any other business.

The Chairman gave a brief update on the progress with the lease for play area.

There being no other business the meeting closed.



Ulley Parish Council

Draft Minutes of the Ulley Parish Council Meeting held on 28 November 2018, Village Hall – 7.00 pm

Chairman – Cllr Peter Hubbard – Chairman of Ulley Parish Council.

Other Councillors in attendance – Richard Steel, Ian Stones, Richard Robson and Patricia Smith

Clerk – Andrew Towleron.

Present – 3 members of the public and Borough Councillor Bob Walsh.

53/18 To receive and approve any apologies for absence - There was none.

54/18 To receive any questions from members of the Public

Several issues were raised.

Footpath on Main Street – It was reported this is still damaged and in a poor condition. A number of residents had raised concerns that it was dangerous to use especially for people with mobility issues. The Chairman explained that this had been raised with Rotherham MBC who considered that it did not meet the criterion for action. It was agreed that the Parish Council should raise this again with Rotherham MBC especially focusing on the risk its poor condition posed especially for people with mobility issues.

Hedges – Reference was made to the poor management of hedges especially those along Poynton Avenue and Poynton Way many of which are overgrown. The Chairman explained that this had been previously raised with both the owners and Rotherham MBC and action had been taken. It was agreed that a close eye should be kept on the situation.

54/18 Declarations of interest and dispensations - There were none recorded or sought.

55/18 – To approve, sign and date the minutes of the Parish Council Meeting held on 26 September 2018.

Cllr Richard Robson noted that he not been recorded as being in attendance. It was confirmed that his name should have been added to the attendance list. The Clerk agreed to make this amendment and the minutes re-presented for approval at the next meeting of the Parish Council.

56/18 – To receive information on the following on-going issues and decide further action where necessary -

To receive a report on crime and anti-behaviour issues - The latest recorded figures from the Police recorded 3 crimes (1 incident of burglary, 1 threat to criminal damage and 1 criminal damage) between 19 September 2018 and 20 November 2018.

Overhanging branches in the Recreation Ground – The Clerk confirmed that this issue has been reported to the Streetpride Service at Rotherham MBC and was awaiting a reply.

Ulley Recreation Ground Lease – The Council had received a copy of the final lease incorporating the suggested amendments together with a Landlord and Tenant Declaration. These were duly signed by Chairman and Clerk.

Hanging Baskets on Main Street – It was explained that Rotherham MBC has asked that these be removed as the poles which they are attached to are to be replaced. The Chairman explained that this had been removed.

Addition of Drainage Channel – It was reported that there may have damage to a council asset by a third party; namely the addition of drainage channel over council land leading to a severing of the power cable to our telephone box. It was agreed that the Clerk should raise this with the agency responsible for the digging of the drainage channel.

Volunteer Policy for the Council – A report was provided on progress. A Working Group had been set-up to take this forward. It was anticipated that it would have its first meeting shortly.

57/18 - To consider and agree on actions following the recommendations of the Public Interest Report and Internal Audit (2017/2018) reports

Following the various recommendations made in these reports, an action plan had been produced and circulated that detailed progress in implementing these. This was then considered. It was noted that progress had been good.

58/18 - To consider the Council's Internal Financial Controls and procedures

The Clerk explained that it was good practice for a Council to undertake this at least on an annual basis. A general discussion took place on the Council's Internal Financial Controls and procedures. This were considered to be sound. It was agreed to review the Council's procedures in relation to the Halifax Fund as an agenda for the January meeting.

59/18 - To consider the findings of the latest Poynton Avenue Plan Area Inspection

A copy of the latest play area inspection report carried out in October 2018 for the Poynton Area Plan Park was circulated and considered. It was noted that it had not raised any significant concerns with the condition of the play equipment in the Park, though did highlight a few areas of improvement.

Reference was made to the condition of the see-saw bench. Borough Councillor Bob Walsh was asked if its replacement could form the basis of a Leadership Fund bid, which it was confirmed in principle that it could. The Clerk agreed to prepare a bid to the fund to replace the seating on the see-saw

60/18 Planning update

The Council has not been notified of any for comment at the meeting. A verbal update was provided on planning application (RB2017/1709) to vary condition 02 (approved plans - raise the roof height of the garage by 2 block courses (450mm) to allow more useable space), which the Council had previously commented on. This had been approved by Rotherham MBC.

61/18 To receive a verbal and written report on financial matters within the Council including bi-monthly Budget Update and consideration and to approve the following payments.

Both a verbal and written report was provided. It was confirmed that the Council held £9,398.53, which comprised £3,599.05 in the Co-operative Bank Current Account and £5,799.48 in the Co-operative Bank Reserve Account. It also held 11,055.01 in the Halifax Grant Account. Members were then asked to sign the various concerned associated bank statements and bank reconciliations, which they did.

A written and verbal overview was provided on the overall budget situation. It was explained that the budget was broadly on track. The main budget area of concern was spending on the utilities heading especially as we enter the winter period. The Clerk confirmed that he was seeking quotes for energy supply to the Hall. It was asked if the written report could be provided as part of the formal agenda. The Clerk explained, that subject to the removal of any personal data, this could be.

Members were asked to consider any changes in the precept for the following coming year. It was agreed that the budget for the following year should be the main agenda item for the Councils January meeting. The Clerk also promised to provide a budget scenarios for the meeting based on no increase in the precept.

Resolved: that the following payments be authorised:

- £1.01 to Royal Mail for Postage.
- £28.85 to Yorkshire Water for water usage for the Hall.

- £160.88 to NPower for electricity usage for the Hall.
- £2106.00 to BDO for Public Interest Report.
- £4.53 to HMRC for underpaid tax.
- £560.00 to Hobson Nurseries for Winter Planting.
- £660.00 to Hobson Nurseries for summer Planting.
- £6.48 to B&M Retail for paper and box file for the Clerk.

It was also agreed that a payment of £2106.00 to BDO for Public Interest Report be approved subject to a satisfactory detailed breakdown of the charges.

62/18 To consider and confirm the appointment of Spectrum CIC/Voluntary Action Rotherham as the Councils Internal Auditors

Resolved: that Spectrum CIC/Voluntary Action Rotherham be approved as the Councils Internal Auditors for 2018/2019.

63/18 To receive an update on Halifax fund bids including any approved by the Halifax Estate and by the Council through delegated powers.

There were none.

Any other business.

The Chairman reported on a useful meeting that had taken place with the HS2 engagement Team prior to the main meeting. Cllr P Smith provided an update on consultation activities especially with young people in relation to the recreation ground.

Site Information

Inspection Ref: 731732

Site Ref: 18430

Customer Order No: None

Operational Inspection - 19 December 2018 at 08:52 Inspector: Terry Hill

Risk Assessment: **12 - Moderate Risk**



Location: The site is partially overlooked by properties in the local community

Disabled Access: Some accessible features; an area that presents difficulties to the majority of people with disabilities but in favourable circumstances and certainly in partnership can be accessed.



0 - Risk Assessment not Undertaken

Item: Ancillary Items - Site General
Manufacturer: Owner/Operator
Surface Type: N/A
Equipment Compliance: N/A
Surface Area Compliance: N/A
Ref/Part Number:
Total Findings: 1



Finding 1

This item is satisfactory - no work required



12 - Moderate Risk

Item: Ancillary Items - Palisade Logs
Manufacturer: Owner/Operator
Surface Type: N/A
Equipment Compliance: N/A
Surface Area Compliance: N/A
Ref/Part Number:
Total Findings: 2



Finding 1

Timbers rotting - Monitor

Finding 2

Timbers rotten - Repair required



0 - Risk Assessment not Undertaken

Item: Ancillary Items - Sign
Manufacturer: Owner/Operator
Surface Type: N/A
Equipment Compliance: N/A
Surface Area Compliance: N/A
Ref/Part Number:
Total Findings: 1



Finding 1

This item is satisfactory - no work required



3 - Very Low Risk

Item: Ancillary Items - Bench
Manufacturer: Owner/Operator
Surface Type: N/A
Equipment Compliance: N/A
Surface Area Compliance: N/A
Ref/Part Number:
Total Findings: 1



Finding 1

Concrete slab broken - New slab required



0 - Risk Assessment not Undertaken

Item: Ancillary Items - Bench
Manufacturer: Owner/Operator
Surface Type: N/A
Equipment Compliance: N/A
Surface Area Compliance: N/A
Ref/Part Number:
Total Findings: 1



Finding 1

This item is satisfactory - no work required



0 - Risk Assessment not Undertaken

Item: Ancillary Items - Bench
Manufacturer: Owner/Operator
Surface Type: N/A
Equipment Compliance: N/A
Surface Area Compliance: N/A
Ref/Part Number:
Total Findings: 1



Finding 1

This item is satisfactory - no work required



0 - Risk Assessment not Undertaken

Item: Ancillary Items - Litter Bin
Manufacturer: Owner/Operator
Surface Type: N/A
Equipment Compliance: N/A
Surface Area Compliance: N/A
Ref/Part Number:
Total Findings: 1



Finding 1

This item is satisfactory - no work required



1 - Very Low Risk

Item: Multi Use Games Area - Goal End
Manufacturer: Not Identified
Surface Type: Grass
Equipment Compliance: N/A
Surface Area Compliance: N/A
Ref/Part Number:
Total Findings: 1



Finding 1

This item is satisfactory - no work required



10 - Low Risk

Item: Activity Equipment - Climbing Wall
Manufacturer: Not Identified
Surface Type: Grass
Equipment Compliance: No
Surface Area Compliance: No
Ref/Part Number:
Total Findings: 1



Finding 1

Timbers rotting - Monitor



0 - Risk Assessment not Undertaken

Item: Other - Boulders
Manufacturer: Owner/Operator
Surface Type: N/A
Equipment Compliance: N/A
Surface Area Compliance: N/A
Ref/Part Number:
Total Findings: 1



Finding 1

This item is satisfactory - no work required



5 - Very Low Risk

Item: Other - Embankment Slide
Manufacturer: Massey & Harris
Surface Type: Bark Mulch
Equipment Compliance: Yes
Surface Area Compliance: Yes
Ref/Part Number:
Total Findings: 1



Finding 1

Safety surface low - Replenish surface



10 - Low Risk

Item: Swings - Single Point Swing - Type 3
Manufacturer: Not Identified
Surface Type: Bark Mulch
Equipment Compliance: No
Surface Area Compliance: No
Ref/Part Number:
Total Findings: 1



Finding 1

Safety surface low - Replenish surface



5 - Very Low Risk

Item: Rocking Equipment - See Saw
Manufacturer: Wicksteed Playgrounds
Surface Type: Grass
Equipment Compliance: No
Surface Area Compliance: Yes
Ref/Part Number:
Total Findings: 2



Finding 1

Seat vandalised - New seat required

Finding 2

Bearings worn - New bearings required



6 - Low Risk

Item: Activity Equipment - Balance Beam
Manufacturer: Sik Holz
Surface Type: Grass Matrix Tiles
Equipment Compliance: Yes
Surface Area Compliance: Yes
Ref/Part Number:
Total Findings: 1



Finding 1

Algae present, surface slippy - Monitor



4 - Very Low Risk

Item: Activity Equipment - Log Walk
Manufacturer: Sik Holz
Surface Type: N/A
Equipment Compliance: Yes
Surface Area Compliance: Yes
Ref/Part Number:
Total Findings: 1



Finding 1

Timbers rotting - Monitor



8 - Low Risk

Item: Activity Equipment - Multi Play (Junior)
Manufacturer: Sik Holz
Surface Type: Grass Matrix Tiles
Equipment Compliance: No
Surface Area Compliance: Yes
Ref/Part Number:
Total Findings: 3



Finding 1

Algae present - Monitor

Finding 2

Timbers split - Repair required

Finding 3

Tower slightly loose in ground - Monitor



0 - Risk Assessment not Undertaken

Item: Swings - 1 Bay 2 Seat (Cradle)
Manufacturer: Massey & Harris
Surface Type: Grass Matrix Tiles
Equipment Compliance: No
Surface Area Compliance: Yes
Ref/Part Number:
Total Findings: 1



Finding 1

Service required - Service required



3 - Very Low Risk

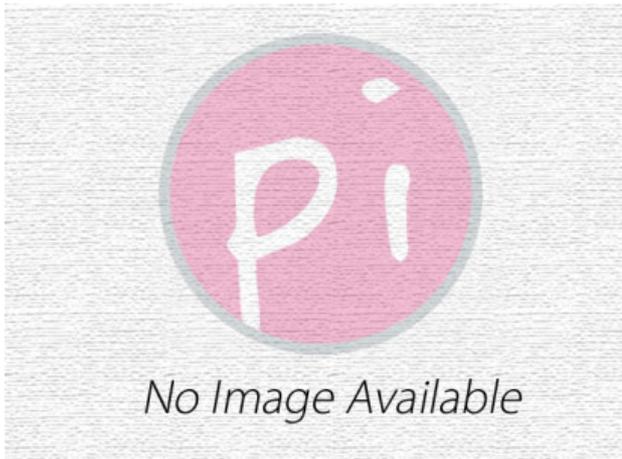
Item: Activity Equipment - Boat
Manufacturer: Kompan Ltd
Surface Type: Gravel
Equipment Compliance: Yes
Surface Area Compliance: Yes
Ref/Part Number:
Total Findings: 1



Finding 1

Inspection required - Bearings not working correctly

Findings Information

 6 - Low Risk (Finding 1)			
Item:	Ancillary Items - Palisade Logs	Risk Level:	L - Low Risk
Manufacturer:	Owner/Operator	Surface:	N/A
			
Finding:	Timbers rotting	Action:	Monitor

 12 - Moderate Risk (Finding 2)			
Item:	Ancillary Items - Palisade Logs	Risk Level:	M - Moderate Risk
Manufacturer:	Owner/Operator	Surface:	N/A
			
Finding:	Timbers rotten	Action:	Repair required



3 - Very Low Risk (Finding 1)

Item: Ancillary Items - Bench
Manufacturer: Owner/Operator

Risk Level: V - Very Low Risk
Surface: N/A



Finding: Concrete slab broken

Action: New slab required



10 - Low Risk (Finding 1)

Item: Activity Equipment - Climbing Wall
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Grass



Finding: Timbers rotting

Action: Monitor



5 - Very Low Risk (Finding 1)

Item: Other - Embankment Slide
Manufacturer: Massey & Harris

Risk Level: V - Very Low Risk
Surface: Bark Mulch



Finding: Safety surface low

Action: Replenish surface



10 - Low Risk (Finding 1)

Item: Swings - Single Point Swing - Type 3
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Bark Mulch



Finding: Safety surface low

Action: Replenish surface



5 - Very Low Risk (Finding 1)

Item: Rocking Equipment - See Saw
Manufacturer: Wicksteed Playgrounds

Risk Level: V - Very Low Risk
Surface: Grass



Finding: Seat vandalised

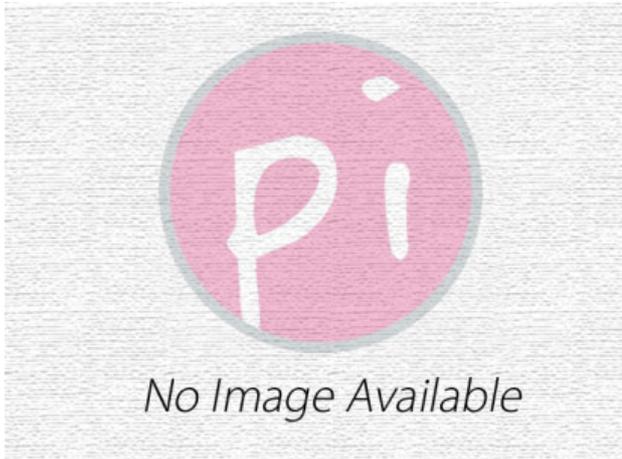
Action: New seat required



3 - Very Low Risk (Finding 2)

Item: Rocking Equipment - See Saw
Manufacturer: Wicksteed Playgrounds

Risk Level: V - Very Low Risk
Surface: Grass



Finding: Bearings worn

Action: New bearings required



6 - Low Risk (Finding 1)

Item: Activity Equipment - Balance Beam
Manufacturer: Sik Holz

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: Algae present, surface slippy

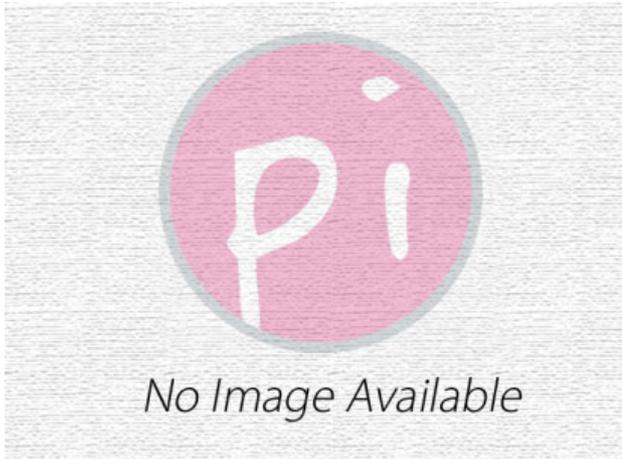
Action: Monitor



4 - Very Low Risk (Finding 1)

Item: Activity Equipment - Log Walk
Manufacturer: Sik Holz

Risk Level: V - Very Low Risk
Surface: N/A



Finding: Timbers rotting

Action: Monitor



8 - Low Risk (Finding 1)

Item: Activity Equipment - Multi Play (Junior) **Risk Level:** L - Low Risk
Manufacturer: Sik Holz **Surface:** Grass Matrix Tiles



Finding: Algae present **Action:** Monitor



8 - Low Risk (Finding 2)

Item: Activity Equipment - Multi Play (Junior) **Risk Level:** L - Low Risk
Manufacturer: Sik Holz **Surface:** Grass Matrix Tiles



Finding: Timbers split **Action:** Repair required



0 - Risk Assessment not Undertaken (Finding 3)

Item: Activity Equipment - Multi Play (Junior) **Risk Level:** N - Risk Assessment not Undertaken
Manufacturer: Sik Holz **Surface:** Grass Matrix Tiles



Finding: Tower slightly loose in ground **Action:** Monitor



0 - Risk Assessment not Undertaken (Finding 1)

Item: Swings - 1 Bay 2 Seat (Cradle) **Risk Level:** N - Risk Assessment not Undertaken
Manufacturer: Massey & Harris **Surface:** Grass Matrix Tiles



Finding: Service required **Action:** Service required



3 - Very Low Risk (Finding 1)

Item: Activity Equipment - Boat
Manufacturer: Kompan Ltd

Risk Level: V - Very Low Risk
Surface: Gravel



Finding: Inspection required

Action: Bearings not working correctly

Ulley Parish Council Volunteer Policy

1. Introduction

Ulley Parish Council aims to maintain and improve areas in the village to which the public have access and volunteers make a vital contribution to this aim. We recognise the added value that volunteers bring to our organisation and those who use our services.

Ulley Parish Council aims to have a reciprocal and mutually beneficial relationship with our volunteers.

The involvement of volunteers will be guided by the following principles of good practice:

- the volunteers roles and responsibilities will be explained during the induction process;
- the organisation will comply with the Data Protection Act in the use of data held on all volunteers;
- volunteers will be provided with regular opportunities to share ideas/concerns with the Parish Council

2. The Purpose of this Policy

By adopting this policy Uley Parish Council aims to:

- highlight and acknowledge the value of the contribution made by volunteers;
- recognise the respective roles, rights and responsibilities of volunteers;
- confirm this organisation's commitment to involving volunteers in its work;
- establish clear principles for the involvement of volunteers; and
- ensure the ongoing quality of the work carried out by volunteers;

This policy provides a framework for the involvement of volunteers.

All potential volunteers will be asked to :-

- a) Familiarise themselves with the relevant risk assessment/s and sign them off
- b) Familiarise themselves with the manufacturer's instructions for any equipment they may use
- c) To complete the volunteers agreement form which will include their acknowledgment they understand fully the safe use of, are capable in the practical use of and feel competent to use any specified equipment
- d) To complete an equipment user log detailing their use of any particular equipment, the date and a record of any faults or problems encountered in the use.
- e) At any future date should the volunteer wish to use equipment that was not identified in the induction process they will complete steps a) to c) before using the equipment

3. Operation of the Policy

Volunteers will be given an overview of any relevant policies and procedures and will be expected to comply with them in particular any Health and Safety risk assessments and related operating procedures. This is of particular importance where the volunteers will be using equipment supplied by the Parish Council. Once a volunteer has completed the induction process and the volunteer's agreement form they are covered under Ulley Parish Council's Public Liability Insurance.

Volunteers may be able to claim reasonable expenses incurred as a direct result of their volunteering. Volunteers should discuss any planned expenditure prior to incurring it to ensure that it will be covered by the Council.

4. Responsibility

Overall responsibility for the implementations, monitoring and review of the policy and procedures lies with the Ulley Parish Council. The review will take place no less frequently than once per year and will form part of a normal agenda at a scheduled Parish Council meeting. Implementation and adherence to this policy is the responsibility of all members and staff of the Parish Council and volunteers working with the organisation.

[Date of Document]

[Date it is due for review]



Volunteer agreement

The Parish Council appreciates you volunteering with us and is committed to providing volunteers with a supportive environment. We hope that you will find your volunteer experience enjoyable and rewarding.

1) VOLUNTEER ROLE

Your role as volunteer is to assist in maintaining and/or improving land within the parish to which the public have access.

We expect you to perform your role to the best of your ability and to follow our policy, procedures and standards, including Health and Safety and we will all work in accordance with our equal opportunities policy.

2) INDUCTION PROCESS

We will provide an induction explaining what we do and how volunteers work with us.

As part of the induction process you will be asked to:-

- a) Familiarise yourself with the relevant risk assessment/s, sign them off on the Risk Assessment Form and agree to abide by their guidance at all times
- b) Familiarise yourself with the manufacturer's operating instructions for any equipment you may use
- c) To complete this volunteers agreement you will be required to confirm that you understand fully the manufacturer's instructions in the safe use of any specified equipment and are capable and competent in the use of any such equipment as identified on your Risk Assessment Form. Access to these documents will be provided on the One Drive. A hard copy will be made available if requested.
- d) To complete an equipment user log detailing your use of any particular equipment, the date and a record of any faults or problems encountered in it's use. This will allow a record to be kept for the purposes of scheduling necessary maintenance and evidencing a volunteers experience with the equipment.

- e) At any future date should you wish to use equipment that was not identified in the induction process you will complete steps a) to d) before using the equipment

3) Contact

Any of the Parish Councillors or the Parish Clerk are available as a point of contact during your volunteering with us. This can be to suggest improvements to working practices, ideas for new initiatives, reporting broken equipment, or to discuss any other ideas, problems or complaints you may have.

4) EXPENSES

You are not expected to incur any expenditure but we may reimburse certain out-of-pocket expenses incurred in connection with your volunteering with us. Volunteers should discuss any planned expenditure prior to incurring it to ensure that it will be covered by the Council.

5) INSURANCE

Provided you have complied with the requirements of the Volunteer Policy we will provide adequate insurance cover for you while you are undertaking voluntary work to assist in maintaining and/or improving areas within the parish to which the public have access.

6) CONFIDENTIALITY

In the course of providing your volunteering services, you may have access to confidential information relating to Ulley Parish Council or our constituents. We expect you not to use or disclose this information to any person either during your volunteering experience with us or at any time afterwards.

7) LEAVING

We ask that you give us as much notice as possible if you want to stop volunteering so we can take account of the change in circumstances when planning future activities

This agreement is binding in honour only, is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither of us intends any employment relationship to be created either now or at any time in the future.

Yours sincerely,

.....

On behalf of Ulley Parish Council

I have completed this induction process to my satisfaction, have read and understood the contents of this letter and understand fully the manufacturer's instructions in the safe use of any equipment identified on my Risk Assessment Form and am capable and competent in the use of such equipment

Signed

[Name of volunteer]

Date



Ulley Parish Council

ULLEY PARISH COUNCIL

Draft Equal Opportunities Policy (2019)

Adopted XXXX.

Ulley Parish Council recognises that many different people live and work in the Parish. We welcome this diversity as an asset to our community. We will encourage and promote involvement in the Parish Council by all members of our community.

Ulley Parish Council is opposed to discrimination in any form. We recognise that we have a moral and legal responsibility to promote equal opportunities and we will pursue equality in all of our work and activities.

The Equality Act 2010 (as amended) legally protects people from discrimination. The Act applies to all organisations that provide a service to the public or a section of the public. It is against the law to discriminate against anyone because of:

- Age.
- Being or becoming a transsexual person.
- Being married or in a civil partnership.
- Being pregnant or on maternity leave.
- Disability.
- Race including colour, nationality, ethnic or national origin.
- Religion, belief or lack of religion/belief.
- Sex.

- Sexual orientation.

This Act is fully supported by Ulley Parish Council.

The Parish Council opposes all forms of unlawful and unfair discrimination whether it be direct or indirect discrimination, victimisation or harassment on the grounds of any of the protected characteristics defined in law. We are committed to the promotion and delivery of equal opportunities in the work place and in the delivery of services. In all our activities we will have due regard to the aims of the Equality Act.

The Parish Council strives to ensure that our services and activities meet the varied needs and expectations of the local people and that everyone has equal access to these. This includes:

- We welcome views, opinions and ideas from all members of our Parish.
- We welcome and encourage all members of our community to offer to serve as parish councillors; to attend and participate in parish council meetings and to take part in parish council projects and initiatives.
- No form of bullying, harassment or intimidation will be tolerated.
- We will make information on the work and decisions of the Parish Council widely available in order to ensure the maximum awareness of opportunities to contribute to the work of the Parish Council.
- We afford equal treatment to all employees and prospective employees. No job applicant or employee will receive less favourable treatment on the grounds of age, race, religion, nationality, sex or sexual orientation, marital status, pregnancy, physical or other disability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency and effectiveness of the Council.

This policy applies to all employees, volunteers, placements, contractors and members of Ulley Parish Council. In this document they will all be referred to as 'employees'. It is accepted that members of the council and volunteers are not employees, but they do share a responsibility with employees when representing the Parish Council or carrying out the functions of their office therefore all aspects of this policy apply to members and volunteers.

[Approved XXXX - 2019]
[To be reviewed - July 2019]

Asset & Investment Register 2018-19

ASSET	LOCATION	OWNER	DATE OF ACQUISITION	VALUE
<u>Street Furniture</u>				
Notice Board	Village Hall, Main Street	Ulley Parish Council	2014	£1.00
Telephone Box	Turnshaw Road	Ulley Parish Council	2015	£1 (£1576.05 insured value)
Flag Pole	Village Hall, Main Street	Ulley Parish Council	2016	£599.85
Bench	Holy Trinity Church, Main Street	Ulley Parish Council	2017	£625.50
<u>Land & Buildings</u>				
Village Hall	Main Street	Ulley Parish Council	Unknown	£1 (£237,930 insured value)
Recreation Ground	Main Street/Poynton Avenue	Ulley Parish Council	2018	£1
<u>Other</u>				
Tables and Chairs	Village Hall, Main Street	Ulley Parish Council	2015	£1.00
Lap Top and Printer	Clerk's Address	Ulley Parish Council	2016	£582.90
Hanging Baskets	Various Locations in Parish	Ulley Parish Council	2017	£1215.60

Mower	Village Hall, Main Street	Ulley Parish Council	2017	£2504.04
Brush Cutter	Village Hall, Main Street	Ulley Parish Council	2017	£339.00
Long Hedge Trimmer	Village Hall, Main Street	Ulley Parish Council	2017	£279.00
Versa Tool	Village Hall, Main Street	Ulley Parish Council	2017	£315.00
Pruner	Village Hall, Main Street	Ulley Parish Council	2017	£208.00
Xmas Lights	Village Hall, Main Street	Ulley Parish Council	2018	£244.84
Xmas Tree	Village Hall, Main Street	Ulley Parish Council	2018	£324.00

INVESTMENTS

The Council holds no investments

NB

This register contains listings for items of £200 and above. The exception to this is assets which were 'gifted', which the Council is advised to value in the Asset Register as £1 in accordance with accounting rules for town and parish councils and which it is considered would cost more than £200 to replace.

ULLEY PARISH COUNCIL

REVENUE ESTIMATES 2018-19

	2017-18 BUDGET	CURRENT SPENDING	PROJECTED FULL YEAR	2018-19 BUDGET
	£	£	£	£
<u>EXPENDITURE</u>				
COMMUNITY				
VillageProjects	250	308	350	250
Repairs / Maintenance	300	305	500	500
Ulley in Bloom	0	0	0	500
Recreational Ground inspections	290	0	290	290
Village Hall	0	0	0	0
Recreation Grounds maintainance	720	0	0	0
Miscellaneous	650	0	0	0
	2210	613	1140	1540
ADMINISTRATION				
Clerks Salary including NI	1485	1008	1490	1440
Miscellaneous Administration	100	0	50	50
Travel Expenses	10	0	10	10
Sundries - Stationery/Post/website	150	0	100	100
Insurance	968	734	734	734
Audit Fees	200	165	2500	200
Subscriptions etc	200	55	55	55
Training	100	0	100	100
Chairmans/Members Allowance	0	0	0	0
Data Protection Registration	35	35	35	40
Utilities	750	713	850	750
Election costs	0	0	0	0
Grants/Donations S137	0	0	0	0
	3,998	2,710	5,924	3,479
TOTAL EXPENDITURE	6,208	3,323	7,064	5,019
INCOME				
Bank Interest	0	1.1	1.1	1.1
Council Tax Grant	257	0	0	0
Precept	6213	6027	6027	6177.675
Other (incl VAT return)	0	58.31	1158.31	1158.31
TOTAL INCOME	6,470	6086.41	7186.41	7337.09

Initial experience of administering bids for the Halifax fund has identified some changes/additional clarification that would be beneficial to the Council and the community.

- 1) The initial applications that have been received have identified the potential need for speedier decision making, in certain cases, than the normal Parish Council timetable will allow. To meet this need one option would be to agree to hold an extraordinary meeting where there is an identifiable time restriction that would preclude the bid being successful if it were to be considered at the next scheduled meeting. Identification of such need could be initiated by the Clerk, in consultation with the Chair, once an application has been submitted to them.
- 2) Whilst the consideration of bids is confidential a report should be presented at the following meeting showing the decisions made.
- 3) The funds accounts should be reported at each meeting in the same way that the normal accounts of the Parish Council are reported.

Recommended

- 1) Where a bid for funding from the Halifax Fund has a demonstrable time restriction that precludes it from being considered at the next scheduled Parish Council meeting, as determined by the Clerk in consultation with the Chair, an extraordinary meeting will be called as soon as possible for the determination of the bid. Any additional bids that have already been submitted to the Parish Council may also be considered at the meeting.
- 2) All decisions made relating to bids for funding under the Halifax Fund to be noted under a separate heading of 'Halifax Funds' in the minutes at subsequent Parish Council meetings.
- 3) Under the same heading all income & expenditure to be accounted.