

NOTICE OF MEETING

Finance & General Purposes Committee

7.45pm on Tuesday 27 August 2019 at Parish Council Office

To Councillors

Mrs Barnard, Ms Dulieu, Fitzwilliams, Strudley Mrs Wallen and Wilson

You are summoned to attend the meeting of the Finance & General Purposes Committee on Tuesday 27 August 2019 at 7.45pm

Any apologies for absence should be communicated to the Clerk ahead of the meeting.



Jason Mawer

Clerk to the Council

AGENDA

Meeting of the Finance & General Purposes Committee

7.45pm on Tuesday 27 August 2019 at Parish Council Office

Sound recording, photography, filming and use of social media at meetings that are held in public are permitted. Those wishing to record proceedings are however advised to contact the Parish Clerk for further information before the start of the meeting.

No.	Item	Page
001	Apologies for absence	
002	Declarations of interest Members are asked to declare any disclosable interest or affected interest in respect of any matter to be considered at this meeting.	
003	Minutes of the previous meeting To approve the minutes of the Finance & General Purposes Committee of 23 July 2019	4
004	Matters arising from the previous meeting	
005	Financial Report To consider and note the financial report to the end of July 2019	6
006	Brexit To note the report on Brexit and its potential impact on the council	12
007	Insurance To review the insurance arrangements for 2019/20	14
008	Jealott's Hill Community Landshare To consider a report on the Jealotts Hill Landshare project	28
009	Grant Awarding Policy & Grant Arrangements for 2019 To consider and recommend the Grant Awarding Policy	32
010	Equality & Diversity Policy To consider and recommend the Equality & Diversity Policy	37
011	Report from the Responsible Financial Officer to note the report from the Parish Clerk and receive any updates	
012	Payments Payments for authorisation will be tabled at the meeting	
013	Date of the next meeting	40

No.	Item	Page
	The next meeting will be on Tuesday 24 September 2019	
014	Closure of the meeting	

MINUTES OF THE PREVIOUS MEETING

held on **Tuesday 23 July 2019** at **7.45pm** in the **Warfield Parish Council Office**

Present: Councillors Ms Dulieu, Fitzwilliams and Strudley

In attendance: The Parish Clerk

In the absence of Cllr Wilson, Cllr Ms Dulieu took the chair.

001. Apologies for absence

Apologies for absence were received from Cllr Wilson

002. Declarations of interest

No declarations of interests were made or requested.

003. Minutes of the previous meeting

The minutes of the meeting of 25 June 2019 were circulated to members in advance of the meeting. Approval of the minutes was proposed by Cllr Strudley and seconded by Cllr Fitzwilliams and the minutes were **APPROVED** by members present.

004. Matters arising from the previous meeting

The Clerk apologised to members that he had not yet been able to show the makeup of the balance to cover the budget shortfall, but this would be included in future reports.

005. Financial Report

The Clerk circulated to members ahead of the meeting the Financial Report to the end of June 2019.

The Clerk was asked to look the levels of bank balances and to make the necessary adjustments to spread funds based upon need. The Clerk agreed to action this.

The Clerk was asked about Brexit preparedness. The Clerk reported that no information had been received specifically to the town and parish sector, but this was continuing to be monitored. The Clerk would prepare a report for a future meeting.

006. Report from the Responsible Financial Officer

The Clerk reported to members that income from the halls during the summer term was usually lower than other periods of the year, but that block bookings were taking place over the summer holiday period.

007. Payments

Payments were tabled at the meeting. They were proposed by Cllr Strudley, seconded by Cllr Fitzwilliams and APPROVED for payment.

Cheque Payments

		invoice total	
4663	ABA (Construction) Ltd	play area inspections	£114.24
4664	Bracknell Town Council	Allotment works and Frost Folly cutting	£2,839.20
4665	BTS Ltd	copier costs	£203.09
4666	Circle Cleaning Services	contract cleaning	£824.00
4667	Index Security Systems	alarm servicing	£109.20
4668	In 2 Sport	sports club provision	£576.00
4669	Vaughtons	replacement chairman's chain	£1,033.44
4670	Void		
4671	Leigh Horsfield	Wren deliveries	£37.40
4672	Francesca Manning	Wren deliveries	£49.21
4673	Bryn McGlashan	Wren deliveries	£54.01
4674	Simon Mellor	Wren deliveries	£42.25
4675	Stephen Richards	Wren deliveries	£82.01
4676	Adrian Smith	Wren deliveries	£172.62
4677	HMRC	PAYE & NICS	£1,211.14
4678	Berkshire Pension Fund	pension contributions	£838.99
			£8,186.80

011. Date of the next meeting

The date of the next meeting is on Tuesday 27 August 2019.

012. Closure of the meeting

There being no further business the meeting closed at 8.24pm

FINANCIAL REPORT TO END OF JULY 2019

1.0 Purpose of this report

1.1 This report contains the financial report to the end of July 2019. It contains the usual financial data, with the appropriate commentary where budget lines show a variance of 15% or more.

2.0 Balances

2.1 As at 31 July, the councils reconciled bank account balances were as follow:

	Balance as per bank statement	Balance less unrepresented payments	
Lloyds Current Account	25,405.38	19,232.85	
Lloyds Deposit Account (instant access)	247,481.26	247,481.26	
Lloyds 32-day Deposit Account	232,345.62	232,345.62	
CCLA Public Sector Fund	40,000.00	40,000.00	
Caretakers Float	50.00	50.00	*
Total	545,282.26	539,109.73	

*not reconciled at last period end

2.2 Bank Account Transfers in the period

Date	From	To	Value
8 July 2019	Lloyds Deposit	Lloyds Current	£20,000
25 July 2019	Lloyds Deposit	Lloyds Current	£40,000
30 July 2019	Lloyds Current	CCLA	£40,000
30 July 2019	Lloyds Deposit	Lloyds Current	£100,000
30 July 2019	Lloyds Current	Lloyds 32 day	£100,000

2.3 The councils balance sheet as at 31 July 2019 was as follows:

Balance Sheet as at 31 July 2019

Current Assets	£	£	£
Debtors	7,762		
VAT Control Account	4,015		
Prepayments	0		
Lloyds Current	19,233		
Lloyds Deposit	247,481		
Lloyds 32-day Deposit	232,346		
CCLA Public Sector Fund	40,000		
Caretakers float	50		
	<u>550,887</u>		
Total Assets			550,887
Current Liabilities			
Accruals ²	<u>5,469</u>		
		5,469	
Total Assets less Current Liabilities			545,418
Represented by			£
General Reserves			284,372
Reserves – CIL			155,737
Reserves – Elections			5,000
Reserves – Neighbourhood Plan			5,000
Reserves – Parish Facilities			25,000
Reserves – Whitegrove CC			2,000
Reserves – Brownlow Hall			44,475
Reserves – Frost Folly upkeep			23,834
			<u>545,418</u>

² accruals are made up of £5,400 for office service charges not charged.

3.0 Financial Report

3.1 The financial report showing the income and expenditure to 31 July 2019 is attached.

3.2 There are no significant variations (+15%) to report

4.0 Income v Expenditure

4.1 Table 1 show the budgeted income and expenditure for 2019/20 and the accrued expenditure from 2018/19, which shows a shortfall of £51,841. Table 2 shows how that shortfall is made up.

Table 1	£	£
Agreed Expenditure 19/20	301,791	
Accrued expenditure CF from 18/19	17,500	
Total expenditure (as shown on report)		319,291
Budgeted Income		<u>267,450</u>
Difference		51,841

Table 2	£	£
Transfer from CIL	20,000	
Net transfer from reserves	14,341	
Accrued expenditure from 18/19	17,500	
total		<u>51,841</u>

The figures quoted for the budget and shortfall are detailed in item 610 from the Council meeting of 30 January 2019.

5.0 Recommendation

5.1 Members are asked to note the content of this report. Members are reminded that advance site of questions to the Clerk relating to this report will allow for answers to be given at the meeting.

Detailed Income & Expenditure by Account 31/07/2019

Month No : 4

Account Code Report

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget
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Expenditure Detail

4000 Rent	4,826	25,976	21,150		21,150	18.6 %
4010 Heat & Light	-850	10,423	11,273		11,273	-8.2 %
4015 Water	1,077	1,437	360		360	75.0 %
4025 Telephone & Broadband	417	1,364	947		947	30.6 %
4030 Postage	105	209	104		104	50.3 %
4035 Stationery	308	730	422		422	42.1 %
4036 Office printing	169	782	613		613	21.6 %
4040 Contract Cleaning	918	12,264	11,347		11,347	7.5 %
4045 Cleaning Materials	343	915	572		572	37.5 %
4050 Waste management	867	2,214	1,347		1,347	39.1 %
4060 Insurance	2,163	4,578	2,415		2,415	47.3 %
4080 Audit Fees	583	1,888	1,306		1,306	30.9 %
4085 Legal Fees	0	2,000	2,000		2,000	0.0 %
4090 Memberships	0	2,260	2,260		2,260	0.0 %
4095 The Wren	535	3,705	3,170		3,170	14.5 %
4100 Other Resident Communications	270	700	430		430	38.5 %
4105 Website	1,130	3,500	2,370	1,500	870	75.1 %
4110 IT Hardware	30	500	470		470	6.0 %
4115 IT Software	0	250	250		250	0.0 %
4120 Training	107	2,000	1,893		1,893	5.3 %
4125 IT licences	0	1,340	1,340		1,340	0.0 %
4130 RBS licences	0	1,285	1,285		1,285	0.0 %
4135 Data Protection	485	535	50		50	90.6 %
4200 Jealotts Hill Comm Lshare	8,424	8,424	0		0	100.0 %
4205 Frost Folly	399	2,500	2,101		2,101	16.0 %
4210 BFC Loan Repayment	0	8,191	8,191		8,191	0.0 %
4215 Planning & Development Issues	12	200	188		188	6.0 %
4216 Speed awareness	0	150	150		150	0.0 %
4217 Environmental control	0	1,500	1,500		1,500	0.0 %
4225 Youth Provision	660	2,570	1,910		1,910	25.7 %
4230 Green Waste Sack Purchases	500	800	300		300	62.5 %
4250 Repairs & Maintenance	601	11,200	10,599		10,599	5.4 %
4260 Equipment purchase	433	3,100	2,667		2,667	14.0 %
4320 Rights of Way Management	0	2,200	2,200		2,200	0.0 %
4325 Lily Hill Park	0	5,300	5,300		5,300	0.0 %
4330 Disabled Go	0	150	150		150	0.0 %
4350 Salaries	18,898	68,590	49,692		49,692	27.6 %
4355 Pensions	2,005	8,700	6,695		6,695	23.0 %
4360 PAYE & NI	1,592	4,800	3,208		3,208	33.2 %
4365 Expenses	4	250	246		246	1.7 %

Detailed Income & Expenditure by Account 31/07/2019

Month No : 4

Account Code Report

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget
4380 Chairman's Allowance	0	300	300		300	0.0 %
4381 Election costs	0	16,500	16,500		16,500	0.0 %
4385 Replacement chain of office	861	1,500	639		639	57.4 %
4400 Section 137	11,610	11,640	30		30	99.7 %
4405 Memorial Ground	7,500	7,500	0		0	100.0 %
4410 St Michaels PCC (graveyard)	1,000	1,000	0		0	100.0 %
4415 Keep Mobile	500	500	0		0	100.0 %
4420 South Hill Park	1,000	1,000	0		0	100.0 %
4560 NP Cycle Ride	0	200	200		200	0.0 %
4565 Vegetable Take & Grow	117	200	83		83	58.3 %
4570 Arts Week	0	3,000	3,000		3,000	0.0 %
4575 Annual Gardening Competition	0	150	150		150	0.0 %
4580 Summer of Fun Event	122	4,000	3,878		3,878	3.0 %
4585 Christmas decorations	0	1,000	1,000		1,000	0.0 %
4590 Warfield 125	0	1,950	1,950		1,950	0.0 %
4600 Building Improvements	79	14,500	14,421	13,500	921	93.6 %
4620 Licences	12	1,600	1,588		1,588	0.8 %
4650 Trees & Hedges	315	2,600	2,285		2,285	12.1 %
4655 Hanging Baskets	315	312	-3		-3	101.0 %
4670 Caretaker Payroll	3,616	10,968	7,352		7,352	33.0 %
4685 Cottage Maintenance	250	500	250		250	50.0 %
4690 Cottage management fee	0	600	600		600	0.0 %
4700 Inspections	770	6,291	5,521		5,521	12.2 %
4805 Allotment - delivery costs	2,743	20,000	17,257	5,141	12,116	39.4 %
4810 Allotment - management costs	500	1,000	500		500	50.0 %
4900 Other Costs	136	1,000	864		864	13.6 %
Total OverHead	78,455	319,291	240,836	20,141	220,695	30.9 %
Income Detail						
1076 Precept	97,500	195,000	-97,500			50.0 %
1090 Interest Received	391	1,304	-913			30.0 %
1120 Green Sack Sales	80	800	-720			10.0 %
1400 Hire - Regular Users	14,492	45,500	-31,008			31.9 %
1410 Hire - Casual Users	1,547	13,500	-11,953			11.5 %
1420 Allotment rent	0	246	-246			0.0 %
1430 The Cottage	856	10,600	-9,745			8.1 %
1440 Sub Station Rent	0	500	-500			0.0 %
1800 CIL Income	201,027	0	201,027			0.0 %
1920 Craft Fair Income (Arts Week)	105	0	105			0.0 %
Total Income	315,997	267,450	48,547			118.2 %

Detailed Income & Expenditure by Account 31/07/2019

Month No : 4

Account Code Report

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget
Total Expenditure	78,455	319,291	240,836	20,141	220,695	30.9 %
Total Income	315,997	267,450	48,547			118.2 %
Net Expenditure over Income	-237,543	51,841	289,384			

BREXIT

1.0 Purpose of this report

- 1.1 This report contains an assessment of Brexit on the parish council and its work and the mitigations the council can take to minimise the impact.

2.0 Introduction

- 2.1 As things stand, the United Kingdom (UK) will be leaving the European Union (EU) on 31 October 2019. This is currently enshrined in law. A lot has been written and spoken on Brexit, the rights the wrongs and the remain and leave opinions and perspectives. This paper does not dwell on these matters. It is an assessment of the impact Brexit could have on the work of the council.
- 2.2 While HM Government has provided specific advice to local authorities at the borough/unitary/county level, no specific advice has been issued to town and parish councils.

3.0 Direct Legislative impact

- 2.1 All the powers currently available to the parish council are granted through legislation enacted by the UK parliament and is exclusive to England and in some cases Wales. It does not derive from European legislation. Therefore activities of the parish council are not impacted from a legislative perspective by the withdrawal from the EU.
- 2.2 Some aspects of operations do derive from EU legislation like Data Protection and Employment rights, although these will not be impacted immediately as they are laid down in the UK law and may be reviewed by the government or parliament in the future.

4.0 Other legislative and financial impacts

- 4.1 There are other threats and potential impacts to the sector. These do not directly affect the parish council but may impact on others, this includes the £5.3bn of funding for local areas by the EU and access to the European Investment Bank loans and other EU programmes.
- 4.2 The government have also indicated that new legal frameworks will be required for the environment, workforce, public procurement, state aid, regulatory services, finance, data protection and transport.
- 4.3 The government has indicated that areas covered by EU frameworks will be incorporated into UK law, subject to future review, to allow for a smooth transition. Although no further details have been forthcoming.

5.0 Opportunities

5.1 There are opportunities for the sector that may come about from Brexit. National bodies representing the sector see Brexit as an opportunity to broaden the scope of decision making in England, potentially with the movement of power from Brussels to Westminster and from Westminster to localities. While there is potential for such a scenario, there has been no reported progress.

6.0 Threats

6.1 The biggest threat the council faces from Brexit will be issues around the supply of goods, particularly for facilities managements. The days and weeks after Brexit and potentially leading up to it may see the shortage of supplies as the public either stockpile or there are delays sourcing goods and getting them into the country.

6.2 There is a risk the council could run short of cleaning materials and disposable items like toilet rolls. The council usually only holds a low level of stock as supplies are usually delivered within 24 hours of an order being placed. To mitigate the risk the Clerk will modestly increase our stock level on essential items from around 6 weeks to 13 weeks. These stocks are not life limited, so can be stored safely and used up as required.

6.3 There are no other foreseeable threats to the operation of the council from Brexit.

7.0 Recommendations

7.1 Members are asked to note the content of this report.

INSURANCE RENEWAL

1.0 Purpose of this report

- 1.1 This paper provides information to members on the council's insurance renewal for 2019/20.

2.0 Background

- 2.1 In September 2018, the council entered into a three year agreement with AXA Inspire to provide insurance from 1 October 2018, providing the council with assurance over its insurance covers and premiums through to 30 September 2021.
- 2.2 The insurance is arranged through Came & Company, a specialist broker the council has used for many years who provide support to the council through brokerage as well as claims management.
- 2.3 The Clerk has carried out a full review of the cover last year with Andrew Cotter, Regional Director of Came & company as part of the fair presentation of risk as required under the Insurance Act 2015. This forms the basis of the cover and levels of cover required by the council. These covers and levels have been index-linked increased for 2019/20 and checked by the Clerk to ensure they remain relevant and appropriate.

3.0 Other covers

- 3.1 Members should note that in addition to the principal insurance cover shown here for renewal, the council also has covers that are payable to the landlord of the Parish Office and the Whitegrove Community Centre. These covers have been paid for the forthcoming year.

4.0 Changes to our schedule for 2019/20

- 4.1 For 2019 the following have been added to the councils schedule:

Whitegrove Community Centre pre-school play area and shed

Other assets will be updated, but fall within existing cover limits

5.0 Changes to the Council Combined Policy

- 5.1 The attached document (appendix 1) shows changes to the terms of the councils insurance policy this shows updates and key changes to policies. All the changes or updates have been checked and provide either addition cover or clarification of the cover, or adjustments to the level of cover provided. Reductions in cover limits, such as data protection cover, more reasonably reflect the lower cover requirements of the sector, rather than a diminishing of cover.

- 5.2 One element within the policy that has changed is that the policy now specifically mention councillors, where previously members were listed under employees. This is a reflection of the continued development of the insurance market for local councils and reflects the recognition that the sector operates in different ways and areas to standard businesses.
- 5.3 The Clerk is meeting with Came & Company between the writing of this paper and the committee meeting to review the changes in appendix 1 and to clarify any points arising. A verbal report will be given to members. There will be a further opportunity to clarify any points ahead of confirmation at the council meeting on 4 September.

6.0 2019 renewal

- 6.1 The 2019 renewal premium is £3,623.67 which with fees and Insurance Premium Tax totals £4,108.51 (appendix 3)

7.0 Recommendation

Members are recommended the confirmation of the renewal on the terms detailed and at the price quoted.

Appendix 1 – policy schedule

Appendix 2 – changes to your council combined policy

Appendix 3 – invoice

COUNCIL COMMERCIAL COMBINED



redefining / standards

Policy Summary

This document is a summary of the insurance cover provided by the Council Combined policy and, as such, it does not contain the full terms and conditions of your insurance policy. You can find the full terms and conditions of the product in the policy document. This summary is provided to you for information purposes only and does not form part of your insurance contract.

The maximum amount Insurers will pay in the event of a claim is the Sum Insured or Limit shown within your Policy Wording or Policy Schedule.

Core cover - Property damage (cover for buildings and contents)			
Significant cover features and benefits	Core Cover	Optional Cover	Significant Exclusions and Limitations
All Risks cover – subject to certain exclusions	✓		Fire protections, escape of water, empty properties, seasonal building usage and minimum security conditions
Subsidence cover – unless specified otherwise	✓		
Replacement values on Buildings and Contents (including debris removal, architects and surveyors' fees and the costs incurred in complying with EEC and public authority requirements)	Contents	Buildings and Contents	Theft not involving entry to or exit from the premises by forcible and violent means
Stock on market value basis	✓		Bursting of non-domestic steam boilers
Raffle prizes, donated good and auction lots and additional stock and equipment hired in for fund-raising or religious events	£5,000		
Directors, partners, employees, customers and visitors' personal effects	£1,000 per person		Gradually operating causes e.g. rust, rot, corrosion and gradual pollution, wear & tear or deterioration
Cover includes outdoor furniture, heaters, ornaments and statues normally kept outdoors	£5,000		
Cover for tracing and making good leaking underground pipes, drains and cables	£25,000		Mechanical or electrical breakdown of machinery
Marquees and associated lighting, heating and furniture	£10,000		
Contents kept at home	10% of the contents up to £25,000		Faulty or defective workmanship/operator error/a production process
Contract works cover – including joint names provision	10% of the buildings declared values up to £100,000		
Costs and expenses incurred to decontaminate land as a result of the discharge of oil	£10,000		Fraud or dishonesty Radioactive contamination
Raffle prizes and donated goods for fundraising events	£500 per item £1,500 in total		

Automatic cover for newly acquired or built buildings and extensions/additions/improvements to existing buildings and/or machinery	10% of the declared values up to £500,000	Inclusion of Buildings	You must give particulars as soon as practicable and pay any additional premium that may be due
Environmental Protection rebuilding costs	10% of the buildings declared value		
Cover for stock and contents extended to include cover at fund raising events	£5,000		Events must be less than 7 days duration and take place within the European Economic Area
Bequeathed property – cover for buildings and/or contents	Buildings - 10% of the declared values up to £100,000 Contents £10,000		You must give particulars as soon as practicable and pay any additional premium that may be due
The motor vehicle excess and reduction in No Claims Discount payable by a councillor, trustee or employee of yours as a result of an accident involving a motor vehicle in connection with Council business.	Included		Cover is only while the vehicle is being used on council business
Loss of freezer contents due to change in temperature or escape of refrigerant/fumes	£5,000		Where the cold chamber is over 10 years old you will pay the first 20%
Loss of metered water	£25,000		Repairs must be completed within 30 days of discovery
Loss or damage to stock and contents whilst at exhibitions	£25,000		At exhibitions in Great Britain, Northern Ireland, Channel Islands or the Isle of Man
Replacement locks and keys following theft	£10,000		
Accidental breakage of fixed glass and sanitaryware	£10,000		Inner limits apply to extensions of cover
Use of electricity gas or water by persons taking unauthorised possession of the Premises	£5,000 ay one claim		Premises must be inspected weekly by the insured
Theft damage to buildings	✓		
Terrorism		✓	

Business Interruption			
Cover Features and Benefits	Core Cover	Optional Cover	Significant Exclusions and Limitations
Loss of business income resulting from damage covered under Property section	✓		Fire precautions and minimum security conditions Theft not involving entry to or exit from the Premises by forcible and violent means Bursting of non-domestic steam boilers
Loss of income as a result of damage at suppliers or customers premises	£100,000		Gradually operating causes e.g. rust, rot, corrosion and gradual pollution Mechanical or electrical breakdown of machinery
Loss of income as a result of damage at Public Utility Suppliers premises or more than 8 hours	✓		
Loss of income resulting from prevention of access to premises as a result of damage to other premises in the vicinity	✓		Within 1-mile radius of the Premises Deliberate act of an authority
Loss of income as a result of specified human disease being manifested within a 25-mile radius of the premises and murder, suicide, food poisoning, vermin or pests in the premises and closure of the premises due to defective sanitation	✓		Within 25-mile radius of the Premises
Expense you incur in replacing your key personnel following their illness or accidental bodily injury	£250 per week to a maximum £2,500	Increased limits available	
Terrorism		✓	

Money and personal assault			
Cover Features and Benefits	Core	Optional Cover	Significant Exclusions and Limitations
Assault to employees following robbery or attempted robbery: - Death - Total loss or permanent and total loss of use of one or more limbs or eyes - Temporary total disablement - Medical expenses - Professional counselling - Damaged clothing and personal effects	£15,000 £15,000 £100 per week £250 £500 £1,000		Age limits 21 – 90 Any Death, Total loss or permanent and total loss of use of one or more limbs or eyes, Medical Expenses and Professional counselling must occur within 2 years of date of the event giving rise to the bodily injury.

Group personal accident			
Cover Features and Benefits	Core Cover	Optional Cover	Significant Exclusions and Limitations
A capital benefit following death or permanent disablement of your councillors, trustees, employees or volunteers. Or a weekly benefit following temporary disablement	✓		Age limits 16 – 90. Pre-existing conditions. Hazardous pursuits.

Employers Liability			
Cover Features and Benefits	Core Cover	Optional Cover	Significant Exclusions and Limitations
Employers Liability and associated costs	£10,000,000		Fines and penalties Liability for which compulsory motor insurance is required Terrorism limit £5,000,000

Public and Products Liability			
Cover Features and Benefits	Core Cover	Optional Cover	Significant Exclusions and Limitations
Public Liability and associated costs	£10,000,000		Fines and penalties Liability for which compulsory motor insurance is required
Indemnity to hirer	£5,000,000		Liability assumed by agreement
Personal Liability whilst abroad on business	✓		Gradual pollution
Indemnity to Principal	✓		Damage to property in your custody, other than leased or rented premises
Manslaughter costs and Safety Legislation costs	✓		Cost of remedying defects in products supplied
Data Protection Act cover	£500,000		Products knowingly - exported to USA and Canada - will be supplied for use in or on aircraft
Compensation for Court Attendance	£500 per day		Work on aircraft/watercraft or at airports in areas with aircraft access
Motor Contingent Liability	✓		Use of heat away from the insured's Premises precautions
Abuse cover – cover for bodily injury or personal injury as a result of abuse. Cover applies for claims during the policy period or within 7 days after expiry	£2,000,000		

Products Liability and associated costs	£10,000,000 per period of insurance		Punitive exemplary aggravated additional compensatory damages awarded in USA and Canada Fear of exposure to asbestos Conditions apply to firework displays, fund raising events and playgrounds and amusement devices
Libel and Slander cover. Cover applies for claims during the policy period or within 7 days after expiry	£500,000		We will not cover the first 10% or £1,000 of each and every claim (whichever is the greater)
Legionellosis	✓		Subject to precautions condition
Environmental Clean Up costs	£1,000,000		In any one period of insurance

Selected All Risks			
Cover Features and Benefits	Standard Cover	Optional Cover	Significant Exclusions and Limitations
All Risks on your portable equipment anywhere in the EU	£5,000 for Business Equipment	Can extend to worldwide	Theft from a vehicle unless the vehicle is securely locked Theft from your own premises not involving entry or exit by forcible and violent means
Terrorism		✓	

Officers liability			
Cover Features and Benefits	Core cover	Optional Cover	Significant Exclusions and Limitations – Refer Policy Exclusions
Claims brought against your trustees, directors, officers and members for errors arising from the performance of their duties in that capacity	£500,000		Deliberate or dishonest acts. Claims concerning defined benefit pension schemes.

Employment practices liability			
Cover Features and Benefits	Core cover	Optional Cover	Significant Exclusions and Limitations – Refer Policy Exclusions
Claims brought against your trustees, directors, officers and members for claims arising from an employed person alleging an employment practice wrongful act	£500,000		Deliberate or dishonest acts. Claims concerning defined benefit pension schemes. Contractual payments exclusion.

Council legal liability and legal expenses			
Cover Features and Benefits	Core cover	Optional Cover	Special Clauses Section Significant Exclusions and Limitations
Cover for the councils legal liability and legal defence costs	£500,000		We will not cover claims with less than 51% prospect of success
Internet and email cover	✓		
Employee dishonesty cover	£150,000		£250 excess

Business equipment cover - optional			
Cover Features and Benefits	Standard Cover	Optional Cover	Special Clauses Section Significant Exclusions and Limitations
Cover for breakdown of computer equipment and other business equipment		✓	Damage covered under maintenance contract excluded
Includes reinstatement of data, hazardous substances, expediting expenses, escape of oil/water from storage tanks		✓	Back-up of records is required

Other features and benefits			
Cover Features and Benefits	Standard Cover	Optional Cover	Special Clauses Section Significant Exclusions and Limitations
Long term agreement discount		✓	The policy must be in force for the period agreed Insurers are not obliged to accept an offer of renewal

Policy Significant or Unusual Exclusions and Limitations	
Significant or Unusual Exclusions and Limitations	Applies to
Terrorism exclusion (some cover available as optional extra)	All covers
Date Recognition Exclusion	All covers except Employers Liability and Personal Accident
Loss or damage to property resulting from a process involving heat application	All covers
Computer, data processing equipment and data operator error, virus or hacking	All covers except Employers Liability, Personal Accident and Legal Expenses
Special terms apply to empty buildings (you must advise your insurance advisor immediately any premises become unoccupied)	All covers
Fair presentation of risk condition	All covers

Policy Excesses	
Buildings and Contents: <ul style="list-style-type: none"> - Fire, Lightning, Explosion, Aircraft, Riot, Civil Commotion, Strikers, Locked out Workers, Labour Disturbances or Earthquake - Subsidence (optional cover) - All Other Losses 	£nil £1,000 (minimum) £250 (unless otherwise stated)
Breakage of glass and sanitaryware	£250 (unless otherwise stated)
All Risks on specified items	£250 (unless otherwise stated)
Public Liability	£250 (unless otherwise stated)

Rradar advisory service automatically included
<p>rradar helplines provided automatically</p> <ul style="list-style-type: none"> - Access to expert legal, regulatory and risk management advice on Human resources and employment covering <ul style="list-style-type: none"> ■ Health and safety ■ Waste and environmental regulations ■ Taxation ■ Money laundering, fraud, bribery, and corruption, anti-competitive practices ■ Legal advice on a wide range of areas including directors and shareholders duties, contract disputes, intellectual property, data protection, and cybercrime, financial crime, motoring and criminal offences <p>rradar's unlimited enquiry line is staffed by UK based experts with real industry experience including HR professionals, Health and Safety specialists and former tax inspectors, as well as leading accountants, solicitors and barristers with experience of every type of regulator, allegation, investigation and prosecution.</p>

General information

Policy Duration

The policy is annually renewable

Sums Insured

Correct values at risk must be advised to us. If the Sums Insured you request are not adequate this will result in the amount that your Insurers pay you in the event of a claim being reduced. You should review your sums insured and levels of cover regularly to ensure these remain adequate.

The Law Applicable

You and the Insurers can choose the law which applies to the policy. The Insurers propose that the law of England and Wales apply. Unless you and the Insurers agree otherwise, the Law of England and Wales will apply to the policy.

Your Right to Cancel

You may cancel the policy within 14 days of receiving the policy, or the renewal date, if for any reason you are dissatisfied, or the policy does not meet your requirements.

Your Insurers will refund part of the premium paid, proportionate to the unexpired period of insurance following cancellation, provided that no claim has been paid or is outstanding in the current period of insurance.

How to Make a Claim

In the first instance utilise the Assistance Helplines or claim notification phone numbers detailed in the policy schedule or contact your insurance advisor

Making a Complaint

If your complaint relates to a claim on your policy, please contact the department dealing with your claim. If your complaint relates to anything else, please contact your insurance

If we have given you our final response and you are still not satisfied you may be eligible to refer your case to the Financial Ombudsman Service (FOS). If applicable, you will receive details of how to do this at the appropriate stage of the complaints process.

AXAPolicySummary 070419

Changes to your Council Combined Policy

Effective for all Council Combined policies inception on or after 10/04/2019

We have updated your Council Combined insurance policy, and this document will summarise the key changes that we have made. You should still carefully check your policy to familiarise yourself with the cover provided, and to ensure that the cover provided sufficiently meets your needs.

You can find the full terms and conditions of the product in the policy document. This summary is provided to you for information purposes only and does not form part of your insurance contract.

Property damage section – All risks:

Cover/Item	Your old policy	Your new policy Council policy
Explosives cover	Included – page 19	Removed as deemed unnecessary for the sector
Leased buildings cover	Included – pages 21-22	Removed as deemed unnecessary for the sector
Mysterious disappearance cover	Not included	Now included – page 23
Outworkers cover	Included – page 23	Removed as deemed unnecessary for the sector
Valuables exclusion	Included – page 29	Removed
Minimum security standards condition	Included – pages 30-31	Removed and replaced with Minimum security standards condition – Level 1 and Minimum security standards condition – Level 2 – pages 31-32 – Applicable level of security will be specifically noted in your policy Schedule
No smoking condition	Included (Specific section conditions and covers) – page 37	Removed
Waste Condition	Included (Specific section conditions and covers) – page 37	Removed

Money and personal accident assault section:

Cover/Item	Your old policy	Your new policy Council policy
Minimum security standards condition	Included (Specific section conditions) – pages 67-68	Removed and replaced with Minimum security standards condition – Level 1 and Minimum security standards condition – Level 2 – pages 68-69 – Applicable level of

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 A member of the AXA Group of Companies. AXA Insurance is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.

		security will be specifically noted in your policy Schedule
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Employers liability section:

Cover/Item	Your old policy	Your new policy Council policy
Employed person definition	Defined as per page 73	Re-defined as per pages 74-75 Now clarified that councillors are included within the definition

Public and products liability section:

Cover/Item	Your old policy	Your new policy Council policy
Employed person definition	Defined as per page 79	Re-defined as per page 80 Now clarified that councillors are included within the definition
Data protection cover	Included at £500,000 – pages 81-82	Increased to £1,000,000 – pages 82-83
Indemnity to hirer cover	Included at £2,000,000 – page 83	Increased to £5,000,000 – page 84

Selected all risks section – cover for specific items:

Cover/Item	Your old policy	Your new policy Council policy
Minimum security standards condition	Included (Specific section conditions) – pages 97-98	Removed and replaced with Minimum security standards condition – Level 1 and Minimum security standards condition – Level 2 – pages 99-100 – Applicable level of security will be specifically noted in your policy Schedule

Officers liability section:

Cover/Item	Your old policy	Your new policy Council policy
Brexit cover	Not included	Now included – page 106
Circumstance investigation costs cover	Included at £25,000 – page 103	Increased to £50,000 – page 106
Deprivation of assets cover	Included at £100,000 – page 104	Increased to £250,000 – page 106
Insolvency hearing costs cover	Not included	Now included at £25,000 – page 106

Employment practices liability section:

Cover/Item	Your old policy	Your new policy Council policy
Entire section	Not included	Now included – pages 112-119

Council legal liability and legal expenses section:

Cover/Item	Your old policy	Your new policy Council policy
Breach of data protection cover	Not included	Now included – page 125
Brexit cover	Not included	Now included – page 125
Circumstance investigation costs cover	Not included	Now included – page 125
Compensation for court attendance cover	Not included	Now included – page 125
Contractual disputes cover	Defence costs included at £500,000 – page 113	Legal pursuit only at £25,000 (aggregate limit) – page 128
Contractual liability cover	Not included	Now included – page 125
Crisis public relations costs cover	Not included	Now included – page 125
Cyber liability cover	Included at £500,000 – page 113	Reduced to £50,000 – page 125
Data protection cover	Included at £500,000 – page 113	Reduced to £100,000 – page 125
Debt recovery cover	Defence costs included at £500,000 – page 113	Legal pursuit only at £25,000 (aggregate limit) – page 128
Identity fraud cover	Not included	Now included – page 126
Infringement of copywrite cover	Not included	Now included – page 126
Investigation costs cover	Not included	Now included – page 126
Loss of documents cover	Not included	Now included – page 126
Manslaughter claims cover	Not included	Now included – page 126
Negative social media crisis public relations costs cover	Not included	Now included – page 126
Pension/employee benefit schemes cover	Not included	Now included – page 127
Regulatory mitigation cover	Not included	Now included – page 127
Telephone fraud cover	Not included	Now included – page 127
Third party fraud or forgery cover	Not included	Now included – page 127
Trespass, nuisance, person removal and property dispute cover	Defence costs included at £500,000 – page 115	Legal pursuit only at £25,000 (aggregate limit) – page 128
Legal pursuit extension	Not included	Now included – pages 128-129
Breach of professional duty exclusion	Not included	Now included – page 130
Bodily injury or property	Not included	Now included – page 130



damage exclusion		
Excess exclusion	Not included	Now included – page 130
Failure to fund pension, share ownership or employee benefit scheme exclusion	Not included	Now included – page 131
Prior claims, investigations and circumstances exclusion	Not included	Now included – page 131
Prospects of success exclusion	Included – page 116	Removed – although operative under the Legal pursuit extension – page 128
Virus exclusion	Not included	Now included – page 131

Terrorism section:

Cover/Item	Your old policy	Your new policy Council policy
What is covered	As per definition – page 119	Revised definition – page 134
Electronic risks exclusion	As per definition – page 119	Revised definition – pages 134-135

Equipment breakdown section:

Cover/Item	Your old policy	Your new policy Council policy
Covered equipment exclusion	As per definition – page 124	Revised definition including points 17 & 18 – pages 140-141

Mr Jason Mawer
Warfield Parish Council
7 County Lane
Warfield
Bracknell
Berkshire RG42 3JP

INVOICE

Date: 7th August 2019

Client Reference: 2169641

Type of Policy	Insurer	Insurer Pol No.	Policy Term	Premium(£)
Local Council Scheme	Inspire	RGBDX6962034	01/10/2019 to 30/09/2020	£3,623.67
Sub Total				£3,623.67
Total Fees				£50.00
IPT at the prevailing rate				£434.84
TOTAL				£4,108.51

Payment Options	Notes
BACS Payment	If you'd like to pay by bank transfer, please send your payment to : Bank : Lloyds Sort Code : 30-80-12 Account : 13267268 Reference: Please quote 2169641
Cheque	Please make your cheque payable to Came & Company with 2169641 noted on the reverse Please post them to; Blenheim House, 1-2 Bridge Street, Guildford, Surrey GU1 4RY



Stackhouse Poland
A Gallagher Company

Came & Company Local Council Insurance
Blenheim House, 1-2 Bridge Street, Guildford, Surrey, GU1 4RY
T: 01483 462860 E: local.councils@cameandcompany.co.uk
www.parishinsurance.co.uk



JEALOTTS HILL COMMUNITY LANDSHARE – RESOURCE REQUIREMENT POSITION

1.0 Purpose of this report

- 1.1 This report contains a appraisal of the maximum resource requirements the parish council could have to provide if it takes on additional responsibilities in the running of the Jealotts Hill Community Landshare project.

2.0 Introduction

- 2.1 At the July meeting of the council, members asked the Clerk to prepare a report outlining the possible implications of the council taking on additional responsibilities to the running and resourcing of the Jealotts Hill Community Landshare project.
- 2.2 This report outlines the maximum resource requirement (or worst case scenario) position. There is a big caveat here, which will be covered later in the paper, that is mitigating factors that could offset the position.
- 2.3 This report contains data supplied by Silva Homes. As the lead partner they have responsibility for the lease, staff management and financial management. For the purposes of this report it is assumed that all existing services and contracts associated with the site continue and the goodwill of Syngenta is maintained in providing the site and utility provision.
- 2.4 This paper does not go into details of individual staffing terms or contracts. It is an overview of the cost of operating the staffing of the project as a whole.

3.0 Lease

- 3.1 The lease to the site is between Syngenta (as site owner) and Silva Homes as the leaseholder. The requirements on the leaseholder are to maintain the site, keep it secure and operate it as a community project.
- 3.2 With Silva Homes withdrawing from the project a new leaseholder will be required from the existing partners. Bracknell Town Council (BTC) have indicated that they would have issues taking on a lease outside of their council area, therefore WPC would be the only realistic leaseholder.
- 3.3 There are no direct financial implications or charges associated with the lease, other than maintaining the site for the purpose of the Landshare.
- 3.4 A financial cost could be expected in terms of transferring the lease into the name of WPC, but as an existing lease document, this would not be substantial.

3.5 The council has a general provision for legal fees in the current budget of £2,000.

4.0 Staff and Financial Management

4.1 Silva Homes have provided an estimate of the staff time that they currently allocate to the project for administration and financial management.

4.2 Silva estimate that it takes approximately 1 day per month to provide financial management and payroll services to the project.

4.3 Silva estimate that it takes approximately 2 days per month to provide admin and staff support to the site. Admin support is around the preparation and minuting of steering group meetings and takes up around 75% of that time with staff management taking up the remaining 25%

4.4 WPC would therefore need to provide additional resource to cover these elements.

4.5 By April 2020, the council will have taken on a part time finance officer who would have capacity to take on the 7.4 hours of finance and payroll work per month. The councils existing financial software package could be used to run the accounts of the project in a standalone capacity, at a small additional cost of less than £200 per annum. An initial start of cost of £100 would be charged to set-up and configure the accounts package.

4.6 The council currently delivers its own payroll services, but by taking on new staff under different terms and conditions and pension provision it would be advised to explore outsourcing this function. No cost estimate has been made.

4.7 Staff time could be absorbed by the Clerk at around 3.7 hours per month. Admin time could be adsorbed within the team, although there is potential to reduce through potentially sharing this function between the partners. It should be noted that the Clerk already contributes around 3 hours of time per month already, so the actual additional time would be less.

5.0 Staffing costs

5.1 The total staffing costs, based upon the 2019/20 figures is £72,984 this provides for 2 project management staff (1 F/T, 1 P/T) and three support staff (3 P/T). the part-time project management member of staff is also one of part-time support staff, so there are 4 employees across 5 roles.

5.2 The support roles are provided as part of grant funding (£20,701) for a participant at the project and this grant covers the entire salary cost for the support staff (£16,697) as well as a contribution to the running costs of the project (£4,004).

5.3 The project management staff total salary costs are £56,287. For 2018/19 this is met from the following sources £13,323 from Silva Homes, £8,500 from BTC, £8,424 from WPC, £9,947 from grant funding with the remaining £16,093 met from project funds.

- 5.4 Project funds are made up of additional income received from the Little Muddy Boots project and the support grant funding (£6,524) and project reserves (£9,569).
- 5.5 For the purposes of this exercise, it is assumed that WPC absorbed the Silva Homes contribution into its funding making a contribution of £21,747 if all other funding remains in place. This is a fair assumption based upon previous grant funding applications and the level of reserves held. If BFC decided to cease their support package total staff costs would reduce by £16,697, but the project would also lose the running cost funding. Therefore potentially a further £4,004 could be required, subject to reserves.
- 5.6 The above figures make no assumption for increases in salaries or on costs for 2020 or for additional contributions from BTC or other sources. It is also assumed that Little Muddy Boots would continue.
- 5.7 No assumption has been made for the cost of transferring staff to WPC. We would like to Silva Homes to help meet this cost.

6.0 Redundancy costs

- 6.1 Silva Homes have calculated the redundancy costs for the project as a whole (project management and support) of £19,378.46, the largest proportion of this covers the project management staff.

7.0 Resourcing Implications

- 7.1 The overall resourcing requirement that council could be required to meet would be:

	Per month	Annual
WPC Staff time	3 days (22.2 hours)	36 days (266.4 hours)
Management costs	-	£300
Salary contributions	£1,615	£19,378
Salary contingency	£334	£4,004

- 7.2 In terms of direct funding the councils contribution could be £23,682 of which £15,258 is new funding. This could be met through precept or reallocating existing reserves. WPC staff time could be met from existing resources.

8.0 Mitigations

- 8.1 The following mitigating factors also need to be taken into account when considering the overall cost and contribution.
- 8.2 The remaining partners could consider setting up a new structure for the project under either a charity or Community Interest Company umbrella. This would provide the

project with additional external sources of funding that could be obtained. Any new structure could be in place for April 2020, or at some point during 2020/21 which could reduce the level of funding WPC is required to make.

- 8.3 Contributions to the project could be made monthly, which allows a reduction in the level to be made if additional funding was received.
- 8.4 Additional income streams to the project could be achieved through letting and use of the site.
- 8.5 Other partners could increase their contributions to the project or a project sponsor could be sought.
- 8.6 The project has its own allocated reserves for salary costs that would further reduce the total contribution that could be made.
- 8.7 WPC has a nationally recognised community project within its parish boundary that provides employment and benefit to the local community in Warfield and beyond.

9.0 Decisions for the council

- 9.1 As things stand without new arrangements being in place by 1 April 2020, the project would have to close its doors. With the project having matured, it is an appropriate time for the structure and future funding of the project to be reviewed and new structures put in place to take the project forward. This takes time to achieve properly and the remaining partners would need to ensure that a future model is fit for purpose.
- 9.2 With Silva Homes announcing their departure there is uncertainty and this could have negative impacts on the project as other funding may be withdrawn. Putting in place a clear plan for the future of the project is required, but to allow this to happen may require the remaining partners to guarantee the project until new structures and funding are put in place. WPC may decide that it should provide that guarantee in terms of financial and admin support as well as taking on responsibility for the staffing and the lease of the project. A decision on whether the council will provide this guarantee is required sooner rather than later.
- 9.3 The committee should consider whether the council should guarantee/underwrite the project whilst new structures are considered to allow the project to remain open throughout 2020/21.

10.0 Recommendation

The committee is asked to note the report and bring forward any recommendations to council.

GRANT AWARDING POLICY AND ARRANGEMENTS FOR 2019/20

1.0 Purpose of this report

- 1.1 This report contains the Grant Awarding Policy which is subject to review at this time, under the policy review cycle and the arrangements for grants applications for 2019/20

2.0 Policy

- 2.1 The policy presented is an updated version of the previous document (approved September 2017) with minor amendments, mainly to the order of statements and the use of words. Provision has also been made to not require previous applicants to resupply copies of constitutional documents annually, but on a three year cycle, unless they have made a change.
- 2.2 The significant change has been the removal of paragraphs relating to other contributions the council makes to projects or activities like Arts Week, The Family Cycle Ride and Jealotts Hill Community Landshare.
- 2.3 The policy continues to contain provision for the council to exercise its legal power to provide financial support or assistance at any time, outside of the policy timescales if required.

3.0 Arrangements for this year

- 3.1 The arrangements for applications for 2020/21 will operate in the same manor as in 2018 for the current year.
- 3.2 The grant application process will open on Monday 2 September and run through to Thursday 31 October. Application packs consisting of an application form and guidance notes will be posted on the council website or be available in person at the parish office.
- 3.3 After the closing date the Clerk will prepare a paper for the November Finance & General Purposes Committee meeting, detailing the applicants, their funding request and their reasons for seeking support. Members will review the applications at this stage and make recommendations to council.
- 3.4 Guidance will be issued to members ahead of the November meeting regarding their participation in consideration of applications, where they are involved in organisations that have made an application.
- 3.5 Grant awards will be finalised at the January 2020 council meeting as part of the budget setting process and will paid in one instalment in May 2020.

4.0 Recommendation

Members are asked to recommend the Grant Awarding Policy to council and note the arrangements for 2020/21

Appendix 1 – Grant Awarding Policy

Grant Awarding Policy

1.0 Introduction to Policy

1.1 A grant is a payment made by the Council to be used by an organisation for a specific purpose that will benefit the Parish, or residents of the Parish, and which is not directly or jointly controlled or administered by the Council. The Council awards grants, at its discretion, to organisations which can demonstrate a clear need for financial support to benefit the Parish by:

- Providing a service;
- Enhancing the quality of life;
- Improving recreation and/or sports;
- Improving the environment;
- Promoting the Parish of Warfield in a positive way.

1.2 Section 137 of the Local Government Act 1972 empowers local councils to make such grants to voluntary bodies and charities, where no specific grant making power exists in other legislation and where, in the council's opinion, the grant will benefit any part of its area or any of its inhabitants.

1.3 Grant applications will be awarded for payment during the following financial year.

2.0 Grant Application Process

2.1 The grant application process will run through September and October each year. The closing date for applications will be 31 October. Applications and details of the process will be available on the council's offices and website.

2.2 Applicants will be required to complete an application form. All questions on the application form should be fully answered and additional appropriate information, which supports an application, should be provided.

2.3 In addition to the application form, organisations will be required to provide the following supporting information:

- a copy of their written constitution or details of their aims and purpose¹
- full details of the project or activity which the grant is for,
- explain how the grant will be of benefit to the local community within the Parish,
- the proportion or number of beneficiaries living in the electoral area,
- demonstration of a clear need for the funding,
- a copy of the previous year's accounts or, for new initiatives, a detailed budget and business plan.

¹ this will be requested for all new applicants or every third year for previous applicants

- 2.3 The Parish Clerk will receive all completed applications and collate these for consideration at a meeting of the Finance & General Purposes Committee.
- 2.4 The Finance & General Purposes Committee will be notified of all applications received and will review all valid grant applications and make a recommendation to the Council as part of the budget process. Council will make the final decision on which grants to award at the time of its budget setting meeting. All applicants will be contacted following the Council's decision.
- 2.5 Funds available are limited and guidance can be given to applicants by the Clerk where required, although this is for guidance purposes only and is not an indication of support or of the actual fund availability.
- 2.6 All grant awards made under this policy will be made in one payment, usually in May of the awarding year.

3.0 Conditions of Funding

- 3.1 The applicant organisation must be either be a not-profit or charitable organisation or operate in this spirit in the interests of the local community.
- 3.2 Grants will not be made to projects that discriminate on any grounds.
- 3.3 Grants will not be made to individuals.
- 3.4 Grants will not be made retrospectively.
- 3.5 An organisation should have a bank account in its own name. Payment will be made to the named organisation.
- 3.6 The administration of and accounting for any grant shall be the responsibility of the recipient.
- 3.7 All awards must be properly accounted for and evidence of expenditure should be supplied to the Council where requested. Where a grant awarded exceeds £2,000 a report should be provided to the council within twelve months of the date of the grant. This may take the form of an annual report or set of accounts which clearly identify the manner of spending. This written report should be deposited with the Parish Clerk. Applicants will be made aware that this becomes a document which members of the public have the right to inspect under provisions of s.228 of the Local Government Act 1972. The council may extend the reporting condition to other grant recipients as part of the awarding process.
- 3.8 A public acknowledgement of any grant awarded should be made by the recipient.
- 3.9 Only one application for a grant will be considered from each applicant organisation in any one financial year.

- 3.10 An ongoing commitments to award a grant in future years will not be made. A fresh application will be required each year.
- 3.11 Each application will be assessed on its own merits.
- 3.12 The Council may make the award of any grant subject to such additional conditions and requirements as it considers appropriate. The Council reserves the right to refuse any grant application which it considers to be inappropriate or against the objectives of the Council.
- 3.13 Any grant must only be used for the purpose for which it was awarded unless the written approval of the Council has been obtained for a change in use of the grant monies. Any unspent portion of the grant should be returned to the Council by the end of the financial year in which it was awarded except where, by agreement of the Council, the monies may be carried over to the following financial year.
- 3.14 The Council may make the award of any grant as it considers appropriate in the event of any unforeseen urgent event.
- 3.15 Nothing contained herein shall prevent the Council from exercising, at any time, its existing duty or power in respect of providing financial assistance or grants to local or national organisations under the provisions of the Local Government Act 1972, Section 137.

EQUALITY & DIVERSITY POLICY

1.0 Purpose of this report

- 1.1 This report contains the draft Equality and Diversity Policy for consideration by the committee. The final version will be considered by full council for approval at a future meeting.

2.0 Policy

- 2.1 The policy sets out the councils commitment to provide and promoting equal opportunities, the elimination of discrimination and to promote diversity.
- 2.2 The policy sets out the requirements set by the Equality Act 2010 on public bodies and is intended to help the council ensure its policies, procedures and actions meet these requirements.
- 2.3 The policy has been updated with proposed changes from the June committee meeting

3.0 Recommendation

Members are asked to recommend the policy to full council for approval.

Appendix 1 – draft Equality & Diversity Policy

Equality & Diversity Policy

1.0 Introduction

- 1.1 Warfield Parish Council is committed to providing and promoting equal opportunities, eliminating discrimination and encouraging diversity in the community.
- 1.2 Warfield Parish Council aims to create a culture that respects and values each other's differences and which promotes dignity, equality and diversity.
- 1.3 An up-to-date copy of this Policy shall be maintained on the parish council's website.

2.0 Purpose

- 2.1 Warfield Parish Council recognises that supporting equality is of primary importance. This policy will help Councillors and employees of the Council to develop sound and effective policies that impact on the local community, whilst ensuring that the Council meets its duty under the Equality Act 2010.

3.0 Scope

- 3.1 This policy applies to all employees, volunteers, contractors and councillors of Warfield Parish Council.
- 3.2 It is the responsibility of every employee and Councillor of Warfield Parish Council to ensure that they do not discriminate in any way. All employees and Councillors have a duty to uphold equal opportunities principles. Any breach by them of this policy will be dealt with through the code of conduct or Disciplinary process.

4.0 Equality Act 2010

- 4.1 The Equality Act 2010 applies to public bodies and others carrying out public functions. It supports good decision-making by ensuring public bodies consider how different people will be affected by the activities, policies and services provided.
- 4.2 The Equality Act 2010 places a Public Sector Duty on Warfield Parish Council to work to:
 - a. Eliminate discrimination, harassment, victimisation and any other conduct prohibited under the Act
 - b. Advance equality of opportunity between persons who share a protected characteristic and persons who don't share it
 - c. Foster good relations between persons who share a relevant protected characteristic and persons who don't share it

4.3 No individual, group or organisation will be discriminated against. This includes, but is not limited to the following characteristics (known as protected characteristics under the Act)

- Age
- Disability
- Gender
- Marital status and civil partnerships
- Pregnancy and maternity
- Race
- Religion and beliefs
- Sexual orientation
- Ethnic origin
- Nationality

5.0 Equality Commitments

5.1 Warfield Parish Council supports the principles and practices of the Equality Act 2010 and recognises that it is the duty of all Councillors and employees to accept their personal responsibility for fostering a fully integrated community at work by respecting and adhering to the principles of equality for all.

5.2 Warfield Parish Council will actively promote equality throughout the organisation through the application of policies which will ensure that individuals receive treatment that is fair and equitable and consistent with their relevant aptitudes, potential, skills, experiences and abilities.

5.3 Warfield Parish Council is committed to:

- Promoting equality of opportunity for all persons
- Promoting a good and harmonious environment in which all persons are treated with respect and valued
- Preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimisation
- Fulfilling its legal obligations under the Equality Act 2010

6.0 Policy Review

6.1 Warfield Parish Council will review this policy as is necessary and appropriate, and at a minimum on a three yearly basis.

DATE OF THE NEXT MEETING

The next meeting of the council will be on Tuesday 24 September at 7.45pm