

FARNSFIELD PARISH COUNCIL

Approved Minutes of a meeting of the Finance, Risk and Staffing Management Committee (FRSM) of Farnsfield Parish Council held at 8pm on Wednesday 11th April in the Library, The Village Centre, New Hill, Farnsfield.NG228JN

Present: Cllrs. Woods (Chair) Selby, Frost, Healy, Johnson, Wright, Clarke, Waterfield and Rachel Waterfield (Clerk)

1 Member of the public was also in attendance

Cllr Woods opened the meeting at 8. 08 pm

18.1 Apologies for absence

None

18.2 Declarations of interest

None

Cllr Woods suspended standing orders at 8.08pm

18.3 Public open session

Cllr Woods reinstated standing orders at 8.08 pm

18.4 Clerks report

18.4.2 Presentation of the March 2018 Accounts

The clerk presented the accounts, which will be approved at the April PCM

18.4.3 Report from the Clerk on the Review of the additional grass cutting and footpath maintenance Budget

The report is attached as Appendix 1

18.4.4 Report from Cllr. Wright on the review of 2 invoices from February 2018 Bills For payment

Cllr. Wright reviewed the Information Commissioners office invoice and the cleaner's wages.

18.4.5 Selection of 2 invoices from March 2018 bills for payment for review by the Committee

Cllr. Clarke will review 2 invoices

18.4.6 Selection of 1 budget head for review by the committee

**Cllr. Woods proposed that this item be waived this month due to the Clerk's workload.
The committee resolved unanimously to carry this motion**

18.4.7 Committee to review the FRSMC terms of reference

Carried forward until the May meeting



18.4.8 Councillors to request membership of the 2018-19 FRSMC and FPMC

Cllr. Waterfield requested membership on both Committees

18.4.9 Committee to approve purchase of a new Laptop

Cllr Woods proposed that Financial Regulations be suspended in this instance and the replacement laptop, previously identified as a requirement, be purchased on a Councillor's credit card and repaid via expenses. The motion was carried unanimously

18.5 Finance

Cllr. Woods to present the updated Financial regulations for review by the Committee.
Committee review

Action: Councillor Woods will email the updated financial regulations to Councillors who as asked to reply with any comments within 2 weeks.

18.6 Risk

18.6.1 Committee to review the April 2018 FPC Risk assessment document.

The clerk presented the 2018 Risk Assessment. (on file)

18.6.2 Committee to review FPC Internal Controls Document

The clerk presented the FPC Internal Controls Document (on file)

Cllr Woods closed the meeting at 8.40pm.

Next Meeting: Wednesday 9th May. 8pm



Appendix 1

Agenda Item. 18.4.3

Report from the clerk on the additional grass cutting and footpath maintenance budget

Tom Wilbourne has been maintaining the ad hoc grass cutting and jitty maintenance for over a year now. His work has been of a very high standard and we have received no complaints re. maintenance of the grass and Jitties since his appointment. The 2018/19 schedule is attached His schedule of works is attached and the annual cost to council is anticipated to be £3815 Occasionally he may be asked to undertake additional work by the clerk which would increase this amount. Such additional works may include shrub and hedge cutting, extra grass cutting or general works at the request of the BKV team

Approved Minutes of a meeting of the Finance, Risk and Staffing Management Committee (FRSM) of Farnsfield Parish Council held at 8pm on Wednesday 9th May in the Library, The Village Centre, New Hill, Farnsfield.

Present. Cllrs. Woods (chair), Clarke, Waterfield, Selby, Wright, Healy, Johnson, Frost and Rachel Waterfield (clerk)

Cllr Woods opened the meeting at 8.09pm

18.7 Apologies for absence

None received

18.8 18.8 Declarations of interest

None received

18.9 Public open session

No members of the public were present

18.10 Finance

18.10.1 Clerks report:

- **Presentation of the April 2018 Accounts**
The clerk presented the end of year 2017/18 accounts and the April 2018 Accounts to the committee for review.
- **Receipt of £27, 408.17 CIL Neighbourhood funding**
The clerk reported that the final payment of CIL for the St Michaels View development had been received
- **Nationwide Savings Account**
The clerk reported that the the fixed term on the account had come to an end and the bank had forwarded the paperwork for the new account
- **Review of the 2 invoices from April 2018**
Cllr. Clarke reviewed 2 invoices. (on file) . Cllr Clarke suggested that an alternative plumber should be sought.

Action: Clerk will seek alternative contractors.

18.10.2 Selection of 2 invoices from April 2017 bills for payment for review by the committee

Cllr Waterfield will review 2 invoices

18.10.3 Selection of 1 budget head for review by the committee

The Clerk will review the Parish Council Insurance Contract

18.10.4 Approval of payment of the Annual Insurance premium from Zurich Municipal Insurers

The committee resolved unanimously to approve the annual insurance premium payment.

18.11 review and of the FRSMC Terms of reference

The Terms of reference will be presented for adoption at the May Full Parish Council Meeting



18.12 Review of the Financial Regulations

The financial regulations will be presented at the May Full Parish Council Meeting for adoption

18.13 Review of Standing Orders

The clerk presented the model NALC standing orders to the committee. Councillors will submit comments to the clerk prior to 18th May. The updated standing orders will then be presented for adoption at the May Full Parish Council Meeting.

Cllr. Woods closed the meeting at 8.40pm

FRSMC

FARNSFIELD PARISH COUNCIL

Approved minutes of a meeting of the Finance, Risk and Staffing Management Committee(FRSM) of Farnsfield Parish Council held at 8pm on Tuesday 12th June in the Lower Hall, The Village Centre, New Hill, Farnsfield.

Cllr. Woods opened the meeting at 8pm

Present: Cllrs. Woods, Clarke, Frost, Wright, Johnson, Healy, McDowall, Shakeshaft, Hill and Rachel Waterfield, Clerk.

18.14 Apologies for absence

Apologies were received and accepted from Cllrs. Waterfield (work commitments)and Selby (Holiday)

18.15 Declarations of interest

Cllrs. Johnson and Healy declared a non-pecuniary interest in the Tennis Club and Cllr. Clarke declared a non-pecuniary interest in the Cricket Club.

18.16 Appointment of Chair

The Committee resolved unanimously to appoint Cllr. Woods as Chair to be reviewed in June 2019

18.17 Appointment of members to the Budget and Precept working Party

Action: It was agreed to take this forward to the July Meeting

18.18 Public open session

No members of the public were present

18.19 Finance

18.19.1 Clerks report:

Presentation of the May 2018 Accounts. On File

Report on the review of 2 invoices from April 2018 Bills for payment

Action: Carried forward to July Meeting

18.19.2 Selection of 2 invoices from May 2018 bills for payment for review by the committee

Action: Cllr. McDowall to review the invoices

18.20 Review and discussion of the Community Grant Applications from the Tennis and Cricket Clubs

Action: Cllr. Woods will present a paper at the June Parish Council Meeting

18.21 Review and discussion of the Local Improvement Scheme 2018-21 Grant Application

Action: The clerk will compile a resource to aid further grant application using suggestions from RCAN associated with the Skate Park Grant Application from Sport England



In accordance with Section 1(2) of the Public Bodies Admissions to Meetings Act 1960 it is proposed that, due to the confidential nature of the business to be transacted, the public and press are asked to leave the meeting during consideration of:

No Members of the Public were present

18.22 Staffing

Clerks Report:

- Committee to approve the clerks overtime to cover the booking Clerk role

The committee resolved unanimously to approve the Clerk's overtime and an additional 4 hours per week for June and July

- Staff Resignations

The committee resolved unanimously to approve a leaving gift for the cleaner.

- Advertisement of job vacancies

The vacant jobs will be advertised following a meeting of the Staffing Working Party and approval of the Job descriptions.

Cllr. Woods closed the meeting at 8.50pm

Date and time of next meeting: 8pm Tuesday 10th July. Lower Hall. Village Centre



FARNSFIELD PARISH COUNCIL

Approved minutes of a meeting of the Finance, Risk and Staffing Management Committee(FRSM) of Farnsfield Parish Council held at 8pm on Tuesday 10th July in the Lower Hall, The Village Centre, New Hill, Farnsfield.

Cllr. Clarke opened the meeting at 8 pm

Present: Cllrs. Clarke(chair), Selby, Frost, Waterfield, Johnson, Hill, Wright, McDowall, Rachel Waterfield (clerk). 1 member of the public was also in attendance

18.23 Apologies for absence

Apologies were received and accepted from Cllrs. Woods (work Commitments) and Healy (Holidays)

18.24 Declarations of interest none

Cllr Clarke suspended standing orders at 8.01 pm

18.25 Public open session

No submissions from the public

Cllr Clarke reinstated standing orders at 8.01 pm



18.26 Finance

18.26.1 Clerks report:

FPC Financial summary as of 30th June 2018

Unity Trust Balance: £189,291.09

Nation Wide BS Balance: £126,157.86

Current Year Fund: £32,103.96

General Reserves: £51,564.46

EMR: £231,780.53

1st Quarter Budget report:

Expenditure to 31st June 2018.

110 FPC RUNNING COSTS 43.4 %

4120: Telephone and Broadband. 54.8% spend

4130: Stationary /office items 40.1% spend

4150: Insurance 98% spend

4180: Bank Charges: 33.8% spend

4210: Chairman's Allowance 75% spend

4220: IT support and software 35.2% spend

120 Staff Costs 21.9%

130 VC Running Costs 7.5 %

140 Village Running Costs 16.7%

150 Grants 2765.1%

4515: Other Grants Budget. £20,000 from £0 in budget. (£20,000 transferred from EMR CIL)

4490: First Responders £500 spent from £0 in budget. Address in 2019/20 budget. £250 agreed. This payment was for 2016/17 and 2017/18.

£238 spent from the £750 budget.

280 VC Refurbishment

£780 spent from £0 budget (780 transferred from EMR CIL)

2018-19 Annual Budget: £100,82

Grand Totals: receipts: £72,901 72.2%

Payments: Spent to date: £41,785 41.4% (£20,000 of which is from EMR and not in the budget)

Funds remaining: £59,041.

18.26.2 Report from Cllr. McDowall on the review of May Accounts

Cllr. McDowall reported that all the accounts were in order.

18.26.3 Selection of committee member to review the June Accounts and July bills for payment.

Cllr. Hill

18.26.4 Council to consider the application from Mr. Illingworth to fund the repairs to the Church Clock.

The Committee resolved unanimously to pay for the Church Clock repairs



18.27 Strategic Plan Update

Deferred until FPC July 17th

Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

18.28 Committee to agree the refunds due to the Village Centre Groups.

The committee resolved unanimously to approve the payments

Cllr. Clarke closed the meeting at 9 pm

FPC



FARNSFIELD PARISH COUNCIL

Minutes of a meeting of the Finance, Risk and Staffing Management Committee (FRSM) of Farnsfield Parish Council held at 8pm on Tuesday 11th September in the Lower Hall, The Village Centre, New Hill, Farnsfield.

Present: Cllrs. Woods (chair), Clarke, Selby, Frost, Healy, McDowall, Johnson, and Rachel Waterfield. (clerk)

Cllr. Woods opened the meeting at 8.25pm

18.28 Apologies for absence

Apologies were received and accepted from Cllrs. Waterfield (family emergency), Hill (family emergency), Shakeshaft (work commitments), Wright (holiday).

18.29 18.29 Declarations of interest

None

18.30 18.30 Public open session

No public present

18.31 Finance

18.31.1 Clerks report:

Presentation of the July and August 2018 accounts: on file and the website.

FPC Financial summary as of 31th August 2018

Unity Trust Balance: £183,056.83

Nation Wide BS Balance: £ 126,157.86

Total: £308,214.69

EMR: £231,780.53

NB the difference in the RBS Account Bank Rec and Unity Bank Statement for August is £35. This is due to an ongoing investigation as to whether a cheque was cashed for £85.00 or £35.00 .

Payments made in July £3897.16

Monies received in July £1389.75

Payments made in August £4,667.32

Monies received in August £1,855.80

- Report of the review of the June and July 2018 Accounts
Cllr Hill reviewed the accounts. Nothing to report. All in order
- Selection of a committee member to review the August accounts August and September 2018 bills for payment
Cllr. Selby will review the August accounts and August and September bills for payment.

Cllr Woods closed the meeting at 8.27pm.

Next meeting Tuesday 9th October 8pm. Lower Hall. The Village Centre.



FARNFIELD PARISH COUNCIL

Minutes of a meeting of the Finance, Risk and Staffing Management Committee(FRSM) of Farnsfield Parish Council held at 8.30pm on Tuesday 9th October in the Lower Hall, The Village Centre, New Hill, Farnsfield.

Present: Cllrs. Clarke (chair), Selby, Waterfield, Frost, Wright, Hill and Rachel Waterfield (clerk)
2 members of the public were also in attendance

Cllr. Clarke opened the meeting at 8.34pm.

18.32 Apologies for absence

Apologies were received and accepted from Cllrs. Woods and Shakeshaft (work commitments), Cllr. Johnson (family commitments) and Healy(holiday).

18.33 Declarations of interest

None

18.34 Public open session

No representations from the public

18.35 Finance

• 18.35.1 2017-18 AGAR report

On file

Resolution: The Committee resolved unanimously to approve payment of the £600 NET (£720 Gross) invoice from PKF who undertook the audit

• 18.35.2 Presentation of the September 2018 Accounts

Unity Trust Balance: £207,935.08

Nation Wide BS Balance: £126,157.86

Total receipts for September 2018 : £40,666.65

Total payments for September 2018 : NET: £15,500.53
VAT: £500.53
GROSS: £15,785.40

Community Grants Budget: £230,757.80

• 18.35.3 2018/19 Six Month Budget review

On file.

• Selection of a committee member to review the September accounts and October bills for payment
Cllr. Frost



18.36 Risk

18.36.1 Report on the Procurement Policy and Procedure

Council resolved to adopt the procurement policy and procedure at the September 25th 2018 PCM Following the meeting the Clerk communicated with NALC and SLCC regarding the contents of the policy and the proposed amendments to the Standing Orders and Financial Regulations. Advice so far has been the policy and procedure is sound and that the Standing Orders and Financial Regulations remain unchanged as they do not contradict the Policy.

Cllr. Clarke closed the meeting at 8.46pm.

Date and time of next meeting: 8 pm Tuesday 6th November

FRSMC



FARNFIELD PARISH COUNCIL

Minutes of a meeting of the Finance, Risk and Staffing Management Committee(FRSM) of Farnsfield Parish Council held at 8pm on Tuesday 6th November in the Lower Hall, The Village Centre, New Hill, Farnsfield.

Present: Cllrs. Clarke (chair), Selby, Frost, Healy, Wright, Waterfield, Johnson and Rachel Waterfield (clerk)

Cllr. Clarke opened the meeting at 8.28pm.

18.37 Apologies for absence

Apologies were received and accepted from Cllr Woods and Shakeshaft (work Commitments)

18.38 Declarations of interest

None

8.39 Public open session

No public were present.

18.40 Finance

18.40.1 Clerks report:

FPC Financial summary as of 31/10/2018

Unity Trust Balance: £207,204.86

Nation Wide BS Balance: £126,157.86

Total Receipts for October 2018, ££4155.44

Total Payments for October 2018 £4670.80

EMR Projects: £226,725.09

Selection of a committee member to review the October 2018 Accounts and November Bills for Payment.

Cllr. Wright

18.40.2 Committee to consider a request from the Farnsfield Royal British Legion for a Grant

The request from the Farnsfield Royal British Legion for a grant was discussed. It was agreed that full council would discuss a grants policy and budget and individual requests for grants would be considered with this in mind

Action: clerk to liaise with Cllrs. And draft a grants policy.

18.40.3 Presentation and discussion of the Draft 2019/20 budget

The committee reviewed the draft budget

Action The amended draft budget will be taken the the full PCM on the 20th November for further discussion.



18.41 Risk

Report on the Risks identified associated with the recovery of VAT on the Community Grants Budget

Carried over to the full PCM on the 20th November.

18.42 Staffing

18.42.1 Report on the advertisement of the job vacancies

The clerk reported that the job vacancies had been posted on the website and Facebook. They would be in the Bramley on the 16th November. The closing date for application is 30th November

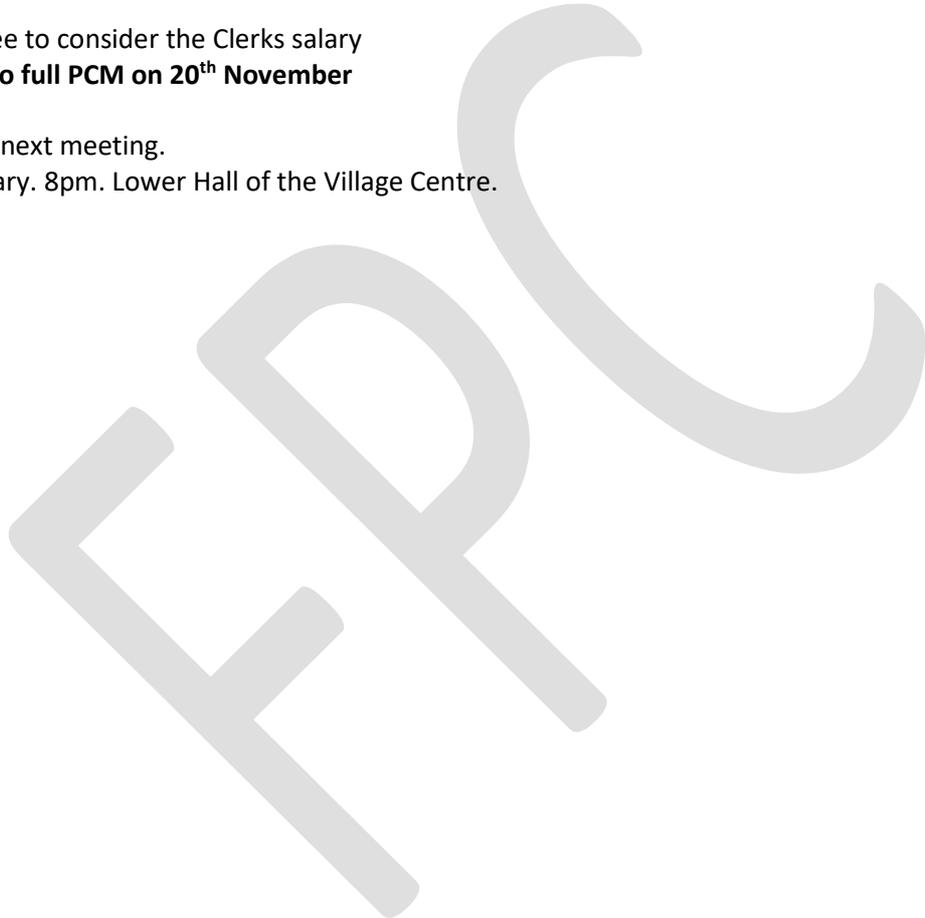
In accordance with Section 1(2) of the Public Bodies Admissions to Meetings Act 1960 due to the confidential nature of the business to be transacted, the public and press were asked to leave the meeting during consideration of the following item of business

18.42.2 Committee to consider the Clerks salary

Carried forward to full PCM on 20th November

Date and Time of next meeting.

Tuesday 8th January. 8pm. Lower Hall of the Village Centre.





FARNFIELD PARISH COUNCIL

Minutes of a meeting of the Finance, Risk and Staffing Management Committee(FRSM) of Farnsfield Parish Council held at 7pm on Tuesday 8th January in the Lower Hall, The Village Centre, New Hill, Farnsfield.

Present: Cllrs. Clarke (acting chair), Frost, Healy, Johnson, Wright, Hill, Waterfield, McDowall, Shakeshaft and Rachel Waterfield (clerk)
4 members of the public were also in attendance

Cllr. Clarke opened the meeting at: 7pm

19.43 Apologies for absence

Apologies were received and accepted from Cllr. Selby (Safer Neighbourhood Meeting)

19.45 Declarations of interest

None

19.46 Election of new Chair.

The Committee resolved unanimously to appoint Cllr. Hill as Chair.

Cllr. Clarke suspended standing orders at 7.04 pm

19.47 Public open session

Cllr. Shakeshaft offered his apologies for his absence over the last 6 months.

A member of the public questioned whether her email regarding the skatepark had been reviewed. It had not due to the Christmas break

A member of the public questioned why Cotton Mill Lane resurfacing was being considered when the Skatepark and Village Centre refurbishment was not underway. The Clerk responded that no plans were in place to commission work at this point but that the options were being investigated.

Cllr. Clarke reinstated standing orders at 7.10pm

19.48 Finance

19.48.1 Clerks report:

- Presentation of the December 2018 Accounts
Accounts can be accessed on the website or hard copy is available in the office

FPC Financial summary as of 31/12/2018

Unity Trust Balance: £191,787.53

Nation Wide BS Balance: £126,157.86

Total Receipts for December 2018: £2,998.75

Total Payments for December 2018: £13,522.71

Current Year Fund £34,699.40

Reserves

General Reserves: £59,004.87

EMR Projects: £223,322.83

EMR General: £1,017.29

Actions: Clerk to report back on what the £55 transfer from earmarked reserves was for.



- **3rd Q Budget report**

The Budget can be accessed on the website or hard copy is available in the office

Current Year fund as of 31/12/2018 £34,600.40

General Reserves as of 31/12/2018 £59,004.87

Recommended General Reserves £75,000

Committed expenditure for the remainder of financial year £24,559

Expected income for the remainder of the financial year £ 6,700

In order achieve the recommended general reserve of £75,000 Council must save £16,000 from the current year fund at the end of the financial year.

This can be achieved if Council spend the committed expenditure only.

19.48 BT Contract Review

The clerk reported that she had reviewed BT, Virgin Media and Plus Net services and presented her findings.

The committee concurred that Plus Net appeared to be the preferable option

The internet security was also discussed

Action: The clerk will review internet security and the necessity of having a static IP address. She will present her findings the full Council on 22nd January.

19.49 Management of Casual Vacancies

The management of Casual Vacancies was discussed.

A procedure was proposed as outlined below.

The committee move that Casual Vacancies be managed as follows:

1. **Councillor resignation**
2. **Clerk reports resignation to the Electoral Officer and posted the statutory notice on the noticeboard and website**
3. **If after 14 working days no election has been called Clerk will agenda an item at the next Full Parish Council Meeting as to whether Council wish to co-opt a member to fill the vacancy**
4. **If yes, the clerk will post an advertisement on the website and notice board the following working day with a 20 day closing date for applications**
5. **Applications will be considered by Council at the following Full Council meeting**

The committee resolved unanimously to accept this proposal

Action: Resolution to be on the agenda for ratification at the 22nd January Full Council Meeting

19.50 Library Lease Update

Nothing to report

19.51 Risk

19.51.1 Presentation of the 3rd Quarter Risk Review

The clerk presented the third quarter risk review (on file). The committee discussed the issue of VAT reclaim above £7,500 in a financial year.

Action: The clerk will obtain a quote from Parkinson Partnership Solicitors for their opinion on this matter and report back to the Full Parish Council on 22nd January

The committee will study the risk review with the intention of quantifying identified risks and management of those at the February FRSMC Meeting

The committee will review the risk management policy with a view amending or accepting it at the 22nd January Full Parish Council Meeting



19.51.2 Presentation of the Draft GDPR Policy and Procedure

The clerk presented the draft GDPR documents

Actions: The committee will review the Draft GDPR Policy and associated documents with a view amending or accepting them at the 22nd January Full Parish Council Meeting

19.52 Staffing

19.52.1 New Appointments

The three vacancies for Village Centre Cleaner, Booking Clerk and Village Caretaker have been filled and the post holders commenced employment on 1st January 2019

19.52.2 Clerk's Hours

The clerk reported that from 1st January she would be claiming payment/lieu time for any hours above her contracted hours which she has not done in the past.

FRSMC



FARNFIELD PARISH COUNCIL

Minutes of a meeting of the Finance, Risk and Staffing Management Committee(FRSM) of Farnsfield Parish Council held at 8pm on Tuesday 12th February 2019 in the Lower Hall, The Village Centre, New Hill, Farnsfield.

Present: Cllrs. Hill (chair), Selby, Frost, Johnson, Healy, McDowall, Shakeshaft, Waterfield, Wright and Rachel Waterfield (clerk)

4 members of the public were in attendance

Cllr. Hill opened the meeting at 8.35pm

19.53 Apologies for absence

Apologies were received and accepted from Cllr. Clarke. (medical reasons)

19.54 Declarations of interest

Cllr. Waterfield declared that he would be abstaining from agenda item 19.62.1

Cllr. Hill suspended standing orders at 8.35 pm

19.55 Public open session

A member of the public questioned whether Councillors could use their personal email addresses to conduct Council business.

The Chair confirmed that official Council emails should be used and that the clerk should be informed if this was not the case.

Cllr. Hill reinstated standing orders at 8.39

19.56 Finance

19.56.1 Clerks report:

- Committee to consider how to reinvest the Nationwide balance

The Committee resolved unanimously to reinvest 60k in a 3 Year Saver Account and the remainder in an Instant Saver

- Presentation of the January 2019 Accounts
Not available

- Selection of a committee member to review the January 2019 accounts and February 2019 bills for payment
Cllr. Hill

- Committee to consider the photocopier at the Village centre which is at the end of its lease agreement.

The Committee resolved with 1 abstention to accept a 3 year contract with Reprotect with replacement of the current printer with a Ricoh MPC307 exSP Colour Photocopier

19.57 Committee to discuss the proposed Heads of Terms and negotiations for renewing the library lease

Cllr Waterfield presented his report. On file.

The committee resolved with 1 abstention that Councillor Waterfield would negotiate a draft lease taking into account the following;

Rent: £3380 per annum

Refund on the BT telephone costs

Agreement of invoicing for future telephone line rental and call charges

Initial redecoration of the library

Confirmation that the contents are not insured by Council
Confirmation that there are 2 telephone lines to be paid for.

19.58 Committee to discuss and consider the future landline and broadband arrangements at the Village Centre and library

Shakeshaft presented his report. On file.
It is work in progress

19.59 Committee to discuss and review the GDPR documents presented at the January 2019 FRSMC Meeting

The amended documents were presented to the committee
Councillors were asked to respond to the presented Data Audit Report presented by the clerk by 1st March

19.60 Committee to consider a Councillor's request to dial into Council meetings and committee meetings when not in the country

The Committee resolved to approve this request with 1 abstention

19.61 Risk

Committee to comment on the Risk Management report and assessments presented at the January 2019 FRSMC Meeting

The committee resolved to take this item forward to the March FRSMC Meeting.

19.62 Staffing

19.62.1 Committee to appoint a working party to review the Clerks terms, conditions, job description and ongoing appraisals

The Committee resolved unanimously to appoint Cllrs. Hill, Clarke and McDowall to the Working Party.

19.62.2 Committee to consider the appointment of Personnel Advice Services for ongoing staff management
The Committee agreed that the working party would make a recommendation.

19.62.3 Committee to consider the 'living wage' principle

The Committee resolved unanimously to take this forward to the March FRSMC Meeting

19.62.4 Committee to consider a lone worker policy and safeguarding policy for staff and Councillors

The Committee resolved unanimously to take this forward to the March FRSMC Meeting

Cllr Hill closed the meeting at 9.36pm

FARNSFIELD PARISH COUNCIL

Minutes of a meeting of the Finance, Risk and Staffing Management Committee (FRSM) of Farnsfield Parish Council held at 7pm on Tuesday 12th March 2019 in the Lower Hall, The Village Centre, New Hill, Farnsfield

Present: Cllrs. Hill, Chair (late arrival), Clarke, Waterfield, McDowall, Frost, Clarke, Wright, Johnson, Healy and Rachel Waterfield (clerk)

6 members of the public were also in attendance.

Cllr. Clarke opened the meeting at: 7.03pm

19.63 Apologies for absence.

Cllr. Hill sent his apologies that he would be late to the meeting.

19.64 Declarations of interest

Cllr. Waterfield declared an interest in agenda item 19.71 Staffing. Clerks terms.

19.65 Declaration of intention to record the meeting

A member of the public declared their intention to film the meeting.

Cllr. Clarke suspended standing orders at 7.05 pm

19.66 Public open session

A member of the public addressed the committee. She requested that Council consider posting notices on the notice boards in the Village and in other prominent places other than the Parish Council Website informing the public of community grant monies received and what they have been spent on.

Cllr. Purcicoe addressed the committee from the public gallery. He reported to the committee that he had spoken to members of the British Legion and that if Council resolved to purchase the lamp post poppies they would be prepared to put them up and take them down.

Cllr. Clarke reinstated standing orders at 7.09pm.

19.67 Finance

Clerks report:

- Presentation of the February 2019 Accounts. (Available on the website and on file)

FPC Financial summary as of 28/02/2019

Unity Trust Balance: £171,107.70

Nation Wide BS Balance: £ 126,157.86

Current Year Fund £13,920.57

Reserves

General Reserves: £76,920.55

EMR Projects: £205,407.15

EMR General: £1017.23

Cllr Johnson highlighted an overspend in the Maintenance , repairs and renewals budget.

Action: the clerk will report back to full Council with the details of this.

Cllr. Hill arrived at the meeting at 7.11 pm and chaired the remainder of the meeting.

- Selection of a committee member to review the February accounts and March Bills for Payment
Action Cllr. Clarke

- Project report

Skatepark:

The surveys have been commissioned and we are waiting on the results. Until these are through the project cannot be progressed. The clerk has had a meeting with Andy Magyar from NSDC regarding the budget for the project. He is of the opinion that Council needs to decide on a budget in order to proceed to tender for the project effectively. He has suggested that the total budget should comprise of:

Upfront costs (eg surveys etc)

Project management costs, (inc. H&S)

Build costs

Landscaping costs.

Plus a maintenance budget.

He has suggested that the final budget be agreed as the allocations within the budget are estimates they should flexible.

Action: the clerk will arrange a meeting with Cllr. Hill, Clarke, Selby and Frost to discuss this and bring a proposal to full Council.

VC Roof/refurbishment:

The Parish Council commissioned a structural survey of the Village Centre in May 2017. Council has not made a formal resolution on the works to be done and the budget for the project. If NCC is going to assist Council to tender for the roofing works Council will need to review the survey and make a decision on what works are required and a budget for them.

Action: the clerk will arrange a meeting with Cllrs. Hill, Waterfield, McDowall and invite Cllrs. Purcicoe and Johnson to discuss this and bring a proposal to full Council.

Community Grants Budget Report:

Monies in the bank: £196,737.97

Monies expected: £137,825.00

Total budget to spend (banked and estimated outstanding): **£ 327,805.97**

19.68 Committee to discuss the GDPR policy, procedure and Data Audit Report

The committee reviewed the documents. Cllr. Johnson stated that the Data Audit Report template made it hard to extract the information.

Action: Cllr. Johnson will work with the clerk to improve the format of the audit

19.68.1 The Committee resolved unanimously to take the GDPR Policy to full Council for acceptance

19.68.2 The committee resolved unanimously to take the privacy policy to full Council for acceptance.

19.69 Update on the telephone and broadband contract

Due to the resignation of Cllr. Shakeshaft there was no report.

Action: Cllr Hill will take this forward and liaise with Cllr. Johnson and Mr. Shakeshaft.

7 19.70 Risk

Committee to comment on the Risk Management report and assessments presented at the January 2019 FRSMC Meeting

Cllr. Johnson identified lack of sufficient Councillor and Clerk training as a risk.

Cllr Johnson identified insufficient information given to Councillors to enable informed decision making as a risk.. She illustrated this with the replacement of the Village Centre Windows.

Action: the clerk will prepare a report for the April FRSMC meeting.

Action. Committee members will consider Cllr. Johnson's comments and the clerk will agenda this on the April FRSMC meeting for resolution.

19.71 Staffing

- Report from the working party reviewing the clerks terms
Cllr. Hill reported that working party has not met. Thoughts that the working party can work to a recommendation but would like a professional view as to the grading.

Action: meet up

Contact to make with NALC

Independent review to sign off on the working party review.

- Committee to consider the living wage principle
Actions: The clerk will prepare a report outlining the implications of this to the budget. Implications to the budget:
- Committee to consider a lone worker policy and safeguarding policy for staff and councillors
Actions: the clerk will prepare a draft policy for review by the committee.

19.72. Agenda Items:

March PCM

Publishing of information on noticeboards policy

Overspend on the maintenance , repairs and renewals budget

April FRSMC

Telephone and broadband report from Cllr. Hill

Cllr. Hill closed the meeting at 7.58pm

Date and time of next meeting.

Tuesday 9th April 8pm. Lower Hall. Village Centre. Farnsfield.

FARNSFIELD PARISH COUNCIL

Minutes of a meeting of the Finance, Risk and Staffing Management Committee(FRSM) of Farnsfield Parish Council held at 8pm on Tuesday 9th April 2019 in the Lower Hall, The Village Centre, New Hill, Farnsfield.

Present: Cllrs. Selby, Clarke, Healy, Frost, Johnson, Wright, Waterfield, Purcicoe (present at the meeting but not a member of the committee) and Rachel Waterfield. Clerk

5 Members of the public were in attendance at the start of the meeting.

Cllr. Clarke opened the meeting at 8.17pm

19.73 Apologies for absence

Apologies were received and accepted from Cllrs. Hill (out of the country) and McDowall (work commitments)

19.74 Declarations of interest

Cllr. Waterfield declared an interest in item 19.81.1.

Cllr. Purcicoe declared a non pecuniary interest in item 19.79.3

Cllr Clarke declared a non pecuniary interest in item 19.79.3

19.75 Declarations of intent to record the meeting

None

Cllr. Clarke suspended standing orders at 8.19pm

19.76 Public open session

No members of the public addressed the Committee.

Cllr. Clarke reinstated standing orders at 8.19pm

19.77 Acceptance of the 12th March FRSMC Meeting Minutes

Committee members present at the meeting resolved unanimously to accept the minutes.

19.78 Committee to resolve That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following item 9. 19.81.1 as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

The Committee resolved unanimously to carry the resolution as stated in 19.78 above.

19.79 Finance

19.79.1 Committee to review the VAT advice from Parkinson Solicitors

The committee received the advice

The committee resolved unanimously to defer this item until the June FRSMC Meeting

19.79.2 Presentation of the draft grant policy for review

The committee resolved unanimously to defer this item until the June FRSMC Meeting

19.79.3 Grant application from Farnsfield Cricket Club

This was noted by the committee.

19.79.4 Grant application from Farnsfield Royal British Legion

On behalf of the RBL, would you please consider an application for specific funds.

This year's Forces Day BBQ will be held on Saturday 22nd June 2019

Our theme this year will be to commemorate The D-Day Landings of the 6th June 1944.

We plan to show newsreel footage of the landings on a large outdoor screen, the cost of hiring an Outdoor projector and screen is in the region of £900

The Committee resolved with 2 abstentions to pay a grant of £450.00 to Farnsfield Royal British Legion to help facilitate the hire of a projector screen

19.79.5 Clerk report on the Maintenance repairs and renewals budget.

Appendix 1.

19.80 Risk:

19.80.0 Report from the working party on the Fire Risk Assessment action plan and approval of any expenditure by committee.

Report on progress on the Fire Safety Assessment action plan

Summary of progress as at 9 April 2019.

- A Fire Safety policy and revised Emergency Plan have been prepared for review.
- A fire drill has been done and the results logged.
- Surveys of the fire resistant doors and of detection and warning systems at the Village Centre have been done.
- The emergency lighting, has been reviewed.
- Door wedges have been removed to prevent fire doors being left wedged open.

Contractors have been contacted with a view to starting remedial work as soon as possible, slightly delayed because clarifications were needed to the specifications.

Yet to do

- update the action plan in the Fire Safety Assessment report
- update other documentation including the VC booking conditions and disability policy if needed
- arrange training for VC hirers and staff
- review signage
- arrange for fire resisting door inspection by a competent person to be included in fire safety checks
- check certification for electrics, curtains, gas and the logs for the fire safety inspections
- check with the neighbouring business that fire dampers have been fitted on the kitchen extract system next to the rear emergency exit route.

Cllr. Purcicoe reported as a member of the working party .

Quotes have been received from two Contractors (A third did not respond) concerning remedial works to the Village Centre Fire Doors and the window of the Council Office.

The committee resolved unanimously to accept the quote of £ 5856.94 plus VAT from JR Islipp for the immediate remedial works required.

Quotes for additional fire detectors have been received and are under review.

19.80.1 Committee to review the risk assessment document

The committee resolved unanimously to defer this item until the June FRSMC Meeting

19.80.2 Committee to review with a view to adopting the revised fire evacuation plan Appendix 2.

The committee resolved unanimously to adopt the revised Fire Emergency Plan

19.80.3 Committee to review with a view to adopting the Fire Safety Policy Appendix 3.

The committee resolved unanimously to adopt the Fire Safety Policy

19.80.4 Committee to review with a view to amending the Disability Policy

The committee resolved unanimously to defer this item until the June FRSMC Meeting

Cllr. Clarke asked members of the public to leave the meeting at 9.07 pm

The clerk left the meeting at 9.10pm

19.81 Staffing

19.81.1 Committee to consider a staffing terms and conditions matter.

The clerk rejoined the meeting at 9.50pm.

The committee resolved unanimously to pay the clerk extra hours worked in January, February and March.

Actions: The committee stated that it would:

- ***Review the Clerk Job description along with statutory requirements of the role***
- ***Allocate Councilors' designated roles***
- ***The RFO duties can only be undertaken by the Clerk***
- ***Endeavor to deflect public criticism from the clerk***

Cllr. Clarke closed the meeting at 10.00pm.

Date and time of next meeting:

8pm Tuesday 11th June. Lower Hall. Farnsfield Village Centre.



Appendix 1.

Agenda Item 19.79.5

Report on the overspend in the maintenance, repairs and renewals budget A/C 4360

The Maintenance repairs and renewals budget stands at £6,452.95 at 28th February 2019. On review of the cost centre following the 12th March FRSMC Meeting 5 items of expenditure had been mis-posted to this account code (4360)

- 2 Silent Soldiers £500.00. Reposted to Other Grants A/C 4515
- Fire door seal. £28.85. Reposted to Health and Safety A/C 4380
- Fire Door Alarm. £70.39. Reposted to Health and Safety A/C 4380
- Fire alarm service. £227.00. Reposted to Statutory Inspections A/C 4350

The A/C spend following these re-postings is. £6452.95

The budget for the A/C is £3000. The budget is £3452.95 overspent. This overspend is made up of the costs of the Village Centre Floors Maintenance carried out in February 2019 totalling £3.750.

Excluding this expenditure the budget is £297.05 underspent.

At the January PCM council resolved:

19.126.3.1 Council resolved with 1 abstention to engage Mr. Hutchinson to undertake the works to the Upper and Lower Hall floors as per his quote of 26th July 2018.

(£3750.00)

19.126.3.2 Council resolved with 1 abstention to appoint Mr. Hutchinson to undertake the annual maintenance of the Village Centre Upper and Lower Hall floors as per his quote of 21st January 2019 (£600.00 biannually)

Rachel Waterfield

20/03/2019



Appendix 2

Farnsfield Village Centre Emergency Evacuation Plan

This Emergency Plan is to be read and understood by all staff, councillors, contractors, hirers, and those in charge of groups so that they are aware of their responsibilities in relation to fire and emergency incidents.

Overview of responsibilities

Farnsfield Parish Council, is responsible for keeping this plan up-to-date and ensuring that the premises are compliant with fire safety regulations.

The Village Centre is not staffed and does not have fire wardens. Rooms are let, usually to regular groups, and it is the host or the person in charge of the group who is responsible for the safety of anyone attending their event or session. The person in charge of the group or event has a legal duty with regards to the safety of those persons assisting or attending the event. Contractors should make sure they are aware of these procedures.

Before the event the person in charge should make themselves aware of the emergency procedures detailed below. They should make sure they know the limitation on the numbers of people allowed at the event and should have made provision to monitor the numbers by, for example, issuing numbered tickets or using an attendance clicker. They should consider if any help or training is needed in following the procedures and evacuating the premises.

At the start of the event or function the person in charge should check that all escape routes are clear of obstructions and combustibles and tell those present

- that smoking, including electronic cigarettes, is not allowed inside or outside
- who is in charge (yourself or your nominee)
- that in the event of a fire or emergency incident an audible alarm will sound and the strobe lights will flash
- that in the event of the alarm sounding or the strobes flashing they should leave the premises taking only valuables immediately to hand and not to collect other belongings
- the location of exits and escape routes and the assembly point
- not to reenter the premises until the Fire & Rescue Service give their permission.

During the event or function the person in charge should ensure that

- escape routes and exits do not become blocked and doors are not wedged open
- that the no smoking, no electronic cigarettes and no fireworks policy is adhered to
- no naked flames are started (unless authorised e.g. candles)
- where naked flames are present that combustible material is kept clear
- rooms do not become overcrowded
- noise levels cannot drown out the fire alarm
- the limitations on the number of persons in your premises is adhered to.



The upper floors are not considered suitable for non-ambulant (wheelchair bound) persons. The person in charge of a group must make sure that a Personal Emergency Egress Plan (PEEP) is prepared in consultation with the individual and with Farnsfield Parish Council for any-one that needs help in getting out of the upper floors of the premises, bearing in mind that if there is a fire the ramp access at the rear of the premises might not be accessible from all parts of the premises.

Emergency Procedures

IF IN DOUBT – GET OUT!

DON'T ASSUME IT'S A DRILL

Fire action signs are sited around the premises with the location of the assembly point and instructions on what to do on the discovery of fire or hearing the fire alarm.

If you discover smoke or flames raise the alarm by breaking the glass in the nearest fire alarm call points. The alarm will sound automatically. If it fails shout FIRE FIRE.

Make a 999 call. The Fire and Rescue Service will ask for information, such as

- the name of the person making the call and a contact phone number
- the premise name and address and
- brief details of the Fire Incident if possible.

The main purpose of the Fire Extinguishers provided around the premises is to assist with the means of escape where the route is impeded by a fire. Although you may be trained in the use of fire fighting equipment, you are **NOT** expected to fight fires.

In a loud clear voice ask people to leave the premises the way they came in if possible and if this is not possible point out the nearest emergency exits and route. If you can, close windows and doors as you go. Do a visual check for anyone who may need help, especially less abled people and unaccompanied children, and direct others to provide assistance. Quickly check the toilets, landings and corridors, stage and kitchen areas but consider your own safety at all times and refrain from taking unnecessary risks.

Go to the assembly point at the junction of **New Hill and Chapel Lane** and try to establish if everyone is accounted for. Go yourself or send someone to the main entrance to meet the fire service and await further instructions.

If you hear the alarm, leave the premises the way you came in or by the nearest available exit. The person in charge of your group will take control of the evacuation.

- do not stop to collect personal belongings
- walk to the nearest fire exit and leave the premises, proceed to the assembly point
- do not attempt to re-enter the premises until you have been authorised to do so by either the Fire and Rescue Service even if the alarm has stopped.

False Alarms

Treat all alarms as an emergency until the hazard status has been confirmed otherwise by the person who operated the alarm or by someone in authority. The Fire & Rescue Service will attend and someone will need to meet them. The following procedures are



to be followed in the event of a false alarm and will be co-ordinated by the person in charge

- the alarm signals will be left activated until the premises have been evacuated
- the person in charge will inform the Fire & Rescue Service that the alarm is false
- on arrival of the Fire & Rescue Service, follow their instructions
- the alarm panel should only be reset on authority of the Fire & Rescue Service.

Fire Safety Training

Fire safety training is given to all new employees and to all hirers and persons in charge of groups as part of their induction to the Village Centre. Training will include

- the significant findings of the Fire Risk Assessment report
- general fire awareness on how fires can start and develop
- an understanding of the fire alarm system to avoid false alarms
- the importance of keeping fire doors shut and of maintaining clear exit routes
- the location of the assembly point
- location of fire extinguishers and their use and of exits and emergency routes
- action to be taken on discovering a fire
- actions to be taken in the event of a fire alarm sounding.

The Clerk to the Parish Council is responsible for making sure that training takes place and is recorded in the Fire Safety Log.

Refresher training will be done periodically.

After an incident

Gas and electricity supplies may need to be isolated to prevent re-ignition. The gas cut off is in the Library Annexe, Room 1. The electricity cut off is in the Library Annexe, Room 2. Keys to these rooms are in emergency key safes outside the relevant room.

If needed, engage contractors to shore up unsafe structures and secure the premises.

Additional welfare, medical and catering arrangements may have to be provided where possible to alleviate the distress caused to staff, visitors or relevant persons.

Related documents

Farnsfield Parish Council Fire Safety Policy
Hire conditions for Farnsfield Village Centre



Appendix 3

Farnsfield Parish Council Fires Safety Policy

Purpose of this document

This document explains Farnsfield Parish Council's policies and its approach to its responsibilities for fire safety as defined under the Regulatory Reform (Fire safety) Order 2005. These regulations replace all existing fire safety legislation with a risk-based regime.

Staff, councillors and hirers should understand and apply this policy and any other documents referenced in it and refer any concerns to the Clerk or to Council.

These policies apply to all premises owned by Farnsfield Parish Council

- Village Centre
- The Acres football pavilion
- The Old Gaol.

Policy statement

Our policy in relation to fire safety is

- to ensure that premises are compliant with fire safety regulations
- to carry out fire risk assessments of premises and review the risk regularly, usually annually
- tell staff and hirers about the risks identified
- put in place, and maintain, appropriate fire safety measures as identified in our risk assessments
- plan for an emergency by preparing an Emergency Plan and keeping it up-to-date
- provide staff and hirers information, fire safety instruction and training
- reduced the risk of fire by raising the awareness of hirers and staff in fire prevention
- evaluating, removing or reducing risks e.g. safe storage of dangerous substances.

Our risk assessment has identified that the upper floors of the Village Centre are not suitable for non-ambulant (wheelchair bound) persons due to the limitations of the exits and therefore our policy is that wheelchair bound persons are restricted to using our ground floor.

Farnsfield Parish Council has a no smoking policy which applies to the inside and outside areas of our premises and includes e cigarettes. Smoke machines, flares or fireworks are not allowed.

Responsibilities

The responsibility for the safety of the persons using our premises rests with Farnsfield Parish Council as the defined Responsible Person. However the Village Centre is not staffed and does not have fire wardens. Rooms are let, usually to regular groups, and it is the person in charge of the group who is responsible for the safety at their event. The person in charge needs to have read and understood the Emergency Plan provided as part of their hire agreement.

Additionally, the person in charge of a group must make sure that a Personal Emergency Egress Plan (PEEP) is prepared in consultation with the individual and with Farnsfield Parish Council for any-one that needs help in getting out of the premises, bearing in mind that if there is a fire the ramp access at the rear of the building might not be accessible from all parts of the premises.



The Clerk to the Parish Council has day-to-day responsibility for fire safety and is responsible for making sure staff and hirers are suitably trained and understand their responsibilities.

Training is provided at induction for new staff and hirers and reminders given annually. Training of staff and hirers is recorded in the Fire Safety Log Book

Staff have responsibilities under the Regulatory Reform (Fire Safety) Order 2005

- to take reasonable care for the safety of themselves and others
- to co-operate with their employer in complying with fire safety legislative requirements
- inform the employer of any situation that would represent a serious and immediate danger to the safety of person's from fire and any shortcoming in the protection arrangements for safety.

How we manage fire safety

Detection, warning and fire fighting

This building is provided with an electrically operated fire alarm and detection system.

Fire extinguishers and fire blankets appropriate to the type of risk are provided and strategically sited. Equipment is provided with signs displaying the type and the category of fire they can be used on. Extinguishers are on wall brackets or stands.

Fire doors must be kept shut and not wedged open as they are important for containment of fires.

Fire extinguishers are only to be used by persons who have specific training. Their main purpose is to assist in the evacuation from the premises. If a fire is discovered the main focus should be on the operation of the fire alarm, calling the emergency services and initiating the Emergency Plan.

Exits

Hirers, staff and contractors must ensure that fire exit doors are unlocked and available for use when the premises are in use so that there is always a safe and secure means of escape. Fire exit doors and the routes to them must be kept free from obstruction. Fire exit doors must be able to be easily opened without a key, regularly inspected and maintained in a good state of repair.

Emergency lighting is provided in all premises.

Fire safety signs are provided to indicate the emergency routes and exits. All fire exit doors display the appropriate fire exit sign above them.

Fire Drills

The Clerk will ensure that a fire drill is carried out at least twice a year. Farnsfield Parish Council's policy is to carry out more frequent fire drills as there are 4 distinct zones to the building used by a number of different groups.



Maintenance and checks

Maintenance contracts are in place for the fire alarm systems and all associated equipment such as detectors, lighting, fire fighting equipment.

The fire alarm and emergency lighting is tested every week.

Maintenance and test results are recorded in the Fire Safety Log Book. Outstanding issues raised during the maintenance or during in-house testing is flagged to Council at the next meeting.

Fire Procedures & Emergency Plan

Emergency Plans for our premises are provided and made available to all staff, hirers and contractors. The purpose of an Emergency Plan is to ensure all staff, hirers and contractors are made aware of what to do before and during an event, in the event of a fire or emergency incident occurring and to ensure the safe evacuation of everyone from the premises. The Emergency Plan is reviewed periodically.

The specific actions to be taken in the event of a fire or emergency incident and the location of the Assembly Points are detailed in the Fire Action Notices sited adjacent to every manual fire alarm call point and emergency exit.