



DUSTON PARISH COUNCIL

Duston Parish Council
Duston Community Centre
Pendle Road
Duston
Northampton
NN5 6DT

FULL COUNCIL

5th January 2024

Dear Councillor,

You are hereby summoned to attend the Ordinary Meeting of Duston Parish Council to be held at Duston Community Centre on Thursday 11th January 2024 commencing at 7.00pm for the purpose of transacting the following business.

Issued by:

Gary Youens
Parish Clerk, Duston Parish Council

AGENDA

121/24. To receive apologies for absence

122/24. To receive and approve the minutes of the meeting held on 7th December 2023 (APPENDIX A)

123/24. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda (*Members should disclose any interests in the business to be discussed*)

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and are reminded that the disclosure of a Disclosable Pecuniary Interest will require that the member withdraws from the meeting room during the transaction of that item of business).

124/23. Public Participation Session (*Persons wishing to address Council may register their intention to do so at the above address by telephone or email by 12 noon on the day of the meeting and may speak for a maximum of 3 minutes).*

125/24. To receive any information update on Section 106 / Community Infrastructure Levy

126/24. Councillor Reports – Information Only

- To receive any informational reports from Councillors.

127/24. Bank Reconciliations

- To approve bank reconciliations for October 2023 (APPENDIX B)

128/24. Payment of Invoices

- To note invoice payments for October 2023 (APPENDIX C)

129/24. Committee Updates

- a) To receive a report in the form of the minutes of the Planning Committee (APPENDIX D)
- b) To receive a report in the form of the minutes of the Resources and General Purposes Committee (APPENDIX E)

130/24. Councillor IT Provision & Equipment

- To receive the report on Councillor IT provision and agree a way forward (APPENDIX F)

131/24. Tree of Hope

- To agree the proposed Tree of Hope design (APPENDIX G)

132/24. Voi Scooters

- To agree a response to the Voi Scooter trail and for the Clerk to submit the response to the WNC Place Overview & Scrutiny Committee and NCALC (APPENDIX H)

133/24. Budget and Council Tax Precept 2024/25

- To approve the budget and council tax precept demand for 2024/25 (APPENDIX I)

134/24. Corporate Risk Assessment for 2024/25

- To approve the Corporate Risk Assessment for 2024/25 (APPENDIX J)

135/24. Hire of DPC Land & Parks

- a) To ask the Clerk to draft a Policy for Hire of Parks & Open Spaces Policy for Council approval.

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- b) To consider a request to hold a public event on DPC Park (APPENDIX K)

136/24. Repairs to Duston Community Centre Roof

- To consider quotes to repair the roof at Duston Community Centre following a leak over the Christmas and New Year period.



DUSTON PARISH COUNCIL

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Duston Community Centre
Pendle Road
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Full Council Minutes
Thursday 7th December 2023 7PM

Chair: Cllr P Enright-King

Councillors Present:

Barnes, Craven, Ennis-Clark, Ingram, Liddon, Littlewood, Maitland, Roper

IN ATTENDANCE:

Gary Youens – Clerk

Ryan Ikavnieks – Assistant Clerk

103/23. To receive apologies for absence

- Apologies were received from Cllrs Golby and Mumford.

104/23. To receive and approve the minutes of the meeting held on 2nd November 2023 (APPENDIX A)

- That the minutes of the meeting held on Thursday 2nd November 2023 were approved as a true record and duly signed by the Chair.

105/23. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda

- Members were reminded of the need to declare any interests in the items on this agenda, whether pecuniary or otherwise. There were no interests declared.

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106/23. Public Participation Session

- Two officers were present at the meeting from the local neighbourhood policing team. They gave update on their activities and took questions from Councillors.

107/23. To receive any information update on Section 106 / Community Infrastructure Levy

- There was a discussion about the importance of obtaining the S106 monies and ensuring it was spent for the good of the community. The Clerk has previously submitted requests for information. Cllr Matt Golby is making enquiries.

108/23. Councillor Reports – Information Only

- Councillors gave an update on their various activities relating to their role as members of Duston Parish Council.

109/23. Committee Updates

- **RESOLVED:**
 - a) That the report in the form of the minutes of the Planning Committee was received and noted (APPENDIX B)
 - b) That the report in the form of the minutes of the Environment Committee was received and noted (APPENDIX C)
 - c) That the report in the form of the minutes of the Community Services Committee was received and noted (APPENDIX D, APPENDIX E)

110/23. Standing Committee Membership

- **RESOLVED:** That the following changes to Committee Membership were approved:
 - a) That Cllr Craven was appointed to the Community Services Committee as a member for the remaining municipal year of 2023/24
 - b) That Cllr Littlewood was appointed to the Planning Committee as a member for the remaining municipal year of 2023/24
 - c) That Cllrs Dickinson and Craven were appointed to the Environment Committee as members for the remaining municipal year of 2023/24

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- d) Cllr Littlewood was appointed as a member of Resources & General Purposes Committee for the remaining municipal year of 2023/24.

111/23. Recommendation from the Environment Committee

- **RESOLVED:** That the recommendation from the Environment Committee to install a new litter bin at Duston Gardens, located near the electrical sub-station and funded via Community Infrastructure Levy monies, discussed and approved. Cost is £300 + VAT for the next financial year (APPENDIX G).

112/23. Recommendation from the Community Services Committee

- Councillors received a handout from members of the Community Services Committee which outlined how Wooton Parish Council produced and distributed their newsletter.
- Councillors discussed multiple options of distribution methods, content creation options and magazine style. No clear consensus was found around specific methods or style.
- The Clerk advised that it is possible but could be staff intensive depending on the format Council wish to take.
- **RESOLVED:**
 - a) That the Council agrees, in principle, that a newsletter would be a good addition for the Councils communication with its residents.
 - b) That the Clerk will work with the Community Services Committee to provide options with some costings.
 - c) Council will approve the final draft

113/23. Draft Budget 2024/25

- The Clerk said the biggest challenge this year is the Environmental costs. The Parish Council is now taking on play ground repairs and tree maintenance which is a substantial commitment. A contingency fund is being built up to take on park maintenance in mid-2028. Energy costs are not the issue as much as they were last year.
- **RESOLVED:** That the draft budget for the financial year 2024/25 was received, discussed and approved. (APPENDIX H)

114/23. Flexible Working Policy

- The Clerk advised that this may need to change again in the near future as in 2024 the law could change in that employees will have the right to request flexible working from day one of employment.

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- **RESOVLED:** That the revised Flexible Working Policy (APPENDIX I) was received and approved.

115/23. Amendments to Scheme of Delegation

- **RESOVLED:** That the amendments to the Scheme of Delegation (APPENDIX J) were received and approved.

116/23. Unity Bank

- The Clerk &RFO provided Council with information regarding the current banking situation, the precept income is currently locked in Unity Bank and cannot be moved or used bank due to a lack of signatory's being setup on the Account. The Clerk advised the situation was reaching a critical point and action either way was now necessary.
- **RESOLVED:**
 - a) That nominated councillor signatories are given one last opportunity to register with Unity Bank. The Clerk will again provide the details in how to do this. However, if this is not done by the new year then the Clerk will begin the process of closing the Unity accounts down and moving the funds to the existing Barclays account. The Clerk will do this in consultation with the Chair and Vice-Chair of the Council.
 - b) No Councillor was nominated to become a signatory for the Barclays account. However, anyone interested please contact the Clerk directly.
 - c) The Council was satisfied that if Unity Bank was closed down that it still had robust internal controls in managing public funds.

117/23. Annual External Audit Report

- **RESOLVED:**
 - a) That the Annual External Audit Report (APPENDIX L) was received, discussed and noted.
 - b) That the comments provided in the External auditor's limited assurance opinion 2022/23 were noted.

118/23. Commemorative Bench for Duston Gardens

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- **RESOLVED:** That the commemorative bench to be located in Duston Gardens / Telstar Way Open Space for £1,395.00 + VAT to be funded via Community Infrastructure Levy monies was approved (APPENDIX M).

119/23. Internal Controls Councillor Report

- **RESOLVED:**
 - a) That the Internal Controls Councillor Report for the second quarter of the municipal year 2023/24 was received and noted. (APPENDIX N)
 - b) That the Internal Controls Councillor Report for the third quarter of the municipal year 2023/24 was received and noted. (APPENDIX O)

120/23. Youth Provision SLA

- The Clerk advised that the Council has already taken the decision to commence the contract with Free2Talk for a year. Members of the Community Services Committee oversaw and agreed the details of the Service Level Agreement before it was signed.
- **RESOLVED:** To discuss the progress of the Service Level Agreement at a future meeting when the Council is given an interim report.

The meeting finished at 8:51pm

Date: 04/01/2024

Duston Parish Council

Page 1

Time: 13:51

**Bank Reconciliation Statement as at 31/10/2023
for Cashbook 1 - Current A/c 03573680**

User: NG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Barclays Community A/c 3680	31/10/2023	10	45,704.44
			45,704.44
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			45,704.44
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			45,704.44
		Balance per Cash Book is :-	45,704.44
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Bank Reconciliation Statement as at 31/10/2023
for Cashbook 2 - Business Saver A/c 63253058**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Saver A/c 3058	31/10/2023	10	206,557.65
			<u>206,557.65</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			206,557.65
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			206,557.65
		Balance per Cash Book is :-	206,557.65
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Duston Parish Council Petty cash count and reconciliation

Oct-23	Float	
	Per count	
	20	60.00
	10	10.00
	5	5.00
	2	0.00
	1	5.00
	0.5	2.00
	0.2	1.60
	0.1	0.50
	0.05	0.05
	0.02	0.02
	0.01	0.01
		<u>84.18</u> IN TIN
In safe		0.00
		<u>84.18</u> Agreed

Reconciliation to RBS

Oct-23

In tin b'wd	84.18	
Cash received (trf from bankings sheets)		
Trf in from cash takings		
Trf to Facilities float		
Trf in from facilities		
	<u>84.18</u>	
Cash paid out in month	<u>0.00</u>	
= Cash in tin	84.18	0.00
Balance per RBS	<u>84.18</u>	

Petty cash expenses paid

Ref	Description	£
		<u>-</u>

Bank Reconciliation Statement as at 31/10/2023
for Cashbook 5 - Petty Cash

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	31/10/2023	10	84.18
			84.18
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			84.18
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			84.18
		Balance per Cash Book is :-	84.18
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 31/10/2023
for Cashbook 8 - Facilities float**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Facilities float	31/10/2023	10	96.93
			<hr/> 96.93
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			96.93
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			96.93
		Balance per Cash Book is :-	96.93
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Bank Reconciliation Statement as at 31/10/2023
for Cashbook 9 - Unity Current 20456870**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Bank - current account	30/09/2023	9	653,991.95
			<u>653,991.95</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			653,991.95
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			653,991.95
		Balance per Cash Book is :-	653,991.95
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Purchase Ledger for Month No 7

Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis		Analysis Description
								A/C	Centre	
20/10/2023	89060		1ST REACTION	1ST001	32.50	6.50	39.00	4160	102	1ST R - alarm response St I
20/10/2023	89087		1ST REACTION	1ST001	32.50	6.50	39.00	4160	102	1ST R Alarm response
20/10/2023	89089		1ST REACTION	1ST001	32.50	6.50	39.00	4160	102	1st R alarm response St L
31/10/2023	E2017829611		ALLSTAR	ALL001	53.33	10.66	63.99	4145	212	Allstar fuel
26/10/2023	32422		AMBER SCREEN	AMBS001	60.00	12.00	72.00	4227	211	Amber - dog signs
29/10/2023	1800		ANGELL PLUMBING	ANG001	95.00	0.00	95.00	4225	101	Angell service hot water cyl
29/10/2023	1804		ANGELL PLUMBING	ANG001	60.00	0.00	60.00	4225	101	Angell radiators repair
29/10/2023	1805		ANGELL PLUMBING	ANG001	140.00	0.00	140.00	4225	101	Angell mens toilet repairs
31/10/2023	AVVAOCT23		AVIVA	AVIVA001	482.23	0.00	482.23	4000	101	AVVAOCT23/Pensions
								4000	211	AVVAOCT23/Pensions
								4006	101	AVVAOCT23/Pensions
								4006	211	AVVAOCT23/Pensions
13/10/2023	BARCOCT23		BARCLAYS	B0001	35.10	0.00	35.10	4125	201	BARCOCT23/Barclays
22/09/2022	9794		BARNETT LAND	BARN01	60.00	12.00	72.00	4226	211	Barnett Timpke Sep 22 old inv
14/10/2022	9825		BARNETT LAND	BARN01	60.00	12.00	72.00	4226	211	Barnett Oct 22 old invoice
19/10/2023	10219		BARNETT LAND	BARN01	140.00	28.00	168.00	4226	211	Barney - Oct Duston Gdn
19/10/2023	10220		BARNETT LAND	BARN01	60.00	12.00	72.00	4226	211	Barnett - Oct Timken
13/10/2023	BCARDOCT		BARCLAYCARD	BCARD	1,709.92	307.65	2,017.57	4226	101	Barclaycard - maintenance
								4225	101	Barclaycard - repairs/renew
								4151	101	Barclaycard -cleaning
								4115	201	Barclaycard -stationery
								4128	215	Bcard, Grow/cook equipment
								4128	215	Bcard, Polytunnel
								4128	201	Bcard, poppy wreath
								4129	101	Bcard, refreshments
								4015	101	Bcard, parking
								4101	201	Bcard, Software etc
								4101	201	Bcard, Microsoft

PURCHASE LEDGER INVOICE LISTING

Purchase Ledger for Month No 7

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/c	Centre	Amount	Analysis Description
31/10/2023	0367808		BOOKERS	BOOKERS01	118.16	15.64	133.80	4128	215	118.16	Booker xmas market
03/10/2023	884821370		BRITISH GAS	BRIT01	2,071.17	414.23	2,485.40	4206	101	2,071.17	B Gas Elec DCC 1.9.23-30.9.23
20/10/2023	0000311270		BROXAP	BRO001	5,609.00	1,121.80	6,730.80	4220	211	5,609.00	Broxap 2 BX14 planter CILS
								332		-5,609.00	Broxap 2 BX14 planter CILS
								6000	211	5,609.00	Broxap 2 BX14 planter CILS
16/10/2023	8914		COMPLETE GROUND MAN.	CGM001	4,240.00	848.00	5,088.00	4227	211	4,240.00	CGM vegetation removal CILS
								332		-4,240.00	CGM vegetation removal CILS
								6000	211	4,240.00	CGM vegetation removal CILS
31/10/2023	8943		COMPLETE GROUND MAN.	CGM001	1,557.09	311.42	1,868.51	4226	211	1,557.09	CGM grounds maint Oct
14/10/2023	5467		DA HEATING LTD	DA001	1,637.78	327.56	1,965.34	4227	101	1,637.78	DA Heating service appliances
01/10/2023	231000133363		DBFB	DBFB	363.00	72.60	435.60	4120	201	363.00	DBFB telephone
01/10/2023	231000133770		DBFB	DBFB	60.05	12.01	72.06	4230	102	60.05	DBFB CCTV St L
10/10/2023	8402603721		DELL COMPUTERS	DELL01	574.23	114.85	689.08	4100	101	574.23	Dell Computer office
17/10/2023	7122490		ESPO	ESPO01	231.34	46.27	277.61	4151	101	231.34	ESPO
18/10/2023	INV160663		EVAC+CHAIR	EVAC001	101.00	20.20	121.20	4226	101	101.00	Evacchair Maint contract
26/10/2023	16066		FABTRONIC	FABT01	21.42	4.28	25.70	4225	101	21.42	Fabtronic stagscore
26/10/2023	16068		FABTRONIC	FABT01	75.00	15.00	90.00	4225	101	75.00	Fabtronic Service call
31/10/2023	6585		NATALIE GREEN & CO.	GREEN001	1,050.00	210.00	1,260.00	4050	201	1,050.00	N Green accounts work Oct
08/10/2023	INV-6405		K & J HIRD	HH001	60.00	12.00	72.00	4150	101	30.00	Hird window cleaning
								4150	102	30.00	Hird window cleaning
31/10/2023	HMRCOCT23		HMRC	HMRC01	5,205.78	0.00	5,205.78	4000	201	1,070.30	HMRCOCT23/HMRC PAYE & NI
								4000	101	1,157.99	HMRCOCT23/HMRC PAYE & NI
								4000	102	771.23	HMRCOCT23/HMRC PAYE & NI
								4000	211	396.12	HMRCOCT23/HMRC PAYE & NI
								4005	201	552.98	HMRCOCT23/HMRC PAYE & NI
								4005	101	645.85	HMRCOCT23/HMRC PAYE & NI
								4005	102	429.01	HMRCOCT23/HMRC PAYE & NI
								4005	211	182.30	HMRCOCT23/HMRC PAYE & NI
31/10/2023	LGSSOCT23		NCC - PENSION	LPGS	3,101.84	0.00	3,101.84	4000	201	303.81	LGSSOCT23/Pension

PURCHASE LEDGER INVOICE LISTING

Purchase Ledger for Month No 7

Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description
								A/C	Centre	Amount	
04/10/2023	INV-0126		MOSOUNDS	MOS001	750.00	150.00	900.00	4000	101	126.76	LGSSOCT23/Pension
29/10/2023	INV-0070		PARISH SHIRES COMMER	PARISH	11,800.00	2,360.00	14,160.00	4000	102	210.53	LGSSOCT23/Pension
31/10/2023	25524		PERKINS FLORISTS	PERK01	433.29	86.71	520.00	4006	201	997.48	LGSSOCT23/Pension
02/10/2023	6348		PLAYGROUND SUPPLIES	PLAYG	2,050.00	410.00	2,460.00	4006	101	883.33	LGSSOCT23/Pension
02/10/2023	285547		PATHFINDER LEGAL	PLS	683.70	136.74	820.44	4006	102	579.93	LGSSOCT23/Pension
02/10/2023	285548		PATHFINDER LEGAL	PLS	35.20	0.00	35.20	4006	102	750.00	MOSounds Xmas mkt DJ
02/10/2023	287255		PATHFINDER LEGAL	PLS	623.20	124.64	747.84	4128	215	11,800.00	Parish&Shires Tree works
02/10/2023	287256		PATHFINDER LEGAL	PLS	136.80	27.36	164.16	4128	211	433.29	Perkins 13 hanging baskets
02/10/2023	287257		PATHFINDER LEGAL	PLS	532.00	106.40	638.40	4246	211	2,050.00	Playground Supplies repairs
02/10/2023	287258		PATHFINDER LEGAL	PLS	330.60	66.12	396.72	4055	201	683.70	Pathf The Rose Gdn trf
02/10/2023	287259		PATHFINDER LEGAL	PLS	532.00	106.40	638.40	4055	201	35.20	Pathf The Rose Gdn trf
02/10/2023	287260		PATHFINDER LEGAL	PLS	1,869.55	373.91	2,243.46	4055	201	623.20	Pathf Cheddar Cl Trf
02/10/2023	287261		PATHFINDER LEGAL	PLS	13.45	2.69	16.14	4055	201	136.80	Pathf Sandy Lane Trf
02/10/2023	287262		PATHFINDER LEGAL	PLS	557.25	110.65	667.90	4055	201	532.00	Pathf The Green Trf
02/10/2023	287263		PATHFINDER LEGAL	PLS	134.50	26.90	161.40	4055	201	330.60	Pathf Westbury Cl Trf
02/10/2023	287264		PATHFINDER LEGAL	PLS	205.20	41.04	246.24	4055	201	532.00	Pathf Duston Wildes Trf
02/10/2023	287265		PATHFINDER LEGAL	PLS	279.30	55.86	335.16	4055	201	1,869.55	Pathf Lease Ext Sports Centre
02/10/2023	287266		PATHFINDER LEGAL	PLS	155.80	31.16	186.96	4055	201	13.45	Pathf Unit 4 St L lease
02/10/2023	287267		PATHFINDER LEGAL	PLS	874.00	174.80	1,048.80	4055	201	557.25	Pathf Beaune Cl Trf
02/10/2023	287268		PATHFINDER LEGAL	PLS	613.70	122.74	736.44	4055	201	134.50	Pathf Unit 2 St L lease
02/10/2023	287270		PATHFINDER LEGAL	PLS	497.80	99.56	597.36	4055	201	205.20	Pathf Aquitaine Cl Trf
02/10/2023	287271		PATHFINDER LEGAL	PLS	454.10	90.82	544.92	4055	201	279.30	Pathf Bramhall Rise Trf
02/10/2023	287272		PATHFINDER LEGAL	PLS	167.20	33.44	200.64	4055	201	155.80	Pathf Brockwood Cl Trf
02/10/2023	287273		PATHFINDER LEGAL	PLS	520.60	104.12	624.72	4055	201	874.00	Pathf The Rose Gdn Trf
								4055	201	613.70	Pathf Berrywood Trf
								4055	201	497.80	Pathf Newton Rd Trf
								4055	201	454.10	Pathf Triumph Gdn Trf
								4055	201	167.20	Pathf Clipston Trf
								4055	201	520.60	Pathf Haydown Trf

PURCHASE LEDGER INVOICE LISTING

Purchase Ledger for Month No 7

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/c	Centre	Amount	Analysis Description
02/10/2023	287274		PATHFINDER LEGAL	PLS	233.95	46.79	280.74	4055	201	233.95	Pathf Cafe lease review
16/10/2023	288066		PATHFINDER LEGAL	PLS	746.70	149.34	896.04	4055	201	746.70	Pathf The Green tf
16/10/2023	288067		PATHFINDER LEGAL	PLS	35.20	0.00	35.20	4055	201	35.20	Pathf The Green tf
16/10/2023	288068		PATHFINDER LEGAL	PLS	35.20	0.00	35.20	4055	201	35.20	Pathf Triumph Gdn tf
16/10/2023	288069		PATHFINDER LEGAL	PLS	746.70	149.34	896.04	4055	201	746.70	Pathf Triumph Gdn tf
26/10/2023	288274		PATHFINDER LEGAL	PLS	35.20	0.00	35.20	4055	201	35.20	Pathfinder Haydown Green tf
26/10/2023	288275		PATHFINDER LEGAL	PLS	746.70	149.34	896.04	4055	201	746.70	Pathfinder - Haydown Green tf
31/10/2023	SALARYOCT23		SALARIES	SALARIES01	15,267.57	0.00	15,267.57	4000	201	3,951.91	SALARYOCT23/STAFF SALARIES
								4000	101	5,557.26	SALARYOCT23/STAFF SALARIES
								4000	102	3,753.22	SALARYOCT23/STAFF SALARIES
								4000	211	1,932.69	SALARYOCT23/STAFF SALARIES
								4128	215	57.55	SALARYOCT23/STAFF SALARIES
								4015	101	14.94	SALARYOCT23/STAFF SALARIES
30/09/2023	0001866288		SRCL LTD	SRCL	169.88	33.98	203.86	4155	101	95.32	SRCL waste removal
								4155	102	74.56	SRCL waste removal
31/10/2023	0001875229		SRCL LTD	SRCL	177.28	35.46	212.74	4155	101	96.02	SRCL waste removal
								4155	102	81.26	SRCL waste removal
12/10/2023	101902757/0003		SOUTHERN ELECTRIC	SSE01	7,577.30	1,515.46	9,092.76	4206	102	7,577.30	SSE St L elec 30.6.23-28.9.23
05/10/2023	191900996/0011		SOUTHERN ELECTRIC	SSE01	178.95	35.79	214.74	4205	102	178.95	SSE Gas St L 1.9.23-30.9.23
16/10/2023	10089		SSSLTD	SSS01	215.00	43.00	258.00	4227	102	215.00	SSS CCTV maintenance
16/10/2023	10146		SSSLTD	SSS01	85.00	17.00	102.00	4227	102	85.00	SSS CCTV maintenance
16/10/2023	1085598149		STANNAH	ST01	253.70	50.74	304.44	4228	101	253.70	Stannah lift maint 16.10.23-15
02/10/2023	TVOCT23		TV LICENSING	TV001	13.25	0.00	13.25	4062	101	13.25	TVOCT23/TV Licensing
01/10/2023	NMP1218375		VEOLIA	V0002	48.47	9.69	58.16	4155	101	48.47	Veolia Duty of Care Cert
31/10/2023	NMP1219278		VEOLIA	V0002	714.16	142.83	856.99	4155	101	493.48	Veolia waste removal
								4155	102	220.68	Veolia waste removal
22/10/2023	B4-621456820		VODAFONE	VODA01	123.52	18.67	142.19	4121	101	61.76	Vodafone - mobile
								4121	102	61.76	Vodafone - mobile
28/09/2023	0000823157		WICKSTEED	WICKSTEED01	1,004.22	200.84	1,205.06	4246	211	1,004.22	Wicksteed play equip repairs

Purchase Ledger for Month No 7

Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description	
								A/C	Centre	Amount		
03/10/2023	424001719659		WEST NORTANTS COUNC	WNC001	481.25	0.00	481.25	4201	201	481.25	WNC reception lease	
31/10/2023	279738427		WORLDPAY	WORLD001	41.44	5.11	46.55	4137	201	41.44	Worldpay - credit card chgs	
05/10/2023	VO10034234		ZENOFFICE	Z002	1,136.34	227.27	1,363.61	4107	201	1,136.34	Zen photocopier charges	
31/10/2023	VO10034653		ZENOFFICE	Z002	150.00	30.00	180.00	4107	201	150.00	Zen - annual fee	
TOTAL INVOICES								83,596.16	11,662.38	95,258.54	83,596.16	



DUSTON PARISH COUNCIL

Duston Parish Council
Duston Community Centre
Pendle Road
Duston
Northampton
NN5 6DT

Planning Committee
Minutes Thursday 14th December 7pm 2023

Chair: Cllr M Ingram

Councillors Present: Barnes, Liddon, Littlewood, Mumford

IN ATTENDANCE:

Gary Youens – Clerk

Ryan Ikavnieks – Assistant Clerk

PC049/23. To receive apologies for absence

- Apologies were received from Cllr Enright-King.

PC050/23. To receive and approve for signature the minutes of the meeting held on Thursday 30th November 2023 (APPENDIX A)

- **RESOLVED:** That the draft minutes of the meeting held on Thursday 30th November 2023 were approved as a true record and duly signed by the Chair.

PC051/23. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda

- Members were reminded of the need to declare any interests in the items on this agenda, whether pecuniary or otherwise. There were no interests declared.

PC052/23. Public Participation Session

- There were no members of the public present.

PC053/23. To Discuss Planning Applications Received from the Planning Authority

- **RESOLVED:**

- a) 2023/7835/S73 – 519 Harlestone Road Northampton NN5 6NX – Variation of condition 2 of WNN/2023/0346 (Erection of detached dwelling to rear of 519 Harlestone Road with alterations to access from Harlestone Road) to replace drawing K31_Location and Block Plan with K31_Location and Block Plan Rev A

- Objection - This application contradicts Policy H4, Smaller infill site, of the Duston Neighborhood Plan.

H4 Smaller infill sites – general criteria (objective 2)

Development will be supported on sites of up to 5 dwellings on previously developed land and large gardens, subject to the following criteria: i - In respect to backland and tandem development in gardens of existing properties, the need to avoid adverse impact on the amenity of neighbouring properties through; loss of privacy, daylight, visual intrusion by a building or structure, car parking, removal of mature vegetation or landscaping and additional traffic resulting from the development. ii - Windfall, back land or tandem development must have direct highway access. iii - It must have due regard to the need to preserve or enhance the Conservation Area. iv - The requirements for development in local character areas (Policy BE1) are met. v - The provision of natural landscaping, including native trees, hedgerows, wetland areas and the retention or incorporation of habitats for small mammals, birds and insects.

Please could a Planning Officer explain how the original application does not contradict this policy?

- b) 2023/7288/TCA – TREE WORK AT ST LUKES CHURCH MAIN ROAD DUSTON NORTHAMPTON NN5 6JB – POLLARD OF LIME TREE

- Objection - Without receiving further information surrounding the tree's health from a tree survey or tree surgeons report, the work is viewed as non-necessary and will negatively impact the street scene in a conservation area.
- c) 2023/7868/FULL – 7 Excelsior Gardens, Northampton, NN5 6YN – Demolition of existing garage and construction of a garage, utility room with a first floor bed sitting room and bathroom. Construction of a 2 storey rear extension and alterations.

- No comments or observations
- d) 2023/7409/TPO – TREE WORK AT LAND TO REAR OF 15 HOPPING HILL GARDENS – WORKS TO CHAMOMILE TREE
- Objection - Without information surrounding the tree's health from a tree survey or tree surgeons report, the work is viewed as non-necessary and will negatively impact the street scene of the public open space that the tree is located on.

PC054/23. S106 / CIL Update

- **RESOLVED:** That the verbal update from the Clerk & Chair of Committee surrounding S106 / CIL monies was received, discussed and noted.

The meeting finished at 8:21pm



DUSTON PARISH COUNCIL

Duston Parish Council
Duston Community Centre
Pendle Road
Duston
Northampton
NN5 6DT

Resources and General Purposes Committee **Minutes Wednesday 6th December 2023**

RGPC37/23. To receive apologies for absence

- Apologies were received from Cllrs Barnes and Maitland.

RGPC38/23. To receive and approve the minutes for signature of the meeting held on 12th October 2023

- That the minutes of the meeting held on the 12th of October 2023 were approved as a true record and signed by the Chair (APPENDIX A).

RGPC39/23. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda .

- Members were reminded of the need to declare any interests in the items on this agenda, whether pecuniary or otherwise. There were no interest declared.

RGPC40/23. Public Participation Session.

- There were no members of the public present.

RGPC41/23. Four Year Plan Review

- The Committee discussed each aim individually, the Clerk provided a verbal status update upon each and every objective, noting if the aim had been achieved or highlighted as a priority from another Committee.
- **RESOLVED:** That the Four Year Plan was received, discussed and noted.

RGPC42/23. NCALC AI Task Group

- At the last meeting of the NCALC AI Task Group, Andrew Ward the Managing Director of Scorchsoft, a Birmingham based tech company and author of 'The ChatGPT guide for Business. He provided the group with invaluable insight on how AI systems work, the power of AI tool when used correctly and answered many questions from the present Clerks and Councillors. The Assistant Clerk provided the Committee with a summary of the discussions.
- The Assistant Clerk will continue to be a member of the NCALC AI task group.
- **RESOLVED:** That the verbal update from the Assistant Clerk was received and noted.

RGPC43/22. Councillor IT Equipment

- The Clerk is keen for this issue to be dealt. There are a variety of views amongst councillors such as some wanting to keep paper copies, some wanting a large TV screen or projector and other suggesting tablets or laptop.
- **RESOLVED:** That a report should be presented to the January Full Council meeting so a final decision can be made.

RGPC44/23. Asset Transfers to Duston Parish Council

- The Clerk said progress in transferring these assets is slow but progress is being made. Members of the Committee expressed a desire for all these land assets to be transferred to Duston Parish Council in 2024.
- **RESOLVED**
 - a) That the verbal update upon the transfer of Parks, Public Open Space & Allotments from West Northamptonshire Council was received and noted.
 - b) That the verbal update upon the transfer of Telstar Way POS (known as "Duston Gardens") was received and noted
 - c) That the verbal update upon the transfer of Alfred Knight Footpath, 3 streetlights and Rosevilla Road Access Way was received and noted.

RGPC45/23. St. Luke's Centre and Field Transfer

- **RESOLVED:**

- a) That the West Northamptonshire Council's community asset transfer policy (APPENDIX C) was received.
- b) To recommend to Full Council that the Clerk applies for a community asset transfer for St. Luke's Centre and St. Lukes Playfield.

RGPC46/23. Staff Training

- **RESOLVED:** That the proposal of one of staff training from NCALC on the structures and processes of parish councils, customer care and complaints training was approved.

RGPC47/23. Draft Budget 2024/25

- The Clerk/RFO gave Committee an overview of the financial position of the Council.
- **RESOLVED:** That the Draft Budget for 2024/25 (APPENDIX E) received, discussed and noted.

RGPC48/23. Meetings Papers Policy

- **RESOLVED:** That the updated version Meetings Papers Policy (APPENDIX F) was received discussed and approved. The Clerk will circulate this to all councillors by email.

RGPC49/23. Recruitment of Facilities & Estates Officer

- The Committee discussed the third vacant position of Facilities & Estates Officer and noted that the post has been advertised with nobody suitable coming forward.
- The Clerk said a temporary solution might have been found and discussed this with the Committee.
- **RESOLVED:**
 - a) That the discussion surrounding the current recruitment of the Facilities & Estates Officer was noted.
 - b) The Committee approved of the temporary solution put forward by the Clerk.

RGPC50/23. Appointment of Staffing Sub-Committee

- The HR Sub-Committee asked the Clerk to change the Disciplinary and Grievance Policies and this has now been approved by the Council. As a result the Resources & General Purposes Committee need to appointment a Staffing Sub-Committee.
- A discussion took place on what is the appropriate role of councillors in HR processes.

- **RESOLVED:** Cllrs Enright-King, Ingram, Maitland and Ennis-Clark were appointed to be members of the staffing sub-committee for the remainder of the municipal year 2023/24 as set out in the disciplinary and grievance procedure.

RGPC51/23. Exclusion of Press and Public

RESOLVED: That the public and press be excluded from the meeting for item RGPC52/23. HR Matters was approved.

RGPC52/23. HR Matters

- **RESOLVED:**
 - a) That the discussion on the current HR issue(s) were noted.
 - b) That the action to investigate the incident was approved.
 - c) That the Clerk was appointed as the independent investigator.
 - d) The Clerk to keep the Chair of Resources & General Purposes Committee informed.

Meeting ended at 9:00PM



DUSTON PARISH COUNCIL

Agenda Item: 130/24

05/01/2024

Submitted By: Assistant Clerk / RFO

1. APPROVAL: To discuss**2. Purpose of the Report:**

The Council have requested that the Clerk researches and provide costings for IT equipment that aims support all Councillors in the course of their duties as elected members.

This report aims to set out budgetary and policy considerations required to provide Councillors with IT equipment.

3. Background Information:

Currently, Councillors are emailed an electronic summons + agenda & reports and then a physical printed versions are then provided at the relevant meeting.

The issues with the current system are as follows:

- Negative environmental impact due to paper waste and cost of paper
- Printing costs
- Viewed as an inefficient way of working

Solution 1 – Purchase IT Equipment for Councillors

The primary uses for Councillors IT devices would be:

- Viewing the agenda & reports during Council meetings.
- Writing reports, presentations and briefing notes.
- Researching various elements of projects
- Emails

Advance resources intensive software packages are unlikely to be used for the foreseeable future by Councillors, combined with the perceived primary uses allows for the selection of devices to be budget-friendly lower-spec devices.

Solution 2 – Purchase an additional large screen

Currently, during Council meetings one large screen is used to display the agenda + reports. Purchasing an additional screen allows for both the Agenda and reports to be displayed at the same time during a meeting.

4. Legislation:

Local Government Act 1972, s111 -

Without prejudice to any powers exercisable apart from this section but subject to the provisions of this Act and any other enactment passed before or after this Act, a local authority shall have power to do anything (whether or not involving the expenditure, borrowing or lending of money or the acquisition or disposal of any property or rights) which is calculated to facilitate, or is conducive or incidental to, the discharge of any of their functions

5. Accessibility Implications / Impact on people with protected characteristics (Equality Act 2010)

It is important to note, based upon Brixworth v Pointer tribunal, reasonable adjustments must be made for Councillors who have accessibility implications.

6. Crime and Disorder Implications (Crime and Disorder Act 1998, Section 17):

N/A

7. Financial Implications:

The financial implications for the current system:

Printing Costs	
Mono	0.0056
Colour	0.05599
Avg. printing cost P.A	0.030795
Avg. amount of paper used P.A	20680
Avg. printing cost P.A	£636.84

Paper Costs	
Avg. pp per annum	20680
Paper per box	2500
Cost per box	£16.00
Pp cost per annum for council meetings	£132.35

Total Avg. Cost PA	£769.19
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Proposal 1 – Councillor IT equipment

Quote 1

[SUS Chromebook 14 CX1400CMA Full HD Chromebook \(Intel Celeron N4020, 4GB RAM, 64GB eMMC, Google Chrome OS\)](#)

Brand	ASUS
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Model name	Chromebook
Screen size	14 Inches
Colour	Silver
Hard disk size	64 GB
CPU model	Celeron
RAM memory installed size	4 GB
Operating system	Chrome OS
Special feature	Portable, Thin
Graphics card description	Integrated
Multimedia features	Webcam + Speakers + Mic
Ports	2x reversible USB-C ports 1x USB 3.2 1x microSD slot
Connectivity Technology	Wi-Fi
COST PER UNIT	£120.83 excl. VAT

Quote 2

[ASUS Vivobook 14in Pentium Gold
4GB 128GB Laptop](#)

Brand	ASUS
Model name	Vivobook
Screen size	14 inch screen
Colour	Black
Hard disk size	128GB SSD
CPU model	Intel Pentium Gold 7505 processor
RAM memory installed size	4GB RAM DDR4
Operating system	Windows 11 in S-mode (Pre-Installed)
Special feature	Full HD Display. Resolution 1920 x 1080 pixels. Refresh rate 60Hz.
Graphics card description	Intel UHD Graphics
Multimedia features	HD webcam. Built-in mic. SonicMaster sound system.
Ports	2 USB 2.0 ports 1 USB 3.2 port 1 USB Type-C port HDMI port HDMI port// HDMI ports Headphones jack Bluetooth
Connectivity Technology	Bluetooth Wi-Fi enabled

COST PER UNIT	£174.17 excl. VAT
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Quote 3 [Acer Chromebook Spin 311 CP311-3H - \(MediaTek 8183, 4GB, 64GB eMMC, 11.6 Inch HD Touchscreen Display, Google Chrome OS, Silver\)](#)

Brand	Acer
Model name	Acer Chromebook Spin 311 CP311-3H
Screen size	11.6 Inches
Colour	Silver
Hard disk size	64 GB
CPU model	MediaTek MT8183
RAM memory installed size	4 GB
Operating system	Chrome OS
Special feature	Touch Screen and foldable
Graphics card description	MediaTek
Multimedia features	Webcam + Speakers + Mic
Ports	1x USB 2.0 Ports 1x USB 3.0 Ports
Connectivity Technology	Bluetooth, Wi-Fi
COST PER UNIT	£194.77 excl. VAT

Quote No.	Device	Unit Price	Cost for 12 Units
Quote 1	SUS Chromebook 14 CX1400CMA Full HD Chromebook (Intel Celeron N4020, 4GB RAM, 64GB eMMC, Google Chrome OS)	£120.83 excl. VAT	£1449.96
Quote 2	ASUS Vivobook 14in Pentium Gold 4GB 128GB Laptop	£174.17 excl. VAT	£2066.04
Quote 3	Acer Chromebook Spin 311 CP311-3H - (MediaTek 8183, 4GB, 64GB eMMC, 11.6 Inch HD Touchscreen Display, Google Chrome OS, Silver)	£194.77 excl. VAT	£2337.24

Microsoft 365 Basic Account

Each Councillor would require a Microsoft 365 Basic Account to access the Office Software Suite which grants:

- Access to Web and mobile versions of Word, Excel, PowerPoint, and Outlook only
- Chat, call, meet up to 300 attendees-

- 1 TB of cloud storage per user
- Standard security

Price per user per month	Amount of Users	Annual Cost
£4.90 excl. VAT	12	£705.60 excl. VAT

The average lifespan of a standard laptop is around 4-5 years. Any increase in capital expenditure related to this should be considered and factored into the budget-setting process in the year it occurs.

7.4 Setup Costs and Training

- During Policy research, some local Councils opt to install remote monitoring software to ensure that illegal acts or unauthorised activities are not committed upon Council own devices. All data on the device and its usages are subject to Freedom of Information requests.
- Councils may install device tracking software. In the case of theft, the location can be reported to the police.
- Some Council opt not to provide users the administrative password so the only approved software can be installed onto the devices to ensure that they can only be used for the intended purposes.
- As Councillors will potentially be holding personal data on the device, it is important to ensure that all Councillors up to date with and understand Data Protection Laws to ensure that the Council does not breach them. NCALC Data Protection training designed for Councillors costs £42 + per person.
- Depending on demand, device training may be done inhouse, however, the Council may engage with Computer Pals (a Community Centre user Group who provides basic computer training) to seek if they would offer a training session.

7.5 DSE Workstation Assessments

The Health and Safety (Display Screen Equipment) Regulations apply to 'workers' who use DSE daily, for continuous periods of an hour or more. This assessment can be done individually by each relevant person.

The law says employers must arrange an eye test for Display Screen Equipment Users if they ask for one, and provide glasses if an employee needs them only for DSE use.

7.6 Proposal 2 - Additional Large Screen

	Quote 1	Quote 2	Quote 3
	Hisense 50 Inch 50A6KTUK Smart 4K UHD HDR DLED TV	Cello Google C4020G 40 inch Smart Android TV	Techwood 50" 4K Ultra HD Smart TV - 50AO11UHDA
Screen size	50 Inch	40 Inches	50 Inch
Brand	Hisense	Cello	Techwood
Display technology	DLED	LED	LED
Product dimensions	64.9,H 111.9 W	59.9H 96.7W	65.6 H 113.0W
Resolution	4K	1080p	4K
Refresh rate	60Hz	60 Hz	60Hz
Model no.	50A6KTUK	C4020G	50AO11UHDA
Cost	£232.5 excl. VAT	£159.95 excl. VAT	£215.83 excl. VAT

8. Relevant Officers Comments:

Current Co2 Equivalent impact of using paper for DPC meetings P.A :

<u>Avg. paper (pp) used to facilitate Council meetings during Sep Oct Nov</u>	<u>Avg. Amount of pp Per Annum (P.A.)</u>	<u>Paper per box</u>
1723.333	20680	2500 (weight 11kg)
<u>Est no. box P.A</u>	<u>Total weight of paper P.A</u>	<u>CO2 EQ per KG of virgin pulp paper¹</u>
8.27	90.97	1.5
		<u>Total CO2 EQ P.A</u>
		136.455 kg CO2 EQ

CO2 EQ impact of from laptops over their lifetimes*

¹ Recycled paper VS Virgin paper; Reduce the carbon footprint of Your Business (asecopack.com)

<u>Amount of laptops</u>	<u>CO2 EQ average per Laptop²</u>	<u>Total est. CO2 EQ</u>
12	454 kg CO2 EQ	5448 kg CO2 EQ

*Typical laptops have an average efficient working life of 4-5 years

CO2 EQ impact for an additional large screen:

The Life Cycle Assessment Data for TV-LED, based on 32-inch LED³, conducted by the United States Environmental Protection Agency in 2018, found that the average CO2 EQ spend on the production of 32-inch LED was 2393.43 KG CO2 EQ.

Councillor Laptop / IT policies.

Attached are three Councillor IT policies from different Council that outline best practice, rules and guidance to ensure that the devices are used in a proper fashion.

9. Recommendation(s):

That Council discusses the three set-out proposals:

1. No change to the current paper system.
2. Council purchases IT equipment for Councillors to use and develops a practical policy that defines acceptable uses for the devices.
3. Council purchases an additional large screen to display meeting information (The screen can also be rented out as part of a room hire package)

² [Environmental impact of IT: desktops, laptops and screens | IT Services \(ox.ac.uk\)](#)

³ https://www.epa.gov/sites/default/files/2018-02/documents/lca_tv.pdf



Belper Town Council



BELPER TOWN COUNCIL

COUNCILLOR TABLET POLICY

Background

- 1.1 Belper Town Council have agreed for the provision of tablets for use by its Councillors to access emails and agendas and reports.
- 1.2 This Policy aims to establish the appropriate use of the tablets and proper use of the internet, social media and emails by Councillors.
- 1.3 Councillors should note that information stored on or sent from and to the tablets will be subject to Data Protection Act 1998 and Freedom of Information Act 2000 requests.

Tablets

- 2.1 The tablets will remain the sole property of the Council and as such should not be used for personal use by the Councillor.
- 2.2 The Council will adequately insure the tablets against loss and theft.
- 2.3 Councillors should use the tablets in an appropriate manner and should ensure that the tablets are kept securely and safely.
- 2.4 The Councillor must return the tablets to the Town Clerk on leaving office.
- 2.5 The Council will provide training for appropriate use of the tablets, Social Media, Internet and emails.
- 2.6 All tablets will be password protected. The password shall not be changed at any time except with the knowledge of the Town Clerk.
- 2.7 Council email address' will be linked to the tablet. No personal email addresses should be linked.
- 2.8 Cases will be provided and should be used at all times
- 2.9 Councillors are expected to check their Council email account regularly and bring the tablets to each meeting of the Council.



Internet use, social media and emails generally

3.1 Councillors are expected to abide by the Good Councillor Guide and by the Council's Code of Conduct when acting in an official capacity on line, in emails and on social media.

3.2 In addition Councillors must abide by the Social Media and Internet Policy.

3.3 Confidential emails and /or information on the Council's website must not be shared with anyone outside the Council.

3.4 The Council reserves the right to inspect the Tablets for the purpose of monitoring, recording and retaining any incoming and outgoing emails for security reasons and for monitoring compliance with this policy.

3.5 To ensure compliance with GDPR Council email access will only be provided via the allocated tablet. Council emails must not be accessed from personal devices.



Kingskerswell Parish Council

Laptops & Tablets Policy

Date: 15th May 2023

Version: 1.0

Agreed at Full Council Meeting – 22nd May 2023

Introduction

Kingskerswell Parish Council (KKPC) can provide laptops and tablets to support all Councillors in the course of their duties as elected members of the Council. This policy sets out the details of the equipment and services that can be provided to all Councillors for the duration of their term of office.

Objectives

The objectives of the provision of laptops and tablets is:

- To maximise the effectiveness of Councillors in their role; and
- To enhance communications between Councillors, officers, partners and members of the public.

Electronic communication is an essential part of a Councillor's role. It will be used to inform them of important information such as dates of meetings, training events and notification of agendas and minutes along with emails from officers and members of the public.

Councillors are expected to check their Council email account on a regular basis to ensure awareness of all relevant information relating to their role and responsibilities.

Data Protection

In order to ensure the security, confidentiality and management of information and personal data, it is not recommended that Councillors use their private email addresses for council business.

You must ensure that access to devices is protected by suitable access mechanisms, either a pin code, password or biometric. You are solely responsible for the security of the equipment you have been issued with and all passwords must remain confidential.

The loss or theft of any device with access to Council data, whether Council owned or personal, must be reported immediately to the Clerk to allow the earliest opportunity to report the incident to the Information Commissioners Office (ICO) within the statutory 72-hour deadline under the UK GDPR, where necessary if personal data is involved.

General

The Clerk will assist Councillors with the use of Council supplied equipment and provide general advice.

Councillors are expected to meet connectivity costs of devices such as broadband and Wi-Fi, and to ensure devices are charged.

Councillors will be responsible for the safekeeping of any Council equipment issued to them and be expected to treat it with appropriate care to avoid it being damaged, lost or stolen.

Inappropriate use of the equipment or services or breaches of the relevant associated policies may bring the Council into disrepute and result in action being taken under the Councillors' Code of Conduct.

Ownership

Councillors must sign confirmation that they have received their devices and agree with the Laptops and Tablets policy.

Unless agreed otherwise all equipment shall be returned to the Clerk within five days after the last day of office.

Status and Review

This policy was adopted by the KKPC at a meeting of the full council on 22nd May 2023. It will be reviewed annually by KKPC.



WAREHAM

Town Council

Laptop Policy

The Council has undertaken to loan laptops to Councillors during their tenure, to assist in the carrying out the specific and limited purpose of carrying out Town Council business. Any additional peripherals such as printers, additional keyboards or supports that may be desirable are at the expense of the Councillor. The Council will ensure that training is provided for Members and Officers in connection with this policy.

Agendas and committee papers will be sent electronically and it is not expected that these will be provided in a paper format, unless due to exceptional circumstances, e.g.: Covid-19 requiring virtual meetings.

Please would you read carefully the principles that surround the use of the laptop set out below and sign and date the declaration as confirmation that you agree to abide by them. **A laptop will not be issued unless such a declaration is made.**

Principles of Use:

1. Use of the laptop must be in accordance with the Data Protection Act 2018 and General Data Protection Regulations (GDPR) and you are expected to familiarise yourself with these principles as set out in the Council's GDPR policy.
2. Every effort to protect both hardware and software from misuse and/or damage must be made. You may be liable for any repair and/or replacement costs if it is deemed that the laptop has been mistreated or you have been negligent in its care.
3. Use of the laptop must be in accordance with the Council's Social Media Policy if social media is to be accessed using the device.
4. The passcode set up on the laptop must not be altered, however you may change your password.
5. Whenever the laptop is left unattended, even for short periods of time, the screen lock must be used or the laptop shut down.
6. The laptop is covered through the Council's insurance policy. If the laptop is lost, stolen or damaged it must be reported to the Council offices immediately. Insurance cover is limited to the UK and does not cover accidental damage or damage through negligence.

7. You are not permitted to take the laptop abroad.
8. It is forbidden to send, solicit or download inappropriate material (such as pornographic images, inciting violence, drug abuse, illegal activities etc) from the internet or email technology.
9. Whilst the virus protection on your laptop should prevent such things, be aware of the characteristics of spam and phishing emails and do not reply to these emails.
10. Data must be stored in accordance with the council's document control policy.
11. You have been provided with a laptop bag, this should be used at all times when transporting the laptop away from the home.
12. The laptop shall be administered by the Council offices. As such you will not be able to download and install additional software other than those already on the device. Should you wish any additional software to be installed, please advise the office of this;
13. The use of the internet to access and / or distribute any kind of offensive material is not permitted.
14. Only you are authorised to use the laptop; it **must not** be loaned to family members or friends.
15. You are always responsible for the protection of Council data and information sent to the device.
16. You must not reveal confidential data to any third party. This includes, but is not limited to, sensitive data (as defined under the Data Protection Act 2018 and GDPR), computer software course codes, login details and passwords. This may only be done if explicit permission has been given by the Town Clerk and only in accordance with Data Protection Guidelines.
17. You must report any damage, suspected problems, security threats or technical queries to the Council via email to office@wareham-tc.gov.uk, unless of course, it is not possible to access your email. An initial response to technical queries can only be given during normal council office hours. If Council officers are unable to help with your query, they will contact technical support who may contact you directly. Please be reminded that all technical support is chargeable to the Council on a time taken basis and care should therefore be taken to ensure that the query is sufficiently necessary to warrant the expense.
18. You are not permitted to contact the Council's IT provider directly under any circumstances as this incurs a charge to the Council.

19. In some cases, remote monitoring of websites and/or emails sent may take place, but only in cases where suspicion of illegal behaviour about the use of the laptop exists. This may only be carried out under supervision of the Town Clerk. Under no circumstances will any information that is discovered be disclosed to a third party and all investigations will strictly adhere to the Data Protection Act 2018 and GDPR.
20. The laptop must not be used for online gambling, accessing or transmitting pornography, transmitting copyright information and / or software material, posting confidential information about Councillors, employees or the public or suppliers to the Council, or to make malicious statements to any person.
21. Any purchases made through websites on the laptop are the liability of the individual Councillor and shall not be reimbursed by Wareham Town Council.

Contravention of any of the regulations may lead to the laptop being withdrawn.

AGREEMENT TO THE PRINCIPLES OF USE OF THE LAPTOP FOR COUNCIL BUSINESS

I....., a member of Wareham Town Council understand that the laptop I have been provided with is the property of the Council.

I understand that I may be financially responsible for any damage to or loss of the laptop due to accidental damage or negligence.

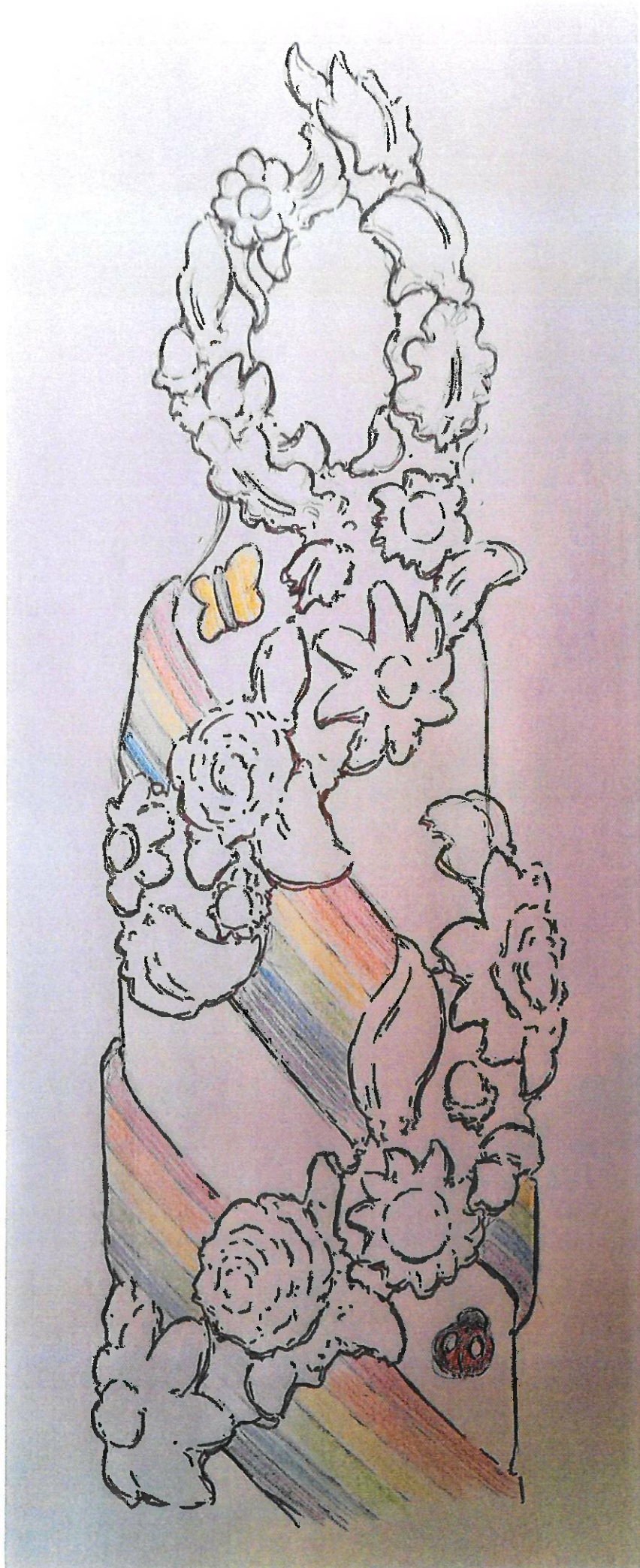
I agree to the principles of use of the laptop as set out above and agree to receive all Committee papers and associated Council correspondence electronically via the laptop.

I agree to return the laptop immediately upon the completion of my tenure as a Town Councillor.

Laptop Serial Number

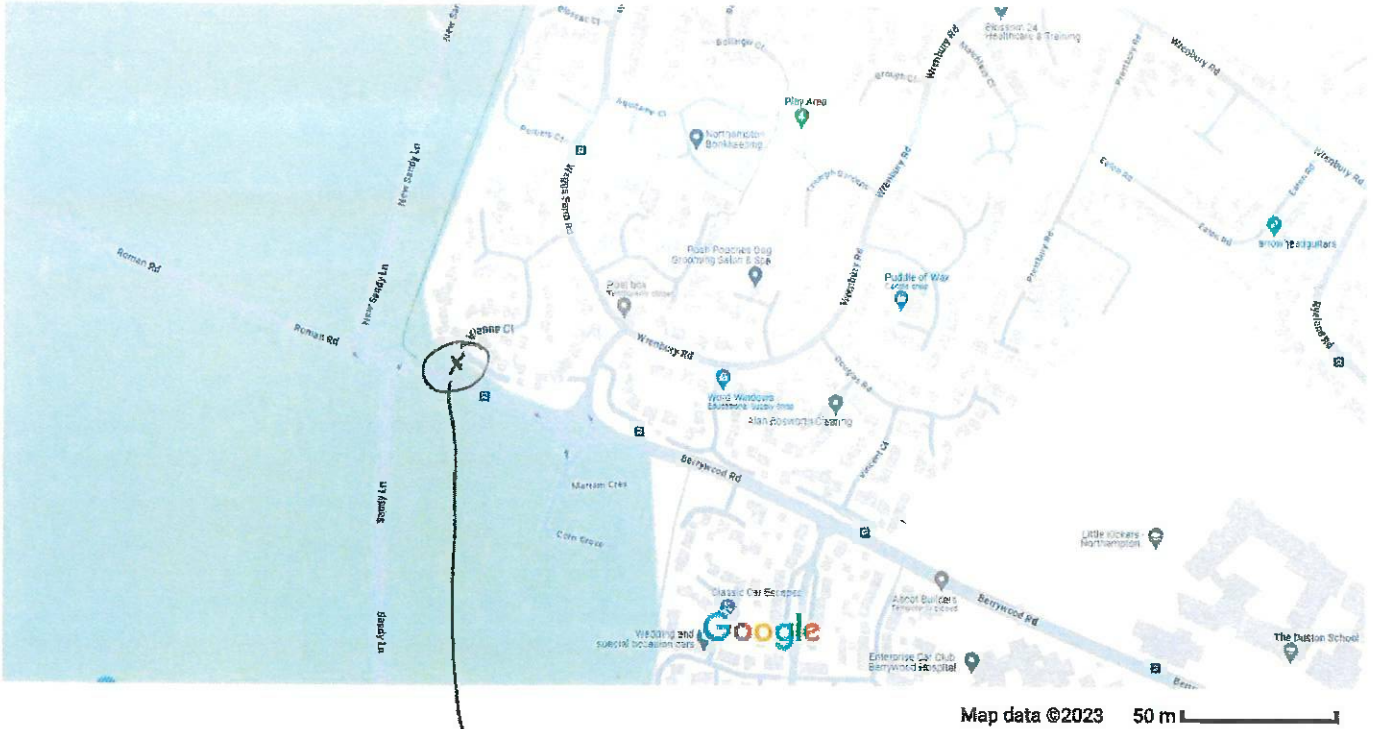
Signed Councillor.....

Date.....









→ Here

Scrutiny Review Plan – Form B

This form should be completed by the overview and scrutiny committee after the Scrutiny Review Proposal has been completed and the topic has been included in the work programme of that committee.

<p>Topic title</p>	<p><i>Review of the VOI E-Scooter Trial in West Northamptonshire</i></p>
	<p>The scrutiny review will consider the effectiveness of VOI E-Scooter Trial in West Northamptonshire, including:</p> <ul style="list-style-type: none"> • Ensuring that the current trial meets the requirements introduced by the Department for Transport in April 2022 • An evaluation of the mis-use of E-scooters operating under the trial (including underage usage, issues of drink-driver usage, poor parking), the impact this has on the safety of all road users, the complaints procedure relating to the mis-use of E-Scooters and enforcement where appropriate. • An evaluation of the suitability of Northampton's infrastructure to accommodate E-scooters. • An evaluation of the benefits that E-Scooters bring to West Northamptonshire as part of the options for sustainable transport. <p>The scrutiny review will enable the Committee to produce a report which makes recommendations to Cabinet regarding the evaluation of the VOI scooter trial</p>
<p>Link to the Council's Corporate Priorities (from Form A)</p>	<p>E-scooters offer increased accessibility in the town centre, major employment locations as well as access to local services including health care and leisure.</p> <p>The provision of E-scooters may encourage modal shift from car use for short trips, improving air quality and reducing emissions.</p> <p>The use of E-scooters and E-bikes links to the following corporate priorities:</p> <ul style="list-style-type: none"> • Clean & Green • Improved life chances • Connected Communities • Thriving Villages and Towns • Economic Development

	<ul style="list-style-type: none"> • Robust Resource Management
<p>Key objectives and measures of effectiveness (from Form A)</p>	<p>The scrutiny review will seek to understand where the VOI scooter trial has worked well and where there are areas for improvement. It will consider all of the evidence received to make informed recommendations to Cabinet regarding the VOI scooter Trial in West Northamptonshire, and which will be also be provided to VOI.</p>
<p>Key Lines of Enquiry (KLOE)</p>	<p><i>The Key Lines of Enquiry of this Review:</i></p> <ul style="list-style-type: none"> • Ensuring that the current trial meets the requirements introduced by the Department for Transport in April 2022 • An evaluation of the mis-use of E-scooters operating under the trial (including underage usage, issues of drink-driver usage, poor parking), the impact this has on the safety of all road users, the complaints procedure relating to the mis-use of E-Scooters and enforcement where appropriate. • An evaluation of the suitability of Northampton’s infrastructure to accommodate E-scooters. • An evaluation of the benefits that E-Scooters bring to West Northamptonshire as part of the options for sustainable transport and the economy.
<p>Outlining stakeholders</p>	<p>The Committee will ask for evidence and information from the following expert advisors to inform its Review:</p> <p>Internal Expert Advisors</p> <p>Cabinet Member for Environment, Transport, Highways and Waste</p> <p>Assistant Director – Highways and Transport</p> <p>Head of Economic Growth & Sustainability – Highways and Transport (North Northants Council)</p> <p>External Expert advisors</p> <p>Senior Officers - VOI</p> <p>Officers – Northamptonshire Police</p> <p>Representative of Employers from Northampton where their employees use the E-scooters eg.</p> <ul style="list-style-type: none"> • Brackmills BID

	<ul style="list-style-type: none"> • Northampton General Hospital • University of Northampton <p>Parish and Town Councils</p> <p>Chief Executive of NCALC</p> <p>VOI scooter users</p>
<p>Outlining evidence</p>	<p>VOI scooter contract</p> <p>Government Guidance - Powered Transporters</p> <p>Statistical data from the Trial included:</p> <ul style="list-style-type: none"> ➤ Safety measures ➤ Scooter usage data, including Km travelled ➤ Health and wellbeing data ➤ Parking of the VOI scooters ➤ Complaints data ➤ Governance data ➤ Action plan - VOI <p>Background information to the Trial – including what constitutes a legal E-Scooter, where they can be ridden and by whom; “no ride” zones</p> <p>Compliments and complaints procedure</p>
<p>Outlining Briefings and/or site visits</p>	<p>VOI has offered a visit to their establishment in Northampton for Councillors to understand their operation more fully and its impact.</p> <p>It is important that any recommendations are deliverable therefore it may be necessary to provide context or research from other schemes delivering similar services.</p>
<p>Risks</p>	<p>The subject matter of this Review is relatively wide and could involve evidence from a large number of groups, therefore a number of meetings may be required which may make a report to January 2024 cabinet (as per the proposal form) difficult to achieve.</p> <p>Risks will be mitigated by agreeing in advance of the commencement of the Review a series of dates for meetings with focussed agendas allowing for the correct experts/witnesses to be available to respond to the line of questioning at each meeting.</p>

<p>Membership</p>	<p>A Task and Finish Group to be convened. Membership to comprise all Members of Place Overview and Scrutiny Committee and Councillors E Roberts and Z Smith invited to join the Task and Finish Group.</p>
<p>Timeframe</p>	<p>The review will commence in December 2023, concluding in January 2024. The Chair of the Committee will present the report of Place OSC to Cabinet at its January 2024 meeting:</p> <p>Meeting dates:</p> <p>4 December 2023 - to formally approve the scope of the Review.</p> <p>Task and Finish Group meetings:</p> <p>4 December 2023</p> <p>Receive evidence from:</p> <p>The Cabinet Member for Environment, Transport, Highways and Waste</p> <p>Assistant Director – Highways and Transport</p> <p>Head of Economic Growth & Sustainability– Highways and Transport (North Northants Council)</p> <p>Representative(s) from Northamptonshire Police</p> <p>Head of Economic Growth & Sustainability– Highways and Transport (North Northants Council)</p> <p>18 December 2023 - Task and Finish Group meeting</p> <p>Evidence gathering:</p> <p>Senior officers - VOI</p> <p>Representative of Employers from Northampton where their employees use the E-scooters eg.</p> <ul style="list-style-type: none"> • Brackmills BID • Northampton General Hospital • University of Northampton <p>Parish and Town Councils</p> <p>Chief Executive of NCALC</p> <p>VOI scooter users</p>

	<p>4 January 2024 - To consider the evidence received and develop potential conclusions and recommendations for the final report</p> <p>15 January 2024 – The Chair to present the final report to the meeting of Place Overview and Scrutiny Committee</p> <p>12 March 2024 - Report of Place Overview Scrutiny (Review of the VOI scooters) to be presented to Cabinet</p>
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**Full Council
Budget 2024/25 and Council Tax Precept 2024/25**

1. Purpose of the Report

To approve the 2024/25 draft budget and precept demand.

2. Background Information

In calculating the level of precept the Council must establish a budget sufficient to cover the four following classes of items:

- a) Next year's expenditure, including an allowance for contingencies;
- b) Outstanding expenditure incurred in previous years;
- c) Expenditure likely to be incurred before the precepted sum becomes available;
and
- d) Payments to a capital fund or building maintenance reserve.

3. Overview

The proposed budget for 2024/25 aims to achieve the following principles:

1. Provide adequate funds for the delivery of services and Council priorities whilst keeping the precept as low as possible to avoid placing unnecessary extra burden on local tax payers.
2. Continue to control costs where possible.

3. Freeze some budget lines which, with the current continuing rise in inflation, mean a real term cut.
4. Continue to prepare for the future by allocating funds to cover costs when responsibility for grounds maintenance for all parks and allotments transfer to the Parish Council in 2028.

4. Expenditure – Key Points

4.1 Salaries.

The salaries model is based on a staffing structure and working patterns. Staff who are not at the top of their scale are assumed to move up one salary point (where eligible) subject to satisfactory performance.

4.2 The budget allows for a 5% increase in salaries pending the outcome of national pay negotiations.

4.3 Employer's contributions into the Local Government Pension scheme are currently included at 27% of pensionable pay for existing members of staff in that scheme, although we are still awaiting confirmation of the exact rate. Only three existing employees are members of this scheme. Other staff are members of the council's auto-enrolment scheme, the employer's pension contributions are capped at a rate of 3%. New staff members are enrolled onto this scheme (except for the position of Clerk/RFO and those with continuous local government service).

4.4 Staff welfare/clothing

The staff welfare and clothing budget has increased to reflect the cost of uniforms for staff and the fact staff are taking on more environmental responsibilities.

4.5 Training

The training budget has increased by £500 to provide sufficient resources to invest in staff to ensure they can perform their roles effectively.

4.6 IT licences and website

During 2023/24 Microsoft 365 was purchased for members of staff . All data from the old server at Duston Community Centre has been migrated to a secure cloud server. The increase in this budget line reflects the subscription costs as a result of this upgrade.

4.7 Stationery

Costs of ink and paper has been increasing but the Council is working to reduce these costs through the use of digital technology.

4.8 Telephone and broadband

This budget line has been increased to reflect the increase in the supplier's costs.

4.9 Finance and legal

In 2023/24 the Council has seen a very significant cost in legal fees to pay for the ongoing asset transfers, legal advice and new leases for commercial tenants. It is anticipated the asset transfers will be completed in 2023/24. However, new tenant leases may need to be put together and the Council has expressed a wish to try and transfer the freehold of St Lukes Centre from West Northamptonshire Council to Duston Parish Council, this may occur in 2024/25.

4.10 Membership Fees

This is a provision for the council's annual NALC and other professional membership fees such as SLCC. This is based on information supplied by NALC as part of the budget process.

4.11 Events

This includes Wellbeing Talks, Community Info & Wellness Fair, Easter Egg Trail, Duston Fun Day, Christmas Market, and Festive Windows.

4.12 Electricity and gas

Due to the ongoing energy crisis the council have entered into a fixed rate contract in respect of gas and electricity at St Lukes. This is expected to lead to a slight reduction in this budget line. A fixed rate contract is in place at Duston Community Centre.

4.13 Water

The budget line for water costs has been reduced to reflect the actual costs incurred in the last financial year 2022/23.

4.14 Building Repairs/Maintenance

No significant expenditure is planned for building and renovation work in 2024/25. The budget line reflects the cost of routine building maintenance and a provision for unforeseen repairs.

4.15 Waste removal

Duston Parish Council has the following litter bins which it pays WNC to be collected. They are

- Main Road/Eastfield Road junction (opposite Malpas Drive)
- Wrenbury Road (near Bus Stop)
- Park Lane / Velocette Way footpath
- Quarry Road (by the bus top)
- Westbury Close Open Space (near Bants Lane)
- Main Road / Ryeland Road junction

Furthermore the Council is committed to installing a new litter bin at Telstar Way ("Duston Gardens") once the land has been transferred. The Council is currently carrying out a public consultation as to whether it should place a litter bin at Haydown Green.

4.16 Environment

The Council is taking on significant environment commitments and the increase in budget reflects this. The Council is in the process of taking on playground inspections and tree maintenance. The Council has passed a Tree Management Policy to manage this budget responsibly.

4.17 Youth Services

The Council resolved to commission a one year contract with a youth provider which runs from November 2023 to November 2024. The budget of £15,000 includes the cost of this contract and the potential continuation of the service after November 2024.

4.18 2028 Grounds Maintenance

For 2021/22 a new budget line was created to allow for an incremental year on year increase in preparation to take over the maintenance of parks and allotments. It is now anticipated that we will take on additional maintenance at the remaining WNC parks and open spaces. The table below provides a budget allocation breakdown beginning in 2021/22 together with the increase:

		Budget	General Reserve end of year
Year 1	2021/22	3,750	3,750
Year 2	2023/24	7,500	11,250
Year 3	2023/24	19,917	31,167
Year 4	2024/25	32,334	63,501
Year 5	2025/26	44,751	108,252
Year 6	2026/27	57,168	165,420
Year 7	2027/28	69,585	235,005
Year 8	2028/29	82,000	317,005

4.19 At the end of each financial year the unspent funds are to be transferred into general reserves and from there allocated to projects as required.

4.20 Community Infrastructure Levy (CIL)

In 2023/24 the Council received £9,237 in Community Infrastructure Levy. In the previous year the Council received £209,024. Various projects have been completed, £50,000 of CIL has been allocated for 2024/25.

4.21 Four Year Plan

This budget line has been deleted as the Council will in future use CIL monies for Four Year Plan projects.

5. Other Asset Transfers

5.1 WNC Allotments, Parks and Open Spaces

The Council is in the process of obtaining large amounts of parks and open spaces from West Northamptonshire Council.

5.2 Public Open Space at Telstar Way

In August 2020 Council agreed to accept the transfer of 4 acres of public open space that is part of the final phase of the Timken development. The Council signed the contract in January 2021. The transfer is very likely to happen in 2024. The Council will immediately become responsible for grounds maintenance and associated costs upon transfer. Ongoing grounds maintenance costs for this land has been built into the annual budget.

5.3 Asset Transfer from Developers

In June 2021 the Council agreed to take on the Rosevilla Access and Footpath with 3 street lights so they wouldn't go to an estate management company. The Council agreed to take this in June 2021 and the developer and solicitor have been notified. The Council has requested all our legal fees are paid by the developer and everything is in a good state of repair prior to transfer. Rose Villa Access Road has now been resurfaced. Therefore if these are transferred any repair work is also expected to be low.

6. Income

6.1 It is anticipated that room hire usage will remain consistent. The increase in budgeted income reflects the fact that room hire rates were increased with effect from 1 January 2024.

6.2 Letting out commercial units in a competitive local market continues to be a challenge. Since the pandemic working patterns have changed with more businesses now being based at home reducing the demand for office space.

7. Precept

7.1 The draft budget proposes a precept of £635,313 which represents a 6.34% increase on 2023/24 and now equates to a Band D charge of £111.61 per year. In 2023/24 the Band D charge was £104.95.

7.2 The Government has announced it will not place a cap on the parish precept for 2024/25. The Localism Act 2011 gives the Secretary of State the power to do this in future years. Parish Councils have the power to levy a precept on domestic properties under the Local Government Finance Act 1992.

8. General Reserve / Treasury Management Policy

8.1 The general reserve held by the Council ensures that there is sufficient cash flow in the period from the end of the financial year until receipt of the first precept instalment for the following year (usually late April). The general reserve is also a contingency for unforeseen expenditure or loss of income.

8.2 For the purpose of the precept calculation a prudent target closing general reserve figure at 31st March 2025 would be £370,599 which is the equivalent of 7 months expenditure (net of operating income not including precept). NALC's "Governance & Accountability for Local Councils – Practitioners' Guide" recommends that councils hold a minimum general reserve equivalent to at least 3 months expenditure.

9. Recommendations

It is recommended that:

- a. Council agrees the proposed budget for 2024/25
- b. Council approves the proposed precept of £635,313 which represents a 6.34% increase on 2023/24 and equates to a Band D charge of £111.61 per year.

DUSTON PARISH COUNCIL
BUDGET 2024/2025

	2023/24	2024/25		2023/24	2024/25
ADMINISTRATION					
Employees			Income		
PC Salaries	270,000	290,000	Income from room and office hire	220,500	236,000
EERS NI	27,500	28,000	To be met from earmarked reserves	-	-
EERS Pension	39,500	40,000			
Staff Welfare/Clothing	1,150	1,450	Clis (from ear marked reserves)	100,000	50,000
Travel & Subsistence Clis	200	200	Total Income	320,500	286,000
Travel & Subsistence EES	500	500			
Training	3,500	4,000			
TOTAL	342,350	364,150			
Councillors Services			Budget Requirement Expenditure	917,951	921,313
Chairmans Allowances	500	500	Income	320,500	286,000
Councillors Allowances	5,400	5,400	Precept Requirement	597,451	635,313
TOTAL	5,900	5,900			
Office Expenses			Precept increase over previous year	12.51%	6.34%
IT Licences and Website	5,150	7,250			
Photocopier	2,300	2,300			
Postage	300	300			
Stationery	2,500	2,000			
Telephone/Broadband	5,600	6,250			
Office Equipment	2,000	2,000			
IT Support	3,000	2,500			
TOTAL	20,850	22,600			
Parish Van					
Van Running Costs	2,100	2,200			
Insurance	700	900			
TOTAL	2,800	3,100			
Audit & Legal					
Finance/Legal	26,500	31,500			
Insurance	15,500	17,000			
Audit	2,750	2,800			
Membership Fees	6,200	6,250			
Licensing Fees	1,750	2,000			
Elections	-	-			
TOTAL	52,700	59,550	Allowed for in election earmarked reserves		

	2023/24	2024/25
Parish Office		
Electricity	30,000	30,000
Water	5,000	4,500
Rates	1,500	1,750
TOTAL	36,500	36,250

Communications		
Marketing, communications, printing	7,500	7,500
TOTAL	7,500	7,500

Miscellaneous Costs		
Loan Repayments St Luke's Centre	30,260	30,005
Loan Repayments Duston Sports Centre	23,947	23,947
Loan Repayments Duston Community Centre	65,127	65,127
Events, Engagement and Wellbeing (inc bins and seats)	20,000	20,000
Bank Charges/Credit Card Charges	1,200	1,250
St Lukes Utilities (gas and electric)	40,000	37,000
St Lukes water	5,000	4,500
St Lukes Rates	1,500	3,500
Cleaning/Laundry/Consumables	8,200	7,000
Waste Removal	9,000	10,400
Litter bin - waste removals		1,600
Security/CCTV	2,950	3,100
Environment - contracts	34,000	43,000
Environment - repairs/maintenance	6,000	14,000
Building Repairs/Maintenance/contracts	17,000	18,000
Reception Lease	1,750	2,000
2028 Grounds Maintenance	19,917	32,334
Renovation of Buildings	8,000	-
Equipment purchases	2,000	2,000
Environment and community (4 year plan)	5,000	-
TOTAL	300,851	318,753

Community		
Grants	10,500	10,500
Youth Services	10,000	15,000
Play equipment	10,000	10,000
TOTAL	30,500	35,500

Planning Committee		
Planning	200	200
TOTAL	200	200

CLIs		
Capital projects (CLIs fund)	100,000	50,000
TOTAL	100,000	50,000

Contingency		
	18,000	18,000
TOTAL EXPENDITURE	917,951	921,313



DUSTON PARISH COUNCIL

Duston Parish Council Corporate Risk Assessment 2024/25

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Parish Council to identify any and all potential inherent risks. The Parish Council, based on a recorded assessment, will take all necessary steps to reduce or eliminate the risks, insofar as is practically possible. This document has been produced to enable Duston Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

Key - High Risk / Medium Risk / Low Risk

High
Medium
Low

Subject	Risk(s) Identified	Management of Risk	H/M/L	Comment
FINANCE				
Precept and Budget	Not submitted to WNC	RFO hand delivers precept to WNC and Emails	Low	Hand delivered to 1 Angel Square, Northampton.
	Not paid by WNC	RFO to chase if happens	Low	Procedure currently adequate.
	Adequacy of precept	To determine the precept required, the Council or Committee receives budget update and the precept is discussed at Council Meeting in December and January	Medium	Council needs to ensure it has adequate resources to meet its environmental obligations in 2028.

Banking	Inadequate checks, payments and bank mistakes	The Council has Financial Regulations which set out the requirements for banking, cheques and reconciliation of accounts. The accountant checks bank statements monthly.	Low	Procedure currently adequate.
	Bank mandate not up to date	Need to close Unity Bank to access funds. Funds will be moved to Barclays.	High	Unity Bank in the process of being closed. Another councillor needs to be added to the Barclays account.
	Fraud and corruption	Two signatories required on cheques and electronic payments.	Low	Having multiple authorisation for payments is best practice. Current practice is Clerk/RFO plus one councillor.
	Theft and/or mugging of cash	Two members of staff must go together when taking cash to the bank.	Low	Procedure currently adequate.
Financial Records	Inadequate records	Council has Financial Regulations which sets the requirement and uses the model template provided by NALC. Council uses the services of a Chartered Accountant to maintain proper financial records.	Low	Council uses Omega accounting software which is specifically designed to meet the needs of councils. NALC currently redrafting their model Financial Regulations.
Council Reporting	Financial irregularities	Council appoints an Internal Controls Councillor who reports back quarterly. Council receives details of all payments and bank reconciliations on a monthly basis.	Low	Council usually receives a monthly pack including end of month bank statements.
Annual Governance and Accountability Return	Inaccurate or incomplete	RFO training as required. The Annual Return is completed and submitted to the Internal Auditor for completion and signing.	Low	Procedure currently adequate.
	Submit within time limits	Meeting held to approve the AGAR within the timescales as set out by the External Auditors PKF Littlejohn	Low	Procedure currently adequate.

Reserves - General	Inadequate reserves held to cover unforeseen expenditure	Consider at budget setting	Low	Procedures accurate. However, the Council will adopt a Reserves Policy in 2024.
Reserves - Earmarked	Inadequate reserves held to cover unforeseen expenditure	Consider at budget setting	Medium	Procedure currently adequate. Need to ensure we have enough for Ground Maintenance in 2028.
Auditing	Information communication	Internal Audit appointment, scope and effectiveness reviewed annually by Council. RFO communicates directly with Internal Auditor. External Auditor appointed nationally.	Low	Procedure currently adequate.
Grants	Powers to pay	All such expenditure goes through the required Council process of consideration and included in the minutes.	Low	Procedure currently adequate.
	Proper use of funds	A Grant Application Form must be completed with each request	Low	Procedure currently adequate.
VAT	Receipt of grant	DPC does not presently receive any regular grants	Low	Procedure currently adequate.
	Not receiving Community Infrastructure Levy (CIL)	Clerk/RFO and Planning Committee regularly chase WNC. DPC has started to receive CIL.	Low	The Council is receiving annual CIL Payments.
	Risk of financial loss if VAT is not reclaimed. Risk of penalties if VAT is not correctly charged.	VAT is claimed quarterly. The preparation and submission of the VAT return is outsourced to the Council's accountant and checked by the Clerk/RFO.	Low	Procedure currently adequate.
Non-precepted Income	Sudden loss of income	Council carries significant financial reserves as a contingency for loss of income. Normal financial monitoring procedures have been sufficient to allow the RFO to make timely budgetary and spending alterations as required.	Low	Facilities & Operations Manager ensures buildings are in safe working order to be used by tenants and room hirers.

Tenancies	Payment of rents	Parish Council has formal and legally binding agreements in place with all tenants. Rent reviews built in.	Medium	The Council is finding it challenging to let its empty commercial units.
Failure to collect income from room hire	Funding shortfall which needs to be met from elsewhere.	Facilities staff raise monthly invoices in a timely manner. Money is received in advance for one-off room hire such a parties. Outstanding payments are followed up by facilities staff.	Low	Procedure currently adequate.

LIABILITY

Legal Powers	Illegal activity or payments	All activity and payments made within the powers of the Parish Council. The Clerk is Clica qualified. Two thirds of councillors must be directly elected.	Low	Procedure currently adequate.
	Working Party taking decisions	Clear terms of reference set in the scheme of delegation. Working Parties do not make decisions.	Low	Procedure currently adequate.
Public Liability	Risk to third party, property or individuals	Insurance is in place. Risk assessments for Duston Community Centre and St Luke's Centre carried out annually by Facilities & Operations Manager. Fire Risk Assessment also carried out. Risk Assessments carried out for events.	Low	Procedure currently adequate.
Employer Liability	Non-Compliance with employment law	Clerk/RFO undertake necessary training. Advice sort from NCALC, SLCC, ACAS and Assistant Clerk.	Low	Procedure currently adequate.

STAFFING

Loss of Clerk/RFO	Inability to process transactions and oversee governance	Clerk / RFO has 3 month notice period to allow for transition. Council retains the services of accountant who could fill the gap in interim. Assistant Clerk employed.	Low	Procedure currently adequate.
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Salaries and associated costs	Salary paid incorrectly	The Parish Council authorises the remuneration (salary bands) of all employees. Payroll services are outsourced to accountant. The payroll is checked and signed off by Clerk/RFO.	Low	Procedure currently adequate.
	Incorrect calculation of tax and NI. Risk of penalties if tax and NI is not paid to HMRC within time limits.	The NI and tax is calculated by the accountant using payroll software as part of the outsourced payroll routine. The RFO and accountant check to ensure payment of tax is made to HMRC on time.	Low	Procedure currently adequate.
	Incorrect calculation of pension contributions. Risk of penalties if pension contributions are not paid within correct time scale.	Pension contributions are calculated by the accountant using payroll software as part of the outsourced payroll routine. The RFO and accountant check to ensure payment is made to the pension providers on time.	Low	Procedure currently adequate.
Staffing Issues	Recruitment and retention of staff	Reviews are carried out to assess the amount of hours being worked, stress levels and health and wellbeing of the employees.	Medium	All staff positions are filled. Recruitment of trained staff can be a challenge.
	Wellbeing of employees	Council has a lone worker policy and Dignity at Work / Bullying Policy	Low	Procedure currently adequate.
	Health and Safety	All employees are provided adequate direction and safety equipment needed to undertake their roles and budgets made available for staff to undertake relevant training as required. Health and Safety Policy in place.	Low	Procedure currently adequate.
	Fraud by staff	Accountancy checks and procedures are in place. Requirements of Fidelity Guarantee insurance adhered to with regards to fraud.	Low	Procedure currently adequate.

Business Continuity	Risk of Council not being able to continue its business due to unexpected circumstances.	All computer files are held on Microsoft One Drive (a cloud system). Only DPC staff can access the Onedrive. In emergency Clerk / Chair of Council to contact NCALC for advise. Website with key information is outsourced for an external provider.	Low	Procedure currently adequate.
Access to Council Data	Council data accessible to non-council staff	Passwords are in place to access computers, datafiles and finance systems. A Data Protection / Breach Policy has been adopted.	Low	Procedure currently adequate.
Freedom of Information	Policy Provision	The Council has a Model Publication scheme for Local Councils in place. The Council is able to request a fee for any information requested to cover the cost of consumables and Clerk's time.	Low	Procedure currently adequate.
Best Value	Work awarded incorrectly	Financial Regulations specify the procedures for procuring goods and services. Seek 3 quotes for any substantial work to be undertaken. For major work competitive tenders will be sought to achieve best value.	Low	Procedure currently adequate.
	Overspend on Services	If problems are encountered with a contract or service, the Clerk would investigate, check the relevant circumstances and report to Council.	Low	Procedure currently adequate.
Legal Advice	Not following correct legal procedures	DPC uses established solicitors Pathfinder Legal Services Limited.	Low	Procedure currently adequate.

ASSETS

Buildings (DCC /SLC)	Loss or damage	Regular inspections and insurance in place.	Low	Procedure currently adequate.
St Luke's Field	Damage	Regular inspections and insurance in place.	Low	Procedure currently adequate.

Parks	Lack of information on division of responsibilities between DPC and WNC (Mendip, Errington, Grafton, Melbourne)	WNC to maintain these parks through their contractor until June 2028 including play equipment inspection.	Medium	Veolia, the contractor, maintains parks and inspects play equipment but there is still uncertainty over responsibilities. DPC now inspects trees & play equipment.
Timken Artwork	Damage	Regular inspections in place.	Low	Procedure currently adequate.
Timken Gates & Pillars	Damage	Regular inspections in place.	Low	Procedure currently adequate.
Rose Villa Hut & Wall	Damage	Regular inspections in place.	Low	Procedure currently adequate.
Street Furniture	Loss/Risk Damage	An asset register is kept up to date and insurance is held at the appropriate level for all items.	Low	Procedure currently adequate.
Noticeboards	Risk/Damage to third parties and road side safety.	Regular inspections and insurance in place.	Low	Procedure currently adequate.

COUNCIL MATTERS

Minutes	Accurate and legal	Review and approve at following meeting	Low	Procedure currently adequate.
Governing Documents	Not Regularly reviewed and updated	Standing Orders, Financial Regulations, Member Code of Conduct is approved by Council annually	Low	Usually approved at the Annual Meeting
Council records (Paper)	Theft, fire and damage	Records (historic and current) are stored in locked rooms at Duston Community Centre.	Low	Procedure currently adequate.
Member Interests	Conflict of Interest	Items are included on the agenda for each Council and Committee meeting to declare.	Low	Procedure currently adequate. Last year Code of Conduct training was provide to councillors.
	Register of Interests	Clerk to send out a reminder every May. This is a responsibility of Councillors not the Council.	Low	Procedure currently adequate. Training session booked for spring 2023.

Conduct of Meetings	Deviating from the agenda	Business conducted at Council meetings should be managed by the Chair in line with Standing Orders and Member Code of Conduct	Low	Procedure currently adequate. Member training is currently being organised.
Election Costs	Unforeseen costs	An earmarked reserve is held to provide funds for an election if this becomes necessary.	Medium	Unknown if elections will be called when casual vacancies arise.
Communication	Lack of good communication could mean poor decision making, low staff morale, misinformed residents.	Council has a Communications & Engagement Policy in place.	Low	Website kept up to date. Use to social media to inform residents. Use noticeboards. NCALC provides sector updates which is sent to all councillors and staff.
Partnership Working	Loss of reputation. Not providing community leadership.	Duston Parish Council seeks to work with local stakeholders for the benefit of the local community whenever possible and practical.	Low	A member of staff has specific engagement responsibilities to build up working relationships.

Hello

I hope you are well and had a lovely Christmas.

I am looking to hire an outside space (park or field) or a hall to put on a community fun day event. The event is about bringing the community together, having fun and bring out the lonely people and improve mental wellbeing etc.

We are thinking to have stalls to support local businesses, inflatables bouncy castle, games, local dance or singing groups to support them too. No Alcohol.

I am flexible on dates either

Saturday 4th May or Sunday 5th May

Saturday 18th May

Sunday 19th May

Sunday 4th August

Sunday 11th August

Sunday 17th August

Saturday 7th September

Sunday 8th September

Saturday 14th September

Sunday 15th September

I am thinking to run the event 12pm to 4pm.

With set up and take down I would like 9am to 6pm.

Is this something you hire for? How much is it?

I am fully insured, with risk assessments too. And experienced in events. If need be I am happy to apply for a Tens licence.

Regards

