



DUSTON PARISH COUNCIL

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

Resources and General Purposes Committee

Cllrs Enright-King, Ingram, Barnes, Ennis-Clark, Maitland

4th April 2023

Dear Councillor,

You are hereby summoned to attend a meeting of the Resources and General Purposes Committee to be held at Duston Community Centre on Thursday 11th April 2024 commencing at 7.00pm for the purpose of transacting the following business.

Issued by:

Gary Youens
Parish Clerk, Duston Parish Council

AGENDA

RGPC53/24. To receive apologies for absence

RGPC54/24. To receive and approve the minutes for signature of the meeting held on 6th December 2023 (APPENDIX A)

RGPC55/24. 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*)

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).

RGPC56/24. Public Participation Session (*Persons wishing to address the committee on an agenda item may register their intention to do so by telephone or email by 12 noon on the day of the meeting and may speak for a maximum of 3 minutes).*

RGPC57/24. St Luke's Centre

- To receive the commissioned report on St Luke's Centre and discuss (APPENDIX B)

RGPC58/24. Bargain Shop

- To receive a report from the Facilities and Operations Manager (APPENDIX C)

RGPC59/24. Door Between Stage and Stage Access Corridor at Duston Community Centre

- To agree placing a door between the stage and the stage access corridor

RGPC60/24. Volunteers for Duston Parish Council

- To receive a presentation from the Facilities & Operations Manager

RGPC61/24. Duston Parish Council Website

- To agree to stay with Cuttlefish for 12 months and get a new template design

RGPC62/24. Sound System Quote

- To agree the sound system quote for Duston Community Centre (APPENIX D)

RGPC63/24. Staff Handbook

- To collate all HR policies and procedures into a single Staff Handbook for the Council to approve.

RGPC64/24. Clerk Training

- To approve with the Clerk Appraisal objective that they complete Community Governance Level 4 once budget allows (APPENDIX E)

RGPC65/24. Budget Monitoring

- To receive the latest budget monitoring report until December 2023 (APPENDIX F)
- To note the following was paid from General Reserves in 2023/24
 - Sign at St Luke's Centre £2132
 - Roof Repairs at St Luke's Centre £15,720
 - Tree maintenance in parks £11,800
 - Councillor IT Provision

RGPC66/24. Tenants at Duston Community Centre

- To receive a verbal report from the Clerk and discuss next steps

RGPC67/24. Outstanding PWLB Debt Balance

- To note the outstanding Public Works Loan Board Debt Balance as of 31st March 2024 (APPENDIX G)

RGPC68/24. Exclusion of Press and Public

In view of the confidential nature of the following item, which relates to the business matters of other individuals and organisation, the public shall be excluded while the following item is discussed. This is in accordance with the Public Bodies (admission to meetings) Act 1960 as amended by the Local Government Act 1972.

RGPC69/24. HR Matters

- To consider staffing matters



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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



St Lukes Community Centre, Duston, Northampton, NN5 6JB

Condition Assessment Survey

Prepared by: Will Howells MRICS

Prepared on behalf of:

Eddisons
2 Rushmills
Bedford Road
Northampton
NN4 7YB

Date: March 2023

Ref: 2024.11



QUALITY MANAGEMENT

Title:	Condition Assessment Survey		
Property:	St Lukes Community Centre Duston Northampton NN5 6JB		
Date:	March 2024		
Job Number:	2024.11		
Prepared by:	Will Howells BSc (Hons) MRICS	Signature (for file)	<i>W. Howells</i>

Revision Status / History

Rev	Date	Issue / Purpose/ Comment	Prepared	Authorised
1	22.03.24	Client issue	WH	WH



ST LUKES COMMUNITY CENTRE

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INTRODUCTION

The following Condition Survey has been prepared for Duston Parish Council, following instructions received from George Nemteanu on 5th February 2024.

The Condition Survey Report comprises the following main elements:

- Executive Survey Condition Report
- Planned Preventative Maintenance Schedule
- Photographic Schedule

1.0 INSTRUCTION

- 1.1 Eddisons were instructed by Duston Parish Council to carry out a condition survey of the property known as St Lukes Community Centre, Duston, Northampton, NN5 6JB. The survey was to establish the condition of the internal and external building elements, and to provide budget costs associated with items identified as in need of repair and/or replacement over the next 10-year period.
- 1.2 In preparing this report, we have given an overall assessment of the existing facilities and state of repair of the building, and we are bringing to your attention the main defects which are currently evident together with any further investigations or monitoring which we consider to be required.
- 1.3 The inspection was carried out on 19 February 2024 by William Howells MRICS. The weather conditions at the time of the inspection was fine and dry.
- 1.4 We have undertaken an inspection to the Mechanical and Electrical systems at the building and provide descriptions of our finding within the executive summary.
- 1.5 When referencing the condition of the building elements and M&E installations within our report, our ratings are based on the table below:

Condition Grade	Definition
A – Good	Performing as intended.
B - Satisfactory	Performing as intended, but exhibiting minor deterioration
C – Poor	Exhibiting major defects and/or not operating as intended
D – Bad	Life-expired and/or at serious risk of imminent failure.
Priority Rating	Definition
Priority 1	Immediate or year 1 remedial action required
Priority 2	Year 1 – 2 actions required
Priority 3	Year 3 – 5 actions required
Priority 4	5 + Years action required

2.0 SURVEY LIMITATIONS

- 2.1 A visual inspection only has been undertaken. No invasive opening up, exposure, excavation, testing, or other exploratory works have been made.
- 2.2 The below ground drainage has not been inspected and access chamber covers have neither been lifted. Where problems and possible defects are suspected, recommendations may be included with regard to possible investigations or remedial work.
- 2.3 All inspections of the fabric were made from ground floor level, from the external ground surface, or from elevated areas that permitted safe access. A camera drone was used to undertake a high-level inspection of the roof covering and elevations.
- 2.4 Reference to construction descriptions, materials and products are based on visual assessment and appraisal of any information made available during the survey period.
- 2.5 The building was occupied at the time of our inspection, and we attempted to gain access to all rooms within the building so far that we could ascertain and report an average level of condition.
- 2.6 We were unable to undertake a detailed inspection of the roof voids to the nursery building due to the presence of suspended ceiling grids and mineral wool insulation.
- 2.7 We cannot fully report on any defects that may be found within any inaccessible or concealed areas, particularly to any underground elements such as drainage, service pipes/ducts and similar conduits.
- 2.8 From our inspection and investigations, we suspect that the following hazardous or deleterious materials may be present within the structure or fabric of the property.
- It is worth noting that as this is a pre-2000 building there is a risk of asbestos containing materials being present and we would recommend an Asbestos Survey and Management Plan is obtained.
 - We have separately noted that whilst we have not undertaken an Environmental Report, Northamptonshire is an area that can be affected by Radon gas, and we recommend that Radon risk assessments are undertaken by the client as period properties will not have mitigation measures as part of their original construction.
- 2.9 A detailed inspection of the property for compliance with legislation has not been undertaken as part of the exercise.
- 2.10 Where budget costs are stated, these are solely indicative and for initial guidance purposes. These have been based upon our visual inspection and allow for an anticipated scope of work as stated. Budget costs will be subject to clarification and amendment following completion of further investigations and receipt of competitive tenders that are based upon full specification and schedule of works.

2.11 This report has been prepared for the benefit of Duston Parish Council and is confidential to this party. The report must not be disclosed to or relied on for the benefit of any third-party individuals or organisations without prior written consent and no liability can be accepted where disclosure without such consent is made.

EXECUTIVE SUMMARY

General Description

The property comprises a nursery and community premises, together with several multi-let office spaces.

The original nursery is of solid masonry construction with natural slate pitched roofs flowing into a mixture of UPVC and cast iron gutters and downpipes. Windows largely consist of a combination of leaded single-glazed and timber framed windows, with inner metal frames. The windows are generally bordered by a cast stone surrounds and matching stone quoins are provided elsewhere across the elevations. There are 3 no. chimney structures of brick and stone construction penetrating the roofline, as well 3 no. dormer windows facing the front elevation. The rear of the nursery features a modern single-storey extension forming a corridor area and nursery area which is surmounted by a both flat roof, and slate covered hipped roof.

The remainder of the property forming the community centre and office accommodation is formed of modern cavity brickwork masonry external walls, which are surmounted by a series of flat roof structures, predominantly finished with bitumen felt waterproof coverings.

The premises are provided with mains 3-phase electricity which appears to include 2 no. independent supplies to each area of the property, together with mains gas serving boilers and associated hot water pipework and wet central heating systems.

Externals

Roof and Rainwater Goods

The roof of the original frontage of the premises comprises of a series of duo-pitched roofs which are clad in a natural slate covering with half round blue clay ridge tiles. The roof features several parapet gables, which are generally finished with a stone coping.

Limited inspection above suspended ceilings showed a cut timber roof structure with lathe and plaster finishes noted between the rafters, which was in poor condition where visible. No detailed inspection of the roof structure was possible due to the presence of suspended ceilings and mineral wool insulation throughout the internal areas.

The slates contain various tingle repairs, as well as numerous slipped, cracked and damaged slates. Local replacement of all missing and damaged slates is required in the immediate term, however, it would be reasonable to assume that wholesale replacement of the pitched roof surface will be required in the medium term, subject to the findings of a detailed close-up inspection of the roof slates and nail fixings. Ridge tiles are bedded onto a cement mortar which was found to be open jointed, loose and unevenly finished in places and will therefore require re-bedding and repointing.

The front roof pitch includes 3 no. dormer windows. Timbers to the windows are in poor condition having suffered from extensive decay/rot and require significant repairs, including splicing in of new timbers.

The roof coverings to the rear hipped roof structure are in reasonable condition with no obvious signs of any significant defect. Chimney structures are generally in fair order from limited visual inspection, however, will require some local re-pointing and brick repair works in the short term to maintain in good order.

The flat roof surfaces to the community centre and offices are generally in good condition, having understood to have recently received a new bitumen felt waterproof membrane. Some areas of ponding were noted in isolated areas suggesting that the falls to drainage outlets are inadequate in places. We also identified some minor areas of rucks and blistering to the felt covering and would therefore suggest that you clarify if these defects are protected by any form of guarantee in relation to the recent works. These issues are relatively minor in nature and the roof is generally performing as it should.

The flat roof over the community kitchen, WC and store area is in poor condition, and does not appear to have been replaced at the same time as the wider roofing works. This roof covering will inevitably need to be replaced in the near future.

Parapet walls to the pitched roof of the original nursery are formed in brickwork with stone copings. General repointing works will be required in the short term to prevent further deterioration and potential water ingress. The stepped lead flashings to the parapets should also be inspected at the same time, with any loose or damaged lead work replaced and redressed into brickwork, as necessary.

No safe access was available to the roof voids and, as such, no further comment can be made in respect of the condition of the roof structure. We recommend that a further inspection of the roof is undertaken during any future internal ceiling works to ensure there are no wider defects that were not apparent during our visual/non-intrusive inspection.

External Elevations

Nursery Building

The external walls are formed of solid facing brickwork with moulded stone surrounds to windows. Several defects were observed to the brickwork:

- Local erosion of pointing was noted, particularly at low level below the dpc line. A programme of repointing and brick replacement will be required in the short to medium term.
- Brickwork is generally in a soft traditional clay brick with repointing works having been completed using a hard cement-based mortar in areas. As this is less permeable than soft brick surfaces, moisture within the wall shall permeate to the external environment through the brickwork as opposed to through mortar joints. In the event of cold weather, the freezing and thawing of water within stone walls shall result in premature deterioration and weathering. We therefore strongly recommend that cementitious pointing be carefully removed and re-pointed with a lime-based alternative.
- Moulded stone surrounds to windows are generally in a reasonable state of repair, however, some local erosion of mortar joints and eroded stonework were observed. We recommend repointing and localised replacement/repair of deteriorated cast stone sections during the medium term. Such works should be undertaken by a suitable skilled and competent stonemason.

- Windows set within the moulded stone surrounds are a mixture of lead framed single-glazed windows and timber framed windows with inner metal glazing bars. Several of the leaded windows are displaying cracked glazing panels and require specialist repair. Similarly, isolated section of the metal window bards is affected by corrosion which should be repaired alongside works to leaded windows. Timber framed window units are generally in fair order. Local timber repair and redecoration of the timber windows will be required to prevent further deterioration of the windows.
- External doors are a mixture of timber framed units with timber panelled units with glazed uppers, as well as a powder polyester coated aluminium framed entrance door to the main principal elevation. The doors are generally in fair condition; however, the rear timber door sets are displaying some isolated decay/rot at low level.

Community Centre and Offices

External walls to the property are of cavity wall construction including a facing brickwork outer leaf laid in stretcher bond formation. The external walls are generally in fair condition with only minor localised mortar erosion and spalled brickwork noted at low level. The external walls are expected to remain serviceable for the foreseeable future with minimal expenditure anticipated.

The windows comprise powder coated polyester aluminium framed units with sliding openings and are generally found to be in fair condition.

Internally

Nursery Building

Internally, the premises comprise a mixture of floor finishes that are in various states of repair and condition and will require a programme of repair and replacement in the coming years.

Most of the internal walls are formed in a plastered and painted finish, with general wear and tear to decorative finishes commensurate with the building's age and usage noted. Isolated areas of damp and water ingress were noted to the perimeter wall of nursery rooms five and one which requires further investigation alongside external remedial works, prior to making good of plaster finishes and redecoration.

Ceilings are a mixture of suspended grid and tile and plasterboard finishes. Hairline cracking was evident to the plasterboard finishes and the suspended ceilings contain local surface marks and damage.

Windows from within show further evidence of damaged glass panes and deteriorated framework as described above.

Doorsets are typically solid core timber panel doors and solid core fire doors. The fire doors generally contain labelling indicating fire resistance. For the most part, doors were found to be in good working order and should only require routine easing and adjusting to maintain in good working order. We recommend a routine audit of all the fire doors in the premises is undertaken as part of the wider fire risk assessment and fire strategy review.

Community Centre and Offices

Internal finishes to the community centre and offices for were found to be in a reasonable state of repair and condition.

Many of the floor finishes are displaying areas of staining and general wear. A thorough clean will suffice in the short term but we recommend a programme of replacement to the worst affected areas in the coming years.

Decorations are in various states of repair and will require redecoration as part of a general maintenance schedule.

The tiled ceiling finish in the main hall is grubby and contains isolated areas of staining and damage, which we presume relate to historic roof leaks now resolved by the recently completed flat roofing works. The ceiling would benefit from renewal given the extent of damage.

Overall, the internal areas of the property are generally in an acceptable order with ad-hoc repairs required, as detailed in the visual inspection record.

External Areas

The site is accessed via tarmacadam surface access road leading to a car park area to the rear. Generally, the tarmacadam wearing course was found to be in a reasonable standard of repair and should remain serviceable for some time.

The tarmacadam and concrete hardstanding area to the rear of the community centre offices contains areas of fractured and pitted surfaces and would benefit from resurfacing works in the near future.

Various walkways and ramped approaches are provided to both the nursery building and community centre/offices which are formed in a mixture of tarmacadam and brick/block paving. Some damage to the tarmacadam finish is visible outside of the community centre offices. Brick and block paving is generally in fair condition, however, there are areas which contain some unevenness and general weed and vegetation growth.

There are various boundary walls across the site, which are of solid brick or stone masonry construction. Large sections of the stone and brickwork are in poor condition, containing areas of spalling and frost damage, as well as general erosion to pointing. It is evident that previous repairs have been undertaken to the walls, however, this appears to have been done in hard cement pointing, which is not suitable for porous brickwork and stonework of this nature and has therefore likely accelerated the deterioration to the walls. We recommend that a programme of repairs, including brick and stone replacement and general repointing works is undertaken to prevent the boundary walls falling into further disrepair.

Prior to undertaking any works, the client is advised to first establish the ownership and repairing liability of all boundary walls.

We were not made aware of any surface water, drainage or foul drainage problems around the site. It is advised that a CCTV survey be undertaken to establish the condition of the drainage runs and any remedial works that may be required.

M&E Infrastructure

We have provided an assessment of the mechanical and electrical installations at the site, based on a purely visual inspection of the plant and equipment. Recommendations are made for further inspection of all mechanical and electrical infrastructure, as required by the relevant legislation.

At the time of the survey, the mechanical and electrical infrastructure generally appeared to be in good condition with modern equipment typically provided.

The incoming gas supply for the community centre and offices is located in a plant room which feeds 2 no. Potterton Boilers and associated valves and water pumps, which in turn serve a series of low surface temperature radiators. A central control unit is located in the plant room and connected to the heating system. Evidence of routine maintenance is apparent from on-site labelling which suggests the system is in good working order.

A separate gas supply and boiler is located in the kitchen of the nursery, which appears to be of similar age and appears in good order.

The mains incoming water supply for the nursery is located in the disabled toilet adjacent to the reception and feeds internal copper pipework. We were not able to gain access to the mains cold water supply for the community centre and offices, which appears to be within a locked cupboard in community room 2.

The incoming mains electrical supply for the nursery is located within a cupboard in nursery room 1, which serves a main distribution board connected to various sub-distribution boards. A separate main distribution board appearing to serve the community centre/offices is located in the café area. Each of the sub demised community office areas are provided with their own distribution boards and circuits serving the wiring and writing systems to each unit. A sub-meter was noted adjacent to each of the distribution boards to allow separate billing of these areas. On site labelling suggests that the electrical installations are due to be retested in June 2024.

Both the community centre/offices and nursery are provided with separate zoned fire alarm addressable zoned fire alarm panels. The nursery alarm panel is located in the reception, whereas the panel for the community centre is located in the café. The panels are linked to various manual call points and detector/sounder bases that spread throughout the internal accommodation.

Emergency lighting generally comprises non-maintained bulkhead fittings and integrated emergency fittings.

No certification has been provided by the client to demonstrate ongoing testing and maintenance of the electrical installations, including the emergency lighting. We recommend that the periodic fixed wire test is undertaken as recommended, alongside undertaking an annual discharge test of the emergency lighting and periodic maintenance of the fire alarm system.

Planned Preventative Maintenance Summary

The budget cost estimates are provided for guidance purposes only and have not been obtained through building contractors or a competitive tendering exercise. They are therefore subject to movement both in an upward or downward direction depending on market conditions at the time, together with grouping of items, i.e., undertaking roof repairs, as a single project will invariably lead to reduced itemised costs.

As detailed within this report, it is estimated that the cost of repair, maintenance and upgrade works will cost between approx. £62,000 And £8,500 Each year over the forthcoming 10 years. The average yearly expenditure equates to approximately £32,500.

The above is based upon assumed maintenance cycles; however, these can be altered to a degree to suit budgets. Obviously, neglect would ultimately lead to higher eventual repair costs.

The cost estimates exclude VAT.

We have not had site of any lease information relating to the premises and it is not clear if the occupiers are responsible for any items of repair, decoration, or reinstatement of the premises. Depending on the specific terms of any leases it is possible that many of the items listed fall to the responsibility of the occupiers and can therefore be excluded from any capital spending budgets. We recommend you clarify the precise details of the Tenant's repairing obligations when reviewing the costs included in the enclosed planned preventative maintenance schedule.

APPENDIX A: VISUAL INSPECTION REPORT

Item Ref.	Area	Element	Description and Condition	Priority	1	2	3	4	5	6	7	8	9	10	9 to 10 Total	
1.1	BUILDINGS / BASES	Main pitched roof	Pitched slate covered roofs with crest ridge tiles and wind catches.	B	15,000.00				53,000.00					148,000.00	537,000.00	
1.1.1																
1.1.2			Ridge tiles are locally deteriorated with missing pointing and cracked loose tiles.	B		1,350.00			1,500.00					3,350.00	2,850.00	
1.1.3			Local corrosion noted to windcatchers.	C				2,564.00						2,564.00	2,564.00	
1.1.4			Ridge of slate covered roof with round base ridge/hip tiles. Ridge and hip tiles contain areas of cracked and weathered pointing.	B	4,300.00					4,300.00					8,600.00	
1.1.5			Exposed rafters, feet and batts, board to be replaced in regular cyclical reconstruction.	C				4,750.00						4,750.00	11,900.00	
1.1.6			Lead lined valley channels, choked with moss, debris.	C	1,150.00									1,150.00	1,150.00	
1.1.7			Vegete pointing is locally cracked and spalled.	B		2,750.00				2,750.00				5,500.00	5,500.00	
1.1.8			Evidence of loose and detached lead roof cladding to parapets. An urgent remedial inspection should be undertaken at same time as leaded roof work should be replaced and refixed into masonry structure.	B	4,500.00				4,500.00					9,000.00	13,900.00	
1.1.9		Roof Windows	Roof and timber decay prevalent to timber framed single glazed dormer windows.	D	11,000.00				5,500.00						16,500.00	16,500.00
1.1.10		BPP built chimney structures	Brick and stone chimney structures. The brickwork is generally sound although pointing has become eroded / missing to brick and stone joints.	B		1,100.00									1,100.00	1,100.00
1.1.11		Parapet Walls	Parapet walls to be replaced with stone copings. Generally in fair condition. Joints to coping stones are open in places.	B		1,500.00									1,500.00	1,500.00
1.1.12		Rainwater gullies	PVC modern gullies and downpipes. Contain some superficial defects.	B		2,000.00									2,000.00	2,000.00
1.1.13		Flat roof	Bitumen felt covered flat roof above central corridor. Fair condition. Some staining noted.	B		1,800.00									1,800.00	1,800.00
1.1.14		Roof roof	Bitumen felt covered flat roof above central corridor. Fair condition. Some staining noted.	A					1,500.00						1,500.00	1,500.00
1.1.15		Roof roof	Bitumen felt covered flat roof above central corridor. Fair condition. Some staining noted.	A					1,500.00						1,500.00	1,500.00
1.1.16		Roof roof	Bitumen felt covered flat roof above central corridor. Fair condition. Some staining noted.	A					1,500.00						1,500.00	1,500.00
1.1.17		Roof roof	Bitumen felt covered flat roof above central corridor. Fair condition. Some staining noted.	A					1,500.00						1,500.00	1,500.00
1.1.18		Roof roof	Bitumen felt covered flat roof above central corridor. Fair condition. Some staining noted.	A					1,500.00						1,500.00	1,500.00
1.1.19		Roof roof	Bitumen felt covered flat roof above central corridor. Fair condition. Some staining noted.	C											1,250.00	1,250.00
1.1.20		Roof roof	Bitumen felt covered flat roof above central corridor. Fair condition. Some staining noted.	A											1,500.00	1,500.00

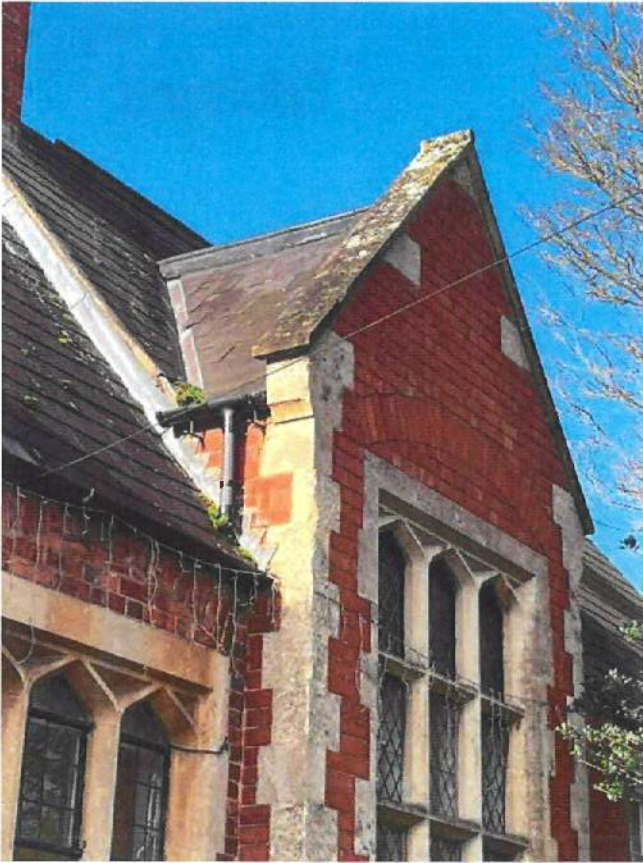
Survey Sheet	Condition	Date	1	2	3	4	5	6	7	8	9	10	Sub Total
Building Name: 2 Lakes Community Centre, Dunlow, Nottingham, NNE 61B	Condition	13.02.24											
Pro Form Sheet No:	Element	Surveyor:											
1.1.21	Roof	William Howells	£2,250.00										£2,250.00
1.2.1	External Work	William Howells		£5,000.00				£1,200.00					£7,200.00
1.2.2	External Work	William Howells		£2,000.00				£2,000.00					£4,000.00
1.2.3	External Work	William Howells		£2,500.00									£2,500.00
1.2.4	External Work	William Howells		£250.00									£250.00
1.2.5	External Work	William Howells			£400.00								£400.00
1.2.6	External Work	William Howells				£100.00							£100.00
1.2.7	External Work	William Howells					£100.00						£100.00
1.2.8	External Work	William Howells			£750.00				£750.00				£1,500.00
1.2.9	External Work	William Howells					£250.00						£250.00
1.2.10	External Work	William Howells			£300.00					£300.00			£600.00
1.2.11	External Work	William Howells				£700.00							£700.00
1.2.12	External Work	William Howells					£500.00						£500.00
1.2.13	Windows	William Howells			£4,000.00								£4,000.00
1.2.14	Windows	William Howells		£5,000.00									£5,000.00
1.2.15	Windows	William Howells						£500.00					£500.00
1.2.16	Windows	William Howells							£700.00				£700.00
1.2.17	Windows	William Howells								£250.00			£250.00
1.2.18	Windows	William Howells									£650.00		£650.00
1.2.19	Entrance/Door & Windows	William Howells		£50.00				£90.00					£140.00
1.2.20	Roof	William Howells								£100.00			£100.00
1.2.21	Roof	William Howells										£200.00	£200.00
1.2.22	Roof	William Howells										£150.00	£150.00
1.2.23	Roof	William Howells										£300.00	£300.00

Item Ref.	Area	Element	Description and Condition	Frequency	Priority	1	2	3	4	5	6	7	8	9	10	Sub Total	
2.1.26	Roof	Internal fixed glazing panels, generally in fair condition.	Internal fixed glazing panels, generally in fair condition.	Biennially	A					£750.00						£750.00	
2.1.29	Roof	Pre-fabricated cubic system and IPS raftering to WC areas.	Pre-fabricated cubic system and IPS raftering to WC areas. Generally in fair condition.	Biennially	A											£100.00	
2.1.20	Roof	Fall inspection was not possible due to presence of suspended ceiling and mineral wool insulation laid above false ceiling. Insured access obtained via common.	Fall inspection was not possible due to presence of suspended ceiling and mineral wool insulation laid above false ceiling. Insured access obtained via common.	Biennially	B											£100.00	
2.1.21	Roof	Light and electric ceiling, observed in poor condition, where access provided. Assume no works proposed due to presence of false ceiling.	Light and electric ceiling, observed in poor condition, where access provided. Assume no works proposed due to presence of false ceiling.	Biennially	B											£100.00	
2.1.22	Roof	The client should review all passive fire protection measures in the roof void as well as all fire alarm void detection and ensure arrangements are adequate.	The client should review all passive fire protection measures in the roof void as well as all fire alarm void detection and ensure arrangements are adequate.	Biennially	B											£100.00	
2.1.23	Roof	No access available to roof void of rear 'hipped' roof. No hatch located above suspended ceiling.	No access available to roof void of rear 'hipped' roof. No hatch located above suspended ceiling.	Biennially	N/A											£100.00	
2.1.24	Roof	WC sanitaryware consisting of the pan and cistern and wash hand basins, situated in fair order.	WC sanitaryware consisting of the pan and cistern and wash hand basins, situated in fair order.	Biennially	A											£100.00	
2.1.25	Roof	Accession WC, with the M pack. Generally in fair order.	Accession WC, with the M pack. Generally in fair order.	Biennially	A											£100.00	
2.1.26	Roof	Increasing mains electrical supply and meter located in cupboard (covering main distribution board and sub metering for kitchen, selected temporary buildings and sub distribution boards. Labelling indicates that electrical testing is due in June 2024. The visible signage appears good.	Increasing mains electrical supply and meter located in cupboard (covering main distribution board and sub metering for kitchen, selected temporary buildings and sub distribution boards. Labelling indicates that electrical testing is due in June 2024. The visible signage appears good.	Biennially	B					£2,000.00						£2,000.00	
2.1.27	Roof	Under take any C1 and C2 defects noted within the above fixed wire test. Provisional allowance assumed prior to report being prepared.	Under take any C1 and C2 defects noted within the above fixed wire test. Provisional allowance assumed prior to report being prepared.	Biennially	B					£1,500.00						£1,500.00	
2.1.28	Roof	Under take any C3 defects noted within the above periodic inspection report.	Under take any C3 defects noted within the above periodic inspection report.	Biennially	B					£1,500.00						£1,500.00	
2.1.29	Roof	Emergency lighting provision is noted within the building along with associated electrical signage.	Emergency lighting provision is noted within the building along with associated electrical signage.	Biennially	B					£500.00						£500.00	
2.1.20	Roof	Mains gas feed is connected to a Potterton combination boiler and hot water cylinder which serves a series of low surface temperature radiators. The system appears to be in reasonable standard of repair based on visual inspection.	Mains gas feed is connected to a Potterton combination boiler and hot water cylinder which serves a series of low surface temperature radiators. The system appears to be in reasonable standard of repair based on visual inspection.	Biennially	B					£800.00						£800.00	
2.1.31	Roof	Under take any recommendations identified by thorough inspection of existing gas appliances. Please ensure safety checks of gas installations.	Under take any recommendations identified by thorough inspection of existing gas appliances. Please ensure safety checks of gas installations.	Biennially	B					£500.00						£500.00	
2.1.32	Roof	System of call points, consoles, detectors and a main panel located in the reception area. The system appears to cover all areas including voids above false ceiling.	System of call points, consoles, detectors and a main panel located in the reception area. The system appears to cover all areas including voids above false ceiling.	Biennially	B					£250.00						£250.00	
2.1.33	Roof	Direct fed metered cold water supply with copper distribution pipes and associated lagging located in accessible WC. Approval in fair condition.	Direct fed metered cold water supply with copper distribution pipes and associated lagging located in accessible WC. Approval in fair condition.	Biennially	B											£0.00	
2.1.34	Roof	As above	As above	Biennially	N/A											£800.00	
2.1.35	Roof	Fire Risk Assessment	Under take a Fire Risk Assessment via a competent person to ensure all fire risks are identified, assessed and the necessary mitigations are implemented.	Biennially	N/A												£1,000.00
2.2	Community Centre & Office	Colleges	Painted plaster base of ceiling, to maintain flat and extendable, are generally in fair order.	Biennially	A					£2,000.00						£2,000.00	
2.2.1	Community Centre & Office	Colleges	Repair localised ceiling panels prior to redecoration (see budgeted above).	Biennially	A											£0.00	
2.2.2	Community Centre & Office	Colleges	Carry out painting above ground level in WC (depress external ground level prior to redecoration).	Biennially	C											£250.00	

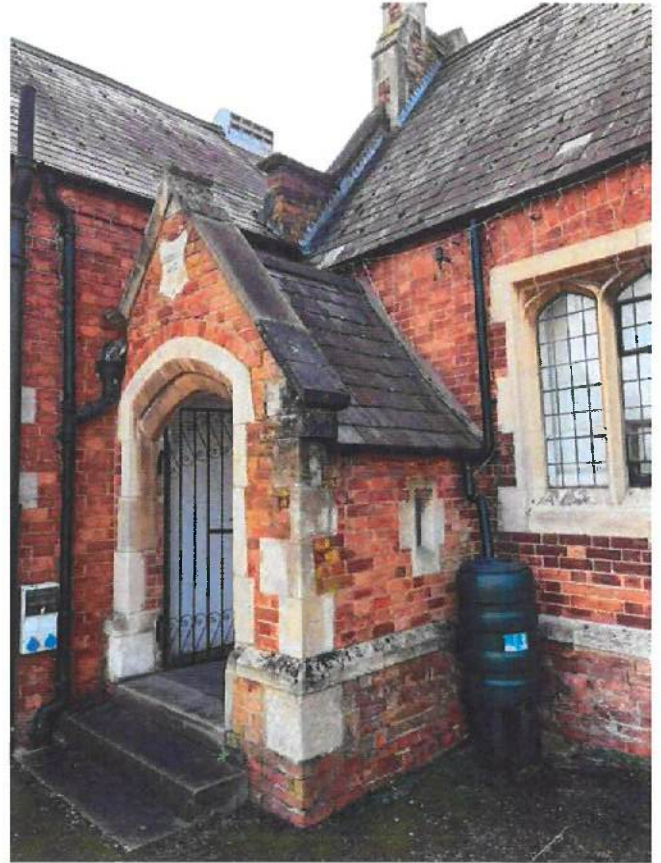
Item Ref.	Area	Description and Condition	Work Item	Condition	Priority	1	2	3	4	5	6	7	8	9	10	Sub Total
4.1.3	Roof	Down pitched asbestos cement roof. Roof sheets covered in moss but appear serviceable.	Roof	B	1					£500.00						£500.00
4.1.4	Walls	White painted brickwork set between columns. White painted asbestos cement gable. Generally in fair order.	Walls	B	1					£500.00						£500.00
4.1.5	Windows	UPVC double glazed casement windows in fair order.	Windows	B	1		£50.00			£50.00						£100.00
4.1.6	Celling	Subsided gill and tile ceiling - fair order.	Celling	B	1											£0.00
4.1.7	Floors	Emulsion painted plasterboard ceiling - fair order.	Floors	B	1					£250.00						£250.00
4.1.8	Floors	Minor flooring - fair order.	Floors	B	1											£0.00
4.1.9	Internal Walls	Cupboard flooring - fair order.	Internal Walls	B	1											£0.00
4.1.10	Sanitaryware	Emulsion painted plastic board walls - fair order.	Sanitaryware	B	1					£300.00						£300.00
4.1.11	Sanitaryware	WC and WTB with IPS paneling - fair order.	Sanitaryware	B	1											£0.00
4.1.12	Sanitaryware	Walls etc with base units and worktop - fair order.	Sanitaryware	B	1											£0.00
4.1.13	Electrical Installation	Small power and lighting connected to main building supply.	Electrical Installation	B	1											£0.00
4.1.14	Fire Alarm	Long call call point located in main lobby.	Fire Alarm	B	1											£0.00
Sub Total							£650.00	£1,350.00	£18,750.00	£13,700.00	£13,700.00	£13,700.00	£13,700.00	£13,700.00	£13,700.00	£86,550.00

Item Ref.	Area	Description and Condition	Work Item	Condition	Priority	1	2	3	4	5	6	7	8	9	10	Sub Total
4.1.3	Roof	Down pitched asbestos cement roof. Roof sheets covered in moss but appear serviceable.	Roof	B	1					£500.00						£500.00
4.1.4	Walls	White painted brickwork set between columns. White painted asbestos cement gable. Generally in fair order.	Walls	B	1					£500.00						£500.00
4.1.5	Windows	UPVC double glazed casement windows in fair order.	Windows	B	1		£50.00			£50.00						£100.00
4.1.6	Celling	Subsided gill and tile ceiling - fair order.	Celling	B	1											£0.00
4.1.7	Floors	Emulsion painted plasterboard ceiling - fair order.	Floors	B	1					£250.00						£250.00
4.1.8	Floors	Minor flooring - fair order.	Floors	B	1											£0.00
4.1.9	Internal Walls	Cupboard flooring - fair order.	Internal Walls	B	1											£0.00
4.1.10	Sanitaryware	Emulsion painted plastic board walls - fair order.	Sanitaryware	B	1					£300.00						£300.00
4.1.11	Sanitaryware	WC and WTB with IPS paneling - fair order.	Sanitaryware	B	1											£0.00
4.1.12	Sanitaryware	Walls etc with base units and worktop - fair order.	Sanitaryware	B	1											£0.00
4.1.13	Electrical Installation	Small power and lighting connected to main building supply.	Electrical Installation	B	1											£0.00
4.1.14	Fire Alarm	Long call call point located in main lobby.	Fire Alarm	B	1											£0.00
Sub Total							£650.00	£1,350.00	£18,750.00	£13,700.00	£13,700.00	£13,700.00	£13,700.00	£13,700.00	£13,700.00	£86,550.00

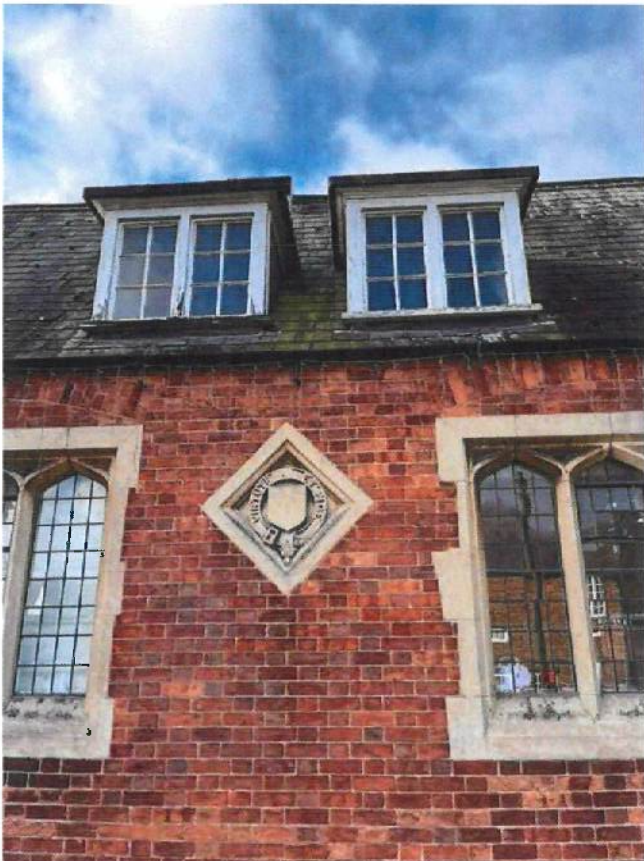
APPENDIX B: PHOTOGRAPHIC SCHEDULE



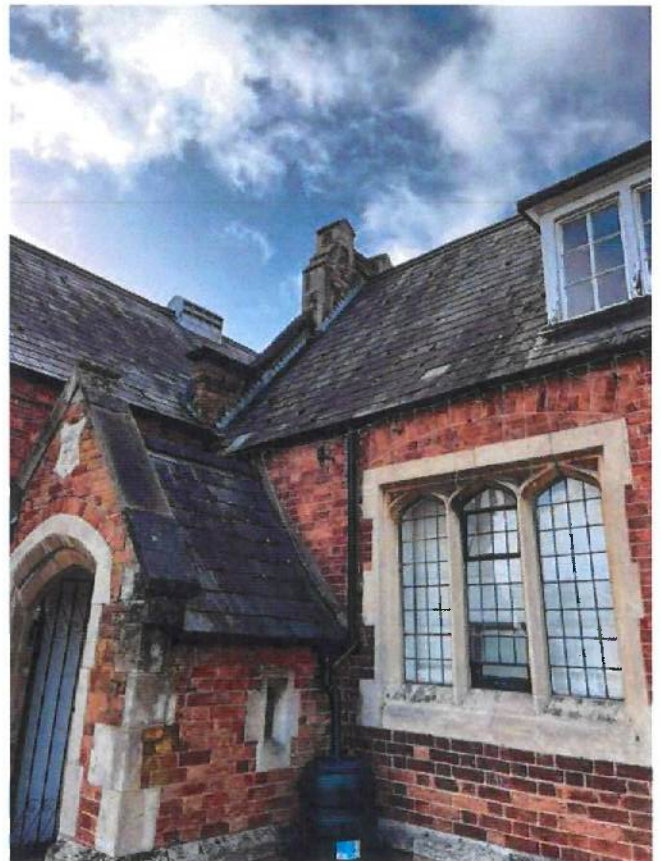
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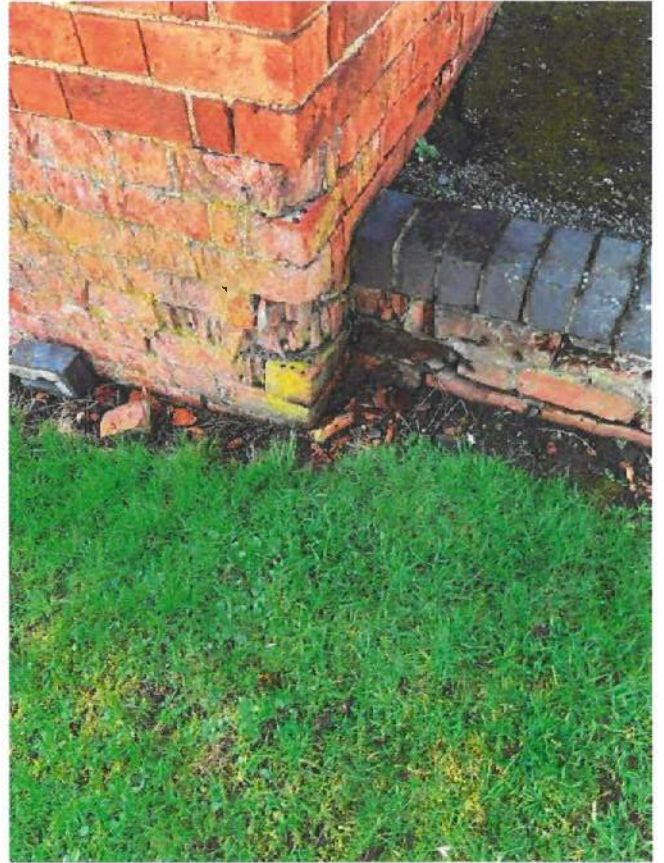
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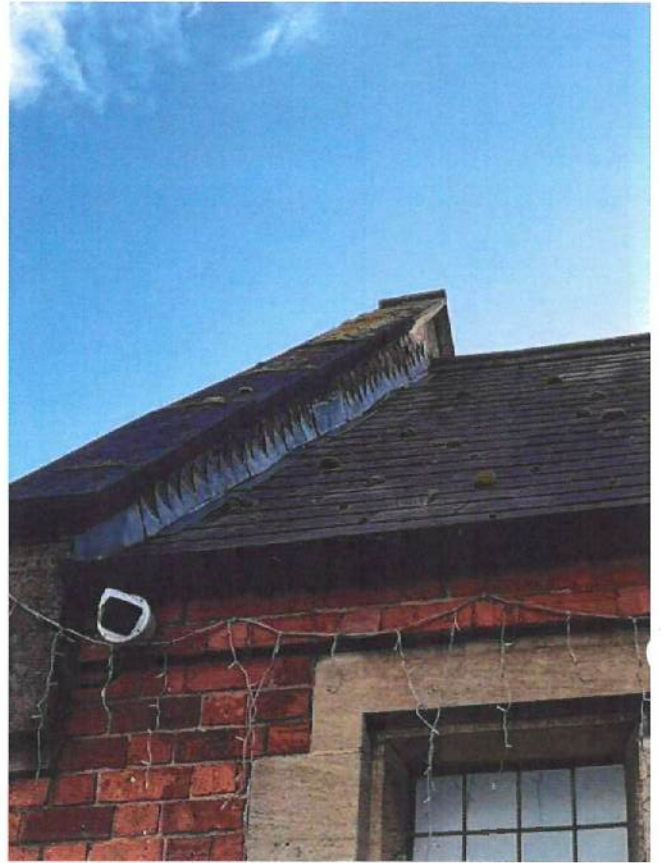
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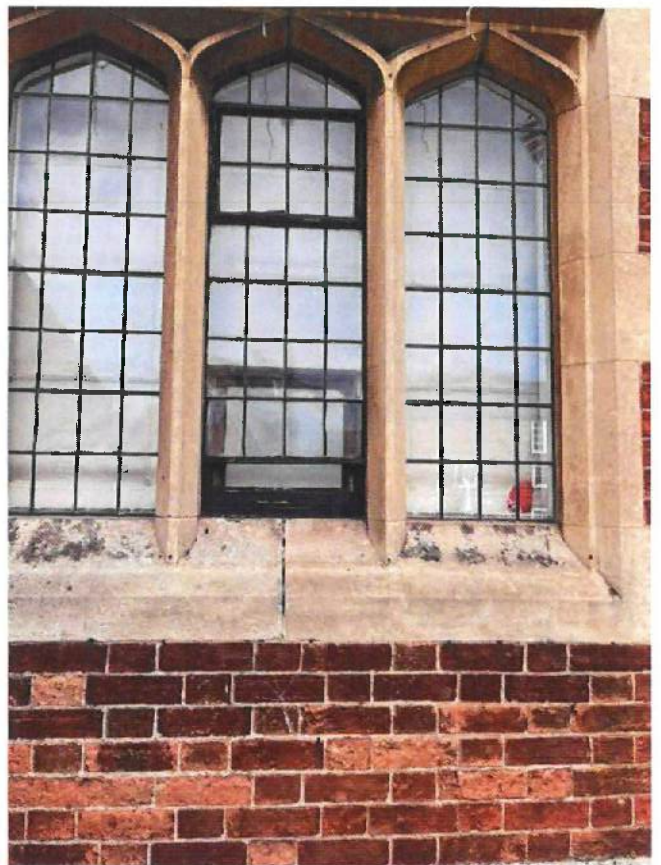
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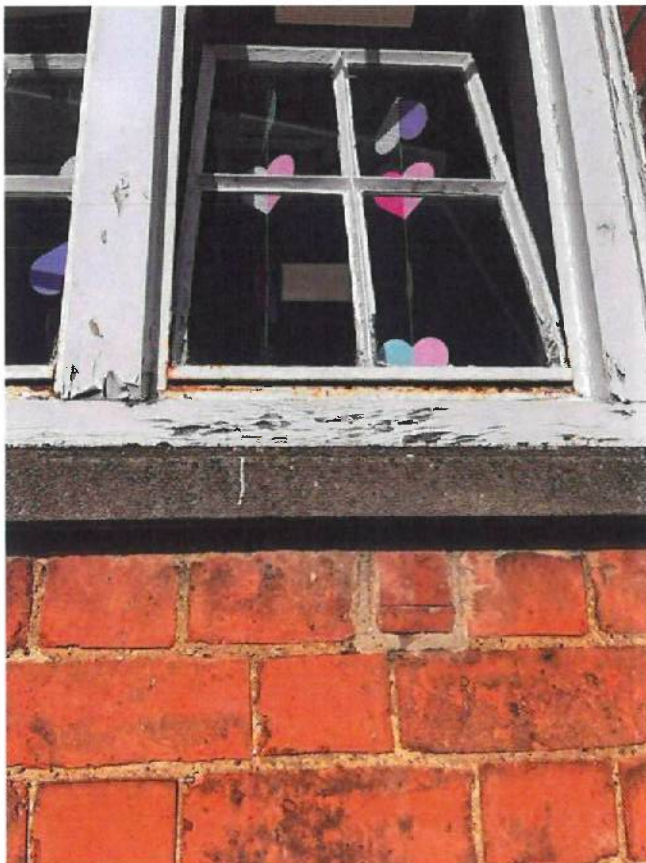
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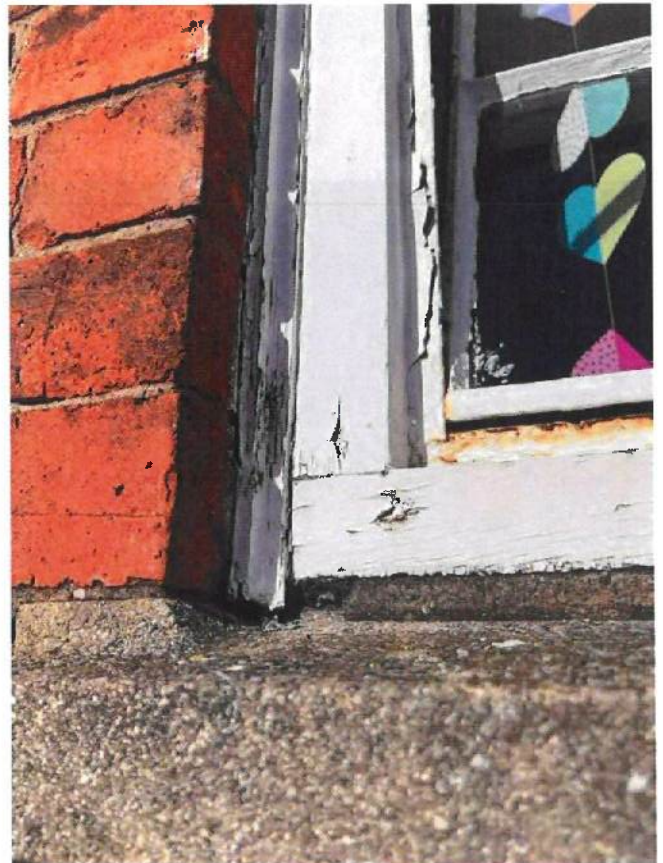
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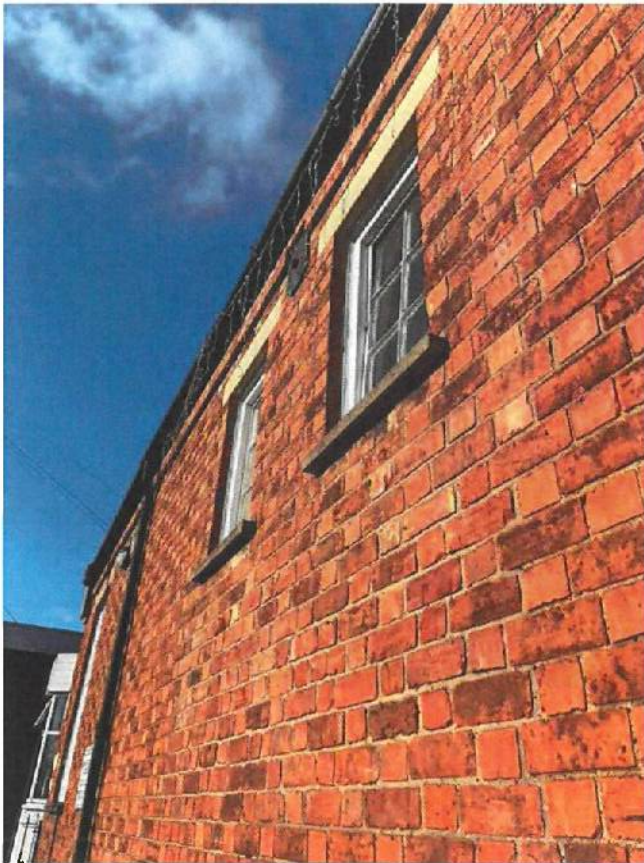
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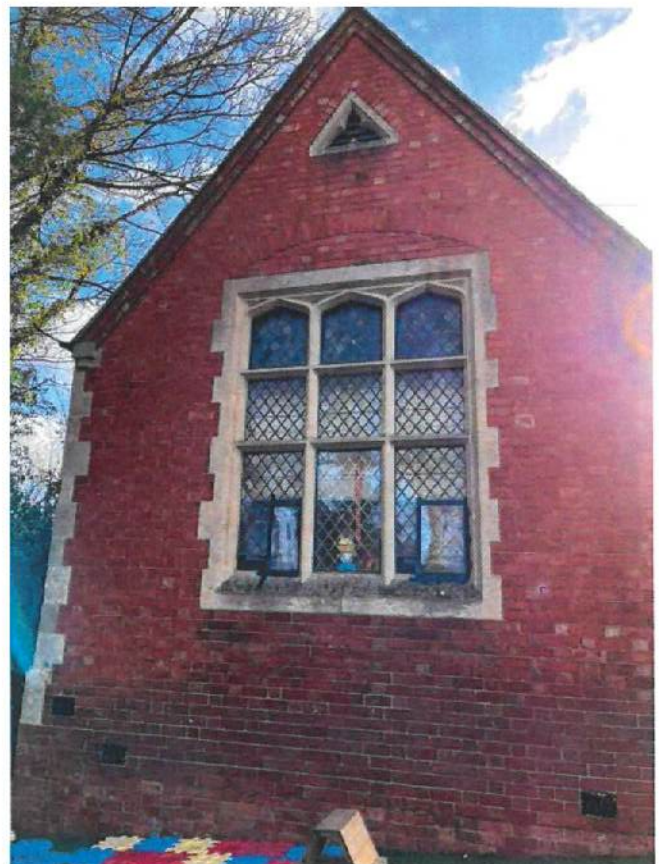
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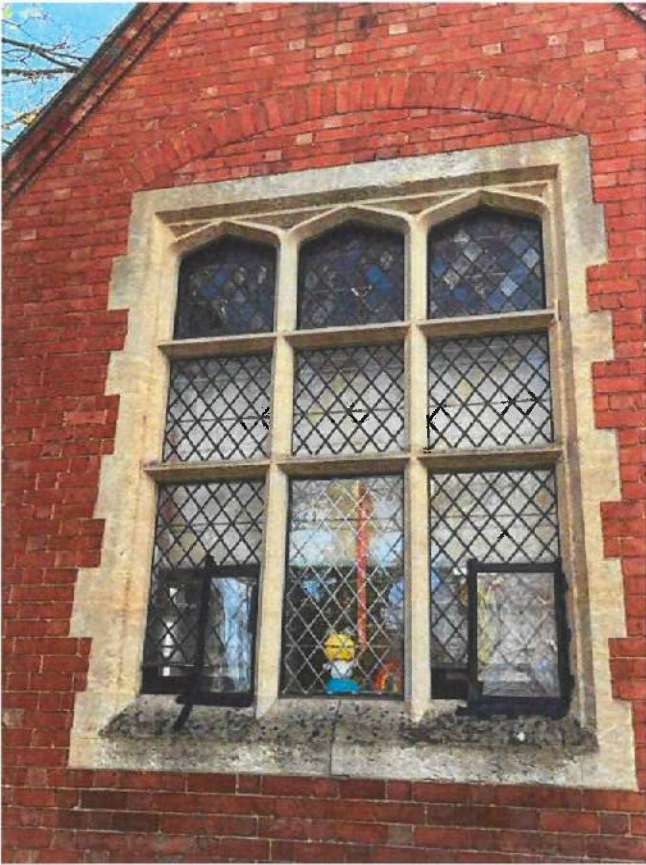
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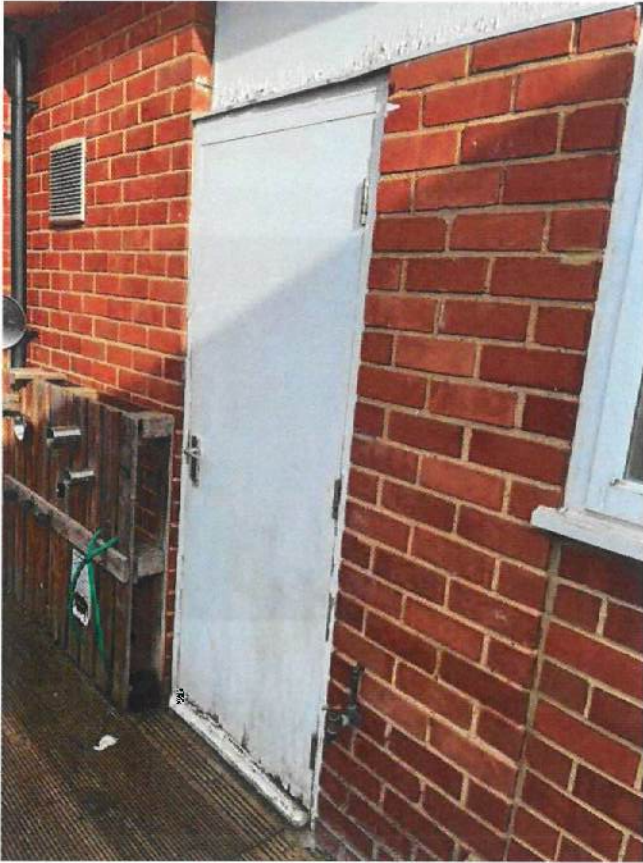
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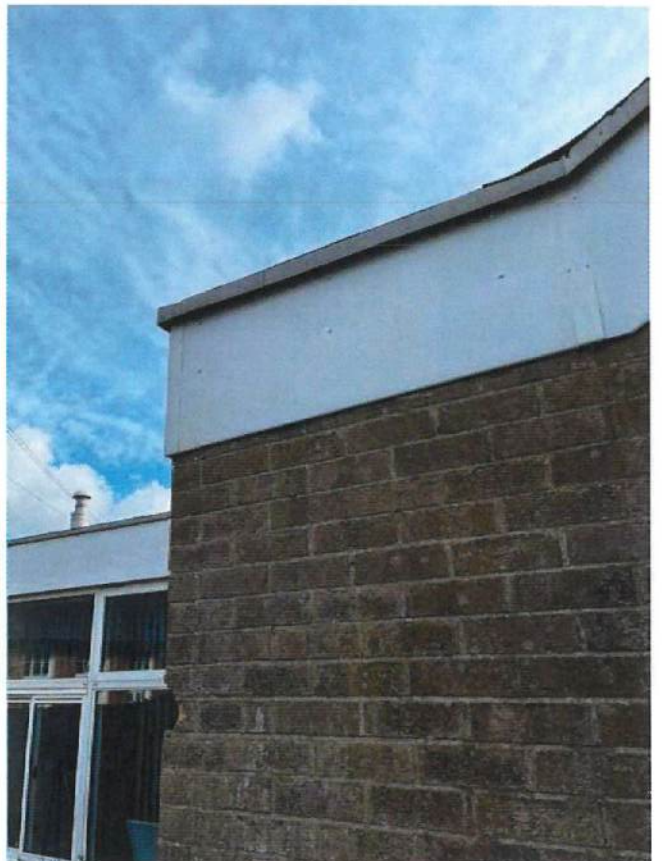
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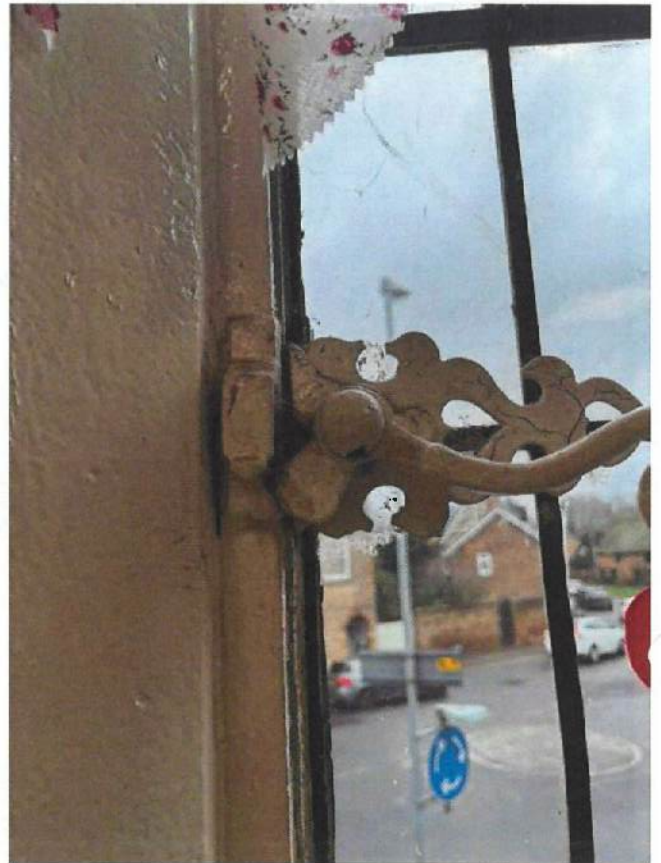
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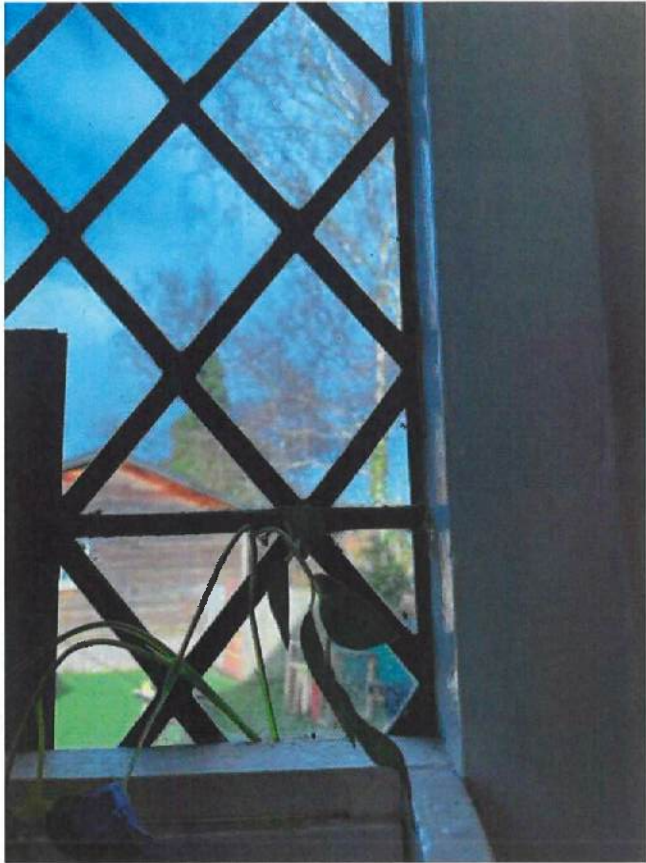
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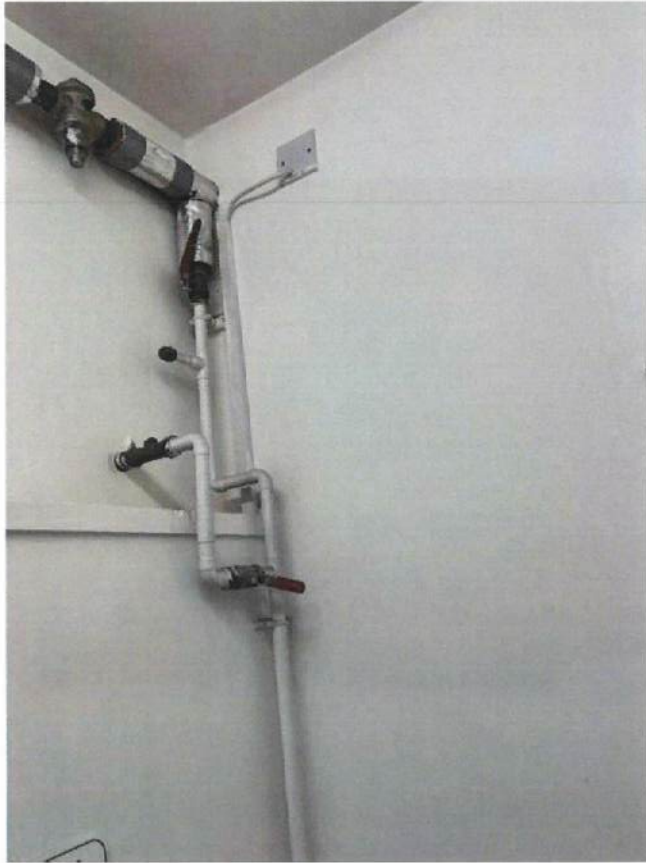
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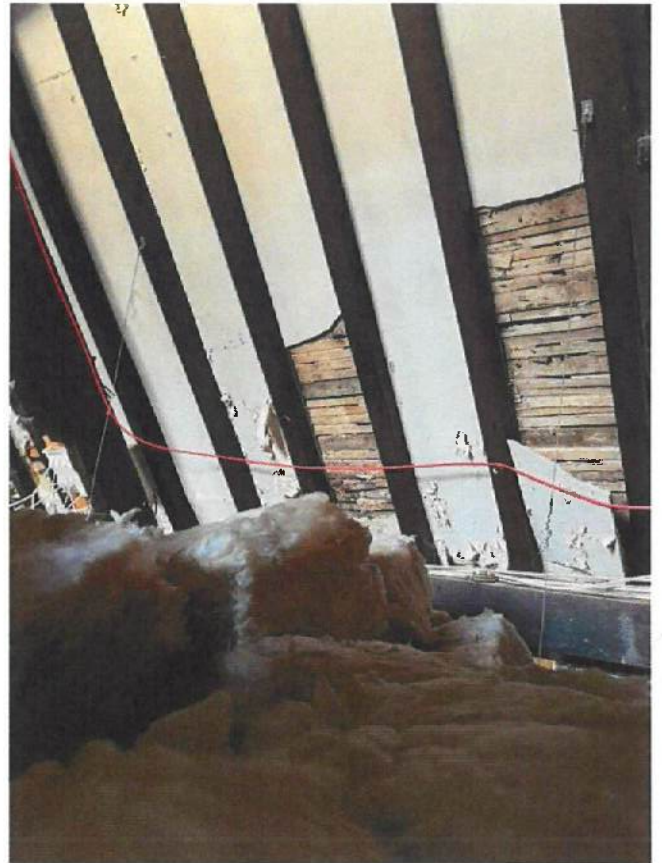
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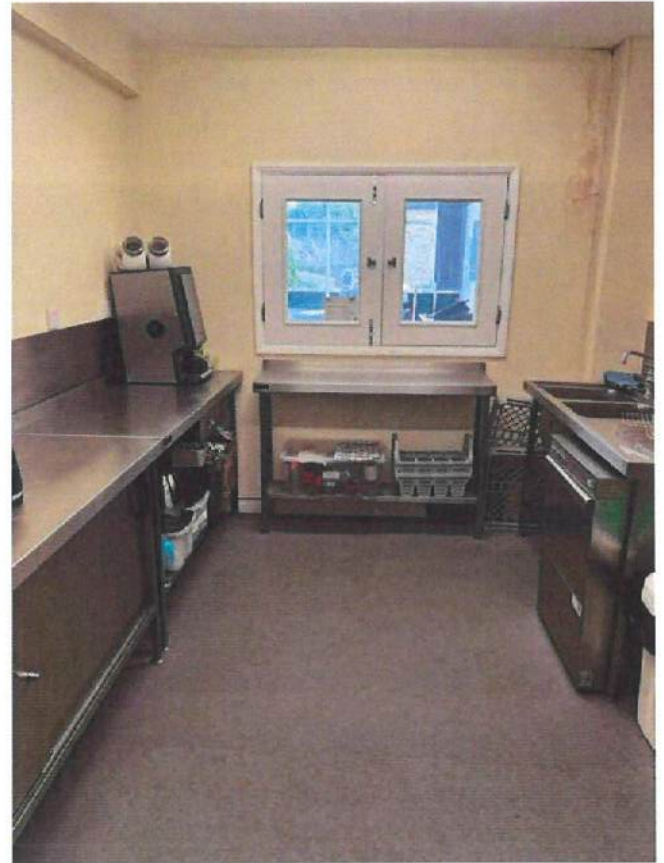
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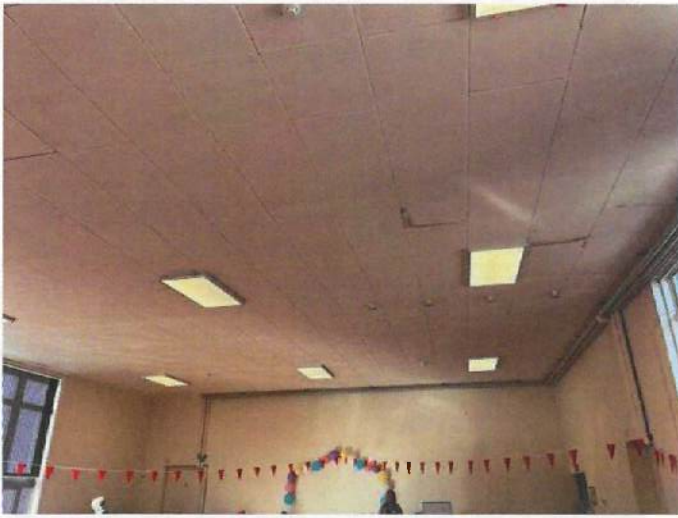
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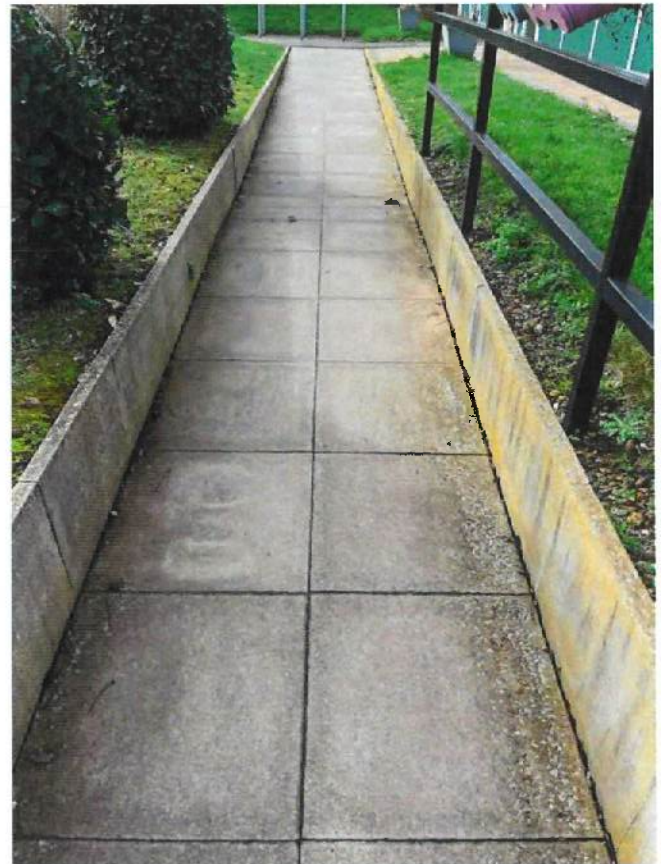
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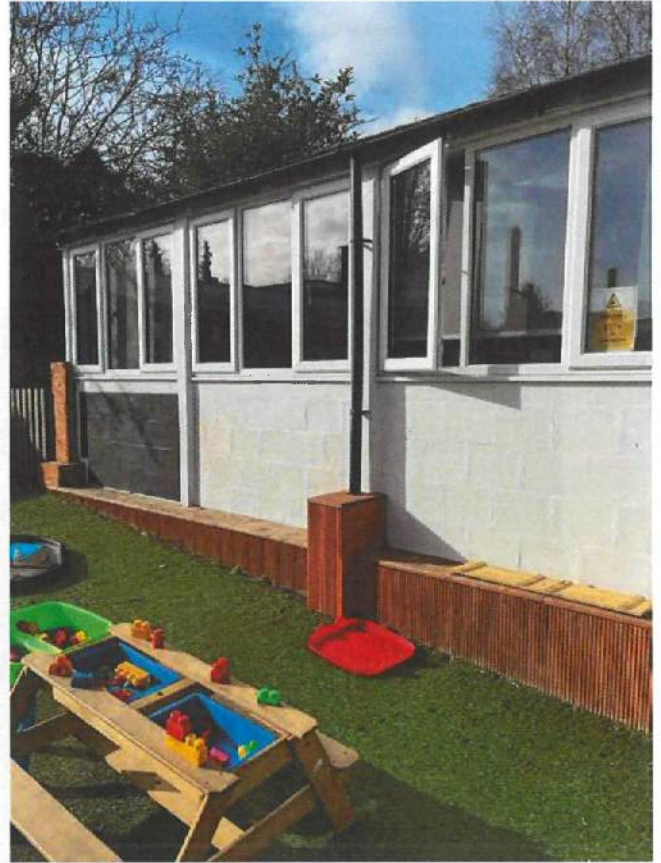
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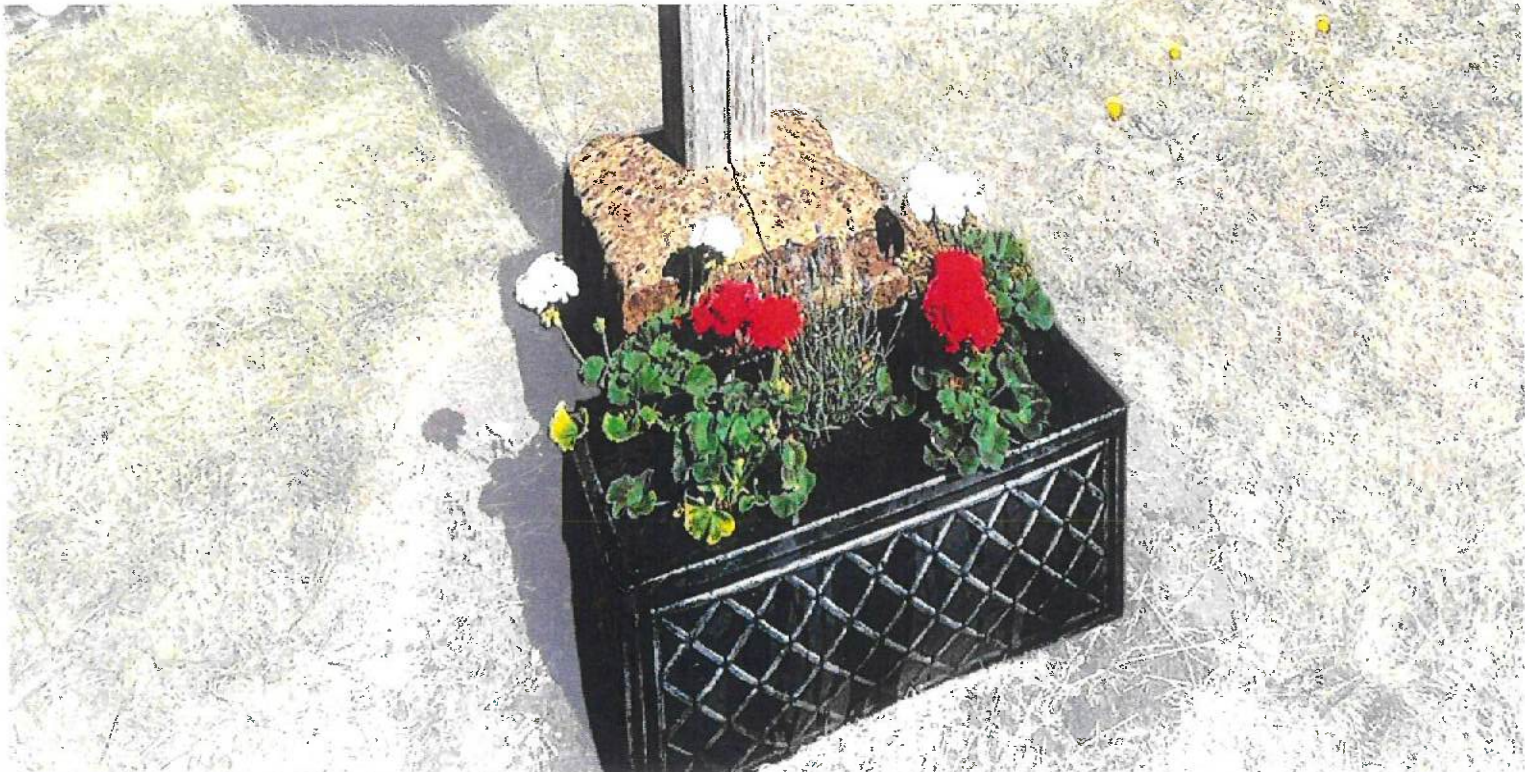
APPENDIX C: BUILDING LOCATION PLAN





Volunteer Policy

Duston Parish Council





DUSTON PARISH COUNCIL

Document Version Control

Version	Date adopted / Re-adopted	Review By Date	Author
67/23	07/09/2023	Sept 2027	Council

Volunteer Policy and Procedures

This document sets out the policy and procedures relating to the engagement and management of volunteers in activities authorised by Duston Parish Council (DPC).

Introduction

1. DPC pledges to offer volunteer opportunities to all sectors of the community; local organisations, groups and individuals to work together in partnership.
2. This engagement seeks to increase contact with the community we serve and help build strong connections to ensure the relevance of the services we provide in addressing the needs of our community.
3. DPC recognize the positive health & wellbeing benefits of volunteering and as such, supports all staff in encouraging inclusivity of volunteers, where appropriate, to assist in the ongoing development of DPC.
4. DPC does not aim to introduce volunteers to replace paid staff.

Policy

1. DPC will maintain a list of volunteers (name and address, telephone number and/or email). Volunteers are asked to notify the DPC of any changes to those details or to request removal of those details from the database if they no longer wish to volunteer. This info will not be shared to any third party. **Appendix A Volunteer Data Capture Form**
2. Volunteers should be competent to carry out a role. The nature of skills required will depend on the activity.
3. Where the volunteer is under the age of 18 they must be accompanied by a responsible adult, parent/guardian or the leader of the relevant organisation or scheme.
4. Where appropriate, relevant training will be provided in advance of the volunteer working on site.
5. Volunteers will be briefed regarding the task and its purpose, health, safety and supervision arrangements before commencement of work.
6. Volunteers are expected to advise the DPC lead if they have any medical issues that would put either them or other volunteers at risk relevant to the task.
7. Volunteers working at the sole request of and under the sole control of the DPC will be insured under the Parish Council's Public Liability and Employers Liability cover.
8. Volunteers should only carry out tasks allocated to them.
9. Should it be necessary for groups to split off, a 'lead' volunteer should be appointed and given the mobile phone number of the primary point of contact should a situation arise.

10. Prior to work commencing, a visual inspection and or risk assessment of the site will be carried out to ensure that there are no obvious hazards. These inspections are to be recorded. **Appendix C Risk Assessment**

11. Volunteers should have due regard to the fact that they are carrying out authorised work on behalf of the Parish Council and as such are representing the Council, in terms of both the quality of work and possible interaction with the public.

12. A copy of this policy must be given to and read by volunteers along with a data capture form the first time they undertake work on behalf of the DPC. The policy will be re-issued to volunteers if any material changes to the policy are made.

Procedures

1. The appropriate risk assessment document must be referred to before commencement of work or a risk assessment undertaken prior to commencement of work where a new project arises. The Parish Clerk is to receive a signed and dated copy of the risk assessment.

2. Volunteers must undergo an induction briefing appropriate for the task(s) being undertaken. This should include a description of the work to be undertaken and known issues and risks associated with the site.

13. Volunteers will be expected to sign the induction briefing sheet, showing that they have received an induction brief, they understand the nature of the work, they recognize the risks associated with the task and agree to comply with instructions provided during the induction brief. This document is not intended to form a contract. **Appendix B Induction Brief and Volunteer Acknowledgement**

14. On completion of the work, the completed induction brief is to be kept on file with the Risk Assessment sheet. Retention of induction briefs will allow the DPC to record work and ultimately acknowledge the contributions to the community made by volunteers.



DUSTON PARISH COUNCIL

Appendix A: Duston Parish Council Volunteer Data Capture Form

These details will be maintained by the Parish Clerk. All information will be kept safe and confidential.

It is essential that a volunteer advises the supervisor of an activity or the Parish Clerk of any illness or ailment that could put either themselves or other volunteers at risk of either injury or harm, while working on a task.

Where a volunteer can no longer support the community, they are to contact the Parish Clerk requesting their details are removed from list at the earliest opportunity.

Your Contact Details	
Name:	
Address:	
Home phone:	
Mobile:	
Email:	
Signature:	Date:
Next of kin details:	
Medical requirements or allergies in case of emergency:	
Details of any ailments or illnesses:	

Appendix B: Duston Parish Council Volunteer Induction Brief & Acknowledgement List

Supervisor:

Date:

Start Time:

Finish Time:

Location: (To be defined by supervisor)

-

Description of Activity: (To be summarised by supervisor)

-

Tools to be Used: (To be listed by supervisor, taking note of the risks associate with using these tools (for instance cuts and grazes)

-

Hazards and Safety Measures:

- All work undertaken by volunteers shall have regard to the Health & Safety at Work etc. Act 1974 and related health & safety legislation.
- You should not undertake the work defined if you have either an injury or illness that could increase risk of further injury or illness either to you or fellow volunteers. If you are unsure of the likelihood of increased risk due to either injury or illness, you should contact the supervisor before starting work.
- You will not be asked to work at height.
- Jewellery, necklaces, watches and ideally should not be worn – wearing them present risk of injury.
- Appropriate footwear must be worn. Ideally, sturdy boots covering the ankle and providing support on uneven ground should be worn. Open-toed shoes or sandals, trainers (footwear without a heel) must not be worn. Doing so increases risk significantly.
- Long hair must be tied up to avoid it getting caught in the activity.
- Gloves should be worn where appropriate.

First Aid:

- When a volunteer is wounded (serious cuts and grazes) undertaking authorised work, the supervisor should be notified as soon as possible. A first aid kit is held by the supervisor.
- In the case of serious injury, immediate first aid should be administered and the supervisor informed.
- The supervisor is expected to carry with them a mobile telephone. Where necessary, the emergency services will be called.

VOLUNTEER ACKNOWLEDGEMENT LIST

- I understand the scope of work described by the supervisor and agree to abide by the direction relating to this work that they give.
- I agree to comply with all health and safety direction and training I am given in support of this work.
- I agree that I am fit and healthy to undertake this work.
- I agree to make the supervisor aware of any changes to my contact details or health.

Name (Printed)	Contact Details Unchanged (Tick to confirm)	Signature

Name of person completing the risk assessment:	Llewlyn Mitchell	Business Name:	Duston Parish Council	Date and time completed:	14/02/2024
Description of work area being assessed:	Duston Community Centre				
Description of task being assessed:	Bargain Shop				

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Fire	Bargain shop staff, centre staff, volunteers, customers, Squirrels staff & children, Members of the public.	Entrapment leading to burns, smoke inhalation or injuries from structural damage.	A fire risk assessment was carried out by GN in June 2022 (Report doc number: DCC-FRA-REV2). Fire extinguishers kept in room. Electrical items PAT tested.	1	5	5	Dorgaard should be installed to remove use of door stops. Regular monitoring and 6 month reviews of FRA	1	5	5	GN & Gill	Dorgaard to be installed ASAP. FRA review every 6 month. Fire extinguishers checked regularly & inspected when needed.
Asbestos, Electricity, Hazardous substances, etc.	Bargain shop staff, centre staff, volunteers, customers, squirrels staff & children, members of the public.	Refer to 'General Operations Risk Assessment'	Refer to 'General Operations Risk Assessment'				Refer to 'General Operations Risk Assessment'				Refer to 'General Operations Risk Assessment'	Refer to 'General Operations Risk Assessment'

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Slips, Trips & Falls	Bargain shop staff/volunteers, members of the public and centre users.	Injuries concurrent with slips, trips & falls (bruising, spraining or breaking of bones or cuts & grazes) caused by obstructions.	Room kept in good order/clean. Wares stored on edges of the room. Ample room left when additional table is added. Room is well lit and lighting maintained	2	1-4	2/ 4/ 6/ 8	Monitor condition of flooring. Ensure waste is removed and room kept clear from obstructions.	2	1-4	2/ 4/ 6/ 8	GN & Gill	Ongoing
Manual Handling	Bargain shop staff/volunteers, customers.	Sprains, strains and muscle damage.	Wheeled trolleys, dollies & trolley box cart available for use. DPC Facilities staff at hand to help if needed. 2 staff on duty.	2	1-4	2/ 4/ 6/ 8	Heavy items to be labelled. MH training/ toolbox talks to be provided to staff/volunteers. Heavy/bulky items to be handled by DPC staff.	1	1-4	1/ 2/ 3/ 4	GN & Gill	Ongoing

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Storage, Stored equipment, Office equipment/ furniture.	Bargain shop staff/volunteers, Customers	Bookshelves, storage units etc could collapse or tip over crushes and related injuries. Chairs breaking if not suitable or maintained.	No excess tables, chairs or storage units kept in the room. High shelves for light items only. Suitable seating provided to staff/volunteers	1	3	3	Shelving to be inspected on a regular basis, any damage to be reported to Gill. Shelving to be secured to the walls.	1	3	3	GN & Gill	Ongoing
First Aid Arrangements	Bargain Shop staff/volunteers, Customers	Treatment for minor injuries. Staff/volunteers ability to deal with medical emergencies.	On-site DPC first aiders. First Aid Kits located Ground floor (Reception, Server room, Café, Squirrels rooms.) & Upstairs (Kitchenette, DPC offices). Accident report kept in reception & DPC office.	3	2	6	Refresher training/toolbox talks for First Aid or FA procedures to be provided. First Aid Kits to be maintained & replaced annually. First Aid Kit to be added to Bargain Shop. Accident report for Bargain Shop.	3	2	6	GN & Gill	First Aid Kits to be replaced annually. Replenished after each use. First Aid training/refresh er/toolbox talks to be provided annually. Ongoing

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating	L	C	R	Additional control measures:	New risk rating	L	C	R	Action / monitored by whom?	Action / monitored by when?
Handling of money & goods. Shoplifting and violent/aggressive/irate customers	Bargain Shop Staff/volunteers , Customers	Threats & Abuse. Physical, Mental or Emotional harm. Loss of earnings	Cash & valuables locked away in drawer. CCTV installed around the premises. 2 Staff on duty. Incidents to be reported to Gill & GN. Good, Polite service. Staff encouraged not to confront customers.					Contact Jamie Atkins (Local PCSO) to discuss further safeguarding measures. Continue training staff/volunteers on dealing with disputes. Panic alarm or direct line to be installed into the room.					GN & Gill	Over the next 3 Months. Retraining/toolbox talks annually. Ongoing.
Work related stress	Bargain Shop Staff/Volunteers	Emotional or mental harm that could lead to physical harm. Time off from work due to stress.	Recognising signs of stress. Assessing risk in: Demands Control Support Relationships Role Change	2	1-3	2/4/6		Continued planning, training and support. Providing talking toolkits.	1	1-3	1/2/3		Gill	Annual review of assessing risk. Ongoing.

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Pre-existing & new health conditions and at risk/high risk conditions for staff/volunteers	Bargain Shop staff/volunteers	Medical needs or medical emergencies	ICE contacts for staff/volunteers Staff work in pairs. Procedure for dealing with medical needs or emergencies.	2/3	2-4	4-12	Continued support and updating of staff welfare/medical needs/conditions. Direct line/panic alarm to be installed.	1/2	2-4	2-8	Gill	Ongoing. Direct line/panic button to be installed ASAP.

Review date: 15/02/2025

Signature of person completing the risk assessment: _____

Notes: Consult with Gill regarding Risk Assessment – 16/02/2024

Risk rating calculator

Likelihood that the hazardous event will occur:	
1	Very unlikely
2	Unlikely
3	Fairly likely
4	Likely
5	Very likely

Consequence of the hazardous event should it occur:	
1	Insignificant – no injury
2	Minor – Minor injuries requiring first aid
3	Moderate – Up to three days absence
4	Major – More than seven days absence
5	Catastrophic - Death

Action level table

Risk rating:	Action:
20-25	STOP – Stop activity and take immediate action
15-16	URGENT ACTION – Take immediate action and stop activity if necessary, maintain existing controls rigorously
8-12	ACTION – Improve within specified timescales
3-6	MONITOR – Look to improve at the next review or if there is a significant change
1-2	NO ACTION – No further action but ensure controls are maintained and reviewed

BARGAIN SHOP INSTRUCTIONS

1	<p>Customers bring their goods for sale into the shop, there should not be any more than 10 items in the bag. Each item should have a WHITE label attached to it with the customers name, a short description of the goods and the price they want for it. We then (the staff), write out a small form to give to the customer with the date of when the customer can collect any unsold goods and/or money. The second small form, the customer signs and it is kept by the shop with the customers signature and phone number on it. There are a few awkward customers who will not leave their phone numbers, but they have been told that if they don't collect their goods and any money after one month has passed, then it will be handed to DCC and goods sent to Air Ambulance.</p>
2	<p>We (the staff) then list the goods with a number from 1 to 10 on form No. 5 (copy attached). (We also put the corresponding number on to the label). The label is marked with a colour (this is on a 4 week rolling basis) and that tells us when it is coming in or going out. This then, with form no. 3 (copy attached) attached to the back of it, is filed in the 'blue goods in' folder on the desk. The goods are then displayed on the tables, shelves or rails and remain there for 3 weeks or until sold or returned.</p>
3	<p>When goods are sold, the label is taken off and put into the white square tin on the desk in colour order. Money is put into the round cash tin in the top drawer of the desk.</p>
4	<p>We also take donations for the shop. These are also labelled and marked with the date, C.C., short description and price (but no colour). These goods are left out for sale for a period of 1-2 months after which time, if not sold are donated to Air Ambulance (I bring the goods home, bag them up and put them out for collection on a particular collection day for charity.</p>
5	<p>Every Friday, we have what we call a 'take-off' day. Janet Tyrell will take out of the blue book all sheets that have that particular weeks colour for take off. This is for goods that have been out for 3 weeks, some of the items will have sold and some will not. All goods are checked against the sheet and crossed off as returned, the goods will then be bagged up and a label stuck on the bag with name and date. These bags are put on the back shelf behind desk awaiting collection. This job usually takes 2-3 hours depending on how much there is. Also this is when we discover if goods are missing. A thorough search is made of the shop and if the goods are not found, are marked as "MISSING" on the sheet and also on a form that is towards the front of the blue book. Sometimes we find the missing goods, sometimes we don't but our customers are very good and know that they leave goods at their own risk.</p>

BARGAN SHOP INSTRUCTIONS (continued)

6 When I arrive at 1:00pm, I deal with any problems the ladies might have had. If the 'take-off' is finished, I will deal with all the tickets in the white tin by marking them all in the blue book as to whether the goods are sold or not. I then need to write out payment envelopes (with coloured dots on them) to keep the individual tickets in until they are due to be paid out. These envelopes need a customers name, date of take-off on them, At the end of Friday, I take home (a) the round cash tin (b) the sheets for that week (c) all tickets to cash up for the week.

It takes me anything from $\frac{1}{2}$ hour to about $2\frac{1}{2}$ hours depending on how much there is in any particular week.

I add up all the sheets for goods sold less 20% for DCC, check the labels inside the envelopes ensuring that all balances and figures agree. I then count all the money in the round cash tin, put back into the tin a £10.00 float for the following week and put the rest of the money into the lockable cash box I keep at home, and from there I put the money due into the customers envelopes and seal them. When all this is done, I put back into the bag that is coming back to the shop (a) all envelopes (with money in), (b) any sheets and (c) any books I may have brought home for a particular reason. Fill out balance sheets and put everything away till Monday. When I have enough money in the cash box (about every 4/5 weeks) I will pay over £100.00 to DCC via George, Sean or Llewellyn who sign a small slip and give back to me. This is just a check I do so that I know when and how much I have paid over to DCC in any particular year.

When all these things are returned to the shop (especially on a Saturday morning) I put sheet 5 into the pink 'goods out' folder on the desk. I lock all monies away in the top drawer of the cabinet by the door and return the keys to the top drawer of the desk.

7 When customers collect their goods and/or money - the sheet is taken out of the pink folder on the desk, any money in the top drawer that is due to them and any returned goods is given to the customer, we always ask the customer to check any money as mistakes cannot be rectified afterwards. If everything is alright, we ask the customer to sign the small brown book on the desk which states that they have received from us goods and any money due to them.

DUSTON COMMUNITY CENTRE - BARGAIN SHOP COPY

Whilst every precaution is taken to safeguard the items left for sale, The Duston Community Centre **CANNOT** accept any responsibility for loss or damaged items.

The items are on display for approximately **THREE WEEKS** after which time any money or unsold items **MUST** be collected. Goods and any money will be kept for one month, they will then be passed to charity and any money will be put into The Duston Community Centre.

Signed..... Date..... Phone Number.....

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Signed..... Date..... Phone Number.....

DUSTON COMMUNITY CENTRE - BARGAIN SHOP - CUSTOMER COPY

CUSTOMERS NAME.....

Unsold items and any money will be ready for collection Monday..... at 1.30pm
No further items can be accepted until this collection date. Any money and/or unsold items must be collected within **ONE MONTH** from the above date, otherwise the articles will be passed to charity and any money will be put into the Duston Community Centre Funds. Whilst every precaution is taken to safeguard the items left for sale, The Duston Community Centre **CANNOT** accept any responsibility for loss or damage of any such items. We can now accept **SMALL** electrical items which will be **PAT TESTED**. If unsuitable for sale the goods will be returned to the customer with any unsold goods at time of collection.

DUSTON COMMUNITY CENTRE - BARGAIN SHOP - CUSTOMER COPY

CUSTOMERS NAME.....

Unsold items and any money will be ready for collection Monday..... at 1.30pm
No further items can be accepted until this collection date. Any money and/or unsold items must be collected within **ONE MONTH** from the above date, otherwise the articles will be passed to charity and any money will be put into the Duston Community Centre Funds. Whilst every precaution is taken to safeguard the items left for sale, The Duston Community Centre **CANNOT** accept any responsibility for loss or damage of any such items. We can now accept **SMALL** electrical items which will be **PAT TESTED**. If unsuitable for sale the goods will be returned to the customer with any unsold goods at time of collection.

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Master Copy 5

Colour Code.....Date..... Name.....

No	Item Description On Ticket	Price	Sold Or Returned
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
		Total Sales £	
		CC%	
		Net paid £	

Master Copy 5

Colour Code.....Date..... Name.....

No	Item Description On Ticket	Price	Sold Or Returned
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
		Total Sales £	
		CC%	
		Net paid £	

SLCC

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PROSPECTUS 2024



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- qualifications@slcc.co.uk
- www.slcc.co.uk/community-governance

CERTIFICATE OF HIGHER EDUCATION (LEVEL 4), THE PROFESSIONAL QUALIFICATION

Choose your qualification – students are able to achieve the Level 4 qualification without pressure to proceed to Levels 5 and 6.

How you study: The course is part-time and distance learning with two face-to-face events and one virtual event each year, and many opportunities to meet your tutors and fellow students online.

Start date: 1 February 2024

WHAT YOU WILL STUDY OVER TWO YEARS:

SLCC1012 Building Communities (15 points)

Study a local community in depth and identify the community's social, environmental and economic assets. Discuss the principles, practices and benefits of community development for local democracy before considering how to build on these assets to strengthen community.

SLCC1001 Community Governance (15 points)

Focus on community leadership, community engagement and democratic processes. Consider the structures, functions and values of community governance, and the practices of stakeholders and policies affecting local communities.

SLCC1004 Community-led Planning (15 points)

Explore different techniques for community-led planning with emphasis on statutory neighbourhood plans and non-statutory plans. We suggest a range of tools for consultation, participation and collecting evidence.

SLCC1011 Local Council Finance (15 points)

Learn about the financial management of councils in England and Wales according to statutory proper practices. Consider the management of risks to public money and the statutory requirements for transparency.

SLCC1010 Local Council Law & Procedures (30 points)

Study the law, procedures, powers and duties for the management of town, community and parish councils in England and Wales. Find out how other councils operate.

The tuition fee for each qualification is £6,500* (£3,250 per year) normally paid in instalments over two years with an initial deposit of £375 (the deposit covers administration and registration process for starting the course) which will be deducted from the final invoice. *Fees usually increase annually. Unfortunately, student finance is not currently available for Level 4.

SLCC1006 Managing People (15 points)

Consider formal aspects of managing people such as employment law, recruitment and human resource policies. Explore ways of developing staff or councillors and reflect on the impact of personalities and the management of conflict.

OR

SLCC1007 Managing Projects (15 points)

Learn about project management for people working in local communities. You consider a practical project management lifecycle and tools for managing and evaluating the process.

SLCC1008 Organisational Governance (15 points)

Reflect on current practice to strengthen the governance of an organisation such as a community group, charity or local council. Investigate new ideas and recommend improvements.

SLCC1005 The Planning System (15 points)

Learn how the planning system in England and Wales impacts on local communities. Identify how the system works and examine power and influence in the system.

"I started Level 4 with trepidation in 2021 when unfortunately COVID-19 put an end to the face-to-face study days which reverted, like everything else, to on-line sessions. Despite this, the tutors were great, and help was only an email or phone call away. Year 2 soon came around and we were able to meet in person helping friendships develop and making learning easier (for me at least). My confidence has increased and I have developed as a clerk during the last two years. Level 5 was never originally in my plan, but I find myself a Year 1 student, embarking on the next phase!"

**Emma James PSLCC,
Clerk & RFO to Okehampton Town Council**

For more information please visit www.slcc.co.uk/community-governance

FOUNDATION DEGREE (LEVEL 5), LEADERS IN THE SECTOR QUALIFICATION

How you study: The course is part-time and distance learning with two face-to-face events and one virtual event each year, and many opportunities to meet your tutors and fellow students online.

Start date: 1 February 2024

WHAT YOU WILL STUDY OVER TWO YEARS:

SLCC2001 Communities in the Political System (30 points)

Strengthen your understanding of the place of local communities in the political system. Examine the concept of a liberal democracy and the nature of community-based localism. Learn theories explaining power in the political system to help you analyse power and influence affecting local communities.

***SLCC2008 Researching Sustainable Communities (30 points)**

Examine the theory and practice of sustaining local communities including community development, local democracy and climate action. Develop investigative skills and practise participative democracy by carrying out research in a local community.

***SLCC2009 Professional Development (30 points)**

Develop personal and professional skills including independent and critical thinking, negotiation skills and reflective practice. Link the review of a book relevant to community governance to an associated activity undertaken in a local community or workplace setting. A field visit of up to five days may be organised to facilitate studying in a new setting.

SLCC2004 The Manager's Role (30 points)

Investigate and evaluate the strategic role of a manager working with one or more local communities. Draw up a management plan for a local community project.

"I have just started Level 5, 6 years after completing Level 4. Why? Simply because the value I felt that both I and my council gained from the Cert HE was such that we would improve yet further if I complete the full course. Our wide scoping knowledge that we accumulate to effectively do our job, is underlined by exploring the relevant legislation. Alongside our problem solving and innovation challenged to develop those completely transferable skills to the real life setting of our communities, equipped to get the best out of ourselves, our teams and our communities. I'm glad I'm studying again and would recommend this course to every clerk."

Julie Holden, Clerk to East Grinstead Town Council

The tuition fee for each qualification is £6,500* (£3,250 per year) normally paid in instalments over two years with an initial deposit of £375 (the deposit covers administration and registration process for starting the course) which will be deducted from the final invoice. *Fees usually increase annually. Level 5 students can apply for student finance (if they have studied Level 4.)
Contact qualifications@slcc.co.uk for more information.

For more information please visit www.slcc.co.uk/community-governance

HONOURS DEGREE (LEVEL 6), LEADERS IN THE SECTOR QUALIFICATION

How you study: The course is part-time and distance learning with two face-to-face events and one virtual event each year, and many opportunities to meet your tutors and fellow students online.

Start date: 1 February 2024

WHAT YOU WILL STUDY OVER TWO YEARS:

SLCC3004 Community Governance Research Project (30 points)

Examine a specific community governance topic that has an impact on the local community or the parish, town, community (local) council sector. Complete a major piece of research that shows originality within the local council sector.

SLCC3002 Delivering Public Services (30 points)

Examine the detailed and complex knowledge and planning required for the effective delivery of public services for a local community. Explore the meaning, purpose, funding and perception of public services. Consider how to explain public services to a public audience.

SLCC3003 Management & leadership (30 points)

Obtain a practical experience of management and leadership. Work in a team to organise and manage a thought-provoking training seminar relevant to the work of parish, community and town (or local) councils. Present your interim findings from your research project.

SLCC3001 Power & Politics in Community Governance (30 points)

Examine the intricate political context that has an impact on local community governance and questions the effectiveness of the UK's representative democracy at all levels. Focus on the complex and varied relationships between different tiers of government. Explore the tensions between a centralist government and localism and between confrontational party politics, consensus and coalition.

"I would like to thank the tutors on the Community Governance course for their patience, constructive criticism, support, encouragement and much more. You have been brilliant in allowing me to grow, reflect on my role as parish clerk, gain in confidence and succeed. This has been an entirely positive experience of higher education."

Belina Boyer PSLCC, Clipstone Parish Council and Bleasby Parish Council

The tuition fee for each qualification is £6,500* (£3,250 per year) normally paid in instalments over two years with an initial deposit of £375 (the deposit covers administration and registration process for starting the course) which will be deducted from the final invoice. *Fees usually increase annually.

Level 6 students can apply for student finance (if they have studied Level 4 and 5.) Contact qualifications@slcc.co.uk for more information.

For more information please visit www.slcc.co.uk/community-governance

MASTERS IN PUBLIC LEADERSHIP (LEVEL 7)

How you study: The course is part-time and distance learning with one in-person event per module and many opportunities to meet your tutors and fellow students online.

Start date: 1 April 2024 (student intake every two years)

WHAT YOU WILL STUDY OVER TWO YEARS:

POPP5056 Leading Change (30 points)

Leading Change delves into the complexities of organisational transformation in public service delivery. It evaluates the challenges arising from the evolving governance of the public sector, while investigating the drivers of change. Students explore steps in leading change, from proposals and implementation to delivery. They consider how to build the values, behaviours, and culture that drive innovation and change. Students critically reflect on the appropriateness of different models of leadership in a variety of contexts, questioning debates over transactional and transformational leaders, while investigating the demands of adaptive and pragmatic leadership.

POPP5057 Empowering Communities (30 points)

Empowering Communities evaluates the complexities of working with local communities, considering how to translate the principles of community empowerment into practice. Students explore theories of community leadership, sustainable communities, and empowerment. They explore overcoming inequalities and boundaries across communities; mobilising community assets; determining levels of engagement across different communities; undertaking effective communication; and enhancing democratic community governance. Students reflect critically on conditions for effective community participation, while evaluating the potential for empowerment.

POPP5058 Collaborative Innovation (30 points)

Collaborative Innovation provides the opportunity to evaluate collaborative governance. Harnessing multiple perspectives, resources and interests is an approach for delivering transformation and place-leadership. This module engages with debate and explores the challenges of collaboration and collaborative leadership. Students reflect on forms of collaboration in the changing landscape of public service delivery, while evaluating different theoretical approaches. They investigate the cycle of collaborative innovation and the demands of everyday practices. Students assess the strategies and tactics of network formation; different styles of network leadership; management of collaborative outcomes; and questions of accountability and political anchorage. They investigate the skills essential for collaborative practitioners.

POPP5059 Designing Public Services (30 points)

Designing Public Services invites students to consider the meaning of public services in society and the breadth of service delivery models. Students are introduced to a range of models of service delivery, different arguments contained within them and their application in practice. This module engages with the 'visioning' of new services including options appraisals and project delivery. Students examine commissioning and procurement; insourcing and outsourcing; partnerships and joint ventures; shared services; mutuals and cooperatives; hybrid organisations; co-production; and services as structures and processes. The module considers public value creation and public services. Students reflect on how services provide value to the community and society.

POPP5060 Policy into Practice (30 points)

Policy into Practice is an opportunity to undertake an individual policy development project. Students are introduced to problem-based policy development, exploring the processes of designing and carrying out an evidence-based inquiry into an identified policy issue facing an organisation or a community of practitioners. Students investigate the key processes of research into practice, investigating problem-definition; undertaking an independent review of existing evidence; ensuring ethical guidelines; collecting, analysing, and interpreting different types of data; generating recommendations; and writing for policy. Students undertake an individual project, generating evidence to inform a policy briefing, leading to recommendations for policy development.

The tuition fee for each qualification is £7,000* (£3,500 per year) normally paid in instalments over two years with an initial deposit of £375 (the deposit covers administration and registration process for starting the course) which will be deducted from the final invoice. *Fees usually increase annually. Level 7 students can apply for student finance (if they have studied Level 4, 5 and 6.) Contact qualifications@slcc.co.uk for more information.

For more information please visit www.slcc.co.uk/community-governance

Budget monitoring report

DUSTON PARISH COUNCIL

9 months to December 2023 v. budget 2023/24

	Budget for year 2023/24	Actual spend 9 months to 31.12.23	Ear marked reserves movements (from/to)	Total costs after transfers to/from EMR	Budget variance (still to spend)	Quarter 3 % of budget spent	Comments
	£	£	£	£	£	£	
Expenditure							
Employees salaries, national insurance, pension, training	342,350	237,490		237,490	104,860	69%	
Councillors allowances	5,900				5,900	0%	
Audit, legal and professional memberships/licencing	37,200	47,588	(9,056)	38,532	(1,377)	104%	Includes NCA membership which relates to the full year. Legal fees re St Lukes leases to be taken from contingency.
Insurance	15,500	15,487		15,487	13	100%	Insurance is paid for the full year
Grants	10,500	3,413		3,413	7,087	33%	
Youth and play equipment	20,000	48,289	(40,275)	8,014	11,986	40%	Play equipment purchased £40,275 = transferred to CILS budget
Computer software, IT support, website/equipment	8,150	11,806	(3,981)	7,825	325	96%	Includes Balais software which relates to the full year
Admin and office costs, telephone, stationery, photocopier	18,400	9,581		9,581	8,819	52%	
Events, engagement and wellbeing	20,000	17,112		17,112	2,888	86%	Includes DFD which is the main community event for the year
Newsletter and publications	3,000	1,000		1,000	2,000	33%	
Van running cost	2,800	4,811		4,811	969	65%	
Cleaning, waste removal	17,200	10,731		10,731	6,469	62%	
Business rates and rent for lobby	4,750	7,869		7,869	(3,119)	166%	Includes additional rates for the year for empty offices at St Lukes, overspend to be taken from contingency
Security	2,950	2,483		2,483	467	84%	
Heat, light and water	80,000	45,614		45,614	34,386	57%	Electricity and gas lower usage lower during the summer period
Maintenance contracts, environment, repairs, equipment	56,800	126,738	(45,309)	81,489	(14,689)	122%	Includes flag's winch, signs, benches and gates = transferred to CILS budget. Sign at St Lukes agreed to spend from general reserves £2,132. Roof repairs St Lukes agreed to spend from general reserves £15,720. Tree works agreed from general reserves £11,800.
Planning	200				200	0%	
Loan repayments	119,334	119,334		119,334		100%	Loan repayments are paid in two tranches each year
Contingency	18,000				18,000	0%	
2026 Grounds maintenance provision	19,917				19,917	0%	Will be a year end reserves movement
Environment and community 4 year plan	5,000				5,000	0%	
Capital projects CILS fund	100,000		79,798	79,798	20,202	80%	Play equipment and benches spend transferred to CILS spend budget
Total expenditure	917,951	706,511	(18,823)	687,688	230,263	75%	

	Budget for year 2023/24	Actual 9 months to 31.12.23	Ear marked reserves movements	Total income after transfer to/from EMR	Budget variance (still to receive)	Quarter 3 % of budget received	Comments
	£	£	£	£	£	£	
Income							
Room hire	84,500	84,467		84,467	(33)	100%	
Tenants, nursery and cafe	135,000	89,602		89,602	(44,398)	67%	Includes some rent in advance to Mar 24, utilities still to recharge/ empty offices
Miscellaneous	3,000	5,622		5,622	2,622	187%	Interest income higher than anticipated
Precept	597,451	597,451		597,451		100%	Full precept received
From ear marked reserves (CILS)	100,000		79,798	79,798	(20,202)	80%	Offset above against maintenance/play equipment
CILS monies received		12,582	(12,582)				CILS monies not budgeted trf to ear marked reserve
Other grants		3,040					Grant monies not budgeted
Other transfers to ear marked reserves							
Total income	917,951	792,724	67,216	856,940	(61,011)	93%	
Total income less expenditure year to date - 31.12.23		86,213	86,039	169,252	169,252		



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PWLB lending facility

BALANCE OUTSTANDING AS AT 31 Mar 2024

8 April 2024

DUSTON PARISH COUNCIL (NORTHANTS)

LOAN REFERENCE NUMBER	REPAYMENT DATES	LOAN TYPE	REPAYMENT METHOD	PRINCIPAL BALANCE OUTSTANDING (£)
PW499071	10 May - 10 Nov	FIXED	EIP	£228,000.00
PW499243	23 Jun - 23 Dec	FIXED	ANNUITY	£125,773.49
PW501550	23 Jun - 23 Dec	FIXED	ANNUITY	£273,630.17
PW502673	02 Jun - 02 Dec	FIXED	ANNUITY	£359,709.75
PW501310	23 Jun - 23 Dec	FIXED	ANNUITY	£127,544.17
PW503088	13 Jun - 13 Dec	FIXED	ANNUITY	£367,224.12
TOTAL OUTSTANDING BALANCE:				1,481,881.70
TOTAL NUMBER OF LOANS:				6

This report reflects scheduled transactions only, as such, early or late repayments are not reflected. Please contact pwlb@dmo.gov.uk if you have any queries.

