

Strumpshaw Parish Council Minutes

Parish Council Meeting held Wednesday 27 July 2022 at 7:30 p.m. at Strumpshaw Community Hall, Mill Road, Strumpshaw, NR13 4FS.

Present: Sheila Ashford (Chairman), Martin (Olly) Page (Vice-Chairman), Paul Dexter, Michael Green, Martin Kentish, Paul Kitley and Tina McAulay.

In attendance: Tanya Rowlandson (Clerk), Sarah Cartwright (Chairman, Community Hall Committee), Bob Hunt, Lynda Hunt (Community Hall Committee Members), Jan Davis and Eleanor Laming (District Councillors), Alasdair Fraser (Tree Warden) and 1 member of the public.

1. Apologies and approvals for absence

Apologies received from Andrew Proctor (County Councillor) and Hilary Hammond (Chairman of Buckenham Wood Project Committee).

2. Declarations of interest in any items on the agenda - none.

3. It was unanimously **resolved** to approve the minutes of the Parish Council meeting held 17 May 2022.

The minutes were signed by the Chairman, Sheila Ashford.

4. Chairman's announcements

Following the sad passing of former chairman, David Varley, Sheila Ashford wished to formally record our sincere appreciation to David and his family for his expertise and efforts in ensuring the successful completion of the community hall and for his time served on the Parish Council.

5. Suspend standing orders for public participation and receipt of reports from County and District Councillors, Police and Tree Warden

Copies of the District Councillor's report are filed with these minutes.

Cllr Laming informed the meeting a park and ride tender for Postwick and the other four sites around Norwich would be put out around March 2023. As the Postwick site was the least used park and ride site it faces the risk of not being reinstated as a park and ride site. The Parish Council resolved to send a letter expressing concern the potential loss of service and impact to the wider community.

Alasdair Fraser (Tree Warden) reported that whilst it's a quiet time of year, the recent drought is putting stress on the survival of the recently planted tress that were planted as part of the Queen's green canopy. Bamboo canes continue to be damaged and metal spirals continue to be stolen, but apart from that commented "all is well".

Public participation:

A member of the public thanked the volunteer members of the Parish Council who cut back overgrowth on some of the footpaths but suggested that Norfolk County Council be made aware of any broken/fallen branches on the footpaths, in particular the footpath alongside the riding stables on Buckenham Road.

LH expressed continued concern that users of mobility scooters and people with pushchairs continue to struggle using the gravel section of the footpath on Mill Road and that this needs to be tarmacked. It was agreed that this would be raised with the Highways Engineer, Paul Sellick at next Wednesday's meeting.

6. The CHC operational update and revised hire charge policy was presented by Sarah Cartwright.
A copy of the report is filed with these minutes.

The Parish Council unanimously resolved to accept Graham Varley's quote for the works to provide a path to the wooden shed at the community hall.

The Parish Council further resolved to accept the revised hire charge policy, and that the Parish Council member on the CHC (TM) and the CHC chairman (SC) continue to use their discretion as to the discretionary charges and any discounts awarded will be reported back to the Parish Council.

7. New clerk probationary review

The 6 month probationary review had been carried out. Sheila Ashford proposed that TR's position as Clerk and RFO be confirmed as permanent and that the salary grade be accelerated by 2 points to SCP 16 (currently £12.70 per hour). Paul Dexter seconded this; all councillors were in favour.

The next performance review would be carried in 6 months, upon the 1-year anniversary of appointment.

8. Speeding and to consider the purchase of a Speed Awareness Message Sign (SAM2)

The Parish Council resolved to explore the purchase of a SAM2 through private donations from individuals and local businesses or charities. County Councillor Andrew Proctor has agreed to contribute up to £2000 from his member's highways division fund.

Westcotec's basic package (if we do not need to purchase/install any additional posts) is £3,319 exc VAT. This figure includes the optional data collection unit at £379, additional brackets could be purchased later at a cost of £52 per set if required.

A meeting has been scheduled for 3 August to meet with Paul Sellick, Area Highways Engineer to look at potential site locations for the SAM2 unit.

The Parish Council received two charitable donations of £600 each for the new bus shelter. Following receipt of the invoice from Westcotec for installation of the bus shelter, the Parish Council has a surplus of £535 and is in the position of returning £267.50 to both charitable trusts.

It was resolved that the Clerk write to the two charities to advise that whilst we can now refund them £267.50 each, would they consider donating their £267.50 towards the purchase of the SAM2.

9. Nominations for two trustees to the Strumpshaw Trust

The Charity Commission had agreed that the Strumpshaw Marsh Charity, the Strumpshaw Neighbourhood Trust and the W C F Holmes Coal Charity can be

merged into the Strumpshaw Trust.

Trustees from the Strumpshaw trust invited the Parish Council to nominate two trustees, one to serve for 3 years and one to serve for 4 years.

Sheila Ashford proposed Hilary Hammond (to serve 4 years) and Mary Green (to serve 3 years) this was seconded by Tina McAulay.

All councillors present were in favour of the appointments.

10. Annual reviews:

- 10.1. Financial regulations
- 10.2. Duties of Responsible Financial Officer
- 10.3. Review of effectiveness of internal audit
- 10.4. Review of internal controls
- 10.5. Risk assessment

Minor revisions have been made to the financial regulations, duties of the responsible financial officer.

The review of internal controls has been updated following the successful transition to Scribe and the change to the Community Hall banking arrangements now passing through the Parish Council current account held with Santander.

The risk assessment has been updated to include the new bus shelter. The Clerk is awaiting a response from the insurance brokers for the amended policy request for the inclusion of the new bus shelter.

The revised policies were previously circulated to all councillors for their review by the clerk.

Martin Page proposed and Paul Dexter seconded, that the revised documents be adopted. All councillors were in favour of adopting the revised documents.

11. Finance report and agree payments:

- 11.1. Review of payments and income against budget
- 11.2. To approve payments and income received
- 11.3. To check the bank reconciliations
- 11.4. Reserves

The reports had previously been circulated to all councillors by the Clerk.

Paul Dexter proposed and Tina McAulay seconded the approval of payments and income received. These were unanimously approved by the Council.

12. Notice boards

It was agreed that the noticeboard outside The Shoulder of Mutton needed refurbishment and should be reorientated to face the footpath as this would be more accessible and easier to read.

Martin Kentish volunteered to carry out the refurbishment and repositioning of the noticeboard (potentially with the assistance of volunteers from Brundall Mens Shed) and would seek permission from the pub landlord for the re-orientation of the noticeboard.

13. Dog fouling and dog poo bins

The clerk had obtained some warning stickers on dog fouling from Broadland District Council for posting in the parish and had arranged for an article to be published in the next parish news warning offenders of the potential fines.

The District Council no longer provides dog poo bins but offers a weekly commercial emptying service with the default emptying frequency set at once a week, £3.80 per bin (£197.60 pa).

The Parish Council would be responsible for purchasing the bin, however there is no provision for this in the current financial year's budget.

14. Allotments

Members of the Parish Council recently carried out allotment inspections and were concerned with the number of weeds on the allotment path. The members also agreed that allotment plot 1 was not being cultivated in line with the allotment rules.

Sheila Ashford proposed and Martin Page seconded that the allotment holders of plot 1 be served notice, giving them 28 days to cultivate at least 50% of their plot and to remove any pernicious weeds from the whole of the plot, or have their licence to use the allotment terminated.

All councillors were in favour and it was resolved that the clerk write to serve notice to the allotment holders of plot 1 and that a reminder should be sent to all allotment holders regarding the responsibility of maintaining the allotment path in line with allotment rule 1(b) iii:

“To keep that portion of the allotment garden path and any roadway that is adjacent to the allotment free of any obstruction, and to cut the grass and trim back the blackberries or other hedges”

15. Planning Applications:

15.1. The Parish Council had no comments in respect of Broads Authority planning application no. BA/2022/0216/FUL - Staithe Cottage, Low Road, Strumpshaw. Construction of a new “welcome hut” to meet and greet visitors.

15.2. Broadland District Council application no. 20221007 - Robel Cottage, 47 Norwich Road, Strumpshaw. Single storey side and rear extensions, with re-facing of existing property and conversion of garage to studio.

The Parish Council had no objections to the building design plans but wished to acknowledge and support a neighbour's concerns that the existing hedging and trees on the boundary lines both to the rear and northwest of the garage are retained and should not be altered or moved.

16. Buckenham Woods

The Parish Council discussed its role in raising funds for the potential purchase of the 7.5 acres of woodland from Malcolm Savory and whether this could be facilitated by a new trust. This could enable a more diverse customer base such as educational as well as recreational purposes and access to other funding

opportunities not available to a Parish Council.

Michael Green proposed that a meeting should be arranged with Malcolm Savory to discuss his timeline for the sale of the land, Martin Kentish seconded this proposal.

6 councillors voted in favour; the chairman abstained from voting.

It was unanimously resolved to close the public meeting at 9.05 p.m. and exclude the public and press for item 18 because their presence would be prejudicial to the public interest due to confidential nature, in accordance with the Public Bodies (admissions to meetings) Act 1960 s1(2)

17. Date of next meeting 20 September 2022 at 7:30 p.m.

18. Buckenham Woods

The Parish Council discussed the mandate for Michael Green and Paul Kitley to meet with Malcolm Savory. The Chairman abstained from the discussions.

The private session of the meeting closed at 9:20 p.m.

Broadland District Councillor Report for Strumpshaw Parish Council Meeting – 19 July 2022

Planning applications which involve overnight accommodation are still on hold while the issue of how to address nutrient neutrality is being determined by the council and other planning authorities across Norfolk. The Planning Team will be expanded to address the additional workload issues related to an increase in applications coming in.

We have now entered a new financial year and ward grants are available again to support groups or initiatives that meet identified local need. Each district councillor has an annual budget of £500 to spend on projects within their wards.

On 25 May Cllr Davis had a meeting on site with Anglian Water (4 x managers/supervisors) and the RSPB Manager, Tim Strudwick, to discuss the ongoing problem of unconsented sewage discharges in Cantley onto the RSPB reserve. Initial work on the manholes has been insufficient and further work is now planned to increase capacity in the sewer system and improve early warning systems to be able to respond sooner when there is a potential blockage. Work is likely to take place in mid-Summer. Discussions have taken place re the possibility of planting a hedge on RSPB land to screen the sewage works.

Cllr Davis asked Network Rail to attend a PC meeting to discuss Level Crossing safety in Cantley. Network Rail have been unable to send a representative, but they have offered to meet on site on the 26th July.

In July BDC engaged in a Peer Review with the Local Government Association to help look at its focus for the future. A small team of experts came to observe and engage with the work the council does and will provide a report and recommendations.

Updated information on street cleaning has gone out to all parish and town councils. The district has been split into high, medium and low intensity areas. High/Medium intensity areas are inspected every 3 weeks as a minimum and Low intensity areas are inspected every 9 weeks. Areas will be graded A, B, C or D with A being no litter and C and D being significant litter. Litter and dog bins on Council owned land will be emptied when capacity reaches 90%. Fly tips will be collected within 1 working day of being reported. Veolia are working with Emmaus Norfolk & Waveney to reuse items collected as part of the Bulky Waste service.

Veolia are creating a Broadland Environment Fund that will provide £10,000/year to fund community projects in the District. Projects will need to demonstrate a positive impact on the environment. More details on how to apply for funding will be available shortly. Veolia will work with the Council to set up Parish Champions groups to carry out litter picks in the District, supporting them with equipment such as litter pickers, hi-vis, sacks and organising collection of waste.

The completion of the purchase of the Horizon Building on Broadland Business Park to accommodate the ONE Team is expected in the next couple of weeks. The project has been named "Beyond the Horizon."

The discretionary element of the Energy Rebate Scheme for residents is now available. Money is provided in partnership with the Warm Homes Team and the Benefits service and is to provide top-up payments to residents on low incomes who are struggling with their household energy bills. Residents can email: financialsupport@southnorfolkandbroadland.gov.uk

Residents are being invited to have their say on the services provided by BDC by joining a customer panel to engage with the council and provide feedback on its services. Panel members will be invited to take part in at least 3 online surveys a year and may be invited to take part in further research.

The Tots2Teens Club at BDC has been running for 30 years. Bookings for the Summer Holiday are now open for children 5 and upwards who live or go to school in Broadland. A "30 Things" summer family challenge has been set up. Challenges are all free or low cost. The scheme will run until 5 September and those who complete the challenge will be awarded a badge and certificate. Challenge sheets are being distributed through schools.

The Community at Heart Awards are open now in Broadland to reward groups in the community. Nominations close on 12th September.

A Town and Parish Council Forum was held online on 13/7/22. The main points from this were:

BDC is appointing a Pride in Place Officer to improve engagement between parish and town councils and the district council.

A new LGA Model Code of Conduct template has been released with guidelines. BDC is looking to adopt the new code with amendments in time for the May 2023 elections. Parish and town councils will be consulted on the proposed code.

A new protocol will be developed around Civility in Public Life. This covers the general treatment of councillors in their role.

So far 89 people from Ukraine have arrived in Broadland and 166 in South Norfolk. Accommodation checks are carried out before housing is offered and a welfare visit is conducted within 2 days. Help is given with working on skills and offers of employment. BDC is looking at long term provision of accommodation. Community Information sessions being run in Aylsham and Diss.

BDC Community Connectors spend approximately half their time in GP surgeries and are able to pick up issues and help address these to improve people's lives. They also take referrals from other organisations including parish and town councils.

A review was given on the Community Infrastructure Fund available to parish and town councils to help areas to develop and address the impacts of growth. More CIF officers will be appointed in the Economic Growth team to assist with delivery of the fund.

(Submitted by Cllr Jan Davis and Cllr Eleanor Laming /7/22)

Agenda item 6 - Community Hall Update

1. Financial update

Cost Centre	Reserves at 1/4/2022	Receipts YTD	Payments YTD
CH Improvement & Development	£8,956	£0	£1,304
CH Operation & Maintenance	£12,679	£4,034	£2,127

2. Operational matters

- Regular hirers – continue with one additional class per week added.
- Ad hoc hirers – feedback continues to be very good.
- Volunteer – please note Rod McBride has volunteered to help with CHC activities. Both parties will make a decision about him joining the CHC once we have met and got to know each other.
- Insurance renewed – we received the discount for the 3-year agreement which started 12/05/21.
- Benches – all four have been constructed and put in place.
- Closing mechanism fitted to kitchen door

3. Completion of outside ground works – see appendix A - Paper for decision

4. Annual review of formal documentation – the following documents have been reviewed and revised:

- **Risk review** – see appendix B
- **Hiring agreement** – see appendix C
- **Conditions of hire** – see appendix D
- **Health & Safety Policy** – see appendix E

5. Hire Charge policy

- refer appendix F for revised paper
- Exceptions – Hire to Graham Varley for the wake of David Varley

6. Planned activity

- CHC organised events
 - 30th September Macmillan coffee Morning
 - 7th October Cold Case Talk
 - 12th Nov Music evening by Yare Folk

Agenda item 6 – Appendix A – Completion of outside groundworks

1. Introduction

- The proposal for the outside space that was agreed by the parish council in July 2021 has largely been completed; fences and gates erected, shed erected, and lawns laid.
- The only outstanding item was to move the excess gravel from the car park to create a path beside the heat pump compound and around the shed.
- However, it became clear that we need to extend the paving from the corner to the shed so hirers equipment could be wheeled to and from the shed. The remaining area can be laid to gravel.

2. Quotes to extend the paving, lay down weed proof membrane, and move the excess gravel from the car park onto the membrane

- Contractors working in this area are very busy and we have spent much effort and many weeks trying to get three comparable written quotes. Thanks to Paul who has helped with this.

Company	Written Quote	Amount	Comments
Matthew C and H Landscaping and Driveways	Yes 20/2/22	£ 1,632	<ul style="list-style-type: none"> • We don't know if Matthew charges VAT and if this price includes or excludes VAT • Paul spoke to Matthew who said he was happy to quote for the labour and specify materials but despite reminders has not been back in touch • It's likely that this quote is now out of date due to rising material costs
Graham Varley	Yes 6/7/22	£ 1,660 plus vat	<ul style="list-style-type: none"> • Graham has quoted for exactly the work we need and did lay the path to the pedestrian entrance so we know he will complete to a good quality
Dean Anglia Landscaping	No	£1800-£1900	<ul style="list-style-type: none"> • Took ages to produce quote in April – • FB message - To complete paving around the side of hall to access the shed with the paving already in place with a wooden sleeper wall to retain the ground will be around £1800-£1900 to complete. I am still not VAT registered. • Paul has spoken to Dean several time since, he said he's keen to do the work and can do it in the required timescales but despite several reminder has not produced a written quote
Harry Millar Groundworks & construction	Yes 29/6/22	£2118+vat Or 15% discount £1800+vat for advertisement board	<ul style="list-style-type: none"> • Harry has been very professional to deal with, quoted the very next morning and is responsive. • He runs a vat registered company. • To give us the £318 discount Harry would like a sign on the internal side of the fence by the gateway onto the road for six months.
Jack Angel	Yes 16/5/22	Labour £1,625 (no vat charged) Materials £1,321(ex vat) Total £2,946	Jack took a while to produce the quote and then overspecified the work, he has been asked to requote and been reminded several times

3. Recommendation

- To award the work with Graham and ask him to complete by the end of August
- If this is not possible award the work to Harry Millar

Strumpshaw Community Hall Committee - Risk Management Plan - completed 01/04/2021 - updated May 2022

This is a risk assessment for Strumpshaw Community Hall to identify and manage the risks to people using the hall and those involved in its operation and maintenance.
This will be reviewed annually and shared with CH Committee members, hirers and contractors involved in cleaning and maintenance.

Activity	Hazard	Control Measures	Control measure in place	Residual Risk
Use of Microwave oven	Switching on	Dry hands prior to operating switch	Y - Poster on the top of the microwave advising users	low
		Do not switch on when empty	Y - Poster on the top of the microwave advising users	low
		Microwave inspected regularly as part of Portable Appliance Testing regime	Y - maintenance schedule in place for annual PAT testing	low
	Hot food & containers	Puncture cling film if used and be aware of steam when removing	Y - Poster on the top of the microwave advising users	low
		Use protective gloves	Y - Gloves kept on top of microwave	low
		Do not use tinfoil or metallic containers	Y - Poster on the top of the microwave advising users	low
	Incorrect use of equipment or cooking procedure. This could lead to undercooked food or overheating.	Follow manufacture's recommended heating times for the oven	Y - Poster on the top of the microwave advising users	low
		Stir as required, check food is thoroughly cooked before serving	Y - Poster on the top of the microwave advising users	low
		Never put sealed containers or metal implements in the oven	Y - Poster on the top of the microwave advising users	low
	Superheated liquids	Fire blanket in kitchen	Y - Poster on the top of the microwave advising users	low
		Kettle provided for heating water	Y - Poster on the top of the microwave advising users	low
	Spillage of food & liquids	If heating liquids stir before and after heating	Y - Poster on the top of the microwave advising users	low
		Cover food during heating	Y - Poster on the top of the microwave advising users	low
Mop up and dry spills immediately both inside and outside oven		Y - Poster on the top of the microwave advising users	low	
Cleaning requirements in place		Y - Within Conditions of hire and hirers are talked through cleaning requirements before their first hire	low	
Defective equipment	Air vents should not be obstructed	Y - Poster on the top of the microwave advising users	low	
	Do not use if door or turntable broken	Y - Poster on the top of the microwave advising users	low	
Use of Hot Water Boiler	Switching on	Dry hands prior to operating switch	Y - Poster on the notice board advising users	low
		Do not switch on when empty	Y - Poster on the notice board advising users	low
		Boiler inspected regularly as part of Portable Appliance Testing regime	Y - maintenance schedule in place for annual PAT testing	low
	Scalding - children & vulnerable adults	The boiler or kettle will only be used in the kitchen, hirers will be advised that children and vulnerable adults should not go in the kitchen	Y - hirers talked through this before their first hire	low
	Hot Water	Sign on the boiler	Y - Poster on the notice board advising users	low
Spillage	Mop up and dry spills immediately	Y - Poster on the notice board advising users	low	
	Cleaning requirements in place	Y - Within Conditions of hire and hirers are talked through cleaning requirements before their first hire	low	
Use of Fridge	Poor food hygiene	Hirers know that they have to check the fridge is cold enough, to store food correctly, and follow good hygiene practices	Y - Poster on the fridge door advising users	low
	Spillage of food & liquids	Hirers know that they have to wipe the fridge and leave it clean at the end of their hire	Y - Within Conditions of hire and hirers are talked through cleaning requirements before their first hire	low
Slips, trips & falls	injury may be caused if spillages are left on floors or objects cause a trip hazard	Good lighting throughout hall including emergency lighting	Y	low
		Hirers know through hire agreement to clear up spillages immediately and know where equipment for this is kept	Y - Within Conditions of hire and hirers are talked through cleaning requirements before their first hire	low
		Door mat at main entrance to stop rain water being carried in	Y	low
		No trailing electrical leads or cables	Y - Within Conditions of hire	low
Work at height	injury may be caused if falling from height	Appropriate stepladder securely stored and available for use	Y - kept in locked plant room	low
		Hirers know that they are responsible for using the stepladder safely	Y - Within Conditions of hire - HSE guide to safe use of step ladders stored in blue instruction file kept in kitchen	low
		Hall committee members and cleaner know how to use the step ladder safely	Y - HSE guide to safe use of step ladders stored in blue instruction file	low
Hazardous substances	Direct contact with cleaning products	Mops, brushes and rubber gloves provided	Y	low
		Cleaning products stored securely	Y	low
		Cleaning product information stored in the kitchen	Y	low
Electricity	Risk of injury from faulty equipment or installation	Fixed installation correctly installed by qualified electrician and inspected regularly	Y	low
		Portable Appliance Testing carried out regularly by qualified electrician	Y - maintenance schedule in place, next tests due Sept 2022	low
		All repairs, maintenance and testing by qualified electrician	Y	low
		Equipment should be checked for visual signs of damage before use	Y - Within Conditions of hire	low
		Hall hirers & Contractors know they are responsible for any equipment they bring to the Hall	Y - within conditions of hire and in contractors working policy	low
Theft	Intruder alarm system installed which is regularly maintained and remotely monitored, and response procedure documented	Y - maintenance schedule in place for annual PAT testing	low	

Stored Equipment	Slipping on path to the storage shed	Paved path to be installed	N - award contract decision 19/07/22 PC meetingh	Medium if we have lots of rain and the path is muddy
	People could be injured by falling equipment	Hall committee members and Hirers know how to stack tables and chairs on the trolleys	Y - within conditions of hire and hirers talked through this before their first hire, and diagrams attached to the trolleys	low
Fire	Risk of injury from smoke inhalation or burns	Fire risk assessment done when the hall was built and reviewed annually by CHC	Y - Mark Hopkins & Sarah Cartwright 20/04/21 following ACRE information sheet 37 Fire Safety in Village Halls. May 2022 no changes have occurred to change this assessment No additional control measures were identified.	low
		Fire detection, fire alarm, emergency lighting and fire extinguishers all professionally serviced regularly	Y - Serviced every 6 months	low
		Fire alarm and emergency lighting checked weekly	Y	
		Fire safety guidance and emergency plan	Y - within conditions of hire and hirers talked through this document before their first hire, also displayed on notice board in Hall	low
CHC membership	Financial loss is incurred by the Parish Council or the individual due to decisions made	CHC Terms of Reference Agreed with the Parish Council	Y - and reviewed by PC annually	low
		Parish Council General H&S Policy and Volunteer Policy	Y - All CHC members have been asked by email to confirm acceptance	low
		CHC Formal meetings used to ensure open discussion before decisions made, rational for decisions captured in meeting notes.	Y - Meeting notes agreed with CHC and shared with Parish Council	low
		Parish Council Insurance Policy	Y - officers liability cover in place	low
Legionella	Legionnaires' disease is a potentially fatal form of pneumonia caused by the inhalation of small droplets of contaminated water containing Legionella. All man-made hot and cold water systems are likely to provide an environment where Legionella can grow. Where conditions are favourable (ie suitable growth temperature range; water droplets (aerosols) produced and dispersed; water stored and/or recirculated; some 'food' for the organism to grow such as rust, sludge, scale, biofilm etc) then the bacteria may multiply thus increasing the risk of exposure.	Flush through the water system if it has been unused, five minutes for each tap or shower head, to remove any risk of legionella or other bacterial build up and ensure U bends are full. Keep clear of spray and wipe up afterwards with household disinfectant.	Y - Tina does this monthly at the beginning of each month.	low
		The hot water system automatically runs a routine cycle to heat the stored water to an elevated temperature (65.C)for a period of time to disinfect the stored water and to the ensure legionella bacteria does not develop.	Y - automatic	low
Children & vulnerable adults in the Hall	Playing on the trolleys used to store tables and chairs and getting injured	Notice on the trollies advising their use only by adults	Y	low
	Abuse, exploitation, radicalisation, mistreatment and neglect	CHC have a safeguarding policy containing procedures that will be followed	Y	low
		A member of the CHC is appointed to be responsible for child and adult at risk safeguarding matters. This person will have responsibility for reporting concerns that arise, as a matter of urgency, to the relevant safeguarding agency.	Y - Tina McAulay	low
		Sign available to hang on toilet door when required advising that children to be accompanied The CHC will ensure that all hirers of the hall have signed a hiring agreement. This will require all hirers who wish to use the hall for activities which include children and adults at risk, other than for hire for private parties arranged for invited friends and family, to produce a copy of their Safeguarding Policy.	Y Y - within conditions of hire	low low
Abduction - unknown adults could come into the Community Hall grounds.	During any outside activity children will be closely supervised by Hirers and appropriate adults. No child will be allowed to leave with an adult who is unknown to Hirers, without checking with the child's parent/carer.	Y - Hirers (other than those hiring for private functions) are required to have a safeguarding policy and hirers talked through this before their first hire	low	
Hot sun can cause sunburn, sunstroke and dehydration.	Children will be supervised by Hirers, who will ensure children have regular breaks for drinks, wear appropriate clothing and have sunscreen applied.	Y - Hirers (other than those hiring for private functions) are required to have a safeguarding policy and hirers talked through this before their first hire	low	

Use of outside space	Wet and slippery ground makes movement more hazardous. People could fall and injure themselves	Activity will stop in heavy rain, snow, sleet or hail.	Y - within conditions of hire and hirers talked through this before their first hire	low
	Broken glass, dog mess, litter etc that could cause injury or illness.	Grounds to be checked carefully by Hirers and volunteers before activity begins, and cleared of any debris.	Y - within conditions of hire and hirers talked through this before their first hire	low
	Hazardous litter could cause injury or illness to Hirers or volunteers when they are cleaning it up.	Hirers and Volunteers will be advised to safely clear up and dispose of litter, including dog mess and broken glass, and provided with gloves, plastic bags and hand washing facilities.	Y - within conditions of hire and hirers talked through this before their first hire	low
	Slips & trips	Have adequate outdoor lighting which is on at all times when the centre is used after dark.	Y - PIR switches lights on	low
		Ensure all Hirers, Contractors and volunteers know that they must keep steps and ramps clear of obstacles at all times.	Y - within conditions of hire and hirers talked through this before their first hire	low
		Parking spaces for visitors with disabilities available next to hall entrance.	Y - within conditions of hire and hirers talked through this before their first hire	low
		Hirers and Contractors know (through legal agreements) to clear up spillages immediately and know where equipment for this is kept.	Y - within conditions of hire and hirers talked through this before their first hire	low
		Outdoor Surfaces to be inspected regularly and repaired as necessary	Y - on maintenance plan	low
		Slopes in paving highlighted with tape to make them more visible	Y	low
	injury if struck by cars entering/leaving car park or moving in it.	Grass area for children fenced to prevent running onto road or car park	Y	low
		Children not allowed on car park without appropriate supervision.	Y - Hirers (other than those hiring for private functions) are required to have a safeguarding policy and hirers talked through this before their first hire	low
	Emergency vehicles may not be able to gain immediate access	Hirers, through hire agreement, are required to ensure car parking is well managed.	Y - within conditions of hire and hirers talked through this before their first hire	low
	People or property could be harmed or damaged by a falling tree or tree debris.	Each tree in the grounds of the property to be risk assessed by a competent person on an annual basis.	Y - on maintenance plan	low
		Remedial action taken to reduce risk where identified as a danger to persons or property		low
		Adjoining owners to be notified if their trees present a risk of danger to persons or property		low
Bouncy castles can be the cause of personal injury	Use not permitted in conditions of hire	Y	low	
People could be harmed if walls, fences, gates or outdoor furniture are not maintained in a safe condition	Annual check for visible signs of damage, deterioration, corrosion or loose masonry or fixings	Y - on maintenance plan	low	
Development and maintenance of outside space (risks additional to those of using the outside space)	Hot sun can cause sunburn, sunstroke and dehydration.	Volunteers will have regular breaks to have drinks in hot weather. Volunteers will be encouraged to use suncream and wear hats and long sleeves.	Y - PC volunteers policy	low
	Use of equipment eg Lawn Mower & Strimmer	Volunteers to be encouraged to wear appropriate safety equipment	Y - PC volunteers policy	low
		Volunteers to be asked if they are experienced in the use of such equipment before they start	Y - PC volunteers policy	low
Doors being caught by the wind and slamming open or closed	Doors without means of being fixed open can be caught by the wind and be rapidly blown open or closed which may hit a person in the vicinity	Action agreed at CHC formal meeting April 2022 to investigate solutions	In the interim regular hirers have been made aware of the risk and asked to be careful, and ad hoc hirers will be warned before their first hire. Kitchen door downs now have closing mechanism fitted.	Medium on windy days
	Doors without pneumatic hinges can be caught by the wind and be rapidly blown open or closed which may hit a person in the vicinity	Action agreed at CHC formal meeting April 2022 to investigate solutions		Medium on windy days
Covid 19	Risk of catching Coronavirus	Hand sanitisers provided	Y - sign in place asking people to use	low
		All other measures previously in place have been removed and the government guideline is that people take personal responsibility for the level of risk they are exposed to		low

- (1) Hirers are allowed 15 minutes prior to the time booked and 15 minutes afterwards to set up and clear up without additional charge
- (2) It is a requirement of the hire that all music will end by 22:45 hours and the function will end by 23.00 hours

B. (1) THE HIRER agrees with the CHC to observe the provisions and stipulations contained or referred to in the CHC's "Standard Conditions of Hire" for the time being in force as annexed hereto (an understanding of which the Hirer acknowledges) together with the Special Conditions set out in the Schedule (if any). It is hereby agreed that the Standard Conditions and any Special Conditions shall form part of the Hiring Agreement unless specifically excluded. By proceeding with the booking the Hirer is deemed to have accepted these Standard and any Special Conditions of Hire.

(2) The HIRER acknowledges that the instructions by the CHC referred to in Clause 9 of the Standard Conditions of Hire will be given prior to the commencement of their first hire.

(3) The HIRER acknowledges that CHC works with Norfolk Constabulary sharing information on bookings to prevent crime and disorder.

(4) The HIRER agrees not to exceed the maximum permitted number of people per room including the organisers/ any performers: 70 people seated or 100 standing

(5) The HIRER agrees with the CHC to be present (by its authorised representative, if appropriate) during the hiring and to comply fully with this Hiring Agreement.

(6) None of the provisions of this Agreement are intended to or will operate to confer any benefit pursuant to the Contracts (Rights of Third Parties) Act 1999 on a person who is not named as a party to this Agreement.

(7) The CHC uses personal data for the purposes of managing the Premises, its bookings and finances, running and marketing events at the Premises, staff employment and its fundraising activities.

In accordance with Strumpshaw Parish Council's GDPR Privacy Policy data may be retained for up to 7 years for accounts purposes and for longer where required by the Premises insurers. The Hirer should contact the Strumpshaw Parish Council Data Controller at clerkstrumpshawpc@gmail.com if there are any questions about the personal data held or to exercise all relevant rights, queries or complaints about the use of personal data.

Signed by the person named in 2 above.....

Signed by the person named in 3 above.....

Strumpshaw Community Hall Standard Conditions of Hire

For the purposes of these conditions, the term “Hirer” shall mean an individual hirer or where the Hirer is an organisation, the authorised representative. As a condition of hire, the Hirer accepts these Standard Conditions of Hire.

The term “Premises” means Strumpshaw Community Hall, Mill Road, Strumpshaw, NR13 4FS (“the Hall”) together with any designated outside space specifically referred to in Clause 5 of the Hiring Agreement (“the outside space”).

1. Booking

- a. The Premises may be booked in accordance with the available times and at the costs agreed.
- b. The Hirer is required to pay the full amount of the hire cost no later than seven days before the event.

The Hirer may also be required to pay a deposit on the date of booking.

The deposit will be refunded within fourteen days after the event provided all conditions of hire have been met.

c. A full refund will be given if cancellation by the Hirer occurs at least seven days before the event. Any cancellations later than this will be at the discretion of the Community Hall Committee (“the CHC”).

d. Bookings of the Premises are available between 06.00 hours and 23.00 hours. The Hirer will have access to facilities for the period booked. Any extensions to time must be agreed in advance or subsequently reported but must not interfere with events booked before or after the Hirer’s session. If the booking is for a period ending at 23.00 hours, the Hirer will ensure that all persons have vacated the Premises and the adjoining the car park by 23.30 hours.

e. The CHC reserves the right to cancel a hiring by giving at least seven days’ notice to the Hirer in the event of :-

- the Premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election or referendum or
- the CHC reasonably considering that such hiring may lead to a breach of the licensing conditions or other legal or statutory requirements or
- the CHC reasonably considering there is a possibility that unlawful or unsuitable activities may take place at the Premises as a result of the hiring or
- the CHC reasonably considering that the Premises have become unfit for the use intended by the Hirer.

In any such case the Hirer shall be entitled to a refund of any deposit or hire fees already paid, but the CHC shall not be liable for any resulting direct or indirect loss or damages whatsoever.

2. Premises and Facilities

a. The Hirer must be over 18 years of age and provide a named contact with a telephone number. This named person will be the Responsible Person for the security of the Premises and be liable for any costs incurred through the loss of keys or any other aspects where these conditions are not observed.

b. The Hirer is, during the period of use, responsible for supervision of the Premises, the fabric and the contents; their care, safety from damage, however slight or change of any sort; and the behaviour of all persons using the Premises whatever their capacity. This includes proper supervision of car parking arrangements in the adjoining car park so as to avoid obstruction of the highway and ensure safe parking with other car park users. Car Parking for users of the Premises is prohibited in Mill Meadow. The Parish Council accepts no liability for any loss, theft or damage to vehicles.

c. All breakages, damage and loss must be reported to the CHC and will be chargeable.

3. Use of Premises

The Hirer shall not use the Premises for any purpose other than that described in the Agreement and must not sub-hire or use the Premises or allow the Premises to be used for any unlawful or unsuitable purpose or in any unlawful way nor do anything or bring on to the premises anything which might endanger the Premises or render invalid any insurance policies covering the Premises.

4. Legal

a. The Hirer must ensure that the terms of every statute, regulation or other requirements authorising or regulating how the Premises are used, are complied with and that any licence or regulation which is required is in place. Without prejudice to the generality of the foregoing, this may include: -

- for the preparation, storing, serving or sale of food.
- for the sale of alcohol. The CHC does not hold a licence for the sale of alcohol at the Premises.
- for the sale of goods on the premises.
- for the use of live or recorded music, showing of films, staging of plays, public dancing or other similar public entertainment.
- in accordance with laws relating to gambling, betting and lotteries.
- in accordance with The Children Act 1989, the Childcare Act 2006, the Safeguarding Vulnerable Groups Act 2006 and all relevant legislation relating to children and vulnerable persons. The CHC has a Safeguarding Policy with which Hirers for events involving children and vulnerable persons will have to comply. This is published on the Hall website.

Hirers, other than those hiring for private functions such as parties, must ensure that only fit and proper persons who have passed the appropriate Disclosure and Barring Service (“DBS”) checks will have access to these groups. Hirers will also need to satisfy the CHC prior to the hire, of their policies with regard to the protection of children and vulnerable persons.

b. The Hirer agrees to pay all charges and other liabilities for all breakages, damage or loss to the fabric of the Hall and any equipment or contents on the Premises as a result of the Hirer’s use of the Premises and the adjoining car park.

5. Liabilities and indemnity

a. The Parish Council and the CHC shall not be liable to the Hirer or to any person using or entering the Premises or the adjoining car park whilst the Premises are in the use of the Hirer, for personal injury or for damage to, loss or theft of any property brought onto the Premises or the adjoining car park.

b. The Hirer shall fully and effectively indemnify the Parish Council and the CHC, its officers and agents against all claims made by, and liability to, any person in respect of such damage, loss or theft.

c. The Hirer shall indemnify the Parish Council and the CHC in respect of the cost of repair of any damage done to any part of the Premises and contents during or as a result of the Hirer’s use and in respect of any liability to third parties or otherwise arising out of use of the Premises by the Hirer.

d. The Hirer shall be responsible for using the Premises in a safe manner and making adequate arrangements to insure against third party claims which may arise out of its use.

6. Disclaimer

a. The Parish Council and the CHC do not warrant that the Premises is fit either legally or physically for the Hirer’s purpose.

b. The Hirer is responsible for any accident or injury arising out of the use of the Premises or the adjoining car park by the Hirer. It is the responsibility of the Hirer to perform any necessary ‘Risk Assessment’ and ensure that the Premises are safe for the purposes of the Hirer.

7. No Transfer

a. The benefits of a booking may not be assigned or transferred, in whole or in part, to any other person or party, and the Premises or any part of it may not be used by any person other than the Hirer and those permitted under his or her hiring.

b. The Hirer acknowledges that no tenancy is intended to be created between the Parish Council/ the CHC and the Hirer and no relationship of landlord or tenant exists between them.

8. Rights of Access

a. The Parish Council and the CHC or their representatives reserve the right to enter the Premises at any time.

9. Safety

a. The Hirer is responsible for ensuring that any electrical appliances brought onto the Premises and used there are safe, in good working order, and are used in a safe manner in accordance with the Electricity at Work Regulations 1989. In addition, the Hirer is also responsible for carrying out a visual inspection to check for damage prior to use of any other electrical appliance in the Premises. If there is any apparent damage the electrical appliance should not be used and the defect should be reported in the Incident Book.

b. The Hirer is responsible for ensuring that no highly flammable substances are brought into or used in any part of the Premises and that no internal decorations of a combustible nature (e.g., polystyrene, cotton wool) are erected without the prior consent of the CHC. Without prejudice to the generality of the foregoing, this shall include the prohibition of open-air helium balloons, fireworks, Chinese Lanterns and all other such objects.

c. The Hirer is responsible for ensuring that no unauthorised heating appliances are used on the Premises. Portable liquefied propane gas (LPG) heating appliances must not be used.

d. The Hirer is responsible for calling the Emergency Services for any accident, incident or fire and for reporting this immediately to the CHC. The full postal address of the Premises is Mill Road, Strumpshaw, NR13 4FS and the What 3 Words reference is Ruling, Ruling, Butchers.

e. The Hirer acknowledges that instruction has been received in the following: -

- The action to be taken in event of fire. This includes calling the Fire Brigade and evacuating the Premises.

- The location and use of firefighting equipment.

- Escape routes and the signs that illuminate them.

- Method of operation of escape door fastenings.

- Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.

- . The operation of the heating, lighting and audio-visual systems in the Premises

- . The operation of trolleys, tables and chairs

- . The operation of all appliances in the kitchen of the Premises

- . The use of cleaning equipment and the stepladder

- . The location of instructional manuals, Incident Book, Accident Report Book and first aid box.

f. The Hirer must ensure that all exits, emergency exits and fire appliances on and in the Premises are free from obstruction, and available for use at all times during the period of use.

g. The Hirer must inform the CHC of the incidence of any accident or injury. All accidents must be recorded in the Accident Report Book. Any incidents or actions that have, or might have, affected the health and safety of any person must be reported in the Incident Book and the details of any defective or broken equipment must be noted there.

10. Noise

The Hirer must ensure that in order to avoid disturbing neighbours of the Premises the minimum of noise is made on arrival, during use and on departure, particularly late at night and early in the morning.

11. Drunk and disorderly behaviour and supply and illegal drugs

The Hirer must ensure that in order to avoid disturbing neighbours of the Premises and avoid violent or criminal behaviour:

a. no consumption of alcohol takes place outside the Premises. No consumption of alcohol is permitted on the adjoining car park or grounds.

b. no one attending the event consumes excessive amounts of alcohol

c. no illegal drugs are brought onto the Premises or the adjoining car park.

Drunk and disorderly behaviour is not permitted either on the Premises or in its immediate vicinity. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way must be asked to leave the Premises and the adjoining car park and grounds in accordance with the Licensing Act 2003 and may be reported to the Police.

12. Smoking

The Hirer must ensure compliance with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder, and also ensure that no vaping takes place in the Premises. The Hirer must ensure that anyone wishing to smoke does so outside in the designated smoking area and disposes of cigarette ends, matches etc. in a tidy and responsible manner in the bins provided.

13. Animals

The Hirer shall ensure that no animals (including birds) except Guide and Hearing dogs and Registered Assistance Animals are allowed on the Premises, other than for a special event authorised by the CHC. No animals whatsoever are to enter the kitchen of the Premises at any time.

14. No alterations

The Hirer must ensure that no alterations or additions to the Premises are made nor fixtures, placards, decorations or other articles installed or attached in any way to any part of the Premises or the adjoining car park without prior written approval from the CHC. In the discretion of the CHC, any approved alteration, fixture or fitting or attachment may remain in the Premises or adjoining car park at the end of the hiring.

Such items will become the property of the Parish Council unless removed by the Hirer and any damage to the Premises or the adjoining car park caused by such removal will be made good by the Hirer to the Parish Council's satisfaction.

15. Storage

The CHC has provided a storage shed on the Premises which may be used by Hirers by entering into the appropriate User Agreement

No equipment and/or other property may be stored in the Hall.

Where a User Agreement has been entered into between the CHC and the Hirer such equipment and/or other property shall be stored in accordance with the instructions in the User Agreement. In all circumstances the equipment and/or other property shall not be stored in such a manner as to contravene the terms of Clause 9 above as to safety.

The CHC accepts no responsibility for any stored equipment or other property brought on to or left at the Premises and all liability for loss or damage is hereby excluded. This applies whether or not a User Agreement has been entered into between the parties.

The Parish Council is not insured against any risks for Hirer's equipment and/or other property stored on the Premises, whether or not a User Agreement has been entered into and any equipment and/or property must be insured by the Hirer.

16. Outside space

Where specifically permitted under Clause 5 of the Hiring Agreement between the parties, the Hirer will adhere to the following conditions relating to the use of the outside space :-

- a. The outside space is for the exclusive use of the Hirer's party for the duration of the Hire Period only.
- b. Access to the outside space is via the two rear emergency exit doors only. The Hirer will ensure that the provisions of Clause 9 f above relating to obstruction are adhered to at all times while the outside space is being used.
- c. The Hirer will use the furniture designed for external use provided and will ensure none of the trolleys, tables or chairs designed for internal use are used outside the Premises.
- d. The Hirer will ensure that no wet and/or muddy footwear is used inside the main hall of the Premises and will clear up debris from such footwear elsewhere in the Premises in compliance with Clause 16 hereafter.
- e. The obligations set out in Clause 20 hereafter as to leaving the Premises in clean and tidy condition will apply equally to the outside space.
- f. No BBQs are permitted on the outside space unless specifically permitted in writing by the CHC prior to use.
- g. No bouncy castles or other inflatable equipment are permitted on the Premises
- h. The Hirer will ensure that the use of the outside space is respectful of the rights of neighbours of the Premises especially as to noise in compliance with Clause 10 above.

17. Use of Wi-Fi.

The Hirer is permitted to have access to the Hall Wi-Fi service for the hire period subject at all times to complying with the following provisions.

a. not to use the WiFi service for any for the following purposes: -

- (1) disseminating any unlawful, harassing, libellous, abusive, threatening, harmful, vulgar, obscene or otherwise objectionable material or otherwise breaching any laws;
- (2) transmitting material that constitutes a criminal offence or encourages conduct that constitutes a criminal offence, results in civil liability or otherwise breaches any applicable laws, regulations or code of practice;
- (3) interfering with any other persons use or enjoyment of the WiFi service; or
- (4) making, transmitting or storing electronic copies of material protected by copyright without permission of the owner;

b. to keep any username, password, or any other information which forms part of the WiFi service security procedure confidential and not to disclose it to any third party.

18. Termination of the WiFi service

The CHC retains the right to suspend or terminate the Wi-Fi service immediately in the event that there is any breach of any of the provisions of these Standard Conditions including without limitation:-

- a. if the Hirer uses any equipment which is defective or illegal;
- b. if the Hirer causes any technical or other problems to the WiFi service;
- c. if, in the opinion of the CHC, the Hirer is involved in fraudulent or unauthorised use of the WiFi service;
- d. if the Hirer resells access to the WiFi service; or
- e. if the Hirer uses the WiFi service in contravention of the terms of these Standard Conditions.

19. Availability of WiFi Services

a. Although it is the aim to offer the best WiFi service possible, the CHC makes no promise or guarantee that the WiFi service will meet the Hirer's requirements or that the WiFi service will be fault-free or accessible at all times.

b. It is the Hirers responsibility to ensure that any WiFi enabled device used is compatible with the WiFi service and is switched on. The availability and performance of the WiFi service is subject to all memory, storage and any other limitations in the Hirers device. The WiFi service is only available to the Hirers device when it is within the operating range of the Hall.

c. The CHC is not responsible for data, messages, or pages that are lost or that become misdirected because of the interruptions or performance issues with the WiFi service or wireless communications networks generally. The CHC may impose usage, or service limits, suspend service, or block certain kinds of usage in its sole discretion, to protect other users of the WiFi service. Network speed is no indication of the speed at which the Hirers WiFi enabled device or the WiFi service sends or receives data. Actual network speed will vary based on configuration, compression and network congestion.

20. End of Hire

The Hirer is responsible for leaving the Premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced. All food and rubbish must be removed from the Premises. Failure to adhere to this condition may result in a deduction from the **deposit**.

21. Acceptance

These Terms and Conditions will have been made available to the Hirer at the time of making the booking. By proceeding with the booking the Hirer is deemed to have accepted these Terms and Conditions.

Health and Safety Policy for Strumpshaw Community Hall and any designated outside space

Part 1 - General Statement of Policy

The policy of the Strumpshaw Community Hall Management Committee (the “CHC”) is to take reasonably practicable measures to comply with all legislative requirements and codes of practice relating to the duties which it has in relation to the management of Strumpshaw Community Hall (“ the Hall”) and any designated outside space specifically referred to in any contract between the CHC and relevant parties (the Hall and any such designated outside space being together hereinafter referred to as “the Premises”)

This is in order to:

- a) provide healthy and safe working conditions, equipment and systems of work for CHC Members, Hirers, Contractors and Visitors to the Premises (hereinafter collectively referred to as “Premises Users”)
- b) keep the Premises and equipment in a safe condition for Premises Users.
- c) provide such advice and information as is necessary for Premises Users.

The CHC will work in the furtherance of these aims by:

- a) identifying and assessing risks;
- b) recording assessments and regularly reviewing them;
- c) eliminating or controlling risks;
- d) monitoring compliance and work conditions;
- e) establishing a clear, sensible and practical safety organisation and arrangements

The CHC considers the promotion of the health and safety of the Premises Users to be of paramount importance.

All Premises Users are expected to recognise and accept their duties:

- a) to follow health and safety instructions and to report dangers;
- b) to take reasonable care for the health and safety of themselves and other persons who may be affected by their acts and omissions;
- c) as regards any duty imposed on the CHC, to co-operate so far as is necessary, to enable that duty to be performed or complied with.

Name: Sarah Cartwright

Position: Chairperson

(On behalf of the CHC)

Date: 19/07/22

Part 2: Organisation of Health and Safety

(a) General Responsibilities:

- i) All Premises Users have responsibility for ensuring that their actions do not compromise the health and safety of themselves or any other person on the premises.
- ii) Any Premises Users who observe a practice or potential hazard, that could compromise the health and safety of any person, have responsibility to act to remove such danger if safe to do so and to report such incidents in the Incident Book for the attention of the CHC.
- iii) Any Premises Users noticing potentially hazardous, broken or ineffective equipment have responsibility to remove such equipment from use immediately if safe to do so, to draw attention to defects by the use of appropriate means (e.g. a warning note) and to note such action in the Incident Book for the attention of the CHC.

Specifically:-

(b) Hirers are responsible for:

- i) complying with all conditions of hire, as set out in the Hiring Agreement, and for ensuring that their organisation/party conducts its activities in line with such conditions, particularly in respect of compliance with all safety requirements and safety notices. Hirers may have responsibilities above and beyond these with regard to insurance and statutory requirements relating to their particular organisation/activity;
- ii) ensuring familiarity with fire safety checks (e.g. keeping fire exits clear) and evacuation procedures;
- iii) ensuring that adequate safeguards are in place to protect the well-being of the disabled, children and vulnerable adults.
- iv) designating a responsible person at each hiring/event who will take charge of evacuation in case of emergency;
- v) checking that, if any portable electrical equipment is brought onto the premises, it is safe for use/has been P.A.T. tested

(c) Contractors are responsible for:

- i) safe working practices in respect of themselves and their employees and for meeting their statutory obligations with regard to Health & Safety legislation and Public Liability Insurance;
- ii) having regard to the safety of Premises Users when working in or on the Premises and/or in respect of anything left/stored on the Premises;
- iii) advising the CHC of any flammable or toxic substances that may be used in the course of work on the Premises.

(d) The CHC are responsible for:

- i) ensuring that all Premises Users are aware of the Health and Safety Policy;
- ii) ensuring that the Health and Safety Policy is fully implemented;
- iii) monitoring compliance with Health and Safety guidelines;
- iv) regularly assessing and reviewing risks and recording such risks;
- v) keeping an 'Incident Book' in which any incidents or actions that have, or might have, affected the health and safety of any person may be reported and in which any defective or broken equipment may be noted;
- vi) taking such action as may be necessary to rectify the situation, to correct faults or to arrange repair of equipment to ensure health and safety and noting such action;
- vii) making such arrangements and releasing such funds as may be necessary to assist in the implementation of this Policy;
- viii) making such representations to Premises Users as may be necessary to ensure their co-operation with Health and Safety Policy, particularly with regard to their actions and activities while on the premises;
- ix) cooperating with Premises Users in pursuance of Health and Safety requirements.

The CHC has adopted a policy of rotating primary responsibility for management of some of the tasks associated with running the Premises between CHC members on a regular basis. These tasks will include the following:-

First Aid box: Check and replenish as and when required - Tina McAuley 07810 466306

Reporting of Accidents/ Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. ("RIDDOR") : Minor accidents to be logged by users in the Accident Book. Complete RIDDOR forms as necessary. Checking Accident Book and Incident Book at least weekly or as advised of incidents. Advise CHC of any actions necessary to remove risks Tina McAuley 07810 466306

Information to hirers: For each booking check that new Hirers have read and agreed to the Standard Conditions of Hire . When amendments made to policy/Risk Assessments contact all hirers to inform and gain their acknowledgement.

In addition, the following persons have been delegated by the CHC to be the primary manager for the following:-

Information to contractors: Liaise with Contractors (including self-employed persons) before work is started. Gain their acknowledgement that they have seen the Health & Safety Policy/Risk Assessments and are aware of their responsibilities - Bob Hunt 07775 916412

Insurance: Liaise with the Parish Council to ensure the insurance covering any liabilities that may arise from use of the Premises is adequate and appropriate - Sarah Cartwright 07710 807090

Safety Notices : Produce and display relevant safety notices in appropriate areas, including copies of Fire Evacuation Procedures and Floor Plans - Sarah Cartwright 07710 807090

Fire precautions and checks: Arrange for annual and periodic inspections of electrical and fire equipment. Keep relevant certificates and display copies on notice board as required. Advise CHC of any actions necessary - Lynda Hunt 07912 505174

Implementation of Policy: Co-ordinate overall management of policy, including amendments and annual review. Responsible for updating policies and risk assessments and presenting them to the CHC for approval. - Mark Hopkins 07825 568092.

Part 3: - Procedures

The H&S policy document will available to download from the Hall website.

All Hirers will be expected to read through the Standard Conditions of Hire and by proceeding with their booking the Hirer is deemed to have accepted these Standard and any Special Conditions of Hire. The Conditions will inform all Hirers about safety procedures at the Premises, which they will be expected to follow (e.g. fire evacuation; use of equipment; reporting of incidents/accidents). All contractors will be made aware of Health & Safety Policy, any identified risks and their responsibilities. All aspects of Health & Safety will be reported to the CHC at each full committee meeting. The full policy will be reviewed annually, with risk assessments and necessary amendments being made as necessary throughout the year. Such amendments will be appended to the policy documents and made known to the Premises Users.

Part 4: - General guidelines to be adhered to:-

These guidelines are provided to assist users in fulfilling their Health & Safety responsibilities.

Premises

- The entrance must be clear of obstacles and hazards at all times that people are entering or leaving the Hall .
- Wet floors must be made safe by the application of an absorbent, non-slip surface until such time as the floor can be thoroughly dried.
- The Hall should be adequately heated, such heating to be used in accordance with manufacturers' instructions and to be adequately maintained and regularly serviced.
- Water should not be heated above 60 degrees Centigrade.
- Any floor coverings should lie flat and edges of rugs/carpets should not be allowed to curl up.
- Spills must be cleared up quickly to prevent slipping.
- Any concerns regarding any electrical installation, plug, lead etc must be notified to the appropriate person/authority immediately.

- Any electrical equipment where there are signs of damage, exposure of components or water penetration etc. must not be touched or operated. A notice should be placed on it warning that it is not to be used.
- All Hirers should acquaint themselves with the position of the fuse box/main switch.
- Electrical leads must not be allowed to trail across floors or from areas where they might be pulled or become caught up.
- Fire extinguishers and the defibrillator will be regularly serviced and all Hirers should fully acquaint themselves with the position of all extinguishers and the defibrillator.
- All Hirers must make themselves aware of the procedure to follow in the event of fire.
- All Hirers should be aware of the position of Fire Exits and must ensure that these are kept clear at all times.
- As good practice Hirers should have a method to account for the number of persons present during their hire.
- Kettles should not be over-filled, nor should the leads be left to trail over the edge of the work top.
- Children should only be in the kitchen when under the direct supervision of an adult and not at any other time.
- All cleaning solutions etc. must be kept out of the reach of children.
- Due care should be exercised in the car park area.
- All equipment should be adequately maintained to ensure that there are no sharp edges, loose screws, splinters etc. and that it is fit for purpose.
- Any freestanding equipment should be sturdy or adequately secured to prevent it from being moved or toppled.
- All Premises Users should exercise care in storage areas, both while removing and replacing items. Each person is responsible for ensuring that any item they stack or replace on a shelf cannot fall or be knocked and so cause injury.
- Hirers are responsible for the safety of people on the Premises during the period of their hire and should supervise as necessary.

Working Practices

It is an individual's personal responsibility to protect themselves from injury when lifting, carrying, pulling or pushing. In order to do this the following guidelines should be observed:

- Do not attempt to lift anything believed to be beyond individual's capability.
- Ask for help with large, heavy or awkward items.
- Where possible, lighten the load, separate items so that they are more manageable.
- When lifting heavy objects bend knees and keep the back straight, ask for assistance if necessary.

Similarly, with reaching to remove/replace something on a high shelf or to position something on the wall above head height, it is the individual's responsibility to protect themselves from injury, as well as to safeguard others by acting responsibly.

In order to do this the following guidelines should be followed:

- Ensure that there is sufficient elevation to see what is being done and do not attempt to pull something from a shelf above head height without first checking that it is safe to do so.
- Use an appropriate ladder or step to enable you to improve reach, do not stand on chairs - not only could a resultant fall cause injury but could also lead to the injury of others nearby.
- Ask for help if necessary.
- Do not work at height, on steps or ladders until they are properly secured and another person is present.

Wear suitable protective clothing/eye protection when undertaking tasks that may involve contact with toxic substances or dust/debris etc.

Hygiene

In the interests of health good hygiene practices are essential. The following guidelines should be observed:

- Disposable paper hand towels must be provided.
- Plastic gloves should be readily available and should be worn at all times that there might be contact with body fluids e.g. when cleaning toilet areas or for dealing with spilt blood from whatever cause.
- All surfaces at which food is to be prepared or eaten must first be thoroughly cleaned with an appropriate cleaner.
- Hands must be thoroughly washed before food preparation.

First Aid

A well stocked and appropriately labelled First Aid Box is available in the kitchen

An automated external defibrillator (“AED”) is installed in its box at the entrance to the Hall. In the event of a cardiac failure, the AED will automatically guide users through the rescue process.

Accident Book

This book is used to record all cuts, bumps, falls etc. as well as more serious accidents and near misses. It is kept in the kitchen of the Hall.

The important details to be recorded are:-

- the name of the casualty
- the date, time and place that the incident/accident occurred
- the cause of the accident i.e. what happened
- a brief description of the injury (if any) sustained
- the first aid (or other) treatment administered and by whom
- whether or not medical aid had to be sought
- the name of the person who dealt with the incident.

Incident Book

Any person being aware of any practice, action or incident that has, or could have been, injurious to the health of any person, has a duty to record such incident in the Incident Book for the attention of the CHC. The book is kept in the kitchen of the Hall. Any person discovering a faulty or broken piece of equipment should take appropriate action to remove such equipment where practicable and leave a notice on it advising it is not to be used. They should also record all details in the Incident Book for the attention of the CHC.

Part 5: Relevant Information

1. Fire Precautions and Checks:

A Fire Risk Assessment was carried out on 20 March 2020 by Andrew Goodall, EA Safety Limited on behalf of Flameskill Limited, Flameskill House, Morton Peto Rd, Great Yarmouth NR31 0LT in accordance with the Regulatory Reform (Fire Safety) Order 2005.

Risks are reviewed annually.

A plan of the Hall showing the fire alarm points, fire exits and fire fighting equipment is attached.

2. Checking of Equipment, Fittings and Services:

Weekly: Door mats and stops, clocks, toilets, water boilers/heaters, Accident Book, Incident Book, fridges, outside lights, emergency lighting, fire doors, all lights and water boilers;

Monthly: Locks and sockets, defibrillator (visual check);

Half Yearly: Window cleaning, outside gutters, defibrillator, fire alarm;

Yearly: Fire extinguishers, electrical certificate.

3. Procedure in case of accidents:

There is no phone available at the Premises. In an emergency, telephone 999 and request the appropriate service(s).

The address of the Hall is:-

Strumpshaw Community Hall, Mill Road, Strumpshaw, Norwich. NR13 4FS.

What3Words- ruling.ruling.butchers

The location of the nearest hospital Accident and Emergency/Casualty Department is Norfolk and Norwich University Hospital, Colney Lane, Norwich, NR4 7UY. (01603 286286)

The location and telephone number for the nearest doctor’s surgery is Brundall Medical Partnership, 27 The Dales, Brundall, Norwich NR13 5RP (01603 712255)

Community Hall Hire Charge Policy

The Community Hall Committee Terms of Reference was approved by The Parish Council 20/07/2021 and starts with this statement: -

- The Parish Council owns the hall and grounds in which it stands which are for the benefit of the community. The Community Hall Committee (CHC) has been established to manage the hall and site and to run events for the community with the aims of covering running costs and further developing the facilities.

The document then goes on to define the CHC responsibilities

The aim on behalf of Strumpshaw Parish Council is to provide and maintain a range of various facilities at an affordable price that offer inclusive activities which support the educational, training, employment, cultural and recreational needs of the community.

The vision is that Strumpshaw Community Hall will be at the heart of the community providing a sustainable, secure, and welcoming space that is valued and supported by the people of Strumpshaw and the surrounding area.

The CHC aim to:

- Keep the building available, accessible, and safe.
- Enable a range of educational, training, employment, cultural and recreational activities to take place which respond to the needs of local people and where all are made to feel valued and safe.
- Provide excellent services to users.

The principles for calculating an appropriate hire rate per hour are set out in the Hire Pricing and Deposit document that is agreed with the Parish Council on an annual basis. The hire rate is reviewed at least annually, and the last review took place in September 2021.

The financial position of the Community Hall will always be considered before agreeing any discounted rates for Hirers. Discounted rates for Hirers will only be agreed where this will not prejudice the ability to achieve the yearly budget agreed by the Parish Council.

It is proposed that the Charging Policy is:

1. Ad Hoc Hirers pay our standard rate (£14.50 per hour wef 1st April 2022)
2. Regular Hirers (those that book at least 6 hires a year and pay for at least 3 sessions in advance) pay our regular hirer rate (£12.50 per hour wef 1st April 2022)
3. Non-commercial hirers whose purpose of hire is in accordance with the above community aims may be charged 50% of these rates. The decision will be made by the CHC chair and Parish Councillor sitting on the CHC.
4. Non-commercial ad hoc hirers whose purpose of hire is to raise money for a registered charity or local good cause, that will or may benefit members of the local community as referred to above, may not be charged. The decision will be made by the CHC chair and Parish Councillor sitting on the CHC.

The CHC operational report to each Parish Council meeting will include a report on when a discounted rate has been charged for a hire.

Agenda Item No. 8 Speeding, Speed Awareness Message Signs (SAM)

16 June, the clerk emailed the Acle Safer Neighbourhood Team to highlight the speeding concerns within the parish and to explore the potential purchase of a SAM2.

17 June, PC Jackie Chambers telephoned the clerk and advised they were due to carry out some checks in the neighbourhood and would be going out later that day.

PC Chambers emailed advising “that they have today conducted some speed checks along the Norwich Road in Strumpshaw just outside Oakland Mews. 5 people were given words of advice and one person with issued with a speeding ticket”. Olly Page, Vice Chairman had spoken to the police team on site.

Permanent Vehicle Activated Sign (VAS)

Email response 31 May 2022 from Linda McDermott, Norfolk County Council, Area Programme Engineer advising that they do not allow a permanent VAS to be installed unless there is a recorded accident record and suggest the SAM2 signs and contacting Westcotec for prices and information.

Speed Awareness Message (SAM2) Sign

A mobile Speed Awareness Message (SAM2) flashes up vehicle speeds and a warning to 'slow down' if they are exceeding the limit. This helps to raise speed awareness among drivers.

The unit cost is between £4,000 and £5,000 and the suggested supplier is Westcotec.

The parish council would own the unit and assume responsibility for future maintenance, but you can agree to share the sign between neighbouring parishes to minimise the cost.

Suitable locations would have to be agreed with the local highway engineer, then both the engineer and the parish sign a Memorandum of Understanding to cover the use of the sign and the exact locations.

- [Download the Memorandum of Understanding](#) (Appendix 1)

The supplier of the sign(s) will provide instructions on how to set up and re-position the units.

More information:

- [SAM2 flyer](#) (Appendix 2)
- [Speed Indicator Device with Slow Down \(SAM 2\)](#) (Appendix 3)

31 May 2022 - quotations from Westcotec:

1. JPQ12571 - SAM2 (Appendix 4)

SAM2 portable, read your speed sign, including 2 batteries, charger, one bracket and set of clamps for a cost of **£2,940.00 each excluding VAT**.

OPTIONAL DATA COLLECTION:

Data Collection Unit (Bluetooth to your existing Android Device, running on 7.0 or newer version. App download required from Google Play Store) for a cost of **£379.00 per sign excluding VAT**. Not compatible with Apple products, only Windows and Android. Data collected: date, time and vehicle speeds including count over a day, week, month, year or hourly.

OPTIONAL EXTRA:

Additional bracket sets for a cost of £52.00 per set excluding VAT. Additional Lead Acid Battery 12v - 34Ah for a cost of £84.00 each excluding VAT. Straight post for SAM2 for a cost of £195.00 each excluding VAT

Total £4,092 excluding vat

(Data unit, 3 posts, 2 additional brackets, 1 additional battery)

2. JPQ12570 - solar powered speed sign (Appendix 5)

(Permanent vehicle activated sign, but not permitted by Norfolk County Council unless a recorded accident record).

£4,064.00 each excluding VAT

Steel Post £420.00 each excluding VAT (three needed to change the position of the sign every 4 weeks, can't return to same location for 8 weeks)

Norfolk County Councils commuted sum for ten years maintenance/electricity costs and replacement should any of the equipment be vandalised in anyway. £2000.00 per sign plus vat

Total £7,324 excluding vat

Potential Sources of funding:

- Parish Partnership Scheme (Norfolk County Council) 50%. Funding dependent upon NCC securing additional funding from the Norfolk Safety Camera Partnership. Bids to be submitted by 9 December 2022 for the 23/24 scheme.
- County Councillor Andrew Proctor, grant allocation from Division Highways fund.
- Donations

The Parish Council would need to liaise with the highways engineer and police for the suitability of locations, decide the specifications of the SAM2 and seek to obtain a minimum of 3 quotations.

Strumpshaw Trust

Register of Trustees

Name	Year appointed	Date appointed/ reappointed	Nominating body	Term (years)	Date Resigned	Appointment Expires
Hammond, Hilary Ide	2015	17/08/2021		3		July 2024
Hammond, Maureen Evelyn	2020	27/01/2020		3		July 2023
Price, Nicholas John	2015	01/07/2019	PCC	3		July 2022
Wakefield, Revd. David	2021	17/08/2021		3		July 2024
Vacancy			PC			
Vacancy						
Vacancy						

Strumpshaw Parish Council

Summary of Receipts and Payments

10 July 2022 (2022-2023)

All Cost Centres and Codes

Allotments

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
500	Allotment rental income	78.00	71.50	-6.50				-6.50 (-8%)
501	Allotment Grant income							(N/A)
502	Allotment S106 income							(N/A)
503	Allotment other income							(N/A)
504	Allotment reserve - general							(N/A)
505	Allotment reserve - earmarked							(N/A)
520	Allotment Shed maintenance							(N/A)
521	Allotment Water Reservoir							(N/A)
522	Allotment shed purchase							(N/A)
523	Allotment maintenance				70.00		70.00	70.00 (100%)
SUB TOTAL		78.00	71.50	-6.50	70.00		70.00	63.50 (42%)

Buckenham Wood Improve

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
701	BWD Green Infrastructure grant	5,000.00	6,265.73	1,265.73		2,165.73	-2,165.73	-900.00 (-18%)
702	BWD grants							(N/A)
703	BWD donations income							(N/A)
704	BWD other income							(N/A)
705	BWD reserve - general							(N/A)
706	BWD reserve - earmarked							(N/A)
721	BWD Notice Boards							(N/A)
722	BWD Cycle Stands							(N/A)
723	BWD Improvements to paths and				5,000.00		5,000.00	5,000.00 (100%)
SUB TOTAL		5,000.00	6,265.73	1,265.73	5,000.00	2,165.73	2,834.27	4,100.00 (41%)

Buckenham Wood Operation

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
604	BW Operational Reserve - gener							(N/A)
605	BW operational reserve - earmar							(N/A)
621	BW Dog Bin Emptying & Mainte				272.00		272.00	272.00 (100%)
622	BW Administration							(N/A)
623	BW Hedge cutting				100.00		100.00	100.00 (100%)
624	BW Grant Payments to others				350.00		350.00	350.00 (100%)
625	BW general maintenance				800.00		800.00	800.00 (100%)
SUB TOTAL					1,522.00		1,522.00	1,522.00 (100%)

CH Improvement & Developm

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
201	CHD grants							(N/A)

Strumpshaw Parish Council
Summary of Receipts and Payments

10 July 2022 (2022-2023)

All Cost Centres and Codes

202	CHD Reserve - general						(N/A)
203	CHD Reserve - earmarked						(N/A)
220	CHD New Equipment	1,110.00	22.28	1,087.72	1,087.72		(97%)
250	CHD Outside Furniture	2,225.00	1,261.33	963.67	963.67		(43%)
251	CHD Outside Lighting	500.00		500.00	500.00		(100%)
252	CHD North Boundary Fence	1,000.00		1,000.00	1,000.00		(100%)
253	CHD Hall Storage Shed		20.82	-20.82	-20.82		(N/A)
254	CHD Boundary fences and grass						(N/A)
SUB TOTAL			4,835.00	1,304.43	3,530.57	3,530.57	(73%)

CH Operation & Maintenance

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
101	CH Deposit - Ad hoc Users		-50.00	-50.00				-50.00 (N/A)
102	CH Hire Charges - Ad Hoc Users	718.00	389.00	-329.00				-329.00 (-45%)
103	CH Hire Charges - Regular User	10,725.00	3,331.31	-7,393.69				-7,393.69 (-68%)
104	CH Storage Charges	318.00	26.00	-292.00				-292.00 (-91%)
105	CH Events organised by CHC		283.00	283.00				283.00 (N/A)
106	CH Additional Services							(N/A)
107	CH Partner Services		29.50	29.50				29.50 (N/A)
108	CH Grants Income							(N/A)
109	CH S106 Income							(N/A)
110	CH Operational Reserve - gener							(N/A)
111	CH Operational Reserve - earm							(N/A)
121	CH Electricity				1,094.00	207.55	886.45	886.45 (81%)
122	CH Sewerage				200.00	27.54	172.46	172.46 (86%)
123	CH Water				200.00		200.00	200.00 (100%)
124	CH Broadband				300.00	96.57	203.43	203.43 (67%)
125	CH Insurance				394.94	410.03	-15.09	-15.09 (-3%)
131	CH PAT Inspections				30.00		30.00	30.00 (100%)
132	CH Defibrillator Servicing				135.00		135.00	135.00 (100%)
133	CH Fire Alarm & Em Lighting Ser				350.00		350.00	350.00 (100%)
134	CH Fire Extinguisher Servicing &							(N/A)
135	CH Air Source Heat Pump Servic				150.00	120.00	30.00	30.00 (20%)
136	CH Intruder Alarm Servicing & M				70.00		70.00	70.00 (100%)
137	CH Misc Equipment Repairs				600.00	356.44	243.56	243.56 (40%)
138	CH Misc Equipment Replacemer		25.00	25.00	300.00	12.49	287.51	312.51 (104%)
141	CH Cleaner				1,457.50	350.00	1,107.50	1,107.50 (75%)
142	CH Antimicrobial Spraying				1,080.00		1,080.00	1,080.00 (100%)
143	CH Cleaning Consumables				100.00	46.13	53.87	53.87 (53%)
144	CH Sanitary Unit				55.00		55.00	55.00 (100%)
161	CH IT Costs				65.00		65.00	65.00 (100%)
162	CH Film Licence and DVDs				365.00		365.00	365.00 (100%)
163	CH Scribe Booking				382.80		382.80	382.80 (100%)
164	CH Subscriptions				30.00		30.00	30.00 (100%)
165	CH Committee Training				300.00		300.00	300.00 (100%)
166	CH Cloud Storage				320.00		320.00	320.00 (100%)
167	CH Organised Events				1,150.00	341.50	808.50	808.50 (70%)
168	CH Redecoration				1,000.00		1,000.00	1,000.00 (100%)
181	CH strimming & grass cutting				550.00	125.00	425.00	425.00 (77%)
182	CH grounds maintenance consu				150.00	33.99	116.01	116.01 (77%)
184	CH tree & hedge maintenance				550.00		550.00	550.00 (100%)

Strumpshaw Parish Council

Summary of Receipts and Payments

10 July 2022 (2022-2023)

All Cost Centres and Codes

199 CH misc spend							(N/A)
SUB TOTAL	11,761.00	4,033.81	-7,727.19	11,379.24	2,127.24	9,252.00	1,524.81 (6%)

PC Administration

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
801	PCA Clerk Salary				4,928.00	1,046.34	3,881.66	3,881.66 (78%)
802	PCA Clerk Pension				1,158.00	326.64	831.36	831.36 (71%)
803	PCA Clerk NI Contributions							(N/A)
804	PCA Clerk Gratuities & Severanc							(N/A)
821	PCA Training				123.00		123.00	123.00 (100%)
841	PCA Scribe Accounts				228.00		228.00	228.00 (100%)
842	PCA Software Licenses				141.00		141.00	141.00 (100%)
861	PCA Parish Council Insurance				484.00		484.00	484.00 (100%)
881	PCA Stationery					13.81	-13.81	-13.81 (N/A)
882	PCA Subscriptions				321.00	195.20	125.80	125.80 (39%)
883	PCA Internal Audit Fee				123.00	130.00	-7.00	-7.00 (-5%)
884	PCA External Audit Fee				330.00		330.00	330.00 (100%)
885	PCA Hall Hire for Meetings		-87.50	-87.50	180.00		180.00	92.50 (51%)
886	PCA General Administration Exp				480.00		480.00	480.00 (100%)
887	PCA Mileage				90.00	77.40	12.60	12.60 (14%)
SUB TOTAL			-87.50	-87.50	8,586.00	1,789.39	6,796.61	6,709.11 (78%)

PC Services

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1000	PC Precept Income	10,520.00	5,260.00	-5,260.00				-5,260.00 (-50%)
1001	PC Stone Pit Rent Income	100.00		-100.00				-100.00 (-100%)
1002	PC Grants Income	3,575.00		-3,575.00				-3,575.00 (-100%)
1004	PC Bank Interest Income		2.86	2.86				2.86 (N/A)
1005	PC VAT Refund Income							(N/A)
1006	PC Sundry Income							(N/A)
1007	PC Donations Income							(N/A)
1008	PC CIL Mill Road Income							(N/A)
1009	PC CIL Hall Income							(N/A)
1010	PC General Reserve				400.00	200.00	200.00	200.00 (50%)
1101	PCS SAM Speed Camera Renta				41.00		41.00	41.00 (100%)
1121	PCS Bus Shelter Maintenance				25.00		25.00	25.00 (100%)
1122	PCS Bus Shelter purchase				4,150.00		4,150.00	4,150.00 (100%)
1132	PCS Notice board maintenance				70.00		70.00	70.00 (100%)
1141	PCS Remembrance day & Oth				25.00		25.00	25.00 (100%)
1142	PCS Strumpshaw & Hassinghan				750.00		750.00	750.00 (100%)
SUB TOTAL		14,195.00	5,262.86	-8,932.14	5,461.00	200.00	5,261.00	-3,671.14 (-18%)

Strumpshaw Parish Council
Summary of Receipts and Payments

10 July 2022 (2022-2023)

All Cost Centres and Codes

Summary

NET TOTAL	31,034.00	15,546.40	-15,487.60	36,853.24	7,586.79	29,266.45	13,778.85 (20%)
V.A.T.					850.12		
GROSS TOTAL		15,546.40			8,436.91		

Strumpshaw Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
8	CH Air Source Heat Pump Se	15/04/2022		Santander Business A		Service	R.A.Brown Heating Services	L	120.00	6.00	126.00
9	CH Cleaner	19/04/2022		Santander Business A		Cleaning	Marie Head	X	25.00		25.00
10	CH Cleaner	22/04/2022		Santander Business A		Cleaning	Marie Head	X	25.00		25.00
11	PCA Mileage	29/04/2022		Santander Business A		Administration	Tanya Rowlandson	X	40.50		40.50
12	PCA Stationery	29/04/2022		Santander Business A		Administration	Tanya Rowlandson	X	5.44		5.44
13	PCA Clerk Salary	29/04/2022		Santander Business A		Salary	Tanya Rowlandson	X	279.18		279.18
14	PCA Clerk Pension	29/04/2022		Santander Business A		Pension	Norfolk Pension Fund	X	108.88		108.88
15	PCA Clerk Salary	29/04/2022		Santander Business A		PAYE	HMRC	X	69.60		69.60
16	CH Cleaner	29/04/2022		Santander Business A		Cleaning	Marie Head	X	25.00		25.00
18	CH Sewerage	29/04/2022		Santander Business A		Sewage	Wave	Z	27.54		27.54
17	CH Electricity	03/05/2022		Santander Business A		Electric Bill	EDF	L	43.46	2.17	45.63
21	CH Cleaner	06/05/2022		Santander Business A		Cleaning	Marie Head	X	25.00		25.00
22	CHD Outside Furniture	09/05/2022		Santander Business A		Grounds and fencing	Sprung Gym Flooring	S	283.33	56.67	340.00
19	PC General Reserve	09/05/2022		Santander Business A		Misc	Durrants	S	200.00	40.00	240.00
30	CH Insurance	10/05/2022		Santander Business A		Insurance	Allied Westminster (Insuranc	E	410.03		410.03
25	CH Misc Equipment Replace	10/05/2022		Santander Business A		Misc	Sarah Cartwright	S	12.49	2.49	14.98
23	CH grounds maintenance co	10/05/2022		Santander Business A		Grounds and fencing	Sarah Cartwright	X	33.99		33.99
24	CHD New Equipment	10/05/2022		Santander Business A		Misc	Sarah Cartwright	X	13.08		13.08
31	CH Organised Events	10/05/2022		Santander Business A		Misc	Keepers Daughter	X	341.50		341.50
20	CH Broadband	12/05/2022		Santander Business A		Broadband	Plusnet	S	24.06	4.81	28.87
32	CH Misc Equipment Repairs	13/05/2022		Santander Business A		Electrical Maintenance	J. G. Electrical	S	356.44	71.29	427.73
37	CHD Outside Furniture	15/05/2022		Santander Business A		Grounds and fencing	NBB Recycled Furniture	S	978.00	195.60	1,173.60
38	CH Cleaner	15/05/2022		Santander Business A		Cleaning	Marie Head	X	25.00		25.00
39	PCA Internal Audit Fee	16/05/2022		Santander Business A		Internal Financial Audit	J. W. Gallop FCCA	X	130.00		130.00
40	CH Cleaning Consumables	18/05/2022		Santander Business A		Cleaning	Tina McAulay	S	16.62	3.33	19.95
41	CH Cleaning Consumables	18/05/2022		Santander Business A		Cleaning	Tina McAulay	S	29.51	5.90	35.41
47	CH Cleaner	30/05/2022		Santander Business A		Cleaning	Marie Head	X	25.00		25.00
48	CH Electricity	30/05/2022		Santander Business A		Electric Bill	EDF	L	49.05	2.45	51.50
42	PCA Clerk Salary	31/05/2022		Santander Business A		Administration	Tanya Rowlandson	X	278.98		278.98
43	PCA Clerk Pension	31/05/2022		Santander Business A		Pension	Norfolk Pension Fund	X	108.88		108.88
44	PCA Clerk Salary	31/05/2022		Santander Business A		PAYE	HMRC	X	69.80		69.80
45	PCA Mileage	31/05/2022		Santander Business A		Administration	Tanya Rowlandson	X	30.60		30.60
46	PCA Stationery	31/05/2022		Santander Business A		Administration	Tanya Rowlandson	X	6.21		6.21
49	CH Cleaner	06/06/2022		Santander Business A		Cleaning	Marie Head	X	25.00		25.00
51	CH Cleaner	13/06/2022		Santander Business A		Cleaning	Marie Head	X	25.00		25.00
50	CH Broadband	13/06/2022		Santander Business A		Broadband	Plusnet	S	24.06	4.81	28.87

Strumpshaw Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
52 CH strimming & grass cutting	18/06/2022		Santander Business A		Grass Cutting	Graham Pallant	X	125.00		125.00
53 CH Cleaner	24/06/2022		Santander Business A		Cleaning	Marie Head	X	25.00		25.00
54 CH Cleaner	24/06/2022		Santander Business A		Cleaning	Marie Head	X	25.00		25.00
55 BWD Green Infrastructure gr	24/06/2022		Santander Business A		Broadland DC Green Infrastruc	Norwich City Council	S	2,165.73	433.15	2,598.88
56 CH Electricity	29/06/2022		Santander Business A		Electric Bill	EDF	L	30.55	1.53	32.08
57 PCA Clerk Salary	30/06/2022		Santander Business A		Salary	Tanya Rowlandson	X	278.98		278.98
58 PCA Clerk Salary	30/06/2022		Santander Business A		PAYE	HMRC	X	69.80		69.80
59 PCA Clerk Pension	30/06/2022		Santander Business A		Pension	Norfolk Pension Fund	X	108.88		108.88
60 PCA Mileage	30/06/2022		Santander Business A		Administration	Tanya Rowlandson	X	6.30		6.30
61 PCA Stationery	30/06/2022		Santander Business A		Administration	Tanya Rowlandson	X	2.16		2.16
62 CH Cleaner	02/07/2022		Santander Business A		Cleaning	Marie Head	X	25.00		25.00
64 CH Cleaner	12/07/2022		Santander Business A		Cleaning	Marie Head	X	25.00		25.00
63 CH Broadband	12/07/2022		Santander Business A		Broadband	Plusnet	S	24.06	4.81	28.87
Total								7,202.69	835.01	8,037.70

List of Payments made between:	17 April 2022 to 12 July 2022
To be checked and authorised by TWO Councillors (other than the Chair)	
Checked by Councillor (1)	
Signature:	Date: 19 July 2022
Checked by Councillor (2)	
Signature:	Date: 19 July 2022
Prepared and checked by Clerk & RFO	
Signature:	Date: 12 July 2022

Strumpshaw Parish Council
RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
59 CH Hire Charges - Regular U	16/06/2022		Santander Business A		Hall Hire fees	Alex Goodson	E	37.50		37.50
60 CH Hire Charges - Ad Hoc Us	21/06/2022		Santander Business A		Hall Hire fees	Kayleigh Pye	E	70.00		70.00
61 CH Hire Charges - Regular U	28/06/2022		Santander Business A		Hall Hire fees	Norwich Centenary Rotary	E	37.50		37.50
67 CH Hire Charges - Regular U	29/06/2022		Santander Business A		Hall Hire fees	Yare Folk	E	75.00		75.00
64 CH Hire Charges - Regular U	30/06/2022		Santander Business A		Hall Hire fees	Wensum Arts	E	125.00		125.00
65 CH Hire Charges - Regular U	30/06/2022		Santander Business A		Hall Hire fees	Wensum Arts	E	125.00		125.00
66 CH Hire Charges - Regular U	30/06/2022		Santander Business A		Hall Hire fees	Wensum Arts	E	156.25		156.25
68 CH Hire Charges - Ad Hoc Us	04/07/2022		Santander Business A		Hall Hire fees	Kayleigh Pye	E	-50.00		-50.00
69 CH Hire Charges - Regular U	04/07/2022		Santander Business A		Hall Hire fees	Gigglefit	E	37.50		37.50
70 CH Hire Charges - Regular U	04/07/2022		Santander Business A		Hall Hire fees	Gigglefit	E	75.00		75.00
71 CH Hire Charges - Regular U	04/07/2022		Santander Business A		Hall Hire fees	Gigglefit	E	37.50		37.50
72 CH Hire Charges - Regular U	04/07/2022		Santander Business A		Hall Hire fees	Gigglefit	E	75.00		75.00
73 CH Hire Charges - Regular U	04/07/2022		Santander Business A		Hall Hire fees	Gigglefit	E	37.50		37.50
74 CH Hire Charges - Regular U	05/07/2022		Santander Business A		Hall Hire fees	Pam Horrex	E	25.00		25.00
62 CH Hire Charges - Regular U	05/07/2022		Santander Business A		Hall Hire fees	Strumpshaw Brownies	E	28.14		28.14
63 CH Storage Charges	05/07/2022		Santander Business A		Shed storage	Strumpshaw Brownies	E	13.00		13.00
Total								904.89		904.89

List of Receipts received since last meeting:	Dates: 10 May 2022 to 10 July 2022
To be checked and confirmed by ONE Councillor (other than the Chair)	
Checked by Councillor (1)	
Signature:	Date: 19 July 2022
Prepared and checked by Clerk & RFO	
Signature:	Date: 12 July 2022

Strumpshaw Parish Council
RECONCILIATION - Santander Business Account

From Accounts	£1,407.43
Payments not cashed Add	£53.87
Receipts not entered Subtract	£36.00
<hr/>	
Statement should be	£1,425.30

Strumpshaw Parish Council
RECONCILIATION - Santander Savings Account

From Accounts £43,408.14

Payments not cashed Add
 Receipts not entered Subtract

Statement should be £43,408.14

Bank reconciliation report as at:	2 July 2022
To be checked and confirmed by ONE Councillor (other than the Chair)	
Signature:	Date:
Prepared and checked by Clerk & RFO	
Signature:	Date: 7 July 2022

Strumpshaw Parish Council
Reserves Balance
2022-2023

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Capital					
Buckenham Wood Maintenance	2,018.00				2,018.00
Community Hall Operation & m:	12,678.60		2,127.24	4,032.31	14,583.67
Com Hall Grounds Improvemen	8,956.45		1,304.43		7,652.02
Allotments Reserve	1,336.00			71.50	1,407.50
Parish Council General Reserve	400.00	400.00	200.00		600.00
Buckenham Wood Green Infrs	10,772.00		2,165.73	6,265.73	14,872.00
Bus Shelter		1,200.00			1,200.00
Total Capital	36,161.05	1,600.00	5,797.40	10,369.54	42,333.19
TOTAL RESERVE	36,161.05	1,600.00	5,797.40	10,369.54	42,333.19
GENERAL FUND					2,482.38
TOTAL FUNDS					44,815.57