

CHAPEL-EN-LE-FRITH PARISH COUNCIL



TOWN HALL
CHAPEL-EN-LE-FRITH
HIGH PEAK, DERBYSHIRE, SK23 0HP

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Office Hours: Monday-Friday 9.00 to 12.30

18 November 2020

**Meeting of the F & GP Committee
Thursday 26 November 2020
at 7.00pm**

Zoom Remote Meeting: Meeting ID: 838 0164 5132

Meeting Password: 369935

AGENDA

1. Apologies for absence
2. Election of Chairman
3. Public Speaking
4. To consider draft Terms of Reference
5. Grants
 - Chapel-en-le-Frith Community Group
 - Chapel-en-le-Frith Mobile Physiotherapy Service
 - Chapel-en-le-Frith Vegan Info and Social Group
 - Frontline Debt Advice
 - The Lawrence Players
6. Risk Assessments
 - Administration
 - Finance
 - Town Hall
 - Parks

To: Councillors: J Adshead, N Gourlay, C Sizeland, Mrs S Walters and S Young.

This meeting will be recorded

Clerk to the Council – Suzan E. Stockdale

Suzan Stockdale is inviting you to a scheduled Zoom meeting.

Topic: F & GP and Town Hall Committee

Time: Nov 26, 2020 07:00 PM London

Join Zoom Meeting

<https://us02web.zoom.us/j/83801645132?pwd=V3VISXIDTnlIZ2c3ZHZsOUZzVGZGZz09>

Meeting ID: 838 0164 5132

Passcode: 369935

One tap mobile

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Find your local number: <https://us02web.zoom.us/u/kbDWRNYwIw>

Chapel-en-le-Frith Parish Council

Grants budget 2020/21

Churchyard maintenance grants:-

£700 - Chapel-en-le-Frith Parish Church

£200 - Chapel-en-le-Frith Methodist Church

£200 - Dove Holes Parish Church

£200 - Dove Holes Methodist Church

General grants budget

£1,000 - allocated for general distribution.

Chairman's discretionary budget

£100 – available to the Chairman to make grants of free use of the Town Hall on application from hirers.

Poppy Wreaths

£70 – Royal British Legion

Terms of Reference
Finance and General Purposes Committee

The F & GP Committee is a Standing Committee of the Council.

Delegation

1. Chapel-en-le-Frith Parish Council has agreed to adopt the F & GP Committee Terms of Reference at its meeting held on XXXXXXX and has recorded the decision under minute number XXXXX.
2. Chapel-en-le-Frith Parish Council will review the Terms of reference at the Annual Meeting of the Council.
3. The Council has delegated powers to the F & GP Committee to spend within the agreed budget heads. There is no provision delegated for virement between budget heads as that has to be agreed by the Full Council.
4. Any decisions made by the F & GP Committee cannot be implemented until they have been ratified by the Full Council.

Procedures

1. The F & GP Committee will operate within Chapel-en-le-Frith Parish Councils Standing Orders and Financial Regulations.
2. At the first meeting of the committee after the Annual Meeting of the Council, it shall elect a Chairman and Vice Chairman for 12 months.
3. The F & GP Committee will submit its minutes of meetings, including decisions for ratification and adoption at the next Ordinary Meeting of the Council.
4. The F & GP Committee will submit a draft budget and/or project considerations for the forthcoming financial year for inclusion in the budget setting process.
5. The F & GP Committee will consider draft budgets presented by the Amenities Committee and Town Hall Committee as part of the Precept setting process.
6. The Precept cannot be agreed by the F & GP Committee and is subject to ratification by the Full Council.
7. The F & GP Committee shall ensure that the Council maintains adequate levels of Insurance cover.
8. Should the F & GP Committee wish to co-opt non-voting members this will be subject to approval by the Full Council.

Meetings

1. The F & GP Committee will aim to meet two times in the municipal year.
2. A minimum of five Councillors will be members of the Committee. The quorum shall be five Councillors.
3. There will be an agenda item allowing the public to speak at the start of each meeting.

Terms of Reference

The functions of the Committee will be:

1. To ensure that the Council operates sound financial and risk policies in line with Standing Orders and Financial Regulations.
2. To set the Parish Precept annually no later in February.
3. To consider applications for grant aid to local organisations.
4. To ensure the Council has adequate Insurance
5. To ensure that claims are made for the recovery of VAT
6. To ensure that the Council complies with the Freedom of Information Act 2000

Adopted: XXXXXXXXXXXX

Administration

Risk Management Annual Review

<p>Staff</p>	<p>All staff have job descriptions and Contracts of employment.</p> <p>Staff salaries are paid under nationally agreed guidelines for Local Government employees and the Council as advised by NALC</p> <p>Payroll is outsourced to Stoney Philbin Ltd who provide monthly wage slips and P60's annually</p> <p>All staff wages are paid direct to Bank Accounts.</p> <p>The Council has access to HR support through DALC. The DALC HR Consultant arranges courses which the Council is able to attend through its DALC membership</p> <p>The Council has a policy and procedure handbook which is reviewed annually</p>
<p>Members</p>	<p>All members are required to sign the Councils Code of Conduct</p> <p>All members have completed Declaration of Interest Forms which are on the Councils website. Members are supplied with information regarding the declaration of gifts and hospitality</p>
<p>Minutes</p>	<p>All minutes are sequentially numbered and kept in chronological ledgers</p>
<p>Invoices for payment</p>	<p>Invoices for payment are presented to the Council on a monthly basis for approval and payment</p>
<p>Standing Orders</p>	<p>Standing Orders are reviewed on an annual basis by the full Council</p>
<p>Financial Regulations</p>	<p>Financial Regulations are reviewed on an annual basis by the F & GP Committee</p>
<p>Other Policies</p>	<p>These will be reviewed at the Annual Meeting in May each year</p>

Information	<p>The Council has a Freedom of Information Policy which has been approved by the Information Commissioner. Information about the Freedom of Information Policy and fees are on the Councils website</p> <p>The Council has notice boards in Chapel-en-le-Frith, Dove Holes, Combs, Whitehough and Sparrowpit</p> <p>The Council has a website www.chapelpc.org</p> <p>The Council has a Facebook page ChapelenleFrithParishCouncil</p> <p>The Council produces a newsletter and tourist information leaflets</p> <p>The Council has Tourist Information Boards at each entrance to Chapel-en-le-Frith</p>
Grants	<p>The Council makes \$137 Grants annually</p>
General Power of Competence	<p>The Council obtained the General Power of Competence on 18 December 2012. This is reviewed annually to confirm that the Council has the required measures in place to use this power.</p>
Documents	<p>The Council has a register of archives</p> <p>Important documents are kept in a fire proof safe</p> <p>A diary system is in place to track lease renewals and revaluations</p>
Correspondence	<p>Correspondence is acknowledged and presented to the Council at a meeting</p>
Consultations	<p>Consultation papers are presented to the Council who may delegate to Committees</p>
Best Value	<p>Whilst the Council is not subject to Best Value the Council encompasses the spirit of Best Value in its practices</p>
Complaints	<p>The Council has a written procedure for compliments and complaints</p>

Finance

The Clerk is the Responsible Finance Office with overall control. Some day to day financial duties are delegated to the Assistant Clerk

The Parish Council bank with the Royal Bank of Scotland

Workplace Pensions administer the Councils Pension Scheme with NEST

The Council has a Public Works Loan which was granted in December 2004

The Councils Insurance Brokers are DE Ford and Insurance is arranged with Aviva and AXA

The Council has a Register of Assets

The Accounts and Booking systems are managed by Rialitas which are backed up off site monthly

Bank Accounts and Petty Cash are reconciled on a monthly basis

All payments are signed by the Clerk and two members of the Council

Invoices are raised monthly for bookings of the Town Hall. Other invoices are raised as required.

The Clerk is responsible for VAT and PAYE. The Payroll agency are responsible for RTI.

The Amenities, Town Hall and F & GP Committeees prepare an annual budget for the setting of the Councils Precept

Parks	<p>All staff are provided with Protective Clothing and safety equipment</p> <p>The Park Manager has a mobile phone provided by the Council</p> <p>All staff are aware of COSHH Regulations and sign to confirm they have read the individual sheets</p> <p>Times where staff work alone is kept to a minimum</p> <p>The Council has a policy in relation to verbal abuse by members of the public</p> <p>Staff receive training and have received: Working at height, fire, safe use of ladders and manual handling training</p> <p>New staff are asked to provide a copy of their driving licence</p>
Buildings	<p>A copy of the Councils Public Liability Certificate is displayed on site</p> <p>A copy of the Councils Health and Safety Policy is displayed on site</p> <p>All electrical items are PAT tested annually</p> <p>The Council has a contract with Walker Fire for the servicing of Fire Extinguishers which takes place annually</p> <p>The storage of flammable and hazardous substances is kept to a minimum and stored in a dedicated metal cabinet</p> <p>The Park Manager holds a praying certificate and any weed killer is mixed with an observer present</p> <p>The Council has a 5 year rolling plan for Parks and Open Spaces</p> <p>A record is held of all equipment maintenance</p> <p>Mowers and other equipment are serviced by approved agents</p> <p>The Council has a Service Level Agreement with High Peak Borough Council for the inspection and repair of play equipment</p>
Equipment	

	<p>Training is given to staff on the use of new equipment</p> <p>The Council has an independent risk assessment of the premises and working practices annually</p> <p>The services of professionals are sought when required</p>
Working off site	High visibility jackets are worn when working off site and staff has access to a mobile phone
Town Hall	<p>Staff have the use of personal alarms which are linked to High Peak Borough Council. There is a panic alarm in the Parish Office which is linked to the external fire alarm</p> <p>Staff are provided with work clothes where appropriate</p> <p>All staff are aware of COSHH Regulations and sign to confirm they have read the individual sheets</p> <p>Times where staff work alone is kept to a minimum</p> <p>The Council has a policy in relation to verbal abuse by members of the public</p> <p>Staff receive training and have received: Working at height, fire, safe use of ladders and manual handling training</p> <p>A copy of the Councils Public Liability Certificate is displayed on site</p> <p>A copy of the Councils Health and Safety Policy is displayed on site</p> <p>The Council has a 5 year rolling plan for Town Hall maintenance</p> <p>A record is held of all equipment maintenance</p> <p>The boiler plant is covered by a maintenance contract with Hamworthy. The boilers are inspected annually by Allianz on behalf of the Insurance Company</p>

The Lift is covered by a service agreement with Caledonian Lifts which covers quarterly inspections, maintenance inspection together with emergency call outs There is an audible alarm in the lift and a digital alarm with links directly with Caledonian lifts

The automatic doors are covered by a maintenance contact with Dorma Doors

There is an annual electrical inspection where 20% of the Town Hall electrics are tested to comply with the 5 year electrical testing

A record of fire alarm tests and fire drills is kept. There are two full evacuations annually.

All fire exits are clearly marked and details of assembly points are displayed

Hirers of the building are made aware of their responsibilities in relation to fire and other emergencies

The Emergency Lighting is subject to timed tests throughout the year and a record is kept.

All hirers of the Town Hall are required to complete a booking form which confirms their responsibilities during any hiring period.

The services of professionals are sought when required.

There is a service agreement with Floorcare Ltd for the floor buffing machine

MT Electrical are the Councils nominated electricians

All electrical items are PAT tested annually

The Council has a contract with Walker Fire for the servicing of Fire Extinguishers and Fire Alarm which takes place annually

All gas appliances are tested annually by Hamworthy and Bywater Gas

There is a rolling programme for the replacement of tables, chairs, crockery etc.

Equipment

	<p>Training is given to staff on the use of new equipment</p> <p>There is a contract with Trusted IT for the maintenance of equipment and IT support. All data is backed up in the Cloud or off site</p> <p>The Council has an independent risk assessment of the premises and working practices annually</p>
47/49 Market Street	<p>All gas appliances are tested annually in accordance with the Landlords Gas Safety check</p> <p>The premises were refurbished in 2017 with the installation of central heating in the living accommodation and rewiring of the premises</p> <p>Fire detectors and carbon monoxide alarms are fitted in the premises</p>

Presented to the F & GP Committee 26 November 2019

Ratified by the Full Council 3 December 2019

