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Nash Mills Crime Figures 2021

	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YTD.
BURGLARY (DWELLING)													
BURGLARY (Other)						1							
THEFT FROM MOTOR VEHICLE	1				1								
THEFT OF MOTOR VEHICLE													
DAMAGE OR DESTROY <£5,000			1	2									
THEFT FROM SHOP	2	1		1	2	1							
THEFT, OTHER		2	4		1		1						
DRUG RELATED	1	1		1									
OTHER CRIMES				1		1	2						
TOTALS	4	4	5	5	4	3	3						

Nash Mills Crime Figures 2021

<b>DWELLING BURGLARY</b>													
<b>BURGLARY OTHER</b>													
<b>THEFT FROM MOTOR VEHICLE</b>													
<b>THEFT OF MOTOR VEHICLE</b>													
<b>DAMAGE OR DESTROY</b>													
<b>THEFT FROM SHOP</b>	Tesco												
<b>THEFT OTHER</b>													
<b>DRUG RELATED</b>													
<b>OTHER</b>	Mal comms												



## Clerk Report August 2021

### **CCTV**

Installation complete. Waiting for confirmation from DBC whether it is now operational. DBC to arrange the statutory notices and ongoing monitoring.

### **HCC Update**

#### *Verges*

The Denes - now with the contractor Ringway

Bunkers Lane- now completed

Meadow Road works delayed due to issue with drawings received by HCC from DBC. (Slight amendment needed), this has been chased but no response at the time of writing this report.

### **Auditor**

Queries raised by external auditor; clarity required regarding breakdown of variations of income and expenditure from 2019/20 versus 2020/21 as they had increased significantly (mainly down to CIL and our extra ordinary expenditure (see footnote<sup>i</sup>) and the explanation that I sent (which had been approved by our auditor) has required further clarity as it is outside of their standard matrix. Council responses sent to simplify and will be circulated to council in due course.

### **Christmas Lights Licence**

Process in progress with contractor and forms returned to HCC.

### **Defibrillator update**

Contractor hopes to commence works w/c 6/9/2021

Defib with RC to check it over

Once checked case to be ordered (4-week lead time)

Clarity obtained from DBC re adoption of socket for annual PAT testing/cost of electric/repositioning of bins

Awaiting permissions for signage.

### **Warden Update**

Nothing to report.

### **Correspondence received (please note that this may not include all items)**

- Allotment enquiry- signposted to KLAGA and DBC
- Parking complaint at The Denes-untaxed vehicle referred to PCSO
- Parking complaint referred to DBC (skip blocking parking bays) (new)
- Fence works completed at the Willows following NMPC grant.
- Correspondence received from a resident requesting council assistance following incident at Bunkers Lane/Nash Mills Primary School. This item was taken forward by the Borough Cllr.

### **Training Attended**

- Cllr Briggs booked in as Council representative for the planning 'drop-in' session *11 August 2021 09:30-10:30*
- Cllr Briggs booked in as Council representative for the Hemel Garden Community sessions. *Wednesday 18<sup>th</sup> August 18.30-20.30*

*Nikki Bugden*

*Clerk to the Council August 2021*

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<sup>1</sup> Thank you for submitting your AGAR Part 3 and supporting documentation for our review. I have started reviewing the information and have the following query:

Section 2, Box 3 & 6: please provide a more detailed explanation (both narrative and numerical) for the significant variances.

Box 3: Box 3 for 2019/20 was £21,051 and Box 3 for 2020/21 was £31,989 and this represents a variance of more than 15%. The explanation provided for Box 3 only states how much CIL income was received this year but in order to explain the variance, we will need to know how much CIL income was received last year. If this does not explain the variance to within 15%, please could you provide other additional numerical differences in 'Total Other Receipts' so that we can account for the difference in figures.

Box 6: the explanation provided over explains the variance. The variance is £31,833 and you have explained £34,359 which leaves a variance of £2,526 unexplained, which is above 15%. Please could you provide some other additional numerical differences in 'All Other Payments' such that the unexplained variance is below 15%.

**Nash Mills Parish Council  
FINANCIAL SCHEDULE**

**Aug-21**

<b>Payee</b>	<b>Method</b>	<b>Description</b>	<b>code</b>	<b>Amount</b>		<b>Vat</b>		<b>Amount</b>	<b>Minutes ref</b>	<b>Inv No</b>
NET STAFF SALARIES/HMRC	SO	Aug Salaries, HMRC,Pension	Various	£	2,460.99		£	2,460.99		
Vodaphone	DD	Clerk's Mobile	4060	£	14.06	£	2.82	£	16.88	456289216
NMVHA	SO	Hall Hire		£	36.00		£	36.00		
DBC	DD	Garage Rental		£	52.60	£	10.52	£	63.12	
Paybureau	SO	Monthly Wages Fee	4050	£	18.00	£	3.60	£	21.60	nm0821
AIS	Online	CCTV Final pyt	336	£	8,389.55	£	1,677.91	£	10,067.46	1890
clerk expenses	Online	Hall Hire 12/7	4165	£	18.60		£	18.60	21052fpc	c594
clerk expenses	Online	Netnerd Domain renewal to 7/2023	4115	£	80.00	£	16.00	£	96.00	308617

Total

<b>£</b>	<b>11,069.80</b>	<b>£</b>	<b>1,710.85</b>	<b>£</b>	<b>12,780.65</b>
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**Nash Mills Parish Council**

**Bank - Cash and Investment Reconciliation as at 31 July 2021**

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**Confirmed Bank & Investment Balances**

Bank Statement Balances

31/07/2021	Lloyds Current A/C	26,800.90
30/06/2021	';	80,842.88
30/04/2021	NatWest Current A/C	2,241.51
31/07/2021	Lloyds 32 Day	32,048.11
31/03/2021	Lloyds Holding Account	0.00

**141,933.40**

Other Cash & Bank Balances

**0.00**

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**141,933.40**

All Cash & Bank Accounts

1	Lloyds Current A/C	26,800.90
2	NatWest BR	80,842.88
3	NatWest Current A/C	2,241.51
4	Lloyds 32 Day	32,048.11
5	Lloyds Holding TF Account	0.00
	Other Cash & Bank Balances	0.00
	<b>Total Cash &amp; Bank Balances</b>	<b>141,933.40</b>

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DATED

**LICENCE**

between

DACORUM BOROUGH COUNCIL

and

NASH MILLS PARISH COUNCIL

Relating to

**Defibrillator installation** on the external wall elevation of The Denes Shopping parade Hemel Hempstead, Hertfordshire HP3 8AP.

Mark Brookes  
Assistant Director  
Corporate and Contracted Services  
Dacorum Borough Council  
The Forum  
Hemel Hempstead  
Hertfordshire  
HP1 1DN

Ref: AP/ 7496



THIS LICENCE is made the                      day of                      Two thousand and twenty one  
BETWEEN DACORUM BOROUGH COUNCIL ("the Council") acting by Mark Brookes its  
Solicitor of The Forum Marlowes Hemel Hempstead Hertfordshire HP1 1DN of the one part and  
NASH MILLS PARISH COUNCIL of PO Box 1602 Hemel Hempstead Hertfordshire HP1 9ST ("the  
Licensee") acting by \_\_\_\_\_ and duly authorised signatory of the Licensee of the other  
part

NOW IT IS AGREED as follows:

## 1. Definitions

In this Licence:

- 1.1 **"the Commencement Date"** means the date hereof
- 1.2 **"Competent Authority"**: any statutory undertaker or any statutory public local or other authority or regulatory body or any court of law or government department or any of them or any of their duly authorised officers.
- 1.3 **"the Licence Fee"** means the sum of ONE POUND (£1.00) together with VAT as chargeable payable annually in advance (if demanded).
- 1.4 **"the Licence Period"** means the period from and including the Commencement Date the \_\_\_\_ day of \_\_\_\_\_ 2021 for a period of FIVE (5) years or until this licence is determined by either party under the provisions of clause 4 below
- 1.5 **"the Installation"** means a Zoll AED plus Semi-Automatic Defibrillator in a external box with lock on the exterior wall of The Denes Shopping Parade located in The Denes Hemel Hempstead Hertfordshire HP3 8AP (known as **"The Property"**) and more particularly shown by the photos and edged red on the Plan annexed hereto and listed in Schedule 1 hereof

- 1.6** “**the Permitted Use**” the use of the external box to house the defibrillator and for a defibrillator
- 1.7** “**the Plan**” means the plan annexed hereto and marked The Denes Shopping Centre Hemel Hempstead HP3 8AP- Defibrillator
- 1.5** “**Regulations**” means the regulations relating to the use of the Installation set out in Schedule 2 below
- a)** “**Schedule 1**” means the schedule numbered 1 below set out in this Licence and which forms part of this Licence
- b)** “**Schedule 2**” means the schedule numbered 2 below set out in this Licence and which forms part of this Licence
- 1.6** “**Necessary Consents**”: all planning permissions and all other consents, licences, permissions, certificates, authorisations and approvals whether of a public or private nature which shall be required by any Competent Authority for the Permitted Use.
- 1.7** **VAT**: value added tax chargeable under the Value Added Tax Act 1994 or any similar replacement or additional tax.
- 1.8** A person includes a natural person, corporate or unincorporated body (whether or not having separate legal personality).
- 1.9** The Schedules form part of this Licence and shall have effect as if set out in full in the body of this agreement and any reference to this Licence includes the Schedules.
- 1.10** Unless the context otherwise requires, words in the singular shall include the plural and in the plural include the singular.
- 1.11** Unless the context otherwise requires, a reference to one gender shall include a reference to the other genders.
- 1.12** Unless otherwise specified, a reference to a particular law is a reference to it as it is in force for the time being, taking account of any amendment, extension, application or re-enactment and includes any subordinate laws for the time being in force made under it and all orders, notices, codes of practice and guidance made under it.
- 1.13** A reference to **writing** or **written** excludes faxes and e-mail.

- 1.14** Any obligation in this Licence on a person not to do something includes an obligation not to agree or allow that thing to be done and [to use its best endeavours] to prevent such act or thing being done by a third party.
- 1.15** References to clauses and Schedules are to the clauses and Schedules of this licence; references to paragraphs are to paragraphs of the relevant Schedule.
- 1.16** Any phrase introduced by the terms **including, include, in particular** or any similar expression shall be construed as illustrative and shall not limit the sense of the words preceding those terms.

## **2. The Licence**

Subject to clauses 3 and 4 below the Council licences and authorises the Licensee to place the Installation on the exterior wall of the Property as defined ONLY whilst this licence subsists.

## **3. Licensee's Undertakings**

The Licensee agrees with the Council

- 3.1** to observe and perform the Regulations
- 3.2** to indemnify the Council against all actions, claims, demands, losses and liability in respect of any breach of the Regulations or in any way arising from the grant of this Licence
- 3.3** to pay the Licence Fee on the due date specified for payment together with VAT, if demanded
- 3.4** to ensure that the Installation is installed and removed (pursuant to clause 5 below) to the satisfaction of the Council.
- 3.5** not to assign the benefit of this licence or assign or allow the Installation to be used other than as authorised by this Licence and for the purposes of the Installation
- 3.6** to pay to the relevant suppliers all costs in connection with the supply of electricity, gas, water, sewage, telecommunications and data and other services and utilities to or from the Installation.
- 3.7** to comply with all laws and with any recommendations of the relevant suppliers relating to the supply of electricity, gas, water, sewage, telecommunications and data and other services and utilities to or from the Installation

#### **4. Determination**

This Licence may be determined:

- 4.1 by the Council forthwith by notice to the Licensee upon failure by the Licensee to pay the Licence Fee within 7 days of the due date or upon any breach of any provisions of this Licence including but not limited to the Regulations hereto (and in such event the Licensee is not to be entitled to any refund of any part of the Licence Fee), or
  - 4.2 by 1 (one) month written notice served by either party on the other
- such determination to be without prejudice to the liability of the Licensee under this Licence up to the date of expiry of the notice

#### **5. Removal of Property**

At the expiration of the Licence Period or upon determination of this Licence, the Licensee must forthwith remove the Installation and any other property of the Licensee situate in the Installation or cause it to be removed, and reinstate fully that part of the Property to which the Installation is attached and if the Installation is not removed and the part of the Property to which the Installation is attached put back to the condition that part of the Property was in prior to the Installation being installed within 21 days of expiration of the Licence period or determination of this licence then the Council may carry out such reinstatement works and the licensee shall pay the full cost of such works as aforesaid upon written demand

#### **6. Warranty**

- 6.1 The Council gives no warranty that the Property possesses the Necessary Consents for the Installation to be placed on the exterior wall of the Property
- 6.2 The Licensor gives no warranty that the Property is physically fit for the purposes specified in clause 2
- 6.3 The Council gives no warranty that the Installation is fit for the purpose stated herein

#### **7. Notices**

Any notice to be given under this Licence must be in writing and is to be sufficiently and effectually given by the Licensee if sent by registered post or recorded delivery to the Council at the address specified herein (or such other address as shall be given to the Licensee from time to time in writing) and by the Council if sent by registered post or recorded delivery to the address specified herein (or such other address as shall be given to the Council from time to time in writing).

## **8. Status of Licence**

- (i) The parties hereto agree that this Licence is granted as a licence only and
  - a) does not constitute any easement or any other form of deed or agreement under the Landlord and Tenant Act 1954, and
  - b) is not subject to any of the provisions of the Communications Act 2003 or supplementary legislation relating thereto of any kind including but not limited to statutory instruments
- (ii) The Licensee acknowledges that:
  - (a) the Licensee shall occupy the Property as licensee and that no relationship of landlord and tenant is created between the Council and the Licensee by this licence;
  - (b) the Council retains control, possession and management of the Property and the Licensee has no right to exclude the Council from the Property;
  - (c) the licence to occupy granted by this agreement is personal to the Licensee and is not assignable and the rights given in clause 2 above may only be exercised by the Licensee and any persons authorised by the Council as the Council sees fit.
  - (d) the Licensee does not and will not have exclusive possession of the Installation

## **9. LIMITATION OF LICENSOR'S LIABILITY**

- 9.1 Subject to clause 9.2, the Licensor is not liable for:
- (a) the death of, or injury to the Licensee, its employees, customers or invitees to the Installation; or
  - (b) damage to any property of the Licensee or that of the Licensee's employees, customers or other invitees to the Installation; or

- (c) any losses, claims, demands, actions, proceedings, damages, costs or expenses or other liability incurred by the Licensee or the Licensee's employees, or any other users of the Installation whether in the exercise or purported exercise of the rights granted by clause 2 or in relation to any third party using the defibrillator within the Installation

9.2 Nothing in clause 9.1 shall limit or exclude the Licensor's liability for:

- (a) death or personal injury or damage to property caused by negligence on the part of the Licensor or its employees or agents; or
- (b) any matter in respect of which it would be unlawful for the Licensor to exclude or restrict liability.

## **10. RIGHTS OF THIRD PARTIES**

A person who is not a party to this agreement may not enforce any of its terms under the Contracts (Rights of Third Parties) Act 1999.

## **11. GOVERNING LAW AND JURISDICTION**

11.1 This licence and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of England and Wales.

11.2 The parties irrevocably agree that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim that arises out of or in connection with this licence or its subject matter or formation (including non-contractual disputes or claims).

This licence has been entered into on the date stated at the beginning of it.

## **SCHEDULE 1 – PHOTOS**

## **SCHEDULE 2 - REGULATIONS**

1. The Licensee must procure that the Installation is used in a proper and orderly manner
2. not to use the Property other than for the use of housing a defibrillator and for a defibrillator.

3. The Licensee must all times fully and effectually indemnify the Council against any liability whatsoever and howsoever caused arising out of the use of the Installation authorised by this Licence
4. The Licensee must comply with all further reasonable regulations and conditions that may from time to time be made by the Council for use of the Installation and/or the safety, good management and control of the Installation.
5. The Licensee must not display any sign or notice on or in the Installation, other than such that identifies the purpose of the Installation.
6. The Licensee must pay interest at the rate of four per centum a year above the base lending rate of Lloyds TSB Bank Plc from time to time in force on any payments due under the Licence from the date when they become due to the date of payment if they are not paid within seven days after becoming due.
7. The Licensee must not deposit rubbish, litter or graffiti on or in the Installation and keep the same free from rubbish or litter or graffiti so far as it is able so to do.
8. The Licensee must not do or allow to be done anything that may be or become a nuisance or annoyance or cause damage to the Council its property or any other person or their property in using the Installation or the means of access to it and/or egress from it or the owners or occupiers of adjoining property
9. The Licensee must not do or permit to be done anything whereby any policy of insurance on the Installation or building in which it is situate against damage by fire and/or other risks may become void or voidable or whereby the rate of premium on it may be increased.
10. The Licensee must repay to the Council on demand all expenses incurred by the Council in respect of any renewal of the policy of insurance on the Installation or building in which it is situate or any increase of premium rendered necessary by a breach of Regulation 9.
11. The Licensee must not do or permit to be done anything in on upon the Installation that may contravene any statutory provision or regulation or any bye-laws made by a competent authority with regard to the use of the Installation.
12. The Council is not to be under any liability whatsoever:-
  - 12.1 for loss of or damage to any equipment or property or any damage or injury to any person howsoever arising, or
  - 12.2 for damages or compensation for loss of profits, delay or otherwise if persons (unauthorised or otherwise) use or endeavour to use the Installation
13. The Licensee shall not at any time permit access to the Installation by providing keys or by any other means to facilitate access to any persons not authorised to have such access.



14. The Licensee shall be responsible for the installation of the defibrillator and its external box containing the defibrillator in accordance with the manufacturer's instructions to be placed in a location agreed with the Council's Building Services Team.
15. The Licensee shall be responsible for the repair and maintenance of both the defibrillator and the external box containing the defibrillator at all times during the Licence period, all at the Licensee's cost to the reasonable satisfaction of the Licensor.
16. The Licensee will repair the Installation at its own cost in the event of any damage occurring to the box or defibrillator howsoever caused as soon as reasonably practicable during the Licence Period.
17. Without prejudice to any other clause or Regulation contained in this licence in the event of a failure by the Licensee to comply with Regulations 14 and/or 15 hereof the Licensee shall pay the Council the costs of any repair works the Licensor deems necessary to undertake to the Installation or the defibrillator.
18. The Licensee is not to make any alteration or addition whatsoever to the Installation
19. The Licensee is not to apply for any planning permission in respect of the Property;
20. The Licensee is not to do anything that will or might constitute a breach of any Necessary Consents affecting the Installation or the building to which the Installation is attached or which will or might vitiate in whole or in part any insurance effected by the Licensor in respect of the Installation and/or building to which the Installation is attached from time to time;
21. The Licensee is to comply with all laws and with any recommendations of the relevant suppliers relating to the supply of electricity, gas, water, sewage, telecommunications and data and other services and utilities to or from the Installation
- 21 The Licensee is to obtain consent from Hertfordshire Highways for the Installation overhanging the highway prior to the Installation being placed on the external wall of the Property.

THE COMMON SEAL of )  
DACORUM BOROUGH COUNCIL )  
was hereunto affixed in )  
the presence of: )

Authorised Signatory

Authorised Signatory

SIGNED as a Deed by  
a duly authorised signatory of  
NASH MILLS PARISH COUNCIL  
Witness Signature

in the presence of:-

Name  
Address  
Occupation



### Return to Face-to-Face Meetings (Coronavirus 2020/21)

Last Adopted	
Adopted	
Agenda Reference	

#### Introduction

Nash Mills Parish Council is committed to providing its services to the public but recognises the need to provide a safe environment for staff, councillors, and the public, particularly as not all attendees may have been vaccinated.

The Government maintains and regularly updates a range of documents giving guidance on managing the impact of COVID-19. The documents are updated regularly in accordance with government announcements. Information is changing rapidly and updates should be proactively monitored: [www.gov.uk](http://www.gov.uk) The National Association of Local Councils (NALC) has produced a dedicated coronavirus webpage which is regularly updated with government guidance and other information relevant to local councils: <https://www.nalc.gov.uk/coronavirus>

From the 6 May 2021, Town and Parish Council can no longer hold remote council or committee meetings and are required to return to face-to-face meetings. This risk assessment has been prepared for the commencement of the return to face-to-face meetings and will be kept under regular review to include all government guidelines and requirements of the council. It has been prepared in accordance with Government guidance and guidance from NALC.

This guidance was first applied to facilitate the signing of the annual governance review prior to end June 2021 but has since been updated to prepare for F2F meetings.

Whilst as at 24/6/2021 when this document was produced there is still the ‘rule of 6’ or two households in force guidance would imply that a meeting of the parish council could be deemed as ‘work’ and therefore the maximum number inside is increased as long as steps are taken in accordance with guidance.

Updated 7/7/2021 as we will be using a different hall for our July meeting we will be adhering to an additional condition as laid down in their own risk assessment. ie use of a one-way system, wearing of masks in all public shared spaces.

Updated 27/7/2021 Govt recommendations changed 19/7/202 as we moved to step 4 of the roadmap out of lockdown, however due to continued restrictions and the current being in place in numerous locations this risk assessment and its contents will remain a requirement for NMPC meetings. We are currently in a 3<sup>rd</sup> wave therefore this risk assessment will be subject to regular review to assess and uphold, where possible, staff, Cllr and public safety.

[acre-briefing-july-2021-cv-19-learning-to-live-with-the-virus.pdf](#)

Please note that the tables below may cause issues should you use a screen reader. They highlight the risk matrix used and can be made available in a different format if required.

**Details to complete the Risk Assessment**

**STEP 1:** Rate hazard - assign a letter from A to C to denote the SEVERITY of harm or consequence of the hazard.

<b>A</b> death major injury major damage or major loss to property/equipment/corporate reputation	<b>B</b> serious over-3-day injury damage to property/equipment	<b>C</b> minor injury minor damage to property/equipment
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**STEP 2:** Rate risk/Likelihood - assign a number from 1 to 3 to denote the LIKELIHOOD of the event causing the risk to be realised.

<b>1</b> extremely likely to occur	<b>2</b> frequent/often/likely to occur	<b>3</b> slight chance of occurring
---------------------------------------	--	--

**Commented [CN1]:** I have not yet had any updates RA from NMVH so I’m assuming that the previous RA and recommendations remain in force in line with the ACRE guidance.

**STEP 3:** Use the combination in the risk rating chart to link to the action criteria.

Likelihood	Severity		
	Major = A	Serious = B	Slight = C
Extremely likely to occur = 1	A1	B1	C1
Likely to occur = 2	A2	B2	C2
Unlikely to occur = 3	A3	B3	C3

**Action criteria:**

Please note that the tables below may cause issues should you use a screen reader. They highlight the risk matrix used and can be made available in a different format if required.

VERY HIGH	Very high priority – Unacceptable risk: must receive attention - stop work activity or remove/reduce risk immediately
HIGH PRIORITY	High priority - Urgent: must receive attention as soon as possible to remove/reduce hazard or risk
MEDIUM / HIGH	Medium/high priority: Must receive attention to remove/reduce hazard or risk
MEDIUM	Medium priority: Should receive attention to remove/reduce hazard or risk
LOW	Low priority - remove/reduce hazard or risk after other priorities
VERY LOW	Very low priority - remove/reduce hazard or risk after other priorities

Area of Risk/those affected	Risk Identified	Rate Hazard	Rate Risk /Likelihood	Action Criteria	Assessment	Conclusion/Mitigating Actions
All duties/Staff & Councillors	Risk of contracting virus whilst undertaking council duties	A	1		Councils and staff should follow appropriate Govt. guidance and premises specific rules when undertaking council business or attending functions in their capacity as a council representative. In first instance consider whether meeting can lawfully take place remotely or whether duties can be covered by the clerk using delegated powers. (Warden has separate RA covering his role)	<p>Scheme of delegation in place for urgent items of business.</p> <p>Working groups can lawfully continue to meet remotely as no delegated decision-making powers.</p> <p>Clerk minimises contact with surfaces when placing agendas on noticeboard and uses sanitiser where necessary.</p>
	Signing of Annual Governance Review	A	3		This cannot be actioned under delegated powers therefore a meeting will be held.	<p>Quorum only to attend. Cllrs to see all documents in advance of meeting to enable scrutiny.</p> <p>Meeting to take place outside.</p> <p>Only necessary audit items to be included on agenda to keep the meeting short.</p> <p>All Councillors to bring their own pen for signing.</p>

						<p>We cannot limit public attendance, but agenda will explain that public have access to all documents and decisions made via the website evidencing full transparency and that MOP attend at their own risk and must follow Covid-safe guidance. (Face masks, social distancing, no attendance if exhibiting symptoms etc).</p>
	<p>Risk of legal challenge/judicial review for decision making at signing of AGAR</p>	A	3		<p>This cannot be actioned under delegated powers therefore a meeting will be held but with limited attendance as Health and Safety legislation and Govt. Guidance and restrictions take precedence.</p>	<p>All documents will be made available in advance of the meeting to allow for Cllr and public scrutiny and to comply with transparency requirements.</p> <p>Public will be permitted to attend at their own risk as long as facemasks are worn, and social distancing is observed.</p> <p>No paper copies of agenda or supporting documents will be made available but they will be downloadable from our website.</p> <p>All public attendees to pre-book their attendance (to enable NMPC to comply with H&amp;S capacity laws)</p>

Area of Risk/those affected	Risk Identified	Rate Hazard	Rate Risk /Likelihood	Action Criteria	Assessment	Conclusion/Mitigating Actions
Face to Face Meetings	Risk of contracting or spreading the virus by using a public, multi-use facility.	A	1		<p>Someone with Covid 19 entering the building and passing the virus onto others.</p> <p>The virus is present in the facility from a previous user</p>	<p>Ensure social distancing and hygiene measures are followed by all.</p> <p>Anyone with Covid symptoms or if anyone in their household has Covid symptoms they should <b>NOT</b> attend a meeting. Symptoms include:</p> <ul style="list-style-type: none"> <li>- A high temperature</li> <li>- A new, continuous cough</li> <li>- Loss or change to sense of smell/taste.</li> </ul> <p>No entry to meeting if displaying any symptoms.</p> <p>No entry to a meeting without a mask.</p> <p>Mask must be worn for the duration of the meeting and may only be removed at the invitation of the Chairman for the purposes of being able to speak and be heard.</p> <p>Cllrs and Public to recognise personal responsibility to keep themselves safe.</p> <p>All to consider whether it is safe to attend without completion of both vaccine doses (and 14-day post vaccination waiting period).</p> <p>Any Cllr who has been travelling to observe the mandatory isolation period as specified by prevailing guidance at that time.</p>

**Commented [CN2]:** Face covering still recommended in crowded locations, duty of care to each other plus ACRE guidance



					<p>Should any Cllr or attendee be contacted as part of the track and trace system they must not attend.</p> <p>Should any Cllr or attendee be in contact with a family member who has been contacted as part of the track and trace system they must take personal responsibility to only attend should they feel it is safe to do so.</p> <p>No paper copies of agenda or supporting documents will be made available but they will be downloadable from our website.</p> <p>Risk of using a shared community space is addressed below.</p> <p>All public attendees to pre-book their attendance (to enable NMPC to comply with H&amp;S capacity laws)</p> <p>Capacity with social distancing is 26.</p> <p>Hall measurements 7mx15m = 105sq m / 4 = 26 Line with ACRE calculations.</p> <p>Whilst legislation prevents councils from limiting public attendance at meeting, health and safety guidance/government instruction in relation to the pandemic will take precedence.</p> <p>Should council be concerned that they will be discussing matters with high public interest then an alternative location should be sought, or 'hybrid' technology used (for public attendance only).</p>
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7

**Commented [CN3]:** Do we need this, we have approx. 14 spaces currently at NMPC ? If so we need to publicise it

Nash Mills Village Hall /ALL	Contaminated Space Risk of spread of infection	A	1		<p>Acre Guidance</p> <p>Guidance received from NMVHA appended to this document</p>	<p>Seating will be set out in line with prevailing Govt, <b>ACRE</b> and Health and Safety Existing guidance (currently not face 2 face and all 2 metres apart).</p> <p>Members to sanitise their own chairs.</p> <p>No tables to be provided apart from clerk &amp; chairman.</p> <p>All MOP chairs to be sanitised by attendees using materials provided.</p> <p>Windows and doors will be left open to ensure good ventilation.</p> <p>Refreshments will not be provided.</p> <p>All touchpoints to be sanitised pre and post meeting (including padlock at gate). See appended NMVHA guidance.</p> <p>Only 1 toilet to be made available to ensure that cleaning can take place pre and post meeting.</p> <p>Meetings should last no longer than 2 hours and less if possible - Chair to manage all participants to ensure meeting does not overrun.</p> <p>Adjust the order of business to allow members of the public to leave, should they so wish, immediately after discussion of their item of interest.</p> <p>No admittance past 8:30pm for anyone.</p> <p>No mingling or loitering before or after a meeting.</p>
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**Commented [CN4]:** Cllrs can use an additional chair if required?

					<p>When entering and leaving a meeting, everyone should respect social distancing and enter and exit in an orderly fashion and as per the directions. Consider use of fire escape as an alternative exit to avoid congestion.</p> <p>All attendees to comply with social distancing at all times.</p> <p>The Clerk in attendance will complete the attendance list.</p> <p>If a QR code is available at the hall then all attendees must register, if they are unable to access the app then their details must be given to the clerk in attendance.</p>
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Area of Risk/those affected	Risk Identified	Rate Hazard	Rate Risk /Likelihood	Action Criteria	Assessment	Conclusion/Mitigating Actions
Wider Issues	<p>Members do not feel safe attending meetings face to face meetings.</p> <p>Ensuring, given social distancing, that “sound systems” are available to ensure all meeting attendees can hear what is being said.</p>	A	1			<p>Current legislation prevents remote attendance.</p> <p>Members to attend at their own risk and <b>ONLY</b> if they feel safe to do so.</p> <p>Long term apologies to be considered for any members unable to attend for health reasons.</p> <p>Chairman to ensure that attendees are able to hear and that any disabilities or additional needs are accommodated where practicably possible and safe to do so.</p> <p>Facemasks may need to be removed when someone is speaking and must then be replaced straight after.</p> <p>Minutes to be created asap after the meeting and uploaded to website so that all decisions are transparent and available in an alternative format.</p>
	Breach of prevailing Govt. Guidance	A	3			<p>Govt has a ‘rule of 3’ / 2 households ruling on mixing, however contradictory guidance regarding workplaces can be applied to meetings.</p> <p>The hall is declared a ‘covid-safe’ environment therefore capacity is increased and rule of 6 does not apply.</p> <p>There is no absolute clarity regarding this matter on an advisory bodies’ website or Govt website.</p> <p>All steps outlined above may be deemed unnecessary or may require additional steps once the Govt roadmap is updated on 19<sup>th</sup> July 2021.</p> <p>All guidance will be updated as soon as practicable after any legislation and guidance is amended.</p>

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					Should Govt determine that face to face meetings are no longer safe then council will revert to the delegated powers that are available until suitable alternative provisions can be lawfully made.
	Breach of HSE Regulations	A	3		NMPC have a duty of care to its staff, members and MOP. Health and Safety legislation is overriding under all circumstances.
	Breach of Public Bodies Admission to Meetings Act 1960	A	1		NMPC have a requirement to adhere to the act, however risk of challenge would be slight if there is evidence that all due processes have been taken to provide transparency whilst adhering to Govt guidance, Covid restrictions and the HSE legislation. It would be unlawful for NMPC to disregard the capacity constraints at Nash Mills Village Hall.
<b>Duty Of Care as Employers</b>	Placing staff at risk unnecessarily	A	1		<p><a href="#">Offices and contact centres - Working safely during coronavirus (COVID-19) - Guidance - GOV.UK (www.gov.uk)</a></p> <p><b>3.4 Meetings</b> Objective: To reduce transmission due to face-to-face meetings and maintain social distancing in meetings.</p> <p>You will usually need to: Use remote working tools to avoid in-person meetings. Ensure participants physically attend meetings only where reasonably necessary. They should maintain social distancing guidelines. These are 2m, or 1m+ with risk mitigation where 2m is not viable. Avoid transmission during meetings caused by sharing objects. For example, pens and documents. Provide hand sanitiser in meeting rooms. <del>Hold meetings outdoors whenever possible.</del> Otherwise use rooms where there is good ventilation. This could be:</p> <ul style="list-style-type: none"> <li>– fresh air through open doors, windows, and vents</li> <li>–mechanical ventilation, such as air conditioning</li> </ul>

						<p>You can also provide good ventilation through a combination of the two.</p> <p>Air rooms between meetings. Open all the doors and windows as fully as possible, to maximise the ventilation in the room.</p>
<b>Final Overall Risk Analysis</b>						<p>NMPC have no option but to return to face-to-face meetings to discuss some matters unable to be conducted under delegated powers to the clerk as remote legislation has been withdrawn. There is considerable risk of infection, even should Cllrs be double jabbed as the variant infections are increasing. The only mitigation that NMPC can take are the recommendations above along with each attendee taking individual responsibility for ensuring that they adhere to procedures in place and any additional steps that they feel they need to undertake. All attendees must be aware of any venue appropriate risk assessment in place to support this risk assessment. Some guidance may no longer be required by Govt but may remain as venue owner requirements. All attendees should also avail themselves of regular testing in line with Govt recommendations.</p> <p>The overall risk if all mitigating factors are implemented as listed above is low.</p>

#### Sources

NALC

Came & Company Insurance webinar

[What to include in your COVID-19 risk assessment \(hse.gov.uk\)](https://www.hse.gov.uk/covid19/riskassessment/)

[Coronavirus: latest information and advice - HSE news](https://www.hse.gov.uk/news/coronavirus/)

[Public Bodies \(Admission to Meetings\) Act 1960 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/1960/12/pdfs/ukpga-1960-12.pdf)

[covid-19-safer-community-centres-aug-20.pdf \(acre.org.uk\)](https://www.acre.org.uk/covid-19-safer-community-centres-aug-20.pdf)

[Coronavirus: how to stay safe and help prevent the spread - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/coronavirus-how-to-stay-safe-and-help-prevent-the-spread)

<sup>i</sup> Hall measurements 7mx15m = 105sq m / 4 = 26 Line with ACRE calculations.

## Nash Mills Village Hall Association Guidance June 2020

### Instructions for Hirers During Covid 19

1. Hirers must create and retain a list with contact details for all attendees for at least 21 days after the event. On the list which attendees complete, identify that the details will be shared with the government Test Track and Trace organisations if requested. (Example provided at end of document).
2. Hirers must use a one-way system at the Hall: entrance is via the main doors at the front of the Hall and when leaving your event, attendees should use the side doors by the toilets.
3. Each Hirer is responsible for providing 2 bottles of hand sanitiser to be placed on the shelves by the internal doors leading to the main entrance and toilets / side entrance and all attendees should use these upon entering and exiting the building.
4. Tables and chairs should be placed to allow social distancing of 2 metres face to face or, if less than 1 metre, with other measures such as masks, side by side and or back-to-back.
5. The absolute maximum of 30 people are allowed in the hall but only if this number can be properly socially distanced.
6. Everyone attending an event in the hall should now wear a face covering at all times unless exempt from doing so. (This regulation does not apply to those engaged in physical exercise in the hall)
7. During the event ensure maximum ventilation from windows and or doors is provided without impeding comfort. Wedges are provided to allow internal and external doors to be held open. This also avoids the need for people to touch doors. Please ensure that all windows are closed, and doors locked prior to leaving the Hall.
8. Each Hirer shall make sure that everyone likely to attend your activity or event understands that they **MUST NOT DO SO** if they, or anyone in their household, has had COVID-19 symptoms in the last 7 days, and that if they develop symptoms within 7 days of visiting the premises they **MUST** use the Test, Track and Trace system to alert others with whom they have been in contact including the Hall Booking Secretary.
9. Maximum groupings of 2 households will be allowed to sit at the same table. (Please see note 14)
10. Advise attendees to try to limit the access to the toilets to one person at a time. The disabled toilet is available to all if not engaged.
11. If using the kitchen, people handling food or drink must wear masks and frequently wash hands.
12. Currently, according to Government guidance, no exercise classes including yoga and Pilates can take place inside the Hall nor can there be live performances or active parties.
13. Each Hirer will be responsible for submitting a risk assessment relating to their use of the Hall. The risk assessment the Hall has produced is attached for your reference. Any risk relevant to your use of the Hall not covered by the General risk assessment must be advised to the Booking Secretary prior to your use of the Hall.
14. The Rule of Six does not apply directly to the hall as it is a 'Covid-Safe' environment, however it does apply outside of the venue. Therefore, you may have more than six at your activity, but attendees should not arrive together in groups of more than 6 (unless all in the same household) and once they have entered the hall you should keep attendees socially distanced in the groups that they have arrived in so that there should never be a group of more than 6 within the hall at any one time (unless they are from the same household).

### Cleaning Responsibilities for Hirers

1. Each Booking will be allowed 30 minutes prior to event and 30 minutes after the event, without charge, to clean touch surfaces and empty waste bins and replacing bin liners. Cleaning cloths and disinfectant will be provided by the Hall. If the kitchen has been used, surfaces and taps should be cleaned with disinfectant in addition to all tables and chairs that have been or plan to be used.
2. Each Hirer will be responsible for cleaning door handles, light switches, window catches, equipment, toilet handles and seats, wash basins and all surfaces likely to be used during your period of hire and to keep the premises clean through regular cleaning of surfaces during your hire. At the end of your event all bins should be emptied and all waste bagged and placed in the yellow bin outside the Hall.
3. If the event has involved activities where attendees will have taken off shoes or touched the floor, part of the cleaning tasks before and after the activity will involve mopping the floor with the equipment provided.
4. During the 30-minute cleaning period external doors (3 double blue metal doors) must be opened to allow a free flow of air into the main hall.

Example record If required by a government body these details will be shared with the Test Track and Tracing Organisation

Name	Telephone number	Postcode
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Nash Mills Village Hall Association Guidance July 2020 third party software so may be difficult via a screen reader.

Action on leaving	Done
Open three sets of exit doors to allow ventilation to space	
1. Wipe down touch points Doors and handles Window handles Light switches Chairs Tables	
2. If kitchen is used wipe down surfaces, taps and kettles	
3. If floor in Main Hall has been used for exercise mop with disinfectant	
4. Wipe down toilets and taps	
5. Empty bins from toilets and kitchen and place black sacks in yellow waste bin outside Kitchen. Replace black sacks in bins	
6. Shut windows and doors	
7. Set alarm and exit building locking the doors	



## NMVH Risk Assessment for Covid 19 22 July 2020

Area or People at Risk	Risk Identified	Action to Mitigate Risk	Completion date
Main lobby 1. Users / Staff	<ol style="list-style-type: none"> <li>1. Contamination from Carpet</li> <li>2. Pinch point to access hall</li> <li>3. Low air circulation</li> <li>4. Touch points on external and internal doors and switches</li> </ol>	<ol style="list-style-type: none"> <li>1. Shampoo with cleaner once per week</li> <li>2. Entrance thro main door exit at side door included in Hirer instructions</li> <li>3. Hirers asked to wedge internal doors open</li> <li>4. Hirers given cleaning instructions at start and end of session</li> </ol>	
Main Hall 1. Users / Staff	<ol style="list-style-type: none"> <li>1. Touch points on window catches, doors, light switches, steps, furniture and steps.</li> <li>2. Carpet on stage</li> <li>3. Notice board</li> </ol>	<ol style="list-style-type: none"> <li>1. Hirers given 30 minutes at beginning and end of session to clean hall with sanitiser and a checklist provided</li> <li>2. Hirers request to supply own hand sanitiser to position at entry and exit doors for attendees to use during session</li> <li>3. Shampoo with cleaner once per week</li> <li>4. Sign on notice board "do not use"</li> </ol>	
Small side room (bar room) 1. Users / Staff	<ol style="list-style-type: none"> <li>1. As for Main Hall plus fabric seating</li> </ol>	<ol style="list-style-type: none"> <li>1. As for Main Hall</li> <li>2. Fabric based seats removed</li> </ol>	15/07/2020
Kitchen 1. Users / Staff	<ol style="list-style-type: none"> <li>1. As for Main Hall plus food preparation surfaces kitchen equipment boiler controls</li> <li>2. Small space difficult to social distance</li> </ol>	<ol style="list-style-type: none"> <li>1. Sanitiser provided in a box in the area with disposable cloths to clean surfaces. All waste to be removed at end of session</li> <li>2. People working in kitchen to wear masks</li> </ol>	
Toilets 1. Users / Staff	<ol style="list-style-type: none"> <li>1. Small space with low air circulation</li> <li>2. Baby change facilities in Disabled Toilet</li> <li>3. Hot air dryers circulating contamination</li> <li>4. Carpet in Lobby area</li> </ol>	<ol style="list-style-type: none"> <li>1. Open windows at start of session</li> <li>2. If Babies attend change facilities cleaned after use and at end of session by Hirer</li> <li>3. Hot air dryers disconnected and paper towels provided with waste bins and black sacks</li> <li>4. Shampoo with cleaner once per week</li> </ol>	
Attendee taken ill during event	<ol style="list-style-type: none"> <li>1. Possible injured party is Covid 19 carrier</li> </ol>	<ol style="list-style-type: none"> <li>1. Addition of disposable plastic gloves and mask to first aid kit in Kitchen</li> </ol>	
Air contamination from one group to the following hirer	<ol style="list-style-type: none"> <li>1. Virus contamination from one hirer to the following hirer group through air or via surfaces</li> </ol>	<ol style="list-style-type: none"> <li>1. Hirer instructions include opening all doors during each cleaning session . 30 minutes before and after hire</li> </ol>	

NASH MILLS PARISH COUNCIL – REPORT of a WORKING GROUP MEETING  
The Queen’s Platinum Jubilee Commemoration

Meeting held via Teams 19/07/2021

Present:

Alan Briggs, Emily Tout, Jan Maddern, Mandy Lester, Michele Berkeley, Nicola Cobb, Steve Roberts.

Apologies: Lisa Bayley

The Working Group collated lists of potential tree planting locations (in accordance with the Queen’s Green Canopy initiative), together with suggestions for other commemorative options and events. These choices are presented to the main council for a decision on which to pursue.

Potential Tree Locations

- The Denes – on the grass verge adjacent to the entrance
- The Denes – on the grass verge adjacent to the exit
- Nash Mills Wharf memorial garden
- Georgewood Road (bottom of on the downhill right-hand side) – a community orchard in the area next to “the steps”
- Georgewood Road (bottom of on the downhill left-hand side)
- Highbarns / East Green
- Bunkers Park
- Long Denes [ask the Wildlife Trust to do something even if not Parish funded]

Further discussion would be required regarding the type of tree. Cherry Blossom and Magnolia were mentioned.

Other Commemorative Options

- Replace the existing Jubilee bench within The Denes
- Benches in Bunkers Park
- Name the project already in progress at The Denes as The Platinum Jubilee Garden

Commemorative Events

- Street party packs
- Grants towards parties
- Cream Teas at the Denes
- An event at the Village Hall

Alan Briggs



**AGENDA REQUEST FORM**  
**(FOR ITEMS OUTSIDE OF WORKING GROUP MATTERS)**

**PLEASE NOTE THAT AGENDA ITEMS MUST BE SUBMITTED IN ADVANCE OF THE MEETING IN LINE WITH THE TIMESCALES SCHEDULE THAT HAS BEEN CIRCULATED**

**Please note** the clerk will endeavour to include your request, however the clerk will decide its suitability in line with statutory guidelines and other agenda items may take precedence.

<b>NAME:</b>	<b><u>VERGES</u></b>	<b>DATE:</b>	27.07.2021
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**AGENDA ITEMS** - INSERT WORDING TO APPEAR ON THE AGENDA. REMEMBER TO MAKE IT CLEAR WHAT YOU ARE ASKING COUNCILLORS TO DECIDE. PLEASE ALSO NOTE IF YOU ARE LOOKING FOR A SPECIFIC RESOLUTION.

“To consider...” “To note...” “To review...” “To agree....”

To **agree** on the options on how to complete **PHASE 1 of the VERGES:**

**(1) GEORGEWOOD ROAD/ Junction of Barnacres**

At a site meeting with Peter Wright on 19.10.2020 it was agreed that this area would be reviewed by the safety team.

Can we **agree** for NMPC to go back to Highways and ask for further advise on this area especially about the options on the discussion of Double Yellow Lines?

**(2) GEORGEWOOD ROAD / Junction of Highbarns**

Suggestion by Tina Howard at site meeting on 19.10.2020 was to install Double Height Kerbs as this would be the only deterrent at this junction.

Can we **agree** for NMPC to ask Highways Safety Team for their suggestions for this area?

**(3) EAST GREEN**

Waiting for works to be completed of ‘Hole’ at East Green by the Contractor BAM in the Autumn.

Can we **agree** to then contact Highways and DBC regarding Grasscrete of the Verge?

**PHASE 2 of the VERGES -**

Can we **agree** that Phase 2 be brought back to Council in September 2021 for further discussion?

**BACKGROUND INFORMATION** - INSERT AS MUCH INFORMATION AS POSSIBLE SO THAT COUNCILLORS HAVE THE DETAIL THAT THEY NEED IN ORDER TO MAKE AN INFORMED DECISION.

**BACKGROUND DOCUMENTS** LIST NAMES OF ANY DOCUMENTS OR SUPPORTING INFORMATION TO BE ATTACHED. ALL DOCUMENTS MUST BE SUBMITTED WITH THE REQUEST.

**COSTS** - INSERT DETAIL OF COSTS ASSOCIATED WITH THE DECISION THAT YOU ARE ASKING THE COUNCIL TO MAKE (IF KNOWN).





**AGENDA REQUEST FORM**  
**(FOR ITEMS OUTSIDE OF WORKING GROUP MATTERS)**

**PLEASE NOTE THAT AGENDA ITEMS MUST BE SUBMITTED IN ADVANCE OF THE MEETING IN LINE WITH THE TIMESCALES SCHEDULE THAT HAS BEEN CIRCULATED**

**Please note** the clerk will endeavour to include your request, however the clerk will decide its suitability in line with statutory guidelines and other agenda items may take precedence.

<b>NAME:</b>	<b><u>BUNKERS PLAY PARK</u></b>	<b>DATE:</b>	28/07/2021
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**AGENDA ITEMS** - INSERT WORDING TO APPEAR ON THE AGENDA. REMEMBER TO MAKE IT CLEAR WHAT YOU ARE ASKING COUNCILLORS TO DECIDE. PLEASE ALSO NOTE IF YOU ARE LOOKING FOR A SPECIFIC RESOLUTION.

“To consider...” “To note...” “To review...” “To agree....”

To **authorise** the Clerk to order 2 x A3 safety signage signs as follows:

1. Signage for Gate - A3 size to include, the Postcode, Bunkers Lane and what3words.
2. Signage for Gate – A3 size, Keep Gate Closed at all times.

To **authorise** the Clerk to order:

1. the resi-d test as recommended by the Inspection Report.

To **agree** for the Clerk to obtain quotes for the following:

1. 2 x Picnic Tables (Bench Style).
2. 1 x Rubbish Bin.

**BACKGROUND INFORMATION** - INSERT AS MUCH INFORMATION AS POSSIBLE SO THAT COUNCILLORS HAVE THE DETAIL THAT THEY NEED IN ORDER TO MAKE AN INFORMED DECISION.

Working Group Report dated 19<sup>th</sup> July 2021 following visual inspection of Play Park and Equipment.

**BACKGROUND DOCUMENTS** LIST NAMES OF ANY DOCUMENTS OR SUPPORTING INFORMATION TO BE ATTACHED. ALL DOCUMENTS MUST BE SUBMITTED WITH THE REQUEST.

The Playpark Inspection Company Report, The Clerks Report (May 2021) and The Wardens Annual Spring Report 2021.

**COSTS** - INSERT DETAIL OF COSTS ASSOCIATED WITH THE DECISION THAT YOU ARE ASKING THE COUNCIL TO MAKE (IF KNOWN).

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**AGENDA REQUEST FORM**  
**(FOR ITEMS OUTSIDE OF WORKING GROUP MATTERS)**

**PLEASE NOTE THAT AGENDA ITEMS MUST BE SUBMITTED IN ADVANCE OF THE MEETING IN LINE WITH THE TIMESCALES SCHEDULE THAT HAS BEEN CIRCULATED**

**Please note** the clerk will endeavour to include your request, however the clerk will decide its suitability in line with statutory guidelines and other agenda items may take precedence.

<b>NAME:</b>	<b><u>Nicola Cobb</u></b>	<b>DATE:</b>	<b><u>30 June 2021</u></b>
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**AGENDA ITEMS** - INSERT WORDING TO APPEAR ON THE AGENDA. REMEMBER TO MAKE IT CLEAR WHAT YOU ARE ASKING COUNCILLORS TO DECIDE. PLEASE ALSO NOTE IF YOU ARE LOOKING FOR A SPECIFIC RESOLUTION.

“To consider...” “To note...” “To review...” “To agree....”

- To consider the set up of a working group to revisit our original aims and categorise achievements to share in the magazine and facebook.
- To consider revisiting our initial strategy meeting to see what has already been completed and whether we want to pick up items that have not yet been started.

**BACKGROUND INFORMATION** - INSERT AS MUCH INFORMATION AS POSSIBLE SO THAT COUNCILLORS HAVE THE DETAIL THAT THEY NEED IN ORDER TO MAKE AN INFORMED DECISION.

**VALUES AND AIMS**

In May (half way through our term as a parish council) I gathered our achievements so far and tried to categorise them against the original core values that we shared during the election. The plan was to share this on facebook but I realised there are a few things that we've achieved that don't necessarily fit our original list of core values perfectly. For example, safety and security is important to us all and, although we could make it fit one of the values, it might be good to stand this out as an individual item. Also our keenness to encourage and support local business.

**Core values from election**

**Team** – we are a cohesive team of likeminded professional local people

**Service to Nash Mills Community** – we plan to serve the community to the very best of our ability

**Community** – we all love where we live and will strive to further improve our corner of Hemel Hempstead

**Heritage and History** – We have a fantastic history and will protect our heritage

**Inclusion** – We believe the parish is about you and we want to include you in our big decisions

**Communication** – In order to include you, we need to improve our communication stream

For example, under **Heritage and History**, we have a refurbished war memorial, the pub as a community asset, we ensure the Dorr Blake memorial is looked after, we have historic items listed on google maps and we're sharing local history via the magazine and facebook.

My proposal is to either have a working group to re-consider these, or for the magazine/facebook group to do this on council's behalf and, either way, to present back to full council for a final discussion / decision.

**INITIAL PLANNING / STRATEGY**

During our first few months as a parish council, we held an initial strategy/planning meeting to share and prioritise ideas, from which our working groups were agreed and formed at full council. We have achieved (or are in progress with) much of what we listed. However, there were some items that were either listed as lower priority or have not been possible due to covid. Is it a good time to revisit those plans and decide what is feasible to continue over the next two years and whether there is anything else that we would now like to plan for during the second half of our term?

**BACKGROUND DOCUMENTS** LIST NAMES OF ANY DOCUMENTS OR SUPPORTING INFORMATION TO BE ATTACHED. ALL DOCUMENTS MUST BE SUBMITTED WITH THE REQUEST.

None

**COSTS** - INSERT DETAIL OF COSTS ASSOCIATED WITH THE DECISION THAT YOU ARE ASKING THE COUNCIL TO MAKE (IF KNOWN).

n/a





# NASH MILLS

## PARISH COUNCIL

### Clerk Report Local Council Award Scheme (LCAS) Aug 2021

#### Clerk Recommendation

- That NMPC apply for the LCAS at Quality level (Q2 or Q3 2022)<sup>1</sup>
- That NMPC approve the costs for NALC registration and for the accreditation checks<sup>2</sup>
- That NMPC approve the inclusion of this category in next year's budget.

#### Background

The Local Council Award Scheme was launched in 2014. It exists to celebrate the successes of the very best local councils and to provide a framework of support for all local councils in meeting their full potential. There are only 3 councils in Herts that have the award.<sup>3</sup> And a further 4 'working towards' the award.

#### Councils can apply for an award at one of three levels:

- The Foundation Award demonstrates that a council meets the minimum requirements for operating lawfully and according to standard practice.
- The Quality Award demonstrates that a council achieves good practice in governance, community engagement and council improvement.
- The Quality Gold Award demonstrates that a council is at the forefront of best practice and achieves excellence in governance, community leadership and council development.

Councils are reviewed by an accreditation panel and must pay a registration fee and an accreditation fee.

<https://www.nalc.gov.uk/library/our-work/lcas/1855-lcas-guide/file>

Accreditation lasts 4 years.

#### Statutory Requirements

- To achieve a **foundation award** a council demonstrates that it has the documentation and information in place for operating lawfully and according to

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<sup>1</sup> Dates for assessment are set by NALC each Spring

<sup>2</sup> Costs currently are currently £50 for NALC and £100 for accreditation (July 2021)

<sup>3</sup> [file \(nalc.gov.uk\)](https://www.nalc.gov.uk)

standard practice. The council also has policies for training councillors and officers and is building a foundation for improvement and development.

- To achieve the **quality award** a council demonstrates that it meets all requirements of the foundation award and has additional documentation and information in place for good governance, effective community engagement and council improvement. The quality award criteria include the eligibility criteria for the general power of competence.
- To achieve a quality **gold award** a council demonstrates that it meets all requirements of the foundation and quality awards, and is at the forefront of best practice by achieving an excellent standard in community governance, community leadership and performance management

### Criteria and Actions Needed.

Criteria Quality Award	Clerk Comment
The council also confirms by resolution at a full council meeting that it recognises its duties in relation to bio-diversity and crime and disorder, and that it has:	Need this/get idea from other clerks
Its standing orders	
Council contact details and councillor information in line with the Transparency Code	
Its financial regulations	
Its action plan for the current year	x
Its Code of Conduct and a link to councillors' registers of interests	Just need the registers of Interest adding to website as DBC haven't updated theirs
Evidence of consulting the community	
Its publication scheme	
Publicity advertising council activities	
Its last annual return	
Evidence of participating in town and country planning	
Transparent information about council payments	
A calendar of all meetings including the annual meeting of electors	
Minutes for at least one year of full council meetings and (if relevant) all committee and sub-committee meetings	
The budget and precept information for the current or next financial year	
Its complaints procedure	
Its accessibility statement	
Its privacy notice	
Current agendas	
A risk management policy	
Disciplinary and grievance procedures	
A register of assets	
A policy for training and development of staff and councillors	x
Contracts for all members of staff	
A record of all training undertaken by staff and councillors in the last year	
Up-to-date insurance policies that mitigate risks to public money	
Clerk who has achieved 12 Continuing Professional Development (CPD) points in the last year	

Criteria Quality Award	Clerk Comment
The council confirms by resolution at a full council meeting that it meets all requirements for the Foundation Award and that it also publishes on its website:	
Draft minutes of all council and committee meetings within four weeks of the last meeting	
A community engagement policy involving two-way communication between council and community	<b>Will need updating</b>
A Health and Safety policy	<b>X</b>
Councillor profiles	
Its policy on equality	
A grant awarding policy	
Evidence showing how electors contribute to the Annual Parish or Town Meeting	Public participation? Guest speakers?
An action plan and related budget responding to community engagement and setting out a timetable for action and review	<b>X</b>
Evidence of community engagement, council activities and the promotion of democratic processes in an annual report, online material and regular news bulletins	Newsletter/grant awards/ transparent meetings/consultations/public on W/G
Evidence of helping the community plan for its future	Forward budgeting/responses to consultations/Asset of Community Value
A scheme of delegation (where relevant)	
At least two-thirds of its councillors who stood for election	
A qualified clerk	
An annual report that is actively shared with the community	On website
Evidence of a customer service in how the council handles correspondence with the public	Clerk correspondence section on reports
A formal appraisal process for all staff	
A training policy and record for all staff and councillors	<b>X (record held but no formal policy in place)</b>

**NALC will be running events to help local councils prepare an award-winning application — the next event is due to take place on 13 October 2021**

# Full Council Action List

## July 2021 (post Meeting)

<b>Actions from Most Recent Meeting (To Be Discussed)</b>	<b>Comment</b>
<b>Awaiting Further Updates (ONGOING to Be Discussed)</b>	
Photo Authorisation form required (to accompany RA)	LB
Cllr Cobb obtaining feedback re advertisements	NC
<b>Clerk Actions (Most Recent Meeting Information Only)</b>	<b>In addition to standard duties</b>
Contact DBC/HCC for Defib sign permissions	In progress
Update Defib RA	Actioned
Drop defib to RC	Actioned
Order Case/supplies/Signs once RC checked defib	Outstanding
Complete DBC Licence process for defib	Outstanding
Draft July Minutes	Actioned
Instruct contractor, obtain RA, ins, certification	Actioned
Notify unsuccessful contractors	Actioned
Draft and submit planning comments for July x 6	Actioned
Update action list	Actioned
Minutes to website for May/June	Actioned
Arrange for monthly payments to be made	Actioned
Key pension return	Actioned
Cllr Berkeley and Cllr Bayley/Cllr Maddern to sign fin docs where applicable	Outstanding
Arrange for Cllr Bayley to sign off all remote meeting documents	Outstanding
Query 5G planning signage and location of mast	Actioned
Update W/G register (Jubilee)	Actioned
Communicate thanks to warden re rubbish clearance	Actioned
Liaise with B/Cllr & DBC for clarity re planning consultations	Actioned
Update policies x 5 and add to website, and update summary	Actioned
Notify hall re return and update RA accordingly	Actioned
<b>Clerk ongoing actions (longer term)</b>	
NatWest online banking	In progress
Add Cllr Berkeley as bank signatory	Once online banking finalised
Investigate web accessibility report/EU reference	Ongoing working through plan
<b>Long Term Actions No Immediate Resolution (Reminders)</b>	
Costed plan from Sunnyside to be obtained once permissions re land recd.	SR, on hold
Garage Clear out/archiving	Clerk
Projector screen	JM
War Memorial (status review before handover)	
<b>Borough Councillor Actions/ County Councillor Actions</b>	
JM to contact Steve Barnes re: ticket meter. (ongoing)	JM (Borough) ongoing
Gulleys @ The Denes	JM (Borough) ongoing
Georgewood Steps (repairs)	JM
Road markings at Red Lion Lane/London Road fading	JM (County)
Surface water run off at Bunkers Lane	JM (Borough)