



Hamble-le- Rice Parish Council

Memorial Hall, High Street, Hamble-le-Rice, Southampton SO31 4JE

02380453422

clerk@hamblepc.org.uk

**A meeting of the Parish Council will be held on Monday 9th October 2017
7.00pm at Roy Underdown Pavilion, Baron Road, Hamble-le-Rice**

AGENDA

1. a. Apologies for absence
b. Declaration of interest and approved dispensations
c. To approve minutes of the Full Council Meeting 25th September
2. Public Session

Community and Partnership

3. Highways England – Consultation on Junction 8 and A
4. Consultation feedback – themes and progress
5. Feedback on Festive lights
6. Update on Health and Safety

Updates

7. Clerks Report

Planning

8. Planning applications

| | |
|------------|---|
| H/17/81443 | Demolish existing garage and replace with double garage with habitable accommodation above including dormer window at rear. Convert existing roof space into habitable accommodation 4 DEANFIELD CLOSE, HAMBLE-LE-RICE, |
|------------|---|

| | |
|------------|---|
| T/17/81492 | 3no. Sycamore (T1, T2 & T3) - Prune garden overhang back to previous pruning points.: 5 SPITFIRE WAY, HAMBLE-LE-RICE, |
| | |

Parish Council Assets

9. Recommendations from Dinghy Park Working Party
10. Annual embarking and disembarking at public landings
11. GE Sports Grounds relocation
12. Bulb planting – report
13. Foreshore events
14. Recommendations from Burial Ground Committee

Finance, compliance and governance

15. End of year external audit
16. Quarterly budgets and variances from the mid-year review
17. Payments and reconciliation
18. Recommendations from Personnel Committee

Exempt Business - To propose and pass a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press for the discussion of the following matters where publicity might be prejudicial to the special nature of the business.

19. Foreshore Pay and Display Car Park

Amanda Jobling
Clerk to the Parish Council

Date

HAMBLE-LE-RICE PARISH COUNCIL

**MINUTES OF THE PARISH COUNCIL MEETING HELD ON MONDAY, 25th SEPTEMBER 2017
AT THE ROY UNDERDOWN PAVILION COLLEGE PLAYING FIELDS, BARON ROAD,
HAMBLE-LE-RICE AT 7.00 PM**

PRESENT

Cllr S Cohen – Chairman
Cllr S Schofield – Vice Chairman
Cllr S Hand
Cllr D Phillips
Cllr D Rolfe
Cllr I Underdown

In Attendance

Mrs A Jobling – Clerk to the Council
Mrs J Symes – Assistant Clerk to the Council
Mrs J Panakis – Minutes Secretary

Exempt Business

360/92/17 Cllr Cohen proposed, Cllr Underdown seconded and all agreed and IT WAS RESOLVED that in view of the confidential nature of the business to be discussed the public and press be excluded.

361/92/17 Obstruction of Highway Cllr Rolfe expressed concern about the use of highway land adjacent to the property in question as a storage/display area for a variety of items. This is a perennial problem which has been only partially ameliorated at times following complaints to both the Highways Authority and the Planning Department. Following discussion, it was agreed that the Clerk would ask Eastleigh Borough Council's Planning Department to investigate this and see if a planning application is required.

CLERK

Exempt Business closed at 8.53 pm

Chairman's Signature:

Date:

HAMBLE-LE-RICE PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON MONDAY, 25th SEPTEMBER AT THE ROY UNDERDOWN PAVILION, COLLEGE PLAYING FIELDS, BARON ROAD, HAMBLE- LE-RICE AT 7.00 PM

PRESENT:

Cllr S Cohen – Chairman
Cllr S Schofield – Vice Chairman
Cllr S Hand
Cllr D Phillips
Cllr D Rolfe
Cllr I Underdown

In Attendance

Mrs A Jobling – Clerk to the Council
Mrs J Symes – Assistant Clerk to the Council
Mrs J Panakis – Minutes Secretary
2 Members of the Public (Father Graham and Mr R Burnage [Cushfield and Wakeman])

To Receive Apologies for Absence

349/92/17 Apologies for absence were received from Cllr P Beach, Cllr M Cross, Cllr I James and Cllr G Woodall.

Declaration of Interest

350/92/17 Cllr Cohen announced that as Councillors dispensations are now published on the web site, it was not necessary for these to be declared at the beginning of every meeting. Councillors were requested to liaise with the Clerk to ensure that the current recorded information was up to date. However, if a Councillor had an interest in an item on the agenda, this should be declared at the commencement of the meeting. **CLERK**

To Accept the Minutes of the Council Meeting held on 11th September 2017

351/92/17 Cllr Underdown proposed, Cllr Rolfe seconded, all agreed, and IT WAS RESOLVED that the Minutes of the Council meeting held on 11th September 2017 be accepted as a true record. The Minutes were then signed by the Chairman.

Community and Partnership

352/92/17 Community Grant: Carols in the Square Father Graham provided the Council with information concerning the comparative costs of either purchasing or hiring amplification equipment for this event. It was clear that the cost of purchasing the equipment, together with the necessity to hire a qualified engineer to install and operate it was prohibitively expensive. Cllr Hand proposed, Cllr Phillips seconded, all agreed, and IT WAS RESOLVED that the Council would award the Community Grant request for £500 for Carols in the Square for 2017 as set out on the grant application.

Chairman's Signature: Date:

353/92/17 Community Grant: St Andrews Church Maintenance Grant Father Graham spoke in support of the application for a Maintenance Grant for £2,500: this was for the maintenance of the remembrance area, the clock and the graveyard. There was a complex history regarding the application for, and use of, grants provided by the Parish Council. The Clerk advised the Council that she was unsure of the status of the front church yard which was closed and additional investigation was necessary to establish whether the Parish Council or the Church was responsible for this area.

Cllr Cohen proposed, Cllr Underdown seconded, all agreed, and IT WAS RESOLVED that the Community Grant of £2,500 be approved in principle, subject to further clarification of the legal situation by the Clerk which would be reported to the Burial Committee for consideration.

CLERK

354/92/17 Burial Committee's Recommendations Cllr Schofield spoke to the recommendations of the Burial Committee as outlined in the report. Cllr Schofield proposed, Cllr Phillips seconded, all agreed, and IT WAS RESOLVED that all the recommendations in the Burial Committee's report be accepted.

7.45 pm Father Graham left the meeting.

355/92/17 GE Sports Clubs Relocation A list of the minimum requirements for league football pitches, as set by Sport England, had been circulated. The Clerk expressed three primary concerns in accepting these requirements for a football pitch at College Playing Fields. Firstly, the requirement for a permanent boundary to be erected, 1.8 m in height; secondly, the requirements for flood lights and lastly the installation of a turn style to access the football pitch. The Council also expressed concerns that there was no definition of 'adequate' car parking spaces. It was agreed that Mr Burnage would complete the following actions and report back to the Council: (1) a car survey at Follands ground for the next couple of matches; (2) investigate the possibility with Persimmon of using the land adjacent to College Playing Fields (the airfield) to ascertain whether this could be developed into an enclosed pitch, with access to the Roy Underdown Pavilion to provide facilities for the players; (3) to investigate any possible pitch share arrangement with Hamble Club Football; (4) to explore further with Sports England their minimum requirements, particularly around boundary fencing. The Clerk was also asked to approach Hamble Club Football Club about this matter, as they were the Parish Council's tenants.

CLERK

8.05 pm Mr Burnage left the meeting

356/92/17 Festive Lights: Report from the Working Group Cllr Phillips gave a verbal report on behalf of the Working Group. The Group were experiencing a number of difficulties in getting the new position for the Christmas tree organised. The Highways Authority had been approached to excavate a new location for the tree, however, there has been no response from them, despite reminders being sent. Consequently, the Working Party felt that it was unlikely that this year's tree could be put in the new location and would have to be put in the usual place.

Cllr Rolfe had investigated the cost of a professional company erecting a tree and lighting it: the lowest quote at £3,000. Council should consider: (1) engaging a professional company to do this work and to seek sponsorship from local companies to top up the Parish Council's budget, or (2) engage the children of the local community in dressing the tree with the aid of the local fire service and Parish Council ground staff. Cllr Rolfe was due to meet with a member of fire service personnel shortly to see whether this was feasible. Concerns were raised about insurance and health and safety issues with option (2). The tree presently on order will be too large for the old

Chairman's Signature: Date:

site and there was insufficient space for the correct barriers to meet requirements. The Clerk was asked to approach Eastleigh Borough Council to change the size of the tree and to alter delivery to a later date .
CLERK

Cllr Cohen thanked Cllrs Phillips and Rolfe for their report and requested that a further update be brought to the next meeting of the Council and in the meantime asked that the Working Party sought sponsorship from local businesses.

357/92/17 Forward Work Programme The Clerk reported that the office staff were currently dealing with a back log of work around governance and management issues. The Health and Safety issues raised by the recent audit were also taking a lot of time to resolve and was high priority work. The document circulated was produced to give Councillors a better understanding of staff workloads and also to request feedback to ensure that Councillors considered that priority was being given to the appropriate issues. The schedule of meeting topics was discussed and it was agreed that the Harbour Master be invited to the meeting of 13 November when the Annual Foreshore Users Meeting would be on the agenda.

Cllr Cohen proposed, Cllr Underdown seconded, all agreed, and IT WAS RESOLVED that the priorities listed in the schedule of work were provided by the Clerk were noted and approved by the Council.
CLERK

Planning

358/92/17 NC/17/81437 *Notification of intent: Fell 1 no Birch tree in rear garden – 7 Crowsport, Hamble-Le-Rice, Southampton SO31 4HG.*

Cllr Underdown proposed, Cllr Hand seconded, all agreed, and IT WAS RESOLVED that the Council objected to the application, and requested that the application be subjected to an arboriculturist report.
CLERK

359/92/17 H/17/81268 *Single storey extension to rear elevation – 2 St Andrews Gardens, High Street, Hamble-Le-Rice, Southampton SO31 4QA.*

Cllr Hand proposed, Cllr Underdown seconded, all agreed, and IT WAS RESOLVED that the decision be left to the Officers.
CLERK

Exempt Business

360/92/17 Cllr Cohen proposed, Cllr Underdown seconded and all agreed and IT WAS RESOLVED that in view of the confidential nature of the business to be discussed the public and press be excluded.

The matter to be discussed were as follows:

Obstruction of the Highway

The meeting closed at 8.44 pm.

Chairman's Signature: Date:

Recommendation:

1. To record that the annual embarkation and disembarkation of all the public landings in the parish of Hamble has been undertaken
-

INTRODUCTION

1. In order to preserve and protect the important public rights to access the water, the Parish Council formally records on an annual basis that someone has embarked and disembarked from each public landing in Hamble¹.

DETAIL

2. On the 12th September, Cllr Underdown took the Clerk and Assistant Clerk on a familiarisation trip on the river and took the opportunity exercise public rights to embark and disembark in the following locations:
 -) Parish Council's dinghy slipway,
 -) Public hard,
 -) Footpath 5,
 -) Viewing point at Mercury Marshes
 -) Quay/slipway at Mercury Creek.
3. It was not possible to land at Footpath 5 due to the absence of the ladder. The removal of the ladder and mooring ring as part of the Prince Philip Yacht Haven construction has been the subject of previous discussion and correspondence at Council and will be followed up with the RSYC.
4. The Public Hard was also obstructed by two vehicles parking on the slipway. This has been reported to the office and letters have been prepared to issue to vehicles found there.

¹ *Parish Council's policy 4.10b states: At least annually embark and disembark from all known public landings in the parish, to be recorded in the minutes.*

Local Councils, Internal Drainage Boards and other Smaller Authorities in England

Annual return for the year ended 31 March 2017

Every smaller authority in England with an annual turnover of £6.5 million or less must complete an annual return at the end of each financial year in accordance with proper practices summarising its activities. In this annual return the term 'smaller authority'* includes a Parish Meeting, a Parish Council, a Town Council and an Internal Drainage Board.

The annual return on pages 2 to 4 is made up of three sections:

- **Sections 1 and 2** are completed by the smaller authority. **Smaller authorities must approve Section 1 before Section 2.**
- **Section 3** is completed by the external auditor.

In addition, the **internal audit report** is completed by the smaller authority's internal audit provider.

Each smaller authority must approve Section 1 and Section 2 in order and in accordance with the requirements of the Accounts and Audit Regulations 2015.

Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all highlighted sections. Do not leave any highlighted box blank. Incomplete or incorrect returns require additional external auditor work and may incur additional costs.

Send the annual return, together with the bank reconciliation as at 31 March 2017, an explanation of any significant year on year variances in the accounting statements, **your notification of the commencement date of the period for the exercise of public rights** and any additional information requested, to your external auditor by the due date.

Your external auditor will ask for any additional documents needed for their work. Unless requested, do not send any original financial records to the external auditor.

Once the external auditor has completed their work, certified annual returns will be returned to the smaller authority for publication and public display of Sections 1, 2 and 3. You must publish and display the annual return, including the external auditor's report, by 30 September 2017.

It should not be necessary for you to contact the external auditor for guidance.

More guidance on completing this annual return is available in the Practitioners' Guide that can be downloaded from www.nalc.gov.uk or from www.slcc.co.uk or from www.ada.org.uk

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to Local Audit and Accountability Act 2014

Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of

smaller authority here:

HAMBLE PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2017, that:

| | Agreed | | 'Yes' means that this smaller authority: |
|---|--------|-----|---|
| | Yes | No* | |
| 1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. | ✓ | | prepared its accounting statements in accordance with the Accounts and Audit Regulations. |
| 2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. | ✓ | | made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge. |
| 3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances. | ✓ | | has only done what it has the legal power to do and has complied with proper practices in doing so. |
| 4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations. | ✓ | | during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts. |
| 5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required. | ✓ | | considered the financial and other risks it faces and has dealt with them properly. |
| 6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. | ✓ | | arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority. |
| 7. We took appropriate action on all matters raised in reports from internal and external audit. | ✓ | | responded to matters brought to its attention by internal and external audit. |
| 8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements. | ✓ | | disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant. |
| 9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit. | Yes | No | NA |
| | | | has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts. |

This annual governance statement is approved by this smaller authority on:

12/06/17

and recorded as minute reference:

240/61/17

Signed by Chair at meeting where approval is given:

[Signature]

Clerk:

[Signature]

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

Section 2 – Accounting statements 2016/17 for

Enter name of
smaller authority here:

HAMBLE PARISH COUNCIL

| | Year ending | | Notes and guidance |
|---|-----------------------|-----------------------|---|
| | 31 March 2016 £ | 31 March 2017 £ | |
| 1. Balances brought forward | 274.410 | 299.383 | Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year. |
| 2. (+) Precept or Rates and Levies | 209.959 | 212.453 | Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received. |
| 3. (+) Total other receipts | 113.778 | 103.721 | Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received. |
| 4. (-) Staff costs | 131.342 | 138.132 | Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses. |
| 5. (-) Loan interest/capital repayments | — | — | Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any). |
| 6. (-) All other payments | 167.422 | 166.749 | Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5). |
| 7. (=) Balances carried forward | 299.383 | 310.175 | Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6) |
| 8. Total value of cash and short term investments | 322.158 | 312.235 | The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation. |
| 9. Total fixed assets plus long term investments and assets | 1149.359 | 1149.359 | This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments. |
| 10. Total borrowings | — | — | The outstanding capital balance as at 31 March of all loans from third parties (including PWLB). |
| 11. (For Local Councils Only) Disclosure note re Trust funds (including charitable) | Yes | No | The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions. |

I certify that for the year ended 31 March 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:



Date

12.06.17

I confirm that these accounting statements were approved by this smaller authority on:

12.06.17

and recorded as minute reference:

241/61/17

Signed by Chair at meeting where approval is given:



Guidance notes on completing the 2016/17 annual return

1. You must apply proper practices for preparing this annual return. Proper practices are found in the Practitioners' Guide* which is updated from time to time and contains everything you should need to prepare successfully for your financial year-end and the subsequent work by the auditor. NALC, SLCC and ADA have helplines if you want to talk through any problem you encounter.
2. Make sure that your annual return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed return. Any amendments must be approved by the smaller authority, properly initialled and explanation provided. Annual returns containing unexplained or unapproved amendments may be returned and incur additional costs.
3. **Smaller authorities must approve Section 1 on page 2 before approving Section 2 on page 3.**
4. Use the checklist provided below. Use a second pair of eyes, perhaps a Councillor or Board Member, to review the annual return for completeness and accuracy before sending it to the external auditor.
5. Do not send the external auditor any information not specifically asked for. Doing so is not helpful. However, you must tell the external auditor about any change of Clerk, Responsible Finance Officer or Chair.
6. Make sure that the copy of the bank reconciliation which you send to your external auditor with the annual return covers all your bank accounts. If your smaller authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree your bank reconciliation to Box 8 on the accounting statements (Section 2 on page 3). You must provide an explanation for any difference between Box 7 and Box 8. More help on bank reconciliation is available in the Practitioners' Guide*.
7. Explain fully significant variances in the accounting statements on page 3. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include a complete numerical and narrative analysis to support your explanation. There are a number of examples provided in the Practitioners' Guide* to assist you.
8. If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge.
9. **You must inform the external auditor of the date set for the commencement of the period for the exercise of public rights.**
10. Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2016) equals the balance brought forward in the current year (Box 1 of 2017).
11. Do not complete Section 3 which is reserved for the external auditor.

| Completion checklist – 'No' answers mean you may not have met requirements | | Done? |
|--|---|-------|
| All sections | All highlighted boxes have been completed? | ✓ |
| | All additional information requested, including the dates set for the period for the exercise of public rights , has been provided for the external auditor? | |
| Section 1 | For any statement to which the response is 'no', an explanation is provided? | ✓ |
| Section 2 | Smaller authority approval of the accounting statements is confirmed by the signature of the Chair of the approval meeting? | ✓ |
| | An explanation of significant variations from last year to this year is provided? | |
| | Bank reconciliation as at 31 March 2017 agreed to Box 8? | |
| | An explanation of any difference between Box 7 and Box 8 is provided? | |
| Sections 1 and 2 | Trust funds – all disclosures made if a Council is a sole managing trustee? NB: Do not send trust accounting statements unless requested. | |
| Internal Audit report | All highlighted boxes completed by internal audit and explanations provided? | |

*Note: The Practitioners' Guide is available from your local NALC, SLCC or ADA representatives or from www.nalc.gov.uk or www.slcc.co.uk or www.ada.org.uk.

Annual internal audit report 2016/17 to

Enter name of
smaller authority here:

HAMBLE LE RICE PARISH COUNCIL

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2017.

Internal audit has been carried out in accordance with this smaller authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this smaller authority.

| Internal control objective | Agreed? Please choose only one of the following | | |
|--|---|-----|---------------|
| | Yes | No* | Not covered** |
| A. Appropriate accounting records have been kept properly throughout the year. | ✓ | | |
| B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for. | ✓ | | |
| C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these. | ✓ | | |
| D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate. | ✓ | | |
| E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for. | ✓ | | |
| F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for. | ✓ | | |
| G. Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied. | ✓ | | |
| H. Asset and investments registers were complete and accurate and properly maintained. | ✓ | | |
| I. Periodic and year-end bank account reconciliations were properly carried out. | ✓ | | |
| J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded. | ✓ | | |

| | | | |
|---|-----|----|----------------|
| K. (For local councils only) | Yes | No | Not applicable |
| Trust funds (including charitable) – The council met its responsibilities as a trustee. | | | ✓ |

For any other risk areas identified by this smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

Name of person who carried out the internal audit

ELEANOR S. GREENE

Signature of person who carried out the internal audit

[Signature]

Date

14/5/17

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

Section 3 – External auditor report and certificate

In respect of:

Enter name of
smaller authority here:

HAMBLE PARISH COUNCIL

1. Respective responsibilities of the body and the auditor

This smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2017; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

2. 2016/17 External auditor report

(Except for the matters reported below)* on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no other matters have come to our attention giving cause for concern that relevant legislative and regulatory requirements have not been met. (*delete as appropriate).

There is a breach of Proper Practices, regulations or legislation which we have noted in our opinion - please see enclosed report.

(continue on

Other matters not affecting our opinion which we draw to the attention of the smaller authority:

(continue on a separate sheet if required)

3. 2016/17 External auditor certificate

We certify/~~do not certify~~* that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2017.

* We ~~do not certify completion because:~~

External auditor signature

BDO LLP

External auditor name

BDO LLP Southampton
United Kingdom

Date

18/9/17

Note: The NAO issued guidance applicable to external auditors' work on 2016/17 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Recommendation:

1. To approve the 1.75% transaction charge on all card payments.
 2. To confirm which course of action it wishes to pursue regarding the adoption of the BT telephone box in The Square.
 3. To agree to offer a photocopying service based on £0.40p per copy reducing to £0.30p per copy for 50 or more copies.
 4. Agreement to the provision of £500 for additional office furniture and a £1000 provision for additional building works to complete changes to the office environment.
 5. Note the payment of the second tranche of precept totalling £108.467.
-

Matters arising from the last meetings

1. An Izettle card reader has now been purchased along with a mobile phone. The total cost of the reader was £79.00 plus 1.75% per transaction. To is recommended that this transaction cost is added to the value of the transaction. This will enable the accounts to be reconciled without costly adjustment. To support the card reader it has been necessary to acquire a smart phone. The cost of this is £16.99 per month with the handset included free of charge.

2. At its meeting on the 11th September the Council resolved to set up a business forum to consider amongst other issues, a travel plan. EBC have put us on notice that they are about to announce the commencement of the consultation on the emerging Local Plan and as part of this want to consider engagement with the local business sector.

The Clerk has proposed a meeting with local businesses where the Parish Council presents the findings of the We R Hamble consultation, EBC talks through the Local Plan and if possible HCC attend to discuss the issues along Hamble Lane. This could act as the forerunner to further work depending on what comes out of the session.

3. The clerk has now arranged the meeting with Cllr K House for the 5.30pm on the 8th November 2017.

4. Paula Sanderson has been retained to help with two projects; phase 1 or the community orchard and work to update the council's tree survey and policy. She has been retained for 16 hours via the bank hours at a cost of £1360. An update on the projects will come back to the next meeting.

5. Council needs to decide how it wishes to respond to the request at its previous meeting to adopt the telephone box in the Square and to use it to host a defibrillator. Members are invited to indicate their preference so a reply can be made to the parishioner.

Update on issues

6. The cleaning contractors started on site the week commencing the 2nd October. They will be undertaking a deep clean of the two pavilions before moving onto a more established programme of work.

7. The Harbour Master has agreed to attend the Council meeting on the 13th November when we meet with the Foreshore users.

8. Transfer of the telephone service to a web based service is due to complete the week starting the 02.10.17. BT has notified the Council that they are terminating the service with an outstanding balance estimated at £266.94. This is substantially lower than predicted. When the service has been ported a letter of challenge will be sent with a view to having all the additional charges set aside.

9. The new photocopier has been delivered. To maximise the use of the copier it is proposed to offer a basic photocopying service during quiet periods. The recommended charges are: £0.40 per copy reducing to £0.30p per copy for runs of 50 or more.

11. Parking Permits have been ordered and parishioners notified via the Magazine that the permits for next year will be available during December.

12. EBC have responded to a request for planning training with a range of dates in January 2018. Training will cover:

-) The new Future Eastleigh structure
-) Legislation and guidance for Planning
-) Local Plan and NPPF status and weight in decisions.
-) Terminology and acronyms.
-) S106 and CIL
-) Key issues in Eastleigh Borough
-) 5 year Housing land Supply (briefly)
-) The role of statutory consultees and community consultees
-) Decision process – delegated and committee decisions
-) Appeal process when schemes are refused
-) Time for a Q&A

13. Jack Emerson Heaney has produced the October edition of the Village Magazine. His work in organising the contributors and the print function has been a huge help and overall the magazine looks significantly better with a standardised graphic. He also produced design work for the postcards advertising the Highways England consultation at short notice. The additional cost of this was ** Further work is planned on the events page this edition

New issues

13. Work to improve sound insulation will be undertaken by the Landlord in the next few weeks. At the same time, the worktop from the main office will be moved into the Clerk's office to create a small kitchen area.

In the main office area the fixed glass window to the reception area will be replaced with an opening window and the current door access will be closed. The space freed up will enable the photocopier and shredder to be housed there and a new door installed to match the existing doors in the hall.

Additional space will enable an office move with the aim of creating a meeting space in the Clerks room. Additional furniture is needed and high quality second hand equipment is being explored. A budget of £500 is requested to acquire a meeting table and four chairs.

Initial quotes for the hatch and replacement door are likely to be in the region of £1000 (exc vat). Further quotes will be sought but assuming they do not exceed £1000 the Clerk seeks authority to proceed without reference back to Council.

14. Correspondence has been received from EBCs Community Safety Team inviting the council to review its community emergency planning arrangements. Guidance on what the plan should contain and the approach to take to complete it has been issued from the Cabinet Office. These have been attached. Members are invited to confirm how they wish to take this work forward.

15. EBC has paid the Councils second tranche of the precept amounting to £108.467. The payment was made on the 29/09/17.

Recommendation:

1. To approve the programme of bulb planting and community involvement.
-

INTRODUCTION

1. The Grounds team last year purchased bulbs and began a programme of planting at Westfield Common, Mount Pleasant and along Ensign Way. Feedback was positive and this year further bulbs have been purchased.
2. The We R Hamble survey highlighted the value of open space to the community. Involving the community in a planting programme highlights the work the council is doing in response to the survey, increases the capacity of the team to plant the bulbs and has lasting benefits year on year.

DETAIL

3. Rather than the staff planting all the bulbs it is hoped to involve the community at a number of locations where planting might be appropriate. Cllrs Hughes and Schofield are keen to see a planting day at Barton Drive and Cllr Cross has been asked to identify possible locations in the Coach Road and Sydney Avenue area, to seek consent from EBC to plant there and to coordinate a number of community planting days. Further sites and Member involvement is encouraged.
4. Flyers will be produced and a leaflet drop carried out in the immediate vicinity to advertise the event. Grounds staff will be available to help on the day to distribute the bulbs. The public will be asked to bring their own tools and protective gloves.
5. Funding from the Local Area Committee could be sought if additional bulbs are needed.
6. Advertising the project in the November Magazine (deadline early October) will raise further awareness and may result in residents coming forward with locations for further consideration.

Recommendation:

1. To receive and note the external auditors report for the year ended 31 March 2017.
 2. Review procedures from this year's annual return submission to ensure that issues identified in the report that relate to the 2016 year are avoided.
 3. Advertise the conclusion of the Audit
-

INTRODUCTION

1. The Councils End of Year Accounts have now been audited by BDO (our external Auditor for the year ending March 2017) and their report is attached.
2. Two comments have been made and are as follows:
 -) Qualification of audit – The March 2016 (previous years accounts) were approved after the commencement of the inspection period of the exercise of electors rights, which occurred during the current audit year.
 -) Minor Issue – the Annual return does not add up by £1

DETAIL

3. Good practice suggests that a qualifications to the account should be considered and action taken to avoid a repetition. For this year a detailed submission plan was produced to ensure that all the key stages were followed. Cllr Schofield worked with the Clerk to ensure that all the work was completed on time. It is proposed that this approach is repeated again.
4. The minor issue relates to a rounding issue and should be noted.
5. Notification that the audit is complete has been posted on noticeboards and on the website as required.

Appendices

Certified annual accounts

Conclusion of audit

HAMBLE PARISH COUNCIL

Council

9th October 2017

Agenda item: Foreshore events

Recommendation

1. To implement a charge of either £150 or a pitch fee of £15 for use of the Foreshore Car Park.
2. To apply for LAC funding to help with the cost of more regular craft and makers markets (including local markets)

INTRODUCTION

1. Currently there is no charge for organisers of events held at the foreshore Pay and Display car park. The cost to the parish in lost income is approx.£250 gross per event.
2. There are other indirect costs: large volumes of extra litter, increased use of toilet facilities, administration, and advertising in Hamble Village Magazine.

CONTENT

3. In the recent public consultation, parishioners indicated they would like to have more craft and maker events held in the Village.
4. An informal meeting took place on 25th September with Mark Wilkes one of the proprietors of Bert & Gerts. This organisation is working with Eastleigh Borough Council to organise traders for the Christmas lights switch on event in Eastleigh Town.
5. Bert and Gert is keen to work with existing organisers such as Hamble Festival of Food to bring some craft based traders in to these existing food based events or to work with the Parish Council to offer a series of Craft fayres on the foreshore. Bert and Gert do make a charge for their service as all they organise the events and ensure all the regulatory requirements regarding food hygiene, PAT testing, public liability, etc. are met. Their advice is that normally a stallholder would expect to pay between £25 and £30 for a pitch in this type of location. Good footfall and a fee schedule should enable the council to generate additional income for these types of events which could then fund further promotional work or other types of events. The Council would continue to provide support through advertising in the Village Magazine, displaying posters on noticeboards and providing advice.

6. Four events will/have used the foreshore car park during 2017 where either a set fee or a fee per pitch could have been charged to offset the loss of parking income. Including the Italian Market on 7th October 2017.
7. The Council may also wish to consider if a fee should apply to other events that require the use of the Foreshore Car Park the River Raid event and the traders it attracts.
8. It is time to invite organisations to identify their needs for the Donkey Derby Field and as such this presents a good opportunity to make organisations aware of the possible changes.

RECOMMENDATIONS

9. To apply a set fee of at least £150 or a pitch fee of £10 - £15.
10. When inviting applications for use of the Donkey Derby Field for 2018 advise potential users of the fee schedule
11. Investigate the viability of working with Bert & Gerts to hold craft & maker markets, ensuring local makers are included.
12. Approaching existing event organisers, Hamble Festival of Food, with a proposal to add craft/maker stalls.
13. Submit grant application to LAC to contribute to organiser's costs, (Bert & Gerts). highlighting the benefits to the community and local businesses.
14. Research other market/event organisers or consider appointing a temporary event organizer.
15. Approach the River Raid organisers to discuss their agreements with traders.

Appendices

Presentation slides from Bert & Gerts

Recommendation

1. To agree to implement Ringgo payment system and review after 12 months
2. Approve a budget of £500 to cover set up costs, signage and any other small Implementation costs.

INTRODUCTION

1. Currently the methods of payment at the foreshore car park are limited to car or residents parking permit. If the machine breaks down or is out of order for any reason there is no alternative payment process to protect the income stream.

CONTENT

2. The Parish Council may wish to offer the Ringgo payment process to users, enabling convenient self-service and more choice for users.
3. There is a long held Government objective to reduce cash usage.
4. Parishioners will still benefit from the 4 hour Parking Permits
5. There is no maintenance contract in place at present and call out charges are for the pay and display machine contractor are: weekdays £231.87 or weekends £328.40.
6. If the Parish Council were to set up a stand-alone account this would cost in the region of £4,000 plus VAT and signage costs
7. Eastleigh Borough Council has kindly agreed to allow us to add the Foreshore car park to their existing account. This will cost £110 plus VAT and signage costs. Eastleigh will transfer the funds at the end of each month less the service charges.

CONSIDERATIONS

8. Discussions with Eastleigh Borough Councils team indicate after an initial introductory period we can expect a 50% take up.

This should result in considerable savings for the Parish Council:

-) Emptying machine - two members of staff
-) Banking at Post Office – two members of staff
-) Reduction in bank charges

-) Cash Handling – counting & bagging all coins
-) Ticket usage

The time saving for the Grounds Team and office staff based on a 50% take up would be 4 hours per week. (200 hours annually)

9. In addition there would be a reduction in risk as there would be less cash handling.
10. Currently the Parish Council would suffer loss of income in the event of a mechanical breakdown or power cut affecting the pay & display. If the Ringgo service is available there will be an alternative payment option, protecting income.
11. The current ticket machine has been in place several years and is an old model it is possible it may need replacing in the near future. By offering an alternative cashless payment option now the Council can review the take up and consider whether to renew the ticket machine when it becomes necessary.
12. As the Hamble Square already offers the Ringgo service the payment methods would be consistent across the pay & display car parks in the village.
13. A sign directing drivers to parking at the Foreshore could be installed in Hamble Square.
14. Service charges and administration costs will be deducted by Eastleigh Borough Council, whilst these appear to be high in the short term the reduction of time required to process the cash and reduction of risk should exceed the charges. Examples attached
15. To agree to implement Ringgo with a review after 12 months.
16. Approve of a budget of £500 to cover set up costs, signage and any other small implementation costs.

Appendices

Proposal from Eastleigh Borough Council
Examples of costings v income.

Recommendation:

1. To confirm whether they wish to enter into formal discussions with GE Aviation regarding the use of both Mount Pleasant and College Playing Fields.
-

INTRODUCTION

2. GE attended the last meeting to update Council on the requirements of Folland Fc to relocate from GE Aviation.
3. Discussions had taken place about the potential use of College Playing Fields.
4. Concern was raised by the Council about the requirement for fixed 1.8m high fencing around either the pitch area (in addition to fencing on the pitch edge) or around the site.

DETAIL

5. Members were provided with a list of requirements from the FA as they relate to Folland FC. This highlighted a number of concerns which required further investigation and were subject to actions in the minutes.
6. Tom Burnage responded shortly after the meeting to confirm that he had had discussions with the Ground Grading officer from the county FA who confirmed the following:
 -) Other teams at this level are allowed to use temporary fences such as Heras fencing (using green mesh). This fencing provision only has to be in place when a game is on, but not as previously discussed throughout the football season.
 -) Folland have access to about 60 spaces at GE on match days. This compares to 39 spaces of which 2 are disabled and one space for a coach at CPF.
7. Given this the other actions have not as yet been pursued as most of the outstanding issues have been addressed in principle. Clearly further work will be needed on the detail if the decision is to proceed.
8. GE is keen to make progress on the Planning Application and this remains one of the final items for conclusion.

9. Given that Members are asked to confirm whether on the basis of the information and reassurances that have been received they wish to enter into discussions with GE regarding the use of both Mount Pleasant and College Playing Fields.
10. The minimum requirements attached at the last meeting are set out in the appendix for reference.

Appendix 1

Football Minimum Requirements

The requirements set out below are a summary of the relevant regulations set out by the FA relating specifically to the level at which the club is currently playing in the Wessex league division I.

We have set out the minimum requirements for the football club facilities as set out in the FA regulations below;

-) The club must demonstrate security of tenure as required by The Football Association and the league of which it is a member.
-) The ground has been enclosed by a permanent boundary with a minimum height of 1.83 m
-) There should be some form of clubhouse facility on or adjacent to the ground open on match days to provide refreshments to spectators
-) There must be adequate car parking facilities on or adjacent to the ground.
-) There must be a permanent fixed barrier with the minimum height of 1.1 m surrounding the pitch
-) The pitch must be flat level must be constructive with reference to the FA performance quality standard.
-) The playing area must be a minimum of 100 m x 64 m and must conform to the requirements of the laws of the game
-) Two covered trainers boxes must be provided with specific requirements for size and location
-) There must be a safe, unimpeded passage for players and match officials between their dressing rooms and the pitch.
-) Floodlighting must be provided to an average lux reading of at least 120.
-) There must be at least 1 fully operational turnstile (which must be of the revolving type) or a pay box where a charge for entry to the ground can be taken. In both cases a grille or similar for the payment window and a lock that can be operated from inside must be incorporated.
-) Lighting
-) Access must be provided for the emergency services and maintained free from obstruction. Spectator accommodation - a minimum of 100 covered seats with at least 50 seated and located in one stand, bench seating is permitted
-) The following minimum toilet facilities must be provided:
 -) Male: 2 urinals or equivalent and 1 WC
 -) Female: 2 WC's
 -) Dressing room facilities (for players and officials)

Hamble Foreshore Car Park – Ringgo cost V income

| Income | £500 | £1000 | £1,500 | 2016 Income £30,236 | 2017 April to Aug £19,024 |
|--------------------------------------|---------|---------|---------|---|---|
| Ringgo Service charge 8.8% | £44.00 | £88.00 | £132.00 | (based on 50% uptake £15,118) £1,330.03* | (based on 50% uptake £9512) £837.05* |
| Monthly Software Licence Charge | £2.83 | £2.83 | £2.83 | £33.96 | £14.15 |
| Monthly support service admin charge | £45.00 | £45.00 | £45.00 | £540.00 | £225.00 |
| VAT on charges | £18.37 | £27.17 | £35.96 | £380.79 | £215.24 |
| | | | | | |
| Total Charges | £110.20 | £163.00 | £215.79 | £2284.78 | £1291.44 |
| | | | | | |

[Insert community name
here]

Community Emergency Plan

Plan last updated on: DD/MM/YYYY

How to use this template: This template is designed for you to fill in the details of your community emergency preparations. There are examples given to help you fill the template. Detailed notes on how to create a plan can be found in the Community Emergency Plan Toolkit document [here](http://www.hants.gov.uk/community-resilience):-
<http://www.hants.gov.uk/community-resilience>

If you are in immediate danger call 999

September 2011



CabinetOffice



Plan distribution list

| Name | Role | Phone number/email address | Issued on |
|--|----------------------------|--|--------------------|
| Hampshire and Isle of Wight Local Resilience Forum | Community Resilience Group | community.resilience@hants.gov.uk | Insert date issued |
| Name | Role | Phone number | Insert date issued |
| | | | |
| | | | |

Plan amendment list

| Date of amendment | Date for next revision | Details of changes made | Changed by |
|-------------------|------------------------|--|---------------------------------|
| DD/MM/YY | DD/MM/YY | Annex X added | Community Emergency Coordinator |
| DD/MM/YY | DD/MM/YY | New Community Emergency Team members added | Community Emergency Coordinator |
| DD/MM/YY | DD/MM/YY | Updated volunteer details | Community Emergency Coordinator |
| | | | |
| | | | |

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Local risk assessment

| Risks | Impact on community | What can the Community Emergency Group do to prepare? |
|--|--|---|
| <p>Example:</p> <p>River through village can flood</p> | <ul style="list-style-type: none">) Flooding of local streets) Blocked access to town hall) Damage to property | <ul style="list-style-type: none">) Encourage residents to improve home flood defences) Work with local emergency responders to see if they can help with distribution of flood warnings and any evacuation and rest centre establishment required) Find out what flood defences exist or are planned in the area |
| | | |
| | | |

Local skills and resources assessment

| Skill/Resource | Who? | Contact details | Location | When might be unavailable? |
|-------------------------------|----------------|-----------------|--------------------------------------|--|
| Trained first aider | Sandy Fortman | 01700 5668xx | 17 Brookvale Street | Can usually leave work within one hour |
| 4x4 owner/driver | Bob Southwold | 01700 5648xx | Garages to rear of High Street | Tuesday mornings (already volunteers) |
| Chainsaw owner (tree surgeon) | Simon Chalmers | 01700 5605xx | Simon's Landscaping – 4 Terrace Yard | Will need to travel from site |
| Water/food supplies | Village Shop | 01700 5608xx | 2 High Street | Shop closed on Weds but can call owner |
| | | | | |
| | | | | |

Key locations identified with emergency services for use as places of safety

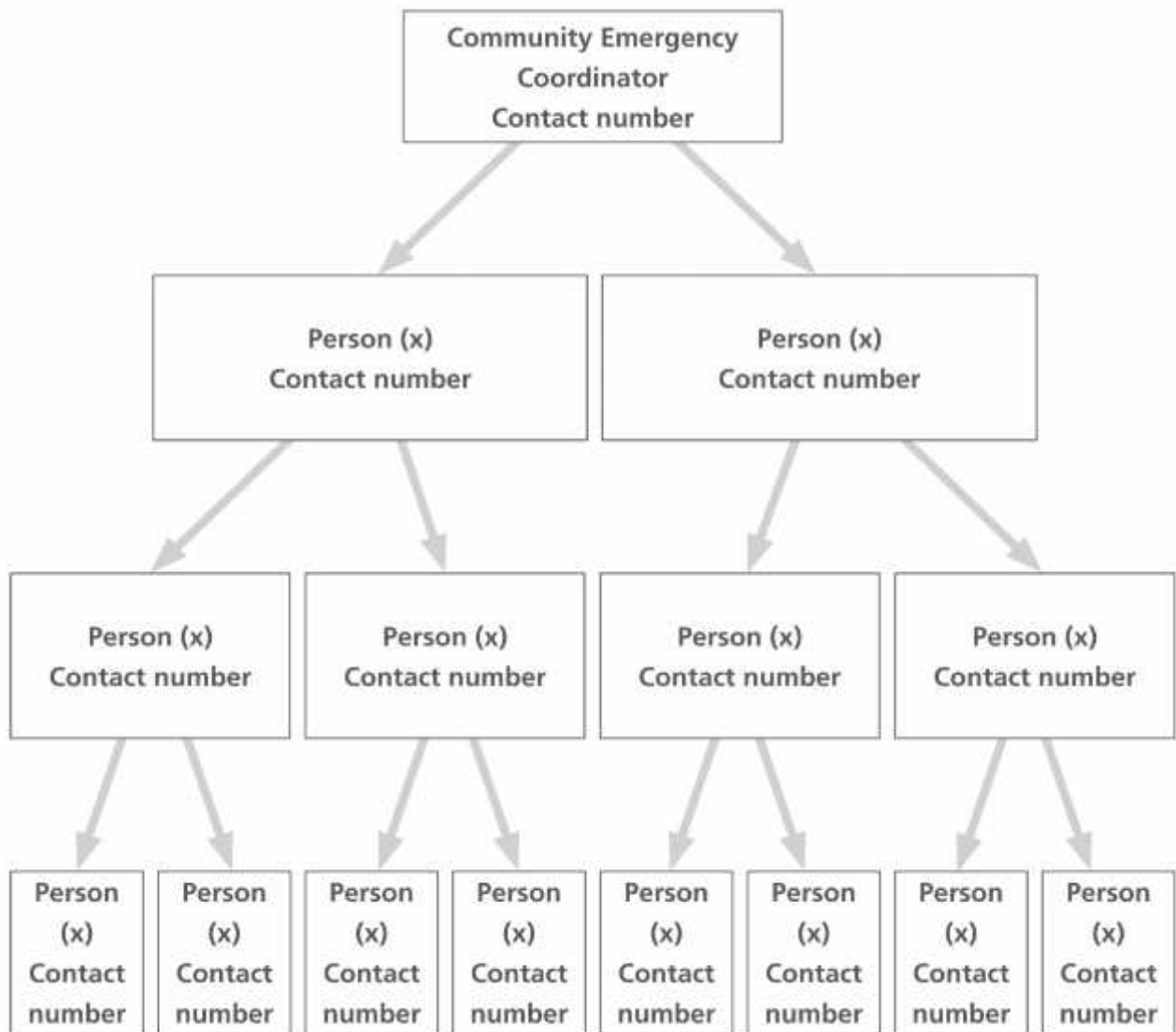
| Building | Location | Potential use in an emergency | Contact details of key holder |
|-----------------------------|-----------------|-------------------------------|---|
| Example: Church Hall | 1 Church Square | Rest Centre/safe place | Colin Molesworth – Warden 07749 8557xx |
| Watley Central; High School | Watley Street | Rest Centre/safe place | Jane Shulman – Caretaker 07749 8655xx |
| | | | |
| | | | |

Emergency contact list

| | |
|-------|---|
| Photo | Name: Paul Ridgeway |
| | Title: Community Emergency Coordinator |
| | 24hr telephone contact: 07700 7785xx |
| | Email: xx@xx.xx |
| | Address: 2 Brook Road |
| Photo | Name |
| | Title: |
| | 24hr telephone contact: |
| | Email: |
| | Address: |

Sample telephone tree

The phone tree works as a pyramid, with the coordinator at the top making the first call to two or more people. In turn, they call an assigned set of people and so on, until the tree is complete.



List of community organisations that may be helpful in identifying vulnerable people or communities in an emergency

| Organisation | Name and role of contact | Phone number |
|--------------|--------------------------|---------------|
| Anytown Care | Duty contact | 07800 555xxxx |
| | | |

Activation triggers

[Use this space to record details of how your plan will be activated. You should include details of how the plan will be activated as a result of a call from the emergency services, and also how your community will decide to activate the plan yourselves, if the emergency services are unavailable]

1. On receipt of call from Hampshire County Council Emergency Planning Duty Officer
2. On receipt of flood warning from the Environment Agency
- 3.

4. First steps in an emergency

[Use this space to add the steps to be followed in when the plan is activated]

| | Instructions | Tick |
|----|---|------|
| 1 | Call 999 (unless already alerted) | |
| 2 | Ensure you are in no immediate danger | |
| 3 | Contact the Community Emergency Group and meet to discuss the situation | |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |
| 8 | | |
| 9 | | |
| 10 | | |

Community Emergency Group first meeting agenda

Date:

Time:

Location:

Attendees:

1. What is the current situation?

Location of the emergency. Is it near:

- ☐ A school?
- ☐ A vulnerable area?
- ☐ A main access route?
- ☐ Type of emergency:
- ☐ Is there a threat to life?
- ☐ Has electricity, gas or water been affected?

Are there any vulnerable people involved?

- ☐ Elderly
- ☐ Families with children

What resources do we need?

- ☐ Food?
- ☐ Off-road vehicles?
- ☐ Blankets?
- ☐ Shelter?

2. Establishing contact with emergency responders

3. How can we support the emergency services?

4. What actions can safely be taken?

5. Who is going to take the lead for the agreed actions?

6. Any other issues?

Establishing contact with emergency responders

[Use this space to record the procedure for contacting and updating local emergency responders following your Community Emergency Group meeting. These can be obtained by contacting community.resilience@hants.gov.uk]

Alternative arrangements for staying in contact if usual communications have been disrupted

| Communication Type | Name of contact | Location |
|--------------------|----------------------------------|----------------|
| Radio | Anytown RAYNET - John Springston | 22 Larch Drive |
| | | |

Community Emergency Plan Toolkit

September 2011



CabinetOffice



Community Resilience in Hampshire and the Isle of Wight

This guide has been adapted from Cabinet Office guidance by the Community Resilience Group of the Hampshire and Isle of Wight Local Resilience Forum. This version includes details of arrangements for community resilience in the Hampshire and Isle of Wight area. Electronic versions of this and other related documents are available at www.hants.gov.uk/community-resilience.

The original documents are available at <http://www.cabinetoffice.gov.uk/content/community-resilience>.

The Hampshire and Isle of Wight Local Resilience Forum is made up of the following organisations:

| | |
|---|--|
| Basingstoke and Deane Borough Council | Basingstoke and North Hampshire NHS Foundation Trust |
| East Hants District Council | Eastleigh Borough Council |
| Environment Agency (Solent and South Downs) | Fareham Borough Council |
| Gosport Borough Council | Hampshire and Isle of Wight Health Protection Unit |
| Hampshire Constabulary | Hampshire County Council |
| Hampshire Fire and Rescue Service | Hart District Council |
| Havant Borough Council | HQ 145 (South) Brigade |
| Isle of Wight Ambulance Service | Isle of Wight Council |
| Isle of Wight Fire and Rescue Service | Maritime and Coastguard Agency |
| New Forest District Council | NHS Hampshire |
| NHS Isle of Wight | NHS Portsmouth |
| NHS Southampton | Portsmouth City Council |
| Portsmouth Hospitals NHS Trust | Resilience & Emergencies Division, Department for Communities & Local Government |
| Rushmoor Borough Council | Southampton City Council |
| Southampton University Hospitals NHS Trust | South Central Ambulance Service |
| Test Valley Borough Council | Winchester and Eastleigh Healthcare NHS Trust |
| Winchester City Council | |

What is the purpose of this toolkit?

This document is a step-by-step guide to help you and your community produce a Community Emergency Plan. A Community Emergency Plan is a tool you can use to help you prepare for the emergencies that could affect your community. It is just one way of planning within your community. You may wish to tailor your approach to better suit the needs of your community.

This guide is linked to a template plan, pre-populated with relevant Hampshire and Isle of Wight information, which you will find at:-

<http://www.hants.gov.uk/community-resilience>.

The unmodified template is available [here](#).

This guide sets out how to complete your plan. Look out for the **ACTION** markers for suggestions on how to complete sections of the plan and where to find information to help you.

If your community already has a Community Emergency Plan, you could use this document to update or validate it.

Before you start, you may also want to read the general information about Preparing for Emergencies on Directgov at <http://www.direct.gov.uk/preparingforemergencies>

Why do we need a Community Emergency Plan?

Emergencies happen. Local emergency responders will always have to prioritise those in greatest need during an emergency, especially where life is in danger. There will be times when you may be affected by an emergency but your life is not in immediate danger. During this time, you need to know how to help yourself and those around you. By becoming more resilient, you and your community can complement the work of local emergency responders and reduce the impact of an emergency on your community both in the short and long term.

Step 1 – Planning for an emergency

Getting started

This section outlines the key stages in getting started and planning for your community.

Identifying your community

Begin by considering who your community is and which communities you belong to. Who is your plan for? A community is a group of people linked by a common bond. Usually this bond is because the people live close to one another but the bond could also be from shared interests or as a result of experiencing similar circumstances. In planning for emergencies, it will usually make sense to think of your community as being those people who live near you, but you may also want to consider talking to and involving other people and communities in your planning as you may need to work together and help each other in an emergency.

Identifying existing local relationships and getting people involved

One of the first things to consider is who can help you get started. Community resilience is something many people and communities already do. It is not about creating or identifying a new community network, or a one-off response to an incident, but rather an ongoing process of using and enhancing existing relationships.

Consider what already exists around you, who you already talk to, and how you could work together before, during and after an incident. You could look to existing local community networks and groups within your community to see if they can get involved or fit resilience into their agenda, for example parish councils, Neighbourhood Watch groups, Scout groups, residents associations, youth groups etc. Your local authority emergency planning team may also be able to help you identify what community resilience initiatives are already in place.

You could hold an open meeting in which people can discuss their priorities for the plan and identify who is interested in helping to create it.

Community emergency groups and co-ordinators

The people in your community who want to take part could form a Community Emergency Group to champion the emergency preparedness efforts in your community. They will also play a role in your community recovery. This could be a new group or build on an existing community group.

Some villages, wards and parishes also have a Community Emergency Co-ordinator and you may wish to consider choosing one for your community. The co-ordinator

takes a lead role in organising and taking forward the work of the Community Emergency Group, and helping to sustain motivation and interest in their community.

The co-ordinator acts as a contact point between the Community Emergency Group and local emergency responders. The Community Emergency Co-ordinator could be an elected member or could work closely with elected members.

Collecting information

Using local knowledge and identifying vulnerable people

It is important to ensure that isolated or vulnerable people are contacted to see if they need assistance during an emergency. Organisations and individuals such as Local Authority emergency planning officers, Red Cross or WRVS volunteers, as well as many others, have systems and resources to help people to respond to, and recover from, emergencies. These groups cannot always determine exactly what individuals want and need, nor can they always identify who in your community may be vulnerable in a crisis, particularly those who may not previously have received support. This requires local knowledge and your help.

Vulnerable people

Emergencies can make anyone vulnerable and they make life more difficult for those people who are already vulnerable. Your local emergency responders will need to help those in most need first, and it would assist them if the Community Emergency Group had an understanding of those in their community who might be vulnerable in an emergency and where they live. Think about how you can share this information with the local emergency responders if an emergency occurs. Local organisations will also have a good idea of the people or communities who are vulnerable. You may want to consider maintaining a list of these organisations.

It is important to note that:

-)] people may become vulnerable at any point in their life and we can all be vulnerable in different circumstances;
-)] being vulnerable means different things to different people and groups; and
-)] vulnerabilities can vary in their duration and may last through the recovery from an emergency.

ACTION: Using page 9 of the Community Emergency Plan template, you can record and maintain a list of organisations active in your local area that may be able to help you to identify vulnerable people in an emergency.

Identifying and preparing for risks

It is important to be aware of the risks that could affect your community, and understand how you could be affected by them, in order to improve your community's resilience. Individuals and communities should prepare for the risks they feel are relevant to their area.

Your local emergency responders meet regularly as a Local Resilience Forum. This forum co-ordinates the planning for emergencies affecting your local area and has a duty to publish a [Community Risk Register](#), showing what local hazards and threats have been identified for your area, and their potential impact.

The Government regularly assesses all the natural hazards and malicious threats that could affect the UK. This is published in the [National Risk Register](#). You can use this information together with your local Community Risk Register to consider potential threats and hazards to your local area and their impacts.

You should also use local knowledge to try and identify other risks in your local area that may not be included on your Community Risk Register. For example, is there a local road that regularly floods, or a footpath that could become unusable in severe weather?

Other aspects to consider when assessing the impact of incidents on your local area could include:

Social risks

Are there any known vulnerable people/groups in the area?

Examples may include:

-)] people who have recently had an operation;
-)] people without access to transport;
-)] people with limited mobility;
-)] groups that might find it difficult to understand emergency information; and
-)] transient groups such as holiday makers or travelling communities

Environmental risks

-)] Are there any particular areas that flood regularly?

-)] Are there any sites of environmental or historic importance, such as Sites of Special Scientific Interest, which may be affected?

Infrastructure risks

-)] Is there a major transport hub in the area?
-)] Are there any bridges or main roads?
-)] Are there any large industrial sites in the area?

ACTION: Using page 4 of the Community Emergency Plan template, you can identify:

-)] **potential risks and hazards and their impact on your community; and**
-)] **what you can do to reduce the impacts of these risks.**

You may find it useful to discuss this assessment with local emergency responders in your area to make sure you understand how you can complement their work in an emergency.

Assessing community skills and resources

Once your community is aware of the risks it might need to prepare for, it is important to consider what skills, resources and equipment your community already has that can be used, if needed, during or after an emergency.

You may want to assess your community's existing skills and resources under the following categories:

Volunteers

Volunteering is often spontaneous by nature and many communities and individuals automatically help each other during times of need. However, as part of your planning, you could speak to individuals and groups in your community and ask them if they would be willing to volunteer during an emergency, and what skills, tools or resources could be used. Potential volunteers may need to have permission from their employer to ensure that they could be released in an emergency.

You might also want to consider talking with existing local groups to see if their volunteers or contacts would be willing to help in an emergency.

It is important to make sure that you keep volunteers up to date and engaged with your emergency planning. You may wish to involve them in the exercising of your plan. More information about managing groups of volunteers can be found at:

Volunteering England - www.volunteering.org.uk

Volunteering Wales - www.volunteering-wales.net

Volunteer Development Scotland - www.vds.org.uk

Tools

With your Community Emergency Group, consider what tools and machinery might be needed in an emergency. There may be people in your community who are qualified, capable and willing to operate these tools and machinery in an emergency.

Supplies

In an emergency, your community will require supplies, such as food and water, which may be difficult to obtain. The Community Emergency Group should consider talking with local businesses and suppliers who might be willing to provide these. If a written agreement is made between your community and the supplier, attach this as an annex to your Community Emergency Plan.

Transport

Find out which vehicles could be used by the local community and know how access to them could be gained in an emergency. It is important to ensure that vehicle owners are properly licensed and insured to use their vehicles in this way.

Organisations such as 4x4 Response (www.4x4response.info) could be helpful in letting you know what groups may already be operating in your area.

ACTION: Using page 5 of the Community Emergency Plan template, you can complete your own assessment of your community's skills and resources.

Insurance and health & safety

When thinking about how community members can help, and the assets and resources you can use, you should think about insurance issues.

Many communities see insurance and liability as a barrier to preparing their community for emergencies. While liability is for the courts to decide, a common-sense approach to helping each other is required.

Please do not put yourself or others at risk when preparing or using your plan.

Communities have expressed concerns about having appropriate insurance and legal cover for their community emergency arrangements, in particular using assets like community centres and village halls as rest centres or using vehicles as part of a community response. The Government is working with the insurance industry and

community members to explore insurance and liability issues for a range of community emergency scenarios and will make the findings available publicly. You can find help on insurance issues at www.abi.org.uk.

Identifying key locations

In an emergency, your local emergency responders might need the Community Emergency Group's assistance to help identify a safe place for people to shelter and set up a rest centre.

You should work with your local emergency responders to see what help the Community Emergency Group could provide to set up places of safety or rest centres.

Different emergencies may affect different parts of your community in different ways so you should try to identify a number of alternative sites.

It is important that you get the permission of those responsible for any buildings you might use in an emergency and ensure that they have appropriate insurance and liability cover to use the premises in this way

ACTION: Using page 6 of the Community Emergency Plan template, you can make a list of key locations you have identified with your local emergency responders for use as places of safety.

Emergency contact list

It is important to keep accurate, up-to-date records of everyone who is in the Community Emergency Group, as well as others in the community who have offered their help in an emergency. This will help you to contact everyone quickly and make it easier for you and the local emergency responders to identify who is part of the Community Emergency Group. It is important to remember to keep personal details safe, and only share them with those who need the information. For further information see:

www.ico.gov.uk/for_organisations/data_protection_guide.aspx

You may want to record contacts in a 'telephone tree', which sets out a process through which people have responsibility for ringing other contacts. An example of a telephone tree is provided in the Community Emergency Plan template.

ACTION: Using pages 7 and 8 of the Community Emergency Plan template, you can complete your own emergency contact list or telephone tree.

Step 2 – What to do in an emergency

Activation of your plan

In any emergency, having an emergency plan is not a substitute for calling 999 if there is a risk to life.

When an emergency happens, you will need to know how to activate your plan and contact your volunteers.

You will have made your local emergency responders aware of your Community Emergency Plan as part of your planning process (by emailing community.resilience@hants.gov.uk), so in most circumstances you should activate your plan in response to a call from local emergency responders. You should work with them to identify how they will contact you, and how you should contact them, to activate your plan in an emergency.

In certain circumstances, local emergency responders may be unable to contact you to ask you to activate your plan. Therefore, you should develop a series of triggers you can use as a Community Emergency Group to decide whether to take action.

For example:

-) Have you been able to contact our local emergency responders?
-) What messages are being put out in the media?
-) What can you do safely without the help of the local emergency responders?

Using your list of skills, people and resources, you will need to decide what you can do to safely support the work of the local emergency responders.

ACTION: Using pages 9 and 10 of the Community Emergency Plan template, you can record your own activation triggers and first steps to take once an emergency has met the threshold for activating your plan.

First Community Emergency Group meeting

A draft agenda for the first meeting of the Community Emergency Group can be found on page 11 of the template. This is intended to be a guide only. You may find that your team and volunteers are already getting on with helping but it is important to make sure everyone is safe and working in a co-ordinated way.

ACTION: Using page 11 of the Community Emergency Plan template, you can record your own draft agenda in your plan.

Establishing contact with emergency responders

When you make local emergency responders aware of your Community Emergency Plan (community.resilience@hants.gov.uk) you will be able to discuss and agree the appropriate procedures for making contact with them in an emergency. This is not a substitute for calling 999 when there is a risk to life.

ACTION: Using page 12 of the Community Emergency Plan template, record the procedures you have agreed with local emergency responders for contacting them in an emergency.

Communications

The Community Emergency Group should discuss how it will cope if communications are disrupted in the area. You may have access to walkie-talkies or amateur radio groups (for example, the Radio Amateurs' Emergency Network).

The Community Emergency Group could also consider door knocking as an option to communicate with the public and get the local emergency responders' messages across if it is possible to do this safely. The Community Emergency Group should work with the local emergency responders to ensure any messages that they are delivering to the community are consistent with those issued by local or national authorities.

ACTION: Using page 12 of the Community Emergency Plan template, you can record alternative arrangements for communicating in your local area.

Step 3 – Practising and reviewing your plan

Sharing your plan

Once you have developed your plan, share it with your community to get their views. It is important that all members of the community feel that the plan works for them.

It is also important that you share your plan with the emergency planning officer from your local authority, the local emergency responders and your Local Resilience Forum so that, in the event of an emergency, they will know who to contact and what assistance you can provide.

You can contact your local emergency planning officer through your local council. You should record who has a copy of your plan and ensure that they receive a revised copy whenever it is updated.

ACTION: Using page 2 of the Community Emergency Plan template, you can record a list of individuals and organisations that need to have a copy.

Reviewing and updating your plan

It is important to regularly review and update your Community Emergency Plan to ensure it meets the changing needs of your community. It is also important to make sure that your plan will work in an emergency. You may wish to practice activating the plan to test how well it would work in an emergency and see how ready members of your team and volunteers are to carry out its actions. You should work with your local emergency responders, using the local risk assessment you have produced, to identify scenarios that you can use to test the arrangements you have made in your plan.

Practising the arrangements in your plan will allow you to identify any problems with it. Once you have practised your plan, you should review and update it. You should also regularly update your emergency contact lists to ensure it is accurate.

When you make any changes and amendments to the plan, you should record the amendments to ensure that everyone knows they are using the latest version.

ACTION: Using page 2 of the Community Emergency Plan template, you can record and maintain a list of updates to your plan.

Checklist for Community Emergency Coordinator

The checklist below is a prompt you can use as you go through the process of producing a Community Emergency Plan.

| | |
|--|---|
| | ✓ |
| Have you established a Community Emergency Group? | |
| Have you considered what help and support you need and how to access it? | |
| Have you considered the risks that your community might face? | |
| Have you assessed the existing skills and resources in your community? | |
| Have you identified key locations in the community to use in an emergency? | |
| Have you considered who in your community might be vulnerable in an emergency? | |
| Have you decided how and when you would activate your plan? | |
| Have you shared your plan with your community and community.resilience@hants.gov.uk ? | |

What the Government will do

The [Strategic National Framework on Community Resilience](#) sets out the Government's contribution to enhancing and building individual, family and community resilience. The framework establishes a programme of work that will support and enable communities and individuals to be more prepared and resilient when facing emergencies and their consequences.

The Government will:

-)] remove the barriers which prevent participation such as concerns about liability and insurance;
-)] provide toolkits, templates and checklists to help you in your planning, and share information on the things you need to know for planning and preparing, such as relevant pieces of legislation and new funding streams;
-)] listen to your feedback on our products and guidance, making changes where relevant;
-)] help put you in touch with the right people and provide ways for you to communicate with the UK resilience community. In particular, we will support you to engage with local emergency responders and other communities through existing networks and structures;
-)] let you know what is happening so that you have up-to-date, accurate information to make decisions and carry out activities at a local level.
-)] set up relevant web pages to communicate and share information with you;
-)] champion your work nationally and listen to, and learn from, your good practice; and
-)] obtain useful advice from national bodies, promoting and sharing guidance from relevant organisations.

In some circumstances, communities may require further training and/or resources to increase the resilience of their local area to a wide range of potential incidents.

Funding can be sought from a variety of organisations and charities, at national, regional and local levels. Further information on funding can be found on page 15, which signposts some examples of funding as well as mechanisms for finding the best available funding for your community.

Funding arrangements

There may be circumstances in which you need additional funding to help enhance resilience in your community. There are many organisations, government departments and charities that provide funding for community groups. Below are some examples of tools which can help you find the best available funding for your community, as well as a selection of examples of national, regional and local funding. It is important to check the relevant websites for the most up to date information to ensure you meet the eligibility criteria or closing deadlines. These grant finding websites and tools have been developed to find the most suitable grant for community projects. The process involves a simple checklist to see what funding is available.

Grant Finder

www.grantfinder.co.uk

Grants and policy database with details of 6,000 funding opportunities.

Funding Central

www.fundingcentral.org.uk

Funding portal for all voluntary sector organisations, including community groups, providing access to 4,000 funding and finance opportunities, plus tools and resources supporting organisations to develop sustainable income strategies.

Government Funding

www.governmentfunding.org.uk

Online portal to grants for the voluntary and community sector.

Lottery Funding

www.lotteryfunding.org.uk

Lottery Funding is a joint website run by all Lottery funders in the UK. This site allows you to search information on current funding programmes across the UK.

Grantsnet

www.grantsnet.co.uk

A search directory for grants and funding programmes available within the UK.

Office of the Civil Society

www.cabinetoffice.gov.uk/content/big-society-overview

The Office of the Civil Society regularly has information about new and existing grants.

Wales

<http://wales.gov.uk/funding/fundgrantareas/?lang=en>

In Wales, the Welsh Assembly Government provides funding support to a wide variety of organisational structures. Details of funding available can be found on the Welsh Assembly Government website.

Where to get more information

For further information on the Community Resilience in the Hampshire and Isle of Wight area, please visit www.hants.gov.uk/community-resilience or contact community.resilience@hants.gov.uk

For further information on the national Community Resilience Programme, please contact community.resilience@cabinet-office.x.gsi.gov.uk or write to Community Resilience, Civil Contingencies Secretariat, 22 Whitehall, London, SW1A 2WH.

Useful links

Hampshire and Isle of Wight Community Resilience

www.hants.gov.uk/community-resilience

This site contains information about community resilience in the Hampshire and Isle of Wight area and includes a guide for communities, a community emergency plan toolkit (this document) and template community emergency plan.

Preparing for Emergencies

www.direct.gov.uk/preparingforemergencies

These web pages are aimed at individuals, families, communities and businesses that want to find out more about how they can prepare for emergencies. The pages aim to answer questions around individual and community resilience and increase awareness of risks and vulnerability to risk. They also set out some easy steps for how you can improve your household preparedness. You are likely to find this document most useful if you would like more general information about emergency preparedness.

National Risk Register

www.cabinetoffice.gov.uk/resource-library/national-risk-register

The online home of the National Risk Register.

Hampshire and Isle of Wight Local Resilience Forum

<http://www.hiow-localresilienceforum.org.uk>

The online home of the Community Risk Register.

Environment Agency

www.environment-agency.gov.uk

08708 506 506

For information on environmental risks, including flood warnings.

British Red Cross

www.redcross.org.uk

0844 871 11 11

Information on the simple precautions that can be taken to prepare for a range of emergency situations, along with advice on how to cope when they do.

WRVS

www.wrvs.org.uk

0845 601 4670

Information about the services WRVS provide (including emergency response) across the UK.

St John Ambulance

www.sja.org.uk

08700 104950

Information about how first aid training can make a difference to people in an emergency.

RSPCA

www.rspca.org.uk/in-action/international/emergencyresponse

0300 1234 555

The RSPCA has put together some guidelines so that you can be prepared to get your animals to safety in the event of flooding.

Informed. Prepared. Together.

www.informedprepared.eu

A gateway to resources, information and practical tools for developing the ability of individuals, communities and organisations to be better prepared to cope with emergencies and disasters.

Radio Amateurs' Emergency Network (RAYNET)

www.raynet-uk.net

The UK's national voluntary communications service provided for the community by licensed radio amateurs.

Glossary

Community Resilience

Communities and individuals harnessing local resources and expertise to help themselves during an emergency, in a way that complements the work of the emergency services.

Community Risk Register

An assessment of local risks that have been identified within a Local Resilience Forum area. It is written, maintained and published by the Local Resilience Forum.

Emergency

An event or situation which threatens serious damage to human welfare in a place in the United Kingdom; the environment of a place in the United Kingdom; or the security of the United Kingdom or of a place in the United Kingdom. Emergencies can also affect you at home, for example house fires, broken down boilers, burst pipes etc.

Local emergency responders

Organisations that respond to emergencies in your area. They include the fire, police and ambulance services, as well as your local authority and other organisations.

Local Resilience Forum (LRF)

A group formed in police area boundaries of England and Wales by key local emergency responders and specific supporting agencies for the purpose of fulfilling their duties under the Civil Contingencies Act 2004.

National Risk Register

A report produced by the Cabinet Office which outlines the Government's assessment of significant potential risks to the United Kingdom.

Rest centre

A building designated by a local authority for the temporary accommodation of evacuees. This may include overnight accommodation.

Risk

A measure of the likelihood and impact of a potential emergency.

Preparing for Emergencies:

Guide for communities

September 2011



CabinetOffice



Community Resilience in Hampshire and the Isle of Wight

This guide has been adapted from Cabinet Office guidance by the Community Resilience Group of the Hampshire and Isle of Wight Local Resilience Forum. This version includes details of arrangements for community resilience in the Hampshire and Isle of Wight area. Electronic versions of this and other related documents are available at www.hants.gov.uk/community-resilience.

The original documents are available at <http://www.cabinetoffice.gov.uk/content/community-resilience> .

The Hampshire and Isle of Wight Local Resilience Forum is made up of the following organisations:

| | |
|---|--|
| Basingstoke and Deane Borough Council | Basingstoke and North Hampshire NHS Foundation Trust |
| East Hants District Council | Eastleigh Borough Council |
| Environment Agency (Solent and South Downs) | Fareham Borough Council |
| Gosport Borough Council | Hampshire and Isle of Wight Health Protection Unit |
| Hampshire Constabulary | Hampshire County Council |
| Hampshire Fire and Rescue Service | Hart District Council |
| Havant Borough Council | HQ 145 (South) Brigade |
| Isle of Wight Ambulance Service | Isle of Wight Council |
| Isle of Wight Fire and Rescue Service | Maritime and Coastguard Agency |
| New Forest District Council | NHS Hampshire |
| NHS Isle of Wight | NHS Portsmouth |
| NHS Southampton | Portsmouth City Council |
| Portsmouth Hospitals NHS Trust | Resilience & Emergencies Division, Department for Communities & Local Government |
| Rushmoor Borough Council | Southampton City Council |
| Southampton University Hospitals NHS Trust | South Central Ambulance Service |
| Test Valley Borough Council | Winchester and Eastleigh Healthcare NHS Trust |
| Winchester City Council | |

What is the aim of this leaflet

This leaflet will help you take the first steps to think about why and how you can help your community to be prepared for an emergency. It invites you to think about:

-)] why it is important to be involved and be prepared;
-)] what you can do to make it happen in your community; and
-)] the help available to you to do this.

Case studies show examples of how communities and organisations have equipped themselves to be ready to support people through emergencies. These can be used to help you think about what you might do in your community.

What is community resilience and why is it important?

Emergencies happen. Your local emergency responders will always have to prioritise those in greatest need during an emergency, especially where life is in danger. There will be times when you may be affected by an emergency but your life is not in immediate danger.

During this time, individuals and communities may need to rely on their own resources to ensure they are able to cope with the consequences of the emergency. Many communities already spontaneously help one another in times of need, but previous experience has shown that those who have spent time planning and preparing for this are better able to cope, and recover more quickly.

Benefits of community resilience

Volunteering and helping one another does not need to be organised by central or local government. Local people who are prepared and able to respond effectively and recover quickly from emergencies show us how successful community resilience can be. This activity is most successful when in partnership with local emergency responders.

How resilient is your community? Your ward, borough, village or street? Your sports club or other community group? And what can you do to help build this resilience? By building on existing local relationships and networks, using local knowledge and preparing for risks, your community will be better able to cope during and after an emergency.

Recovery from an emergency can be a complex and long-running process. A resilient community will not only be better prepared to respond at the time of an emergency, but will be better equipped to recover in the long-term.

Case study – Fairford Emergency Action Group

“Through the Town Council and with support from Cotswold District Council, we formed an Action Group to co-ordinate our community response to the risks we face. In Fairford these include flooding, aircraft incidents (from the nearby RAF bases), and traffic accidents with a major trunk road going through our town’s narrow streets. We bought equipment (such as high visibility jackets) to help in potential future crises and identified and equipped premises to be used as a place of safety if residents have to evacuate their homes. We held a full live practice of procedures involving many residents, local authorities and emergency services, and shared our experience with other parishes in the Cotswolds. We are planning to test out our emergency callout procedures to ensure that they are effective. In order to alleviate the risk of flooding to the town, we have a volunteer workforce that annually clears the ditches and watercourses so as to provide natural overflow conduits for the main river to carry excess water away from homes and businesses.”

What you can do to help

a. Make your contribution

Your help and skills in leading your community and helping them to be more resilient and prepared could be vital.

b. Work in partnership with local emergency responders

Your community should know what local emergency responders are able to do for you in an emergency and vice versa – this means talking to each other during the planning and exercising process.

c. Don’t put yourself at risk

Individuals and community groups should never do anything which puts themselves or their community at risk.

d. Talk to each other

Talk to other communities who have done this work and experienced some of the successes and frustrations of developing community resilience locally. We can help to put you in touch with other groups if you would like to share your experience with others. You can contact us on community.resilience@hants.gov.uk.

You can also contact the national project team on community.resilience@cabinet-office.x.gsi.gov.uk.

Case study – Sedgeberrow Flood Group, Worcestershire

“Following the 2007 floods, we have worked together to minimise the damage flooding has on the community and help those who need assistance. We appointed a flood warden, set up a Flood Group, developed a Flood Emergency Plan identifying community resources that could be used in an emergency, and held an open village meeting with experts to inform everyone on local hydrological and meteorological issues and how the village can develop resilience through self-help.

We are working with local landowners to look at longer term catchment issues and have developed a self-help scheme with volunteers from ‘dry’ properties helping those in ‘at-risk’ properties and obtained an emergency warning siren to be activated on receipt of a flood warning. We communicate monthly to the village via a community magazine and held a ‘Sedgeberrow one year on’ party to help the recovery process.”

What does a resilient community look like?

Communities in the UK already involved in preparing for emergencies show some or all of the following features:

-)] Are aware of risks that may affect them (both nationally and locally) and how vulnerable they are to such risks. This helps motivate them to personally take action to prepare for the consequences of emergencies.
-)] Work in partnership to complement the work of the local emergency responders and other organisations before, during and after an emergency.
-)] Use existing skills, knowledge and resources to prepare for, and deal with, the consequences of emergencies.

Case study – Sunderland Point, Lancaster

“We are an isolated community of about 70 residents in about 35 properties at risk of tidal flooding and coastal erosion. We set up a Community Association working with the Environment Agency and other partners to increase our resilience to a range of risks in the event that external help may not be immediately available.”

Case study – DangerPoint initiative, North Wales

“DangerPoint is an independent charity, based around a purpose-built education visitor centre featuring interactive, visual safety scenarios. It was set up to educate young people and communities across North Wales about how to avoid risks and accidents. A project has been recently established to raise awareness of the safety issues around flood risk.”

Case study – Vicar of Frampton on Severn. Gloucestershire

“I saw the impact of flooding on neighbouring communities and recognised the risks to our community. The village had previously experienced the Foot & Mouth Disease outbreak in 2001. I championed the benefits of producing a community emergency plan for the area. The Parish Council went on to recruit a group of residents who produced an emergency plan using local knowledge and expertise.”

Case Study – South Woodham Ferrers Community Safety Forum, Essex

“The Forum was set up as a voluntary partnership group involving the police, fire & rescue, ambulance, borough council, town council and local groups/organisations to establish a ‘joined up community’. In collaboration with Chelmsford Borough Council, our local yacht & sailing clubs have set-up a ‘River Watch’ scheme to check river levels in a flood alert situation to provide an enhanced warning to the town.

The clubs have also established a procedure with the local fire station to ensure small boats are made available should the need arise to respond to a flood situation. In partnership with Chelmsford Borough Council and the Town Council, a primary ‘Emergency Rest Centre’ facility has been established in the town. A community resilience exercise has also been undertaken involving all the emergency response groups and a Community Emergency Group set up.”

Case study – Birmingham Communities and Neighbourhoods Resilience Group

“Our group was formed in July 2008. The membership comprises representatives from over 100 existing community, disability and faith groups together with the emergency services and voluntary organisations. The group works with the Birmingham Resilience Team to help ensure that emergency planning in Birmingham meets the needs of the diverse communities within our city. We focus on specific issues such as pandemics, flooding, climate change, and the city centre. We also work with volunteers, known as Birmingham Resilience Champions, who promote the importance of emergency preparedness within the city and support the response of the Birmingham Resilience Team.”

Case study – The Hanneys Flood Group, Oxfordshire

“Following flooding in 2007 and 2008, we formed a community flood group and carried out a programme of flood alleviation measures including weed removal and bank strengthening and heightening of the local brook. We installed a data logger on the brook to measure water levels and established a regular maintenance regime for the brook and critical ditches. We have worked actively with the Environment Agency, the Parish, District & County Councils, local landowners and residents and established a website to help spread information to villagers and other flood groups.”

Community emergency planning

Building community resilience is something that many people and communities already do.

It is not about creating or identifying a whole new community network or a one-off response to or recovery from an incident, but rather an ongoing process of using and enhancing existing relationships to better improve the emergency preparedness of an area.

Some existing local community groups will have information on how to get involved or how they can fit resilience into their agenda. These could include parish councils, faith organisations, Neighbourhood Watch groups, Scout Groups, residents associations and youth groups.

Communities should know what local emergency responders are able to do for them in an emergency and vice versa – this means talking to them before an emergency happens.

Five steps to getting started

The steps outlined below are only a suggestion for getting started in building resilience in your community. There are many other ways to build resilience and you may wish to tailor it to the specific needs of your community.

1. Begin by considering who your community is and which communities you belong to

Geographical communities (those people living close to you) are the obvious choice for, and main beneficiary of, community resilience. However, many people do not recognise their community as the people they live near. As such, other communities (such as those who share an interest in a particular topic or sport) should be considered as valid groups within which to prepare for emergencies. Community resilience is not about creating or identifying a new community or network; it is about considering what already exists around you, what you already do, who you already talk to or work with; and thinking about how you could work together before, during and after an incident or emergency.

2. Get in touch with existing local networks you can work with

Many community groups already work to support and enhance life in our communities; e.g. flood wardens, Scout groups, parish councils, residents associations and Neighbourhood Watch groups. Think about how you could use their skills, resources and expertise to make a more resilient community.

Case study – Lechlade Emergency Response and Flood Action Committee, Gloucestershire

“The Town Council set up an Emergency Planning Committee and developed an Emergency Plan in consultation with the local community. Having assessed the risks, it was clear that the priority in all of the most likely emergencies would be the evacuation of people from their homes to a place of safety. The strength of the community came to the fore with the Memorial Hall and Recreation Ground Trustees offering the use of the community hall as a place of safety, the Women’s Institute taking on responsibility for operating it, and the Lechlade and District Lions offering practical support such as help with evacuating affected residents.”

3. Choose a community representative for your emergency plan

These people represent their local community by providing the link between the community and the statutory bodies that provide emergency response services to them. Think about who would take on this role in your community. You could consider asking local elected members to represent the community and co-ordinate this work.

4. Establish a Community Emergency Group (or incorporate preparedness activities into an existing group)

There are Community Emergency Groups already established in both rural and urban areas where people have recognised the need to consider what their community might need in an emergency, and have set about helping themselves to be prepared. You do not have to establish a new group. You may instead wish to build on and use existing community groups and consider how they might include building community resilience into their activities.

Case study – Chelmsford Borough Council, Essex

“We approached the local parish councils and encouraged them to appoint a liaison officer for emergency planning and set up a Community Emergency Group of local volunteers. Volunteers have helped to compile a parish emergency plan, and assisted with information gathering (e.g. the number of single storey properties within a flood zone), helping us achieve better quality information via local knowledge. Volunteers also assist with the initial emergency response pending arrival of Council resources.”

5. Develop a Community Emergency Plan

Consider how you could use/complete the template Community Emergency Plan for your community which can be downloaded from:

www.hants.gov.uk/community-resilience

This template has been pre-populated with information specific to the Hampshire and Isle of Wight area by the Hampshire and Isle of Wight Local Resilience Forum.

The unmodified template is available from
<http://www.cabinetoffice.gov.uk/communityresilience>

Preparing as individuals and families

Individuals and families who are resilient will be better able to help themselves in responding to and recovering from personal, local and national emergencies and provide support to those around them.

For further guidance on building your individual or household resilience, see the [Preparing for Emergencies](#) pages on the Directgov website.

How the government will help

The government will:

-)] work to remove the barriers which prevent participation such as concerns about liability and insurance;
-)] provide toolkits, templates and checklists to help you - improving these based on your feedback;
-)] listen to your feedback on our toolkits and information;
-)] help put you in touch with the right people and provide ways for you to communicate with local emergency responders and other communities;
-)] give you up-to-date and accurate information about risk;
-)] set up relevant web pages to communicate and share information with you; and
-)] champion your work nationally and listen to, and learn from, your good practice.
-)] The Government's *Strategic National Framework on Community Resilience* sets out in more detail the government contribution to enhancing and building individual and community resilience.

Where to get more information

For further information on the Community Resilience in the Hampshire and Isle of Wight area, please visit www.hants.gov.uk/community-resilience or contact community.resilience@hants.gov.uk

For further information on the national Community Resilience Programme, please contact community.resilience@cabinet-office.x.gsi.gov.uk or write to Community Resilience, Civil Contingencies Secretariat, 22 Whitehall, London, SW1A 2WH.

Useful links

Hampshire and Isle of Wight Community Resilience

www.hants.gov.uk/community-resilience

This site contains information about community resilience in the Hampshire and Isle of Wight area and includes a guide for communities (this document), a community emergency plan toolkit and template community emergency plan.

Preparing for Emergencies

www.direct.gov.uk/preparingforemergencies

These web pages are aimed at individuals, families, communities and businesses that want to find out more about how they can prepare for emergencies. The pages aim to answer questions around individual and community resilience and increase awareness of risks and vulnerability to risk. They also set out some easy steps for how you can improve your household preparedness. You are likely to find this document most useful if you would like more general information about emergency preparedness.

National Risk Register

www.cabinetoffice.gov.uk/resource-library/national-risk-register

The online home of the National Risk Register.

Hampshire and Isle of Wight Local Resilience Forum

<http://www.hiow-localresilienceforum.org.uk>

The online home of the Community Risk Register.

Environment Agency

www.environment-agency.gov.uk

08708 506 506

For information on environmental risks, including flood warnings.

British Red Cross

www.redcross.org.uk

0844 871 11 11

Information on the simple precautions that can be taken to prepare for a range of emergency situations, along with advice on how to cope when they do.

WRVS

www.wrvs.org.uk

0845 601 4670

Information about the services WRVS provide (including emergency response) across the UK.

St John Ambulance

www.sja.org.uk

08700 104950

Information about how first aid training can make a difference to people in an emergency.

RSPCA

www.rspca.org.uk/in-action/international/emergencyresponse

0300 1234 555

The RSPCA has put together some guidelines so that you can be prepared to get your animals to safety in the event of flooding.

Informed. Prepared. Together.

www.informedprepared.eu

A gateway to resources, information and practical tools for developing the ability of individuals, communities and organisations to be better prepared to cope with emergencies and disasters.

Radio Amateurs' Emergency Network (RAYNET)

www.raynet-uk.net

The UK's national voluntary communications service provided for the community by licensed radio amateurs.

Glossary

Community Resilience

Communities and individuals harnessing local resources and expertise to help themselves during an emergency, in a way that complements the work of the emergency services.

Community Risk Register

An assessment of local risks that have been identified within a Local Resilience Forum area. It is written, maintained and published by the Local Resilience Forum.

Emergency

An event or situation which threatens serious damage to human welfare in a place in the United Kingdom; the environment of a place in the United Kingdom; or the security of the United Kingdom or of a place in the United Kingdom.

Emergencies can also affect you at home, for example house fires, broken down boilers, burst pipes etc.

Local emergency responders

Organisations that respond to emergencies in your area. They include the fire, police and ambulance services, as well as your local authority and other organisations.

Local Resilience Forum (LRF)

A group formed in police area boundaries of England and Wales by key local emergency responders and specific supporting agencies for the purpose of fulfilling their duties under the Civil Contingencies Act 2004.

National Risk Register

A report produced by the Cabinet Office which outlines the Government's assessment of significant potential risks to the United Kingdom.

Rest centre

A building which is designated by a local authority for the temporary accommodation of evacuees. This may include overnight accommodation.

Risk

A measure of the likelihood and impact of a potential emergency.

HAMBLE PARISH COUNCIL

Council

9th October 2017

Agenda item: Health and Safety Update

Recommendation:

1. To note the expenditure authorised by the Clerk on inspections in relation to the urgent works identified in the Health and Safety Action Plan

INTRODUCTION

1. The Council commissioned work from Ellis Whittam to assess the Council's health and safety compliance. The report was presented to Council on the 9th September 2017 alongside the action plan. At the time the Clerk highlighted the urgent and pressing nature of the items and the deadlines set for the 17th September.
2. Since then work has been conducted and the action plan duly updated and is attached.
3. A summary of the issues is set out below.

DETAIL

| Activity | 3 Quotes | Lowest price selected | Cost and supplier | Follow up action |
|-----------------------|---|-----------------------|--|--|
| PAT Testing | Yes | Yes | £109.85 Pat Test Solutions | Quarterly schedule agreed for mobile equipment. Inventory received and process agreed for updating it. |
| Fire Risk Assessments | Yes | Yes | £590.00 Classic Fire | |
| Legionella | No due to the urgent nature of the works with the football session commencing | No | £285.00 per Pavilion GES – Water | Recommended that a pipe run at Mount Pleasant be removed and replaced with an elbow joint to avoid dead runs. Management arrangements still to be developed. |
| Asbestos | Yes | Yes | £325.00 Air Safe Survey Ltd | Asbestos identified and management advice provided. Management procedure to be agreed with staff |
| CCTV – | No. | No | £375.00 | |

| | | | | |
|------------------------------|-----------------------------|--|----------|--|
| recorder box to be replaced. | Preferred supplier for CCTV | | Axis | |
| Total | | | £1969.85 | |

4. Further work will now be needed to follow up on issues arising from the survey work in particular office based procedures such as managing contractors who carry out work for us.
5. Additional expenditure is likely to arise when DSE assessments are carried out. Budget provision should be reviewed and adjusted to take account of more regular inspection regimes as needed.
- 6.
7. Reports on the action plan will continue each month.

Safety Action Plan

| Subject Area | Priority | Action Required | | Suggested Completion Date | Completed By |
|--------------|----------|---|--|---------------------------|--------------|
| Asbestos | 2 | Establish a procedure whereby any contractor liable to disturb asbestos containing materials is made aware of its location. | Documentation provided for all contractors visiting Mount Pleasant to make them aware ad to require them to confirm safe methods of working. | 17/09/2017 | |

| Subject Area | Priority | Action Required | | Suggested Completion Date | Completed By |
|--------------|----------|---|---|---------------------------|---|
| Asbestos | 2 | Prepare or obtain a written plan that sets out the location of asbestos containing materials and how the risk will be managed and the steps to be taken to put the plan into action. The plan and the arrangements should be reviewed periodically. Where visual inspections of the asbestos containing materials are required, these must be recorded as part of the action plan | Obtained 3 quotes for Management surveys. Appointment for Thursday 7 th September. Inspection completed on 7 September by Airsafe for £325.00 + VAT. Report and recommendations awaited. Staff briefing is needed to ensure that all staff are aware of asbestos risk and arrangements for managing it and contractors retained to work with it. | 17/09/2017 | Report received. Asbestos register set up and includes plan from report highlighting area. Flues and WC seats to be disposed of and registered up dated. |

| Subject Area | Priority | Action Required | | Suggested Completion Date | Completed By |
|--------------|----------|---|--|---------------------------|-----------------------------|
| Chainsaws | 2 | Complete a risk assessment for chainsaw operations and ensure that it is reviewed before any chainsaw work takes place to ensure that appropriate controls for each work site are in place. | Copy of Chain saw HSE guidance copied and given to RC along with the draft RA. Meeting needed to confirm details. Additional equipment purchased for first aid kit. Training to be given to CA/SU on its use | 17/09/2017 | RA still pending discussion |
| COSHH | 2 | Compile a list of the hazardous substances used on the premises. | Inventory of substances now complete. | 17/09/2017 | Completed |
| COSHH | 2 | Develop a management system that ensures before any hazardous substance is taken into use a COSHH assessment is first completed and any actions determined put into place. | Management note and procedure has been issued and is in use. | 17/09/2017 | Completed |
| COSHH | 2 | Store hazardous substances in their original containers. If a substance cannot be identified it must be safely disposed of. | In correct containers and in a hazardous storage cupboard. | 17/09/2017 | Completed |

| Subject Area | Priority | Action Required | | Suggested Completion Date | Completed By |
|----------------------|----------|---|---|---------------------------|--------------|
| Electrical Safety | 2 | Residual current devices should be used in conjunction with portable electrical appliances where there is an increased risk of electrical hazards due to workplace hazards of environment. This may be applicable to appliances used with a generator or used off site. | All done and a system of ¼ reviews in place for high risk equipment | 17/09/2017 | Completed |
| Electrical Safety | 2 | Prevent unauthorised access to electric cupboards and switch rooms such as the one in the Mount Pleasant pavilion lounge. | Padlock to be fitted. | 17/09/2017 | Completed |
| Fire Safety Overview | 2 | Implement any outstanding issues identified by your fire risk assessment(s). | | 17/09/2017 | |
| Fire Safety Overview | 2 | Both pavilions need to have fire risk assessments carried out urgently. Whether this is done by the council or the tenant is a matter for the tenancy agreement but provision of fire detection and the management of the fire safety system must be urgently reviewed. | Assessment scheduled for 5 th October 2017 | 17/09/2017 | |
| Fire Safety Overview | 2 | Fire safety management requires that each emergency lighting system is monthly and the results of the tests recorded in a fire log book. This may be a shared responsibility with tenants. | Pending the FRA | 17/09/2017 | |
| Ladders | 2 | Instruct ladder users to check them before use to ensure they are in good repair and clean; ensure that ladder/stepladder users know how to use them safely. | Check list has been issued and is in use. | 17/09/2017 | Completed |

| Subject Area | Priority | Action Required | | Suggested Completion Date | Completed By |
|----------------------|----------|--|--|---------------------------|--------------|
| Legionella Bacteria | 2 | Arrange for the pavilions to be assessed to identify potential areas of legionella growth including dead legs, long pipe runs, water tanks and old fittings. The survey will recommend proportionate control measures, which must be put into place. | Inspection completed. Water quality ok. Some pipework at MP is recommended to avoid dead legs in the system. Grounds team will undertake the work. | 17/09/2017 | |
| Mobile Access Towers | 2 | Provide guard rails to the work platform at a height of 950 mm with a mid-rail so the gap does not exceed 470 mm. If these modifications cannot be made the tower must not be used. | Taken out of commissions and pending disposal. . | 17/09/2017 | |
| Mobile Access Towers | 2 | Ensure that the tower is erected on firm level ground with the wheels locked or base plates supported. | Taken out of commissions and pending disposal. . | 17/09/2017 | |
| Mobile Access Towers | 2 | When the tower is erected in a public area it is necessary to post warning notices and erect barriers to prevent people walking into the tower/work area. | Taken out of commissions and pending disposal. . | 17/09/2017 | |

| Subject Area | Priority | Action Required | | Suggested Completion Date | Completed By |
|-------------------------|----------|---|---|---------------------------|--------------|
| Noise | 2 | Provide health surveillance for employees identified as being at risk of hearing loss, which are those employees working for lengthy periods whilst wearing hearing protection. The surveillance gives a measure of effectiveness of your noise control measures. | Hearing tests arranged/completed and baseline information available from it. Annual tests will be needed. | 17/09/2017 | |
| Passenger & Goods Lifts | 2 | Ensure that the audible alarm/telephone fitted to the lift in the Roy Underwood pavilion is checked regularly and record all tests. | Check form introduced and monthly inspection regime. | 17/09/2017 | |
| Vehicle Use | 2 | Instruct all drivers regarding the acceptable use of mobile phones. The information in the health and safety policy document is sufficient to meet this requirement | Policy is set out in handbook and will be disseminated formally to staff after 6.10.17 | 17/09/2017 | |
| Work at Height | 2 | All work at height must be planned to minimise risk and must include planning for emergencies and bad weather. | Pending. No work to take place until completed | 17/09/2017 | |
| Work at Height | 2 | Before working at height a risk assessment must be completed a safe system of work put in place and information and training provided for employees required to undertake work at height | Pending. No work to take place until completed | 17/09/2017 | |

| Subject Area | Priority | Action Required | | Suggested Completion Date | Completed By |
|-------------------|----------|--|---|---------------------------|--------------|
| Workplace HSW | 2 | Improve the level of lighting to the storage area at Mount Pleasant pavilion so that safe access can be gained at any time. | Freestanding portable rechargeable lighting purchased and in use. | 17/09/2017 | Complete |
| Workplace HSW | 2 | Review the siting of the Clerk's workspace so that the Clerk can work undisturbed | Works pending by Landlord – due to start wc 9.10.17 | 17/09/2017 | |
| Chainsaws | 3 | Ensure that adequate first aid facilities are available for each chainsaw operator. Provision of adequate first aid equipment, including eyewash, is a requirement when working away from a base location. | First Aid kit updated to include all appropriate kit. | 16/11/2017 | Completed |
| Chainsaws | 3 | Review lone working procedures for chainsaw operators due to the highly hazardous nature of the work carried out. | We don't do lone working with chain saws. | 16/11/2017 | |
| Chainsaws | 3 | Keep records of the issue of chainsaw personal protective equipment and the inspections/maintenance carried out on the chainsaws | | 16/11/2017 | |
| Cleaning- General | 3 | Develop a safe system of work for all cleaning activities using the EW template. This should be developed as part of the review of lone working procedures (see 'Lone Working' section) | Cleaning out sourced. RA to be obtained from them. | 16/11/2017 | |

| Subject Area | Priority | Action Required | | Suggested Completion Date | Completed By |
|-----------------------|----------|--|--|---------------------------|--------------|
| Contractor Management | 3 | Contractors should be provided with relevant information on your safety policy and applicable rules. | | 16/11/2017 | |
| Contractor Management | 3 | Gain formal confirmation from the contractor that they and all their employees are competent and have been trained in the use of all plant and equipment to be used. Where appropriate confirm they hold the required training certificates or licences. Formal confirmation should also be gained from the contractor that all plant and equipment they supply is fit for purpose, suitable for use in the environment it is to be used in, adequately maintained and where required holds appropriate certificates of inspection and test. | | 16/11/2017 | |
| Contractor Management | 3 | Formal contractual agreements should be in place to ensure no subcontracting of work is carried out without prior agreement. This should include advising the contractor they are fully responsible for the subcontractors work, acts and omissions as well as any warranties that are issued for the work. | | 16/11/2017 | |
| Contractor Management | 3 | The contractor should supply valid a current certificate of public liability insurance cover, relevant, comprehensive & current risk assessments and where appropriate method statements for the tasks to be undertaken. | | 16/11/2017 | |

| Subject Area | Priority | Action Required | | Suggested Completion Date | Completed By |
|----------------|----------|---|--|---------------------------|--------------|
| COSHH | 3 | Carry out a COSHH Assessment for each hazardous substance in use or created. | | 16/11/2017 | |
| COSHH | 3 | Where applicable ensure that health and safety data sheets have been obtained from suppliers of hazardous substances (such as fuels, lubricants, grounds treatments such as weedkiller and cleaning substances), and kept readily available. | | 16/11/2017 | |
| DSE Management | 3 | Provide all users with information, instruction and training in the correct layout and set up of the workstation, such as can be found in the health and safety handbook. Record all instruction given. | | 16/11/2017 | |
| DSE Management | 3 | Complete a DSE assessment for each workstation and determine the need for additional control measures to reduce the risk of ill health. A suitable self assessment form can be found in the client login area of the Ellis Whittam website. | | 16/11/2017 | |
| DSE Management | 3 | All Users must be offered an eye and eyesight test carried out by an Optician, at no cost to the employee. Provide corrective appliances (usually spectacles) for those employees identified by the Optician as needing them for the sole use of the computer. Keep records of employees issued with corrective appliances. | | 16/11/2017 | |

| Subject Area | Priority | Action Required | | Suggested Completion Date | Completed By |
|----------------------|----------|--|--|---------------------------|--------------|
| Electrical Safety | 3 | Arrange for all portable electrical appliances to be examined and tested in accordance with current guidance. This is likely to require that power tools used by the maintenance staff and which are used off site, are tested at least twice yearly. If unsure of type/frequency of PAT testing required please see guidance on Electrical Safety for Employers on the client area of the EW website. | | 16/11/2017 | Completed |
| Electrical Safety | 3 | Create an inventory of all portable electrical appliances and keep it up to date. | | 16/11/2017 | Completed |
| Electrical Safety | 3 | Ask the football club to rearrange the appliances in the main lounges at the Mount Pleasant pavilion to make use of the power sockets already in place. | Not to be repeated this year. Hiring conditions to be reviewed to avoid a repetition | 16/11/2017 | |
| Fire Safety Overview | 3 | Carry out or commission a specific fire risk assessment for the council's offices. This should be carried out with reference to the landlord's fire risk assessment. | | 16/11/2017 | |
| Fire Safety Overview | 3 | Prepare a fire evacuation plan to include your arrangements for the complete evacuation of the main offices in all situations including vulnerable visitors (e.g. the elderly and/or infirm, the disabled, children and the visually impaired). | | 16/11/2017 | |

| Subject Area | Priority | Action Required | | Suggested Completion Date | Completed By |
|----------------------|----------|---|--|---------------------------|--------------|
| Fire Safety Overview | 3 | Liaise with the landlord of the council's offices and other building occupants on the fire safety arrangements for the building so that all are aware of fire safety and evacuation procedures. | | 16/11/2017 | |
| Fire Safety Overview | 3 | Train employees to use fire extinguishers so they can recognise the different types of fire extinguishers provided, know what sort of fire they are to be used on, and how to operate them quickly and efficiently. | | 16/11/2017 | |
| Fire Safety Overview | 3 | Arrange for an annual service inspection of the emergency lighting system and associated items such as smoke detectors. | | 16/11/2017 | |
| First Aid | 3 | Provide trained first aider cover for high risk activities such as chain saw work. Your first aiders should be trained in the Emergency First Aid at Work qualification. | | 16/11/2017 | |
| Grounds Maintenance | 3 | Complete a site specific risk assessment for each working location and/or site. | | 16/11/2017 | |
| Grounds Maintenance | 3 | Where applicable ensure that refuelling operations have been included in the assessment, or risk assessed separately. | | 16/11/2017 | |
| Grounds Maintenance | 3 | Personnel should be briefed on the risk assessment(s). | | 16/11/2017 | |

| Subject Area | Priority | Action Required | | Suggested Completion Date | Completed By |
|---------------------|----------|---|--|---------------------------|--------------|
| Grounds Maintenance | 3 | Where applicable COSHH assessments should be completed for the hazardous substances and referenced in the risk assessment. | | 16/11/2017 | |
| Grounds Maintenance | 3 | Records should be retained of all in house equipment familiarisation training. | | 16/11/2017 | |
| H&S Management | 3 | Establish arrangements for reporting accidents, diseases, work-related ill health and dangerous occurrences to the enforcing authority (RIDDOR). | | 16/11/2017 | |
| Kitchen Safety | 3 | Ensure that tenants are aware of the importance of food safety and kitchen safety. This might include the safe use of machines and guards, cleaning equipment, handling hot liquids, spillage procedures, and knife safety. | | 16/11/2017 | |
| Ladders | 3 | Ensure ladders are stored securely to prevent damage and unauthorised use. | | 16/11/2017 | |
| Ladders | 3 | Ladders and stepladders should be BS EN 2037 Class 1 or EN 131 standard. Do not use wooden ladders; those seen during the visit should be taken out of use and discarded. | | 16/11/2017 | |
| Lone Working | 3 | Arrangements should be put in place to consult with staff on lone working either via a health and safety committee or directly. | | 16/11/2017 | |

| Subject Area | Priority | Action Required | | Suggested Completion Date | Completed By |
|------------------|----------|--|--|---------------------------|--------------|
| Lone Working | 3 | Undertake manual handling assessment and restrict lifting work where required for lone workers. | | 16/11/2017 | |
| Lone Working | 3 | Arrange for periodic supervision to ensure safe practices are being adhered to. | | 16/11/2017 | |
| Lone Working | 3 | Undertake a risk assessment which covers work undertaken by lone workers. Ensure working when dark or at night is covered in the lone working risk assessment. Young workers, women, new and expectant mothers and those who are vulnerable or who have pre-existing medical conditions should be included to ensure they are not put at any greater risk when working alone. Consider where potential violence / criminal activity may place workers at higher risk. As part of the risk assessment process, define activities which can and cannot be undertaken alone. Adopt policy of if unsure contact responsible manager. | | 16/11/2017 | |
| Machinery Safety | 3 | Regularly inspect and test safety devices, such as the fixed guards on the strimmers and mowers. Record all checks. | | 16/11/2017 | |
| Machinery Safety | 3 | Replace or augment the shelving holding grounds maintenance equipment (such as the strimmers and power tools) to remove the sagging and minimise the risk of collapse. | | 16/11/2017 | |

| Subject Area | Priority | Action Required | | Suggested Completion Date | Completed By |
|----------------------|----------|--|--|---------------------------|--------------|
| Manual Handling | 3 | Identify activities likely to give rise to a manual handling injury and avoid these activities being carried out. Where tasks cannot be avoided then each task must be assessed to determine the measures required to reduce the risk of injury. | | 16/11/2017 | |
| Manual Handling | 3 | Instruct relevant employees that they must not lift any item if they believe it may cause them an injury. | | 16/11/2017 | |
| Manual Handling | 3 | Provide manual handling training to those employees identified by the manual handling assessment as being at risk. Record all training. | | 16/11/2017 | |
| Mobile Access Towers | 3 | Obtain from the tower manufacturer or from the hire company the instruction manual for the safe erection of the tower and ensure these instructions are followed. | | 16/11/2017 | |
| Mobile Access Towers | 3 | Record all inspection reports. For towers over 2 m the report should be completed before the end of the shift and given to the manager within 24 hours. Keep the report on site and for at least 3 months. Arrange for towers below 2 m to be inspected after assembly, after an event likely to affect its stability and at suitable intervals depending on its use. Towers above 2m must also be inspected at intervals no less than every 7 days. | | 16/11/2017 | |

| Subject Area | Priority | Action Required | | Suggested Completion Date | Completed By |
|-----------------|----------|--|--|---------------------------|--------------|
| Noise | 3 | Carry out noise risk assessments for all areas and/or operations for their individual impact and the combined noise levels resulting from more than one operation. | | 16/11/2017 | |
| Noise | 3 | Fully implement the recommendations of the noise assessment. It is a legal requirement to assess, implement corrective measures and bring to the attention of those affected the significant findings of the assessment. | | 16/11/2017 | |
| Noise | 3 | Ensure that adequate supplies of disposable hearing protectors are available and keep supplies locked up. Dispensing containers should be kept clean and employees should fit them with clean hands. | | 16/11/2017 | |
| Noise | 3 | Arrange for the periodic inspection of reusable hearing protectors and replace as necessary. | | 16/11/2017 | |
| Outside Working | 3 | Provide facilities for workers to take regular breaks. Facilities should provide an area to cool / warm accordingly. | | 16/11/2017 | |
| Outside Working | 3 | Undertake risk assessment which makes account for any foreseeable weather conditions that may impact on work being carried out. Establish suitable controls and ensure personnel receive training and information. | | 16/11/2017 | |

| Subject Area | Priority | Action Required | | Suggested Completion Date | Completed By |
|-------------------------|----------|--|--|---------------------------|--------------|
| Outside Working | 3 | Revise the risk assessment to ensure it includes the minimum manning levels and the required risk control measures for the identified hazards. | | 16/11/2017 | |
| Outside Working | 3 | Ensure that all personnel involved are been briefed on the task and the content of the risk assessment. | | 16/11/2017 | |
| Outside Working | 3 | Revise the risk assessment to include the hazard of water contaminants and pathogens. | | 16/11/2017 | |
| Outside Working | 3 | If working near or on water that is untreated e.g. rivers, canals, flood waters etc. then the risk assessment should consider biological agents such as Leptospirosis. Where working in risk area, use of rodent control measures, protective clothing, coverings cuts etc. Provide personnel with details of the symptoms for the identified contaminants and pathogens they may be exposed to. | | 16/11/2017 | |
| Passenger & Goods Lifts | 3 | For the Roy Underwood Pavilion provide training in the lift winding process including the emergency hand lowering procedure and the safety precautions to be observed. | | 16/11/2017 | |
| Vehicle Use | 3 | Carry out a risk assessment of vehicle use. | | 16/11/2017 | |

| Subject Area | Priority | Action Required | | Suggested Completion Date | Completed By |
|--------------|----------|---|--|---------------------------|--------------|
| Vehicle Use | 3 | Instruct drivers to carry out pre-journey safety checks including internal and external safety checks and where appropriate load security. Retain records of the pre-journey checks carried out. In order to demonstrate competence and establish 'due diligence', records need to be retained which are current, comprehensive and benchmarked against approved standards. | | 16/11/2017 | |
| Vibration | 3 | Obtain vibration data to establish exposure magnitudes. This can be estimated from databases and manufacturer information or measured. Retain records. | | 16/11/2017 | |
| Vibration | 3 | Carry out a specific vibration risk assessment to help determine main sources of vibration and whether this is likely to be above the daily Exposure Action Value (EAV). | | 16/11/2017 | |
| Vibration | 3 | Arrangements should be put in place to consult with staff on vibration to establish a policy. | | 16/11/2017 | |
| Vibration | 3 | Provide employees with information and training on vibration and its health effects. | | 16/11/2017 | |
| Vibration | 3 | Arrangements should be put in place to provide regular health surveillance for employees who are exposed to vibration. | | 16/11/2017 | |

| Subject Area | Priority | Action Required | | Suggested Completion Date | Completed By |
|----------------|----------|---|--|---------------------------|--------------|
| Vibration | 3 | Where the ELV (Exposure Limit Value) is met, immediate action should be taken to reduce exposure. | | 16/11/2017 | |
| Vibration | 3 | Establish controls for use of equipment to eliminate or reduce exposure to as a low level as is reasonably practicable. | | 16/11/2017 | |
| Vibration | 3 | Equipment should be purchased suitable for the task and the work environment. Where possible equipment should be trialled before purchasing. | | 16/11/2017 | |
| Work Equipment | 3 | Arrange for work equipment to undergo regular inspection and planned maintenance where appropriate. Keep records of the inspection and maintenance, whether done internally or by a contractor | | 16/11/2017 | |
| Workplace HSW | 3 | The overhead storage in the machinery storage area should be fenced or boarded so that nothing can fall off. A safe means of accessing this area should be provided if it is to be kept in use. | | 16/11/2017 | |
| H&S Management | 4 | The Council must accept that they have overall and final responsibility for the safe running of the council's activities. | | 18/08/2018 | |

| Subject Area | Priority | Action Required | | Suggested Completion Date | Completed By |
|----------------|----------|--|--|---------------------------|--------------|
| H&S Management | 4 | Training is required to ensure that middle levels of management and supervisory staff with responsibilities for implementation are competent to undertake their health and safety responsibilities. We recommend an IOSH Managing Safely course. | | 18/08/2018 | |
| H&S Management | 4 | Training is required to ensure the workforce are competent to undertake their health and safety responsibilities. We recommend an IOSH Working Safely course. | | 18/08/2018 | |
| H&S Management | 4 | Managers and supervisors to whom specific responsibilities have been allocated must be issued with their responsibilities and/or those responsibilities included in their job descriptions. | | 18/08/2018 | |
| H&S Management | 4 | Establish monitoring and performance criteria for health and safety. This will help work to a programme of continuous improvement. Managers and supervisors must monitor standards of health and safety within their area of responsibility and keep a record. | | 18/08/2018 | |
| H&S Management | 4 | Arrangements must be put into place for communicating with and consulting staff on Health and Safety matters. | | 18/08/2018 | |
| H&S Management | 4 | Maintain training records as evidence of compliance. | | 18/08/2018 | |

| Subject Area | Priority | Action Required | | Suggested Completion Date | Completed By |
|------------------|----------|---|--|---------------------------|--------------|
| H&S Management | 4 | Provide all new staff with health and safety instruction as part of their induction training. | | 18/08/2018 | |
| H&S Management | 4 | Ensure competent persons are employed to carry out risk assessments. | | 18/08/2018 | |
| H&S Management | 4 | Ensure risk assessments are in place for specific activities that are not covered in the general risk assessment. The assessment need to be conducted by persons who understand both the work tasks and the risk assessment process. | | 18/08/2018 | |
| Machinery Safety | 4 | Implement an effective isolation procedure for maintenance work on electrical appliances. It is good practice to adopt a lock out and tag isolation procedure where equipment is being worked on. Where this is not possible warning signs should be displayed stating 'do not switch' on the machine isolation switch. | | 18/08/2018 | |
| Machinery Safety | 4 | Provide suitable lighting in areas where machine work, such as the servicing of grounds maintenance equipment is carried out. | | 18/08/2018 | |
| Vehicle Use | 4 | Check driver's licences annually and keep a copy on file. | | 18/08/2018 | |

| Subject Area | Priority | Action Required | | Suggested Completion Date | Completed By |
|------------------|----------|--|--|---------------------------|--------------|
| Violence at Work | 4 | Consult with employees to determine whether employees feel threatened by verbal or physical violence and record the results of the consultation process. | | 18/08/2018 | |
| Violence at Work | 4 | Introduce documentation to record all incidents of verbal and physical abuse and periodically review. | | 18/08/2018 | |
| Violence at Work | 4 | Devise and implement a specific policy on violence at work to define appropriate action and what assistance employees can expect. | | 18/08/2018 | |
| Violence at Work | 4 | Investigate all reported incidents of verbal, physical and threatening behaviour. Record the results of the investigations. | | 18/08/2018 | |