

# **BOZEAT PARISH COUNCIL**

## **POLICY MANUAL**

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## **BOZEAT PARISH COUNCIL MISSION STATEMENT**

Bozeat Parish Council will work together in the interests of the local community, seeking to maintain and improve the village and its environment.

## **BOZEAT PARISH COUNCIL**

### **ALLOTMENT RENTS**

From 1<sup>st</sup> January 2019 to 31<sup>st</sup> December 2019  
[agreed at the Annual Finance Meeting January 2018]:-

Full Plot = £40

Half Plot = £20

Full Plot [when the tenant or, for shared tenancies, when the Primary Tenant is over 65 years of age]  
= £25

Half Plot [when the tenant or, for shared tenancies, when the Primary Tenant is over 65 years of age]  
= £ 12.50

## **BOZEAT PARISH COUNCIL**

### **ALLOTMENT GUIDELINES – last amended March 2019.**

These guidelines have been prepared in a basis of goodwill and respect between the Parish Council and allotment holders but also to ensure that the same exists between each and all other allotment holders during their tenancies. The PC reserve the right to change these conditions from time to time without notice subject only to ratification in a normal Parish Council meeting.

Purpose of an Allotment : A plot which is "wholly or mainly cultivated by the occupier for the production of vegetable or fruit crops for consumption by himself or his family". Shrub and Flower planting in a majority is not considered as proper use of the plot.

1. Tenancies for a plot or half plot will run from 1st January to 31st December annually.
2. Rents will be collected annually and must be paid by 1<sup>st</sup> January [water rates may be charged as a variable extra].
3. Rents/rates will be reviewed annually, and any increases advised no later than 1st September each year.
4. Rent will not be payable for any half plots issued after 1<sup>st</sup> September for the remainder of the year.
5. Access to plots and boundaries must be kept clear and clean at all times. You are responsible for the access to your plot and the boundaries to it.
6. A path of no less than 46 cm [18"] width is to be maintained between plots.
7. No fencing is to be erected on or around plots before the tenant has requested permission from the Parish Council, in writing and received written permission from the Parish Council.
8. No buildings or cages of any type are to be erected on plots before the tenant has requested permission from the Parish Council, in writing and received written permission from the Parish Council. At the end of the tenancy, any buildings or cages placed on a plot must be removed at the tenant's expense.
9. No trees are to be planted on plots before the tenant has requested permission from the Parish Council, in writing and received written permission from the Parish Council.
10. No livestock of any kind are to be kept on plots at any time.
11. No poisons, fungicides, herbicides, noxious sprays or any similar materials are to be kept on plots at any time or containers so marked.
12. No poisons, fungicides, herbicides, or other sprays or similar noxious materials which cannot be purchased in retail shops by the general public are to be used on allotment plots at any time.
13. No nuisance is to be caused to other tenants or neighbouring properties. In particular, bonfires may only be lit with due consideration to nearby residents and other allotment tenants. Only allotment "waste" is to be burned or composted on allotment plots unless prior permission is given by the Parish Council.
14. Bozeat Parish Council reserves the right not to renew any tenancy.
15. Hose pipes may not be used from the water supply provided by the Parish Council.
16. Every allotment garden shall be cultivated and maintained to an acceptable standard at all times during the tenancy. Allotments not cultivated, or regularly maintained, during each 12 calendar months will forfeit their tenancy, unless the Parish Council is notified of any special circumstances for non-cultivation. Subject to twice yearly inspections in May and September.
17. Any tenant taking on a previously vacated plot must pay rent for the first year, but rent for the second year may, at the discretion of the Parish Council, be waived should the plot be satisfactorily cultivated. Tenants must apply for this waiver to the Allotment Manager before the end of that first year.

18. A waiting list will be maintained and plots issued giving priority to new tenants strictly on a first-come basis. It is only possible to register on the waiting list for a single or half plot. Requests may be made for specific plots, but offer no guarantee of being successful as priority will always be given to the person waiting for a plot the longest. Consideration will be given to dividing any vacant plot. If more than 2 offers are declined, that person will be placed on the bottom of the waiting list. An annual review of the waiting list will be undertaken. Anyone not confirming they wish to stay on the list at the annual meeting will be removed from the list after 15 working days.
19. If no waiting list exists, vacant plots will be advertised on the Parish Council's official notice board in the High Street or in the Bozeat Matters magazine.
20. No rubbish or soil to be placed on the central track at any time.
21. All allotments to be let by the Allotments Manager or Parish Council Representative only.
22. Plots may not be transferred, exchanged, or ceded without the consent of the Parish Council.
23. All full-size plots which become vacant will be issued as two half plots to two new tenants.
24. Inspections will be made around 1<sup>st</sup> May and 1<sup>st</sup> September each year and reports prepared. Tenants will be informed of any works required in order to meet these guidelines.
25. Tenants will not be permitted to rent multiple plots when there is a waiting list for plots.
26. There should be no general accumulations of rubbish or scrap on the plots.
27. Man-made fibrous materials of carpet, or similar (e.g., underlay) are not to be used [due to degradation of these materials which are not biodegradable]
28. If a plot is not under cultivation by the May inspection and the Council cannot satisfy itself that the tenant intends to cultivate the plot for that growing season, the Council reserves the right to terminate the tenancy and make the plot available to another tenant for that growing season.
29. When tenancies are terminated, either by the tenant or the council, the plot must be left in an acceptable state, and all equipment or produce removed within 1 month of the end of the tenancy. Vacated plots must be left clear and ready for a new tenant to use, any costs incurred in removing rubbish left on an allotment will be passed on to the former tenant who left it on the plot.
30. These guidelines shall be reviewed on an annual basis.

These guidelines approved March 2019.

# **BOZEAT PARISH COUNCIL CEMETERY GUIDELINES – from 1<sup>st</sup> September 2017**

## **General Provisions**

1. The fee for grave spaces, permission to place memorials on graves and to place inscriptions thereon are set out in the current table of cemetery fees.
2. Grave spaces and cremation plots in Bozeat Cemetery will not normally be available for use by persons not resident in Bozeat unless a proven connection to the village can be displayed, each application will be considered on merit by the Cemetery Representatives of Bozeat Parish Council. This does not apply to former residents of Bozeat who have left the village to go into residential care.
3. Purchased graves are the responsibility of the purchaser, or their representative, to maintain.
4. Disposal of cremated remains must be arranged through a Funeral Director and with the **prior** permission of the Burial Registrar.
5. Bozeat Parish Council will only accept applications to install new headstones/memorials by companies registered as members of the National Association of Monumental Masons.
6. Headstones/memorials are the responsibility of the family/representatives of the deceased, Bozeat Parish Council accepts no responsibility for any damage which may occur.
7. Loose chippings may only be placed on a grave that has kerbstones in place to contain them and once permission has been sought and the relevant fee paid. The Parish Council reserves the right to remove any structure deemed to be inappropriate, offensive, dangerous or unstable.
8. Loose chippings may only be one of the following approved colours:- green; white; all shades of grey; two shades of mauve. No other colours will be approved.
9. No dogs to be allowed in the Cemetery except for guide dogs.
10. No chains, rails, or other form of enclosure may be placed on any plot. No wind chimes, night or solar powered lights, windmills, candles, tea-lights, lanterns, balloons or other, similar, adornments are permitted on any plot in Bozeat cemetery. If any such loose items are identified on a plot, a letter will be sent to the family asking that they be removed within 30 days, otherwise the council will remove them and store them in the lodge. The Parish Council takes no responsibility for the security of any loose items placed on plots and these are left at own risk.
11. The maximum height of any headstone to be no taller than 36" or 91.5cm to the base plinth.
12. The maximum size of images permitted on headstones will be 28cm x 15.2cm [11" x 6"].
13. An annual inspection of gravestones will be undertaken and any considered to be unstable will be recorded and appropriate action taken:- If relatives can be identified, a letter will be sent informing them of the action taken.
14. Any action to lay down headstones will be avoided except in cases where there is a risk to the health and safety of the public, contractors or visitors.
15. Cremated remains may not be scattered or sprinkled in any part of the cemetery.
16. Commemorative seats, including base, are welcome in the cemetery and may be dedicated to individuals with plaques or carved inscriptions, subject to the prior approval of the design and size by Bozeat Parish Council. The Parish Council will organise the construction of the base on behalf of the family.
17. All vehicles entering the cemetery must remain on the designated roadways.

## **Burials**

1. Bozeat Parish Council will only accept applications for burial upon receipt of a completed Notice of Interment form and, where appropriate, form 18. Funeral Directors are required to ensure that any persons contracted to dig a grave in Bozeat Cemetery are trained to do so, has the appropriate level of Public Liability Insurance, and has provided a copy of their Risk Assessment and Health and Safety Policy.

2. Where a child under the age of 18 years is to be buried or cremated remains are to be interred, both parents shall have joint ownership of the plot and joint responsibility for future maintenance of it, unless one of the parents gives written consent that the other may take sole ownership and responsibility.
3. The depth of graves before and after burial, but prior to backfilling, shall be recorded in the Register of Grave Spaces.
4. Grants of Exclusive Right of Burial shall be for 50 years from the date of burial, however extensions may be applied for.
5. A Transfer Form shall be provided to the next of kin or representative of the deceased immediately following an interment to ensure the transfer of responsibility can be completed without delay.
6. Grave spaces may be reserved upon application to the Registrar.
7. That permission for new headstones or other permanent memorials will not normally be given until at least 6 months has passed since the burial. the council reserves the right to defer permission until ground conditions are suitable. for installation.
8. Trees and shrubs are not permitted on grave plots, memorial trees or aromatic trees and shrubs may be purchased and planted, subject to consultation with the Parish Council. A small fee is payable and details of the deceased are recorded in the burial book.
9. All kerbing or other permanent adornments must be approved by the Parish Council and securely placed.
10. All new graves apart from those in the Green Burial Area must be finished to a low mound no higher than 9cm [4"] above ground level and covered with topsoil. Grave measurements should not exceed 244cm x 122cm [8feet by 4feet]. If any grave sinks to a low level and becomes a danger to the public, representatives of the Parish Council will seek to deal with this in consultation with the grave purchaser, or their representative.
11. Any surplus spoil left following a burial shall be removed from the cemetery within 7 days of the burial, and this is the responsibility of the Funeral Director/gravedigger.

### **Garden of Remembrance**

1. All memorial tablets to be placed flat and measure 45.2cm x 30.5 cm [18" x 12"], only black, white, blue granite or grey stones are permitted, other colours may be considered.
2. Plot sizes to be the size of a memorial tablet only.
3. Memorial stones in the tiers to be wedge shaped and measure 45.2cm x 30.5 cm [18" x 12"].
4. Permission to place memorial tablets must be obtained from the Registrar prior to installation.
5. No loose chippings are to be placed around memorial tablets.

### **Green Burials**

1. Each plot will have a memorial tree chosen from the following list:- Silver Birch; Whitebeam; Hornbeam; Wild Cherry; Holly; Rowan; Maple; Box; Willow; Crab Apple; Wild Pear.
2. All plots will measure 4m x 4m.
3. Only residents of Bozeat, or persons with close family connections to Bozeat will be eligible for interment in the Green Burial site, each application will be considered individually by the Parish Council.
4. At the time of the funeral, any type of floral tribute may be placed at the grave.
5. Floral tributes are welcome, but all wrappings and ribbons should be removed.
6. Bulbs and wildflower seeds or plants are always welcome.
7. Artificial flowers may not be placed in the Green Burial area.
8. Glass, ceramic or metal containers may not be placed in the Green Burial area.

9. Ornaments, toys or photographs may not be placed in the Green Burial area.
10. Items may not be attached to the trees at any time, even at Christmas.
11. The trees will be planted in the centre of each grave.
12. All grave markers are to be made of wood only, with the lettering etched or scorched - no metal plaques to be used.
13. Marking of graves may be a personal choice from either, engraved and stained soft wood plaque, or oak, and may be flat or standing on edge. All grave markings to be approved by Bozeat Parish Council prior to being placed on a grave. Any peg or bracket must be wooden and not metal.
14. Plaques to be no larger than 30cm x 30cm with a maximum height of 30cm. All wordings on plaques to be approved by Bozeat Parish Council prior to the plaque being placed on the grave.
15. Oak tree stakes engraved with names and dates, as on a plaque, may be placed on graves subject to the prior approval of Bozeat Parish Council.
16. Wooden benches are welcome and may be dedicated to individuals, subject to the prior approval of Bozeat Parish Council.
17. Tree planting takes place between November and March annually. Families who have requested a tree will be contacted to arrange a convenient appointment for the planting and family and friends would be welcome to attend.
18. Any tree which fails within 15 years of being planted will be replaced by the Parish Council free of charge.
19. All items are subject to the approval of Bozeat Parish Council prior to any action being taken and the relevant fees being paid.
20. Interments of coffins will be single depth only and only one burial permitted on each plot.
21. More than one casket of cremated remains may be interred or ashes may be scattered on a single plot.
21. All graves in the Green Burial area are to be finished to a mound approximately 12" or 30.5cm above ground level.

**BOZEAT PARISH COUNCIL  
CEMETERY FEES – from 1<sup>st</sup> September 2017.**

**Burials**

Grant of Exclusive Right of Burial – over 18 years of age [Bozeat resident only] – 50 years from date of interment	£350.00
Grant of Exclusive Right of Burial – all ages [non-Bozeat resident] – 50 years from date of interment	£1250.00
Grant of Exclusive Right of Burial – under 18 years of age [Bozeat resident] – 50 years from date of interment	No charge
Additional burial in existing grave	£100.00

**Cremated Remains**

Cremated remains in existing grave	£100.00
Cremated remains in Garden of Remembrance [Bozeat resident or proven family connection]	£100.00
Cremated remains in Garden of Remembrance [non-Bozeat resident]	£500.00
Reservation of plot in Garden of Remembrance	£100.00

**Memorials**

Permission to place headstone and kerb	£220.00
Permission to place headstone only	£110.00
Additional inscription on existing headstone or replacement	£40.00
Permission to place kerbstone or kerbstone replacement	£110.00
Permission to place Memorial tablet	£60.00
Additional inscription on memorial tablet or replacement tablet	£40.00
Permission to place flower-containing adornment on a grave	£40.00
Permission to place a tablet beneath a memorial tree	£60.00

**Trees**

Memorial trees are supplied and planted by the Parish Council – please contact the Registrar for details. The cost of the tree to be agreed at the time of request	
Charge for planting and maintenance.	£100.00

**Green Burials**

Individual full burial plot including provision of a tree, planting and maintenance	£1200.00
Single ash burial plot including provision of a tree, planting and maintenance	£1200.00
Plot to scatter multiple cremated remains including provision of a tree, planting and maintenance.	£1200.00
Burial of cremated remains in an existing plot and recorded in the burial book.	£100.00
Reservation of plot only [deposit]	£750.00
Trees purchased at a later date for a reserved plot	£450.00
Permission to place plaque or stake	£20.00
Green burial charge for a person under the age of 18 years	cost of tree only

**Other**

The fees of the Minister shall be arranged between the Funeral Director and the Minister
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direct.
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The above fees to be reviewed annually
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## **BOZEAT PARISH COUNCIL**

### **POLICY – BEST VALUE**

#### **Policy & Procedure**

Bozeat Parish Council in reviewing its' functions, will be required to:-

1. Challenge why, how and by whom a service is being provided.
2. Compare its performance with the performance of other Local Councils providing similar services.
3. Consult local people and key partners, including local businesses, and voluntary organisations, in the setting of priorities and performance targets.
4. Use fair and open competition wherever practicable as a means of securing efficient and effective service.

### **POLICY – CODE OF CONDUCT**

#### **Policy & Procedure**

Bozeat Parish Councillors will aim to project a professional image when attending council meetings, external events and business meetings where councillors are representing Bozeat Parish Council.

## **BOZEAT PARISH COUNCIL**

### **POLICY – COMPLAINTS HANDLING**

#### **Policy**

Complaints about an employee of the Parish Council should be dealt with as an employment matter. The complainant can be assured that the matter will be dealt with internally as such and that appropriate action will be taken as required.

Complaints about a councillor are subject to the jurisdiction of the Standards Board. Complainants should be advised to contact the appropriate body directly or the Monitoring Officer at the Borough Council of Wellingborough for further information.

This code of practice is aimed at those situations where a complaint has been made about the administration of the Parish Council or about its procedures. It is not an appropriate forum for a complaint against an employee or individual members of the Parish Council as they should be dealt with through the procedures listed above.

At all times the rules of natural justice will apply. In other words, all parties should be treated fairly and the process should be reasonable, accessible and transparent.

#### **Procedure**

##### **Before the Meeting**

The complainant should be asked to put the complaint about the council's procedures or administration in writing to the Clerk or other nominated proper officer.

If the complainant does not wish to put the complaint to the Clerk or other proper officer, they may be advised to put it to the Chairman.

The Clerk shall acknowledge receipt of the complaint and advise the complainant when the matter will be considered by the council or by the committee established for the purposes of hearing complaints.

The complainant shall be invited to attend the relevant meeting and bring with them such representatives as they wish.

Seven clear working days prior to the meeting, the complainant shall provide the council with copies of any documentation or other evidence, which they wish to refer to at the meeting. The council shall similarly provide the complainant with copies of any documentation upon which they wish to rely at the meeting.

##### **At the Meeting**

The council shall consider whether the circumstances of the meeting warrant the exclusion of the public and the press. Any decision on a complaint shall be announced at the council meeting in public.

The Chairman will introduce everyone.

The Chairman will explain the procedure.

The complainants [or representatives] shall outline the grounds for complaint.

Members of the council may ask any questions of the complainant.

If relevant, the Clerk or other proper officer shall explain the council's position.

## **BOZEAT PARISH COUNCIL**

### **POLICY – CONFIDENTIAL ITEMS**

#### **Policy**

Bozeat Parish Council may discuss as confidential issues relating to the early stages of potential legal disputes, terms of employment for and negotiation of salaries for staff, purchase and sale of land or property owned by the Parish Council, and items considered to be of a sensitive nature, e.g. cemetery disputes.

#### **Procedure**

##### ***Notification***

Items considered to be potentially confidential should be notified by councillors to the Clerk in writing ten days in advance of a meeting in order that the Clerk may include Confidential Matters as an Agenda Item.

##### ***Urgent Matters***

In urgent circumstances, councillors should contact the chairman prior to the start of the meeting. The Chairman will decide whether or not to add Confidential Matters as an Agenda Item.

##### ***Resolutions***

Any resolution made under Confidential Matters will be recorded in the minutes of the main meeting whilst preserving the confidentiality.

## **BOZEAT PARISH COUNCIL**

### **POLICY – CO-OPTION TO THE COUNCIL**

#### **Procedure**

If a process of co-option is used – the Parish Council may co-opt whom it wishes to fill a casual vacancy, subject of course to the qualification requirements for being a local councillor.

The person co-opted must receive a majority of votes of those councillors present and voting at the meeting at which the co-option takes place.

Co-option vacancies will be advertised widely in the village, applicants will be asked to complete a short application form, and attend a short interview with the Council in order that Councillors can assess the applicant's suitability for and understanding of the role.

#### **Who can be a candidate?**

To be qualified to be elected a member of the Parish Council you must be 21 years of age or over at the date of your nomination, and a British or Commonwealth citizen, a citizen of the Republic of Ireland or a citizen of another Member State of the European Community, and either:

1. be a registered local government elector for the Parish both on the day your are nominated and election day. You can check this by contacting the Electoral Services Unit; or
2. you must have occupied as owner or tenant any land or other premises in the Parish during the whole of the twelve months before the day you are nominated and election day; or
3. your principal or only place of work in the twelve months before the day you are nominated and election day has been in the Parish; or
4. you must have lived in the Parish or within 4.8 kilometres (3 miles), during the whole of the twelve months before the day you are nominated and election day.

#### **Who cannot be a candidate?**

Certain people are disqualified from being elected. You cannot be a candidate if you:

- hold a paid office under the Parish authority or a politically restricted post
- have been adjudged bankrupt
- have been sentenced to a term of imprisonment of three months or more (including a suspended sentence) without the option of a fine, during the five years before election day; or
- have been disqualified under part III of the Representation of the People Act 1983 or under the Audit Commission Act 1998.

## **BOZEAT PARISH COUNCIL**

### **POLICY – EMPLOYMENT**

#### **Policy**

Bozeat Parish Council will endeavour to ensure that individuals employed by the Council have the required standards of skills, knowledge and experience to match the job description and person specification laid down for the post.

The Council will ensure that candidates for all posts are treated fairly and equally.

#### **Procedure**

Bozeat Parish Council, or its appointed representative will:

- 1 Draw up a job description and person specification that accurately reflects the duties required of the employee.
- 2 The job description will determine the requirements for the post.
- 3 The person specification will determine the knowledge, skills and experience required for the post.
- 4 All vacancies will be advertised publicly.
- 5 All applications will be sent to the Chairman.
- 6 All applications will be treated confidentially.
- 7 A panel of members of the Council will be appointed to evaluate applications and undertake interviews, as necessary.
- 8 The appointment to the post will be agreed at a full meeting of the Council.
- 9 All candidates will receive a written response determining the outcome of their application.
- 10 Successful candidates will be given a written contract of employment.

## **BOZEAT PARISH COUNCIL**

### **POLICY – EQUAL OPPORTUNITIES**

#### **Policy**

Bozeat Parish Council is committed to ensuring that all individuals and groups are treated fairly and valued equally. The Council will be governed by this commitment in its dealings with its own employees, contractors, volunteers and all with whom it has contacts or dealings.

#### **Procedure**

##### ***Good Practice***

The Council will, in its implementation of this equal opportunities policy do its best to follow good professional practice as laid down in legislation, the associated Codes of Practice, and advice offered by the Commission for Racial Equality, Equal Opportunities Commission and the National Disability Council.

##### ***Fair and Equal Treatment***

The Council will oppose all unlawful or unjust direct and indirect discrimination against individuals and groups. In recruitment employees, contractors and volunteers, and in the provision of training, it will act fairly and objectively without imposing irrelevant conditions.

##### ***Positive Action***

The Council will ensure that its Equal Opportunities Policy is being implemented, monitored and regularly reviewed.

##### ***Equal Regard***

The Council will treat all individuals and groups with equal regard for their human rights, dignity and the proper consideration of their needs.

## **FLAGPOLE AND FLAG FLYING POLICY**

#### **General Provisions**

Bozeat Parish Council will adhere to the Plain English Guide to Flying Flags produced by the Department for Communities and Local Government in November 2012 or any updated version subsequently produced.

Bozeat Parish Council will not fly flags for political or advertising purposes.

#### **Flying Flags at Half Mast**

The Union flag will be flown at Half Mast upon the death of a senior member of the Royal Family or when the Chairman and Vice-Chairman consider it to be appropriate to do so. Members of the public and/or Parish Council may request the flag be flown at Half Mast and each application will be considered on merit.

# **BOZEAT PARISH COUNCIL**

## **FREEDOM OF INFORMATION ACT POLICY AND PROCEDURE**

### **RECEIVING A REQUEST FOR INFORMATION**

If a request for information under the Freedom of Information Act is received, the Clerk should contact the Chairman and they should decide if the information is already freely available on our website or through other channels. If it is, the Clerk should advise the person requesting the information accordingly. Any request which cannot be satisfied through the above channels should be considered by a working party comprising the Chairman, Clerk and 2 members of the Parish Council, not including the Vice-Chairman.

Where the Working Party considers that a request would create an unacceptable amount of additional work for the Clerk, the applicant will be advised that the council refuses to provide the information and the reasons why.

Where the Working Party considers that a request is vexatious, the applicant will be advised that the council refuses to provide the information and the reasons why.

### **INTERNAL REVIEW**

When an application has been refused and the applicant requests an Internal Review of the decision a Working Party comprising the Vice-Chairman, Clerk and 2 members of the Parish Council not involved with the original request will review the decision made and reply to the applicant accordingly.



# **BOZEAT PARISH COUNCIL**

## **HEALTH & SAFETY POLICY AND PROCEDURE**

(see also Risk Appraisal and Risk Assessment Policy)

### **Policy**

It is the Parish Council's responsibility, as far as is reasonably practicable, to ensure the health and safety of village residents and all users of the Cemetery, Churchyard, Allotments, Town Well and Village Green, by safely maintaining council-owned assets. Council-owned assets are buildings, surroundings, fixtures, fittings and equipment, including street lighting, public seats, bus shelters, litter bins, village signs, notice boards, skate board ramps, teen shelters, seeking guidance from the relevant health and safety and fire regulations and approved codes of practice and British Standards.

### **Procedures**

Bozeat Parish Council, or its appointed representatives, will:

- 1 Periodically review all information relating to health and safety issues.
- 2 Inspect all council-owned buildings, surroundings, fixtures, fittings and equipment in line with the Risk Assessment.
- 3 Have a responsibility to report health and safety concerns to the Chairman, and ensure that repairs and maintenance are undertaken, as appropriate.
- 4 Ensure that all users are aware of their duty of care to themselves and others by making this document available to the public.
- 5 Maintain a log book of all work undertaken in the Cemetery, Churchyard, Allotments, Town Well and Village Green.
- 6 Maintain an accident report book.
- 7 Provide first aid equipment in the Cemetery Lodge.
- 8 Ensure all volunteer workers have received training and are aware of any risks associated with the work they are undertaking.
- 9 Require all contractors working in the Cemetery, Churchyard, Allotments, Town Well and Village Green to supply a copy of their health and safety policy and public liability insurance to the Parish Council or to their agents.

# **BOZEAT PARISH COUNCIL**

## **ONLINE BANKING POLICY AND PROTOCOLS – revised September 2018**

### **ONLINE BANKING POLICY AND PROTOCOLS**

The purpose of adopting an Online Banking Policy and Protocols is to enable the Council to make online payments, protect the Council's funds and prevent the possibility of fraud.

#### **GENERAL POLICY AND PROTOCOLS**

1. The Clerk and at least 6 members of Bozeat Parish Council will be set up as signatories on the Council's bank account.
2. The Council's bank account will require 3 authorised signatories to set up and release payments and transfers between accounts.
3. No payments will be made in between meetings unless they are considered by the Chairman and Clerk to be urgent and cannot wait until the next Council meeting. All members of the Council will be emailed to advise that such payments have been made.
4. The Clerk will prepare online payments and transfers between accounts in line with Finance Reports that have been approved by the Council at a meeting and recorded in the minutes as such.
5. At each meeting, the required number of authorised signatories will be organised to authorise the payments and transfers between accounts for that month.
6. After the meeting has taken place, each of that month's designated authorised signatories will access the Council's online account and authorise the payments and fund transfers.
7. All authorisations will take place outside the meeting and the authorised signatories will email or text the Clerk to confirm that they have completed the authorisation process so the progress of the payments and fund transfers can be monitored.
8. All approved payments will be authorised no later than 3 working days after the council meeting at which they were approved, unless the payment is to be made on a date after this period with the agreement of the recipient.
9. The Clerk will not act as one of the authorised signatories at any time except in exceptional circumstances, as agreed by the council.
10. Should any member who is an authorised signatory for the council's bank account/s resign from the council, the Clerk is authorised to notify the bank in writing as soon as she learns of the resignation of any authorised signatory from the council.

# **BOZEAT PARISH COUNCIL**

## **RISK ASSESSMENT POLICY AND PROCEDURE**

### **Policy**

The Parish Council is committed to health and safety and intends to carry out assessments as determined in the Policy – Risk Appraisal, to ensure the safety of residents, visitors, employees and contractors.

All members of the Parish Council have the responsibility for ensuring any breaches of Health and Safety legislation are dealt with swiftly by reporting the incident either to the Council's Chairman or to the relevant sub-group. If any Councillor feels that the Policy has been breached they should make contact immediately.

It is Bozeat Parish Council's intention so far as it is reasonably practical, to maintain and operate its assets in such a manner as to prevent any dangerous working conditions.

Items requiring emergency action may be determined by the Chairman and Clerk, in the first instance.

Once a risk assessment has been carried out, any areas of concern should be raised with either the full Council at the next available meeting or, if the matter is deemed more urgent, then a meeting should be sought with the Council Chairman and the relevant sub-group.

### **Procedure**

1. This list of applicable items and the months of appraisal will be revised annually for adoption at the January Parish Council meeting.
2. Any area/items that are considered to require professional assessment or inspection will be referred to a meeting of the full Parish Council.
3. When a risk assessment is carried out, a minimum of three Councillors should be present, one of which should be either the Chairman or Vice-Chairman of the Council.
4. Consideration should be given to the accident book (located in the cemetery lodge) if any accidents/incidents have been recorded and as to whether an investigation needs to take place.
5. Risk assessment should be carried out for the following areas using the risk assessment report templates:

## **SOCIAL MEDIA POLICY – adopted May 2016.**

Social media is rapidly growing in popularity and is used by many members of society, regardless of age or background. The most popular examples of social media networks are web-based and include sites such as Facebook, Twitter, My Space, You Tube and Linked In. Bozeat Parish Council has chosen to use social media to provide a modern additional means to communicate with residents and businesses in Bozeat and to impart information to those with an interest in the village. There exists an account on Facebook, a social media site, in the name of “Parish Council”.

**In conjunction with the existing Web Site Policy, all Councillors will use the following practices:**

- The IT Group shall consist of the Parish Council Clerk and two acting Councillors
- Bozeat Parish Council currently hosts a **Web-Site** which successfully provides controlled information relevant to the working of the Council and the services it provides. It shall remain the main source of information.
- The administration will include publishing:- matters of information, importance, and relevance as received.
- It shall be administered by the IT Group.
- Content shall be limited to providing links to main web-site pages, reminders of activities, meetings and the like.
- All content to be added to the site must be in accordance with the current BPC Policy
- If there is any doubt, the IT Group will check with the Chair or Vice Chair prior to posting.
- **In general for the media outlet:**
- **MEMBERS and COUNCIL EMPLOYEES WILL NOT ...**
  1. Disclose confidential matters.
  2. Criticise policies.
  3. Criticise fellow Councillors, council employees and/or contractors.
- Publicly acknowledge queries and/or comments posted on any Facebook or Twitter site.
- Use commentary deemed to be defamatory, obscene, proprietary or libellous. Councillors will exercise caution with regards to exaggeration, colourful language, guesswork, obscenity, copyrighted materials, legal conclusions and derogatory remarks or characterisations.
- If you find information on the social networking site that falls under the mandatory reporting guidelines, report it as required by law, to the Chairman or Vice Chairman as soon as possible.

# TENDERS AND CONTRACTS POLICY

## Contracts

Procedures as to contracts are laid down as follows:

6. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that these regulations shall not apply to contracts which relate to items (i) to (iv) below:
  - a. For the supply of gas, electricity, water, sewerage and telephone services;
  - b. For specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
  - c. For work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
  - d. For work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
  - e. For additional audit work of the external Auditor up to an estimated value of £250 (in excess of this sum the Clerk and/or Responsible Financial Officer shall act after consultation with the Chairman and Vice-Chairman of the Council;
7. Where it is intended to enter into a contract exceeding £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works specialist services as are excepted as set out in paragraphs (a) the Clerk shall invite tenders from at least three firms approved by the full Council.
8. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition, the reason shall be embodied in a recommendation to and a resolution by the Council.
9. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
10. All sealed tenders shall be opened at the same time on the prescribed date in the presence of the full membership of the Parish Council. If less than three tenders are received for contracts above £50,000 or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
11. Where a contract is to be entered into is worth between £500 and £5,000 for the supply of goods or materials for the execution of works or specialist services other than such goods,

materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or Responsible Financial Officer shall seek to obtain three quotes from contractors approved by the Council; where the value is above £5,000 and up to £25,000 the Clerk or Responsible Financial Officer shall obtain three quotes from contractors approved by the Council; where the value is above £25,000 the Clerk or Responsible Financial Officer shall invite tenders as described in paragraph (b).

12. The Council shall not be obliged to accept the lowest or any tender, quote or estimate.

### **Payments Under Contracts For Building Or Other Construction Works**

1. Payments on account of the contract sum shall be made within the time specified in the contract by the Responsible Financial Officer upon authorised certificates of the architect and other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

2. Where contracts provide for payment by instalments the Responsible Financial Officer shall maintain a record of all such payments. In any case, where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum by 5% or more a report shall be submitted to the Council.

**3. Any variation to a contract or addition to or omission from a contract must be approved by the Council and Clerk to the contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.**

# **BOZEAT PARISH COUNCIL**

## **POLICY – WEBSITE**

### **Policy**

Bozeat Parish Council, having regard to the Freedom of Information Act, will aim to provide an interesting and informative website which gives accurate and relevant information relating to its responsibilities and primary functions.

### **Procedures**

The website will be edited by the Clerk in consultation with the Website Editing Group.

All emails sent to representatives via website links will be copied to the Clerk. The Clerk will print off any emails received for representatives who do not have access to email.

The Clerk and Website Editing Group will edit content to achieve a consistent look and feel to the site. Substantive information and any significant changes to pages will be published once approved by the Parish Council. Routine information, minor updates and amendments, however, may be edited and published without referring back to the council for approval. Items which may be edited and displayed will include:-

- diary of meetings
- agendas for meetings
- approved minutes
- approved revisions to fees
- approved revisions to guidelines
- reports, once accepted at a meeting
- lists of roles and responsibilities
- names of members of the Parish Council
- contact details for the Clerk, Burial Registrar and Allotments Manager
- local community information such as forthcoming events
- statutory notifications such as elections, both local and national, annual audit etc

Links to external websites of relevance to the Parish Council may be created, such as the Borough Council planning information, the Bozeat website, the County Council Street Doctor site etc.

All members of the Parish Council will be jointly responsible for ensuring the accuracy of the site.

The Spokesperson for each group will take primary responsibility for any content relating to their area of responsibility. Members of the council will alert members of the Website Editing Group to any errors, omissions or inconsistencies which are discovered.

The Parish Council will review on an annual basis the service provider for the website to ensure the best available service is being used.

## **BOZEAT PARISH COUNCIL**

### **APPRAISALS**

**All appraisals will be undertaken annually unless otherwise stated.**

<b>Monthly</b>	Teenage Meeting Point Inspection Skate Ramp Inspection
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<b>Annually</b>	VDU user risk assessment.
<b>At the Parish Council's Annual Finance Meeting</b>	Review of Asset Register Review of Insurance Cover.
<b>Village Risk Assessments</b>	Cemetery – general maintenance, seats, trees, memorial safety Town Well Bus Shelter Notice board Public Seats Allotments Village Sign Planters on village approaches Litter and Dog bins PAT testing of all electrical equipment.



## BOZEAT PARISH COUNCIL

### RISK ASSESSMENT REPORT TEMPLATES – revised September 2018

#### ALLOTMENTS

Liaise with the Allotments Manager and inspect the area including access to site and individual plots, chemicals and safety requirements.

Item to be Assessed	Description of Assessment	Maintenance Work Required	Urgency of Work	Notes
Access to allotments and plots including paths and grassed areas.	Assess			
Boundary wall, fencing, hedging and gates	Assess for wear, damage, strength & stability			
Evidence of use of chemicals	Inspect			
Safety requirements	Assess			

#### BUS SHELTER

Inspect for any signs of wear including vandalism and structural fatigue

Item to be Assessed	Description of Assessment	Maintenance Work Required	Urgency of Work	Notes
Roof and supports	Inspect for damage, structural fatigue			
Brickwork, base	Inspect for damage, structural fatigue			

Stability	Assess			
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## CEMETERY

Inspect the area including the car park, lodge, seats, railings, trees, well.

Item to be Assessed	Description of Assessment	Maintenance Work Required	Urgency of Work	Notes
Boundary fencing	Assess railings, panels, supports			
Paths	Inspect for cracks, potholes, obstructions			
Trees/shrubs	Inspect for overhanging branches			
Lodge (building)	Assess roof, brickwork, guttering, windows			
Water supply	Check for signs of leaks			
Well/cover	Assess safety grid, surrounding stonework, roof			
Seat 1	Assess stability and strength			
Seat 2	Assess stability and strength			
Memorial Seat (Jean Bonnar)	Assess stability and strength			
Memorial Seat (Dennis Underwood)	Assess stability and strength			
Memorial Seat (Ralph & Ann Tompkins)	Assess stability and strength			
Memorial Seat (Ben McReady)	Assess stability and strength			

Memorial Seat (George Line)	Assess stability and strength			
Memorial Seat (Ron Coles)	Assess stability and strength			
Car Park	Check the surface for damage  Check the perimeter fence for stability and strength			

### LITTER AND DOG BINS

Item to be Assessed	Description of Assessment	Maintenance Work Required	Urgency of Work	Notes
All litter and dog waste bins	Check for damage or wear.			

### OFFICE EQUIPMENT

Item to be Assessed	Description of Assessment	Maintenance Work Required	Urgency of Work	Notes
Laptop and adaptor	Check for damage or wear. PAT test.			
Photocopier/ printer	Check for damage or wear. PAT test.			

### PLANTERS

Inspect including stability and abrasive surfaces as well as safety of surrounding area

Item to be Assessed	Description of Assessment	Maintenance Work Required	Urgency of Work	Notes
London Road (near to roundabout)	Assess stability and strength			
Easton Lane	Assess stability			

(village approach)	and strength			
Easton Lane/London Road junction x 2	Assess stability and strength			
Harrold Road	Assess stability and strength			
London Road (Olney Road section)	Assess stability and strength			

### **PUBLIC SEATS**

Inspect including stability and abrasive surfaces

<b>Item to be Assessed</b>	<b>Description of Assessment</b>	<b>Maintenance Work Required</b>	<b>Urgency of Work</b>	<b>Notes</b>
Village Green	Assess stability and strength			
Top of Wollaston Road	Assess stability and strength			
Bus Shelter	Assess stability and strength			
Easton Lane	Assess stability and strength			
Allens Hill (allotments)	Assess stability and strength			
Harrold Road	Assess stability and strength			
London Road	Assess stability and strength			
Village Sign	Assess stability and strength			

### **SKATE BOARD RAMP**

Undertake and record regular checks to ensure public safety.

Riding surface	Check for damage, wear and tear.			
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Safety rails	Check for damage, wear and tear.			
Supporting structure	Check for damage, wear and tear.			
Base	Check for damage, wear and tear. Check that the drainage channels are clear.			

### TEENAGE MEETING POINT

Undertake and record regular safety checks to inspect seating, roof and base.

Item to be Assessed	Description of Assessment	Maintenance Work Required	Urgency of Work	Notes
Roof and supports	Assess for wear, damage, strength and stability			
Seating	Assess for wear, damage, strength and stability			
Base	Assess for wear or damage			

### TOWN WELL

Inspect the area including plinth and safety grill. Also liaise with the Town Well Trustees

Item to be Assessed	Description of Assessment	Maintenance Work Required	Urgency of Work	Notes
Plinth	Assess for damage and stability			
Well, safety grid	Assess for damage to pipe, drain and grid			
Retaining Wall	Assess for stability and strength			

Surface	Inspect for wear or damage			
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### VILLAGE GREEN

Item to be Assessed	Description of Assessment	Maintenance Work Required	Urgency of Work	Notes
Flagpole	Assess stability and strength			
Electricity supply cabinet	Inspect for security, wear or damage.			
Noticeboard	Assess for damage and wear, stability and strength			
Christmas Lights and extension cables [stored in Cemetery Lodge]	Check for damage or wear. PAT test.			

### VILLAGE SIGN

Item to be Assessed	Description of Assessment	Maintenance Work Required	Urgency of Work	Notes
Base, Stonework and Plinth	Assess stability and strength			
Supports and fixings	Assess stability and strength			
Sign	Assess for stability, front and reverse			

All pages reviewed 8<sup>th</sup> January 2018

## **BOZEAT PARISH COUNCIL - TERMS OF REFERENCE**

### **ALLOTMENTS REPRESENTATIVE**

The representative will liaise with, and support the Allotments Manager in their role, including undertaking plot inspections and risk assessments, and will keep the Parish Council informed of any relevant matters.

### **CEMETERY, CHURCHYARD & VILLAGE GREEN GROUP**

Representatives:

- must visit the Cemetery at least once each month and report any problems noted to the Spokesperson.
- will review the Cemetery guidelines and fees annually and submit for approval to the full Parish Council.

Any concerns raised to any member of the Council by a member of the public must be reported to the Spokesperson in the first instance.

The Spokesperson:

- will receive any reports from and liaise with any employees or contractors engaged in work at the Cemetery.
- with delegated responsibility, will inspect and approve any applications for the erection of memorials, referring any doubtful applications to the full Parish Council.

The Spokesperson will give a report to the full Parish Council each month either in person or in writing.

### **CHAIRMAN**

The Chairman:

- is elected at the Annual Meeting of Bozeat Parish Council, usually held in May.
- will have regard to NALC guidance on Chairmanship and the Bozeat Parish Council's additional Standing Orders.
- may be asked to attend meetings and events to represent the Parish Council, and should endeavour, when invited, to do so.
- will be considered the media spokesperson for the Parish Council, to represent the Council's collective view only.

### **LOCAL ENVIRONMENT GROUP [CONSERVATION, ENVIRONMENT & RIGHTS OF WAY]**

Representatives will:

- monitor the conservation area created to the rear of St Mary's Church, Bozeat, reporting any problems noted to the Spokesperson.
- walk all public footpaths at least once a year and note any problems.
- aim to organise a public walk at least once a year.

The Spokesperson will:

- contact the Cemetery Spokesperson to liaise on any matter concerning an employee/contractor who is working on the conservation area.
- report any footpath problems or observations to the Rights of Way Office at the County Council.

The Spokesperson will give a report to the full Parish Council each month either in person or in writing.

### **EMERGENCY PLAN REPRESENTATIVE**

The Emergency Plan Representative's main responsibility is to monitor issues covered by the Emergency Plan. They will liaise with other organisations to ensure the validity of the Plan, and advise the council of any amendments or updates which are required.



## **FLOOD WARDEN**

Flood Wardens will undertake an annual inspection of water courses in and around the village of Bozeat and report any problems to the Environment Agency, keeping the Parish Council fully informed. They will also monitor water levels in local water courses during periods of heavy rainfall and arrange for the gratings which protect the flood prevention culverts to be kept clear of any debris.

## **HIGHWAYS REPRESENTATIVE**

The Representative will report any highway problems to Northamptonshire County Council and check on action taken relating to the problem.

The Representative will give a report to the full Parish Council each month either in person or in writing.

## **LIGHTING REPRESENTATIVE**

The Representative should:

- inspect the street lights each month to check if they are working.
- report any defective lights to the contractor and monitor their repair.

## **PLANNING GROUP**

The Clerk or the Spokesperson will record each planning application for Bozeat in the appropriate book, noting details of the application number, address of the site, details of the application and the date it is granted or refused.

Representatives:

- have delegated powers to make provisional comments through the Spokesperson, and send them to the Borough Council, with a copy to the Clerk.
- are able to address the Borough Councillors and officials at Regulatory Control meetings to represent the Parish Council and may be asked to do so.

The Spokesperson will give a report to the full Parish Council each month either in person or in writing, the report will contain any provisional comments for discussion by the full council and any amendments agreed will be sent to the Borough Council by the Clerk.

## **PLAYING FIELD/MEETING POINT REPRESENTATIVES**

Representatives will:

- attend meetings of the Bozeat Playing Field Association Committee.
- inspect the skateboard ramp monthly as per the inspection schedule, and complete an inspection report to be handed in at the monthly Parish Council meeting.
- inspect the Meeting Point monthly as per the inspection schedule, and complete an inspection report to be handed in at the monthly Parish Council meeting.
- report any problems requiring urgent attention between Council meetings to the Chairman.

The Spokesperson will give a report to the full Parish Council each month either in person or in writing

## **PUBLIC TRANSPORT REPRESENTATIVE**

The representative will study all literature relating to public transport and keep the full Parish Council informed of any relevant matters.

The representative may attend any relevant meetings and report back to the full Parish Council.

## **RESPONSIBLE FINANCIAL OFFICER**

The Responsible Financial Officer shall be responsible for the day to day running of the Parish Council's accounts and the monitoring of all financial matters, e.g. grant payments.

The Responsible Financial Officer will report any relevant matters to the full Parish Council at the monthly meeting.

### **TOWN WELL TRUSTEES**

The Trust Deed for Town Well requires a financial statement to be given at the Annual Parish Meeting for Bozeat.

Two named Trustees are appointed at the Annual Parish Meeting to a four-year term of office and serve together with the current Chairman of the Council [ex-officio].

The Trustees will monitor the day to day maintenance of Town Well and report back any relevant matters to the full Parish Council.

### **VICE CHAIRMAN**

The Vice-Chairman has, in the absence of the Chairman, the powers of the Chairman.

### **VILLAGE EVENTS WORKING PARTY**

The working party will look to enhance the village environment through the organisation of community events and the improvement of amenities.

The working party will oversee the organisation and provision of a Christmas Tree, including a public switching on of the lights. The group will liaise with village organisations, businesses and individuals, and organise the timely advertising of the event to ensure it is well supported.

Health and safety laws will be observed at all times and, where necessary, advice may be sought from any relevant agencies.

### **WEBSITE WORKING PARTY**

The Clerk and Website Editing Group will edit content to achieve a consistent look and feel to the site.

Substantive information and any significant changes to pages will be published once approved by the Parish Council. Routine information, minor updates and amendments, however, may be edited and published without referring back to the council for approval. Items which may be edited and displayed will include:-

- diary of meetings
- agendas for meetings
- approved minutes
- approved revisions to fees
- approved revisions to guidelines
- reports, once accepted at a meeting
- lists of roles and responsibilities
- names of members of the Parish Council
- contact details for the Clerk/Burial Registrar and Allotments Manager
- local community information such as forthcoming events
- statutory notifications such as elections, both local and national, annual audit.

## **BOZEAT PARISH COUNCIL**

### **ADDITIONAL STANDING ORDERS – revised July 2018.**

1. The Parish Council will have regard to NALC guidelines on Standing Orders and Chairmanship.
2. Up to fifteen minutes prior to each Parish Council meeting is allowed for members of the public to address the Councillors, this to be informal but matters raised noted in the minutes.
3. The Chairman signs all Parish Council letters, or the Vice-Chairman if the Chairman is either not available or unable to sign due to a declared interest. Should both the Chairman and Vice-Chairman not be available or unable to sign due to declared interests, the Clerk shall then be authorised to sign letters [for and on behalf of Bozeat Parish Council] following consultation with at least two other members of the Parish Council.
4. The Chairman shall serve for a period of up to 3 years, however the Chairman may be invited to serve no more than a further 2 years subject to the unanimous agreement of the full council.
5. The first Chairman of a new Parish Council should be a re-elected Parish Councillor.
6. The Chairman pay the cost of his/her name bar for the badge of office out of his/her annual expenses.
7. Any Councillor due to report back to the Parish Council who is to be absent from the next meeting, should send the Clerk a written report to be read to the meeting.
8. Planning applications for the construction of new properties must be considered by the whole Parish Council but all other applications may be considered by the Planning Representatives.
9. Any Councillor representing the Parish Council in a private meeting with members of the public be accompanied by at least one other Councillor.
10. All lettings of allotment gardens are subject to guidelines that are reviewed annually.
11. The Cemetery is subject to guidelines that are reviewed annually.
12. All trivial highway items be reported directly to the County Council through the Street Doctor Scheme and not necessarily brought to meetings of the Parish Council.
13. All minor amendments to the minutes will be reported to the Clerk no later than three full days before any full meeting of Bozeat Parish Council.
14. All emails sent on behalf of Bozeat Parish Council be filed for future reference.
15. Expenditure up to £100.00 need not be an Agenda item.
16. The preferred medium for formal communications from the Council to either individuals or organisations is by letter. However, councillors may contact individuals or organisations via electronic mail when it is appropriate, such as when an electronic response is requested, to report issues and to informally seek advice and information. Members of the Council may not make decisions on behalf of the Council unless they have been given delegated powers at a full Council meeting. Any decisions taken by an individual member or group of members under delegated powers must be reported to the Council at the following meeting of the Council. All electronic mail sent on Council business must be copied to the Clerk to enable a record of Council business to be maintained centrally. Any Councillor wishing to contact the media about any aspect of the work of the Parish Council should, in the first instance, consult with the Chair or Vice-Chair. A brief list of bullet points outlining the key points should be presented to the reporter or correspondent in order to try and ensure the factual accuracy of the report. Members of the Council should always make it clear whether or not they are representing the Council's position on any given issue. However, if the member wishes to express a personal view on an issue s/he should make it clear and state that their comments are not an agreed policy of the Council.
17. No member of Bozeat Parish Council will be granted access to any documents relating to confidential matters which relate to a period prior to their election as a member of the council, unless Bozeat Parish Council, as a body, decides otherwise.
18. Meetings of Bozeat Parish Council shall last no longer than two hours unless there are exceptional circumstances.
19. Any member who wishes a capital project be included on the agenda for a meeting must provide full costs for that project.

## BOZEAT PARISH COUNCIL – INSURANCE REGISTER

Item	Location	Sum Insured	Excess
<b>Lodge</b>	Cemetery	39081.45	£100 [accidental damage] Theft [£100] Malicious Damage [£250] Storm or Flood [£250] Escape of Water [£250] Falling Trees or Branches [£250]
<b>Chain of Office plus 10 name bars</b>	Home of current Chairman	£527.84	£100
<b>Bus Shelter</b>	London Road	£6507.44	£100
<b>Village Sign</b>	Easton Lane/London Road	£2535.39	£100
<b>Plinth</b>	Town Well, Dychurch Lane	£3556.65	£100
<b>Noticeboard</b>	Village Green	£1878	£1878
<b>Desk</b>	Home of the Clerk	£311.51	£100
<b>Gestetner Aficio Digital Copier</b>	Home of the Clerk	£2437.68	£100
<b>3 Column Street Lights</b>	Various locations	£2655.56	£100
<b>5 Head Unit Street Lights</b>	Various locations	£1674.30	£100
<b>2 Bracket Street Lights</b>	Various locations	£1675.44	£100
<b>Laptop computer</b>	Home of the Clerk	£326.54	£100
<b>Gazebo with side panels</b>	Stored in the cemetery lodge	£370.25	£100
<b>Gazebo</b>	Stored in the cemetery lodge	Removed from policy	

		July 2016	
<b>Railings and Gates</b>	Cemetery, Easton Lane	£3182.50	£100
<b>Defibrillator</b>	London Road	£1100.00	£100
<b>Speed Signs</b>		£2000	
<b>Electricity Supply Cabinet</b>	Village Green	£2000	
<b>Flagpole and flags</b>	Village Green	£500	
<b>Beacon</b>	Town Well	£432	
<b>Commemorative Seat</b>	Town Well	£960	
<b>Tommy figures</b>	Town Well/Cemetery		
<b>Money</b>	Loss of non-negotiable money – see policy for details	£250000	£50
<b>Money</b>	Loss of other money: Lost in transit in the custody of a member of employee or in transit by registered post or in a bank night safe	£5000	£50
<b>Money</b>	Loss of other money: In the private residence of any member or employee	£250	£50
<b>Money</b>	Loss of other money: In the premises. In the custody of or under the actual supervision of any member of employee	£5000	£50
<b>Money</b>	Loss of other money: In the premises. In locked safes or strongrooms	£5000	£50

<b>Money</b>	Loss of other money: In the premises. In locked receptacles other than safes or strongrooms	£250	£50
<b>Public Liability</b>		£10000000	£100
<b>Employers Liability</b>		£10000000	
<b>Libel and Slander</b>		£250000	10% or £1000 whichever is the lower.
<b>Fidelity Guarantee</b>	All members and employees	£25000	£100
<b>Personal Accident</b>	Employees and Councillors under the age of 90 years.	£500000 any one person and £2000000 any one incident	
<b>Legal Expenses</b>		£100000	

**Notes:-**

Insurers – Zurich Municipal

Excess payable = variable, refer to policy.

Policy renewal date = 1<sup>st</sup> June annually.