

**MINUTES OF THE MEETING OF EASTRY PARISH COUNCIL FINANCE COMMITTEE  
HELD ON MONDAY 16th JANUARY 2023 AT 7.30pm IN EASTRY VILLAGE HALL**

**Present: Councillors**            L. Taylor (Chair)                    A. Barwick                    M Hay  
   M Jones                                N Kenton (Part)

Joanna Jones Clerk to the Parish Council

**1. APOLOGIES**

Cllr D Russell

**2. DECLARATIONS OF INTEREST**

Cllr Kenton declared a prejudicial interest in item 6a) as he is a member of the Cricket Club. Cllr Taylor declared a prejudicial interest in item 3b) as she has an allotment.

**3. FEES & CHARGES**

To review fees and charges for 2023/24

a) Churchyard Fees

Discussions were held, RESOLVED to increase all Churchyard Fees by 10% from 1<sup>st</sup> April 2023. See Appendix A. **Action Clerk**

Cllr Taylor withdrew from discussions.

b) Allotment Charges – Currently £2.75 a rod plus £3.30 per plot admin fee.

The Clerk advised that the allotment income for 202/23 to date was £1,371.65, allotment expenditure £2,912.72. RESOLVED the allotment charges should increase to £3.25 per rod and the administration charge to increase to £3.50 per plot. It was also agreed that the Clerk is to include the income and expenditure for the allotments in the October letter that goes out to allotment holders with the invoices and to include rental costs of other local allotments. **Action Clerk**

Cllr Taylor re-joined the meeting.

**4. BUDGET FOR 2023/24**

a. Receipts and Payments to date & Predicted outturn for 2022/23

The Clerk went through the document explaining the details and her reasoning behind the figures. See appendix B.

b) Budget for 2023/24

The Clerk had produced a draft budget for 2023/24. This was discussed in detail and after a couple of alterations agreed by the members.

RESOLVED the budget be recommended for adoption by the full Council all agreed. See Appendix B.

c) Precept for 2023/24

RESOLVED an increase in Council tax of 1.97% be recommended to full Council. With the current Council tax base this would be a Precept of £62,167.44, an increase of £1.41 pa for a Band D property.

**5. ANNUAL RISK ASSESSMENTS**

a) Financial and Property risks

The Clerk had emailed and provided copies of the 2023/24 risk assessment for Financial and property matters, this was discussed by the committee and all agreed.

RESOLVED the Financial and Property assessment should be adopted by the committee for the coming Year. See Appendix C

b) Other Risks - Caretaker

The Clerk had emailed and provided copies of the 2023/24 risk assessment for the Caretaker, this was discussed by the committee, it was agreed that the Clerk is to check with the Caretaker if he would like to undertake refresher training on manual handling and using Personal protective Equipment and if he would like to do a First Aid Course.

**Action Clerk**

RESOLVED the Caretaker Risk Assessment should be adopted by the committee for the coming Year. See Appendix C

**6. TO CONSIDER GRANT APPLICATIONS**

Total budgeted organisation grant fund for 2022/23 is £2,000, £1,427 has already been allocated.

Cllr Kenton withdrew from the discussion

- a) Eastry Cricket Club

Re-loaming and re-seeding of square for 2023 season

The application was discussed in detail, but it was decided that currently Eastry Parish Council has greater priorities for its grant funding. Clerk to inform Eastry Cricket Club.

**Action Clerk**

Cllr Kenton rejoined the discussion.

**7. Payments**

No payments to be made.

The meeting closed at 8.52pm

**Committee Members**

L Taylor (Chair)      A Barwick      M Hay      M Jones      N Kenton      D Russell

## EASTRY PARISH COUNCIL

Eastry Cemetery Table of Fees from 1<sup>st</sup> April 2023**1. Purchase of Burial plot including exclusive rights of Burials**

a) Of a person whose age exceeded 12 years.	£440
b) Child under 12	£220

**2. Interment Fees**

a) Of a person whose age exceeded 12 years.	£440
b) Child under 12	£110
c) Interment of cremated remains in any grave	£220

The fees above expressly **exclude** the charge for Grave Digging

**4. Monuments & Memorials**

For the right to erect or place on a Grave the following Monument / Memorial, the **Exclusive Rights for a Burial Plot** must also be purchased.

a) A Flat Stone or Kerb	£275.00
b) A Head Stone	£121.00
c) A Foot Stone	£220.00
d) Purchase of a Vase, Book or similar Monument.	£110.00
e) Any other Monument not exceeding 1.5m in height and occupying a space not exceeding 1m x 0.75m.	£385.00
f) For each additional inscription after the first	£82.50

Work to Monuments & Memorials can only be carried out by qualified personal holding either a BRAMM (British Register of Accredited Memorial Masons) fixer license or a NAMM RQMF (National Association of Memorial Masons Register of Qualified Memorial Fixers). Any contractor working in the Council's cemeteries must hold and maintain a policy of public liability insurance for no less than 5 million pounds.

All applications for memorials must be submitted to the Clerk to the Parish Council. No memorial shall be erected without the prior approval of the Council

Double the amount of fees shown in 1-2 above will be payable in respect of non-parishioners. With the exception of previous long-term residents, who, because of old age or infirmity, have ceased to be residents at the time of death.

**NOTE 1:** Fees as laid down in the appropriate Parochial Fees Order due to the Officiating Minister at the interment shall be paid direct to that Minister by the Funeral Director arranging the interment.

**NOTE 2:** No Memorial shall be placed upon a Grave until at least 12 Months after interment: to allow ground to settle.

	Actual to 31-03-2022	Budget 2022/23	Actual to 31-12- 2022	Predicted Outturn	Draft Budget 2023-24
<b>RECEIPTS</b>					
Precept	56,592.79	58,991.79	58,991.79	58,991.79	62,167.44
Allotments	1,352.62	1,300.00	1,371.65	1,371.65	1,400.00
Burials	7,595.00	2,200.00	2,330.00	2,440.00	2,440.00
Grants - AFA Big Lottery - Play Area	-	-	10,000.00	10,000.00	
DDC S106 Shemara Farm - Play Area				4,612.00	
Interest Current Account	6.12	3.00			
Capital Interest	36.39	12.00	546.15	880.00	500.00
VAT	2,291.12	2,667.94	2,667.94	2,667.94	2,143.27
- Refunds McAfee & Office 365 & EDF Way.	426.87	66.00		66.45	66.45
	<b>68,300.91</b>	<b>65,240.73</b>	<b>75,907.53</b>	<b>81,029.83</b>	<b>68,717.16</b>
Current Account Funds B/F	18,247.65	37,649.92	37,649.92	37,649.92	33,284.69
Capital Carry Forward	173,058.54	173,101.05	173,101.05	173,101.05	131,052.02
	<b>259,607.10</b>	<b>275,991.70</b>	<b>286,658.50</b>	<b>291,780.80</b>	<b>233,053.87</b>
	Actual to 31-03-2021	Draft Budget 2022/23	Actual to 31-12- 2022	Predicted Outturn	Draft Budget 2023-24
<b>PAYMENTS - CURRENT A/C</b>					
<i>Admin</i> Clerks Salary	12,528.82	13,000.00	10,435.62	13,697.28	14,100.00
PC National Insurance Cont.	489.24	600.00	647.82	810.30	900.00
Pension Contribution	3,006.47	3,130.00	2,542.13	3,380.84	3,420.00
	<b>16,024.53</b>	<b>16,730.00</b>	<b>13,625.57</b>	<b>17,888.42</b>	<b>18,420.00</b>
Telephone	228.82	300.00	173.57	260.00	300.00
Office Allowance	306.00	312.00	258.00	318.00	312.00
Stationery - Consumables, Post	159.27	500.00	328.61	550.00	600.00
Office equipment - Computer,Printer		-	-		
Audit Fees	300.00	330.00	300.00	300.00	330.00
Internal Auditor	75.00	85.00	75.00	75.00	85.00
Insurance		2,350.00	2,221.90	2,221.90	2,350.00
Training	260.00	350.00	114.00	200.00	350.00
Travelling/Cllrs Expenses	136.80	200.00	124.40	150.00	200.00
Annual Meeting	-	100.00	77.33	77.33	100.00
-Site,Internet security,email,Teams, Microsoft	360.00	500.00	668.71	700.00	2,000.00
Wreath - remembrance Sunday		60.00	40.00	40.00	20.00
Bank Charges	72.00	76.00	54.00	72.00	80.00
Contingency Pension deficit fund	-	5,000.00	-		
	<b>17,922.42</b>	<b>26,893.00</b>	<b>18,061.09</b>	<b>22,852.65</b>	<b>25,147.00</b>
<i>Parish Room &amp; Pavilion</i> Rates	21.17	25.00	41.47	41.47	50.00
Gas	240.37	360.00	108.52	160.00	240.00
Electric	312.55	450.00	252.27	380.00	560.00
Fire Extinguishers Check & Pavilion	164.55	200.00	74.29	74.29	200.00
Boiler Service & repairs	74.17	100.00	57.50	172.50	350.00
maintenance/improvements	321.72	1,000.00	783.04	783.04	1,000.00
Pavilion Fire Extinguisher Checks	-	-	-	-	
Repair following vandalism	-	250.00	-		250.00
	<b>1,134.53</b>	<b>2,385.00</b>	<b>1,317.09</b>	<b>1,611.30</b>	<b>2,650.00</b>
	Actual to 31-03-2022	Budget 2022/23	Actual to 31-12- 2022	Predicted Outturn	Draft Budget 2023-24
<b>PAYMENTS - CURRENT ACCOUNT</b>					
<i>Work</i> Chch Yard & Cemetery Grass	1,725.00	2,140.00	1,933.35	2,140.00	2,440.00
Chch Yard & Cemetery hedges	709.92	1,000.00	749.97	1,000.00	1,000.00
Recreation Ground A3	1,155.00	800.00	589.50	800.00	800.00
Gun Park A4	2,351.04	3,800.00	2,833.56	3,800.00	3,800.00
Allotments A5	1,830.00	1,740.00	1,305.00	1,740.00	1,740.00
Highstreet A6	798.04	1,150.00	862.47	1,150.00	1,150.00
Pond A7	474.96	1,300.00	974.97	1,300.00	1,300.00
Tree Work All	890.00	3,000.00	1,980.00	1,980.00	2,000.00

	Additional Work	9.00	600.00	8.30	283.30	600.00
		<b>9,942.96</b>	<b>15,530.00</b>	<b>11,237.12</b>	<b>14,193.30</b>	<b>14,830.00</b>
<i>Allotments</i>	Maintenance	172.42	1,000.00	662.72	662.72	1,000.00
	Water Use	73.28	600.00	507.97	510.00	600.00
		<b>245.70</b>	<b>1,600.00</b>	<b>1,170.69</b>	<b>1,172.72</b>	<b>1,600.00</b>
<i>Leisure Fields</i>	Maintenance	3,892.49	1,250.00	5,313.06	9,100.00	5,000.00
	Vandalism Repairs	-	750.00	534.66	534.66	750.00
	Bins & Dog Bins		250.00	-	640.00	90.00
	Pond		500.00	-	-	500.00
	Play Equipment Inspection	270.00	370.00	280.00	370.00	376.40
	Parade	820.00	1,000.00	69.23	69.23	1,000.00
		<b>4,982.49</b>	<b>4,120.00</b>	<b>6,196.95</b>	<b>10,713.89</b>	<b>7,716.40</b>
<i>Community Services</i>	Village Caretaker	8,958.78	9,200.00	7,462.54	9,944.89	10,400.00
	Pension Contributions	-	-	-	-	-
	Equipment	173.36	225.00	69.01	100.00	225.00
	Toilet Supplies	47.80	50.00	52.82	75.00	75.00
	SID	67.50	150.00	-	-	150.00
	PAD Supplies		150.00	-	-	150.00
	Highways Improvement Plan	-	-	-	-	10,000.00
		<b>9,247.44</b>	<b>9,775.00</b>	<b>7,584.37</b>	<b>10,119.89</b>	<b>21,000.00</b>
<i>Grants</i>	Grants/Donations	1,214.40	2,000.00	1,427.00	2,000.00	1,500.00
	Coffee Break	111.11	1,000.00	643.10	1,000.00	1,000.00
	Section 137	-	500.00	-	-	-
		<b>1,325.51</b>	<b>3,500.00</b>	<b>2,070.10</b>	<b>3,000.00</b>	<b>2,500.00</b>
<i>Church Yard Maintenance/works</i>	Churchy	-	1,000.00	-	-	1,000.00
	Monument Safety - Memorial overpayment	-	2,000.00	110.00	110.00	2,000.00
		-	<b>3,000.00</b>	<b>110.00</b>	<b>110.00</b>	<b>3,000.00</b>
<i>Membership</i>	KALC	678.14	690.00	676.82	676.82	690.00
	Publications	-	150.00	-	-	-
	SLCC	108.00	120.00	-	111.00	120.00
	ICCM	95.00	100.00	95.00	95.00	100.00
		<b>881.14</b>	<b>1,060.00</b>	<b>771.82</b>	<b>882.82</b>	<b>910.00</b>
<i>Events</i>	Christmas Trees & Lights	180.00	300.00	-	204.25	300.00
	Parish Council elections	-	1,500.00	-	-	2,000.00
	Eastry Open Day/Communications/Events	260.00	850.00	290.00	440.00	850.00
		<b>440.00</b>	<b>2,650.00</b>	<b>290.00</b>	<b>644.25</b>	<b>3,150.00</b>
		<b>Actual to</b>	<b>Budget 2022/23</b>	<b>Actual to 31-12-</b>	<b>Predicted</b>	<b>Draft Budget</b>
	<b>PAYMENTS - CURRENT ACCOUNT</b>	<b>31-03-2022</b>		<b>2022</b>	<b>Outturn</b>	<b>2023-24</b>
	Contingency	-	2,112.68	-	-	2,598.45
	Damage falling tree Gun Park			-	-	
	Village Hall Hire	66.00	264.00	-	-	
	Professional fees - New Parish Rm		2,000.00	-	-	2,000.00
	Street Furniture		550.00	-	-	1,100.00
		<b>66.00</b>	<b>4,926.68</b>	<b>-</b>	<b>-</b>	<b>5,698.45</b>
	New Parish Room <b>Capital</b>	-	69,052.02	-	-	69,052.02
	New Parish Room <b>Revenue</b>	-	62,000.00	-	-	62,000.00
	Street Light - Allotments Footpath	-		-	-	-
	Play equipment Gun Park	-	60,000.00	-	60,000.00	-
	New toilets	-	-	-	-	-
	VAT	2,667.94	-	2,143.27	2,143.27	-
	Reserves	-	10,000.00	-	-	13,800.00
	<b>Total</b>	<b>48,856.13</b>	<b>276,491.70</b>	<b>50,952.50</b>	<b>127,444.09</b>	<b>233,053.87</b>
	Bank Reconciliation at 31/12/2022					
	Current A/c B/F	37,649.92				
	Capital A/c B/F	173,101.05				
	Petty cash	0				
	Receipts	75,907.53	Current A/c C/F	62,058.80		
	Payments	-50,952.50	Cap & Dep A/c	173,647.20		
		235,706.00		235,706.00		

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Parish Council to identify any and all potential inherent risks. The Parish Council, based on a recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible.  
 This document has been produced to enable Eastry Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

**FINANCIAL AND MANAGEMENT**

<b>Subject</b>	<b>Risk(s) identified</b>	<b>H/M/L</b>	<b>Management/control of Risk</b>	<b>Review/Assess/Revise</b>
Precept	Adequacy of precept in order for the Council to carry out its Statutory duties	L	To determine the precept amount required, the Council receives budget update information quarterly. At the precept meeting Council receives a budget report, including actual position and projected position to the end of year and indicative figures or costings obtained by the Clerk. With this information the Council maps out the required monies for standing costs and projects for the following year and applies specific figures to budget headings, the total of which is resolved to be the precept amount to be requested from Dover District Council. The precept demand is completed by the Clerk and signed by the Chairman & Clerk.	Existing procedure adequate.
Financial Records	Inadequate records Financial irregularities	L L	The Clerk maintains Receipts and Payment accounts as per current accounts and audit regulations.	Existing procedure adequate Review the Financial regulations annual
Bank and banking	Inadequate checks Banks mistakes	L L	Monthly reconciliation undertaken.	Existing procedure adequate Existing procedure adequate
Reporting and auditing	Information communication	L	Financial information is a regular agenda item (Finance Report) and discussed/reviewed and approved quarterly	Existing procedures adequate.
Grants	Receipt of grant	L	Parish Council does not presently receive any regular grants.	Procedure would be formed, if required

Subject	Risk(s) identified	H/M/L	Management/control of Risk	Review/Assess/Revise
Grants	Power to pay Authorisation of Council to pay	L	All such expenditure goes to full Council or Finance Committee for approval, and is minuted and listed accordingly if a payment is made using S137 powers of expenditure.	Existing procedure adequate.
Best value accountability	Work awarded Incorrectly.  Overspend on services.	L  M	Normal Parish Council practice would be to seek, if possible, more than one quotation for any substantial work to be undertaken. For major work the Council has Financial Regulations which set out the requirements. If problems encountered with a contract the Clerk to investigate the situation and report to the Council.	Existing procedure adequate.
Salaries and assoc. costs	Salary paid incorrectly. Unpaid Tax to Inland Revenue.	L	The Council is PAYE registered and works on Real Time reporting to HM Rev & Customs. Salaries are paid by electronic transfer and go to full Council for approval.	Include when reviewing Financial regulations. Existing procedure adequate
Employees	Fraud by staff	L	Cheques and stubbs reconciled against invoice and meeting agenda. Cheques signed by 2 councillors and stubbs initialled by same. Electronic payments reconciled against invoice, these are set up by the Clerk then electronically authorised by two Councillors. Card payments are recorded against receipts for goods or services. Fidelity Guarantee insurance in place.	Existing procedures adequate.
VAT	Reclaiming/charging	L	VAT is claimed annually unless large sums are involved using the section 126 process.	Existing procedures adequate
Annual Returns Tax and Pension Audit Annual Return	Submit within time limits  Submit within time limits	L	Annual Returns completed and submitted online within the prescribed time frame by the Clerk. Annual Return completed and signed by the Council, submitted to internal auditor for completion and signing then checked and sent to External Auditor within time frame.	Existing procedures adequate.  Existing procedures adequate
Legal Powers	Illegal activity or payments	L	All activity and payments within the powers of the	Existing procedures adequate

	<b>Risk(s) indentified</b>	<b>H/M/L</b>	Parish Council to be resolved at full Council Meeting or Finance Committee meeting.	adequate
<p><b>Subject</b> Minutes/agen das/ Notices Statutory Documents`</p>	<p><b>Risk(s) indentified</b> Accuracy and legality</p>	<p>L</p>	<p><b>Management/control of Risk</b> Minutes and agenda are produced in the prescribed manner by the Clerk and adhere to the legal requirements. Minutes are approved and signed at the next Council meeting. Agenda displayed according to legal requirements. Business conducted at Council meetings should be managed by the Chair</p>	<p><b>Review/Assess/Revise</b> Existing procedures adequate.</p>
<p>Members interests</p>	<p>Business conduct</p>	<p>L</p>	<p>Declarations of interest by members at Council meetings. Register of members interests forms reviewed regularly.</p>	<p>Members adhere to Code of Conduct</p>
<p>Insurance</p>	<p>Conflict of interests Register of members interests</p>	<p>L M</p>	<p>An annual review is undertaken of all insurance arrangements, Employers and Employee liabilities a necessity and within policies. Ensure compliance measures are in place. Fidelity checks in place.</p>	<p>Existing procedures adequate. Members take responsibility to update register.</p>
<p>Adequacy Cost Compliance Fidelity Guarantee</p>	<p>Policy provision</p>	<p>L</p>	<p>The Parish Council has a data protection policy</p>	<p>Existing procedure adequate. Insurance reviewed annually. Existing procedures adequate.</p>
<p>Data protection</p>	<p>Freedom of Information</p>	<p>L</p>	<p>The Parish Council has a freedom of information policy</p>	<p>Existing procedures adequate</p>



## PHYSICAL EQUIPMENT OR AREAS

Subject	Risk(s) identified	H/M/L	Management/control of Risk	Review/Assess/Revise
Assets	Loss or damage Risk/damage to third party (ies) property	L L	An annual review of assets is undertaken for insurance provision	Existing procedures adequate
All Play equipment	Poor performance of assets or amenities	L	An annual height safety inspection and 3 operation inspections are undertaken by qualified outside agencies. All repairs and relevant expenditure for any repair is actioned / authorised by the full Council. Assets are insured.	Existing procedures adequate
Wheeled Sports facility	Risk of damage	L	An annual safety inspection and 3 operation inspections are undertaken by qualified outside agencies. All repairs and relevant expenditure for any repair is actioned / authorised by the full Council. Assets are insured.	Existing procedures adequate
Brush Cutter	Risk of injury	M	The equipment is serviced annually by qualified engineers. Those using the equipment are provided with suitable safety equipment and have completed a appropriate training course	Existing procedures adequate
Village Signs	Risk of damage	L	The Parish Council currently has two village signs. No formal inspection procedures are in place, however the Parish Clerk and Caretaker undertake regular checks whilst on their rounds, any reports of damage or faults reported to the Parish Council and dealt with in accordance of the correct procedures of the Council.	Existing procedures adequate
Notice Board	Risk of damage	L	The Parish Council currently has a large notice board by the High Street Car park. No formal inspection procedures are in place however the Parish Clerk and caretaker undertake regular checks whilst on their rounds and one of the Parish Councillors regularly updates the notices, any reports of damage or faults reported to the Parish Council and dealt with in accordance of the correct procedures of the Council.	Existing procedures adequate
<b>Subject</b>	<b>Risk(s) identified</b>	<b>H/M/L</b>	<b>Management/control of Risk</b>	<b>Review/Assess/Revise</b>
Bus Shelters	Risk of damage	L	The Parish Council currently has three bus shelters. No formal inspection procedures are in place however the	Existing procedures adequate

Benches	Risk of damage	L	Parish Clerk and Caretaker undertake regular checks whilst on their rounds, any reports of damage or faults reported to the Parish Council and dealt with in accordance of the correct procedures of the Council. No formal inspection procedures are in place however the Parish Clerk and Caretaker undertake regular checks whilst on their rounds, any reports of damage or faults reported to the Parish Council and dealt with in accordance of the correct procedures of the Council.	Existing procedures adequate
Cemetery	Risk of damage Risk of Injury	L L	No formal inspection procedures are in place however the Parish Clerk and Caretaker undertake regular checks whilst on their rounds, and the members of the Church yard and Cemetery make regular inspections. Any reports of damage or faults reported to the Parish Council and dealt with in accordance with the correct procedures of the Council.	Existing procedures adequate
Council records – paper	Loss through: Theft Fire damage	L M L	The Parish Council records are stored at the home of the Clerk. Historical minutes, insurance and bank records are stored in the fire safe in the Parish Room.	Damage (apart from fire) and theft is unlikely and so provision is adequate.
Council records – electronic	Loss through: Theft, fire damage or corruption of computer	L M	The Parish Council electronic records are stored on the computer at the Clerk’s home. All data is backed up to the cloud daily.	Existing procedures considered adequate
Employees and Volunteers	Risk of Injury Risk of Coronavirus Infection	M	Those using equipment are provided with suitable safety equipment and have completed an appropriate training course. Suitable clothing & footwear provided by the Parish Council. All current Government Coronavirus guidance is followed and PPE provided when required.	Existing procedures considered adequate

## Speed Indicator Device (SID)

Subject	Risk(s) identified	H/M/L	Management/control of Risk	Review/Assess/Revise
SID Unit	Theft or tampering when on the Post  Risk of injury when fitting/removing the unit from the post.	L  M	The unit is padlocked to the post. The Battery compartment is padlocked to prevent tampering. The unit has been added to the Insurance policy.  The operator must wear a high visibility jacket or vest. The operator must ensure they are not standing on the road when moving the sign. The operator must use steps if required.	Existing procedure considered adequate  Existing procedure considered adequate
Beacon – Gun Park	Risk of damage	L	No formal inspection procedures are in place, however the Parish Clerk and Caretaker undertake regular checks whilst on their rounds, any reports of damage or faults reported to the Parish Council and dealt with in accordance of the correct procedures of the Council.	Existing procedures adequate
WW1 Plinth and Plaque	Risk of damage	L	No formal inspection procedures are in place, however the Parish Clerk and Caretaker undertake regular checks whilst on their rounds, any reports of damage or faults reported to the Parish Council and dealt with in accordance of the correct procedures of the Council.	Existing procedures adequate

Prepared by Joanna Jones, Clerk– on the instructions of the Finance Committee on 16<sup>th</sup> January 2023.

SUBJECT	RISKS IDENTIFIED	H/M/L	CONTROL OF RISK	REVIEW
Manual Handling - general from picking up litter, carrying bags, moving bins, moving large objects, reaching, bending or twisting	Stooping, twisting, top heavy bending (bending from the waist using the back), can lead to strained, pulled muscles, general backache.	L	Use the litter picker, to avoid bending. Lift and move items using your legs to bend, not your back. Take regular breaks to prevent fatigue. Do not handle large items. Please report these to the Clerk who will arrange disposal. Only collect litter that can be put into rubbish bags. Assess items before you move them. Wear appropriate safety footwear provided so that you are less likely to slip whilst carrying out the activity.	
Broken glass, sharp and rusty edges to waste materials.	Cuts and infections, leading to ill health.	L	Use the litter picker to avoid contact. Use gloves. Advised to have up to date tetanus.	
Interaction with vehicle traffic, cyclists, horses, pedestrians.	Being hit by vehicle, major bruising, broken bones, death. If avoiding traffic - falling in hedge/ditch, leading to cuts, grazes, bruises	M	Work in 30mph village areas only, if possible. Do not work in high speed traffic areas unless a dynamic risk assessment is undertaken and it is safe to do so. If work in areas outside the 30 mph is necessary, this activity should be undertaken accompanied, using a 2 man team, i.e. one picker, and one "watcher". Wear high visibility clothing in order to be seen easily. Stick to paths and pavements, if possible. Ensure area is safe before sweeping kerbs and verges. If working on lanes, ensure that you can be seen by traffic (not on a blind bends). If necessary, ask for assistance of the Caretaker Liaison Councillor and have someone on the opposite side to raise awareness to other road users.	

<p>Environmental hazards. Uneven, poor and slippery ground. Shrubs, brambles, tree branches etc. Weather, sun and hot temperatures, wet and cold weather</p>	<p>Slips and falls, leading to bruises, cuts etc. Eye pokes, cuts and grazes. Sun and heat, leading to dehydration, sun burn, sun stroke. Cold and wet, leading to general ill health, hyperthermia, slips, muscle strain.</p>	<p>H</p> <p>L</p>	<p>Be aware of surfaces walked on, wear appropriate footwear provided. Wear suitable PPE provided ( eye protection, clothing and gloves) Take regular breaks out of the sun. Keep hydrated. Normal protection from the sun should be used i.e hat. Keep covered up as much as possible. Suitable waterproof and warm clothing should be worn in winter.</p>	
<p>Waste/litter which could be contaminated by a hazardous substance</p>	<p>Exposure to vermin and dog excrement, leading to ill health (Weils disease, Toxicara canis). Unknown exposure to chemical and biological substances, leading to ill health. Potential for needle stick injuries or cuts from infected sharp items or needles – resulting in exposure to tetanus, blood virus, general infection – leading to ill health</p>	<p>M</p>	<p>Use gloves provided at all times. Use equipment provided, i.e broom, shovel, litter picker and do not directly handle waste material. Wash hands prior to eating or drinking. Any unidentified cans and canister, clinical waste, hazardous substances e.g asbestos, dead animals, condoms, syringes, needles or sharp objects should not be handled. Please report these to the Clerk who through DDC will arrange disposal.</p>	
<p>Painting ( primarily of the toilet areas)</p>	<p>Paint spillage, splashes. Exposure to paint fumes.</p>	<p>L</p>	<p>Wear appropriate PPE, use good ventilation if working inside. Purchase water based paint whenever possible. Normal DIY precautions should be used. No CoSHH training required.</p>	

Servicing of the toilets	Infections etc from servicing the toilets	L	Activity is primarily opening and closing the toilets, and refilling toilet roll supplies and other consumables. Adequate PPE i.e Gloves should be worn when cleaning of the sanitary ware etc is required, and after close contact with sanitary ware good personal hygiene such as handwashing is required.	
Interaction with People	Verbal or physical assault by persons unhappy with Caretaker activities.	L	Be aware of people and areas in which you are working. Stay off private property. If in any doubt enquire. Withdraw. Do not face conflict.	
Tools and Equipment	Injury from tools.	L	Only use tools you are familiar with and have received training. Allow sufficient working area for safe use of the tool. Use appropriate PPE.	
Lone working	Illness or accident whilst working alone.	L	Monitoring includes: The caretaker has a mobile phone with him at all times. The role has a high visual presence around the village and is usually within sight of other village residents whilst working. The current incumbent leaves home and returns at regular times and any deviation from this would alert his family. NOTE. This would need review if the job holder changed.	

Issue 6 : 16/01/2023 . Removal of reference to Coronavirus lockdown controls and addition of Toilet servicing. More detail on working in a 2 man team.

Prepared by: Jo Jones ( Clerk to EPC) Date

Seen and accepted by: Richard Ginn (Eastry PC Caretaker) Date

Approved by: Eastry Parish Council Date

Held and updated by: Jo Jones (Clerk to EPC) Date

**AS A GENERAL RULE;**

Use the correct PPE provided, i.e gloves, hi viz vest, safety footwear, work trousers, eye protection where necessary

Use appropriate clothing for the weather conditions and task being undertaken.

Have available and use the correct equipment i.e litter pickers, plastic bags, dog waste bags, shovel, brush.

Consider all the risks and hazards in the area before starting, i.e traffic , uneven ground, thorny bushes, low branches, broken glass, possible needles etc

If in any doubt as to the activity being undertaken please ASK the Clerk or the Chair