

**MINUTES OF THE MEETING OF EASTRY PARISH COUNCIL FINANCE COMMITTEE  
HELD ON MONDAY 15th JANUARY 2024 AT 7.30pm IN EASTRY PARISH ROOM**

**Present: Councillors** L. Taylor (Chair) A. Barwick M Jones D Russell  
Joanna Jones Clerk to the Parish Council

**1. APOLOGIES**

Cllr M Hay

**2. DECLARATIONS OF INTEREST**

Cllr Barwick declared a prejudicial interest in item 7a) as his daughter runs the Rainbows.

**3. FEES & CHARGES**

To review fees and charges for 2024/25

a) Churchyard Fees

Discussions were held, due to the large increase in costs in maintaining the Churchyard, RESOLVED to increase all Churchyard Fees from 1<sup>st</sup> April 2024, See Appendix A., Clerk to inform local Undertakers and Stonemasons.

**Action Clerk**

b) Allotment Charges – Currently £3.25 a rod plus £3.50 per plot admin fee.

The Clerk advised that the allotment income for 2023/24 to date was £1,428.59, allotment expenditure £2,735.89. RESOLVED the allotment charges should increase to £4 per rod and the administration charge to increase to £4 per plot. It was also agreed that the Clerk is to include the income and expenditure figures for the allotments in the October letter that goes to allotment holders with the invoices.

**Action Clerk**

**4. CHURCHYARD GROUND WORK TENDERS**

To review tenders and decide on contract.

a) John Waller & Landscape Services Kent

Three companies had stated that they would tender but one withdrew in January, the remaining two tender applications were discussed.

RESOLVED to accept the quote from John Waller for £4,000 per year for 2024-2025, 2025-2026 & 2026-2027 plus six rubbish clearances a year at £25 each.

**Action Clerk**

**5. BUDGET FOR 2024/25**

**a. Receipts and Payments to date & Predicted outturn for 2023/24**

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

**b) Budget for 2024/25**

The Clerk had produced a draft budget for 2024/25. This was discussed in detail, a couple of alterations were agreed by the members to ensure that there were reserves and a contingency fund in place.

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

**c) Precept for 2024/25**

RESOLVED an increase in Council tax of 1.99% be recommended to full Council. With the current Council tax base this would be a Precept of £63,393.39, an increase of £1.45 pa for a Band D property.

**6. ANNUAL RISK ASSESSMENTS**

**a) Financial and Property risks**

The Clerk had emailed and provided copies of the 2024/25 risk assessment for Financial and Property matters, this was discussed by the committee, it was agreed to dispose of the Brushcutters and remove them from the Risk Assessment and all the rest was agreed. Cllr Jones would assess the state of the

brush cutter equipment and feedback.

Action Cllr Jones

RESOLVED the Financial and Property risk 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 2024/25 risk assessment for the Caretaker, this was discussed and agreed, Clerk to agree and sign with the Caretaker.

Action Clerk

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

**7. TO CONSIDER GRANT APPLICATIONS**

Total budgeted organisation grant fund for 2023/24 is £1,500, £1,000 has already been allocated.

Cllr Barwick withdrew from the discussion

- a) 1<sup>st</sup> Sandwich Rainbows £285.27  
Equipment to allow the Rainbow Group to be more inclusive

The application was discussed in detail, RESOLVED a grant of £285.27 should be made. Action Clerk

Cllr Barwick rejoined the discussion.

**8. Payments**

RESOLVED the following payment should be made: £285.27 Sandwich Rainbows in Eastry.

The meeting closed at 8.37pm

**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 2024**1. Purchase of Burial plot including exclusive rights of Burials**

a) Of a person whose age exceeded 12 years.	£500
b) Child under 12	£250

**2. Interment Fees**

a) Of a person whose age exceeded 12 years.	£500
b) Child under 12	£150
c) Interment of cremated remains in any grave	£250

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	£300.00
b) A Head Stone	£150.00
c) A Foot Stone	£250.00
d) Purchase of a Vase, Book or similar Monument.	£150.00
e) Any other Monument not exceeding 1.5m in height and occupying a space not exceeding 1m x 0.75m.	£400.00
f) For each additional inscription after the first	£90.00

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.

## Budget V Actual to 31/12/2023 Draft Budget 2024-25 – Appendix B

	Actual to 31-03-2023	Budget 2023-24	Actual to 31-12-2023	Predicted Outturn	Draft Budget 2024-25
<b>RECEIPTS</b>					
Precept	58,991.79	62,167.44	62,167.44	62,167.44	63,393.39
Allotments	1,391.65	1,400.00	1,405.59	1,428.59	1,450.00
Burials	4,116.00	2,440.00	2,634.50	2,634.50	2,500.00
Grants - AFA Big Lottery - Play Area/Cost of Living Crisis	10,000.00		1,000.00	1,000.00	
DDC S106 Shemara Farm - Play Area	4,612.00				
Interest Deposit Account	1,028.30	500.00	2,329.92	2,829.92	2,000.00
Capital Interest					
VAT	2,667.94	14,258.11	14,258.11	14,258.11	883.72
Other - EDF Wayleave	66.45	66.45	66.45	66.45	66.45
	<b>82,874.13</b>	<b>80,832.00</b>	<b>83,862.01</b>	<b>84,385.01</b>	<b>70,293.56</b>
Current Account Funds B/F	37,649.92	15,104.78	15,104.78	15,104.78	42,546.67
Capital Carry Forward	173,101.05	144,129.35	144,129.35	144,129.35	131,052.02
	<b>293,625.10</b>	<b>240,066.13</b>	<b>243,096.14</b>	<b>243,619.14</b>	<b>243,892.25</b>
<b>PAYMENTS - CURRENT A/C</b>	<b>Actual to 31-03-2023</b>	<b>Draft Budget 2023-24</b>	<b>Actual to 31-12-2023</b>	<b>Predicted Outturn</b>	<b>Draft Budget 2024-25</b>
<i>Admin</i> Clerks Salary	13,878.81	14,100.00	11,343.82	15,092.50	15,930.72
PC National Insurance Cont.	801.59	900.00	664.67	868.03	942.63
Pension Contribution	3,380.84	3,420.00	3,012.37	3,923.30	3,925.00
	<b>18,061.24</b>	<b>18,420.00</b>	<b>15,020.86</b>	<b>19,883.83</b>	<b>20,798.35</b>
Telephone	225.92	300.00	181.00	241.33	265.00
Office Allowance	336.00	312.00	234.00	312.00	312.00
Stationery - Consumables, Post	602.92	600.00	402.82	550.00	600.00
Office equipment	-				
Audit Fees	300.00	330.00	420.00	420.00	465.00
Internal Auditor	75.00	85.00	75.00	75.00	85.00
Insurance	2,221.90	2,350.00	2,547.06	2,547.06	2,800.00
Training	189.00	350.00	74.00	111.00	250.00
Travelling/Cllrs Expenses	157.10	200.00	89.10	118.80	200.00
Annual Meeting	77.33	100.00	53.93	53.93	75.00
Web-Site,Internet security,email,Teams, Microsoft	700.96	2,000.00	663.73	663.73	1,000.00
Wreath - remembrance Sunday	74.95	20.00	20.00	20.00	20.00
Bank Charges	72.00	80.00	54.00	72.00	80.00
Contingency Pension deficit	-				
	<b>23,094.32</b>	<b>25,147.00</b>	<b>19,835.50</b>	<b>25,068.68</b>	<b>26,950.35</b>
<i>Parish Room &amp; Pavilion</i>					
Rates	41.47	50.00	21.92	21.92	24.00
Gas	204.46	240.00	400.36	859.18	900.00

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Electric	317.04	560.00	198.43	268.96	350.00
Fire Extinguishers Check & Pavilion	74.29	200.00	89.29	89.29	100.00
Boiler Service & repairs	57.50	350.00	-	-	350.00
maintenance/improvements	892.18	1,000.00	182.83	-	6,000.00
Repair following vandalism	-	250.00			250.00
	<b>1,586.94</b>	<b>2,650.00</b>	<b>892.83</b>	<b>1,239.35</b>	<b>7,974.00</b>
<b>PAYMENTS - CURRENT ACCOUNT</b>	<b>Actual to 31-03-2023</b>	<b>Draft Budget 2023-24</b>	<b>Actual to 31-12-2023</b>	<b>Predicted Outturn</b>	<b>Draft Budget 2024-25</b>
<i>Ground Work</i> Chch					
Yard & Cemetery Grass	1,933.35	2,440.00	2,657.78	2,657.78	4,150.00
Chch Yard & Cemetery hedges	999.96	1,000.00	749.97	1,000.00	1,000.00
Recreation Ground A3	786.00	800.00	589.50	786.00	800.00
Gun Park A4	3,778.08	3,800.00	2,833.56	3,778.08	3,800.00
Allotments A5	1,740.00	1,740.00	1,305.00	1,740.00	1,740.00
Highstreet A6	1,149.96	1,150.00	862.47	1,149.96	1,150.00
Pond A7	1,299.96	1,300.00	974.97	1,299.96	1,300.00
Tree Work All	1,980.00	2,000.00		4,500.00	2,000.00
Additional Work	283.30	600.00		-	600.00
	<b>13,950.61</b>	<b>14,830.00</b>	<b>9,973.25</b>	<b>16,911.78</b>	<b>16,540.00</b>
<i>Allotments</i> Maintenance	671.72	1,000.00	425.38	600.00	1,000.00
Water Use	507.97	600.00	395.89	395.89	450.00
	<b>1,179.69</b>	<b>1,600.00</b>	<b>821.27</b>	<b>995.89</b>	<b>1,450.00</b>
<i>Leisure Fields</i> Maintenance	5,170.00	7,000.00	4,717.07	5,750.00	5,500.00
Vandalism Repairs	534.66	750.00	38.31	38.31	750.00
Bins & Dog Bins	-	90.00	623.02	623.02	90.00
Pond	-	500.00			500.00
Play Equipment Inspection	371.80	376.40	284.60	376.40	400.00
Parade	69.23	1,000.00			1,000.00
	<b>6,145.69</b>	<b>9,716.40</b>	<b>5,663.00</b>	<b>6,787.73</b>	<b>8,240.00</b>
<i>Community Services</i> Village Caretaker	9,961.12	10,400.00	8,288.01	11,012.16	13,350.00
Employer NIC Contributions	-	-	186.39	248.51	388.41
Equipment	81.47	225.00	86.05	86.05	100.00
Toilet Supplies	62.79	75.00	122.96	130.00	130.00
SID - 2nd SID & pole	-	150.00			-
PAD Supplies	-	150.00			500.00
Highways Improvement Plan	-	10,000.00	170.00	1,190.00	10,000.00
	<b>10,105.38</b>	<b>21,000.00</b>	<b>8,853.41</b>	<b>12,666.72</b>	<b>24,468.41</b>
<i>Grants</i> Grants/Donations	1,427.00	1,500.00	1,000.00	1,500.00	1,500.00
Coffee Break	947.96	1,000.00	1,026.76	1,350.00	1,400.00
Section 137	-	-			
	<b>2,374.96</b>	<b>2,500.00</b>	<b>2,026.76</b>	<b>2,850.00</b>	<b>2,900.00</b>
<i>Church Yard</i> Maintenance/works					
Churchyard wall	-	1,000.00	670.00	670.00	1,000.00
Monument Safety - Memorial overpayment	110.00	2,000.00		-	2,000.00

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		110.00	3,000.00	670.00	670.00	3,000.00
Membership	KALC	676.82	690.00	696.13	696.13	720.00
Publications		-	-			
SLCC		111.00	120.00	119.00	119.00	130.00
ICCM		95.00	100.00	95.00	95.00	100.00
		882.82	910.00	910.13	910.13	950.00
Events Christmas Trees & Lights		217.83	300.00		250.00	300.00
Parish Council elections		-	2,000.00	231.17	231.17	500.00
Eastry Open Day/Communications/Events		290.00	850.00	97.92	280.00	850.00
		507.83	3,150.00	329.09	761.17	1,650.00
<b>PAYMENTS - CURRENT ACCOUNT</b>		<b>Actual to 31-03-2023</b>	<b>Draft Budget 2023-24</b>	<b>Actual to 31-12-2023</b>	<b>Predicted Outturn</b>	<b>Draft Budget 2024-25</b>
Contingency		-	7,610.71			4,567.47
Eastry sign letters		125.00				
New Bench - The Cross		-		1,159.00	1,159.00	
Professional fees - New Parish Rm		-	2,000.00			
Street Furniture		28.25	1,100.00			
		153.25	10,710.71	1,159.00	1,159.00	4,567.47
New Parish Room Capital		-	69,052.02			69,052.02
New Parish Room Revenue		-	62,000.00			62,000.00
Play equipment Gun Park		60,041.37	-			
VAT		14,258.11	-	883.72		
Reserves		-	13,800.00			14,150.00
<b>Total</b>		<b>134,390.97</b>	<b>240,066.13</b>	<b>52,017.96</b>	<b>70,020.45</b>	<b>243,892.25</b>
Bank Reconciliation at 31/12/2023						
Current A/c B/F		15,104.78				
Capital A/c B/F		144,129.35				
Petty cash		0				
Receipts		83,862.01	Current A/cs	10,618.91		
Payments		-52,017.96	Deposit A/cs	180,459.27		
		191,078.18		191,078.18		

**Finance 15-01-2024**

**Eastry Parish Council Risk Assessment**

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 stubs reconciled against invoice and meeting agenda. Cheques signed by 2 councillors and stubs initialled by same. Electronic payments reconciled against invoice, these are set up by the Clerk then electronically authorised by two Councillors.	Existing procedures adequate.
VAT	Reclaiming/charging	L	Card payments are recorded against receipts for goods or services. Fidelity Guarantee insurance in place. 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.
Legal Powers	Illegal activity or payments	L	All activity and payments within the powers of the Parish Council to be resolved at full Council Meeting	Existing procedures adequate



Subject	Risk(s) indentified	H/M/L	or Finance Committee meeting. Management/control of Risk	Review/Assess/Revise
Minutes/agen das/ Notices Statutory Documents`	Accuracy and legality	L	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	Existing procedures adequate.  Members adhere to Code of Conduct
Members interests	Conflict of interests Register of members interests	L M	Declarations of interest by members at Council meetings. Register of members interests forms reviewed regularly.	Existing procedures adequate. Members take responsibility to update register.
Insurance	Adequacy Cost Compliance Fidelity Guarantee	L L L M	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.	Existing procedure adequate. Insurance reviewed annually.
Data protection	Policy provision	L	The Parish Council has a data protection policy	Existing procedures adequate.
Freedom of Information	Policy Provision	L	The Parish Council has a freedom of information policy	Existing procedures adequate

**PHYSICAL EQUIPMENT OR AREAS**

<b>Subject</b>	<b>Risk(s) identified</b>	<b>H/M/L</b>	<b>Management/control of Risk</b>	<b>Review/Assess/Revise</b>
Assets	Loss or damage Risk/damage to third party (ies) property	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
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 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	Existing procedures adequate

Benches	Risk of damage	L	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 15<sup>th</sup> January 2024.

Eastry Parish Council Risk Assessment

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.	Existing procedures adequate
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.	Existing procedures adequate
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	Existing procedures adequate

Eastry Parish Council Risk Assessment

<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       L</p>	<p>awareness to other road users. 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>Existing procedures adequate</p>
<p>Waste/litter which could be contaminated by a hazardous substance</p>	<p>Exposure to vermin and dog excrement, leading to ill health (Wells 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>Existing procedures adequate</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>	<p>Existing procedures adequate</p>

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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.	Existing procedures adequate
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.	Existing procedures adequate
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.	Existing procedures adequate
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.	Existing procedures adequate

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