

## **DONATION TO CHARITY POLICY**

ISSUE: Policy guidance on Parish Council donations to charities.

BACKGROUND: Coombe Bissett Parish Council occasionally receive requests from charities, social enterprises and other not for profit organisations (charities) for financial support. These include both locally based organisations and local branches of national organisations. The numbers of such requests have increased in recent years, possibly as a result of reductions of other forms of Government funding.

POLICY: In taking decisions to make grants or donations in response to requests from charities, it is recommended that the Parish Council adopts the following policy guidance:

- a) The service provided by the charity has a proven direct benefit to parishioners.
- b) The service or benefit cannot be provided in any other way. Particular care should be taken to avoid making a grant to one charity which may have a funding shortfall, if other charities exist which are able to provide the service without the need for grant support.
- c) Grants will not normally be made to support services which are the statutory responsibility of a Government department, local authority (Wiltshire Council), NHS trusts or other government bodies.
- d) The grant must be used directly for the provision of services and must not be used to pay for management costs or any other overheads.
- e) Grants will not normally be used to support continuing year on year running costs.
- f) The size of individual grants should be modest. Except in exceptional circumstances grants to individual charities should be limited to a maximum of 1% of the precept in any one year.
- g) The total amount awarded in grants to charities should normally not exceed 5% of the precept in any one year.
- h) The award of grants by the Parish Council is entirely discretionary. The award of a grant should not be taken to signify any agreement to make additional grants in future years. A statement to this effect should be enclosed with all grant payments.

With effect from 08-07-2014 as agreed at the Parish Council Meeting held on 08-07-2014.

## **Complaints Procedure Policy**

1. Coombe Bissett and Homington Parish Council are committed to providing a quality service for the benefit of the people who live in its area. If you are dissatisfied with the standard of service you have received from this council, or are unhappy about an action or lack of action by this council, this Complaints Procedure sets out how you may complain to the Parish Council and how we shall try to resolve your complaint.
2. This Complaints Procedure applies to complaints about parish council administration and procedures and may include complaints about how the Councillors or the Parish Clerk have dealt with your concerns.

3. This Complaints Procedure does not apply to:

A Complaint by one council member by another council member. These matters are dealt with internally.

If the Parish Council receives a complaint against a councillor, it will be referred to the Standards Committee of Wiltshire Council. Further information on the process of dealing with complaints against councillors may be obtained from the Monitoring Officer of Wiltshire Council.

4. The appropriate time for influencing Parish Council decision-making is by raising your concerns before the Parish Council debates and votes on a matter. You may do this by writing to the Parish Council in advance of the meeting at which the item is to be discussed. There may also be the opportunity to raise your concerns in public question time of Council meetings. If you are unhappy with a Parish Council decision, you may raise your concerns with the Council.
5. You may make your complaint about the Parish Council's procedures or administration to the Clerk. You may do this in person, by phone, or by writing to or emailing the Clerk. The address and number are: Applegarth, Shutts Lane, Coombe Bissett SP5 4LU; [parishclerkcoombebissett@gmail.com](mailto:parishclerkcoombebissett@gmail.com) 01722 718850.
6. Wherever possible, the Clerk will try to resolve your complaint immediately. If this is not possible, the Clerk will normally try to acknowledge your complaint within five working days.
7. If you do not wish to report your complaint to the Clerk, you may make your complaint directly to the Chairman of the Council.
8. The Clerk will investigate each complaint, obtaining further information as necessary from you and/or from members of the Parish Council.
9. The Clerk or the Chairman of the Parish Council will notify you within 20 working days of the outcome of your complaint and of what action (if any) the Parish Council proposes to take as a result of your complaint. In exceptional cases the twenty working days time scale may have to be extended. If it is, you will be kept informed.
10. If you are dissatisfied with the response to your complaint, you may ask for your complaint to be referred to the full Parish Council as appropriate and (usually within eight weeks) you will be notified in writing of the outcome of the review of your original complaint.

With effect from 12-07-2016 as agreed at the Parish Council Meeting held on 12-07-2016.

## **EMERGENCY CLERICAL PLANNING POLICY**

Members of Coombe Bissett Parish Council are ultimately responsible for emergency management should the Parish Clerk unexpectedly be unable to continue her duties.

Deborah James (current parish clerk) gives permission for her computer to be used to collect data. All files and documents since her appointment in March 2011 are contained in a file named COOMBE BISSETT 2.

Council Members will:

- Take steps to identify all immediate work in progress and manage it to the best of their ability.
- Evaluate the potential consequences to Coombe Bissett Parish Council if timely tasks are not achieved.
- Decide on appropriate measures to replace the clerk.

With effect from 12-07-2016 agreed at the Parish Council Meeting held on 12-07-2016.

## **HEALTH AND SAFETY POLICY**

### **1. VERBAL OR PHYSICAL ASSAULT FROM MEMBERS OF THE PUBLIC**

- a) Where practicable, members should carry a mobile phone.
- b) Councillors and the Clerk should inform a second person in advance with their contact details of any meetings and visits. c) Councillors and the Clerk should ensure that someone knows where they are going if on Parish Council business and when expected back .
- d) Councillors and the Clerk should report all instances of abuse and receive support if necessary.
- e) The Chairman of an evening meeting is responsible for ensuring members are not left alone in the hall.

### **2. STRESS**

Members can be stressed by their work or work environment.

- a) Coombe Bissett Parish Council should ensure, so far as is reasonably practicable, that no member is subjected to a level of stress due to council work which is detrimental to his or her health. The Parish Council aims to create an environment where stress can be dealt with openly and fairly and expects all members to apply this policy and guidance in a consistent and timely manner.

- . b) Coombe Bissett Parish Council will take seriously and investigate reports from members about causes of workplace stress and will take preventative and protective measures to reduce the risk.
- . c) Workplace stress is recognized as a Health and Safety issue. The main legislation, which is relevant to this subject, is the Management of Health and Safety at Work Regulations 1999 and the Health and Safety at Work Act 1974, Sections 2 and 7

. With effect from 12-07-2016 as agreed at the Parish

. Council Meeting held on 12-07-2016.

#### . **RISK MANAGEMENT AND RISK ASSESSMENT POLICY**

. Members of Coombe Bissett Parish Council are responsible for risk management. Risk can seriously threaten the achievement of the Parish Council's objective of delivering a high quality service to the residents it serves. Risk management is the process by which risks are identified, evaluated and controlled.

. **Public liability:** Covered by Eon Insurance.

. **Payments of accounts:** All accounts for payment are presented and approved by the Parish Council. Two authorized Council members signatories sign all cheques. Details of all payments are recorded in the minutes.

. **Financial statement:** This is presented at each council meeting giving current financial position.

. **End of year statement:** This is provided after the end of the financial year. All accounts and financial transactions are audited annually by the internal auditor and by the external auditor Grant Thornton.

. **Cash:** The Clerk or Councillors do not hold cash and does not operate a petty cash system.

. **The Parish Clerk:** The Clerk would need to give at least two months notice of termination of contract in order to appoint a replacement. In the case of her unavoidable absence meetings would be re-arranged.

. **Councillors:** The Parish Council operates the legal system for replacement of any councillor resigning during his/her term of office.

. **Records:** The Clerk holds all current records. Copies of minutes can be found on the Coombe Bissett web site. Paper copies are stored at The Clerk's home.

. **Children's play area:** RoSPA inspects the area annually. Any high risk problems identified will be dealt with immediately and any medium risk problems will be managed as soon as possible.

. **Recreation field:** Parish Councillors clearing dog faeces should wear protective gloves, use a scooper and good quality bags in order to protect themselves. Any broken glass or general litter must be handled with care using protective gloves in order to avoid injury.

. **Assets:** The Chairman and Clerk inspect all Parish Council assets annually.

. **Contractors:** All appointed contractors must provide a copy of their third party liability insurance.

. With effect from 08-11-2016 agreed at the Parish Council Meeting held on 08-11-2016.

#### **VOLUNTARY WORKER POLICY**

This policy sets out the principles for voluntary involvement in activities authorised by Coombe Bissett and Homington Parish Council, who acknowledges that volunteers contribute in many ways and that volunteering can benefit the Parish Council as well as the community.

This policy applies to volunteers working on behalf of the Parish Council.

The Parish Council expects volunteers to have the necessary experience and/or training for any activity undertaken.

The Parish Council does not insure the volunteer's personal possessions against loss or damage.

The Parish Council's public liability insurance policy covers legal liability to volunteers if they are injured whilst working for the Parish Council.

Visual inspections of the work area by a Parish Council Officer must be carried out prior to work commencing.

The Parish Council will not normally pay for servicing or repairs of volunteers' equipment but will reimburse any invoiced expenses incurred.

No obligation can be imposed on volunteers to attend or be set a period of time to carry out tasks.

Volunteers must be informed about the task and its purpose. Responsibility for the decision to undertake the work rests with the individual.

Volunteers will not be authorised to carry out work that the Parish Council considers hazardous or if the Parish Council considers the individual is not competent or capable of carrying out the proposed work.

Coombe Bissett and Homington Parish Council expect volunteers to be honest, reliable and carry out tasks in a way that reflects the Parish Council's aims and values of providing a high quality service to the community it serves.

With effect from 08-11-2016 as agreed at the Parish Council Meeting held on 08-11-2016.