Horndean Parish Council

NOTICE OF MEETING

A MEETING OF HORNDEAN PARISH COUNCIL WILL BE HELD ON MONDAY 23 APRIL 2018 at 7.00 P.M in JUBILEE HALL

Members are summoned to attend

Carla Baverstock-Jones GCILEx, MILCM
Chief Officer

17 April 2018

AGENDA

1. To receive and approve apologies for absence.
2. To receive any Declarations of Interest.
3. To receive a written update from County Councillor Mrs M Harvey regarding County Council matters.
4. To receive a written update from District Councillors regarding District Council matters.
5. To receive the Chairman's comments.
6. To open the meeting to members of the public to enable them to address questions to Parish Councillors. *The period of time which is designated for public participation shall not exceed 20 minutes. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 3 minutes. Questions shall not require a debate and those that cannot be answered at the meeting may be answered in writing later.*
7. To approve the Minutes of the Council Meeting held on the 12 March, 2018.
8. To receive and approve the Orders for Payment (List 13 attached).
9. To receive and approve the bank reconciliation – Co-operative, Lloyds and Cambridge & Counties as at 31 March 2018.
10. To receive a verbal update in respect of the extension to Jubilee Hall.
11. To receive a verbal update in respect of the Land East of Horndean development.
12. To receive the recommendation from the Grounds Committee on the 19 March 2018, in respect of the HAVS Policy.
13. To receive the recommendation from the Finance and General Purposes Committee on the 26 March 2018, in respect of the Asset Register.
14. To receive the recommendation from the Finance and General Purposes Committee on the 26 March 2018, in respect of the revised Financial Risk Assessment.
15. To receive the recommendation from the Finance and General Purposes Committee on the 26 March 2018, in respect of the transference of funds from the General Reserves.

16. To receive the recommendation from the Finance and General Purposes Committee on the 26 March 2018, in respect of the implementation of the Dropbox facility.

17. To receive the recommendation from the Finance and General Purposes Committee on the 26 March 2018, in respect of the General Data Protection Regulation documentation.

18. To receive the recommendation from the Finance and General Purposes Committee on the 26 March 2018, in respect of the revised wording of HPC Financial Regulations – Staff Vacancies (para 8).

19. To receive the recommendation from the Finance and General Purposes Committee on the 26 March 2018, in respect of the Play Inspection Policy.

20. To note the next scheduled meeting of the Council being the 21 May 2018 - the Annual Meeting.

21. **To resolve to exclude the public and the press, in the view that publicity would prejudice the public interest by reason of the confidential nature of the business or arising out of the business about to be transacted. (Public Bodies (Admissions to meetings) Act 1960)**.

22. To approve the Confidential Minutes of the Council Meeting held on the 12 March 2018.

23. To receive the recommendation from the Staff Committee on the 26 March 2018, in respect of the probationary periods for two members of staff.

24. To receive the recommendation from the Staff Committee on the 26 March 2018, in respect of the proposed changes to staff salaries for 2018/19.

25. To receive an update from the Staff Committee on the 26 March 2018, in respect of the Chief Officer's Appraisal.

26. To receive the recommendation from the Staff Committee on the 26 March 2018, in respect of the proposed changes to the Chief Officer's salary for 2018/19.

Item 7

HORNDEAN PARISH COUNCIL

MINUTES OF THE COUNCIL MEETING HELD AT JUBILEE HALL ON MONDAY 12 MARCH 2018 AT 7.00 P.M.

PRESENT: Councillors D Alexander, P Beck, Dr C Jacobs, Mrs D Denston, D Evans, Mrs L Evans (Chairman), A Forbes (Vice Chairman), Mrs Z I Pearson, Mrs E Tickell, R Veitch, Mrs I Weeks

IN ATTENDANCE: Carla Baverstock-Jones, Chief Officer, Sarah Guy, Office Manager (Minute Taker), Matthew Madill, Grounds Manager

PUBLIC ATTENDANCE: 1 member of the Press and 2 members of the public were present.

HPC 228/17/18 **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies for absence were received from County Councillor Mrs Marge Harvey and Councillors Miss J Murray and N Wren. No apologies were received from Councillors M Burridge and R Sowden.

HPC 229/17/18 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of interest were received.

HPC 230/17/18 **TO RECEIVE A WRITTEN UPDATE FROM COUNTY COUNCILLOR MRS M HARVEY REGARDING COUNTY COUNCIL MATTERS**

A report by County Cllr Mrs Marge Harvey was circulated (as attached) and noted by Members.

Mrs E Tickell provided an update regarding the drain outside of the Gales flats. She stated that it was not a simple request due to the incorrect layout of the road but said an agreement from HCC had been received in principal.

HPC 231/17/18 **TO RECEIVE A WRITTEN UPDATE FROM DISTRICT COUNCILLORS REGARDING DISTRICT COUNCIL MATTERS**

A report by District Cllr D Evans was circulated (as attached) and noted by Members.

HPC 232/17/18 **TO RECEIVE THE CHAIRMAN'S COMMENTS**

The Chairman informed Members that there had been some amendments to the meetings schedule for 2018-2019, namely the date of Armed Forces Day and one of the Council meeting dates and asked that the newly circulated schedule be the one that they referred to.

HPC 233/17/18 **PUBLIC SESSION**

The meeting was duly opened to members of the public.

HPC 234/17/18 **TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON 12 FEBRUARY 2018**

It was **RESOLVED** that the minutes of the Council meeting held on 12 February 2018 be duly signed as a true record of the meeting.

It was noted that apologies had been sent in by Cllr Mrs I Weeks for the Council meeting on 12 February 2018, albeit they were not noted during the meeting.

HPC 235/17/18 **TO RECEIVE AND APPROVE THE ORDERS FOR PAYMENT (LIST 12 ATTACHED)**

The Orders for Payment was circulated. It was **RESOLVED** that the Orders for Payment (List 12 attached) be approved and duly signed.

HPC 236/17/18 **TO RECEIVE AND AGREE THE FINANCIAL RISK ASSESSMENT**

The Financial Risk Assessment was circulated and a discussion took place.

It was **RESOLVED** that

- the risk assessment be adopted with the following amendments
  - Business - Change risk to low.
  - Banking - Change risk to low.
  - Assets - Change risk to low.
  - Countryside Team Activity - Change risk 'a' to medium.

- the format of future Financial Risk Assessments be looked at by the Finance and General Purposes Committee.

HPC 237/17/18 **TO RECEIVE AND CONSIDER A REPORT IN RESPECT OF THE ADDITIONAL SIGNATORY TO ASSIST WITH LLOYDS ONLINE BANKING**

A report by the Chief Officer was circulated and it was **RESOLVED** that the Office Manager be made a signatory in respect of the Lloyds online banking facility, in addition to the current signatories of the Chief Officer and the Responsible Financial Officer.

HPC 238/17/18 **TO RECEIVE AND CONSIDER A REPORT IN RESPECT OF THE QUOTATION FOR REPAIRS TO LITH LANE**

A report by the Grounds Manager was circulated. The Chairman clarified that Lith Lane was classed as a footpath and said it was the responsibility of HPC to ensure it is passable. The history surrounding the resurfacing of the footpath was given, highlighting that HPC were maintaining Lith Lane by filling pot holes as and when necessary to ensure it remains passable.

A discussion took place and it was **RESOLVED** that

- JDC undertake works to repair and regrade both large and smaller pot holes and resurface approximately 120 meters of Lith Lane as per their quotation of £3,162 + VAT.
- Countryside Staff at HPC create 2 drainage channels along Lith Lane.
- HPC install a 10mph speed limit sign to encourage vehicles to driver slower down the lane.

HPC 239/17/18 **TO RECEIVE AND CONSIDER THE IMPLEMENTATION OF THE DROPBOX FACILITY**

A report by the Office Manager was circulated and a discussion took place. It was felt that the current speed of the broadband connection should be sufficient enough, without the need to upgrade to fibre.

It was **RESOLVED** that the following information be sought and brought back to the Finance and General Purposes Committee on Monday 26th March 2018 for review.

- Google Drive to be investigated as a comparison to Dropbox.
- The No. of users required be ascertained.

HPC 240/17/18 **TO RECEIVE A REPORT AND CONSIDER THE CLOSURE OF THE PARISH OFFICE TO PREPARE FOR THE IMPLEMENTATION OF THE GENERAL DATA PROTECTION REGULATION**

A report by the Chief Officer was circulated. It was **RESOLVED** that the Parish office be closed on the 27, 30 April and 03 May 2018 to prepare for the implementation of the General Data Protection Regulation.

HPC 241/17/18 **TO RECEIVE AND CONSIDER THE APPLICATIONS IN RESPECT OF THE FOLLOWING GRANTS:**

LOVEDEAN VILLAGE HALL - £4,458.73
It was **RESOLVED** that Lovedean Village Hall be awarded £4,458.73 as per their grant application request.

HOME-START BUTSER – £1,500.
It was **RESOLVED** that Home- Start Butser be awarded £1,500 as per their grant application request.

HPC 242/17/18 **TO NOTE THE NEXT SCHEDULED MEETING OF THE COUNCIL BEING THE 23 APRIL 2018 AND THE ANNUAL PARISH MEETING ON THE 09 APRIL 2018**

Noted.

The public part of the meeting closed at 8.05PM.

HPC 243/17/18 **TO RESOLVE TO EXCLUDE THE PUBLIC AND THE PRESS, IN THE VIEW THAT PUBLICITY WOULD PREJUDICE THE PUBLIC INTEREST BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS OR ARISING OUT OF THE BUSINESS ABOUT TO BE TRANSACTED. (PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960).**

It was **RESOLVED** that the public and press be excluded for the confidential part of the meeting.

HPC 244/17/18 **TO APPROVE THE CONFIDENTIAL MINUTES OF THE COUNCIL MEETING HELD ON THE 12 FEBRUARY 2018**

It was **RESOLVED** that the Confidential minutes of the Council meeting held on 12 February 2018 be duly signed as a true record of the meeting.

HPC 245/17/18 **TO RECEIVE A VERBAL UPDATE AND CONSIDER APPOINTING AN ARCHITECT IN RESPECT OF THE COMMUNITY BUILDING WITHIN THE LAND EAST OF HORNDEAN DEVELOPMENT**

A verbal update was provided by the Chairman, who informed Members that she was currently in the process of ascertaining whether HPC could employ their own architect in respect of the community building within the LEOH development.

The Chairman suggested that HPC propose to EHDC that an architect be employed and organised by HPC in respect of the community building within the LEOH development. This was agreed by all Members.

HPC 246/17/18 **TO RECEIVE AND CONSIDER THE DRAFT CONTRACT IN RESPECT OF THE PROVISION OF ARCHITECTURAL SERVICES FOR THE EXTENSION OF JUBILEE HALL**

The draft contract was circulated, along with comments received from PDP. It was **RESOLVED** that the contract be was amended and agreed following suggested amendments and signed by the Chief Officer and PDP.

The confidential part of the meeting closed at 8.20PM.

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Chairman

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Dated

Item 8

PAYMENTS SINCE LAST ORDER OF PAYMENTS 2018-19			LIST 1 - 23-04-2018			BANK ENTRIES: 07/03/18 - 16/04/18
Ref	Date of Invoice	Payee	Net	VAT	Total Payment	Details
		MARCH 2018 - DIRECT DEBITS				
1	14/02/2018	Castle Water	£14.03	£0.00	£14.03	Cath Common: 8.8.17-5.2.18 Standing Chg
2	08/02/2018	Castle Water	£41.02	£0.00	£41.02	Jubilee Water: 8.8.17-31.1.18
3	29/01/2018	Castle Water	£15.71	£0.00	£15.71	Water Trough HollyBank Close: 18.7.17-18.1.18
4	09/02/2018	Castle Water	£29.02	£0.00	£29.02	Tyfield House: Water 25.7.17-19.1.18
5	04/03/2018	Plusnet	£12.50	£2.50	£15.00	Tyfield WiFI: 04/3/18-03/4/18
6	01/03/2018	Peach	£147.96	£29.59	£177.55	Tyfield Line, Alarm, Napier, Jubilee WIFI : Jan Calls/Feb Rent
7	01/03/2018	Fuelgenie	£203.83	£40.76	£244.59	Fuel - February 2018
8	01/03/2018	Vodafone	£110.87	£22.17	£133.04	Mobiles : Feb Calls/Mar Rent
9	05/03/2018	SSE Gas	£272.06	£54.41	£326.47	Napier Gas - 2 Feb- 1 Mar
10	28/02/2018	Veolia	£178.26	£35.65	£213.91	Waste Removal: February 2018
11	20/03/2018	EE	£37.29	£7.46	£44.75	Mobiles : March 19 - April 19 2018 Rent
		APRIL 2018 - DIRECT DEBITS				
12	03/03/2018	Luckylite	£520.00	£0.00	£520.00	Rent - April 2018
13	04/04/2018	Plusnet	£15.00	£3.00	£18.00	Tyfield WiFI: 04/4/18-03/05/18
14	09/04/2018	PHS	£188.34	£37.67	£226.01	Napier Hall : Dust Mats, Hand Dryer 14/4/18-13/7/18
15	09/04/2018	PHS	£189.75	£37.95	£227.70	Air Fresheners, Hand Driers, Waste Coll. 14/4/2018-13/07/2018
16	03/04/2018	FuelGenie	£106.84	£21.37	£128.21	Fuel - March 2018
17	01/04/2018	Peach	£150.77	£30.15	£180.92	Tyfield Line, Alarm, Napier, Jubilee WIFI : Feb Calls/Mar Rent
18	01/04/2018	Vodafone	£51.95	£10.39	£62.34	Mobiles : Feb Calls/Mar Rent
		MARCH 2018 BACS				
19	28/02/2018	The New Blendworth Centre	£136.00	£27.20	£163.20	Litter Picking: February 2018
20	09/03/2018	Screwfix	£163.33	£32.66	£195.99	Restraint Strap, Washers, Blades, Screws
21	09/03/2018	Screwfix	£5.66	£1.12	£6.78	Baypole Screws and Snap Caps
22	13/03/2018	Watling & Hirst Ltd	£175.00	£35.00	£210.00	Payroll Q4 2017-18
23	13/03/2018	Homestart Butser	£1,500.00	£0.00	£1,500.00	Grant Awarded
24	13/03/2018	Lovedean Village Hall	£4,458.73	£0.00	£4,458.73	Grant Awarded
25	13/03/2018	Amlin UK	-£302.24	£0.00	-£302.24	Insurance re: Broken Window on CT vehicle
26	19/03/2018	Lloyds Bank	£6.50	£0.00	£6.50	Bank Fees - March 2018
27	12/03/2018	AVS Fencing	£144.90	£28.98	£173.88	1.8 metre Post x 45
28	12/03/2018	AVS Fencing	£163.48	£32.70	£196.18	5 x 2.1 metre Posts, 8 x 1.8 metre Posts
29	09/03/2018	AVS Fencing	£15.72	£3.14	£18.86	125 x 100 Post
30	16/02/2018	F R Jones	£87.01	£17.40	£104.41	Brake Spring, E-clip, Chain oil
31	14/03/2018	Rowlands Castle Cleaning	£75.00	£0.00	£75.00	Window cleaning
32	14/03/2018	CIA	£195.58	£39.11	£234.69	Install Codelock at Tyfield House
33	13/03/2018	Hampshire County Council	£26.35	£5.27	£31.62	A4 Paper, 5 Litres Floor Cleaner for Jubilee hall
34	27/02/2018	Gillett & Johnston	£429.30	£85.86	£515.16	Holy Trinity Church Annual Repairs and maintenance
35	17/03/2018	Beaver Tool Hire	£286.51	£53.23	£339.74	Woodchipper Hire and 1 LTR Diesel
36	07/03/2018	Rialtas Business Solutions	£630.00	£126.00	£756.00	Annual Support for Omega
37	16/03/2018	Connected IT	£105.00	£0.00	£105.00	Domain Renewal for 2 Years
38	17/03/2018	Blendworth Property Maintenance	£55.00	£0.00	£55.00	Supply and Fit New Door Catch to Kitchen Door at Napier Hall
39	20/03/2018	Horndean PC Employees	£14,271.16	£0.00	£14,271.16	Net Salaries - March 2018
40	17/02/2018	Sean Mason Electrical	£162.00	£32.40	£194.40	PAT Testing at Jubilee, Napier Hall, Lucklite
41	22/03/2018	Luckylite	£189.89	£0.00	£189.89	Electric-Unit 6 at Luckylite
42	19/03/2018	Positiv ID	£18.75	£3.75	£22.50	ID Badges for Staff Members
43	19/03/2018	AVS Fencing	£96.90	£19.38	£116.28	Fencing Post and Postcrete for Dell Piece Way
44	23/03/2018	AVS Fencing	£67.83	£13.57	£81.40	17 Bags Post Fix for Benches
45	23/03/2018	Screwfix	£5.83	£1.16	£6.99	Security Shear Nuts for Benches
46	23/03/2018	Screwfix	£26.38	£5.26	£31.64	Fixings for Benches
47	24/03/2018	Beaver Tool Hire	£64.58	£12.92	£77.50	Hire of Rotovator for Wildflower Prep
48	29/03/2018	HMRC	£3,703.72	£0.00	£3,703.72	PAYE/NI March 2018
49	29/03/2018	Hampshire Pension Fund	£3,559.05	£0.00	£3,559.05	Pension Contributions - March 2018
50	29/03/2018	Staff Expenses	£56.28	£0.00	£56.28	Staff Expenses - March 2018
		APRIL 2018 BACS				
51	27/03/2018	Hampshire County Council	£79.03	£15.81	£94.84	Stationery
52	26/03/2018	Screwfix	£8.33	£1.66	£9.99	Coach Bolts for Benches
53	03/04/2018	HALC	£180.00	£36.00	£216.00	2018/19 HR Consultancy Fee
54	29/03/2018	AVS Fencing	£47.16	£9.43	£56.59	3 x Green Posts for HPC signs on land owned by HPC
55	31/03/2018	Richard Merritt Chenicals	£60.15	£12.03	£72.18	Janitorial Supplies
56	31/03/2018	The New Blendworth Centre	£136.00	£27.20	£163.20	Litter Picking - March 2018
57	01/04/2018	The Hampshire Playing Field Association	£60.00	£12.00	£72.00	Annual Subscription 2018/19
58	02/04/2018	Abbey Polythene	£39.00	£7.80	£46.80	Heavy Duty Black Refuse Sacks
59	05/04/2018	Screwfix	£40.78	£8.15	£48.93	Hi Vis Waistcoat and Disposable Masks
60	08/04/2018	Blendworth Property Maintenance	£55.00	£0.00	£55.00	New Kitchen Waste Pipes at Napier Hall
		MARCH 2018 DEBIT CARD				
61	06/03/2018	Surrey Wildlife	£57.00	£0.00	£57.00	Reptile Ecology Course - May 2018
62	06/03/2018	HIWWT	£120.00	£0.00	£120.00	Wildflower ID Training Course x 2 - June 2018
63	07/03/2018	edecks.co.uk	£449.67	£89.93	£539.60	1 metre Grip Strip, Anti Slip Decking
64	07/03/2018	DVLA	£240.00	£0.00	£240.00	12 month Vehicle Tax for ST08 XVV from 1.4.2018
65	09/03/2018	NBB Recycling	£1,489.00	£297.80	£1,786.80	Octagonal Picnic Table-Jubilee,Park Seat Cath Lane/Ports Rd Junction
66	16/03/2018	Select Solar	£46.87	£9.37	£56.24	7.5w Trickle Charge for SID Equipment
67	14/03/2018	SLCC	£308.00	£0.00	£308.00	Full Membership SLCC /Institute Membership 21.3.18-31.319
68	22/03/2018	East Hampshire District Council	£104.17	£20.83	£125.00	Jubilee Hall Ext. Pre-Application payment
69	26/03/2018	Top Notch	£59.95	£11.99	£71.94	Horndean Parish Council Signs
70	26/03/2018	Digiflex	£5.82	£1.16	£6.98	Lead for Office Laptop
71	29/03/2018	Top Notch	£34.95	£6.99	£41.94	Self Adhesive Sticker for Jubilee Hall
72	28/03/2018	Cosy Hut (Amazon)	£7.48	£0.00	£7.48	Samsung phone case
		TOTAL EXPENDITURE	**£36,492.76**	**£1,477.32**	**£37,970.08**	

INVOICES TO BE APPROVED FOR PAYMENT			LIST 1 - 23-04-2018			
Ref	Date of Invoice	Payee	Net	VAT	Total Payment	Details
73	29/03/2018	Idverde	£1,193.40	£238.68	£1,432.08	Emptying Bins: Q4 2017-18
74	21/03/2018	Robert Harriott	£3,500.00	£700.00	£4,200.00	Quarterly Rent Q1- 2018-19
75	21/03/2018	Robert Harriott	£201.55	£0.00	£201.55	Insurance Q1- 2018-19
76	16/03/2018	East Hampshire District Council	£4,272.00	£0.00	£4,272.00	Rates - Tyfield House 2018-19
77	16/03/2018	East Hampshire District Council	£1,680.00	£0.00	£1,680.00	Rates - Jubilee Hall 2018-19
78	16/03/2018	East Hampshire District Council	£2,784.00	£0.00	£2,784.00	Rates - Napier Hall 2018-19
79	16/03/2018	East Hampshire District Council	£2,592.00	£0.00	£2,592.00	Rates - Unit 6 Luckylite 2018-19
80	16/03/2018	East Hampshire District Council	£1,176.00	£0.00	£1,176.00	Rates - Car Park White Dirt Lane 2018-19
81	02/04/2018	HALC	£1,722.00	£0.00	£1,722.00	Affilliation fees 2018/19
		TOTALS	**£19,120.95**	**£938.68**	**£20,059.63**	

RECEIPTS RECEIVED SINCE LAST ORDER OF PAYMENTS			LIST 1 - 23-04-2018			BANK ENTRIES: 07/03/18 - 16/04/18
Ref	Date of Banking	Payer	Net	VAT	Total Receipt	Details
82	various	Regular Hall Users	£1,610.40	£0.00	£1,610.40	Hire of Jubilee Hall
83	various	Regular Hall Users	£2,143.79	£0.00	£2,143.79	Hire of Napier Hall
84	various	Casual Hall Users	£837.76	£0.00	£837.76	Hire of Jubilee Hall
85	various	Casual Hall Users	£123.53	£0.00	£123.53	Hire of Napier Hall
86	various	Casual Hall Users	£400.00	£0.00	£400.00	Deposits Received
87	various	Casual Hall Users	-£900.00	£0.00	-£900.00	Deposits Refunded
88	various	Football Teams	£167.58	£0.00	£167.58	Hire of Football Pitches
89	various	Bank Interest	£145.75	£0.00	£145.75	Bank Interest
90	various	Rural Payments Agency	£5,821.16	£0.00	£5,821.16	Higher Level Stewardship 2017-18
91	various	Hampshire County Council	£1,646.23	£0.00	£1,646.23	Urban Funds Grant for Path Improvement at Hazleton Common
		TOTAL INCOME	**£11,996.20**		**£11,996.20**	

SIGNED:	
SIGNED:	
DATE:	**LIST 1 - 23-04-2018**

HORNDEAN PARISH COUNCIL

COUNCIL MEETING **Date: Monday 23 APRIL 2018**

ITEM NO: 12

SUBJECT OF REPORT:
TO RECEIVE THE RECOMMENDATION FROM THE GROUNDS COMMITTEE ON THE 19 MARCH 2018, IN RESPECT OF THE HAVS POLICY

The revised Hand Arm Vibration Policy and Procedure was circulated and presented to Members by Cllr Mrs L Evans. She said she had separated the procedure and highlighted the parts she was uncertain of.

*A discussion took place and it was **RESOLVED** that the Procedure be amended by Cllr Mrs L Evans as follows and brought back to Council for approval.*

- *The apostrophe be removed from the policy title to read as 'HAVS'.*
- *Section 1 under 'Policy' heading – Amend first sentence to read as 'Horndean Parish Council has'*
- *Page 3, section 4 - Points 8 and 9 to be moved to Manager's Responsibilities in Procedure.*
- *Page 3, section 5 - remove the wording 'assistance will be sought from the SEPS to assist with risk assessment and reduction of vibration exposure'.*
- *Page 4, section 5 - Remove para highlighted blue under 'purchasing equipment'*
- *Page 4, section 5 - Move para highlighted grey to the 1st para under the heading 'Purchasing Equipment'*
- *Page 4, section 5 - Move para under the heading 'Work Practices' to the Procedure.*
- *Page 5, section 6- Remove in its entirety.*
- *Page 6 - Amend point 5 under Procedure to show what action will be taken.*

ITEM 12

HORNDEAN PARISH COUNCIL
HAVS POLICY

1) POLICY

Horndean Parish Council has put in place measures to protect employees from the risks of Hand Arm Vibration Syndrome (HAVS) and Whole Body Vibration.

These measures will include:

- Assessing the risks from vibration exposure
- Taking steps to reduce vibration exposure (Risk Assessment)
- Taking into account vibration risks when purchasing or hiring equipment
- Providing training and information for employees on the risks from vibration and the measures in place to reduce these
- Providing health surveillance where the risk assessment shows that this is appropriate. This will enable Horndean Parish Council to satisfy its obligations under the Control of Vibration at Work Regulations 2005 and the Management of Health and Safety at Work Regulations1999.

2) DEFINITIONS

- **Hand Arm Vibration (HAV):** Mechanical vibration transmitted from work processes into an employee's hands and arms.
- **Whole Body Vibration (WBV):** Mechanical vibration which is transmitted into the body when seated or standing, through the supporting surface.
- **Hand Held Equipment:** pedestrian lawn mowers, hedge cutters, strimmers, and backpack blowers.
- **Exposure Action Value (EAV)- 2.5m/s^2 A(8):** (exposure averaged over a day) Wherever exposure at or above this level occurs, actions (including health surveillance) are required to control the risk.
- **Exposure Limit Value (ELV) - 5m/s^2 A(8):** (exposure averaged over a day) This is the maximum vibration exposure permitted for any individual on a single day.
- **Trigger Time:** This is the actual time an employee's hands are in contact with the equipment, not the overall time it takes to complete the job.
- **Work Time:** The actual time a machine is used which causes **WBV**

3) EFFECTS OF VIBRATION INJURY

Employees whose hands are regularly exposed to vibration may suffer from symptoms due to pathological effects on the muscles, circulatory and nervous system, and other tissues of the hand and arm. Where they affect the hands or arms the symptoms are collectively known as hand-arm vibration syndrome (HAVS). HAVS symptoms may include the following components.

Neurological component

Neurological symptoms of HAVS include numbness and tingling in the fingers, and a reduced sense of touch and temperature. This nerve damage can be disabling, making it difficult to feel, and to work with, small objects.

Vascular component
Episodic finger blanching is the characteristic vascular sign. This is sometimes known as 'vibration white finger', 'dead finger' or 'dead hand'. The main trigger for the symptoms is exposure to the cold, for example being outdoors early on a winter's morning. The symptoms can also be triggered by localised or general body cooling in otherwise warm environments. Although vibration causes the condition, it does not precipitate the symptoms.

Muscular and soft tissue component
Employees may complain of joint pain and stiffness in the hand and arm. Grip strength can be reduced due to nerve and muscle damage. An individual employee suffering from HAVS may not experience the complete range of symptoms, for example symptoms related to the neurological component can be present in the absence of vascular problems and vice versa. Neurological symptoms generally appear earlier than finger blanching. Carpal tunnel syndrome, a disorder of the hand and arm giving rise to tingling, numbness, weakness, pain and night waking, can be caused by exposure to vibration.

The symptoms of HAVS are usually progressive with continuing exposure to vibration. There will be individual variation in the timing and rate of deterioration. The degree to which symptoms regress on removal from exposure to vibration is not known with any certainty and the condition may be irreversible.

Exposure to whole body vibration at low levels may aggravate existing back pain or other conditions whilst higher levels may cause symptoms to develop.

4) Responsibilities

Employer Responsibilities

It is the responsibility of a manager to ensure that a **Risk Assessment** is carried out where there is a risk from Vibrating Machinery. The purpose of the risk assessment is to enable managers to make a valid decision about the measures necessary to prevent or adequately control the exposure of employees to HAV or WBV. It also enables managers to demonstrate readily to others who may have an interest, e.g. employees, safety representatives and enforcement authorities that they have from the earliest opportunity considered the risks from vibration.

When conducting the **Assessment** the following steps shall be followed:

1. Identify all existing powered tools, equipment and machinery which potentially pose a risk of hand arm vibration or whole body vibration.
2. Review and observe the conditions under which such powered tools, equipment and machinery are used to obtain a true and representative appreciation of the nature of the work
3. Identify the maximum duration time for use ('trigger time' for HAVS or "work time" for WBV) in any working day, if necessary by keeping a log or using monitoring devices.
4. Assess the vibration magnitude from each piece of equipment used. This information must be provided by the manufacturer, however, manufacturers' data will often come from testing under specific controlled conditions which are very different from normal working practices and therefore may significantly underestimate exposures in practice.

Additional information from on-site measurement or from databases of vibration levels may be required.

5. Consider individual factors such as pre-existing health conditions, weather etc that may increase risk from vibration exposure for individual employees;
6. Ensure that employees are trained to use equipment correctly. Poor posture, manual handling technique etc. may increase vibration exposure from a particular activity by up to 50% compared to well-trained colleagues.
7. Check if usage complies with the manufacturer's guidance.

The risk assessment will be reviewed whenever there is a change in vibration exposure or otherwise at least every year.

Employee Responsibilities:

1. Should accurately record daily usage of equipment that exposes them to Hand Arm Vibration.
2. Comply with manufactures guidance when using the equipment
3. Read, understand and adhere to any safe systems prepared by their line manager.
4. Let their manager know of any deficiencies/problems relating to the implementation of such safe working systems.
5. Make their manager aware of any signs or symptoms of HAVS/WBV that they think they have developed.
6. Check the equipment being used before and regularly during the activity.
7. Be familiar with the guidance and procedures and ensure that the system is understood and adhered to.
8. In the event of uncertainty employees should seek advice from their managers.
9. Individual users must be aware that if at any point they feel a machine performance has deteriorated in terms of vibration, they must cease the activity, stop other members of staff using the tool and report it at the earliest opportunity to their manager so that further investigations can be made.

5) REDUCING RISK FROM VIBRATION EXPOSURE

Measures are to be put in place to reduce vibration exposure to as low a level as is reasonably practicable – even if vibration levels are below the Exposure Action Value (EAV), consideration will be given as to whether further reduction is practical. **Wherever vibration levels may exceed the EAV consideration will be given to replacement of tools or a different method of working.**

NOTE: Personal vibration exposure MUST NOT exceed the Exposure Limit Value (ELV) of 5m/s2 . On very limited occasions, employers are allowed to average exposures over a week rather than over a day, but only in particular circumstances.

The main conditions are:

- that the person's exposure is usually below the exposure action value;
- that the risk is less than if the employee were exposed at the exposure limit value for the week.

This flexibility does not remove the duty on the employer to reduce the exposure so far as is reasonably practicable. Measures to reduce risks from vibration exposure may include: replacing tools and equipment with alternatives which produce lower magnitudes of vibration.

Purchasing Equipment

Before purchasing new equipment first consider other methods of work which can eliminate or reduce exposure to vibration including automation or mechanisation of work previously done with hand-operated or hand-fed machines.

When purchasing equipment, suppliers must provide and the manager must review information about the vibration magnitudes their products are likely to create in normal use. This is a requirement of the Supply of Machinery (Safety) Regulations 2008, and be compliant with The Provision of Work Equipment Regulations 1998. Manufacturer's data must however be looked at by the Manager with some caution as they may not necessarily be measurements of levels sustained when the equipment is put to your particular use.

If purchasing equipment look for the item with the lowest vibration levels that will adequately complete the specified task.

Training

Face to face training will be provided by Horndean Parish Council using a competent person in the unit or can be arranged through external competent sources.

Where new staff are employed and are likely to be exposed to vibration levels in excess of the EAV, they will be made aware of the risks of vibration prior to first exposure, or at least within the first week of employment. This can be done at the same time as asking them to complete the initial health assessment form for return to the Chief Officer of the Council. (see "Health Surveillance")

In addition, all employees will be given appropriate training in the use of equipment. This will include periodic supervised practice to identify work practices which may increase risk such as poor postures, gripping equipment too tightly etc.

Training will include information on the following matters:

- The items of work equipment that pose vibration risks and their respective levels of risk
- How their personal daily exposures compare with the Exposure Action and Limit values (EAV and ELV)
- What symptoms of ill health they should look out for, to whom they should report them and how they should report them
- What control measures are in place to minimise risks
- What personal protective equipment is provided and when this should be used, e.g. the need to keep warm
- The training provided for operators, supervisors and managers in their respective roles to ensure control of exposure, e.g. through correct selection, use and maintenance of equipment or restriction of exposure times

• The health surveillance that is provided, how it will be carried out it and why it is important, as well as the overall findings (in anonymous form)
• What employees' duties are; to:
  - ❖ follow instructions they are given on safe working practices;
  - ❖ report problems with their equipment such as unusually high vibration levels;
  - ❖ co-operate with the programme of control measures and health surveillance.

Maintenance of Equipment

In order to minimise the deterioration of equipment, items will be inspected and serviced on a regular basis. Advice from the suppliers/ manufacturers will be taken into account. There may be certain routine checks or preventative replacement of parts required, in which case these will be carried out at a set frequency.

Staff must always check machinery for defects before use and regularly during use. Manufactures guidance should be followed.

Individual users must be made aware that if at any point they feel a machine performance has deteriorated in terms of vibration, they must cease the activity and report it at the earliest opportunity to their manager and other colleagues so that further investigations can be made.

6) HEALTH SURVEILLANCE

Health surveillance is carried out by the Occupational Health Advisor or other competent organisation at the request of the Chief Officer or other competent organisation and is mandatory for employees who are regularly exposed to vibration above the Exposure Action Value (EAV=2.5. m/s2)

Health surveillance is also offered to those exposed below the EAV if they are at increased risk e.g. if they report a pre-existing diagnosis of HAVS or any other condition of the hands, arms, wrists or shoulders, or any condition which affects circulation or nerve conduction such as diabetes, carpal tunnel syndrome etc.

7) REFERENCES AND FURTHER READING

1) Health & Safety at Work Act 1974
2) Employers Liability (Defective Equipment) Act 1969
3) Hand Arm Vibration: The Control of Vibration at Work Regulations 2005. L140
4) Hand Arm Vibration Advice for Employees (Indg296 Rev2)
5) Management of Health and Safety at Work Regulations 1999
6) Supply of Machinery (Safety) Regulations 2008
7) Provision and Use of Work Equipment Regulations 1992

HPC HAVS Procedure

This Procedure should be read in conjunction with the HAVs Policy.

The Manager must:

1. Carry out a Risk Assessment as detailed in the Policy.
2. In so far as is possible, minimise vibration risk when purchasing new equipment.
3. Ensure appropriate training is carried out to include:
   - good posture and working techniques
   - correct selection of the most appropriate tools for the task
   - correct maintenance of equipment
4. Ensure Health Surveillance is used if the Risk Assessment indicates that it is appropriate.
5. Ensure that any complaint by an employee of any of the symptoms listed in the policy, or causing the employee concern will receive prompt attention and action by the manager, Chief Officer utilising Occupational Health Services if necessary.
6. Keep adequate equipment usage records for staff who are exposed to vibration and minimise time exposed to be vibration by regular breaks, job rotation etc,.
7. Ensure any Training and Health Surveillance undertaken is recorded.
8. Ensure the safe systems of work are regularly reviewed and updated when required.
9. Ensure items of equipment are serviced as per manufactures recommendation.
10. Ensure employees have suitable clothing to protect against cold and damp.

The Employee must:

1. Accurately record daily usage of equipment that exposes them to Hand Arm Vibration on the form provided by the Manager (See attached).
2. Comply with manufactures guidance when using the equipment
3. Read, understand and adhere to any Safe Systems prepared by their line manager.
4. Let their manager know of any deficiencies/problems relating to the implementation of such safe working systems.
5. Make their manager aware of any signs or symptoms of HAVS/WBV that they think they have developed.
6. Check the equipment to be used before and regularly during the activity and inform the manager of any deficiencies.
7. Be familiar with the Policy and Procedure and ensure that they understand the system and adhere to it.
8. In the event of any uncertainty employees should seek advice from their manager.
9. Individual users must be aware that if at any point they feel a machine performance has deteriorated in terms of vibration, they must cease the activity, stop other members of staff using the tool and report it at the earliest opportunity to their manager so that further investigations can be made.

EQUIPMENT/TOOL: _____.

DATE:	USER (INITIAL):	HOURS USED	MAINTENANCE CARRIED OUT Includes cleaning, sharpening, lubrication, etc. specific to the machine (see owner's manual if unsure)	ISSUES/FAULTS	READY TO USE? (Y/N)
TOTAL HOURS USED:					

HORNDEAN PARISH COUNCIL

COUNCIL MEETING **Date: Monday 23 APRIL 2018**

ITEM NO: 13

SUBJECT OF REPORT:
TO RECEIVE THE RECOMMENDATION FROM THE FINANCE AND GENERAL PURPOSES COMMITTEE ON THE 26 MARCH 2018, IN RESPECT OF THE ASSET REGISTER

The draft Asset Register was circulated and a discussion took place.

*It was **RESOLVED** that the Finance and General Purposes Committee recommend to Council that the Asset Register be adopted.*

It was suggested that the following amendments be made in readiness for next year's register.

- *The pages be numbered.*
- *Photos of new assets be taken and added to the register.*

HORNDEAN PARISH COUNCIL

COUNCIL MEETING **Date: Monday 23 APRIL 2018**

ITEM NO: 14

SUBJECT OF REPORT:
TO RECEIVE THE RECOMMENDATION FROM THE FINANCE AND GENERAL PURPOSES COMMITTEE ON THE 26 MARCH 2018, IN RESPECT OF THE REVISED FINANCIAL RISK ASSESSMENT

The Chairman reminded members of the recommendation from the Council meeting on Monday 12th March 2018, which was that 'the format of future Financial Risk Assessments be looked at by the Finance and General Purposes Committee'.

Two revised versions, 1 by Cllr Veitch and the other by Cllr Forbes were circulated and looked at by Committee Members, where a discussion took place.

*It was **RESOLVED** that the following be recommended to Council.*

- *Cllr Veitch's revised Financial Risk Assessment be used, going forward, starting from next year's version.*
- *The Risk Assessment include a risk matrix as follows, making the document clearer and easier to quantify.*

Risk (R) Matrix			Likelihood (L)				Assessed Risk (R = L x S)
			Low	Medium	High		
			1	2	3		
Severity (S)	Severe	3	3	6	9		Unacceptable : Further Mitigation Required
	Moderate	2	2	4	6		Acceptable : Monitoring Required
	Minor	1	1	2	3		No Problem Identified : Risks Managed

- *An additional guidance page be added to the front of the Financial Risk Assessment, detailing the purpose of the document and the steps taken to assess the risk and minimize them.*

HORNDEAN PARISH COUNCIL

COUNCIL MEETING **Date: Monday 23 APRIL 2018**

ITEM NO: 15

SUBJECT OF REPORT:
TO RECEIVE THE RECOMMENDATION FROM THE FINANCE AND GENERAL PURPOSES COMMITTEE ON THE 26 MARCH 2018, IN RESPECT OF THE TRANSFERENCE OF FUNDS FROM THE GENERAL RESERVES

A report by the RFO was circulated and a discussion took place.

*It was **RESOLVED** that the Finance and General Purposes Committee recommend the following to Council.*

- *£541 from the Lovedean Solar Farm EMR be moved to General Reserves.*
- *£95K be moved from General Reserves to Jubilee Hall Extension EMR.*
- *£5k be moved from Equipment Replacement EMR to Jubilee Hall Extension EMR.*

HORNDEAN PARISH COUNCIL

COUNCIL MEETING **Date: Monday 23 APRIL 2018**

ITEM NO: 16

SUBJECT OF REPORT:
TO RECEIVE THE RECOMMENDATION FROM THE FINANCE AND GENERAL PURPOSES COMMITTEE ON THE 26 MARCH 2018, IN RESPECT OF THE IMPLEMENTATION OF THE DROPBOX FACILITY

A report by the Office Manager was circulated and all options were discussed by Members.

It was **RESOLVED** that the following be recommended to Council for approval.

- The Council introduce Dropbox Business Standard annual account as a cloud storage device.
- 3 users to be created (2x staff and 1x Cllr).

HORNDEAN PARISH COUNCIL

COUNCIL MEETING **Date: Monday 23 APRIL 2018**

ITEM NO: 17

SUBJECT OF REPORT:
TO RECEIVE THE RECOMMENDATION FROM THE FINANCE AND GENERAL PURPOSES COMMITTEE ON THE 26 MARCH 2018, IN RESPECT OF THE GENERAL DATA PROTECTION REGULATION DOCUMENTATION

The General Data Protection Regulation documentation, by NALC was circulated to Members, along with documentation drawn up by the Chief Officer.

The Chief Officer stated that 4 separate sections were required to form part of the GDPR documentation, as follows

- *Data Processing Agreement for external contractors.*
- *A Policy.*
- *Privacy Notices (to include s separate notice for staff and Cllrs).*
- *Consent form.*

The Chief Officer suggested that she thought it would be a sensible option to adopt the GDPR documentation drawn up by NALC.

*It was **RESOLVED** to recommend to Council that the NALC GDPR documentation template be adopted as HPC's policy.*

The Chairman noted that the Committee fully appreciated the amount of work and effort put in to producing the documentation by the Chief Officer.

HORNDEAN PARISH COUNCIL

COUNCIL MEETING **Date: Monday 23 APRIL 2018**

ITEM NO: 18

SUBJECT OF REPORT:
TO RECEIVE THE RECOMMENDATION FROM THE FINANCE AND GENERAL PURPOSES COMMITTEE ON THE 26 MARCH 2018, IN RESPECT OF THE REVISED WORDING OF HPC FINANCIAL REGULATIONS – STAFF VACANCIES (PARA 8)

It was **RESOLVED** to recommend to Council that the following revised wording in para 8e of the Financial Regulations be adopted and para 8g and 8h be added.

e. Hourly pay rates remain substantially the same although they may be adjusted by the Chief Officer to suit organisation requirements at the time. An increase in the hourly rate for the job that is greater than 5% is considered to be significant and will therefore require approval by Council. The effect of any increase in the rate for the job shall be considered by the Chief Officer for its possible impact on the general pay structure of Council staff that could arise at subsequent general pay reviews.

Add para 8g and 8h
g. No offer to a candidate shall be made that could result in payments through allowances, expense claims, TOIL entitlements or otherwise, whether taxable or not, which would exceed the average such payments to existing staff without the prior approval of Council. This provision is included to avoid unintentional drift in the Council's overall pay structure away from agreed Council policy.

h. The Chief Officer completes a simple pro-forma record sheet that details the existing job title and description, hours worked, pay rates, holidays and other conditions alongside details to be offered to any candidate. This record shall be retained in HPC HR records so that it can be referred to for future similar vacancy replacements to ensure a consistency of approach over time

HORNDEAN PARISH COUNCIL

COUNCIL MEETING **Date: Monday 23 APRIL 2018**

ITEM NO: 19

SUBJECT OF REPORT:
TO RECEIVE THE RECOMMENDATION FROM THE FINANCE AND GENERAL PURPOSES COMMITTEE ON THE 26 MARCH 2018, IN RESPECT OF THE PLAY INSPECTION POLICY

*It was **RESOLVED** that it be recommended to Council that the revised Play Inspection Policy be adopted and an adoption date be added to the footer.*