



**Bearsted
Parish
Council**

**DECLARATION OF ACCEPTANCE OF OFFICE
CHAIR OF BEARSTED PARISH COUNCIL**

I(1)

having been elected to the office of **PARISH COUNCIL CHAIR** (2)

of **BEARSTED PARISH COUNCIL** ... (3)

declare that I take that office upon myself, and will duly and faithfully fulfil the duties of it according to the best of my judgement and ability.

Signed Date.....

This declaration was made and signed before me:

Signed Date.....

Proper officer of the council (4)

- (1) *Insert the name of the person making the declaration*
 - (2) *Insert "member" or "Mayor" as appropriate*
 - (3) *Insert the name of the authority of which the person making the declaration is a member or mayor.*
 - (4) *Where the declaration is made before another person authorised by section 83(3) of the Local Government Act 1972, state instead the capacity in which that person takes the declaration (a).*
- (a) Under section 83(3) of the Local Government Act 1972, a declaration for members or elected mayors of a county, district or London borough council shall be made before two members of the council, its elected mayor, its proper officer, a justice of the peace or magistrate in the United Kingdom, the Channel Isles or the Isle of Man, or a commissioner appointed to administer oaths in the Supreme Court. A declaration for members of parish councils shall be made before a member or the proper officer of the council.



**Bearsted
Parish
Council**

**DECLARATION OF ACCEPTANCE OF OFFICE
VICE CHAIR OF BEARSTED PARISH COUNCIL**

I (1)

having been elected to the office of **PARISH COUNCIL VICE CHAIR** (2)

of **BEARSTED PARISH COUNCIL** ... (3)

declare that I take that office upon myself, and will duly and faithfully fulfil the duties of it according to the best of my judgement and ability.

Signed Date.....

This declaration was made and signed before me:

Signed Date.....

Proper officer of the council (4)

- (1) *Insert the name of the person making the declaration*
 - (2) *Insert "member" or "Mayor" as appropriate*
 - (3) *Insert the name of the authority of which the person making the declaration is a member or mayor.*
 - (4) *Where the declaration is made before another person authorised by section 83(3) of the Local Government Act 1972, state instead the capacity in which that person takes the declaration (a).*
- (a) Under section 83(3) of the Local Government Act 1972, a declaration for members or elected mayors of a county, district or London borough council shall be made before two members of the council, its elected mayor, its proper officer, a justice of the peace or magistrate in the United Kingdom, the Channel Isles or the Isle of Man, or a commissioner appointed to administer oaths in the Supreme Court. A declaration for members of parish councils shall be made before a member or the proper officer of the council.



BEARSTED PARISH COUNCIL

TERMS OF REFERENCE

ENVIRONMENT COMMITTEE

1. Parish Land – Amenity Areas

To provide, maintain, improve and manage the amenity areas dedicated to the Parish Council, in the best interests of the community.

2. Allotments

To discharge all statutory functions in relation thereto under the Allotments Acts and to make annual recommendations to the Parish Council as to the rents (including water) chargeable to allotment holdings. To liaise with the two Management Committees.

3. Sporting Organisations

To liaise with all sporting organisations, on a regular basis, with regard to the continued improved provision of sporting, leisure and recreational facilities within the Parish.

4. Public Rights of Way

To deal with all matters relating to Public Rights of Way, including lighting and annual inspection and resultant maintenance, of the public footpath system in the Parish.

5. War Memorial

To deal with all matters relating to the War Memorial.

6. To provide the finance committee with estimates for future work programmes, particularly as a contribution to the preparation of the budget.

7. To make recommendations for new Tree Preservation Orders and recommendations for new tree, bush and flower planting around the Parish. To update the "Trees of Bearsted" booklet.

8. To be aware of any possibilities to obtain land for the benefit of the Parish.

9. To liaise with Kent Highway Services, Maidstone Borough Council, and any other relevant agencies to include neighbouring Parishes on all matters relating to street lighting.

10. To monitor/supervise the implementation of schemes initiated by the Parish Council in conjunction with the Clerk or any other appointed person or body.

11. In the interest of public participation, any member of the public wishing to address the committee should advise the clerk, at least seven working days prior to a meeting, of their wish to address the committee, detailing the nature of that address, in order that the matter can be added to the agenda to allow the matter to be discussed at that meeting, as opposed to members of the public being allowed to speak, on an information only basis, for debate at future meetings.

12. Urgent Matters

- a) In the event of any matter arising which requires an urgent decision, the Clerk to the Council shall forthwith consult with the Chairman and Vice Chairman of the Council and/or the Chairman of the relevant Committee or Working Group before acting on behalf of the Council in respect of the particular matter under consideration.
- b) Before the Clerk exercises the delegated powers granted by paragraph above, those members consulted shall consider whether the matter is of sufficient importance to justify the summoning of a special meeting of the Council or of the appropriate committee and, where a meeting is so summoned, the committee concerned shall have delegated power to act on behalf of the Council in respect of the particular matter under consideration.
- c) Whenever any action is taken in this way, full details of the circumstances justifying the urgency and of the action taken shall be reported to the next appropriate meeting of the Council.

13. All recommendations (unless covered by item 12) to be reported to Full Council for its approval.

Approved by Full Council

Signed Chairman.....

Dated

BEARSTED PARISH COUNCIL



TERMS OF REFERENCE

FINANCE & GENERAL POLICY

1. To formulate the Council's overall policies across the whole range of its responsibilities
2. To formulate the strategies to implement its overall policies across the committees.
3. To set the precept and the annual budget and to have overall control of the Council's finances.
4. To review annually the Council's Financial Regulations and Standing Orders and all other policies in accordance with a rolling review programme.
5. To monitor and carry out regular checks on the financial administration of the Council, including monthly bank reconciliation with bank statements, checking of invoices, and quarterly monitoring of budget expenditure.
6. To consider the recommendations of other committees regarding their expenditure and on-going financial needs.
7. To be responsible for the selection and monitoring of contractors.
8. To carry out regular and/or specific checks on all aspects of the Council's expenditure to ensure best value practices are in place and that value for money is obtained.
9. To undertake a financial analysis annually and review the Council's insurance arrangements to ensure that the Council is adequately insured.
10. In the event of any matter arising which requires an urgent decision, the Clerk to the Council shall forthwith consult with the Chairman and Vice Chairman of the Council and/or the Chairman of the relevant Committee or Working Group before acting on behalf of the Council in respect of the particular matter under consideration.

Before the Clerk exercises the delegated powers granted by paragraph above, those members consulted shall consider whether the matter is of sufficient importance to justify the summoning of a special meeting of the Council or of the appropriate committee and, where a meeting is so summoned, the committee concerned shall have delegated power to act on behalf of the Council in respect of the particular matter under consideration.

Whenever any action is taken in this way, full details of the circumstances justifying the urgency and of the action taken shall be reported to the next appropriate meeting of the Council.

11. To submit all recommendations to Full Council for its approval.

Finance and General Policy

Signed _____

Dated _____



Bearsted
Parish
Council

BEARSTED PARISH COUNCIL

PLANNING COMMITTEE

TERMS OF REFERENCE (2020 Version 0.1)

1. To consider planning policies, applications and planning matters referred to Bearsted Parish Council (BPC), or which come to BPC's attention, from Regional or Central Government, developers and the general public. This shall include consultations in relation to planning matters. To respond to such issues within requisite timescales, based on all relevant policy guidelines.
2. To consider any relevant planning matters of concern to BPC and to take any appropriate action to either investigate, progress or resolve such issues.
3. To formulate and enact BPC planning policies and guidance, as required.
4. To have delegated power to respond to, or to take up with, KCC, MBC, or any other party any planning matter considered of interest in the Parish.
5. To attend any appropriate planning-related meetings when it is necessary for the views of the Parish Council to be conveyed in person. Except as provided for in paragraph 5 below, attendance shall be any member of the committee (usually the Chairman) or the Clerk.
6. To attend any meeting that is requested by a developer to obtain pre-application advice. Attendance shall be a minimum of two councillors plus the Clerk or three committee members. Such meetings are to be recorded in minutes or as a record of decisions. Outcomes are to be conveyed to all members of the Planning Committee or Full Council as appropriate.
7. When necessary, to recommend appointing a planning consultant or legal assistance lawyer to assist with major or serious planning issues. Any such appointment shall require ratification and funding approval by Full Council.
8. To prepare and make planning appeal statements or representations and attend planning inquiries or hearings as required. Attendance shall be by a member of the Committee (usually the Chairman) or the Clerk, or, if appointed, a planning consultant/lawyer.

Signed
(Chairman of Planning)

Dated



BEARSTED PARISH COUNCIL

TERMS OF REFERENCE

COMMUNICATIONS AND COMMUNITY COMMITTEE.

1. To improve the profile of the Parish Council by promoting and improving communication with local residents, through:
 - a) Continually improving communications via the Parish Council website and social media.
 - b) Preparing a newsletter.
 - c) Preparing a Community Engagement Strategy to establish the views of the residents and business community on issues within the parish via consultation groups, public meetings etc.
2. To facilitate and organise events within the Parish, thereby raising the profile of the PC.
3.
 - a) Ensuring that land designated for the young people of Bearsted remains within the parish ownership i.e play areas
 - b) Consulting with, listening to and continuing to support and acting on behalf of the Parish. All proposals to be dealt with in an unbiased manner, the only constraints being feasibility and finance.
4. In the interest of public participation, any member of the public wishing to address the committee should advise the clerk, at least 24 hours prior to the meeting if on the agenda, of their wish to address the committee, detailing the nature of the address, in order that the matter can be added to the agenda to allow the matter to be discussed at the meeting, as opposed to members of the public being allowed to speak, on an information basis, for debate at future meetings.
5. To provide the F & GP committee with estimates for future work programmes, particularly as a contribution to the preparation of the budget.
6. All recommendations to be reported to Full Council for its approval other than matters that are delegated to communications committee listed below:
 - Event management
 - Christmas
 - Printed Medias



Bearsted
Parish
Council

- Digital Medias
- 7. The committee has delegated authority under s101, LGA 1972 to make all decisions relating to expenditure provided the net cost does not exceed the budget set by full council. (Minute recorded at Full Council Meeting 3.9.19)
- 8. Whilst the Chair and Vice Chair of the Council can be present on the committee, they do not have to preside ex-officio unless voted to do so.

CHAIRMAN:

DATE:.....



BEARSTED PARISH COUNCIL

TERMS OF REFERENCE

TRAFFIC AND TRANSPORT COMMITTEE

1. To provide the Finance and General Policy committee with estimates for future work programmes, particularly as a contribution to the preparation of the budget.
2. To liaise with KCC Highways, Maidstone Borough Council and any other relevant agencies including neighbouring Parishes on all matters relating to:
 - a. lighting of highways
 - b. traffic and directional signage
 - c. road/pedestrian safety
 - d. car and cycle parking
 - e. cycle paths
 - f. speed reduction measures
 - g. suitable routes for HGVs
 - h. Pavements and Public Rights of Way
3. To consider matters relating to public transport proposals from external agencies.
4. To comment on consultations from National, County or Borough authorities that are likely to have an impact on the parish in respect of traffic and transport.
5. To liaise with KCC Highways, Maidstone Borough Council and other relevant organisations to highlight identified problems and to propose solutions as outlined in the Parish Highway Improvement Plan.
6. To monitor/supervise the implementation of schemes initiated by the Parish Council in conjunction with the Clerk or any other appointed person or body.
7. All recommendations to be reported to Full Council for its approval.
8. In the interest of public participation, any member of the public wishing to address the committee should advise the clerk, at least seven days prior to a meeting, of their wish to address the committee, detailing the nature of that address, in order that the matter can be added to the agenda to allow the matter to be discussed at that meeting, as opposed to members of the public being allowed to speak, on an information only basis, for debate at future meetings.

Approved by Full Council

Signed Chairman.....

Dated



HUMAN RESOURCES COMMITTEE

TERMS OF REFERENCE

PREMISE

1. The purposes of the Bearsted Parish Council Human Resources Committee (the HR Committee) are:
 - 1.1. to ensure good governance of staff
 - 1.2. to meet legislative requirements
 - 1.3. to provide administration management in respect of employment of staff by the Parish Council
 - 1.4. to consider the training needs of councillors and staff
 - 1.5. to support the Clerk in matters of health and safety pertaining to staff members

GENERAL

2. The Committee shall comply with all relevant national legislation, BPC policies, protocols, systems and procedures including Standing Orders and Financial Regulations. No decision may be made by an individual, save where clearly delegated by Full Council. Scope for the HR Committee is limited to those areas set out below and for other specific issues agreed and minuted at Full Council.
3. The HR Committee's business shall comply with GDPR and relevant employment legislation. Guidance or direction from NALC/KALC for matters of HR shall be considered as best practice and followed wherever practicable.
4. Council as a whole is the legal employer of the Clerk and Administrative Assistant (or other members of staff as may from time to time be appointed).
5. The HR Committee shall act, for day-to day management, as LM to the Clerk.
6. The Chairman of The Council shall act as superior reporting officer and arbiter as required.

APPOINTMENTS

7. HR Committee members shall be appointed by Full Council vote.
8. Chair and Vice Chair - The Chair and Vice Chair are to be elected at the first meeting of the HR Committee. They shall usually serve in this position for one year, unless either resigns or becomes disqualified from being a member of the Council. Chair and Vice Chair may serve for longer periods with Full Council approval.
9. Other members. Other members will be drawn from the Council and may have specific expertise in managing staff and knowledge of legislation in relation to Employment Law. A maximum of 6 may be appointed or co-opted to this committee: 3 permanent or co-opted members are required for a quorate vote.

FINANCE

10. No recurring financial agreement will be entered into without recourse to Full Council: specifically, salary increases or permanent changes to staff contracts. Any additional delegation of responsibility shall be clearly minuted within BPC minutes and these TORs amended accordingly if such new delegation is to be enduring.

DELEGATIONS

11. The Council may delegate specific responsibilities to the HR Committee (within the scope of the LGA 1972 s101) but this shall exclude powers that cannot be delegated by the Council.
12. Under the leadership of the HR Committee Chair, or in their absence the Vice Chair, the HR Committee shall be accountable and responsible for the areas of BPC activity set out from paragraphs 14 to 38 (below) and shall have delegated authority to the limit of the budget set and agreed by Full Council to carry out these functions.
13. The Clerk, in agreement with the Chair, or in the absence of the Chair, the Vice Chair, may expend up to £750 to enable and progress matters of HR. This may not be done without such agreement.
14. Any amendment to these policies or guidelines shall require endorsement by Full Council.

STRATEGY

15. The HR Committee shall be responsible for enabling the Clerk to create a strategy and management structure to meet the needs of the Parish compliant with English Employment Law and best practice.

RECRUITMENT

16. The HR Committee has delegated responsibility for the selection and recruitment of the Clerk /RFO/Administration Assistant or other member of staff deemed by Full Council to be essential to the running of the Council. The Committee shall bring a motion to Full Council to ratify any appointment.
17. The committee shall work within the NALC / KALC policies or guidelines with delegated authority.
18. Setting of salary points must be ratified at Full Council.
19. All staff shall have the following checked and copies shall be retained in compliance with GDPR:
 - 19.1. 2 references
 - 19.2. Certificates referred to in application
 - 19.3. Proof of entitlement to work within the UK
20. DBS clearances shall only be required if Full Council determines that a member of staff must have unfettered access to vulnerable adults or children.

21. Potential Staff that declare a spent conviction will be treated as if this was not in evidence. Those that declare unspent convictions will be appointed under the delegated authority of the Committee upon the recommendation of the Clerk, using an appropriate risk assessment. Employment will not be denied unless significant just cause is recorded.

INDUCTION

22. The HR Committee is to be responsible for the induction to the Parish of the Clerk and will appoint a named individual to this task. The Committee is responsible for ensuring that the Clerk has provides appropriate induction to any new subordinate staff.

TRAINING

23. The HR Committee shall oversee appropriate policy, training and systems of work for all staff in relation to the work carried out by and for the Council.
24. The HR Committee will recommend to Full Council in November annually the budget required to meet at least the minimum training required by the staff group and any additional training that they consider desirable.

DISCIPLINE AND GRIEVANCE

25. Hearing and investigations shall use the KALC / NALC guidelines and assistance of KALC as required. Legal advice, if sought, must be followed unless decided otherwise by Full Council
26. The HR Committee shall delegate or co-opt 2 or 3 members to manage any grievances of members of staff, ensuring that the Code of Conduct is used as appropriate for allegations against Councillors.
27. The HR Committee shall delegate or co-opt 2 or 3 members to manage any grievance against members of staff.
28. Upon receipt of any complaint by the Parish in relation to the performance of the Clerk the Committee will appoint 2 or 3 members to assess the complaint and consider whether it is justified. They shall have the delegated authority to strike out any vexatious, unlawful or spurious complaint.
29. Investigators or managers shall present their findings to the remainder of the HR Committee (minus 2 people) within agreed timeframes. Recommendations for Full Council shall be determined.
30. Full Council shall agree or reject recommendations, which the HR Committee will enact: applying sanction or exonerating as appropriate and within the scope of procedure.
31. Staff members have a right of appeal to under procedures determined by Employment Law. Wherever possible appeals shall be heard by councillors not involved in an associated hearing or investigation, so far as is reasonable and practicable.
32. If during the course of a grievance, complaint or investigation it becomes apparent that an insurance claim be possible the HR Committee shall advise the insurers as required.

TERMS AND CONDITIONS (TACOS)

33. The HR Committee shall hold delegated authority to determined TACOS for all employed staff. Pay shall be in accordance with KALC and NALC guidance and local pay policy statements. Where a Pay Policy Statement varies from an individual's contract the individual contract will take precedence.

PERFORMANCE MANAGEMENT

34. The Committee will hold delegated responsibility for the appraisal of the Clerk. It will in turn delegate (to no more than 2 members) the duty of conducting at least one (annual) review of the Clerk.
35. These members will report back to the committee as appropriate and with reference to GDPR. A motion to Full Council to approve the appraisal will then be put forward.
36. Appraisals should be conducted at the end of the civic year or (if this is impossible) as soon as possible after the start of the civic year.
37. No other staff will be managed, directed or instructed by any Councillor or Committee member in recognition that the Clerk manages all staff within the Council.
38. The Clerk shall lead the appraisal of any subordinate staff in cooperation with the HR Committee.

SICKNESS AND ANNUAL LEAVE

39. The HR Committee shall receive and approve applications for annual leave for the Clerk. Requests shall not be refused unreasonably. The Committee shall inform Full Council of any absence of leave and shall make recommendations to Full Council under delegated authority should a locum be required to enable the smooth running of the Council.
40. The Chair, or in their absence the Vice Chair, will be the single point of contact in any cases of absence for sickness by the Clerk and will sign any medical certificate received.



SCHEME OF DELEGATION

Document Reference – BPC_POL57

1. Scheme of Delegation

- 1.1 The Councils Scheme of Delegation authorises the Clerk to the Council/Responsible Finance Officer and Standing Committees to act with delegated authority in the specific circumstances detailed.
- 1.2 Proper Officer and Responsible Finance Officer
- 1.2.1 To take action on any issue of such urgency, that it cannot wait until the next normal Council meeting. If circumstances permit, the Clerk would normally be expected to consult the Chairman or Vice Chairman if the Chairman is unavailable and take his/her view into account.
- 1.2.2 To incur expenditure on behalf of the Council, which is necessary to carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500.00 ((£750 for HR matters)
- 1.2.3 To take any action regarding minor repairs (up to a cost of £ 500.00) and to report minor matters to the relevant authority.
- 1.3 Delegated actions shall be in accordance with Standing Orders and Financial Regulations and in line with directions given by Council from time to time, and shall be reported to the next available Council meeting.

2. Delegated Powers to the Clerk re Planning

- 2.1 The Clerk and the Chair of Planning shall work together to ensure consensus within the Planning Committee. All processes shall adhere to legal procedures and processes set by NALC and relevant planning legislation.

In all cases the Clerk, is authorised to report decisions of the Council to the relevant Planning Department.

Planning applications shall be received by the Clerk who has delegated authority to seek extensions from the Planning Department if deadlines cannot be met.

The Clerk shall pass details of applications to all members of the Planning Committee. Councillors shall raise comments to the Chair of Planning, copy to the Clerk. Consensus is to be obtained prior to a decision being passed to the relevant Planning Department.

- 2.2 If a decision is required outside a formal planning meeting the Chair or Vice Chair of Planning shall seek comment from councillors by email. Decisions shall be made upon the highest practicable level of consensus. In the absence of the Chair and Vice Chair, the Clerk has delegated authority to lead this action.
- 2.3 Where queries or disagreements cannot be resolved, the Chair of Planning or the Clerk shall call for a site meeting and may require an Extraordinary Meeting to decide upon an application.

3. Finance & General Policy Committee

- 3.1 To take decisions on hours in excess of core hours needed to enable projects to be completed or to deal with exceptional circumstances.

4. Human Resource Committee

- 4.1 It will deal with HR issues and other contractual matter (except the resignation of Staff members) and will have delegated authority to make all decisions relating to staff and their employment, except recruiting, termination and decisions on hours in excess of core hours.

5. Communications Committee

- 5.1 The committee has delegated authority under s101, LGA 1972 to make all decisions relating to expenditure provided the net cost does not exceed the budget set by full council. (Minute recorded at Full Council Meeting 3.9.19)

6. Disciplinary/ Grievance Committee

- 6.1 A committee of 3 Members, who will be available to sit on the Disciplinary/Grievance and Appeal Committee (3 Councillors will sit on the Committee). These members will be required to undertake training in disciplinary and grievance issues, if not already qualified.

7. Delegation – Limitations

- 7.1 All decisions taken under delegated authority will be in accordance with the Councils Standing Orders and Financial regulations and this Scheme of Delegation, and where applicable any other rules/regulations and legislation. All decisions will be reported to the first appropriate Council meeting.
- 7.2 The Council may delegate the power to make individual decisions on individual items to the Proper Office/Responsible Finance Officer and its Committees as and when appropriate.
- 7.3 The Scheme of Delegation will be reviewed annually.

ASSET	Item	Location	Purchase price	Date purchased	Insurable Value	Individual Cost
REGISTER 2021-22						
Photo reference:	Buildings & Land					
BPCO	Office	Bearsted Parish Office, Madginford Hall, Egremont Road	£ 55,977.92	Proxy	£ 55,977.92	
CHLW	Footpath	Church Landway	£ 1,374.85	Proxy	£ 1,374.85	
	Phone Box	The Green	£ 1.00	Dec-18	£ 1.00	
	Open space	Meadow Bank	£ 1.00	Proxy	£ 1.00	
	Open space	Rosemary Road	£ 1.00	Proxy	£ 1.00	
	Footpath	Egremont Road - Ragstone Road	£ 1.00	Proxy	£ 1.00	
VILG	Village Green	Bearsted Green	£ 1.00	Proxy	£ 1.00	
ATS	Allotments	The Street	£ 1.00	Proxy	£ 1.00	
ACL	Allotments	Church Landway	£ 1.00	Proxy	£ 1.00	
SFIELD	Sports Field	Elizabeth Harvie Field	£ 1.00	Proxy	£ 1.00	
CARP	Car Park	Church Lane	£ 1.00	Proxy	£ 1.00	
		Project A - donated land	£ 1.00	Sep-21	£ 1.00	
		TOTAL	£ 57,362.77		£ 57,362.77	
Bench?	Litter Bins					
LB1720		Bearsted Green, Pond MBC0771	£ 250.00	Proxy	£ 250.00	
LB1718		Bearsted Green, Tate seat MBC1720	£ 250.00	Proxy	£ 250.00	
LB1729		Bearsted Green, bus shelter MBC1718	£ 250.00	Proxy	£ 250.00	
LB1724		Bearsted Green, Xmas Tree MBC1729	£ 250.00	Proxy	£ 250.00	
LB1723		Bearsted Green, Cricket Pavilion MBC1724	£ 250.00	Proxy	£ 250.00	
LB0771		Bearsted Green, Ladies seat (SE Green) MBC1723	£ 250.00	Proxy	£ 250.00	
		Bearsted Green, play area MBC0772	£ 250.00	Proxy	£ 250.00	
		Rosemary Road, green space MBC0942	£ 250.00	Proxy	£ 250.00	
LB0962		Egremont Road, vets MBC0962	£ 250.00	Proxy	£ 250.00	
LBMADG1		Egremont Road, McColls MBC0951	£ 250.00	Proxy	£ 250.00	
LB0951		Egremont Road, Co-op MBC 0951	£ 250.00	Proxy	£ 250.00	
LB0782		Church Landway, MBC0782	£ 250.00	Proxy	£ 250.00	
LB1270		Church Car Park, SE Corner MBC1270	£ 250.00	Proxy	£ 250.00	
LB1269		Church Car Park, MBC 1269	£ 250.00	Proxy	£ 250.00	
LB1003		Ashford Road, Paydens MBC1003	£ 250.00	Proxy	£ 250.00	
LB1004		Ashford Road, Ward & Partners MBC1004	£ 250.00	Proxy	£ 250.00	
LBROSE1		Ashford Road, Rose Inn bus stop MBC no number	£ 250.00	Proxy	£ 250.00	
LBRWBWT		Roundwell entrance to BWT	£ 250.00	Proxy	£ 250.00	
LB1589		Entrance Church Landway - Ashford Road	£ 250.00	Proxy	£ 250.00	
		Entrance -Church Landway Ashford Road	£ 250.00	Proxy	£ 250.00	
Bench?		Cross Keys opp Mallards Way	£ 250.00	Proxy	£ 250.00	
LBELL		Bell Lane	£ 250.00	Proxy	£ 250.00	
		Holy Cross Church	£ 250.00	Proxy	£ 250.00	
LBWBWT		Ashford Road - Gore Cottage	£ 250.00	Proxy	£ 250.00	
LB1590		Ashford Road MBC1590	£ 250.00	Proxy	£ 250.00	
LB0942		Waste basket Rosemary Road open space	£ 100.00	Proxy	£ 100.00	
LB1727		MBC 1727	£ 250.00	Proxy	£ 250.00	
		TOTAL	£ 6,600.00		£ 6,600.00	
B1	Benches	Bearsted Green - (Metal) Dibble	£ 500.00	Proxy	£ 500.00	
B2		Bearsted Green - (Metal) Whitehead	£ 500.00	Proxy	£ 500.00	
B3		Bearsted Green - (Wood) James Bollow	£ 500.00	Proxy	£ 500.00	
B4		Bearsted Green - (Wood) Centenary seat	£ 500.00	Proxy	£ 500.00	
B5		Bearsted Green - (Wood, concrete supports) Inside Play area	£ 500.00	Proxy	£ 500.00	
B6		Bearsted Green - Metal	£ 500.00	Proxy	£ 500.00	
B7		Bearsted Green - (Wood with metal support) Lambert	£ 500.00	Proxy	£ 500.00	
B8		Bearsted Green - damaged in 2020- to be replaced (Filmer)	£ 500.00	Proxy	£ 500.00	
B9		Bearsted Green - (Wood) Ladies Seat	£ 500.00	Proxy	£ 500.00	
B10		Bearsted Green - (Wood) Collet	£ 500.00	Proxy	£ 500.00	
B11		Bearsted Green - (Wood) Ted White	£ 500.00	Proxy	£ 500.00	
B12		Bearsted Green - (Wood, concrete supports) 'Good to Chat'	£ 500.00	Proxy	£ 500.00	
B13		Bearsted Green - (Wood) Currin	£ 500.00	Proxy	£ 500.00	
B14		Bearsted Green - (Wood) David Sayer	£ 500.00	Proxy	£ 500.00	
Not found		Bearsted Green - (Wood) Thomas Michael Clarke	£ 500.00	Proxy	£ 500.00	
		Bearsted Green - (Wood)	£ 500.00	Proxy	£ 500.00	
B16		Bearsted Green (Wood) Gilbert	£ 500.00	Proxy	£ 500.00	
		Bearsted Green - (Wood, concrete supports)	£ 500.00	Proxy	£ 500.00	
B17		Bearsted Green - (Wood) Langley	£ 500.00	Proxy	£ 500.00	
B18		Bearsted Green - (Wood) Rick Martin	£ 500.00	Proxy	£ 500.00	
B28		Bearsted Green Wood (Mick Filmore)	£ 500.00	Aug-21	£ 500.00	
B19		Hog Hill	£ 500.00	Proxy	£ 500.00	
B20		Yeoman Lane	£ 500.00	Proxy	£ 500.00	
B21		Church Landway	£ 500.00	Proxy	£ 500.00	
B22		Ashford Road, Paydens	£ 500.00	Proxy	£ 500.00	
B23		Romney Close	£ 500.00	Proxy	£ 500.00	
B24		Egremont Road, Co-op (1)	£ 500.00	Proxy	£ 500.00	
B25		Egremont Road, Co-op (2)	£ 500.00	Proxy	£ 500.00	
B26		Button Lane Open Space	£ 500.00	Proxy	£ 500.00	
OP1		Rosemary Road open space	£ 500.00	Proxy	£ 500.00	
B27		Bearsted Green - Wooden circular Bench	£1,687.49	Oct-21	£1,687.49	
		TOTAL	£ 15,000.00		£ 15,000.00	
	Lighting					
LP1	Lamp post	Egremont Road to Ragstone Road	£ 377.25	Nov-19	£ 377.25	
LP2	Lamp post	Egremont Road to Ragstone Road	£ 377.25	Nov-19	£ 377.25	
LP3	Lamp post	Egremont Road to Ragstone Road	£ 377.25	Nov-19	£ 377.25	
		Church Car Park	£ 3,000.00	Proxy	£ 3,000.00	
LP4-LP12	Lamp post lighting	7 in total - Church Landway	£ 9,601.70	2016	£ 9,601.70	
		TOTAL	£ 13,733.45		£ 13,733.45	
	Noticeboards					
NB1		Egremont Road, shops	£ 1,799.08	Oct-20	£ 1,799.08	
NB2		Cross Keys	£ 1,463.58	Proxy	£ 1,463.58	
NB3		Ashford Road, Yeoman car park	£ 3,580.23	Proxy	£ 3,580.23	
NB4		Holy Cross Church	£ 1,463.58	Proxy	£ 1,463.58	
NB5		Bearsted Green	£ 1,463.58	Proxy	£ 1,463.58	
NB6		Bearsted Green, newsagents	£ 1,463.58	Proxy	£ 1,463.58	
NB7		Manor Rise, Memorial Hall	£ 1,463.58	Proxy	£ 1,463.58	
NB8		Hog Hill	£ 1,463.58	Proxy	£ 1,463.58	
NB9		Madginford Hall, Parish Office	£ 463.48	Proxy	£ 463.48	
NB10		Church Landway, Ashford Road	£ 1,799.08	Nov-20	£ 1,799.08	
NB11		Cavendish Way/Shirley Way	£ 1,463.58	Proxy	£ 1,463.58	
		TOTAL	£ 17,886.93		£ 17,886.93	

Christmas Decorations			£		£	
	Christmas Lights	Madginford Shops & Bearsted Green	£	5,255.00	2016	£ 5,255.00
	Tree Lights	Lights for Christmas Trees	£	93.48	2019	£ 93.48
	Tree Lights	Lights for Christmas Trees	£	120.58	Oct-21	£ 120.58
	Christmas Motifs	28 Christmas Snowflakes	£	3,360.00		£ 3,360.00
TOTAL			£	8,829.06		£ 8,829.06
Outside Fixtures			£		£	
G1	Gates	Church Landway, Church car park end (Wood)	£	800.00	Proxy	£ 800.00
G2		Church Landway, Ashford Road end (Wood)	£	800.00	Proxy	£ 800.00
G3		Entrance to BWT land (church) (Wood)	£	800.00	Proxy	£ 800.00
G4		Elizabeth Harvie Field, northern end (Wood)	£	800.00	Proxy	£ 800.00
G5		Elizabeth Harvie Field, Southern end (Metal)	£	800.00	Proxy	£ 800.00
G6		St Faith Lane	£	430.00	01/03/2020	£ 430.00
F1	Fences	Elizabeth Harvie Field, East end (Metal)	£	800.00	Proxy	£ 800.00
F2		Fencing surrounding The Street Allotments	£	800.00	Proxy	£ 800.00
F3		Fencing surrounding Church Lane Allotments	£	800.00	Proxy	£ 800.00
F4		Elizabeth Harvie Field/Holy Cross	£	250.00	Jul-19	£ 250.00
F5		Meadowbank	£	1,300.00	Jul-05	£ 1,300.00
		Log wall on The Green/Yeoman Lane	£	2,957.00	Sep-18	£ 2,957.00
	Bollards	Posts around The Green x 60 (£42 per post)	£	2,500.00	Apr 16 -	£ 2,500.00
IMG_2964		Retaining sleeper wall Ware Street opp Station - A. French	£	3,815.00	Apr-18	£ 3,815.00
F6	Bollards	Bollards around the Pond	£	1,895.00	Nov-21	£ 1,895.00
TOTAL			£	17,652.00		£ 17,652.00
Play Areas			£		£	
PAF1-PAF2	Play area fencing	Church Landway	£	3,900.00	Proxy	£ 3,900.00
PAF3	Play area fencing	Bearsted Green	£	5,706.19	Jan-21	£ 5,706.19
PGE1-PGE4	Playground equipment	Playarea - Bearsted Green	£	29,636.90	Proxy	£ 29,636.90
PGE1		Play House				£ 6,805.00
PGE2		Two bay combination swing				£ 3,107.00
PGE3		Daisy wheel				£ 3,956.00
PGE4		Cow sit in				£ 767.00
PGE5		Flower talk tubes				£ 665.00
PGE6		Tugboat springer seat				£ 2,394.00
PGE7		Surface				£ 10,788.00
PGE8 - PGE10		3 x fence hung play boards				
PGE5-PGE12	Playground equipment	Playarea - With Bearsted Woodland Trust	£	39,709.60	Proxy	£ 39,709.60
		Junior Swing				£ 3,014.00
		Intertwinw				£ 663.00
		trapeze walk				£ 600.00
		Burma bridge				£ 619.00
		Combo 1				£ 721.00
		Combo 8				£ 1,168.00
		Rocking log				£ 501.00
		Clatter bridge				£ 959.00
		snowdon (3 face ledge)				£ 1,280.00
		wobble board				£ 483.00
		Log Walk (4 x 600)				£ 504.00
		Log Walk (3 x 600)				£ 126.00
		close board fence				£ 3,854.00
		Steel fencing & Gates				£ 2,244.00
		Safagrass surfacing				£ 4,635.00
		Replacement climbing cargo net- ladder climb	£	1,879.50	Sep-21	£ 1,879.50
		Replacement climbing cargo net- fire pole to bridge	£	1,155.00	Sep-21	£ 1,155.00
TOTAL			£	78,952.69		£ 78,952.69
Other			£		£	
	Defibrillator	Co-op Madginford Shops	£	1,000.00	2018	£ 1,000.00
	Defibrillator	Bearsted Green Shops	£	1,668.00	Dec-17	£ 1,668.00
	Defibrillator Cabinet	Co-Op Madginford Shops	£	383.00	2018	£ 383.00
PSHED	Parish Shed	Church Landway Allotments	£	1,200.00	Proxy	£ 1,200.00
	Shed	Shed, Madginford Hall, Egremont Road	£	2,349.40	Proxy	£ 2,349.40
	Office contents	Madginford Hall, Egremont Road	£	1,200.00	Proxy	£ 1,200.00
	Computer and software	Madginford Hall, Egremont Road	£	200.00	Proxy	£ 200.00
	Printer	Madginford Hall, Egremont Road	£	1,500.00	Jul-20	£ 1,500.00
	Concrete outhouse	Madginford Hall, Egremont Road	£	1,500.00	Proxy	£ 1,500.00
	Outhouse contents	Madginford Hall, Egremont Road	£	2,896.26	Proxy	£ 2,896.26
ELEC1	Electricity kiosk	Bearsted Green, near White Horse public house	£	2,784.86	Proxy	£ 2,784.86
WARM	War memorial	Holy Cross Church	£	22,278.90	Proxy	£ 22,278.90
VILS	Village sign	Bearsted Green	£	1,500.00	Proxy	£ 1,500.00
VILP	Village plaque	Bearsted Green, 2012 Diamond Jubilee	£	1,500.00	Proxy	£ 1,500.00
STOS	Stone sign	Junction of Ashford Road and Fauchons Lane	£	800.00	Proxy	£ 800.00
PUMH	Pump House	Bearsted Green	£	6,000.00	Proxy	£ 6,000.00
PUMP	Roundwell Pump	Sutton Street/Roundwell	£	100.00	Proxy	£ 100.00
Tommy	War memorial	Tommy Soldier	£	125.00	Jan-20	£ 125.00
PondLine	Pond Liner	Bearsted Green Pond	£	8,000.00	Oct-20	£ 8,000.00
PondFilt	Pond Filtration	Bearsted Green Pond	£	4,200.00	Oct-20	£ 4,200.00
	Gateway Sign	Hockers Lane	£	1,278.57	Mar-22	£ 1,278.57 (Not delivered -photo needed)
	Gateway Sign	Rounndwell	£	1,278.57	Mar-22	£ 1,278.57 (Not delivered -photo needed)
Lec1	Lectern	Madginford Hall, Egremont Road	£	56.99	Mar-22	£ 56.99
TOTAL			£	62,463.99		£ 61,185.42
Planters			£		£	
PL1		2x Madginford Shop	£	154.66	Oct-18	£ 154.66
PL2		Shirley Way	£	77.33	Oct-18	£ 77.33
PL3		Ashford Road	£	77.33	Oct-18	£ 77.33
PL4		Church Landway	£	77.33	Oct-18	£ 77.33
PL5		Holy Cross Church	£	77.33	Oct-18	£ 77.33
PL6		The Green	£	77.33	Oct-18	£ 77.33
PL7		CrossKeys	£	77.33	Oct-18	£ 77.33
PL8		Hog Hill	£	77.33	Oct-18	£ 77.33
		Ashford Road- Petrol Station	£	1.00	Nov*19	£ 1.00
PL10		Planter Madginford Shops- Square x1	£	99.99	Jun-21	£ 99.99
PL11		Planter Madginford Shops- Square x1	£	99.99	Jun-21	£ 99.99
PL12		Planter Madginford Shops- rectangle x1	£	129.90	Jun-21	£ 129.90
PL13		Planter Madginford Shops- rectangle x1	£	129.90	Jun-21	£ 129.90
PL14		Large rectangle planter (MBC donation)	£	1.00	Mar-22	£ 1.00
TOTAL			£	696.97		£ 696.97
TOTAL			£	279,177.86		£ 277,899.29

Assets removed 2021-2022

B15		Bearsted Green - (Wood) Tate circular	£500.00	Proxy	£500.00
		Bearsted Green - (wood) Jubilee Bench	£ 500.00	Proxy	£ 500.00

					£ 1,000.00

Bearsted Parish Council Risk Register

“The greatest risk facing a local authority is not being able to deliver the activity or services expected of the Council.”

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the employer to identify any and all potential risks inherent in the place or practices. Based on a recorded assessment the employer should then take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible. Making sure that all employees are made aware of the results of the risk assessment.

This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. In conducting this exercise, the following plan was followed:

- Identify the areas to be reviewed.
- Identify what the risk may be.
- Evaluate the management and control of the risk and record all findings.
- Review, assess and revise if required.

Physical Assets				
SUBJECT	RISK(S) IDENTIFIED	H/M/L	MANAGEMENT/CONTROL OF RISK	REVIEWED BY? WHEN? ANY FURTHER ACTIONS?
Play Areas (including equipment), Playing Field Allotments (including Sheds), War Memorial, Noticeboards, Planters, Benches, Church Landway (including lighting), Bearsted Sign, Retaining Walls, Defibrillators, Adopted Phone Box, Trees	Loss or damage – via theft, fire, damage from third parties.	L	An asset register is kept up to date and insurance held at appropriate levels for each item.	Parish Clerk. Review insurance yearly. Checks to be made as listed in control column.
	Risk of injury to the Public	M	Regular checks of the items/areas are made by members of the Parish Council as specified below; Play areas – monthly Playing field - monthly Defibrillators and Phone Box - monthly Trees – visual check monthly Benches – quarterly Retaining Walls – quarterly	

			All other items – annually (as well as in depth tree review)	
Parish Office – building and contents	Loss or damage – via theft, fire, damage from third parties.	L	Fire Alarm and Burglar System installed at Office. An asset register is kept up to date and insurance held at appropriate levels for each item. Fire safe – to store historical documents	Parish Clerk. Review insurance yearly. (Employers insurance and Madginford Hall) Ensure Fire Alarm works six monthly. Burglar Alarm serviced yearly.
Liability				
SUBJECT	RISK(S) IDENTIFIED	H/M/L	MANAGEMENT/CONTROL OF RISK	REVIEWED BY? WHEN? ANY FURTHER ACTIONS?
Public Liability in regards to safety in areas under the Parish Council's responsibility	Injury to the public, damage to the public's property. Breach of Health and Safety requirements.	L M	Insurance in place. Regular checks to areas to ensure the areas are maintained correctly and safe. Public Liability insurance in place.	Parish Office staff. Review insurance levels appropriate on a yearly basis. Physical checks to be made monthly. Health and Safety Policy to formally written and reviewed.
Public Liability re Events	Individual risk assessments undertaken for each event – see details in these	M	Individual risk assessments undertaken for each event – see details in these	Individual risk assessments undertaken for each event – see details in these
Employer Liability	Non-compliance with Employment Law Breach of Health and Safety requirements Lone Working risks (accidents, violence against individual, personal injuries etc) for Office Staff	M M L	HR working group in place with a HR Consultant in contract to obtain necessary advice when needed. Employers Liability insurance in place. Lone Working Policy in place.	Chair of HR Working Group. At least annual review of policies required. Annual review of pay and benefits required. Health and Safety Policy to formally written and reviewed. Annual review of Lone Working Policy.

Legal Liability	Breach of contractual obligations (contracted staff)	L	HR working group in place with a HR Consultant in contract to obtain necessary advice when needed.	Chair of HR Working Group. At least annual review of contracts required.
Legal Liability	Breach of regulations governing Local Councils	TBC	Qualified Clerk in post. KALC and SLCC membership in place, and advice can be requested from these organisations if need be. Proper minutes made at all Council meetings – and approved by Councillors. Documents retained in line with Documents retention policy.	Parish Clerk. Training required yearly. Documents retention policy to be reviewed annually.
Members Interests/Code of Conduct	Conflict of Interest. Non-disclosure of Councillors Pecuniary Interests.	TBC	Councillors have a duty to declare any interests at the start of each meeting. Declaration of Pecuniary Interests are published on the Maidstone Borough Council website. Interests regularly reviewed.	Councillors to take responsibility to review and update their interests disclosed as necessary.
Finance and Management				
SUBJECT	RISK(S) IDENTIFIED	H/M/L	MANAGEMENT/CONTROL OF RISK	REVIEWED BY? WHEN? ANY FURTHER ACTIONS?
Business Continuity	Risk of Council not being able to continue its business due to unexpected circumstances i.e power cuts, system outage, employee sickness	TBC	Cloudbase back ups of system. Remote working available. Files saved on One drive/dropbox so that several people can access the same work.	Chairman to review controls in place at least yearly.
Parish Funds	Misappropriation via theft, fraud, errors	L	Internal and External audit carried out yearly. Two bank signatories/online authorisers required for each payment. All purchases to be approved at a council meeting.	RFO/ Chair of Finance Committee. Review payment policy annually. Review named bank signatories/authorisers at

			Monthly bank reconciliations take place for all three bank accounts, which are reviewed at monthly Council meetings.	least yearly to remove staff/Councillors who have left the Council.
Parish Funds – Level	Insufficient funds available to meet liabilities as they fall due. Excessive funds held.	M	Budgets are set annually and monitored monthly at Council Meetings. Cash levels in each bank account reviewed on an ad-hoc basis to ensure the Current Account level is sufficient to meet liabilities, and to arrange transfers if need be.	RFO/ Chair of Finance Committee. Budget monitoring/setting training to be provided. Cashflows to be reviewed quarterly.
Cash held on site	Misappropriation via theft or error.	L	Cash not held on site as a float. However if any cash is received into the office (i.e. for allotment rent) this is held in the petty cash tin (in a locked room) and then promptly paid into the bank.	RFO/ Chair of Finance Committee. Ensure locks are functional on an annual basis. Keys to only be held by minimal staff, and a key list available. Keyholders to be reviewed annually. Bank deposits made weekly.
Corporate Credit Card	Misappropriation via theft or error. Card and/or PIN number shared with Councillors/office staff.	L	Full Corporate Card policy followed. Card to be locked and held in the office at all times. Card use reconciled each month via the statement issued by the bank. Purchases made via the card should follow the same procedure (purchase req/minute refs) as non card purchases.	RFO/ Chair of Finance Committee. Statements to be reviewed at Finance Committee meetings. Card policy to be reviewed annually.
Accounts records	The records are inadequate/irregular	L	Computerised records held, which produce accounts direct out of the system for a monthly internal review. Internal and external audit takes place yearly. System provider updates the system as and when changes are required.	RFO/ Chair of Finance Committee. Continual review of accounts produced. Ad hoc detailed requests to ensure correct processes being followed.

				Training for RFO/those using accounts system to be undertaken annually.
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Bearsted
Parish
Council

Insurance

Certificate of Employee Liability	BHIB	1 st October 2021 until 30 September 2022
Public Liability Insurance - Allotment Church Lane & The Street	Accredited Insurance (Europe) Limited	4 January 2022 until 3 January 2023

List of Current DDs - No Standing Orders set up

<u>Supplier</u>	<u>Latest £ value (DDs will vary)</u>	
Three Mobile	New DD Apr 22 (£16)	
BT	£	106.14
Castle Water - The Pond	£	5.00
Castle Water - The Street Allotments	£	75.71
Castle Water - Church Lane Allotments	£	192.40
Payroo	£	6.00
ICO	£	35.00
Lloyds Bank (card)		Statement value
Maidstone Borough Council (bus rates)	£	99.00
NEST	£	113.08
Opus	£	51.83
Opus	£	97.41