

ANNUAL PARISH COUNCIL MEETING		UPTON PARISH COUNCIL
Date: Monday 5th June 2017	Time: 7.30pm	Venue: The Oak Room, Berrywood Hospital, Northampton
Attendees: Cllr S Pape Cllr A Holt Cllr Kerby Cllr P Chauhan Cllr R Lawrence	Apologies: Cllr Huffadine-Smith Cllr M Ingram Cllr Choudhury Cllr W Lawrence Cllr I Duly & Cllr R Barrett not present	Also Present:- Gill Wells – The Clerk Mr T Earle NBC Cllr Bottwood 1 Member of the Public Mr N Upton – Greenbelt Company

17/25. REPORTS FROM NBC & NCC COUNCILLORS / POLICE (VERBAL OR WRITTEN).

NBC Cllr Alan Bottwood addressed the meeting and advised that whilst there had been delays with the launch of the new St Crispin Community Centre, it would be opening soon. The allotments were now up and running & allocations were commencing. Dog signs were now erected in the St Crispin park play area but had slipped down. Moreover, the bollards on Kent Road, damaged in a recent event, had been replaced but some works were still outstanding. Cllr Bottwood also confirmed that both he and Cllr Sargeant had agreed to donate £1500 each towards the installation of the proposed Zebra crossing, St Crispin Drive. Cllr Golby was also believed to have agreed a contribution towards the installation costs, as had the Parish Council.

NCC Cllr Pinder Chauhan addressed the meeting and advised that she had been in touch with HCA regarding lighting issues in the South Upton area as well as the provision of a 20mph zone. Moreover, HCA had confirmed that they would liaise with Highways about the need and provision of a crossing near Upton Meadows School. Cllr Chauhan commented on some issues identified with Land Trust which would be addressed later on the agenda.

17/26. PUBLIC SESSION.

Mr T Earle addressed the meeting and queried whether the proposed zebra crossing was the correct location for the crossing as well as the cost of relocating the bus shelter.

A Member of the Public addressed the meeting regarding the slide in the playground, St Crispins Play Area, and the mud around it which was inadequate as well as the dog signs which, in the play area, had not only slipped but were also considered dangerous to children given the fixing types.

Cllr Kerby made comment that parking on corners in the area was a concern to other highway users but commented that 2 Police Officers had been witnessed in the area and a resident had expressed satisfaction with this.

Cllr Pape welcomed Mr Nick Upton from the Greenbelt Management Company, responsible for the open spaces around the Marina Park area of the parish. In particular, Mr Upton advised the meeting of concerns expressed by residents regarding the potential increase in costs to repair and improve some of the effects resulting from anti-social behaviour – in particular, the increase in damage to the play area and littering. Mr Upton stressed the Management Company had no powers of enforcement but had been working closely with the Police. One of the main issues was that any increase in costs to the Management Company had to be recharged back to the residents, although the company had been considering other areas where it could save money and, in actual fact, residents would be seeing a slight decrease in their costs but this may not be sustainable if problems persisted. A major issue appeared to be that residents were using social media to express their dissatisfaction or to report anti-social behaviour rather than conveying it to the correct authorities, i.e. the Police. Another issue had arisen as a result of the mounds which were a planning requirement and so could not be removed. Unfortunately, the mounds encouraged anti-social behaviour for nearby residents and the Management Company were considering options. The consensus in the meeting was that the nearby residents should be updated on the initial proposal not to maintain the mounds (ie cut the grass) and, rather, to let weeds / nettles grow to discourage youth activity.

Cllr Pape thanked Mr Upton for attending the meeting and requested that they keep an open dialogue with the Parish Council as well as residents, and seek support from the Parish Council as required.

17/27. APOLOGIES.

Motion Agreed:- It was resolved that the following apologies and reasons be received and approved:- Cllr W Lawrence due to work commitments; Cllr M Ingram for personal reasons; Cllr D Huffadine-Smith due to attendance at another meeting; Cllr I Choudhury due to ill health. Cllr I Duly & Cllr R Barrett were absent without approval.
17/28. DECLARATIONS OF INTEREST.
There were no declarations of interest.
17/29. REQUESTS FOR DISPENSATION.
There were no requests for dispensations.
17/30. MOTION TO DECLARE THE MINUTES OF THE PARISH COUNCIL MEETING 8th MAY 2017 AS AN ACCURATE RECORD OF THOSE PROCEEDINGS.
Motion Agreed:- It was resolved that the Minutes from the meeting Monday 8th May 2017 be approved and duly signed by the Chair, Cllr Pape.
17/31. MATTERS ARISING FROM MINUTES 8TH MAY 2017.
Item 17/20 – The Clerk reported that the Finance & General Purposes Committee had reviewed the Councils insurance policy; had requested a revised schedule based on that review; had approved the revised schedule; and that the payment was listed for approval that evening.
17/32. DIGNITY AT WORK POLICY
Motion Agreed:- It was resolved that the Dignity at Work Policy be adopted for Upton Parish Council. (Appendix A).
17/33. LONE WORKING POLICY.
Motion Agreed:- It was resolved that the Lone Working Policy be adopted for Upton Parish Council (Appendix B).
17/34. PROPOSED ZEBRA CROSSING , ST CRISPIN DRIVE.
Motion Agreed:- It was resolved that, whilst the Council supported the provision of the Zebra Crossing on St Crispin Drive, improved signage identifying the location of the crossing was required in the area and, in particular, the Parish Council supported the provision of wigwag, flashing children crossing signs in the vicinity.
17/35. BUS SHELTER KENT ROAD / ST CRISPIN DRIVE.
Motion Agreed:- It was resolved that the Council understood and, in principal, supported the relocation of the bus shelter but had concerns about visibility issues and would request that the highway authority carried out a complete safety audit of the proposed location to ensure it met the required standards.
17/36. UPTON LODGE DEVELOPMENT PROPOSED INTERNAL ACCESS WITH ST CRISPIN DRIVE.
Motion Agreed:- It was resolved that Upton Parish Council objected to any further access points joining the existing roads on the development which were considered to be at capacity. Upton Parish Council felt that access to the Upton Lodge Development should be from the Sandy Lane Relief Road.
17/37. N/2017/0527 – TAYLOR WIMPEY DEVELOPMENT, OFF UPTON VALLEY WAY EAST.
Motion Agreed:- It was resolved that the Council had no observations to forward and, therefore, supported the application.
17/38. UPTON MEADOWS PRIMARY SCHOOL CROSSING.
Motion Agreed:- It was resolved that the Clerk would write to the NCC Cabinet Member with responsibility for Highways and Transport as well as the Cabinet Member with responsibility for Childrens Services to ensure they understood their obligations to provide safe routes to school despite roads not being adopted, and asking for their support in this area.
17/39. BERRYWOOD ROAD / KENT ROAD CUT THROUGH.
Members were advised that the damaged bollards had been replaced by Taylor Wimpey but that the gate remained unlocked.
17/40. GREENBELTS MANAGEMENT OF MARINA GARDENS.
Please see item 17/26 above.
17/41. LAND TRUST MATTERS.

Motion Agreed:- It was resolved that the Clerk would write to HCA and advise the serious concerns regarding the lack of communication from Land Trust to residents; the lack of transparency regarding Land Trusts costs; the failure to provide basic services under their remit; and concerns regarding the state of the SUDS and fencing surrounding them which could prove a safety issue to residents in the area.

17/42. REPORT FROM THE FINANCE & GENERAL PURPOSES COMMITTEE.

All Members had been forwarded a copy of the F & GP Committee Draft Minutes 23rd May 2017. Cllr Holt summarised the meeting to the Full Council.

17/43. BANK RECONCILIATION.

As the latest Bank Statements had not yet been received Members noted the bank reconciliation received and approved at the Full Council meeting 8th May 2017 as the most recent reconciliation available. (Appendix C).

17/44. INVOICES & PAYMENTS FOR APPROVAL.

Motion Agreed:- It was resolved that the following invoices, payments & methods of imbursement be approved.

DD	O2	Clerks Phone March	General Admin	LGA 1972 s111	12.06	10.05	2.01
788	Viking direct	Stationery - ink / paper / envelopes / stamps	General Admin	LGA 1972 s111	50.81	45.7	5.11
789	Viking direct	Stationery - ink / paper / envelopes / stamps	General Admin	LGA 1972 s111	9.8	8.17	1.63
790	Viking direct	Stationery - ink / paper / envelopes / stamps	General Admin	LGA 1972 s111	22.62	18.85	3.77
791	Viking direct	Stationery - ink / paper / envelopes / stamps	General Admin	LGA 1972 s111	9.8	8.17	1.63
792	Real Design	Domain & Email Server	General Admin	LGA 1972 s111	80	80	0
793	Ms G Wells	Clerks Expenses - 3 months wifi	Clerks Expenses	LGA 1972 s112	13.88	13.88	0
794	M Orpin	Virtual Marketing	Media	S142	120	120	0
795	Ms G Wells	Clerks Salary	Clerks Salary	LGA 1972 s112	919.95	919.95	0
796	HMRC	Clerks Salary Tax & NI	Clerks Salary	LGA 1972 s112	108.37	108.37	0
797	LGPS	Clerks Pension	Clerks Pension	LGA 1972 s112	321.39	321.39	0
798	Came & Company	Insurance	Insurance	LGA 1972 s111	496.32	496.32	0
					2165	2150.85	14.15

17/45. INTERNAL AUDIT.

Cllr Pape appraised the Council that he and the Clerk had met with the internal auditor (appointed by NCALC) which had proved a very positive appointment. A second appointment was booked for later in the month. Whilst reports had been quite negative over recent years, the auditor was satisfied that positive changes had and were continuing to be made and considerable progress had been made in recent months. Cllr Pape expressed sorrow that the Council had been through a period of considerable uncertainty and internal turmoil and had lost some worthy Councillors in the process but was hopeful, as was the auditor, that the Council was now on the right track. The Auditor had run through the annual return and was satisfied, as was the F & GP Committee, who had also run through the annual return 23rd May 2017, that the questions in section 1 of the return could and should be 'yes' and confirmed the figures in section 2 of the return.

17/46. UPTON PARISH COUNCIL ANNUAL RETURN 2016-2017.

Motion Agreed:- It was resolved that the Council responded 'Yes' to questions 1-8 of the Annual Governance Statement 2016/17 and N/A to question 9 and was duly signed in the presence of the Council by the Chair and Clerk. Further, it was resolved that Section 2 of the Accounting Statements 2016/17 be approved by the Council and was duly signed by the Chair and Responsible Financial Officer. Details below:-

Section 2:-

1. Balances Brought Forward 31 st March 2017	£54,008
2. Precept or Rates & Levies	£32,400
3. Total Other Receipts	£3,139
4. Staff Costs	-£6,987
5. Loan interest / capital repayments	£0.00
6. All Other Payments	-£20,259
7. Balances Carried Forward	£62,301
8. Total Value of cash and short term investments	£62,301
9. Total Fixed Assets	£7,484
10. Total Borrowings	£0.00
Disclosure note re Trust Funds	None
17/47. PRECEPT.	
Members were advised that 50% of the precept, to the sum of £16,200, had been received from Northampton Borough Council.	
17/48. ONLINE BANKING.	
Motion Agreed:- It was resolved that the Clerk would consider alternative banks, including 'Unity Bank' (which other Councils were using and had recommended), and report back to the F & GP Committee and Council if the online banking offered by other banks was preferable to the services and costs of Natwest. Security / risks of alternative banking organisations would also be a consideration.	
17/49. COMMUNICATIONS & MEDIA COMMITTEE.	
Motion Agreed:- It was resolved that Cllrs W Lawrence; E Kerby; & I Choudhury would be appointed to the Communications and Media Committee. Further, that the terms of conditions for the Committee be approved. (Appendix D).	
17/50. PLANNING COMMITTEE.	
Motion Agreed:- It was resolved that Cllr Ingram be appointed to the Planning Committee.	
17/51. YOUTH FACILITIES.	
Action Agreed:- It was agreed that Members would forward ideas to the Clerk for consideration by the F & GP to review the budget and report any commendations for formal approval thereafter by the Full Council.	
17/52. MEETING VENUE.	
Motion Agreed:- That the Council would trial the Elgar Centre for Full Council meetings commencing September until December 2017.	
17/53. CORRESPONDENCE / EVENTS / TRAINING.	
Cllr Pape drew Members attention to the Police Crime Report (Appendix E) which evidenced low criminal / antisocial behaviour in the area. However, it was noted that Marina Park was not always recognised when incidents were reported and concern was raised that this could skew the results.	
17/54. ITEMS FOR THE NEXT COUNCIL MEETING.	
Members were reminded to forward items for consideration for input onto the next Full Council Agenda to the Clerk.	
17/55. Date of Next Meeting.	
7.30pm Monday 3rd July 2017 – Full Council Meeting;	

The meeting concluded at 9.30pm.

Signed:-.....

Date:-.....

Appendix A:-

Upton Parish Council

Dignity at Work Policy

June 2017 – review date May 2017

Purpose and Scope

1.1 Statement: In support of our value to respect others Upton Parish Council will not tolerate bullying or harassment by, or of, any of its employees, officials, members, contractors, visitors to the council or members of the public from the community which we serve. The council is committed to the elimination of any form of intimidation in the workplace.

This policy reflects the spirit in which the council intends to undertake all of its business and outlines the specific procedures available to all employees and Members in order to protect them in and out of the workplace. It should be read in conjunction with the council's policies on Grievance and Disciplinary handling and the Elected Members Code of Conduct.

The council will issue this policy to all employees as part of their induction and to all new Members. The council may also wish to share this policy with contractors, visitors and members of the public.

1.2 Definitions

Bullying

"Bullying may be characterised as a pattern of offensive, intimidating, malicious, insulting or humiliating behaviour; an abuse of this use of power or authority which tends to undermine an individual or a group of individuals, gradually eroding their confidence and capability, which may cause them to suffer stress."

Harassment is

"unwanted conduct that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment." This usually covers, but is not limited to, harassment on the grounds of sex, marital status, sexual orientation, race, colour, nationality, ethnic origin, religion, belief, disability or age.

These definitions are derived from the ACAS guidance on the topic. Bullying and Harassment are behaviours which are unwanted by the recipient. They are generally evidenced by a pattern of conduct, rather than being related to one-off incidents.

Bullying and harassment in the workplace can lead to poor morale, low productivity and poor performance, sickness absence, mental health issues, lack of respect for others, turnover, damage to the council's reputation and ultimately, legal proceedings against the council and payment of legal fees and potentially unlimited compensation.

1.3 Examples of unacceptable behaviour are as follows; (this list is not exhaustive) Spreading malicious rumours, insulting someone, ridiculing or demeaning someone, exclusion or victimisation, unfair treatment, overbearing supervision or other misuse of position or power, unwelcome sexual advances, making threats about job security, making threats of physical violence against a person or their family, deliberately undermining a competent worker by overloading work and/or constant criticism, blaming a person for others' mistakes, preventing an individual's promotion or training opportunities.

Bullying and harassment may occur face-to-face, in meetings, through written communication, including electronic communication such as e-mail or on social media, by telephone or through automatic supervision methods. It may occur on or off work premises, during work hours or nonwork time.

1.4 Penalties: Bullying and harassment by any employed persons can be considered examples of gross misconduct which will be dealt with through the Disciplinary Procedure at Gross Misconduct level and may result in summary dismissal from the council. If elected Members are bullying or harassing employees, contractors, fellow councillors, others, then a referral through the Standards process in place at the time reported as a contravention of the Member's Code of Conduct could be an appropriate measure. If an employee is experiencing bullying or harassment from a third party the council will act reasonably in upholding its duty of care towards its own employees. In extreme cases harassment can constitute a criminal offence and the council should take appropriate legal advice, often available from the council's insurer, if such a matter arises.

1.5 The Legal position: Councils have a duty of care towards all their workers and liability under common law arising out of the Employment Rights Act 1996 and the Health and Safety at Work Act 1974. If an employer fails to act reasonably with regard to this duty of care by allowing bullying or harassment to continue unchallenged an employee may decide to resign and claim 'constructive dismissal' at an Employment Tribunal.

Under the Equality Act 2010 bullying or harassment related to one of the protected characteristics covered by the Act (age, gender, marital status, sexual orientation, race, religion, belief, colour, disability) can be considered unlawful discrimination which could lead to an Employment Tribunal claim for discrimination against the corporate employer, the council and the perpetrator(s) as individual named Respondents. In addition, the Criminal Justice and Public Order Act 1994 and Protection from Harassment Act 1997 created a criminal offence of harassment with a fine and/or prison sentence as a penalty and a right to damages for the victim. A harasser may be personally liable to pay damages if a victim complains to an Employment Tribunal on the grounds of discrimination. The 1997 Act was originally designed to assist in stalking situations but case law has demonstrated that it can be relevant to employment disputes, for instance; employers can be vicariously liable for harassment received in the workplace, that the conduct is viewed as 'serious', or 'oppressive and unacceptable', that a 'course of conduct' needs to be established but that this can link incidents which are separated by long time periods and that damages for personal injury and distress can be awarded under the Act.

Process for dealing with complaints of Bullying and Harassment

2.1 Informal approach – Anyone; employee, contractor, member or visitor, who feels he or she is being bullied or harassed should try to resolve the problem informally, in the first instance. It may be sufficient to explain to the person(s) involved in the unwanted behaviour, or an intermediary, that their conduct is unacceptable, offensive or causing discomfort. Anyone concerned about being bullied or harassed is encouraged to maintain a journal or other record of the incidents.

Formal approach

2.2.1 Employees: Where the employee feels unable to resolve the matter informally any complaint about harassment or bullying can be raised confidentially and informally, initially with the Chair of the Parish Council or another Councillor if more appropriate. It may be appropriate for the complaint to be put in writing after the initial discussion, as this will enable the formal Grievance Procedure to be invoked. The employee will be expected to provide evidence of the conduct about which s/he is complaining.

Others

Any other party to the council, other than an employee, who feels he or she is being bullied or harassed should raise their complaint with the council, where possible. The complaint should then be investigated and a meeting held to discuss the facts and recommend the way forward. A member of the public who feels s/he has been bullied or harassed by any Members or officers of a council should contact the Clerk to the Council

in the first instance. It is important that the Officer(s) or Member(s) being complained about do not prevent the council operating impartially in its investigation and decision-making in this regard.

2.3 Grievance – Employees only - A meeting to discuss the complaint with the aggrieved party will normally be arranged within five working days of a written complaint being received and will be held under the provisions of the council's Grievance Procedure. At all times the confidentiality of the grievance will be of paramount importance in order to maintain trust in the process hence details of the full grievance will not be shared with the full council without prior approval by the aggrieved party. The council will commit not to victimize the aggrieved for raising the complaint once the appropriate dispute resolution process has been concluded.

2.4 Disciplinary Action - Following a Grievance Hearing or investigation into allegations of bullying or harassment a full report will be made to all parties and this may result in disciplinary action being taken against the perpetrator of the alleged action/behaviour.

For an **Employee** found to have been bullying/harassing others this will follow the council's Disciplinary procedure under the ACAS Code of Practice and would normally be treated as Gross Misconduct.

For **Members** who the council reasonably believe have been bullying or harassing another person(s) whilst undertaking council activities the range of sanctions available to the council, are limited and must be reasonable, proportionate and not intended to be punitive. In some cases counselling or training in appropriate skill areas e.g. inter-personal communication, assertiveness, chairmanship etc. may be more appropriate than a penalty. Sanctions may include; admonishment, issuing an apology or giving an undertaking not to repeat the behaviour, removal of opportunities to further harass/bully such as removal from a committee(s) where direct contact with the employee or decision-making about that employee will take place, or removing the right to representation on any outside bodies where there will be contact with the employee who has raised the complaint. A referral under the Code of Conduct to the relevant reviewing body is usually an appropriate step and there may be further disciplinary sanctions available as a result of the Standards Committee (England) or Ombudsman (Wales) reviewing the evidence under the Code in place at the time. A referral to the Police under the Protection from Harassment Act 1997 may also be appropriate in the more extreme cases.

This list is not exhaustive.

2.5 False or malicious allegations of harassment or bullying which damage the reputation of a fellow employee/Member will not be tolerated and will be dealt with as serious misconduct under the Disciplinary Procedure or a referral to the Standards process.

Responsibilities

All parties to the council have a responsibility to ensure that their conduct towards others does not harass or bully or in any way demean the dignity of others. If unacceptable behaviour is observed then each individual can challenge the perpetrator and ask them to stop. There needs to be agreement about how "robust people management" and "bullying" differ; effective management of performance will usually include feedback based on objective evidence, delivered by a committee specifically designated, with dialogue occurring on a face to face basis in confidential surroundings. Bullying is more likely to be complained about when individual Members criticise staff, often without objective evidence, without the mandate from the corporate body of the council and in environments which are open to the public or other employees or by way of blogs, social media comments, or in the pub or local playground.

The council undertakes to share its policy with all members and workers. All new members and employees will be provided with a copy of this policy.

A review of the policy shall be undertaken each year (or as appropriate) and necessary amendments will be undertaken by the Clerk and reported to the full council for approval.

The Council will undertake to ensure that its members and workers are trained in the processes required by this policy as deemed appropriate.

Useful contacts

- ACAS www.acas.org.uk tel: 0845 7 47 47 47
- Local Government Ombudsman for Wales www.ombudsman-wales.org.uk tel: 0300 7900203
- Local Government Ombudsman for England www.lgo.org.uk 0300 061 0614
- Equalities and Human Rights Commission www.equalityhumanrights.com
- SLCC www.slcc.co.uk
- DirectGov website www.GOV.uk

Appendix B:-

Upton Parish Council

Lone Working Policy

June 2017 – Review Date May 2018

Introduction

- 1.1.** Upton Parish Council recognises that staff are required to work by themselves in the community without close or direct supervision, sometimes in isolated work areas or out of office hours.
- 1.2.** Under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 Upton Parish Council has a legal obligation to look after the health, safety and welfare of their employees and contractors. However, employees have responsibilities to take reasonable care of themselves and other people affected by their work.

Scope of the Policy

- 2.1.** This policy applies to all situations involving lone working arising in connection with the duties and activities of Upton Parish Council staff.
- 2.2.** Lone workers include:
 - Those working at their main place of work where:
 - Only one person is working on the premises
 - People work separately from each other, eg in different locations.
 - People working outside normal office hours
 - Those working away from their fixed base where:
 - One worker is visiting another premises or meeting venue; One worker is making a home visit to an individual; One worker is working from their own home.

Aims of the Policy

The aim of the policy is to:

- Increase employee awareness of safety issues relating to lone working.
- Ensure that the risk of lone working is assessed in a systematic and ongoing way, and that safe systems and methods of work are put in place to reduce the risk so far as is reasonably practicable.
- Ensure that appropriate training is available so that employees are able to recognise risk and to provide practical advice of safety when working alone.
- Encourage full reporting and recording of any incidents relating to lone working.
- Reduce the number of incidents and injuries to staff related to lone working.

Responsibilities

4.1. Upton Parish Council is responsible for:

- Ensuring that there are arrangements for identifying, evaluating and managing risk associated with lone working.
- Providing resources for putting the policy into practice.
- Ensuring that there are arrangements for monitoring incidents linked to lone working and that they regularly review the effectiveness of the policy.
- Ensuring that all employees are aware of this policy
- Ensuring that risk assessments are carried out and reviewed regularly, putting procedures and safe systems into practice which are designed to eliminate or reduce risks associated with working alone.
- Managing the effectiveness of preventative measures through an effective system of reporting, investigating and recording incidents.
- Ensuring that appropriate support and equipment is given to staff involved in any incident.

4.2. Employees are responsible for:

- Taking reasonable care of themselves and others affected by their actions.
- Following guidance and procedures designed for safe working.
- Reporting all incidents that may affect the health and safety of themselves or others and asking for guidance as appropriate.
- Taking part in any training designed to meet the requirements of the policy.
- Reporting any dangers or potential dangers they identify or any concerns they might have in respect of working alone.

Guidance for Risk Assessment of Lone Working

- Is the person fit and suitable to work alone?

- Are there adequate channels of communication?
- Does the workplace or task present a special risk to the lone worker?
- Is there a risk of violence?
- Travelling to site or meetings - what procedures are in place? Is the equipment safe for individual use?

Good Practice for Lone Workers

- 6.1.** During work hours, all staff leaving the workplace (or home) should leave the details of where they are going and their estimated time of arrival back with another party.
- 6.2.** If, during the trip away, any plans change significantly this should be communicated back to the other party.
- 6.3.** When meeting with contractors arrangements must be made to meet in a public place and not in their home.
- 6.4.** If a visit is being made to a member of the public in their home a Councillor must be informed of the visit and the approximate times.
- 6.5.** Lone workers should have access to adequate first aid facilities and mobile workers should carry a first aid kit suitable for treating minor injuries with them.
- 6.6.** Lone workers should have a mobile phone and other personal safety equipment where this is necessary.
- 6.7.** All incidents must be reported to the Council. Employees / Members should ensure that all incidents, where they feel threatened or unsafe, are reported. This includes incidents of verbal abuse. If emergency assistance is required whilst out and about all employees should dial 999.
- 6.8.** A Member of Staff is at liberty to refuse to meet with a Council Member, Contractor, Member of the Public alone, if they feel threatened or feel it would be inappropriate.
- 6.9.** Whilst the Clerk of the Councils main place of work is their home, this is a private residence and, under no circumstances, should Councillors or Members of the Public attend the premises without prior, written, approval from the Clerk.

Appendix C:-

Bank Reconciliation 1st April – 28th April 2017.

				Current A/C	Reserve A/C
			Opening Balances	£41,292.15	£21,008.84
Date	Cheque No.	Description			
5/4/17	DD	O2 - Clerks Phone		-£10.80	
18/4/17	Bankline	Banking Fee		-£27.50	
19/4/17	775	Mrs Bennett - Handover fee		-£233.07	
26/4/17	Auto	NBC 50% 2017-2018 Precept rec'd		£16,200.00	
26/4/17	770	Mrs M Orpin - Vurtual Marketing		-£120.00	
26/4/17	778	Mrs M Orpin - Vurtual Marketing		-£120.00	
28/4/17	772	Mrs M Orpin - Vurtual Marketing		-£120.00	
28/4/17	Auto	Natwest Bank Interest			£0.16
				£56,860.78	£21,009.00
As at 28/04/17			Current	Reserve	
Account Balance		£56,860.78	£21,009.00		
Still to be Banked		£0.00	£0.00		
Unpresented Cheques		-£144.33	£0.00		
Available Cash at 28/04/17		£56,716.45	£21,009.00		

Appendix D:-

UPTON PARISH COUNCIL

Media and Communications Committee

Terms of Reference

Aims and Objectives

To provide a decision making forum with regard to social media and communication projects relating to Upton Parish Council. The Committee will suggest, facilitate and approve articles and generate communication on agreed social media sites, the Parish Council website, for the press & for noticeboards in order to engage, advise and exchange views with the residents of Upton.

For the purposes of this Committee, social media is defined as being any online service which facilitates public engagement, such as the Parish Council website, Facebook and Twitter. The press is defined as newspaper / magazine publications.

Structure of meetings

- a) Membership shall comprise of 3 members of the Parish Council plus the Chairman.
- b) A quorum will be a minimum of 3 members of the committee.
- c) Meetings will occur as required.
- d) Minutes of meetings will be reported at full Parish Council meetings
- e) Due to the time-sensitive nature of media engagement responses may be suggested via email to the Committee and approved for posting by a quorum, via email.
- f) If an idea for a social media post is suggested by somebody who does not have the ability to post it, once the required number of votes has been determined the original author will email the Clerk with the wording and the Clerk will facilitate posting the article, except in emergencies when another Councillor may do it.

Responsibilities

- a) Provide up to date information for Upton Parish Council website, social media sites and noticeboards. All statutory information such as agendas, minutes, etc. will continue to be managed by the Clerk.
- b) All press releases and articles will be approved by the Media and Communications Committee.
- c) The Committee will approve, facilitate and delegate the administration of all Upton Parish Council social media sites to a nominated person / company and will ensure that person / company has a remit of requirements.
- d) Information placed on social media sites will be agreed and administered via the committee and is subject to their amendments.
- e) Budget will be allocated & approved by the Finance & General Purposes Committee and the Full Parish Council annually.
- f) The Committee must be mindful of the allocated budget and consider costings when making decisions and report to the Finance & General Purposes Committee and Full Council all anticipated expenditure for approval.
- g) Parish Councillors who post information on their own social media accounts will be representing their own personal views and not that of Upton Parish Council.

Appendix E:

DRAFT



PC 717 Sarah WHITEHEAD
PCSO 7038 Helen HOUGHTON
SC 3057 David OLIVER

Duston & Ryehill Safer Community Team
Northamptonshire Police
South West Sector
Mereway Fire & Police Station
MEREWAY
Northampton
NN4 8BW

Telephone: 101 (Ext: 344268, 344438, 346159, 345198)

Follow us on Twitter:  [@DustonPolicing](https://twitter.com/DustonPolicing)

Friday 2nd June 2017.

Upton Parish Council Police Report

Ladies and Gents,

Crime Figures – May 2017:

	Burglary Dwelling	Burglary Non Dwelling	Criminal Damage	Vehicle Crime	Other offences
Upton	0	0	1	5	23
St Crispin's	0	0	1	2	6
Marina Park	0	0	0	1	1
Pineham Village	0	0	0	1	3
Sixfield's	0	3	0	6	27

Your Neighbourhood Policing Team for the above areas are PC 717 Sarah WHITEHEAD and PCSO 7038 Helen HOUGHTON. We are joined regularly by a team of dedicated Special Constables.

The 'other offence' figures cover domestic crimes and incidents, theft and shoplifting, violence, going equipped, making off without payment, vehicle interference, Racially aggravated offences, handling stolen goods, public order and harassment. These offences vary from month to month.

Dwelling Burglaries and Theft from motor vehicles continue to be a problem this month. We would urge all residents to ensure that their properties and belongings are secure when unattended and that doors are kept locked whether or not you are at home.

Please be mindful of distraction burglaries, if you are not expecting visitors; please consider not answering the door, or perhaps answering from a first floor window.