Dunchurch Parish Council
Dunchurch Community Library
School Street
Dunchurch
Rugby
CV22 6PA
Tel: 01788 817550
Email: clerk@dunchurchpc.org

Minutes of the Ordinary Parish Council meeting held on Monday 14th October at Dunchurch Community Library commencing at 7.00pm

Councillors Present: Cllr Coomber(Chair), Cllr Marsh, Cllr Gee-Russell, Cllr Grogan and Cllr Vaughan.

Staff Present: Becky Maoudis (RFO and Interim Clerk)

There were five members of the public present.

A member of the public raised security issues with the Dunchurch Park Hotel and Bilton Grange School security. He also commented that there was currently no footpath or appropriate lighting on the road from Dunchurch village towards the nursery.

A member of the public, who is the current custodian of the Halifax Memorial which crashed 80 years ago. There was a small ceremony held on Monday 14th October to mark the anniversary. It has been agreed that the 80th year anniversary will be delayed to coincide with the VE day anniversary in 2025. He informed the meeting that the Canadian families of those that perished would be attending.

The member of the public also commented that he would like to formulate a plan to hand over the custodianship of the memorial. It was muted, a few years ago, that the Parish Council may be prepared to take it over.

A member of the public informed the council that he has raised the issue of the external exterior of the Dun Cow with Mitchells and Butler. He will keep the Parish Council updated.

24.123 Apologies

Apologies received from Cllr Martin, Cllr Sly and Cllr Price.
Resolved: To accept apologies.

24.124 Co-option of Councillor

Councillor Coomber informed the meeting that Dunchurch Parish Council currently have two councillor vacancies and urged anyone interested to contact the clerk.
Resolved: To keep the item on the agenda

24.125 Declarations of Interests and Dispensations

No interests or dispensations.

24.126 Approval of the Minutes of the Dunchurch Parish Council Ordinary Meeting from 9th September 2024

Resolved: To approve the minutes of the Dunchurch Parish Council Ordinary Meeting from 9th September 2024.

24.127 Reports from Rugby Borough Councillor and Warwickshire County Councillor

Rugby Borough Councillor Simpson-Vince informed the meeting that she was disappointed that the recent planning committee vote was not unanimous for the officer recommendation. Councillor Simpson-Vince will write to the planning inspectorate to agree with the officer recommendation that the pods should not be granted a temporary extension. She strongly feels that the site should be protected.

Councillor Simpson-Vince commented that Severn Trent and Taylor Wimpey have had recent discussion around drainage issues in the village of Stretton and would be surprised if similar discussions had not already taken place regarding the proposed site near Lime Tree Village. Councillor Simpson-Vince has spoken to Taylor Wimpey to highlight concerns over trucks located at Lime Tree Village, pumping water out and taking it away. She highlighted that the electricity supply will also be an issue as it will need bringing from the substation at Elliots Field.

24.128 Clerks Report of Activities including any appropriate correspondence

WCC officer requested use of the library as a venue for family meetings for people working with Children's services to help them plan support from their network around the Rugby area. This can only be possible when the library is closed.

Clerk has received parking concerns on School Street around school drop off and collection times. Warwickshire County Councillor Keeling has organised for the school to receive a 'school parking action pack'. An officer from WCC will also be attending the school to see what other support they can provide.

We have received an interim conclusion to the external audit as there ongoing investigations to an objection to the accounts. This will result in an increased fee from the External Auditors so there will have to be budget amendments.

A local author has submitted a grant application for the publication of a booklet which unfortunately cannot be agreed as it does not fit the criteria of the grant policy. Dunchurch Parish Council have agreed to assist in the promotion and display of the tree trail guide booklet.

24.129 Planning update

<u>New Applications</u>

Application No: R24/0759

Description: Demolition of existing bungalow and construction of 4 bedroom dwelling with associated carport/garage.

Proposal at: 72 Lime Tree Avenue, Rugby, CV22 7QT.

The Parish Council made no comment on the planning application.

Application No: R24/0733

Description: Demolition of existing buildings, alterations to Cawston Lane, formation of a single carriageway road (the Community Spine Road), formation of a temporary access road to Cherry Tree Farm, construction of footways, cycleways and crossing points and associated works (including landscaping and drainage).
Proposal at: Cawston Lane and land to West and East, Cawston Lane, Dunchurch.
A draft response was circulated to Parish Councillors before the meeting highlighting issues with drainage, tree protection and rights of way. It was agreed for the clerk to submit the response to Rugby Borough Council and will be displayed on the planning portal.

Application No: R24/0709
Description: Proposed structural works to curtilage listed outbuilding.
Proposal at: 66, Clare Cottage, The Heath, Dunchurch, Rugby, CV22 6RJ
The Parish Council made no comment on the planning application.

Application No: R18/0995
Description: Residential development of up to 275 dwellings (Use Class C3); provision of open space, outline including means of access into the site (not internal roads) and associated works, with all other matters (relating to access, appearance, landscaping, scale and layout) reserved. Demolition of six silos and buildings referenced A-K.
Proposal at: Land adjacent to Cawston Spinney & Brickyard, South of Coventry Road, Cawston, Rugby.
The council felt that there was not enough notice to effectively discuss the application so will be deferred to the next Parish Council meeting.

Determined applications
Application No: R24/0648
Description: Provision of an energy centre (reduced size from that approved by R21/0829) and retention of pumping station and GRP enclosures.
Proposal at: South Eastern part of zone D, Land north of Coventry Road, Thurlaston.
Planning permission has been granted.

Appeal
Application No: R24/0405
Description: Variation of Conditions 1 and 2 of R22/0193 APP/E3715/W/23/3318322 Appeal Decision (for planning permission for ancillary accommodation comprising 40 cabins on a temporary basis for 18 months) to allow temporary siting and occupation of the accommodation cabins for 18 months.
Proposal at: Dunchurch Park Hotel and Conference Centre, Rugby Road, Dunchurch, CV22 6QW.
Appeal has been submitted to the Secretary of State

24.130 Library update
Councillor Coomber reported that the library is currently supporting a number of students to complete the volunteering element for their Duke of Edinburgh awards. The volunteers are currently supervising both Silver and Bronze award students.

24.131 To report requests for information and FOI Requests
None received.

24.132 Speeding, dangerous driving and traffic in the parish

Councillor Vaughan reported that WCC carried out traffic, speed and volume monitoring for two weeks on five roads in Dunchurch. Councillor Vaughan has agreed to correlate the data that has been produced and report back to the Parish Council.

Two thirty mile an hour signs on the Coventry Road were recently vandalised. These have now been cleaned. The Parish Council placed a vote of thanks on record for Councillor March for his attempts at cleaning them over the weekend.

24.133 VE Day Celebrations

Councillor Grogan reported that there has been lots of progress on the VE day celebrations. Subject to agreement by Rugby Borough Council, The Square will be closed to allow for a safe venue. The Beacon will be lit on Thursday 8th May 2025 and will incorporate a ceremony to include the Halifax bombers.

There will be a day of events on Saturday 10th May 2025 to include a variety of vehicles, a camouflage tent, weapons exhibition, a visit from the Mayor of Rugby, alongside other daytime and evening entertainment.

24.134 Phone systems report

The clerk circulated a report to councillors outlining the issues with the current telephone system in the library (appendices 1).

Resolved: To support the clerk's recommendations as outlined in the report.

24.135 Neighbourhood Plan update

Funding received for the development of a Neighbourhood Plan (NHP) had to be repaid this year as it had not been used within the specified timeframe. There was discussion regarding whether the existing council had capacity to facilitate a NHP.

Resolved: The NHP development would be placed on hold until the next round of funding which is likely to be released in Spring/Summer 2025.

24.136 Annual Parish Meeting date

Councillor Coomber would like to bring forward the date of the Annual Parish Meeting to March to facilitate preparations for the VE Day event.

24.137 Parish Council Communication

Councillor Coomber outlined that she would like a staged approach to publishing in the Dunchurch Village Magazine again. The deadline for the next edition is 31st October and it was agreed that Councillor Vaughan would write an article regarding the work he is doing on traffic and speeding in the village.

Resolved: To agree a budget of £200 for articles in the December issue of the Dunchurch Village Magazine.

24.138 Payroll provider review

The current payroll provider has presented a new contract for payroll services. The clerk distributed a report to the councillors, outlining the options of either continuing with the existing provider or switching to a new one (appendices 2).

Resolved: The council agrees to support the clerk's recommendations as outlined in the report.

24.139 Village Hall Trustee Vacancy

Councillor Vaughan has made the decision to step down as trustee of the Village Hall.
Resolved: To defer the agenda item to the next meeting.

24.140 Councillor roles

There was discussion surrounding the responsibilities of councillors. Councillors present agreed to support the following roles:
Traffic – Councillors Vaughan and Sly
Finance – Councillor Marsh
Events champion – Councillor Grogan
Library – Councillor Coomber
Environmental champion – Councillor Gee-Russell

This is not an exclusive list and may be amended.

24.141 Local Nature Action Plan

Councillor Gee-Russell recently attended a Local Nature Action Plan (LNAP) event organised by Warwickshire Association of Local Councils (WALC). Councillor Gee-Russell believes that such a plan would be a valuable asset for the Parish and is seeking volunteers from the community to assist in developing an LNAP for Dunchurch.

24.142 To consider request for trees on The Green to be cut back

The clerk was contacted by a local resident concerned with branches from a tree on The Square overhanging their property. The Parish Council agreed that the trees need to be cut back as any strong winds could result in damage or injury.
Resolved: The clerk is authorised to spend up to £1000 on employing a suitable qualified contractor to cut back the overhanging branches.

24.143 Finance and administration

Balance brought forward from 31st August 2024 **£ 258,139.13**

Payments to 30th September 2024

Visibly Clear	Library cleaning	£ 150.00
Tracey Price	Expenses	£ 148.04
Rebecca Maoudis	Expenses	£ 79.58
Amy Cavendish	Expenses	£ 172.28
RBC	Play rangers 11/04-23/05/24	£ 118.80
RBC	Hanging baskets 2019	£ 300.00
RBC	Play rangers 03/06-21/07/24	£ 356.40
Darren Styles	Hours and expenses July	£ 879.40
Darren Styles	Hours and expenses August	£ 703.49
FODS	Winter Wonderland table hire	£ 7.00
Locality	NHP Grant	£ 7000.00

WCC	Col No. 002 install new LED	£ 395.57
Mid-Shire Rugby Landscapes	Arkwright mowing	£ 556.80
Wicksteed	Flat seats x 2	£ 155.40
Clear Councils	Insurance renewal	£ 2,162.62
GEM Conservation	Lord John Statue repairs	£ 1,905.60
DM Payroll Services Ltd	Payroll Apr – Sept 2024	£ 66.00
Total Gas & Power	Library August	£ 376.67
Total Gas & Power	UMS August	£ 3,031.07
Water Plus Limited	Water charges	£ 45.24
BT	Parish telephone	£ 65.98
Ionos Cloud Ltd	Email hosting	£ 18.00
Water Plus	Water charges	£ 59.14
Gamma	Library telephone	£ 35.06
AR Interactive	Website hosting	£ 94.80
Rebecca Maoudis	September salary	[redacted]
NEST	Pension	£ 211.79
Amazon	Printer ink (library)	£ 51.22
Amazon	Printer ink (library)	£ 54.86
Amazon	Printer ink (library)	£ 89.97
Amazon	Printer ink (library)	£ 116.47
Amazon	Printer ink (RFO)	£ 38.98
HMRC	PAYE & NI	£ 858.22
£ 22,057.82		

Income:

	CCLA	£ 342.26
	Precept	£ 59,020.00
	Christmas tree project	£ 648.00
	Room hire	£ 67.50
		£ 60,077.76

Balance	**£ 296,129.07**

Cooperative Bank	£ 66,129.07
CCLA	£ 80,000.00
Scottish Widows	£ 65,000.00
Skipton	£ 85,000.00
	£ 296,129.07

Payments to be authorised:

Rebecca Maoudis	Expenses for September	£ 79.14
Darren Styles	Hours and expenses September	£ 596.70
John Fenwick Wilson	Milk for July	£ 19.80
John Fenwick Wilson	Milk for August	£ 21.86
John Fenwick Wilson	Milk for September	£ 23.92
WCC	Auto door service visit 1 of 2	£ 201.08
WCC	Emergency lighting repair 18/09/24	£ 51.12

WCC	Staff toilet repair	£ 149.27
E Dunn	Remembrance wreath	£ 22.00
Playsafety Limited	Annual play area inspection	£151.20
Integra	Annual CCTV maintenance	£ 108.00
The Design Concept	Index blocks & labels	£ 179.52
SLCC	Clerk membership	£ 253.00

The invoices and payments received were noted. The finance report and budget monitoring report (appendices 3) were reviewed and noted.
Resolved: To approve the payments to be authorised.

There was some discussion regarding the precept demand for 2024/25. This will be discussed further once the Parish Council has been notified of the tax base for next year.

The Sexual and General Harassment Policy (appendices 4) was reviewed. It was noted that in the appeal section, the Chair should be named as the point of contact.
Resolved: To adopt the Sexual and General Harassment Policy with amendments discussed.

The clerk reported that she had approached InPost regarding the possibility of siting a locker at the Dunchurch Community Hub. Taking electricity costs into account, it would generate approximately £600, would provide a service to the community and increase footfall to the Community Hub and Library. The contract is for 5 years and InPost would cover the costs of installation, maintenance and vandalism. A survey is required before any agreement could be reached. The current bicycle racks would also have to be relocated.
Resolved: The clerk organise a survey of the site.

24.144 Private Session

Resolved: To hold a private sessions due to the confidential nature of the business about to be transacted.

24.145 Recruitment update

Interviews were held for the role of Community Hub Officer and the panel recommended Pam Camilleri be offered the position.
Resolved: Pam Camilleri to be offered the role of CHO with a six month probation period at NJC Scale Range LC2, SCP 18.

After a successful interim period, it was agreed that Becky Maoudis take on the role of Parish Clerk on a permanent basis.
Resolved: Becky Maoudis is to be offered the role of Parish Clerk for 15 hours a week, in addition to her role as Responsible Financial Officer (RFO), with a six month probation period at her current salary of NJC Scale Range LC2, SCP 28.

24.146 Staffing structure discussion

There was discussion regarding the current staffing structure at the Parish Council and it was agreed that the current structure is appropriate for the Parish.

Date of the next Dunchurch Parish Council Meeting: Monday 11th November 2024

To	Dunchurch Parish Council
Title	Telephone Systems
Report author	Becky Maoudis
Date	4th October 2024
Email	clerk@dunchurchparishcouncil.gov.uk

Recommendation

It be recommended to the Parish Council that –

(1) The library telephone be removed; and
(2) The Parish Council Office telephone and broadband be upgraded for use in the library; and
(3) The Parish Council mobile telephone be reinstated for use by the clerk during office hours.

1.0 Introduction

As technology advances and business needs evolve, the current telephone system in the office may no longer be sufficient to meet the demands of modern communication. This report explores the necessity of upgrading the office telephone systems, evaluates the options available, and outlines the benefits of transitioning to a more advanced solution.

2.0 Reasons for upgrading

The Parish Council office telephone is currently underutilised, as the clerk is only in the office one morning a week. Additionally, the office telephone and broadband services are out of contract, offering the opportunity to renew at a lower cost, resulting in significant savings for the council.

It is proposed that the library telephone line be discontinued, with the Parish office telephone relocated to the main library area. Furthermore, it is recommended that the clerk be provided with a mobile phone contract to enhance flexibility and accessibility when managing council matters.

3.0 Provider options

Supplier	Cost per month	Extra charges	Contract length
BT	£42.95+vat	£65 for telephone	24 months
Sky	£49.95+vat	£79 set up fee	24 months
TalkTalk	£25.95+vat	£9.95 p&p	24 months

Virgin was unable to provide a quote, and PlusNet could only offer part-fibre broadband with no landline service.

While TalkTalk presents the cheapest option, they are unable to provide 4G backup, which is essential for the library's operations.

4.0 Other considerations

The council should consider the balance between cost and the need for reliable service, particularly in terms of 4G backup. While cheaper options may appear attractive, ensuring uninterrupted and dependable communication for library operations and council matters should remain a priority.

To	Dunchurch Parish Council
Title	Payroll provider report
Report author	Becky Maoudis
Date	1st October 2024
Email	clerk@dunchurchparishcouncil.gov.uk

Recommendation

It be recommended to the Parish Council that –

1) The Parish Council will continue using the current payroll provider

5.0 Introduction

Payroll management is a critical function for any organisation, ensuring that employees are paid accurately and on time while maintaining compliance with legal and tax obligations. Choosing the right payroll provider is essential to streamline operations, minimise errors, and reduce administrative burden. The report will highlight challenges and considerations associated with transitioning to a new provider, should that be a necessary step for improving payroll operations.

6.0 Purpose of the report

DM Payroll Services Ltd currently provides payroll services for Dunchurch Parish Council. Recently, DM Payroll has reviewed their pricing structure, including costs for additional services, and is requesting that Dunchurch Parish Council sign a new contract to continue their services. It is important to note that the contract can be terminated with one calendar months' notice, providing flexibility for the council if a change in providers becomes necessary.

7.0 Financial consideration

Five alternative payroll providers were contacted to request quotes; however, only two responses were received. This limited feedback may impact the comparison of potential alternatives for Dunchurch Parish Council's payroll services.

Payroll provider	Monthly cost
DM Payroll Services Ltd	£12.00
Rosevale Accountants	£52.00
Highland Payroll Services	£18.75

The Suffolk Association of Local Councils offers a payroll processing service for their parish councils at a cost of £24.50 per month. Although this service is not available to Dunchurch Parish Council, it is useful to note for comparison purposes when evaluating other payroll service providers.

8.0 Other considerations

Switching to a new payroll provider could result in potential errors or delays in payroll processing.

A significant challenge is ensuring that employees receive sufficient training on the new system's features and functionalities. While many providers offer resources like webinars, training sessions, and user guides, it can still be difficult to ensure all users are properly prepared.

Budget Headings View

Exp	Heading no	Committee	Description	Last year's net	2024/2025	2025/2026	Actual Net	Out turn
	100	ADMIN	Precept	£112,419.00	£118,040.00	£121,849.29	£118,040.00	£118,040.00
	110	ADMIN	Interest on Scottish Widows (via Co-op)	£820.40	£1,020.00	£1,020.00	£751.99	£1,020.00
	112	ADMIN	Interest on Current Account	£0.00	£0.00	£0.00	£0.00	£0.00
	113	ADMIN	CCLA Interest	£3,910.20	£3,700.00	£3,700.00	£2,089.02	£3,900.00
	115	ADMIN	Interest on Skipton (via Co-op)	£2,499.23	£2,500.00	£2,500.00	£0.00	£2,500.00
	120	ADMIN	Section 106	£0.00	£0.00	£0.00	£0.00	£0.00
	130	ADMIN	Neighbourhood Planning	£7,000.00	£8,000.00	£8,000.00	£0.00	£0.00
	130/1	ADMIN	Grant Funding	£7,000.00	£8,000.00	£8,000.00	£0.00	£0.00
	150	ADMIN	Xmas trees Christmas trees	£3,830.00	£4,280.00	£5,040.00	£2,182.00	£5,040.00
	160	ADMIN	Payment for Insurance claims	£0.00	£0.00	£0.00	£0.00	£0.00
	199	ADMIN	VAT Refunded	£24,643.66	£7,500.00	£10,000.00	£14,105.21	£19,000.00
	200	LIB	Library Lettings	£682.50	£650.00	£650.00	£326.25	£650.00
	210	LIB	Library Grant Funding	£400.00	£500.00	£250.00	£0.00	£0.00
	220	LIB	Donations to Library	£66.25	£70.00	£120.00	£57.64	£120.00
	230	LIB	Fines collected	£151.99	£200.00	£450.00	£226.95	£450.00
	240	LIB	Income from Library Rentals	£0.00	£0.00	£0.00	£0.00	£0.00
	250	LIB	Income from Printing/Copying	£0.00	£0.00	£0.00	£0.00	£0.00
	260	LIB	Miscellaneous	£0.00	£0.00	£0.00	£0.00	£0.00
	3090	P/OS	Grant funding	£2,400.00	£0.00	£0.00	£0.00	£0.00
	600	YOUTH	Youth Provision Income	£0.00	£0.00	£0.00	£0.00	£0.00
	600/1	YOUTH	Grant Funding	£0.00	£0.00	£0.00	£0.00	£0.00
	600/3	YOUTH	Fundraising Donations	£0.00	£0.00	£0.00	£0.00	£0.00
	1000	ADMIN	Professional Fees	£579.51	£500.00	£179.00	£7,101.00	£7,167.00

1010	ADMIN	Clerks Salary & NEST		£24,728.82	£32,600.00	£31,050.00	£14,784.64	£29,569.00
1020	ADMIN	PAYE & NI		£4,894.23	£5,505.00	£6,339.00	£2,958.99	£6,000.00
1040	ADMIN	Elections		£0.00	£0.00	£0.00	£0.00	£0.00
1050	ADMIN	Training		£345.00	£1,295.00	£500.00	£0.00	£200.00
1060	ADMIN	Insurance		£1,964.64	£1,965.00	£2,162.62	£2,162.62	£2,162.62
1060/1	ADMIN	PC Insurance		£1,964.64	£1,965.00	£2,162.62	£2,162.62	£2,162.62
1070	ADMIN	Subscriptions		£1,584.70	£2,050.00	£2,025.00	£1,658.32	£1,925.00
1080	ADMIN	Chairmans Allowances		£300.00	£300.00	£300.00	£0.00	£300.00
1090	ADMIN	Audit Fees		£885.00	£885.00	£900.00	£480.00	£1,900.00
1090/1	ADMIN	External Audit		£420.00	£420.00	£420.00	£0.00	£1,420.00
1090/2	ADMIN	Internal Audit		£465.00	£465.00	£480.00	£480.00	£480.00
1100	ADMIN	Computer		£1,497.06	£0.00	£0.00	£0.00	£0.00
1110	ADMIN	Section 137		£0.00	£0.00	£0.00	£0.00	£0.00
1120	ADMIN	FODS Newsletters		£0.00	£0.00	£400.00	£0.00	£200.00
1130	ADMIN	Community Information		£0.00	£200.00	£50.00	£7.00	£7.00
1140	ADMIN	Office Expenditure		£3,549.31	£2,950.00	£2,199.00	£1,600.32	£2,598.76
1140/1	ADMIN	Bank Charges		£0.00	£0.00	£0.00	£0.00	£0.00
1140/2	ADMIN	Stationary/Office Equipment		£631.19	£300.00	£200.00	£95.16	£200.00
1140/3	ADMIN	Postage		£17.45	£20.00	£0.00	£0.00	£0.00
1140/4	ADMIN	BT Line Rental/Calls		£812.07	£1,196.00	£580.00	£384.86	£659.76
1140/5	ADMIN	Miscellaneous		£536.65	£300.00	£0.00	£0.00	£0.00
1140/6	ADMIN	Web Hosting		£1,528.55	£300.00	£420.00	£595.10	£740.00
1140/7	ADMIN	Mileage		£23.40	£210.00	£375.00	£187.20	£375.00
1140/8	ADMIN	Work From Home Allowance		£0.00	£624.00	£624.00	£338.00	£624.00
1150	ADMIN	Councillors Expenses		£0.00	£0.00	£0.00	£0.00	£0.00
1160	ADMIN	Miscellaneous		£656.14	£0.00	£0.00	£0.00	£0.00
2010	LIB	Library Expenditure		£18,230.57	£7,750.00	£11,670.00	£6,357.32	£11,990.00
2010/1	LIB	Electricity		£3,512.94	£3,840.00	£6,050.00	£3,012.68	£6,050.00

2010/2	LIB	Water Rates	£523.07	£500.00	£500.00	£243.91	£500.00
2010/3	LIB	Repairs	£11,466.29	£350.00	£1,000.00	£484.75	£1,000.00
2010/4	LIB	Telephone & Calls	£313.87	£360.00	£0.00	£196.78	£400.00
2010/5	LIB	Refuse Collection/Cleaning Materials	£1,563.65	£1,620.00	£2,080.00	£1,040.18	£2,080.00
2010/6	LIB	Maintenance	£655.14	£580.00	£1,200.00	£903.11	£1,200.00
2010/7	LIB	Provisions	£195.61	£200.00	£320.00	£159.84	£320.00
2010/8	LIB	Community Group Resources	£0.00	£300.00	£120.00	£18.10	£40.00
2010/9	LIB	Stationary	£0.00	£0.00	£400.00	£297.97	£400.00
3000	P/OS	Mowing	£880.65	£1,230.00	£1,230.00	£1,626.00	£2,050.00
3010	P/OS	Maintenance	£465.50	£0.00	£50.00	£13.00	£50.00
3020	P/OS	Trees/Plants	£4,788.04	£5,750.00	£2,500.00	£719.44	£2,500.00
3030	P/OS	Litter/Dog Bins	£230.00	£230.00	£230.00	£0.00	£0.00
3040	P/OS	Street Furniture	£2,283.90	£1,000.00	£1,000.00	£0.00	£0.00
3050	P/OS	Playgrounds	£224.40	£225.00	£625.00	£255.50	£1,385.00
3060	P/OS	D-Day Celebration/VE day	£15.39	£5,000.00	£7,971.50	£2,028.50	£2,028.50
3070	P/OS	Village Green/Monuments	£0.00	£500.00	£500.00	£0.00	£500.00
3080	P/OS	Handyman	£11,100.95	£12,000.00	£12,000.00	£5,708.60	£12,000.00
4000	LIGHT	Street Lighting Energy	£46,691.82	£39,600.00	£39,600.00	£20,409.69	£39,600.00
4010	LIGHT	Refurbishment/repairs	£72.42	£1,000.00	£1,500.00	£408.45	£1,500.00
4020	LIGHT	Maintenance	£2,977.10	£2,300.00	£2,300.00	£0.00	£2,300.00
4030	LIGHT	Replacement columns	£6,650.27	£0.00	£0.00	£0.00	£0.00
5000	PROJ	NEIGHBOURHOOD PLAN	£0.00	£1,040.00	£1,040.00	£0.00	£0.00
5000/1	PROJ	Stationary	£0.00	£1,040.00	£1,040.00	£0.00	£0.00
5000/2	PROJ	Promotional Material	£0.00	£0.00	£0.00	£0.00	£0.00
5000/3	PROJ	Traffic Survey	£0.00	£0.00	£0.00	£0.00	£0.00
5000/4	PROJ	Avon Planning Consultants	£0.00	£0.00	£0.00	£0.00	£0.00
5000/5	PROJ	Survey Costs	£0.00	£0.00	£0.00	£0.00	£0.00
5000/6	PROJ	Equipment	£0.00	£0.00	£0.00	£0.00	£0.00
5010	PROJ	Road Safety	£0.00	£0.00	£0.00	£550.00	£0.00
5020	PROJ	Protection of Statue	£0.00	£0.00	£0.00	£1,588.00	£0.00
5030	PROJ	CCTV at Traffic Lights	£0.00	£0.00	£0.00	£0.00	£0.00
5030/1	PROJ	Annual Maintenance	£0.00	£0.00	£0.00	£0.00	£0.00
5030/2	PROJ	Installation costs	£0.00	£0.00	£0.00	£0.00	£0.00
5040	PROJ	Refurbish Play Area	£54,731.70	£0.00	£0.00	£0.00	£0.00
5050	PROJ	Church flood lighting	£0.00	£0.00	£0.00	£0.00	£0.00
5060	PROJ	Community Donations/Grants	£5,150.00	£15,000.00	£15,000.00	£500.00	£15,000.00
5070	PROJ	De-Fib	£0.00	£0.00	£0.00	£0.00	£0.00
6000	YOUTH	Youth Provision Expenditure	£2,379.20	£4,400.00	£2,300.00	£1,069.20	£2,300.00
6000/2	YOUTH	Equipment Purchase	£0.00	£0.00	£0.00	£0.00	£0.00
6000/3	YOUTH	Payments for sessions	£2,379.20	£4,400.00	£2,300.00	£1,069.20	£2,300.00
6000/9	YOUTH	Residential Courses	£0.00	£0.00	£0.00	£0.00	£0.00
6000/14	YOUTH	Promotional Materials	£0.00	£0.00	£0.00	£0.00	£0.00
6000/16	YOUTH	Hire of Methodist Church Hall	£0.00	£0.00	£0.00	£0.00	£0.00
6000/17	YOUTH	WiFi Costs	£0.00	£0.00	£0.00	£0.00	£0.00
		Income Total	£158,823.23	£146,460.00	£153,579.29		£150,720.00
		Expenditure Total	£197,856.32	£145,275.00	£145,621.12		£145,232.88

Sexual and General Harassment Policy & Procedure

1. We recognise that harassment and victimisation is unlawful under the Equality Act 2010. As such, harassment or victimisation on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation is unacceptable and will not be tolerated.
2. Personal harassment takes many forms ranging from tasteless jokes and abusive remarks to pestering for sexual favours, threatening behaviour and actual physical abuse. For the purposes of this policy, it also includes bullying.
3. Bullying is understood to be targeted and persistent offensive, intimidating, malicious or insulting behaviour and can include the abuse or misuse of power to undermine, humiliate, denigrate or injure the recipient.
4. Whatever form it takes, personal harassment is always taken seriously and is totally unacceptable.
5. We recognise that personal harassment can exist in the workplace, as well as outside, and that this can seriously affect employees' working lives by interfering with their job performance or by creating a stressful, intimidating and unpleasant working environment.
6. We deplore all forms of personal harassment and seek to ensure that the working environment is sympathetic to all our employees. The aim of this policy is to inform employees of the type of behaviour that is unacceptable and provide employees who are the victims of personal harassment with a means of redress.
7. This policy covers all areas of the Organisation. This includes overseas sites, subject to any applicable local laws which impose any additional requirements on the Organisation.
8. We recognise that we have a duty to implement this policy and all employees are expected to comply with it. We will also endeavour to review this policy at regular intervals in order to monitor its effectiveness.

Examples of personal harassment

9. Personal harassment takes many forms and employees may not always realise that their behaviour constitutes harassment. Personal harassment is unwanted behaviour by one employee towards another and examples of harassment include:

- insensitive jokes and pranks
- lewd or abusive comments
- deliberate exclusion from conversations
- displaying abusive or offensive writing or material
- abusive, threatening or insulting words or behaviour

- name-calling
- picking on someone or setting them up to fail
- exclusion or victimisation
- undermining their contribution/position
- demanding a greater work output than is reasonably feasible
- blocking promotion or other development/advancement.

10. These examples are not exhaustive and disciplinary action at the appropriate level will be taken against employees committing any form of personal harassment.

Examples of sexual harassment

11. Sexual harassment can take place in many forms within the workplace and can go undetected for a period of time where employees do not understand that particular behaviour is classed as sexual harassment. Sexual harassment is unwanted behaviour related to sex, or of a sexual nature, by one employee towards another and examples of sexual harassment include:

- lewd or abusive comments of a sexual nature such as regarding an individual's appearance or body
- unwelcome touching of a sexual nature
- displaying sexually suggestive or sexually offensive writing or material
- asking questions of a sexual nature
- sexual propositions or advances, whether made in writing or verbally.

12. Sexual harassment can also take place where an employee is treated less favourably because they have rejected, or submitted to, the unwanted conduct that is related to sex or is of a sexual nature. Whether less favourable treatment occurs as a result will be examined broadly and includes areas such as blocking promotion and refusal of training opportunities or other development opportunities.

Examples of victimisation

13. Victimisation takes place when an employee is treated unfavourably as a direct result of raising a genuine complaint of discrimination or harassment. Furthermore, any employee who supports or assists another employee to raise a complaint is also subjected to victimisation if they are treated unfavourably.

Third party harassment

14. The Organisation operates a zero tolerance policy in relation to harassment perpetrated against one of its employees by a third party, such as a client/customer or visitor to the Organisation. All employees are encouraged to report any and all instances of

harassment that involve a third party in line with our reporting procedure, as outlined below.

15. If we find that the allegation is well-founded, we will take steps we deem necessary in order to remedy this complaint. This can include, but is not limited to:

- warning the individual about the inappropriate nature of their behaviour
- banning the individual from Organisation premises
- reporting the individual's actions to the police.

In addition to this, the Organisation will endeavour to take all reasonable steps to deter and prevent any form of harassment from third parties taking place.

16. Employee Responsibilities

16.1 The Organisation requires its employees to behave appropriately and professional at all times during the working day, and this may extend to events outside of working hours which are classed as work-related such as social events. Employees should not engage in discriminatory, harassing or aggressive behaviour towards any other person at any time.

16.2 Any form of harassment or victimisation may lead to disciplinary action up to and including dismissal if it is committed:

- in a work situation
- during any situation related to work, such as a social event
- against a colleague or other person connected to the employer outside of a work situation, including on social media
- against anyone outside of a work situation where the incident is relevant to

their suitability to carry out the role.

16.3 A breach of this policy by will be treated as a disciplinary manner

17. Organisation responsibilities

17.1 The Organisation will be responsible for ensuring all members of staff, including seniors and those within management positions, understand the rules and policies relating to the prevention of harassing and bullying behaviour at work and during work-related social events. We will promote a professional and positive workplace whereby managers are alert and proactively identify areas of risk and incidents of harassment, sexual harassment and bullying.

17.2 We will also take into account aggravating factors, such as abuse of power over a more junior colleague, when deciding what disciplinary action to take.

17.3 Where an incident is ed, or a complaint is made under this policy, the Organisation will take prompt action to deal with this matter. All incidents will be deemed serious and dealt within in a sensitive and confidential manner

Complaining about harassment and/or bullying

18. Informal method

18.1 We recognise that complaints of personal harassment, and particularly of sexual harassment, can sometimes be of a sensitive or intimate nature and that it may not be appropriate for you to raise the issue through our normal grievance procedure. In these circumstances you are encouraged to raise such issues with a senior colleague of your choice (whether or not that person has a direct supervisory responsibility for you) as a confidential helper.

18.2 If you are the victim of minor harassment you should make it clear to the harasser on an informal basis that their behaviour is unwelcome and ask the harasser to stop. If you feel unable to do this verbally then you should hand a written request to the harasser, and your confidential helper can assist you in this.

19. Formal method

19.1 Where the informal approach fails or if the harassment is more serious, you should bring the matter to the attention of the Chair as a formal written grievance and again your confidential helper can assist you in this. If possible, you should keep notes of the harassment so that the written complaint can include:

- the name of the alleged harasser
- the nature of the alleged harassment
- the dates and times when the alleged harassment occurred
- the names of any witnesses any action already taken by you to stop the alleged harassment.
- Where it is not possible to make the formal complaint to the above named person, for example where they are the alleged harasser, we would encourage you to raise your complaint to the Vice Chair.
- On receipt of a formal complaint we will take action to separate you from the alleged harasser to enable an uninterrupted investigation to take place. This may involve a temporary transfer of the alleged harasser to another work area or suspension with contractual pay until the matter has been resolved.
- On conclusion of the investigation, which will normally be within 14 days of the meeting with you, a report of the findings will be submitted to the manager who will hold the grievance meeting.
- You will be invited to attend a meeting, at a reasonable time and location, to discuss the matter once the person hearing the grievance has had opportunity to read the report. You have the right to be accompanied at such a meeting by a colleague and you must take all reasonable steps to attend. Those involved in the investigation will be expected to act in confidence and any breach of confidence will be a disciplinary matter.
- You will be able to put your case forward at the meeting and the manager will explain the outcome of the investigation. You have a right to appeal the outcome, which is to be made to the Chair within 7 days of receiving the outcome.
- If the decision is that the allegation is well founded, the harasser will be liable to disciplinary action in accordance with our disciplinary procedure up to and including dismissal.

- The Organisation is committed to ensuring employees are not discouraged from using this procedure and no employee will be victimised for having brought a complaint.

This policy was adopted by Dunchurch Parish Council on 14th October 2024.

It will be reviewed on an annual basis.