



Radcliffe on Trent Parish Council

The Grange, Vicarage Lane, Radcliffe-on-Trent, Nottingham NG12 2FB

Tel: 0115 933 5808, Email: clerk@rotpc.com, Web: www.rotpc.com

Friday, 24 November 2023

Dear Councillor,

You are hereby summoned to attend a meeting of the **Full Council** which will be held on **Tuesday 28 November** commencing at **20.00** in the Radcliffe Room, **The Grange, Vicarage Lane, Radcliffe-on-Trent, Nottingham NG12 2FB.**

In the interests of transparency, the council asks that any person wishing to record the meetings proceedings informs the Chairman prior to the start of the meeting and that recording equipment is on view.

Please note: This meeting is preceded by a meeting of the Finance and General Purposes Committee. The start of this meeting may be delayed if the preceding meeting overruns.

Belina Boyer
Parish Clerk/RFO

Agenda no	Agenda Item title	Power/Regulation
	Chair's welcome	
Open Forum	Members of the public are welcome to present any matter relevant to the wellbeing of Radcliffe-on-Trent. and each resident will receive the attention of the Council for a period not exceeding 5 minutes, with a maximum of 15 minutes in total. Please see the Standing Orders 3 d-n for details.	Public Bodies (Admissions to Meetings) Act 1960, s 1(1).
	To receive and note reports from Borough and County Councillors.	
FC24/127	To note apologies for absence and the reasons given and formally approve the absence if applicable.	Local Government Act 1972, s85 (1) & Sch 12, p40.

Agenda no	Agenda Item title	Power/Regulation
FC24/128	To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	Localism Act 2011, s31.
FC24/129	To consider any dispensation requests received by the Parish Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded.	Localism Act 2011, s33.
FC24/130	To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and resolve to exclude public and press for these items.	Public Bodies (Admissions to Meetings) Act 1960 1 (2)
FC24/131	To receive the minutes of the previous Radcliffe-on-Trent Parish Council meeting(s) and resolve to sign these as a true record of the meeting(s). Paper A –Parish Council meeting, Tuesday 24 October 2023.	Local Government Act 1972, Sch 12, p41 (1).
FC24/132	To note the (draft) minutes of the council’s committees: a) F & GP 24 October 2023 b) F & GP 14 October 2023 c) Amenities 21 November 2023 d) Planning and Environment 14 November 2023 e) The Grange and Grange Hall 14 November 2023 Paper B	
FC24/133	To receive and note a verbal update by the clerk	
FC24/134	To consider the following policies and procedures for adoption: a) Social Media and Electronic Communication Policy b) Communication Protocol Deferred from FC24/103 and FC24/118 Paper C	
FC24/135	To consider a proposal by Cllr Thomas: to agree the work scope required to support promoted events for the year 2024/5. As part of this I would ask the Clerk to assess the number of hours and	

Agenda no	Agenda Item title	Power/Regulation
	<p>cost of the staff time we 'invested' in the events this year and to decide on number of associated proposals so that the correct figures can be included in next years budget:</p> <ul style="list-style-type: none"> • the council will continue to promote events next year only if all costs (including staff) are covered by income from the event (i.e. no charge on the precept) • the council will continue to promote events next year if external costs only are covered by income from the event (i.e. the precept covers the cost of staff time etc) • If the council agree to continue to promote events next year, will the required staff time is made available from work schedule of our regular permanent staff (I would expect the Clerk to give an idea of the impact on other work) or do we request the Clerk to find additional temporary help to minimise the impact on our 'regular' work. We took this second option a couple of years ago but obviously this has a budgetary impact. <p>Deferred from FC24/119 Paper D</p>	
FC24/136	<p>To consider a complaints policy for adoption. (deferred from FC24/121) Paper E</p>	
	<p>To consider the following planning applications (no extension granted due to holidays)</p> <ol style="list-style-type: none"> a) 23/O2064/FUL Single storey side/rear extension. 26 Grandfield Avenue Radcliffe On Trent Nottinghamshire NG12 1AL b) 23/01846/FUL Two storey side/roof extension, single storey front porch and side extension, alterations to fenestration, two storey rear extension, raise rear roof height, application of insulated render to existing front, rear and side elevations, raised platform and balcony to rear. 3 Ridge Lane Radcliffe On Trent Nottinghamshire NG12 1BD c) 23/02073/FUL Retrospective Change of Use of 1 x Agricultural Shed to Class B8 Use (Storage). Shelford Lodge Shelford Road Radcliffe On Trent Nottinghamshire NG12 1EA 	
FC24/137	<p>To witness the chair's signing of the Radcliffe on Trent Parish Council Civility & Respect Pledge Certificate Number 1370 (FC24/101)</p>	

Agenda no	Agenda Item title	Power/Regulation
	Paper F	
FC24/138	To resolve to adopt the Strategic Plan Document Paper G	
FC24/139	To receive and note a report from the chair on the meeting with members of the community recently affected by flooding. Paper H	
FC24/140	To consider and decide on a date for the Annual Assembly of the Parish Meeting. Paper I	
FC24/141	To consider the following motions and papers by Cllr Furniss: 1. To consider and approve the implementation of the Radcliffe on Trent Parish Council Social Media and Communications Policy (following NALC guidelines) 2. To consider the following motion by Cllr Furniss: To consider and approve the implementation of the Emergency Plans and Procedures Document 3. To consider the following motion by Cllr Furniss: To approve the Clerk to spend up to £2,500 from free reserves to purchase emergency equipment as per the Emergency Plans and Procedures Document. Paper J	
FC24/142	To note correspondence previously circulated. Paper K	
FC24/143	To receive and note reports from members.	
FC24/144	To receive any items for notification to be included on a future agenda – for information only	
FC24/145	To note the date and time of the next scheduled Full Council meeting as Tuesday, 23 January 2023 at 20.00.	Local Government Act 1972, Sch 12, p10 (2)(a)

PAPER A



Radcliffe on Trent Parish Council

The Grange, Vicarage Lane, Radcliffe-on-Trent, Nottingham NG12 2FB

Tel: 0115 933 5808, Email: clerk@rotpc.com, Web: www.rotpc.com

DRAFT Minutes of the Full Council meeting held on 24th October 2023 at 20.00 in the Trent Room, The Grange Radcliffe on Trent

Members Present:

Clr Anne McLeod (Chair)	Clr Oli Bere (Vice Chair)	Clr Irene Dovey
Clr Gillian Dunn	Clr Matt Douglas-Kirk	Clr Annie MacKenzie
Clr Harry Curtis	Clr Tracie Bere	Clr Oliver Furniss
Clr Sue Clegg		

Members Absent:

Clr Phil Thomas	Clr Nikki Farnsworth	Clr Tracy James
Clr Alice Tomlinson		

In attendance:- Belina Boyer (Parish Clerk)

Also present: 19 members of the public and the three borough and county councillors.

Initialled

Agenda	Agenda Item title	Resolution	Action	Power/Regulation
	Chair's welcome	The chair welcomed the numerous members of the public present. She pointed out the emergency exists and other housekeeping. Members of the public were reminded that this was a council meeting open to the public rather than a meeting of the public.		
Open Forum	Members of the public are welcome to present any matter relevant to the wellbeing of Radcliffe-on-Trent. and each resident will receive the attention of the Council for a period not exceeding 5 minutes, with a maximum of 15 minutes in total. Please see the Standing Orders 3 d-n for details.	<p>Following the recent heavy rains and pluvial flooding of several areas of the village members of the public asked to speak. The following points were made:</p> <p>The existing culvert is not sufficient to take the surface water from the new estate. Drainage design not adequate.</p> <p>The balancing pond was only half full when Clumber Drive flooded.</p> <p>Trash Screen had been removed which would have lead to blockage of culvert.</p> <p>Original plans had shown two balancing ponds having only one would increase the risk to flooding.</p> <p>At park homes the water got within 12 inches of the homes.</p>	Cllr McLeod offered to host a meeting with affected parties as well as representatives of the borough and county council to work on plans for a more coordinated response.	Public Bodies (Admissions to Meetings) Act 1960, s 1(1).

Initialled

Agenda	Agenda Item title	Resolution	Action	Power/Regulation
		<p>Councillor Clarke answered as many questions as possible on behalf of the County Council where he is the Cabinet Member for Transport and Environment.</p> <p>The borough councillors talked about help and support being given by borough council staff, in particular Streetwise.</p>		
	To receive and note reports from Borough and County Councillors.	There were no non-flooding related reports.		
FC24/111	To note apologies for absence and the reasons given and formally approve the absence if applicable.	Apologies had been received from Cllrs Farnsworth, James, Thomas and Tomlinson. Their reasons for absence were approved.		Local Government Act 1972, s85 (1) & Sch 12, p40.
FC24/112	To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	There were none received.		Localism Act 2011, s31.
FC24/113	To consider any dispensation requests received by the Parish Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded.	There were none received.		Localism Act 2011, s33.
FC24/114	To determine which items on the agenda, if any, require the exclusion of public and press	There were none.		Public Bodies (Admissions to Meetings) Act 1960 1 (2)

Initialled

Agenda	Agenda Item title	Resolution	Action	Power/Regulation
	under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and resolve to exclude public and press for these items.			
FC24/115	To receive the minutes of the previous Radcliffe-on-Trent Parish Council meeting(s) and resolve to sign these as a true record of the meeting(s). Paper A –Parish Council meeting, Tuesday 26 September 2023	The Council unanimously resolved to sign the minutes of the meeting 26 September 2023 as a true record of that meeting.	Administrator to upload to website	Local Government Act 1972, Sch 12, p41 (1).
FC24/116	To note the (draft) minutes of the council’s committees: a) F & GP 26 September 2023 b) Amenities 3 October 2023 c) Planning and Environment 10 October 2023 d) The Grange and Grange Hall 10 October 2023 Paper B	The council resolved to note The following (draft) minutes of committees: a) F & GP 26 September 2023 b) Amenities 3 October 2023 c) Planning and Environment 10 October 2023 d) The Grange and Grange Hall 10 October 2023		Local Government Act 1972, s. 112
FC24/117	To receive and note a verbal update by the clerk	The council noted a verbal report from the clerk.		
FC24/118	To consider the following policies and procedures for adoption:	Following discussion the council resolved to defer this item to	Clerk to bring to future meeting.	

Initialled

Agenda	Agenda Item title	Resolution	Action	Power/Regulation
	a) Social Media and Electronic Communication Policy b) Communication Protocol Deferred from FC24/103 Paper C	another meeting with a rationale and summary. Following this item the council resolved to extend the meeting		
FC24/119	To consider a proposal by Cllr Thomas: to agree the work scope required to support promoted events for the year 2024/5. As part of this I would ask the Clerk to assess the number of hours and cost of the staff time we 'invested' in the events this year and to decide on number of associated proposals so that the correct figures can be included in next years budget: <ul style="list-style-type: none"> • the council will continue to promote events next year only if all costs (including staff) are covered by income from the event (i.e. no charge on the precept) • the council will continue to promote events next year if external costs only are covered by income from the event (i.e. the precept) 	The council resolved to defer this item to a future meeting.	Clerk to bring to future meeting.	

Initialled

Agenda	Agenda Item title	Resolution	Action	Power/Regulation
	<p>covers the cost of staff time etc)</p> <ul style="list-style-type: none"> If the council agree to continue to promote events next year, will the required staff time is made available from work schedule of our regular permanent staff (I would expect the Clerk to give an idea of the impact on other work) or do we request the Clerk to find additional temporary help to minimise the impact on our 'regular' work. We took this second option a couple of years ago but obviously this has a budgetary impact. <p>Paper D – to follow</p> 			
FC24/120	<p>To consider a request from RadFest for the free use of the recreation ground 08 June 2024 as in previous years.</p> <p>Paper E</p>	<p>The council resolved to permit RadFest to use the Wharf Lane Recreation Ground for their event on 08 June 2024 free of charge as in previous years.</p>	<p>Clerk to notify RadFest.</p>	
FC24/121	<p>To consider a complaints policy for adoption.</p> <p>Paper F</p>	<p>The council deferred this to a future meeting.</p>	<p>Clerk to bring to future meeting.</p>	

Initialled

Agenda	Agenda Item title	Resolution	Action	Power/Regulation
FC24/123	To note correspondence previously circulated. Paper G	The council noted the correspondence previously circulated.		
FC24/124	To receive and note reports from members.	There were none.		
FC24/125	To receive any items for notification to be included on a future agenda – for information only	The deferred items.		
FC24/126	To note the date and time of the next scheduled Full Council meeting as Tuesday, 28 November 2023 at 20.00.	The Council noted the date and time of the next Full Council Meeting 28 November 2023 at 20.00		Local Government Act 1972, Sch 12, p10 (2)(a)

The meeting closed at 21.12.

Signed as a true record of the Meeting: _____ Dated _____

Presiding chair of approving meeting

Initialled

PAPER B



Radcliffe on Trent Parish Council

The Grange, Vicarage Lane, Radcliffe-on-Trent, Nottingham NG12 2FB
Tel: 0115 933 5808, Email: clerk@rotpc.com, Web: www.rotpc.com

237/23

Minutes of the Finance and General Purposes Committee meeting held on 24 October 2023 2023 at 7pm in the Trent Room, The Grange Radcliffe on Trent

Members Present:

Clr Sue Clegg	Clr Anne McLeod	
Clr Irene Dovey	Clr Oli Bere	
Gillian Dunn (Chairing)		

Members Absent:

		Clr Tracy James
Clr Phil Thomas (Chair)	Clr Alice Tomlinson	

In attendance:-

Belina Boyer (Parish Clerk)		
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Agenda No	Agenda Item	Resolution	Action	Power/Regulation
Open Forum	Members of the public are welcome to present any matter relevant to the wellbeing of Radcliffe-on-Trent. and each resident will receive the attention of the Council for a period not exceeding 5 minutes, with a maximum of 15 minutes in total.	There were none present.		Public Bodies (Admissions to Meetings) Act 1960, s 1(1). As amended by The Openness of Local Government Bodies Regulations 2014, s3

Agenda No	Agenda Item	Resolution	Action	Power/Regulation
	Please see the Standing Orders 3 d-n for details.			
	Welcome by the chair of the committee.			
FGP24/080	To note apologies for absence.	Cllr T James, Cllr A Tomlinson and Cllr P Thomas– accepted		Local Government Act 1972, s85 (1) & Sch 12, p40.
FGP24/081	To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	None		Localism Act 2011, s31.
FGP24/082	To consider any dispensation requests received by the Parish Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded.	None		Localism Act 2011, s33.
FGP24/083	To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and resolve to exclude public and press for these items.	None		Public Bodies (Admissions to Meetings) Act 1960 1 (2)
FGP24/084	To receive the minutes of the previous Radcliffe-on-Trent Parish Council Finance and General Purposes Committee meeting(s)	The committee resolved to approve the minutes of the Finance and General Purposes Committee 26 September 2023	Administrator to put onto website.	Local Government Act 1972, Sch 12, p41 (1).

Agenda No	Agenda Item	Resolution	Action	Power/Regulation
	and resolve to sign these as a true record of the meeting(s). Paper A – Finance and General Purposes Committee meeting Tuesday 26 September 2023	and to sign these as a true record.		
FGP24/085	To receive a verbal progress report by the clerk on action points from the last meeting.	The clerk gave a brief update on actions from the last meeting.		
FGP24/086	To receive and approve the payments listings for September 2023. Paper B	The committee unanimously resolved to approve the payments listings for September 2023.		
FGP24/087	To receive and note the summary and detailed income and expenditure reports for September 2023. Paper C	The committee noted the income and expenditure reports for September 2023.		
FGP24/088	To receive and note the balance sheet for September 2023. Paper D	The committee noted the balance sheet for September 2023. The Chair explained that the Skate Park fixed asset amount related to the PWL repayments for the project.		
FGP24/089	To receive and note the summary and detailed forecast for council income and expenditure. Paper E	The committee noted the summary and detailed forecast for council income and expenditure.		

Agenda No	Agenda Item	Resolution	Action	Power/Regulation
FGP24/090	To receive and note the bank reconciliation to the 30 September 2023 Paper F	The committee noted the bank reconciliation up to September 2023.		
FGP24/091	To receive and note the draft minutes of the Personnel Sub-Committee held 14 August 2023 Paper G	The committee noted the draft minutes of the Personnel sub-committee held on 14 August 2023.	Admin Assistant to publish.	
FGP24/092	To consider the Terms of Reference for the committee's working groups for adoption <ul style="list-style-type: none"> • Internal Control Working Group and determine its membership • Budget Working Group Paper H – to be tabled	Following some intense debate the committee resolved to adopt the Terms of Reference for the committee's working groups: <ol style="list-style-type: none"> a) Internal Control Working Group with membership as proposed b) Budget Working Group with membership as proposed 	Parish Clerk to circulate and publish.	
FGP24/093	To consider 2024/25 budget requirements for this committee . Paper I	The committee unanimously resolved to approve the first draft budget requirements for this committee as presented.	Clerk/RFO to incorporate into budget proposal for whole council to next meeting.	Localism Act 2011, s1-8
FGP24/094	To consider moving all but £5000 from the elections designated reserve to general reserves. Paper J	The committee resolved to vire all but £5000 from the elections designated reserves to general reserves.	Accounts clerk to make the necessary changes.	Localism Act 2011, s1-8
FGP24/095	To consider releasing funds held in accruals for improvements at the Recreation Ground and creating a	Deferred to next meeting.		Localism Act 2011, s1-8

Agenda No	Agenda Item	Resolution	Action	Power/Regulation
	designated reserve for Recreation Ground and Skatepark improvements Paper K – to be tabled			
FGP24/096	To consider the following grant requests: a) Use of uncharged room for AGM request from Radcliffe-on-Trent Preschool Playgroup. b) Grant application from 4 th Radcliffe on Trent Guides Paper L	The committee resolved to approve the following grant requests: a) Use of uncharged room for AGM request from Radcliffe-on-Trent Preschool Playgroup. b) Grant application from 4 th Radcliffe on Trent Guides The committee awarded 4 th Radcliffe on Trent Guides £300 towards the cost of their bus.	Clerk to inform Accounts Clerk and Hall Manager.	Localism Act 2011, s1-8
FGP24/097	To consider an Internal Financial Controls checklist and nominate a member of the committee to carry out the checks. Paper M	The committee resolved approve the quarterly Internal Financial Controls and to appoint Cllr Dovey to carry out the checks.	Cllr Dovey to make appointment with accounts clerk to carry out relevant checks on a quarterly basis.	
FGP24/098	To receive any items for notification to be included on a future agenda – for information only	Proposed by Cllr Bere seconded by Cllr Dovey, the committee unanimously resolved to re-adopt the Council's Strategic Risk Register.		Local Government Act 1972, s. 112
FGP24/099	To note the date and time of the next scheduled Finance and General Purposes Committee meeting as	<ul style="list-style-type: none"> • Deferred items FGP24/095 • D- Day 		

Agenda No	Agenda Item	Resolution	Action	Power/Regulation
	Tuesday, 28 th November 2023 at 19.00.			

The meeting closed at 19.55pm

Signed as a true record of the Meeting: _____ Dated _____

Presiding chair of approving meeting

DRAFT



Radcliffe on Trent Parish Council

The Grange, Vicarage Lane, Radcliffe-on-Trent, Nottingham NG12 2FB
Tel: 0115 933 5808, Email: clerk@rotpc.com, Web: www.rotpc.com

237/23

Minutes of the Finance and General Purposes Committee meeting held on 24 October 2023 2023 at 7pm in the Trent Room, The Grange Radcliffe on Trent

Members Present:

Clr Sue Clegg	Clr Anne McLeod	
Clr Irene Dovey		
Clr Phil Thomas (Chair)		

Members Absent:

Clr Alice Tomlinson	Clr Tracy James	Clr Oli Bere
Clr Oliver Furnis		

In attendance:-

Belina Boyer (Parish Clerk)	Hayley Gandy (Administrator)	
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Agenda No	Agenda Item	Resolution	Action	Power/Regulation
	Welcome by the chair of the committee.	There were none present.		Public Bodies (Admissions to Meetings) Act 1960, s 1(1). As amended by The Openness of Local Government Bodies Regulations 2014, s3
FGP24/100	To note apologies for absence.			

Agenda No	Agenda Item	Resolution	Action	Power/Regulation
FGP24/101	To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	Cllr T James, Cllr A Tomlinson, Cllr O Bere and Cllr O Furniss – accepted		Local Government Act 1972, s85 (1) & Sch 12, p40.
FGP24/102	To consider any dispensation requests received by the Parish Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded.	None		Localism Act 2011, s31.
FGP24/103	To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and resolve to exclude public and press for these items.	None		Localism Act 2011, s33.
FGP24/104	To approve the National Joint Council Pay award of £1925 as detailed in NALC advice note E01-23/ 2022/23 Local Government Services Pay Agreement 2023 (pro rata for part time employees) in accordance with financial Regulation 7.3. Paper A	The committee resolved to approve the National Joint Council Pay award of £1925 as detailed in NALC advice note E01-23/ 2022/23 Local Government Services Pay Agreement 2023 (pro rata for part time employees) in accordance with financial Regulation 7.3. This was proposed by Cllr McLeod, seconded by Cllr Clegg and unanimously approved.	Accounts Clerk to process back pay and pay increase in line with National Joint Pay Award.	Public Bodies (Admissions to Meetings) Act 1960 1 (2)

Agenda No	Agenda Item	Resolution	Action	Power/Regulation
FGP24/105	To note the date and time of the next scheduled Finance and General Purposes Committee meeting as Tuesday, 28 th November 2023 at 19.00.	Noted by all.		Local Government Act 1972, Sch 12, p10 (2)(a)

The meeting closed at 20.04pm

Signed as a true record of the Meeting: _____ Dated _____

Presiding chair of approving meeting



Radcliffe on Trent Parish Council

The Grange, Vicarage Lane, Radcliffe-on-Trent, Nottingham NG12 2FB

Tel: 0115 933 5808, Email: clerk@rotpc.com, Web: www.rotpc.com

231/23

DRAFT Minutes of the Grange and Grange Hall Committee meeting held on 12th November 2023 at 8.10pm in the Radcliffe Room, The Grange Radcliffe on Trent

Members Present:

Cllr Sue Clegg (Chair)	Cllr Phil Thomas	
Cllr Linda Lyn-Cook	Cllr Irene Dovey	
Cllr Harry Curtis	Cllr Anne McLeod	

Members Absent:

Cllr Tracie Bere (Vice Chair)	Cllr Tracy James	
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In attendance:-

Belina Boyer (Parish Clerk)	Hayley Gandy (Administrator)	
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Agenda no	Agenda Item title	Resolution	Action	Power/Regulation
Open Forum	Members of the public are welcome to present any matter relevant to the wellbeing of Radcliffe-on-Trent. and each resident will receive the attention of the Council for a period not exceeding 5 minutes,	There were none present.		Public Bodies (Admissions to Meetings) Act 1960, s 1(1). As amended by The Openness of Local Government Bodies Regulations 2014, s3

Agenda no	Agenda Item title	Resolution	Action	Power/Regulation
	with a maximum of 15 minutes in total. Please see the Standing Orders 3 d-n for details.			
	Chairs Welcome	The Chair welcomed those present and noted Gillian Dunn's resignation, whose valued support was appreciated.		
GGH24/053	To note apologies for absence.	The committee noted that Cllrs James and T Bere had sent their apologies.		Local Government Act 1972, s85 (1) & Sch 12, p40.
GGH24/054	To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	There were none received.		Localism Act 2011, s31.
GGH24/055	To consider any dispensation requests received by the Parish Clerk in relation to personal and/or disclosable pecuniary interests, not previously recorded.	There were none received.		Localism Act 2011, s33.
GGH24/056	To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and resolve to exclude public and press for these items.	There were no members of public present.		Public Bodies (Admissions to Meetings) Act 1960 1 (2)

Agenda no	Agenda Item title	Resolution	Action	Power/Regulation
GGH24/057	<p>To receive the minutes of the previous Radcliffe-on-Trent Parish Council Grange and Grange Hall Committee meeting(s) and resolve to sign these as a true record of the meeting(s).</p> <p>Paper A – Grange and Grange Hall Committee meeting 10 October 2023</p>	<p>The committee unanimously resolved to sign the minutes of the meeting held on 10th October 2023 as a true record of that meeting.</p>	<p>Administrator to publish to website.</p>	<p>Local Government Act 1972, Sch 12, p41 (1).</p>
GGH24/058	<p>To note the Grange and Grange Hall, Income/Expenditure over Budget and Events Revenue Budget for 2023/2024 to date.</p> <p>Paper B – to follow</p>	<p>Papers were not received in time for meeting.</p>		
GGH24/059	<p>To note the Hall Manager’s report and consider the proposals therein for approval.</p> <p>Paper C</p>	<p>The committee noted the Hall Managers report and thanked the Hall Manager for her comprehensive report.</p> <p>The verbal update to items in the Hall Managers report stated that the carpets are now being fitted in December due to the Christmas Fair and the contractors for the toilets are coming next week.</p> <p>The Hall Managers proposal to increase the cinema ticket price to £4</p>		<p>Local Government Act 1972,s101</p>

Agenda no	Agenda Item title	Resolution	Action	Power/Regulation
		was unanimously resolved by the committee.		
GGH24/060	To consider authorising the expenditure to obtain a building condition survey and valuation for the Grange Hall and The Grange. Paper D	The committee resolved unanimously to obtain a condition report and valuation for the Grange and Grange Hall for £4200 to come from the professional and legal fees budget. It was suggested that the contractor be informed that a proper assessment was made of the roof recently.	Clerk to instruct contractor to supply condition report.	
GGH24/061	To consider the expenditure for removing the defunct safe in the Grange Hall office and consider purchasing a replacement. Verbal report	The committee discussed the removal of the defunct safe in the Grange Hall office and requested that we look into opening the safe prior to removal.		
GGH24/062	To consider quotations received to remove the paint from the Grange Hall exterior, repointing and application of waterproof impregnator to the entire elevation and consider authorising the expenditure. Paper E – to be tabled	The committee discussed at length and suggested that a representative see the work that company B have completed, if they are happy to go ahead with a test patch on the park side. Checks to be made to ensure that their method statement and health and safety checks are in order for use with a scaffold tower and to ensure they have sufficient insurance. Thank you to clerk to for input.	Clerk to arrange a representative to look at Company Bs work and check credentials.	

Agenda no	Agenda Item title	Resolution	Action	Power/Regulation
GGH24/063	To receive and note a report from the Venue Fees Working Group and consider how to proceed with setting the fees from January. (GGH24/043) Verbal report	Notes to be circulated once written up		
GGH24/064	To receive a reply from the council's insurance and consider a draft key holder policy for adoption. (GGH24/044) Paper F	The committee discussed at length what should be included in the draft key holder policy – review after 6 months, add a lost key charge. It was suggested that the Clerk look into fob entry.	Clerk to update draft key holder policy	
GGH24/065	To consider a draft budget report and consider any projects for the 2024/25 financial year ready to be submitted to the November F&GP meeting. Paper G – to be tabled	The committee resolved to accept the draft budget for the 2024/2025 financial year ready for submission to the November F&GP meeting. <i>Cllr Dovey left meeting</i>		
GGH24/066	To receive and note updates from the other working groups relevant to this committee. Verbal updates	Events		
GGH24/067	To receive and note correspondence and feedback from hirers (if there was any).	None received		

Agenda no	Agenda Item title	Resolution	Action	Power/Regulation
GGH24/068	To note the date and time of the next scheduled Grange and Grange Hall Committee meeting as Tuesday, 12 December 2023 at 19.45.	The committee noted the date and time of the next scheduled meeting on Tuesday 12 th December 2023.		Local Government Act 1972, Sch 12, p10 (2)(a)

The meeting closed at 9.35pm

Signed as a true record of the Meeting: _____ Dated _____

Presiding chair of approving meeting

DRAFT



Radcliffe on Trent Parish Council

The Grange, Vicarage Lane, Radcliffe-on-Trent, Nottingham NG12 2FB
Tel: 0115 933 5808, Email: clerk@rotpc.com, Web: www.rotpc.com

225/23

Draft Minutes of the Planning and Environment Committee meeting held on 14th November 2023 at 7pm in the Radcliffe Room, The Grange Radcliffe on Trent

Members Present:

Cllr Matt Douglas – Kirk (Chair)	Cllr Anne McLeod	
Cllr Nikki Farnsworth (Vice Chair)	Cllr Phil Thomas	
Cllr Irene Dovey	Cllr Sue Clegg	

Members Absent:

Cllr Tracey James		
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In attendance:-

Belina Boyer (Clerk)	Hayley Gandy (Administrator)	
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Agenda no	Agenda Item title	Resolution	Action	Power/Regulation
Open Forum	Members of the public are welcome to present any matter relevant to the wellbeing of Radcliffe-on-Trent. and each resident will receive the attention of the Council for a period not exceeding 5 minutes, with a maximum of 15 minutes in total. Please see the Standing Orders 3 d-n for details.	There were none present.		Public Bodies (Admissions to Meetings) Act 1960, s 1(1).

Agenda no	Agenda Item title	Resolution	Action	Power/Regulation
	Chairs Welcome	<p>The Chair provided the committee with a report from RBC Cllr Upton.</p> <p>“. Flooding issues.</p> <p>Recent flooding issues at Clumber Drive, The Park Estate (Wharf Lane), and Nottingham Road are being investigated by the appropriate agencies.</p> <p>2. Main Road Parking Review:</p> <p>There have recently been two cameras in the village centre monitoring parking habits between the Co-oP and Tesco Express. This is part of the evidence gathering for the main road parking review.</p> <p>3. Shelford Road Zebra Crossings:</p> <p>Feedback from recent public consultation being analysed by the County Council.</p> <p>4. The Green – replacement streetlight:</p>		

Agenda no	Agenda Item title	Resolution	Action	Power/Regulation
		<p>The replacement streetlight to be installed between numbers 4 and 2A in September has not been done (as at 6th November) and this will be investigated.</p> <p>5. Weeds on Pavements The wet summer has encouraged the growth of weeds on many pavements around the parish, and significantly reduced the effect of weedkiller. The section of Main Road between Water Lane and The Green has been the concern of many residents and "Streetwise" are looking into this.</p> <p>6. Carter AvenueA52: National Highways is investigating allegations of vehicular right turns out of Carter Avenue onto the A52creating safety risks for users of the pedestrian crossing.More signage may be provided.</p> <p>7. Litter bin St Mary's Church.</p>		

Agenda no	Agenda Item title	Resolution	Action	Power/Regulation
		<p>St Mary's Church are getting contamination of their blue bin by dog poo bags and have asked for a public litter bin to be provided on the footpath near to the main entrance to the church. This is being investigated by the Borough Council.</p> <p>8. Post Office Parade paving: Some of the concrete paving slabs on the private concourse in front of the Post Office Parade shops are becoming raised due to the action of tree roots, and this has been reported to David Tanner the managing agent.</p> <p>9. Pavement resurfacing and patching: Clumber Drive footpaths have been resurfaced on both sides. Significant patching work has been done to the Shelford Road footpath near to the railway station and Richmond Drive.</p>		

Agenda no	Agenda Item title	Resolution	Action	Power/Regulation
		<p>10. Highway resurfacing: The Radcliffe to Newton Road has had major patch repairs done (including resurfacing of the Newton – East Bridgford road junction) and hopefully it will be resurfaced in 2024/25. Thomas Avenue and Hillside Road are now programmed for resurfacing in March 2024.</p> <p>11. Holme Lane at Holme Pierrepont: The proposed "Prohibition of Driving Traffic Regulation Order 2023 (8366) is being progressed by the County Council."</p>		
P&E 24/069	To note apologies for absence.	The committee noted an apology from Cllr James.		Local Government Act 1972, s85 (1) & Sch 12, p40.
P&E 24/070	To receive any declarations of interest in accordance with the requirements of the Localism Act 2011.	There were none received.		Localism Act 2011, s31.
P&E 24/071	To consider any dispensation requests received by the Parish Clerk in relation	There were none received.		Localism Act 2011, s33.

Agenda no	Agenda Item title	Resolution	Action	Power/Regulation
	to personal and/or disclosable pecuniary interests, not previously recorded.			
P&E 24/072	To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and resolve to exclude public and press for these items.	There were no members of the public present.		Public Bodies (Admissions to Meetings) Act 1960 1 (2)
P&E 24/073	To receive the minutes of the previous Planning and Environment Committee meeting(s) and resolve to sign these as a true record of the meeting(s). Paper A – Planning and Environment Committee Meeting Tuesday 10 October 2023	The committee unanimously resolved to sign the minutes of the Planning and Environment committee meeting held on 10 th October 2023.as a true record of that meeting.	Administrator to publish this on the website.	Local Government Act 1972, Sch 12, p41 (1).
P&E 24/074	To consider the following planning applications for comment: a) 23/01875/FUL Two storey side extension 11A Welbeck Road Radcliffe On Trent Nottinghamshire NG12 1DH b) 23/01875/FUL Two storey side extension 11A Welbeck Road Radcliffe On Trent Nottinghamshire NG12 1DH	The committee considered the following planning applications and resolved to comment as follows:- a) 23/01875/FUL . The Committee unanimously resolved to not object to the application. b) 23/01654/FUL duplication c) 23/01877/FUL The Committee unanimously resolved to not object to the application	Clerk to submit these comments to RBC.	

Agenda no	Agenda Item title	Resolution	Action	Power/Regulation
	<p>c) 23/01877/FUL Two storey side/rear extensions, single storey rear extension with 2no. balconies above, two storey front extension with single storey element and canopy to front 11 Lamcote Gardens Radcliffe On Trent Nottinghamshire NG12 2BS (rushcliffe.gov.uk)</p> <p>d) 23/01928/FUL Single storey rear extension, new pitched roof to replace existing flat roof over existing rear extension, new pitched roof to replace existing flat roof over the existing side extension 10 Rockley Avenue Radcliffe On Trent Nottinghamshire NG12 1AR</p> <p>e) 23/02023/FUL Erection of new single-storey dwelling 26 Prince Edward Crescent Radcliffe On Trent Nottinghamshire NG12 2DX</p> <p>f) 23/02040/FUL Two storey side extension and rear extension includes rear orangery, rear bay window and PV solar panels. Existing garage walls retained as boundary wall. Single storey side/rear</p>	<p>d) 23/01928/FUL The Committee unanimously resolved to not object to the application.</p> <p>e) 23/02023/FUL The committee unanimously resolved to Object to the application on the grounds of</p> <p>f) 23/02040/FUL The Committee unanimously resolved to not object to the application</p> <p><i>A late application for 23/01876/FUL 11 Rockley Avenue received, this was discussed and the committee unanimously resolved would likely comment to not object to this application.</i></p>		

Agenda no	Agenda Item title	Resolution	Action	Power/Regulation
	extension. New side porch. 4 Cropwell Road Radcliffe On Trent Nottinghamshire NG12 2FS			
P&E 24/075	<p>To note the following planning decisions:</p> <p>23/O1654/FUL Proposed floor mounted air conditioning unit to side of property (Retrospective) Apartment 18 Cutlers Court Main Road Radcliffe On Trent Nottinghamshire NG12 2PS – Permission Granted</p>	The committee noted all the planning decision unanimously		
P&E 24/076	To receive a verbal update by the clerk on the restauration of the fountain.	The Clerk reported that the restoration of the fountain is ongoing. The committee requested that the works be completed by April.	Clerk to continue to update the committee on progress.	
P&E 24/077	To consider an appropriate response to a Vicarage Lane, Prohibition of Waiting (8373) Initial Consultation. Paper B	The committee commented that Vicarage Lane, prohibition of Waiting (8373) initial consultation is a very good idea. The committee requested VIA be asked to ensure that the road is resurfaced prior to yellow lines being added.		

Agenda no	Agenda Item title	Resolution	Action	Power/Regulation
P&E 24/078	To note an SLCC "Climate Action for Smaller Councils" document. Paper C	The committee noted the SLCC Climate Action for Small Councils document. The committee requested having a Environmental working group to look at this further.	Clerk to prepare terms of reference for an Environmental working group.	
P&E 24/079	To consider a draft biodiversity policy. Paper D	The committee resolved to add this to the Strategic plan.		
P&E 24/080	To receive any items for notification to be included on a future agenda – for information only	Continued update on the progress of the Fountain restoration. Draft biodiversity policy Neighbourhood Plan update		
P&E 24/081	To note the date and time of the next scheduled Planning and Environment Committee meeting as Tuesday, 12 December 2023 at 19.00.	This was noted by all members.		

The meeting closed at 7.55pm

Signed as a true record of the Meeting: _____ Dated _____

Presiding chair of approving meeting

PAPER C

Communication Protocol

A. Parish Council Correspondence

- (i) The point of contact for the parish council is the Clerk, and it is to the Clerk that all correspondence for the parish council should be addressed.
- (ii) The Clerk should deal with all correspondence following a meeting.
- (iii) No individual Councillor or Officer should be the sole custodian of any correspondence or information in the name of the parish council, a committee, sub-committee or working party. In particular, Councillors and Officers do not have a right to obtain confidential information/documentation unless they can demonstrate a 'need to know'.
- (iv) Most official correspondence should be sent by the Clerk in the name of the council using council letter headed paper. For correspondence not sent by the Clerk, he must be provided with a copy.
- (v) Where correspondence from the Clerk to a Councillor is copied to another person, the addressee should be made aware that a copy is being forwarded to that other person (e.g. copy to XX).

B. Agenda Items for Council, Committees, Sub-Committees and Working Parties

- (i) Agenda should be clear and concise. They should contain sufficient information to enable Councillors to make an informed decision, and for the public to understand what matters are being considered and what decisions are to be taken at a meeting.
- (ii) Items for information should be kept to a minimum on an agenda.
- (iii) Where the Clerk or a Councillor wishes fellow Councillors to receive matters for "information only", this information will be circulated via the Clerk.

C. Communications with the Press and Public

- (i) The Clerk will clear all press reports, or comments to the media, with the Chairman of the council or the Chairman of the relevant committee.
- (ii) Press reports from the council, its committees or working parties should be from the Clerk or via the reporter's own attendance at a meeting.

- (iii) Unless a Councillor has been authorised by the council to speak to the media on a particular issue, Councillors who are asked for comment by the press should

make it clear that it is a personal view and ask that it be clearly reported as their personal view.

- (iv) Unless a Councillor is reporting the view of the council, they must make it clear to members of the public that they are expressing a personal view.
- (v) If Councillors receive a complaint from a member of the public, this should be dealt with under the Council's adopted complaints procedure.

D. Councillor Correspondence to external parties

- (i) As the Clerk should be sending most of the council's correspondence from a Councillor to other bodies, it needs to be made clear that it is written in their official capacity and has been authorised by the parish council.
- (ii) A copy of all outgoing correspondence relating to the council or a Councillor's role within it, should be sent to the Clerk, and it be noted on the correspondence, e.g. "copy to the Clerk" so that the recipient is aware that the Clerk has been advised.

E. Communications with Parish Council Staff

- (i) Councillors must not give instructions to any member of staff, unless authorised to do so (for example, three or more Councillors sitting as a committee or subcommittee with appropriate delegated powers from the council).
- (ii) No individual Councillor, regardless of whether or not they are the Chairman of the council, the Chairman of a committee or other meeting, may give instructions to the Clerk or to another employee which are inconsistent or conflict with council decisions or arrangements for delegated power.
- (iii) Telephone calls should be appropriate to the work of the parish council.
- (iv) Emails:
- Instant replies should not be expected from the Clerk; reasons for urgency should be stated;
 - Information to Councillors should normally be directed via the Clerk; • E-mails from Councillors to external parties should be copied to the Clerk;
 - Councillors should acknowledge their e-mails when requested to do so.
- (vi) Meetings with the Clerk or other officers:
- Wherever possible an appointment should be made;
 - Meetings should be relevant to the work of that particular officer;
 - Councillors should be clear that the matter is legitimate council business and not matters driven by personal or political agendas.

Social Media and Electronic Communication Policy

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DRAFT

Document History
Adopted by Council –

2. Introduction

The use of digital and social media and electronic communication enables the Parish Council to interact in a way that improves the communications both within the Council and between the Council and the people, businesses and agencies it works with and serves.

The Clerk is responsible to deal with all Council correspondence within the Council's policy framework or on specific instruction by the council or one of its committees. This includes electronic and social media correspondence.

The Council has a website, Facebook page and Twitter account and uses email to communicate. The Council will always try to use the most effective channel for its communications. Over time the Council may add to the channels of communication that it uses as it seeks to improve and expand the services it delivers. When these changes occur this Policy will be updated to reflect the new arrangements.

The Council Facebook pages and Twitter account intends to provide information and updates regarding activities and opportunities within our Parish and promote our community positively.

3. Communications from the Council will meet the following criteria:

- Be civil, tasteful and relevant;
- Not contain content that is knowingly unlawful, libellous, harassing, defamatory, abusive, threatening, harmful, obscene, profane, sexually oriented or racially offensive;
- Not contain content knowingly copied from elsewhere, for which we do not own the copyright;
- Not contain any personal information.
- If it is official Council business it will be moderated the Clerk to the Council;
- Social media will not be used for the dissemination of any political advertising.

In order to ensure that all discussions on the Council page are productive, respectful and consistent with the Council's aims and objectives, we ask you to follow these guidelines:

- Be considerate and respectful of others. Vulgarity, threats or abuse of language will not be tolerated.
- Differing opinions and discussion of diverse ideas are encouraged, but personal attacks on anyone, including the Council members or staff, will not be permitted.
- Share freely and be generous with official Council posts, but be aware of copyright laws; be accurate and give credit where credit is due.
- Stay on topic.
- Refrain from using the Council's Facebook page or Twitter site for commercial purposes or to advertise market or sell products.

The site is not monitored 24/7 and we will not always be able to reply individually to all messages or comments received. However, we will endeavour to ensure that any emerging

themes or helpful suggestions are passed to the relevant people or authorities. Please do not include personal/private information in your social media posts to us.

Sending a message/post via Facebook or Twitter will not be considered as contacting the Council for official purposes and we will not be obliged to monitor or respond to requests for information through these channels. Instead, please make direct contact with the council's Clerk and/or members of the council by emailing.

We retain the right to remove comments or content that includes:

- Obscene or racist content
- Personal attacks, insults, or threatening language
- Potentially libellous statements.
- Plagiarised material; any material in violation of any laws, including copyright
- Private, personal information published without consent
- Information or links unrelated to the content of the forum
- Commercial promotions or spam
- Alleges a breach of a Council's policy or the law

The Council's response to any communication received not meeting the above criteria will be to either ignore, inform the sender of our policy or send a brief response as appropriate. This will be at the Council's discretion based on the message received, given our limited resources available. Any information posted on the Facebook page not in line with the above criteria will be removed as quickly as practically possible. Repeat offenders will be blocked from the Facebook page. The Council may post a statement that '*A post breaching the Council's Social Media Policy has been removed*'. If the post alleges a breach of a Council's policy or the law the person who posted it will be asked to submit a formal complaint to the Council or report the matter to the Police as soon as possible to allow due process.

4. Parish Council Website.

Where necessary, we may direct those contacting us to our website to see the required information, or we may forward their question to one of our Councillors for consideration and response. We may not respond to every comment we receive particularly if we are experiencing a heavy workload.

The Council may, at its discretion, allow and enable approved local groups to have and maintain a presence on its website for the purpose of presenting information about the group's activities. The local group would be responsible for maintaining the content and ensuring that it meets the Council's 'rules and expectation' for the web site. The Council reserves the right to remove any or all of a local group's information from the web site if it feels that the content does not meet the Council's 'rules and expectation' for its website. Where content on the website is maintained by a local group it should be clearly marked that such content is not the direct responsibility of the Council.

5. Parish Council email.

The Clerk to the council has their own council email address (clerks email address) The email account is monitored mainly during office hours, Monday to Friday, and we aim to

reply to all questions sent as soon as we can. An 'out of office' message should be used when appropriate.

The Clerk is responsible for dealing with email received and passing on any relevant mail to members or external agencies for information and/or action. All communications on behalf of the Council will usually come from the Clerk, and/or otherwise will always be copied to the Clerk. All new Emails requiring data to be passed on, will be followed up with a Data consent form for completion before action is taken with that correspondence.

Individual Councillors are at liberty to communicate directly with parishioners in relation to their own personal views, if appropriate, copy to the Clerk. NB any emails copied to the Clerk become official and will be subject to The Freedom of Information Act.

These procedures will ensure that a complete and proper record of all correspondence is kept.

Do not forward personal information on to other people or groups outside of the Council, this includes names, addresses, email, IP addresses and cookie identifiers.

Members should always use the email account provided to them by the council when communicating in their as a councillor with staff, members of the public or other agencies.

6. SMS (texting), WhatsApp, MS Messenger or similar

Members and the Clerk may use SMS as a convenient way to communicate at times. All are reminded that this policy also applies to such messages irrespective of whether private or council devices are being used.

7. Video Conferencing e.g. Skype, Zoom, Teams.

If this medium is used to communicate please note that this policy also applies to the use of video conferencing.

8. Internal communication and access to information within the Council.

The Council is continually looking at ways to improve its working and the use of social media and electronic communications is a major factor in delivering improvement.

Councillors are expected to abide by the Code of Conduct and the Data Protection Act in all their work on behalf of the Council.

As more and more information becomes available at the press of a button, it is vital that all information is treated sensitively and securely. Councillors are expected to maintain an awareness of the confidentiality of information that they have access to and not to share confidential information with anyone. Failure to properly observe confidentiality may be seen as a breach of the Council's Code of Conduct and will be dealt with through its prescribed procedures (at the extreme it may also involve a criminal investigation).

Members should also be careful only to cc essential recipients on emails i.e. to avoid use of the 'Reply to All' option if at all possible, but of course copying in all who need to know and ensuring that email trails have been removed.

PAPER D



Officer Report to
Full Council

Report Author: Belina Boyer

Report Date: 19/10/23

Event Costs

The attached spreadsheet is an attempt to estimate the costs involved for the council to run or support events with regards to staff time and venue costs -potential lost revenue. All office staff added their estimations of time involvement/loss of hall earnings to the spreadsheet. It does not contain know costs for events such as First aid cover that have always been allocated to event costs. This spreadsheet attempts to quantify hidden costs.

I have also attached a further breakdown of costs compiled by councillor Clegg. Her breakdown includes some of the other costs as well as projected income.

Please treat both cost break downs as estimations only.

It is obviously important to keep an eye on all council expenditure and hidden costs. All council activities will cost staff time to a greater or lesser degree. Many council activities also involve many hours of councillor time with individual councillors giving their time free of charge, for instance Cllr McLeod ensuring the Recreation Ground portaloos were clean and tidy, even at weekend or Cllr Furniss mapping and recording well over 100 publicly owned benches.

The staff costs on the spreadsheet are measured in simple hourly costs without pension or NI costs. It is unlikely the council would be employing fewer staff were it not for events.

The venues might be hired out at the weekend of events or they might not. Loss of earnings is speculative.

The event figures give the impression of known costs and that events have a quantifiable value only. However, the true value of events in the community is virtually impossible to quantify. Events add quality to a community, in the form of community cohesion, communication, integration.

Events offer volunteering opportunities. Once proper volunteering and safeguarding policies are in place these opportunities can be extended to younger and more vulnerable members of the community. For some, volunteering may be a route into employment. They help to combat loneliness, recruit new volunteers to community groups, are an opportunity for the council to actively listen to members of the community who would never set foot in a council meeting. They are an opportunity for the council, but also other community groups to publicise their services. Publicising council run events publicises the work of the council. They add to the friendly feel of the village, to the quality of life people living in Radcliffe enjoy.

Recommendation

Discontinuing events is likely to damage the council's reputation.

Picnic in the Park

Cost as per accounts	Staffing	Hours	cost	grounds/hall hire
	Planning	1 hour - poster	£11.63	
	Transport			
	Presence on the day			
	H+S, reports, etc			
Income as per accounts				

Cinema

Cost as per accounts	Staffing	Hours	cost	grounds/hall hire
	Planning 1	1 hour per month	£15	
	Planning 2			
	Transport			
	Presence on the day			
	H+S, reports, etc			
	Caretaker	4 hours per month	£45	3 hours Hall Hire pm
Income as per accounts			£60	£66

£126

Village Show

Cost as per accounts	Staffing	Hours	cost	grounds/hall hire
		av 10 hours per week up to 20 as it got closer (Assumed(4 weeks at 10 hours 2 at 20))		
	Planning 1		£930.00	
	Planning 2			
	Transport	4	£57.00	
	Presence on the day			
	H+S, reports, etc	10 hours	£120.00	
	Caretaker	16 hours	£180	The Grange 20 hours
Income as per accounts				Grange Hall 12 hours
				Grounds 12 hours

£1,287.00

£2,257.00

£970

Christmas Fair & Light Switch On

Cost as per accounts	Staffing	Hours	cost	grounds/hall hire
		av 8 hours per week up to 20 as it gets closer (4 weeks at 8 hours 2 at 20)		
	Planning 1		£838.00	
	Planning 2			
	Transport	4	£57.00	
	Presence on the day	up to 8 hours	£93.04	
	H+S, reports, etc	3 hours	£70.00	
	Caretaker	12 hours	£140.00	The Grange 12 hours
Income as per accounts				Grange Hall 12 hours
				Grounds 12 hours

£1,198.04

£1,923.04

£725.00

Non Council events

Carnival

Cost as per accounts	Staffing	Hours	cost	grounds/hall hire
	Planning 1	3 hours	£50	
	Planning 2			
	Transport			
	Presence on the day			

	H+S, reports, etc				
	Caretaker	19 hours	£220		Grange Hall 12 hours £375
Income as per accounts					Grounds 12 hours

Radfest

Cost as per accounts	Staffing	Hours	cost		grounds/hall hire
	Planning 1	1 hour	£15		
	Planning 2				
	Transport				
	Presence on the day				
	H+S, reports, etc				
	Caretaker	N/A			N/A
Income as per accounts					

Clerk, ROTPC

From: sue.clegg@rotpc.parish.email
Sent: 15 October 2023 12:06
To: phil.thomas@rotpc.parish.email; Sue Clegg
Cc: Clerk - ROTPC; 'ANNE MCLEOD'
Subject: Re: Setting Budget for Council promoted 'Events'
Attachments: Event 2024 costings.xls

Follow Up Flag: Follow up
Flag Status: Flagged

Dear All,

In reply to Phils email I agree before a lot of time and effort is spent by Staff and Volunteers in planning Events for 2024 that the Council has to decide **ITs WISH to continue promoting these events.**

Events have come at a minimal cost to the Parish Council and are all supported by volunteers at many stages of the planning - but as we are spending Council money a lot has to be put thro Parish Council finances ie bookings, invoices etc. The PC Events have provided entertainment for many residents (no we don't count them in and out) but to have the grounds filled to capacity shows an appreciation by residents.

These Events have been "Finacially neutral" due to the fact that as a Parish Council Event the facilities of the Parish Council have been "unqualified/gifted" to each event.

I have always been aware that the Hall Manger put in a lot of her time for both the Village Show and Christmas Fair (even when the latter ws not a PC event!!) familiarity with an event/system probably mean't that less hours were used than I have put in my estimates but I have tried to be rrealistic.

Hope this estimate is helpful.

Regards

Sue

On 2023-10-13 15:21, phil.thomas@rotpc.parish.email wrote:

Belina / Anne

I note that the events committee are meeting next week hopefully to try and scope out the options for next years event. I understand there is also a meeting to discuss 'events' in more general.

To aid the budgeting and staff effort processes for the next financial year I would ask that we confirm our wish to continue promoting these events (I think this is restricted to Village Show, Picnic in the Park, Cinema and Christmas event?) and to what level. I would assume that this would be for full

council to discuss and approve, and not an F&GP item. However because of the budget impact, I am including Gillian in the circulation of my request.

In the past the council have 'approved' promoted events being financially 'neutral', expecting takings to cover costs of bought in services. I would suggest that the amount of staff time (and resulting cost) involved in the planning /organising these events has not been assessed and more importantly the impact on other council work (delays in projects/ maintenance planning etc) has not been fully appreciated.

I would therefore ask that the Clerk brings to approval at the next full council meeting proposals to agree the work scope required to support promoted events for the year 2024/5. As part of this I would ask the Clerk to assess the number of hours and cost of the staff time we 'invested' in the events this year.

I would suggest that the council is asked to decide on number of associated proposals so that the correct figures can be included in next years budget:

- the council will continue to promote events next year only if **all costs** (including staff) are covered by income from the event (i.e. no charge on the precept)
- the council will continue to promote events next year if **external costs only** are covered by income from the event (i.e. the precept covers the cost of staff time etc)
- If the council agree to continue to promote events next year, will the required staff time is made available from work schedule of our regular permanent staff (I would expect the Clerk to give an idea of the impact on other work) or do we request the Clerk to find additional temporary help to minimise the impact on our 'regular' work. We took this second option a couple of years ago but obviously this has a budgetary impact.

Personally I am not against us promoting events (and accepting the financial risks) but I think it has to be fully understood and accepted by the full council. I am not confident this was the case this year

Phil

EVENTS 2024 COSTINGS

Christmas Fair	held once a year at The Grange & G.Hall and Grounds			
EXPENDITURE			COST	
GH use Sat Eve Sunday	Sat 3 hrs @ £40 Sun 10hrs @ £30		£420.00	Previously taken as a PC cost
Caretaker cover for all of the above	13 hrs @ £11		£143.00	
Set up break down time of Caretakeraff	5/6 hours	£11 ph	£66.00	
Admin time from office	Big unkown in total 70 hrs over 6 month	£11 ph	£770.00	
Publicity	Programme banners			
PA System			???	
Rides			£600.00	
Music Licence	proportion of		£250.00	
Total Expenditure			£2,249.00	
INCOME				
Entry Fee	Free Event		£0.00	
Sale of Pitches			-£1,000.00	
Sponsorship/Donation			??	
TOTAL PROFIT / COST			£1,249.00	
Possible Cost to PC	if including Hire & Caretaker costs		£1,000.00	

EVENTS 2024 COSTINGS

Village Show	held once a year at The Grange & G.Hall			
	<i>SUNDAY 8th SEPT 2024</i>			
EXPENDITURE			COST 23	
GH use Sat Eve Sunday	Sat 3 hrs @ £40 Sun 10hrs @ £30		£420.00	<u>Previously taken as a PC cost</u>
Caretaker cover for all of the above	13 hrs @ £11		£143.00	
Set up break down time of Caretakeraff	5/6 hours	£11 ph	£66.00	
Admin time from office	Big unkown in total 70 hrs over 6 month	£11 ph	£770.00	
Publicity	Programme banners			
Rosettes			£350.00	
Marquee			£245.00	
Trophy Engraving			£120.00	
PA system			£750.00	
Fancy Carosel			£540.00	
Brass Band			£450.00	
Security			£388.00	
Partial Lisence			£310.00	
1st Aid			£158.00	
Total Expenditure			£4,710.00	
INCOME				
Entry Fee / Gates	£2 pp under 16 free	2023	-£1,739.00	
Sale of Pitches			-£795.00	
Sponsorship/Donation			-£617.00	
TOTAL PROFIT / COST			-£3,151.00	
Possible Cost to PC	if including Hire & Caretaker costs		£1,600.00	

PAPER E

Radcliffe on Trent Parish Council

Complaints Policy and Procedure

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DRAFT

Document History

Adopted by Council –

Introduction

Radcliffe-on-Trent Parish Council is committed to providing a quality service for the benefit of the people who live or work in its area or are visitors to the locality. If you are dissatisfied with the standard of service you have received from this Council or are unhappy about an action or lack of action by this Council, this Complaints Procedure sets out how you may complain to the council and how we shall try to resolve your complaint.

1. What is a complaint

This Complaints Procedure applies to complaints about Council administration and procedures and may include complaints about how council employees have dealt with your concerns.

2. What is not a complaint

This Complaints Procedure does **not** apply to:

2.1 Complaints by one Council employee against another Council employee, or between a Council employee and the Council as employer. These matters are dealt with under the Council's disciplinary and grievance procedures.

2.2 Complaints against councillors. Complaints against councillors are covered by the Code of Conduct for Members adopted by the Council on 22/08/2023 and, if a complaint against a councillor is received by the Council, it will be referred to the Monitoring Officer of Rushcliffe Borough Council. Further information on the process of dealing with complaints against councillors may be obtained from the Monitoring Officer of Rushcliffe Borough Council.

3. Influencing Council decision making

The appropriate time for influencing Council decision-making is by raising your concerns **before** the Council debates and votes on a matter. You may do this by writing to the Council in advance of the meeting at which the item is to be discussed. Written representation must be received by the Clerk seven clear days before a scheduled meeting in order to allow sufficient time to prepare the necessary reports and add items to the agenda. There may also be the opportunity to raise your concerns in the public participation section of Council meetings. If you are unhappy with a Council decision, you may raise your concerns with the Council, but Standing Orders prevent the Council from re-opening issues for six months from the date of the decision, unless there are exceptional grounds to consider this necessary and the special process set out in the Standing Orders is followed.

4. How to complain

4.1 You may make your complaint about the Council's procedures or administration to the Clerk. You may do this in person, by phone, or by writing to or emailing the Clerk. The addresses and numbers are set out below. Anonymous complaints or complaints from un-identifiable email addresses will only be considered in exceptional

circumstances. Your name and address will not normally be shared and your personal details will be handled in line with the council's privacy policies.

4.2 Wherever possible, the Clerk will try to resolve your complaint immediately. If this is not possible, the Clerk will normally try to acknowledge your complaint within 10 working days.

4.3 If you do not wish to report your complaint to the Clerk, you may make your complaint directly to the Chairman of the Council who will report your complaint to the Council.

4.4 The Clerk or the relevant committee of the Council or the Full Council (as appropriate) will investigate each complaint, obtaining further information as necessary from you and/or from staff or members of the Council.

4.5 The Clerk or the Chairman of the relevant committee or of Full Council will notify you within 25 working days of the outcome of your complaint and of what action (if any) the Council proposes to take as a result of your complaint. (In exceptional cases the twenty-five working days timescale may have to be extended. If it is, you will be kept informed.)

4.6 If you are dissatisfied with the response to your complaint, you may ask for your complaint to be referred to the full Council and (usually within eight weeks) you will be notified in writing of the outcome of the review of your original complaint. The decision of the Full Council is final.

5. Contacts

Parish Clerk of Radcliffe-on-Trent Parish Council:

By post: The Grange, Vicarage Lane, Radcliffe-on-Trent, Nottinghamshire, NG12 2FB

By Email: clerk@rotpc.com

The Chairman of Radcliffe-on-Trent Parish Council

By post: The Grange, Vicarage Lane, Radcliffe-on-Trent, Nottinghamshire, NG12 2FB

By Email: Please check current details on the councils Website: [Chair of the Parish Council – Radcliffe On Trent Parish Council \(rotpc.com\)](http://www.radcliffeontrentparishcouncil.org.uk)

PAPER F



Civility & Respect

IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

This is to certify that
Radcliffe on Trent Parish Council
has signed up to the Civility & Respect Pledge

Radcliffe on Trent Parish Council believes now is the time to put Civility and Respect at the Top of the Agenda and start a culture change for the local council sector.

Certificate Number 1370

Radcliffe on Trent parish Council will:

- Treat all councillors, clerk and all employees, members of the public, representatives of partner organisations and volunteers with civility and respect in their role.
- Put in place a training programme for councillors and staff.
- Sign up to Code of Conduct for councillors.
- Have in place good governance arrangements in place including, staff contracts, and Dignity at Work Policy.
- Commit to seek professional help at early stages should civility and respect issues arise.
- Commit to calling out bullying and harassment when it happens.
- Continue to learn from best practice in the sector and aspire to being a role model / champion council e.g., via Local Council Award Scheme.
- Support the continued lobbying for the change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate.

Signed on behalf of the council by:

Chairperson/Mayor: _____ Date: _____

PAPER G

Radcliffe on Trent Parish Council – Strategic Plan 2023-2028

Vision	To make our village the best place to live, work & visit.
Mission	To nurture an environment which enhances our quality of life; an inclusive community where people belong.

Priorities	Our ECONOMY: To support appropriate economic development attracting quality investments to benefit the village.	Our ASSETS: To maintain & enhance our village assets for the benefit of all.	Our ENVIRONMENT: To help create a safe, green & clean environment, both built & natural.	Our COMMUNITIES: To support effective communication & accessibility to promote a sense of belonging & social responsibility.	Our COUNCIL: To create a transparent, accountable, cohesive & efficient council that engages with local communities.
Ambitions	<p>Promote a thriving village centre with economic diversity.</p> <p>Pro-actively apply for grants & lobby for improved infrastructure facilities from RBC, NCC. & others.</p> <p>Ensure new developments invest in the village socially, economically, & environmentally.</p> <p>Promote, encourage & celebrate local businesses & events.</p>	<p>Increase & improve our assets using CIL, grant funding & capital spend.</p> <p>Maintain all PC assets to a high standard through a rigorous repair & replace strategy.</p> <p>Refurbish our assets in a timely way.</p> <p>Improve inclusion and accessibility of our assets for all users.</p>	<p>Lobby to improve our public transport links & cycle routes.</p> <p>Lead by example & ensure developers are held to our high environmental standards.</p> <p>Aim to reach carbon neutrality by 2030.</p> <p>Protect our local wildlife areas & support environmental diversity.</p> <p>Keep the village clean, green & litter free.</p> <p>Replace equipment with low energy items, e.g. The Parish Council van.</p>	<p>Reach out to residents of all ages, ethnicities & abilities to facilitate active involvement with Council policy & actions.</p> <p>Celebrate the diversity of our village.</p> <p>Give young people a voice.</p> <p>Welcome all new residents.</p> <p>Support our local businesses.</p> <p>Ensure our public spaces are accessible and inclusive for the maximum number of residents.</p> <p>Lobby to ensure health, education & recreational facilities keep up with our expanding population.</p>	<p>Sign up to the Civility & Respect Charter & achieve the Quality Award within the Local Council Award Scheme.</p> <p>Improve our efficiency, working practices & community engagement by increased use of technology.</p> <p>Work more closely with residents & businesses.</p> <p>Staff & councillors will be expected to attend appropriate training.</p> <p>Undertake prudent management of public money to grow PC assets & income.</p>
Core Values	We promote democracy, equality, transparency, sustainability, long term thinking, innovation and team working for the public good.				

Actions	Our ECONOMY:	Our ASSETS:	Our ENVIRONMENT:	Our COMMUNITIES:	Our COUNCIL:
	<p>Optimise the percentage of CIL & S106 coming into the village from new builds, by early engagement with developers.</p> <p>Find an income balance between assets & the precept to support local organisations.</p> <p>Invite local businesses to quote for contracts & include local factors in tender matrix criteria.</p>	<p>Agree a long-term maintenance plan for all major council assets.</p> <p>Encourage the inclusive use of our village assets by residents, schools, & groups.</p> <p>Improve & update Grange Hall facilities to maximise income from conferences & weddings.</p> <p>Seek to increase & improve our assets, particularly outdoor spaces, to support our growing population.</p> <p>Refurbish Rockley Park before the Centenary in 2027.</p> <p>Upgrade existing assets sympathetically.</p> <p>Spread assets more evenly throughout the village, eg The Harlequin.</p> <p>Refurbish / replace the Rec. pavilion to include toilets & café facilities.</p> <p>Maintain regular, rigorous cemetery review & repair.</p>	<p>Lobby for-</p> <ul style="list-style-type: none"> -Improved rail service. -cycle routes. -Improved Villager timetable. <p>- Introduction of “No Idling” zones for vehicles.</p> <p>-A footbridge over the railway line. [at the top of Bingham Road].</p> <p>Measure and reduce our carbon footprint, applying expert advice.</p> <p>Promote wildlife first: tree planting, bee-friendly chemicals, no peat, rewild suitable areas, hedgehog highways, protect our rare species - particularly on Dewberry Hill.</p> <p>Encourage all staff and councillors to undergo Carbon Literacy training.</p> <p>Install solar panels on Grange Hall roof, [with batteries].</p> <p>Introduce water harvesting systems wherever possible.</p> <p>Expand recycling systems.</p> <p>Improve our buildings to reduce energy demands.</p>	<p>Invite residents of all ages, ethnicities, & abilities to engage with us & also form part of working groups.</p> <p>Establish a Youth Council in conjunction with our schools.</p> <p>Ensure new residents are welcomed & informed of facilities & opportunities.</p> <p>Engage with all groups offering social & voluntary support.</p> <p>Use IT effectively to promote, celebrate & inform residents as well as more traditional methods.</p> <p>Work closely with local businesses wherever possible.</p> <p>Work in partnership with Police & RBC to develop a vandalism /ASB strategy.</p> <p>Create, encourage & support events leading to stronger, cohesive & healthier communities.</p> <p>In conjunction with relevant agencies, produce emergency policies & disaster plans eg flooding, power cuts, pandemics.</p>	<p>All Councillors and staff will be treated with respect & courtesy.</p> <p>Produce & maintain an up-to-date electronic calendar of village events.</p> <p>Work closely with the many village groups who add value to our community.</p> <p>Hold a regular surgery in the village. Transparency will be the norm. Opinions of residents will be sought wherever possible.</p> <p>Allocate a modest budget to engaging with young people alongside the formation of a Youth Council.</p> <p>Working groups to include residents & interested parties as standard.</p> <p>Expand take-up & Increase revenue from Grange & Grange Hall by promotion & realistic pricing.</p> <p>Review this document at regular intervals & use it as a tool to direct improvements.</p>

PAPER H

Flooding at Radcliffe on Trent 21 -22 October 2023

Following heavy rainfall:

- Several houses on Clumber Drive were flooded and some others had garages and sheds flooded.
- The Park Homes had a flooded road, no homes were flooded but one resident was evacuated by the fire brigade.
- Main Road, by Lamcote Corner, was flooded for several hours and other parts of Nottingham and Main Road were flooded for a short time.
- The A52 both East and West of Radcliffe was closed for several hours because of flooding.

At Full Council on 24th October – which was attended by 19 members of public plus the 3 Borough Councillors, the Chair suggested we had a meeting on 6th November to fact find and see what we could do to help ourselves.

Flood Meeting 6th November 2023

Representatives from the 3 main areas plus 3 Borough Councillors and several Parish Councillors attended.

- AMc gave information about the Flood Signage Scheme and details of the training course.
- AMc Mentioned Rushcliffe Hardship Fund and also The Jeffery Limmer Trust.
- Neil Clarke discussed the role of telemetry equipment to give an early warning system.
- Other equipment such as flood doors, blocking air bricks, plastic “skirt’ that can redirect water discussed.
- All 3 areas, but particularly Park Homes, should familiarise themselves with vulnerable residents who may need evacuation.
- It was pointed out that only 15 minutes warning given of flooding on Clumber Drive.
- We need local storage on Clumber Drive for sandbags.
- Neil Clarke researching possible support options.

AMc followed meeting up with email to those who left their address, giving details of flood Signage Scheme, Hardship Grant, Jeffery Limmer contact details, and Citizen’s Advice contact details.

Community Emergency Plan Toolkit

September 2016

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Introduction

Why do we need a Community Emergency Plan?

Emergencies happen. Local emergency responders will always have to prioritise those in greatest need during an emergency, especially where life is in danger. There will be times when you may be affected by an emergency but your life is not in immediate danger. During this time, you need to know how to help yourself and those around you. By becoming more resilient, you and your community can complement the work of local emergency responders and reduce the impact of an emergency on your community both in the short and long term.

How will this toolkit help?

This document is a step-by-step guide to help you and your community produce a Community Emergency Plan. A Community Emergency Plan is a tool you can use to help you prepare for the emergencies that could affect your community. It is just one way of planning within your community. You may wish to tailor your approach to better suit the needs of your community.

This guide is linked to a template plan, and general information about Preparing for Emergencies which you will find at www.gov.uk/government/publications/preparing-for-emergencies/preparing-for-emergencies-community-resilience

This guide sets out how to complete your plan. Look out for the **ACTION** markers for suggestions on how to complete sections of the plan and where to find information to help you.

If your community already has a Community Emergency Plan, you could use this document to update or validate it.

Step 1 – Planning for an emergency

This section outlines the key stages in getting started and planning for your community.

Identifying your community

Begin by considering who your community is and which communities you belong to. Who is your plan for? A community is a group of people linked by a common bond. Usually this bond is because the people live close to one another but the bond could also be from shared interests or as a result of experiencing similar circumstances. In planning for emergencies, it will usually make sense to think of your community as being those people who live near you, but you may also want to consider talking to and involving other people and communities in your planning as you may need to work together and help each other in an emergency.

Identifying existing local relationships and getting people involved

One of the first things to consider is who can help you get started. Community resilience is something many people and communities already do. It is not about creating or identifying a new community network, or a one-off response to an incident, but rather an ongoing process of using and enhancing existing relationships.

Consider what already exists around you, who you already talk to, and how you could work together before, during and after an incident. You could look to existing local community networks and groups within your community to see if they can get involved or fit resilience into their agenda, for example parish councils, Neighbourhood Watch groups, Scout groups, residents associations, youth groups etc. Your local authority emergency planning team may also be able to help you identify what community resilience initiatives are already in place.

You could hold an open meeting in which people can discuss their priorities for the plan and identify who is interested in helping to create it.

Community emergency groups and co-ordinators

The people in your community who want to take part could form a Community Emergency Group to champion the emergency preparedness efforts in your community. They will also play a role in your community recovery. This could be a new group or build on an existing community group.

Some villages, wards and parishes also have a Community Emergency Co-ordinator and you may wish to consider choosing one for your community. The co-ordinator takes a lead role in organising and taking forward the work of the Community Emergency Group, and helping to sustain motivation and interest in their community.

The co-ordinator acts as a contact point between the Community Emergency Group and local emergency responders. The Community Emergency Co-ordinator could be an elected member or could work closely with elected members.

ACTION: Using page 9 of the Community Emergency Plan template, you can record and maintain a list of organisations active in your local area that may be able to help you to identify vulnerable people in an emergency.

Identifying the most vulnerable in an emergency

It is important to ensure that isolated or vulnerable people are contacted to see if they need assistance during an emergency. Organisations and individuals such as Local Authority emergency planning officers, Red Cross or Royal Voluntary Service volunteers, as well as many others, have systems and resources to help people to respond to, and recover from, emergencies. These groups cannot always determine exactly what individuals want and need, nor can they always identify who in your community may be vulnerable in a crisis, particularly those who may not previously have received support. This requires local knowledge and your help.

Vulnerable people

Emergencies can make anyone vulnerable and they make life more difficult for those people who are already vulnerable. Your local emergency responders will need to help those in most need first, and it would assist them if the Community Emergency Group had an understanding of those in their community who might be vulnerable in an emergency and where they live. Think about how you can share this information with the local emergency responders if an emergency occurs. Local organisations will also have a good idea of the people or communities who are vulnerable. You may want to consider maintaining a list of these organisations.

It is important to note that:

- people may become vulnerable at any point in their life and we can all be vulnerable in different circumstances;
- being vulnerable means different things to different people and groups; and
- vulnerabilities can vary in their duration and may last through the recovery from an emergency.

Identifying and preparing for risks

It is important to be aware of the risks that could affect your community, and understand how you could be affected by them, in order to improve your community's resilience. Individuals and communities should prepare for the risks they feel are relevant to their area.

Your local emergency responders meet regularly as a Local Resilience Forum. This forum co-ordinates the planning for emergencies affecting your local area and has a duty to publish a Community Risk Register, showing what local hazards and threats have been identified for your area, and their potential impact.

The Government regularly assesses all the natural hazards and malicious threats that could affect the UK. This is published in the National Risk Register. You can use this information together with your local Community Risk Register to consider potential threats and hazards to your local area and their impacts.

You should also use local knowledge to try and identify other risks in your local area that may not be included on your Community Risk Register. For example, is there a local road that regularly floods, or a footpath that could become unusable in severe weather?

Other aspects to consider when assessing the impact of incidents on your local area could include:

Social risks

Are there any known vulnerable people/groups in the area?

Examples may include:

- people who have recently had an operation;
- people without access to transport;
- people with limited mobility;
- groups that might find it difficult to understand emergency information; and
- transient groups such as holiday makers or travelling communities

Environmental risks

- Are there any particular areas that flood regularly?

- Are there any sites of environmental or historic importance, such as Sites of Special Scientific Interest, which may be affected?

Infrastructure risks

- Is there a major transport hub in the area?
- Are there any bridges or main roads?
- Are there any large industrial sites in the area?

ACTION: Using page 4 of the Community Emergency Plan template, you can identify:

- **potential risks and hazards and their impact on your community; and**
- **what you can do to reduce the impacts of these risks.**

You may find it useful to discuss this assessment with local emergency responders in your area to make sure you understand how you can complement their work in an emergency.

Assessing community skills and resources

Once your community is aware of the risks it might need to prepare for, it is important to consider what skills, resources and equipment your community already has that can be used, if needed, during or after an emergency.

You may want to assess your community's existing skills and resources under the following categories:

Volunteers

Volunteering is often spontaneous by nature and many communities and individuals automatically help each other during times of need. However, as part of your planning, you could speak to individuals and groups in your community and ask them if they would be willing to volunteer during an emergency, and what skills, tools or resources could be used. Potential volunteers may need to have permission from their employer to ensure that they could be released in an emergency.

You might also want to consider talking with existing local groups to see if their volunteers or contacts would be willing to help in an emergency.

It is important to make sure that you keep volunteers up to date and engaged with your emergency planning. You may wish to involve them in the exercising of your plan. More information about managing groups of volunteers can be found at:

Volunteering England - www.volunteering.org.uk

Volunteering Wales - www.volunteering-wales.net

Volunteer Development Scotland - www.vds.org.uk

Tools

With your Community Emergency Group, consider what tools and machinery might be needed in an emergency. There may be people in your community who are qualified, capable and willing to operate these tools and machinery in an emergency.

Supplies

In an emergency, your community will require supplies, such as food and water, which may be difficult to obtain. The Community Emergency Group should consider talking with local businesses and suppliers who might be willing to provide these. If a written agreement is made between your community and the supplier, attach this as an annex to your Community Emergency Plan.

Transport

Find out which vehicles could be used by the local community and know how access to them could be gained in an emergency. It is important to ensure that vehicle owners are properly licensed and insured to use their vehicles in this way.

Organisations such as 4x4 Response (www.4x4response.info) could be helpful in letting you know what groups may already be operating in your area.

ACTION: Using page 5 of the Community Emergency Plan template, you can complete your own assessment of your community's skills and resources.

Insurance and health & safety

When thinking about how community members can help, and the assets and resources you can use, you should think about insurance issues.

Many communities see insurance and liability as a barrier to preparing their community for emergencies. While liability is for the courts to decide, a common-sense approach to helping each other is required.

Please do not put yourself or others at risk when preparing or using your plan.

Communities have expressed concerns about having appropriate insurance and legal cover for their community emergency arrangements, in particular using assets like community centres and village halls as rest centres or using vehicles as part of a community response. The Government is working with the insurance industry and

community members to explore insurance and liability issues for a range of community emergency scenarios and will make the findings available publicly. You can find help on insurance issues at www.abi.org.uk.

Identifying key locations

In an emergency, your local emergency responders might need the Community Emergency Group's assistance to help identify a safe place for people to shelter and set up a rest centre.

You should work with your local emergency responders to see what help the Community Emergency Group could provide to set up places of safety or rest centres.

Different emergencies may affect different parts of your community in different ways so you should try to identify a number of alternative sites.

It is important that you get the permission of those responsible for any buildings you might use in an emergency and ensure that they have appropriate insurance and liability cover to use the premises in this way

ACTION: Using page 6 of the Community Emergency Plan template, you can make a list of key locations you have identified with your local emergency responders for use as places of safety.

Emergency contact list

It is important to keep accurate, up-to-date records of everyone who is in the Community Emergency Group, as well as others in the community who have offered their help in an emergency. This will help you to contact everyone quickly and make it easier for you and the local emergency responders to identify who is part of the Community Emergency Group. It is important to remember to keep personal details safe, and only share them with those who need the information. For further information see:

www.ico.org.uk/for-organisations/guide-to-data-protection

You may want to record contacts in a 'telephone tree', which sets out a process through which people have responsibility for ringing other contacts. An example of a telephone tree is provided in the Community Emergency Plan template.

ACTION: Using pages 7 and 8 of the Community Emergency Plan template, you can complete your own emergency contact list or telephone tree.

Step 2 – What to do in an emergency

Activation of your plan

In any emergency, having an emergency plan is not a substitute for calling 999 if there is a risk to life.

When an emergency happens, you will need to know how to activate your plan and contact your volunteers.

You will have made your local emergency responders aware of your Community Emergency Plan as part of your planning process, so in most circumstances you should activate your plan in response to a call from local emergency responders. You should work with them to identify how they will contact you, and how you should contact them, to activate your plan in an emergency.

In certain circumstances, local emergency responders may be unable to contact you to ask you to activate your plan. Therefore, you should develop a series of triggers you can use as a Community Emergency Group to decide whether to take action.

For example:

- Have you been able to contact our local emergency responders?
- What messages are being put out in the media?
- What can you do safely without the help of the local emergency responders?

Using your list of skills, people and resources, you will need to decide what you can do to safely support the work of the local emergency responders.

ACTION: Using pages 9 and 10 of the Community Emergency Plan template, you can record your own activation triggers and first steps to take once an emergency has met the threshold for activating your plan.

First Community Emergency Group meeting

A draft agenda for the first meeting of the Community Emergency Group can be found on page 11 of the template. This is intended to be a guide only. You may find that your team and volunteers are already getting on with helping but it is important to make sure everyone is safe and working in a co-ordinated way.

ACTION: Using page 11 of the Community Emergency Plan template, you can record your own draft agenda in your plan.

Evacuation

During an emergency, it might be necessary for some members of your community to be evacuated from their homes to a safe place. Speak to those co-ordinating the response to see what role the Community Emergency Group can play in this.

You may be able to assist with:

- door knocking or delivery of emergency messages;
- running of a rest centre; or
- identifying those who may need extra assistance to move to safety.

ACTION: Using page 12 of the Community Emergency Plan template, you can record any actions for the Community Emergency Group that you have agreed with local emergency responders in their planning for an evacuation.

Communications

The Community Emergency Group should discuss how it will cope if communications are disrupted in the area. You may have access to walkie-talkies or amateur radio groups (for example, the Radio Amateurs' Emergency Network).

The Community Emergency Group could also consider door knocking as an option to communicate with the public and get the local emergency responders' messages across if it is possible to do this safely. The Community Emergency Group should work with the local emergency responders to ensure any messages that they are delivering to the community are consistent with those issued by local or national authorities.

ACTION: Using page 12 of the Community Emergency Plan template, you can record alternative arrangements for communicating in your local area.

Step 3 – Practising and reviewing your plan

Sharing your plan

Once you have developed your plan, share it with your community to get their views. It is important that all members of the community feel that the plan works for them.

It is also important that you share your plan with the emergency planning officer from your local authority, the local emergency responders and your Local Resilience Forum so that, in the event of an emergency, they will know who to contact and what assistance you can provide.

You can contact your local emergency planning officer through your local council. You should record who has a copy of your plan and ensure that they receive a revised copy whenever it is updated.

ACTION: Using page 2 of the Community Emergency Plan template, you can record a list of individuals and organisations that need to have a copy.

Reviewing and updating your plan

It is important to regularly review and update your Community Emergency Plan to ensure it meets the changing needs of your community. It is also important to make sure that your plan will work in an emergency. You may wish to practice activating the plan to test how well it would work in an emergency and see how ready members of your team and volunteers are to carry out its actions. You should work with your local emergency responders, using the local risk assessment you have produced, to identify scenarios that you can use to test the arrangements you have made in your plan.

Practising the arrangements in your plan will allow you to identify any problems with it. Once you have practised your plan, you should review and update it. You should also regularly update your emergency contact lists to ensure it is accurate.

When you make any changes and amendments to the plan, you should record the amendments to ensure that everyone knows they are using the latest version.

ACTION: Using page 2 of the Community Emergency Plan template, you can record and maintain a list of updates to your plan.

Support, funding and information

What the Government will do

The *Community resilience framework for practitioners* sets out in more detail the context for community resilience, the roles and responsibilities and the steps local government and emergency responders should take to enhance community resilience.

The Government will:

- remove the barriers which prevent participation such as concerns about liability and insurance;
- provide toolkits, templates and checklists to help you in your planning, and share information on the things you need to know for planning and preparing, such as relevant pieces of legislation and new funding streams;
- listen to your feedback on our products and guidance, making changes where relevant;
- help put you in touch with the right people and provide ways for you to communicate with the UK resilience community. In particular, we will support you to engage with local emergency responders and other communities through existing networks and structures;
- let you know what is happening so that you have up-to-date, accurate information to make decisions and carry out activities at a local level.
- set up relevant web pages to communicate and share information with you;
- champion your work nationally and listen to, and learn from, your good practice; and
- obtain useful advice from national bodies, promoting and sharing guidance from relevant organisations.

In some circumstances, communities may require further training and/or resources to increase the resilience of their local area to a wide range of potential incidents.

Funding can be sought from a variety of organisations and charities, at national, regional and local levels. Further information on funding can be found on page 15, which signposts some examples of funding as well as mechanisms for finding the best available funding for your community.

Funding arrangements

There may be circumstances in which you need additional funding to help enhance resilience in your community. There are many organisations, government departments and charities that provide funding for community groups. Below are some examples of tools which can help you find the best available funding for your community, as well as a selection of examples of national, regional and local funding. It is important to check the relevant websites for the most up to date information to ensure you meet the eligibility criteria or closing deadlines. These grant finding websites and tools have been developed to find the most suitable grant for community projects. The process involves a simple checklist to see what funding is available.

Grant Finder

www.idoxgrantfinder.co.uk/

Grants and policy database with details of 6,000 funding opportunities.

Funding Central

www.fundingcentral.org.uk

Funding portal for all voluntary sector organisations, including community groups, providing access to 4,000 funding and finance opportunities, plus tools and resources supporting organisations to develop sustainable income strategies.

Government Funding

www.governmentfunding.org.uk

Online portal to grants for the voluntary and community sector.

Lottery Funding

www.lotteryfunding.org.uk

Lottery Funding is a joint website run by all Lottery funders in the UK. This site allows you to search information on current funding programmes across the UK.

Wales

wales.gov.uk/funding/fundgrantareas

In Wales, the Welsh Assembly Government provides funding support to a wide variety of organisational structures. Details of funding available can be found on the Welsh Assembly Government website.

Where to get more information

The *Community resilience framework for practitioners* sets out in more detail the context for community resilience, the roles and responsibilities and the steps local government and emergency responders should take to enhance community resilience.

The [Community Emergency Plan Toolkit and Template](#) set out a number of practical suggestions for how you can get started in building resilience in your community. They include a suggested generic template plan that you can adapt for use locally. You are likely to find these documents most useful if you want to see an example of the practical steps you could take to create a community emergency plan.

The [Preparing for Emergencies](#) page is aimed at individuals, families, communities and businesses that want to find out more about how they can prepare for emergencies. The pages aim to answer questions around individual and community resilience and increase awareness of risks and vulnerability to risk. They also set out some easy steps for how you can improve your household preparedness. You are likely to find this information most useful if you would like more general information about emergency preparedness.

For further information on the Community Resilience Programme, please contact community.resilience@cabinet-office.x.gsi.gov.uk or write to Community Resilience, Civil Contingencies Secretariat, 22 Whitehall, London, SW1A 2WH.

Useful links

Preparing for Emergencies

www.gov.uk/government/publications/preparing-for-emergencies/preparing-for-emergencies

The home of resources for individual, business and community resilience.

Local Resilience Forum

www.gov.uk/guidance/local-resilience-forums-contact-details

This web page provides contact details for Local Resilience Forums throughout England and Wales.

National Risk Register

www.gov.uk/government/uploads/system/uploads/attachment_data/file/419549/2015_0331_2015-NRR-WA_Final.pdf

The online home of the National Risk Register.

Environment Agency

www.environment-agency.gov.uk

08708 506 506

For information on environmental risks, including flood warnings.

British Red Cross

www.redcross.org.uk

0844 871 11 11

Information on the simple precautions that can be taken to prepare for a range of emergency situations, along with advice on how to cope when they do.

Royal Voluntary Service

www.royalvoluntaryservice.org.uk/

0845 601 4670

Information about the services provided by the Royal Voluntary Service (including emergency response) across the UK.

St John Ambulance

www.sja.org.uk

08700 104950

Information about how first aid training can make a difference to people in an emergency.

RSPCA

www.rspca.org.uk/in-action/international/emergencyresponse

0300 1234 555

The RSPCA has put together some guidelines so that you can be prepared to get your animals to safety in the event of flooding.

Radio Amateurs' Emergency Network (RAYNET)

www.raynet-uk.net

The UK's national voluntary communications service provided for the community by licensed radio amateurs.

Glossary

Community Resilience

Communities and individual harnessing local resources and expertise to help themselves during an emergency, in a way that complements the work of the emergency services.

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An assessment of local risks that have been identified within a Local Resilience Forum area. It is written, maintained and published by the Local Resilience Forum.

Emergency

An event or situation which threatens serious damage to human welfare in a place in the United Kingdom; the environment of a place in the United Kingdom; or the security of the United Kingdom or of a place in the United Kingdom. Emergencies can also affect you at home, for example house fires, broken down boilers, burst pipes etc.

Local emergency responders

Organisations that respond to emergencies in your area. They include the fire, police and ambulance services, as well as your local authority and other organisations.

Local Resilience Forum (LRF)

A group formed in police area boundaries of England and Wales by key local emergency responders and specific supporting agencies for the purpose of fulfilling their duties under the Civil Contingencies Act 2004.

National Risk Register

A report produced by the Cabinet Office which outlines the Government's assessment of significant potential risks to the United Kingdom.

Rest centre

A building designated by a local authority for the temporary accommodation of evacuees. This may include overnight accommodation.

Risk

A measure of the likelihood and impact of a potential emergency.

Preparing for Emergencies:

Guide for communities

September 2016

Aim of this leaflet

This leaflet will help you take the first steps to think about why and how you can help your community to be prepared for an emergency. It invites you to think about:

- why it is important to be involved and be prepared;
- what you can do to make it happen in your community; and
- the help available to you to do this.

Case studies show examples of how communities and organisations have equipped themselves to be ready to support people through emergencies. These can be used to help you think about what you might do in your community.

What is community resilience and why is it important?

Emergencies happen. Your local emergency responders will always have to prioritise those in greatest need during an emergency, especially where life is in danger. There will be times when you may be affected by an emergency but your life is not in immediate danger.

During this time, individuals and communities may need to rely on their own resources to ensure they are able to cope with the consequences of the emergency. Many communities already spontaneously help one another in times of need, but previous experience has shown that those who have spent time planning and preparing for this are better able to cope, and recover more quickly.

Benefits of community resilience

Volunteering and helping one another does not need to be organised by central or local government. Local people who are prepared and able to respond effectively and recover quickly from emergencies show us how successful community resilience can be. This activity is most successful when in partnership with local emergency responders.

How resilient is your community? Your ward, borough, village or street? Your sports club or other community group? And what can you do to help build this resilience? By building on existing local relationships and networks, using local knowledge and preparing for risks, your community will be better able to cope during and after an emergency.

Recovery from an emergency can be a complex and long-running process. A resilient community will not only be better prepared to respond at the time of an emergency, but will be better equipped to recover in the long-term.

Case study – Fairford Emergency Action Group

“Through the Town Council and with support from Cotswold District Council, we formed an Action Group to co-ordinate our community response to the risks we face. In Fairford these include flooding, aircraft incidents (from the nearby RAF bases), and traffic accidents with a major trunk road going through our town’s narrow streets. We bought equipment (such as high visibility jackets) to help in potential future crises and identified and equipped premises to be used as a place of safety if residents have to evacuate their homes. We held a full live practice of procedures involving many residents, local authorities and emergency services, and shared our experience with other parishes in the Cotswolds. We are planning to test out our emergency callout procedures to ensure that they are effective. In order to alleviate the risk of flooding to the town, we have a volunteer workforce that annually clears the ditches and watercourses so as to provide natural overflow conduits for the main river to carry excess water away from homes and businesses.”

What you can do to help

a. Make your contribution

Your help and skills in leading your community and helping them to be more resilient and prepared could be vital.

b. Work in partnership with local emergency responders

Your community should know what local emergency responders are able to do for you in an emergency and vice versa – this means talking to each other during the planning and exercising process.

c. Don’t put yourself at risk

Individuals and community groups should never do anything which puts themselves or their community at risk.

d. Talk to each other

Talk to other communities who have done this work and experienced some of the successes and frustrations of developing community resilience locally. We can help to put you in touch with other groups if you would like to share your experience with others. You can contact us at community.resilience@cabinet-office.x.gsi.gov.uk.

Case study – Sedgeberrow Flood Group, Worcestershire

“Following the 2007 floods, we have worked together to minimise the damage flooding has on the community and help those who need assistance. We appointed a flood warden, set up a Flood Group, developed a Flood Emergency Plan identifying community resources that could be used in an emergency, and held an open village meeting with experts to inform everyone on local hydrological and meteorological issues and how the village can develop resilience through self-help.

We are working with local landowners to look at longer term catchment issues and have developed a self-help scheme with volunteers from ‘dry’ properties helping those in ‘at-risk’ properties and obtained an emergency warning siren to be activated on receipt of a flood warning. We communicate monthly to the village via a community magazine and held a ‘Sedgeberrow one year on’ party to help the recovery process.”

What does a resilient community look like?

Communities in the UK already involved in preparing for emergencies show some or all of the following features:

- Are aware of risks that may affect them (both nationally and locally) and how vulnerable they are to such risks. This helps motivate them to personally take action to prepare for the consequences of emergencies.
- Work in partnership to complement the work of the local emergency responders and other organisations before, during and after an emergency.
- Use existing skills, knowledge and resources to prepare for, and deal with, the consequences of emergencies.

Case study – Sunderland Point, Lancaster

“We are an isolated community of about 70 residents in about 35 properties at risk of tidal flooding and coastal erosion. We set up a Community Association working with the Environment Agency and other partners to increase our resilience to a range of risks in the event that external help may not be immediately available.”

Case study – DangerPoint initiative, North Wales

“DangerPoint is an independent charity, based around a purpose-built education visitor centre featuring interactive, visual safety scenarios. It was set up to educate young people and communities across North Wales about how to avoid risks and accidents. A project has been recently established to raise awareness of the safety issues around flood risk.”

Case study – Vicar of Frampton on Severn. Gloucestershire

“I saw the impact of flooding on neighbouring communities and recognised the risks to our community. The village had previously experienced the Foot & Mouth Disease outbreak in 2001. I championed the benefits of producing a community emergency plan for the area. The Parish Council went on to recruit a group of residents who produced an emergency plan using local knowledge and expertise.”

Case Study – South Woodham Ferrers Community Safety Forum, Essex

“The Forum was set up as a voluntary partnership group involving the police, fire & rescue, ambulance, borough council, town council and local groups/organisations to establish a ‘joined up community’. In collaboration with Chelmsford Borough Council, our local yacht & sailing clubs have set-up a ‘River Watch’ scheme to check river levels in a flood alert situation to provide an enhanced warning to the town.

The clubs have also established a procedure with the local fire station to ensure small boats are made available should the need arise to respond to a flood situation. In partnership with Chelmsford Borough Council and the Town Council, a primary ‘Emergency Rest Centre’ facility has been established in the town. A community resilience exercise has also been undertaken involving all the emergency response groups and a Community Emergency Group set up.”

Case study – Birmingham Communities and Neighbourhoods Resilience Group

“Our group was formed in July 2008. The membership comprises representatives from over 100 existing community, disability and faith groups together with the emergency services and voluntary organisations. The group works with the Birmingham Resilience Team to help ensure that emergency planning in Birmingham meets the needs of the diverse communities within our city. We focus on specific issues such as pandemics, flooding, climate change, and the city centre. We also work with volunteers, known as Birmingham Resilience Champions, who promote the importance of emergency preparedness within the city and support the response of the Birmingham Resilience Team.”

Case study – The Hanneys Flood Group, Oxfordshire

“Following flooding in 2007 and 2008, we formed a community flood group and carried out a programme of flood alleviation measures including weed removal and bank strengthening and heightening of the local brook. We installed a data logger on the brook to measure water levels and established a regular maintenance regime for the brook and critical ditches. We have worked actively with the Environment Agency, the Parish, District & County Councils, local landowners and residents and established a website to help spread information to villagers and other flood groups.”

Community emergency planning

Building community resilience is something that many people and communities already do.

It is not about creating or identifying a whole new community network or a one-off response to or recovery from an incident, but rather an ongoing process of using and enhancing existing relationships to better improve the emergency preparedness of an area.

Some existing local community groups will have information on how to get involved or how they can fit resilience into their agenda. These could include parish councils, faith organisations, Neighbourhood Watch groups, Scout Groups, residents associations and youth groups.

Communities should know what local emergency responders are able to do for them in an emergency and vice versa – this means talking to them before an emergency happens.

Five steps to getting started

The steps outlined below are only a suggestion for getting started in building resilience in your community. There are many other ways to build resilience and you may wish to tailor it to the specific needs of your community.

1. Begin by considering who your community is and which communities you belong to

Geographical communities (those people living close to you) are the obvious choice for, and main beneficiary of, community resilience. However, many people do not recognise their community as the people they live near. As such, other communities (such as those who share an interest in a particular topic or sport) should be considered as valid groups within which to prepare for emergencies. Community resilience is not about creating or identifying a new community or network; it is about considering what already exists around you, what you already do, who you already talk to or work with; and thinking about how you could work together before, during and after an incident or emergency.

2. Get in touch with existing local networks you can work with

Many community groups already work to support and enhance life in our communities; e.g. flood wardens, Scout groups, parish councils, residents associations and Neighbourhood Watch groups. Think about how you could use their skills, resources and expertise to make a more resilient community.

Case study – Lechlade Emergency Response and Flood Action Committee, Gloucestershire

“The Town Council set up an Emergency Planning Committee and developed an Emergency Plan in consultation with the local community. Having assessed the risks, it was clear that the priority in all of the most likely emergencies would be the evacuation of people from their homes to a place of safety. The strength of the community came to the fore with the Memorial Hall and Recreation Ground Trustees offering the use of the community hall as a place of safety, the Women’s Institute taking on responsibility for operating it, and the Lechlade and District Lions offering practical support such as help with evacuating affected residents.”

3. Choose a community representative for your emergency plan

These people represent their local community by providing the link between the community and the statutory bodies that provide emergency response services to them. Think about who would take on this role in your community. You could consider asking local elected members to represent the community and co-ordinate this work.

4. Establish a Community Emergency Group (or incorporate preparedness activities into an existing group)

There are Community Emergency Groups already established in both rural and urban areas where people have recognised the need to consider what their community might need in an emergency, and have set about helping themselves to be prepared. You do not have to establish a new group. You may instead wish to build on and use existing community groups and consider how they might include building community resilience into their activities.

Case study – Chelmsford Borough Council, Essex

“We approached the local parish councils and encouraged them to appoint a liaison officer for emergency planning and set up a Community Emergency Group of local volunteers. Volunteers have helped to compile a parish emergency plan, and assisted with information gathering (e.g. the number of single storey properties within a flood zone), helping us achieve better quality information via local knowledge. Volunteers also assist with the initial emergency response pending arrival of Council resources.”

5. Develop a Community Emergency Plan

Consider how you could use/complete the template Community Emergency Plan for your community which can be downloaded from:

<https://www.gov.uk/government/publications/community-resilience-resources-and-tools>

Preparing as individuals and families

Individuals and families who are resilient will be better able to help themselves in responding to and recovering from personal, local and national emergencies and provide support to those around them.

For further guidance on building your individual or household resilience, see the [Preparing for Emergencies](#) page on the GOV.UK.

How the government will help

The government will:

- work to remove the barriers which prevent participation such as concerns about liability and insurance;
- provide toolkits, templates and checklists to help you - improving these based on your feedback;
- listen to your feedback on our toolkits and information;
- help put you in touch with the right people and provide ways for you to communicate with local emergency responders and other communities;
- give you up-to-date and accurate information about risk;
- set up relevant web pages to communicate and share information with you; and
- champion your work nationally and listen to, and learn from, your good practice.
- The Government's *Community resilience framework for practitioners* sets out in more detail what emergency responders and government will contribute to enhancing and building individual and community resilience.

Commented [O1]: Insert link when published

Where to get more information

The [Community resilience framework for practitioners](#) sets out in more detail the context for community resilience, the roles and responsibilities and the steps local government and emergency responders should take to enhance community resilience.

Commented [O2]: Insert link to guidance once published

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Useful Links

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www.gov.uk/government/publications/preparing-for-emergencies/preparing-for-emergencies

The home of resources for individual, business and community resilience.

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The RSPCA has put together some guidelines so that you can be prepared to get your animals to safety in the event of flooding.

Radio Amateurs' Emergency Network (RAYNET)

www.raynet-uk.net

The UK's national voluntary communications service provided for the community by licensed radio amateurs.

Glossary

Community Resilience

Communities, businesses, and individuals are empowered to harness local resources and expertise to help themselves and their communities to:

- prepare, respond and recover from disruptive challenges, in a way that complements the activity of [Category 1 and 2 emergency responders](#)
- adapt to longer-term changes and opportunities, in pursuit of their future resilience and prosperity

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Plumtree Parish Council Emergency Plan



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Issue State

Issue Number	Date Issued	Issue Number	Date Issued	Issue Number	Date Issued
1 (web)	29/09/2011	4 (web)	15/10/2014	7 (web)	03/08/2018
2 (web)	31/07/2012	5 (web)	03/12/2015		
3 (web)	21/01/2014	6 (web)	11/01/2017		
This plan is next due for review on:					31/05/2019
<p>Note:</p> <p>This is an abridged version of the Emergency Plan which is intended to be viewed on the Plumtree Parish Council website (www.plumtreeparishcouncil.org.uk) for information only.</p> <p>Full contact details, information about village resources, skills, etc. are included in the full version but are omitted here.</p> <p>For a full version of the Emergency Plan, contact the <i>Emergency Co-ordinator</i>.</p>					

Purpose

All major emergencies will be dealt with by the emergency services, local authorities, utilities and voluntary agencies in a combined response. This Emergency Plan is not intended to be a substitute for these services and, on an emergency situation arising, the first action should always be to contact the emergency services by **dialling 999**.

The purpose of the plan is to cater for extreme circumstances (for example heavy snowfall) that might prevent the emergency services from reaching the scene immediately. In such cases the initial response may rely entirely on Plumtree residents; this plan describes how such an initial response will be coordinated.

Initial Actions

If an emergency arises and it is not possible to contact the emergency services straight away (or if their response may be delayed), the Plumtree Emergency Plan should be initiated as follows:

1. Contact the *Emergency Co-ordinator*:

Role	Contact name
Parish Council Chairman	Mike Bylina

If the *Emergency Co-ordinator* is not available, contact the *Initial Response Team* (see step 2)

2. The *Emergency Co-ordinator* will contact the *Initial Response Team*:

Role	Contact name
Parish Council Vice-Chairman	Jonnie Richards
Clerk to the Parish Council	Mike Elliott

3. The *Initial Response Team* will co-ordinate the local response by contacting the following:

Role	Contact name
Parish Councillor	David Martin
Parish Councillor	Adrian Kerrison
Parish Councillor	Dave Sumner
Parish Councillor	Andrew Burnett
St Mary's Church, Plumtree	Revd Trevor Kirkman
The Griffin	TBA when reopened
<i>continued ...</i>	

Role	Contact name
Plumtree Cricket Club	Ken Bloor
Notts County Council	Emergency Number

Follow-up Actions

Primary Assembly Point

4. All villagers who are willing to help in the emergency should gather at the *Primary Assembly Point*:

**Burnside Memorial Hall
Church Hill
Plumtree**

or, if the Burnside Memorial Hall is inaccessible, they should gather at:

**Plumtree Cricket Club
Bradmore Lane
Plumtree**

Village Resources

5. The assembled villagers will assess if resources such as four-wheel drive vehicles, lifting equipment or chainsaws may be relevant to the emergency and contact the appropriate providers.

Village Skills

6. The assembled villagers will assess if skills such as those of doctors, nurses and first-aiders may be relevant to the emergency and contact the appropriate providers.

There are several medical practitioners living in the village but none of them has offered to be listed in this category. Therefore, the assembled villagers will use local knowledge to contact them should the need arise.

Vulnerable Groups

7. If appropriate (for example, if the emergency occurs during the day in term time), the assembled villagers will make contact with the following vulnerable groups:

Group
Plumtree School
Children 1 st @ Plumtree
The Wolds Day Nursery

Vulnerable Individuals

8. If appropriate, and using local knowledge, the assembled villagers will make contact with vulnerable individuals in the village (for example the disabled, elderly, housebound and parents with young children).

Incident handling

9. During the emergency, anyone involved in coordinating a response should keep a log of all requests for assistance and action taken. See the form on page 7 of this document.

A supply of suitable forms is held by the *Emergency Co-ordinator*.

Temporary Shelters

10. In the event of there being persons (including casualties) requiring temporary shelter, one or more of the following buildings will be made available:

Building	Address	Key holder name
Burnside Memorial Hall	Church Hill Plumtree	Mike Clark
		or Les Carruthers
Plumtree Cricket Club Clubhouse	Bradmore Lane Plumtree	Adrian Kerrison or Ken Bloor
St. Mary's Church	Church Hill Plumtree	Tony Darby

Nottinghamshire Emergency Planning Contact Numbers

Name/Role	Daytime phone no.	24-hour phone no
Emergency Services	999	999
Keyworth Primary Care Centre	0115 937 3527 0115 937 6051 (emergencies)	0115 937 3527 0115 937 6051 (emergencies)
Nottinghamshire County Council - Emergency Number	0115 977 3471	0115 977 3674
Environment Agency - Incident Hotline	0800 80 70 60	0800 80 70 60
NHS 111	111	111
Gas	0800 111 999	0800 111 999
Electricity	105	105
Water	0800 783 4444	0800 783 4444
Highways Agency	0300 123 5000	0300 123 5000

Incident Log

Nature of incident: Completed by: Date: Sheet No:

No	Time	Name(s) involved	Request for assistance / action taken	Complete

PAPER I

Radcliffe on Trent Annual Parish Meeting

7pm Wednesday 22nd March 2022

Grange Hall

Radcliffe on Trent Parish Councillors Present on the Top Table

Cllr Josephine Spencer (Chairman)

Cllr Sue Clegg (Vice Chairman and Chairman of Grange and Grange Hall)

Cllr Gillian Dunn (Chairman Finance and General Purposes Committee)

Cllr Anne McLeod (Chairman Planning and Environment Committee)

Cllr Oliver Bere (Chairman Amenities Committee)

Other Attendees

Cllr Tracy James, Cllr Lorraine Foster, Cllr Irene Dovey, Cllr Carol Chambers, Cllr Harry Curtis, Cllr Phil Thomas, and RBC/NCC Cllr Roger Upton.

Administrator to the Parish Council, Hayley Gandy

1. Chairman's Welcome

2. Housekeeping + Signposting

3. Introduction of Panel

4. Apologies

Cllr Alice Tomlinson and RBC Cllr Abby Brennan
Accepted

5. Talk given by Radcliffe on Trent Junior school.

Fabulous talk given by the Children of ROT junior school regarding the school Eco projects.

6. Presentation of Civic Awards

- **Chairman's Award**
Radcliffe on Trent Junior School

7. Review & Acceptance of the Minutes of the last Annual Parish Meeting on 20th April 2022

Proposal: "That the minutes be approved as an accurate record and signed by the Chairman of the Parish Council."

Unanimously approved.

8. Chairman's Report

Good evening and welcome to you all, so good to see so many of you. Thank you to all the community groups and local organisations who have put on an excellent and informative display showcasing what is great about this village. More of which later.

First some housekeeping we are not expecting a fire drill so if the alarm goes off please exit the building by the fire exits which are situated round the building. There is a hearing loop system

Radcliffe on Trent Annual Parish Meeting

7pm Wednesday 22nd March 2022

Grange Hall

available for those who may require it. I would like to introduce my colleagues they are Vice Chair Cllr Sue Clegg, Cllr Anne McLeod, Cllr Gillian Dunn and Cllr Oliver Bere.

Well another APM another year and it's been quite a ride. The slow return to normality following covid has gathered pace this year and the Council certainly has its buzz back, starting with Party in the Park in July, a very successful Village show last September and Christmas Fair and lights switch on in November. These events can only be made possible by the hard work of the committees, and the Council is heavily supported by volunteers who give endless time before and during these events. I would particularly like to thank Marie Langdon, Tracey Davis, Marion Caunt and Lucy Spencer whose support both to the events and me personally has been invaluable over this last year. Thank you.

Upper Saxondale have succeeded in gaining their own Parish Council, and their new Council will be formed at the forthcoming elections. I am pleased to say that we as a Parish have given them our full support to ensure a smooth transition for the residents of Upper Saxondale. We wish them well.

There have been areas of frustration not only for the Council but residents too, the Manvers Public House is a forlorn sight and a blight on our village centre. I understand things may be moving I sincerely hope so, also let's not forget it is a listed building. Health and leisure provision continues to be a high priority and with the increase in housing it is all the more important we fully support all avenues of opportunity.

Thank you to our Borough Councillor's and County Council representatives who have attended many of our meetings and given us support and information.

My thanks go to my fellow Councillor's for their hard work support and friendship, teamwork is the only way an organisation can really function in order to deliver successful outcomes. Chairing committees is no easy task allowing all to have their say but knowing when to draw it to a close, I thank you all for your excellent chairing of meetings and for getting the job done. Sue Clegg has been my Vice and her support and hard work has been much appreciated thank you Sue.

Finally last but not least I must pay tribute to our staff, to Sally our font of all knowledge be it finance or cemetery thank you for your hard work and willingness to step up when required, to Claire our Hall Manager efficiency itself with a fabulous manner, she has not had it easy getting the hall, back on track but her hard work is certainly paying off. Hayley if I say dropped in at the deep end it wouldn't be far from the truth. Your attitude and willingness to undertake a variety of duties has certainly been a great help to both me and other members of staff. Thank you. To Jacki Grice who retired once and was dragged back to help out as Temporary Clerk thanks Jacki, I am pleased to say she will soon be able to return to her retirement as we are pleased to be welcoming Belina Boyer to Radcliffe on Trent as our new Clerk.

To John and Peter our ground staff who work in all weathers to keep our parks and grounds in tip top condition. Only today they have completed the installation of the new bench which is a fantastic addition to the grounds. Thanks lads. Oh and I mustn't forget Billy who helps John on a regular basis a lovely lad Thanks Billy.

To Dave Tanya and Ian our caretakers who keep our buildings clean, tidy and ready for every event and varied they are too. Thank you for doing a great job and with a smile.

To all staff thanks you are a great team.

Radcliffe on Trent Annual Parish Meeting

7pm Wednesday 22nd March 2022

Grange Hall

Finally, it has been by absolute privilege and honour to have served on the Council for around 30 years the last 4 as Chair, I love this village and it's people and I wish the incoming Council my best wishes and support.

9. Committee Chairman's Reports of the last year's activities

Amenities – Cllr Oliver Bere

It has been my privilege to Chair the Amenities Committee. It would only be right to acknowledge the work of my predecessors, Cllrs Tomlinson and Graham, for their work and commitment, for not only maintaining our great village amenities but also having the ambition to improve them for all. I extend a personal note to Cllr Tomlinson for her support as VC and personal confidant.

In addition, during what has been, a challenging few month, I would like to extend my thanks to both the office staff and ground staff for their work which often goes unrecognised.

As we have heard, the amenities portfolio has been separated to now exclude Grange and Grange Hall and so I'd like to update you on the work of the council in relation to: The Cemetery, Rockley Park, Cliff Top, Lilly Ponds, Dewberry Hill, Bingham Road, The Triangle, Valley Road and the recreational ground at Wharf Lane. As some of you may be aware Upper Saxondale will form its own parish council in May and therefore responsibility for the play area will be lost.

This year we have installed new lights inside 'The Gazebo' not only to complement our seasonal decorations and celebrations; but to allow use after sundown. Additionally, we hope this will deter any untoward activity, including vandalism.

Regrettably, the village amenities continue to be plagued by vandalism which has cost several thousand pounds in repairs. We continue to do our best to remove and replace vandalised materials, whether this be caused by arson, malicious tampering with play equipment, graffiti, fly tipping or broken windows. I, continue to make no apologies for taking firm action against the perpetrators, with all acts reported to the police.

On a more pleasing note, 'The Skatepark' has had its 12 month "snagging" completed, and I'm pleased to say that there has been the addition of two further picnic benches. These will be ready for the summer at Wharf Lane, and I hope all will have the opportunity to enjoy them. Thank you to Rushcliffe Borough Council Cllrs for their contributions towards this.

Shortly we will see the installation of new seating within 'The Grange' grounds, partly, donated in memory of a resident, and an outdoor table tennis table thanks to Radpanto. The Parish Council continues to seek sponsorship of new seating, except for Cliff Top. If you are interested in donating, please speak to the office.

'Cliff Walk' has seen improvements to the viewing areas. This area provides a beautiful panorama, and thanks to the work of the volunteer conservation group, we have seen greater accessibility to the lilly ponds and new planting in our nature reserves areas. Further improvements and restoration of benches are in the pipeline.

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Grange Hall

The triangle at Bingham Road has been replanted. Trees have been provided by National Highways and a number of bulbs will be planted in the coming weeks.

You may also note the new history board courtesy of our Village History Society.

New fencing at the play area on Bingham Road replaces the old. Unfortunately, this was damaged by arson. Shortly, 'Rockley Park' will see the front entrance improved with a sensory planted garden.

We continue to maintain our responsibilities for The Cemetery and a new tap has been installed for residents to tend to the memorials.

I am proud of the achievements of the committee, and I'd like to thank each of the members.

For reference, all meetings are open to the public. Residents are welcome to attend and raise matters for attention. We encourage this.

As the tenure of this Parish Council draws to a close, I'd like to thank my colleagues, once again, for their support and efforts. I hope that the ambition for the future remains on an onwards trajectory.

Thank you and I'd happily take any questions.

Planning and Environment - Cllr Anne McLeod

Steady flow of applications

- modifications to existing property
- increasing kitchen to family room
- less conversions garage > office

Some infill building / selling larger garden plots/ Building large outbuildings, sometimes problematic for neighbours.

Developments

-Spitfire – Grantham Rd, just over 250 houses are Planned. [22/02049] following outline planning permission in 2019 [19/01353/OUT]

-Land North of Nottingham Road, by RSPCA. Outline planning permission for 250+ houses and 3 hectares of industrial units /land. Flood risk 2, [high] and flood risk 3, [very high]. Houses to be sold with flood evacuation plans. ROT PC objected strongly, unfortunately RBC granted it. [18/02806]

Avant Homes presenting 1st phase for 102 houses opposite The Paddock at Planning meeting on Tuesday 28th March.

-We have just received the initial planning application from Notts County Council for the land to the left of Nottingham Road, just before the allotments. [23/00/444/OUT]. So development is planned to both sides of the road. With 3 more T junctions coming out onto Nottingham Road it will be an absolute nightmare in rush hour.

CIL

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Currently just over £150 but more will become available when the 2 developments mentioned have been completed and sold. This can be used to improve facilities for a larger population.

S106

Decided by Rushcliffe Borough Council, not the Parish Council. Portion allocated for leisure > Bingham Arena, the transport portion > currently paying for upgrades to the A52, the education allocation > gone towards the expansion of our village schools and, hopefully, the portion that is allocated to health > used for a new Health Centre in Radcliffe. As a village, we would like the money to also cover improvement to the Villager bus service and increase the frequency of trains stopping at Radcliffe Station, but all we can do is keep pushing and asking.

Of considerable concern to the Parish Council is the lack of additional sports facilities in our village to accommodate the increased population. We need additional football pitches, tennis courts, and a running track as a minimum. None of the developments have earmarked additional sports areas. Although S106 money is put aside for this.

Surgery

We are still waiting to hear about the future of the Health Centre, this is in the hands of the CCG and the Doctors themselves.

Environment

Thanks to Phil Taylor and your team of Conservation Volunteers, fantastic job looking after our 2 LWS's. Dewberry Hill and The Lily Ponds. Huge asset to the village and the local wildlife. Display here today.

Our Carbon Footprint.

Made some improvements eg Grange Hall heating, moves to changing from half hardy annual plants to perennials in some of our flower beds, doing away with hanging baskets, reducing the use of paper in the office, but we have really, really struggled to make progress with Solar panels on Grange Hall roof. It isn't straightforward.

Neighbourhood Plan

We finished consulting on the 1st review since the Plan was drawn up in 2017 just before Christmas. Once redrafted, the finished plan will be published.

And that's it from me, except to thank those of my colleagues who are on the planning committee, it requires hours of their time, reading through sometimes complex documents.-the VC of planning- Matt Kirk and the office staff, particularly Hayley Gandy who has been brilliant.

Thank You

The Grange and Grange Hall – Cllr Sue Clegg

The Grange & Grange Hall committee was reformed last year following its inclusion into Amenities during the Covid pandemic.

Radcliffe is so lucky to have these great facilities which can be used by residents and others for many events, Drama productions, Panto, classes, meetings, parties, receptions, and cinema.

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So early last year Claire Sutcliffe was appointed the new Hall Manager and has reviewed some of the systems in the Hall and Grange and they are now well on their way back to full strength for bookings. Claire is ably assisted part time by Hayley Gandy and the official Parish Council Office is now sited off the Grange Hall Foyer giving Sally Horn our Accountant a quieter environment to work in.

Hopefully saving residents the climb up the steep stairs of the Grange.

The Council also has Tanya Kryvoshapka as our resident Caretaker, David Bunce and Ian Carr are our other Caretakers.

Although under Amenities alongside the buildings - the gardens and grounds are a island of colour in the centre of Radcliffe, looked after by our grounds men John Simpson, Perter Scott and Billy. My thanks go to all the above for their help and support in the smooth running and presentation of both The Grange and Grange Hall, which as mentioned by the Chair of Finance are the Parish Councils second most important source of income

The grounds are open to the public all year round with areas for chatting – the Gazebo goes from strength to strength - or just sitting in the sun. A young children's play area with benches for that spur of the moment picnic.

The Parish Council continues to maintain and upgrade the facilities in the buildings, this year the lights in Grange Hall have been replaced with LED fittings to support our move to a cleaner greener Radcliffe. The sound deck has been replaced and we continue to look at other issues such as Solar Panels and their suitability. A careful watch is also kept on our use of utilities towards a sustainable environment.

Whilst Grange Hall is a source of income to the Parish Council thro it being hired out to clubs and businesses it is also used by the Parish Council as its base for holding events for the residents of our village,

Silver Cinema being a prime example - where we can keep the ticket price so reasonable because the Parish Council 'gives' the use of the hall and covers the licenses needed to publicly show a film.

Over the past year the Silver Cinema has continued showing on the last Wednesday of the month and the audience numbers are slowly increasing. A Childrens film is usually shown during the holidays and there are plans to show a few more films in the evening.

Part of this committee's remit are the Events and in 2022 there were;

The Cinema dates,

Jubilee Weekend – in June.

Picnic in the Park –July 3rd – Rockley Park an afternoon of jazz

Village Show –4th September

Christmas Fair & Light Switch On – 25th November

I will repeat a note from last year

OUR Hall has a seating capacity for 240 for conferences, Drama and Panto productions, lectures and Parish Council meetings,

it can be transformed for Wedding receptions or parties of approx. 150

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and apparently if you all stood up we could get 480 residents to an Annual Parish Meeting – not the first time I have suggested this – and I shall remain forever hopeful!!!!

The Grange – offers rooms for classes, smaller meetings or parties

A fully fitted Kitchen in both the Hall and Grange offer a venue for cookery classes and meal production.

The list goes on as to what Radcliffe can offer. Just a great place to live.

We are looking forward to 2023's Events

As mentioned, Silver Cinema continues

Coronation Weekend with Jazz and Picnic in Rockley Park moves to Sunday 7th May

Sunday Sept 3rd Village Show

Sunday 26th November Christmas Fair

Look forward to seeing you at future events.

My best wishes to the next Parish Council of 2023/27

Thank you

Finance and General Purposes – Cllr Gillian Dunn

Good evening everyone, I am Gillian Dunn, Chair of the Financial and General Purposes Committee which is otherwise known as F&GP.

The main purpose of the F&GP Committee is to ensure that the Parish Council's financial matters are run efficiently and effectively and that the annual budget is set to meet the needs of the Council's expenditure each year. The finances are externally audited after the year end and will be available on the PC website in due course.

The main source of income for the Parish Council, apart from the Parish precept, continues to be the income received through the hire of facilities such as the Grange and Grange Hall. Hiring of those facilities was actively maintained at 2018 prices and bookings are now almost back to pre-COVID levels. Now that the PC is finally free of the restrictions that Covid placed on us, the new Parish Council will be able to use the designated reserves to go ahead with plans for upgrading of leisure facilities at Wharf Lane, and with the long-overdue refurbishment of the Grange and Grange Hall. These are all wonderful Community venues and it is important that we maintain them in top condition in order to maximise the benefit to the Community and also maximise income. The new Council will have the benefit of funds from the Community Infrastructure Levy to proceed with improved leisure facilities.

RoTPC is delighted to note the proposed formation of the Upper Saxondale Parish Council and wish them every success. Upper Saxondale residents have been paying their precept to RoTPC for some years, and contributing to reserves. In light of this, we have agreed to pay the sum of £20,000 as the apportionment of reserves held. This payment will be split over 2 financial years, with the first payment due in 2023/24. This Parish Council will continue to include Upper Saxondale as part of

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Radcliffe on Trent Parish and will continue to provide support until midnight on 4 May 2023 when the new Parish Council will come into being. The loss of precept from Upper Saxondale, together with this call on our reserves has led to a higher precept being set for 2023/24.

I am delighted to see so many representatives from community groups here this evening. The PC sets aside an annual budget to support initiatives of the local community and has made the following grants this year:

- Radcliffe Carnival Committee - £350
- Radcliffe Advice Centre - £1,000
- Radcliffe Surgery Forum - £150
- Ukrainian Christmas Party - £291.20
- We also allowed for free room hire for the RoT Warm Spaces Scheme.

If anyone wishes to apply for a grant, there is still some money left in this year's grant budget. There are guidelines for applications and Phil Thomas or I will be pleased to discuss these with you, should you wish to submit an application.

Local residents have donated benches to the Grange grounds and Cliff Walk which amount to over £4,000. The PC is grateful for all such donations.

This has been my final year as Chair of the F&GP Committee and I would like to thank the vice-chair Phil Thomas and all members of the Committee for their valued contribution throughout this year.

My thanks also go to Sally Horn, who manages the accounts. Sally is extremely knowledgeable and meticulous in her work and I thank her for her invaluable guidance and support.

Jeffery Limmer Trust Annual Report

The Jeffery Limmer Trust Report of the Trustees, November 2022 Over the past two or three years the trustees have updated the name and the purposes of the Trust to make it more appropriate for the needs of modern day Radcliffe. It is testimony to the generosity and intentions of Jeffery Limmer that the charity he founded in 1617 it is still helping people in Radcliffe in 2022. However we felt that the word "dole", which was used in its name, was rather outdated and might be considered derogatory in today's language. We therefore became a "Trust", which emphasises that we hold resources "in trust" for the benefit of the people of Radcliffe. We were also finding that our terms of reference restricted us from providing assistance to causes that we felt were beneficial to people in Radcliffe but which were technically outside of our remit. So with the assistance of our Clerk and Freeths our solicitors we obtained the necessary consents of the Charity Commissioners to make changes.

The objects of the charity are now:

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To advance for the public benefit in the Parish of Radcliffe-upon-Trent Nottinghamshire ("the Parish") the following:

- 1) the relief of hardship, sickness and poor health
- 2) the advancing of the education of young people; and
- 3) assisting in the provision of facilities for recreation or other leisure time occupation in the interests of social welfare;

In particular by providing grants or items to residents of the Parish in need and/or charities and other organisations.

The third point is the most important change because it allows the trustees to support organisations which provide for the public benefit of the Radcliffe community when previously we were restricted to helping individuals.

We have also taken the opportunity to update the arrangements for the appointment of the committee of trustees, and now these consist of two nominated by the Parish Council, two nominated by the Parish Church and five who are co-opted.

There has been a definite change in the pattern of how and when we have distributed grants over the past few years. Some village residents may still think that we exist simply to provide "Christmas Boxes" to elderly residents. We do still provide grants at Christmas but these include to families and disabled people as well as elderly people, and everything is now modernised with bank transfers rather than (as once was the case) the trustees visiting with cash!

Visiting, though, is still an important trustee activity. People who are in financial difficulties are often reticent to ask for help, and when they do it is nearly always for not very much. So we have developed a policy, in most cases, of two trustees visiting applicants to discuss with them how best we can help, and sometimes to advise them on what other help might be available. We have found that something simple like a request to replace a broken washing machine can lead to a discussion about a number of other things we can help with. A visit is not to "check up" but "how can we help" and people have found these visits friendly and supportive and not at all threatening. We hope that our posters around the village give that message too.

In the year ending December 2021 the trustees distributed £24,414 to beneficiaries. This was made up of 41 Christmas grants to the value of £8000 and 13 grants to individuals and village organisations to the value of £16,414. Because of the confidential nature of grants we do not report the detail of individual beneficiaries.

The experience of the Covid pandemic and the ongoing financial situation nationally has presented many people in Radcliffe with unexpected difficulties. The trustees are keen to ensure that people in the village are aware of the Jeffery Limmer Trust and how it can help. We want to continue to be flexible in meeting the changing circumstances of need in the village whilst remaining good custodians of the Trust's resources.

John Thorn,

Chairman of the Trustees.

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10. General Question Time

A member of the public asked a few questions:-

- 1) **A questionnaire was issued to residents, what are the results from this.** – Cllr Spencer commented this is a Rushcliffe Borough Council initiative, therefore the results will come from them.
- 2) **Litter bins, there are more dog bins rather than litter bins.** Cllr Bere commented that the parish pays £3500/5000 a year for bin emptying and it not always simple to get a bin in a specific location. Some of the bins are emptied by Rushcliffe Borough Council and Radcliffe Parish Council.
- 3) **Has the council considered adding solar panels.** Cllr McLeod commented that contractors are busy at the moment, but it is something we are looking in to.

11. Thank you & Refreshments

The meeting ended at 7.56

Signed Chairman..... Date.....

DRAFT

PAPER J

RADCLIFFE ON TRENT PARISH COUNCIL SOCIAL MEDIA POLICY GUIDELINES

1. Who will the policy apply to?

This social media and communications policy applies to everyone within and outside of The Parish Council which has interaction. This includes, but not limited to, Parish Council staff, Councillors, members of the public and other agencies.

2. Define what you mean by social media and give examples of what you would include.

Radcliffe on Trent Parish Council has a Facebook, Instagram and Twitter account. The Council also uses an online website for communication, in addition to public noticeboards. The Council will always use the most appropriate and effective channel(s) for its communications. Over time the Council may add, change or remove social media accounts and this policy will be updated when if it does so at its review point.

3. When does the social media policy apply? In work hours and out of work hours? On personal equipment and equipment owned by the council?

Radcliffe on Trent Parish Council social media policy applies 24 hours per day 7 days per week and is inclusive of both inside and outside of normal working hours. Social media use can be done on both work or personal devices, providing that policy is followed. Access to Parish Council social media is given to The Clerk and RFO, the Administrator, Hall Manager and The Chair and Vice Chair of The Parish Council. The Chair and Vice Chair can also select any other Councillor to have access to Parish Council social media accounts and are also responsible for all moderation. The number of Councillors with access to social media accounts is not limited.

4. How does each social media platform relate to the work environment? For example, does the council encourage all staff to Tweet as a way to raise awareness, but has a different policy to Facebook?

Radcliffe on Trent Parish Council will use social media to promote Parish Council business, events that use Parish Council buildings/land, its successes and any other Parish Council business that is deemed necessary in communicating. It is also used to engage with the public in a variety of ways such as, but not limited to, responding to comments made on its social media

platforms apart from complaints which should be directed to the relevant complaint's procedure.

5. Many staff will have a personal social media profile and this will rarely impact on their work-life. However, in drafting your policy you should consider setting expectations about how the council is portrayed and whether you allow the council to be associated with staff through their personal social media platforms.

Staff and Councillors should ensure that their own views are not portrayed through The Parish Council's social media accounts. If they wish to express their own personal views, they should use their own personal social media accounts. However, they should be aware of how this view could be considered a Council view in the public's opinion and where appropriate make it known that it is a person view. If they are posting negative or inflammatory views, then staff and Councillors should make it clear that it is their view only and not the view of the Council. Staff and Councillors should also be aware that in posting negative or inflammatory views that this could affect their position within the Council and in some cases lead to a removal from their position through the use of the Complaints, Code of Conduct and/or Disciplinary Policy.

6. Personal use of social media – is this permitted during working hours? Is this permitted on council equipment? When should personal devices be used? What restrictions do you want to consider?

Staff should not use their own personal social media during work hours as this is not conducive to effective time and workload management. Additionally, if a staff member has a Parish Council device this should not be used for personal social media and communication. Additionally, Council property and energy should not be used for the charging of personal devices.

7. Do the employees' duties require them to speak on behalf of the council on social media? If yes, should any approvals be sought? Is any training required? What should employees do if they are contacted by the press or social media outlet for comment?

Staff and Councillors with access should have read, understood and signed the social media and communications policy before using the Parish Council accounts. After doing so, they are free to communicate on behalf of Radcliffe on Trent Parish Council. The Chair and Vice Chair of the Council will monitor

and moderate all social media and have the right to remove any individuals access at any time if it is in breach of this policy. If the press should contact the Parish Council through social media for an official response to an item, they should be directed to The Clerk via email. No official press response should be given through social media.

8. Do you have specific 'dos' and 'don'ts' for your employees when using social media? For example, most councils will need to make the following rules clear to all staff but you may have particular rules. Staff must not post disparaging or defamatory statements about the council or its stakeholders; they should make it clear in social media postings that they are speaking on their own behalf (unless they are posting as part of their job role); They must not post comments about sensitive community topics, such as planning applications. If they see content on social media that disparages or reflects poorly on the council they should refer this to the Clerk or Chair of the council. They must not post anything that could be considered discriminatory against, or bullying or harassment of, an individual. Most councils will stipulate that these rules apply as much to personal social media as they do to the council's accounts. Posts on any Parish Council social media should follow the visions, values and aims of Radcliffe on Trent Parish Council and should be:

- Considerate and respectful of others
- Offering differing options and discussion and not personal attacks
Free from offensive, threatening or abusive language
- On topic and related to the Parish Council and the work it does

Posts on any Parish Council social media should follow the vision, values and aims of Radcliffe on Trent Parish Council and should not contain or be:

- An act of self-deformation towards The Parish Council
Be in breach one of the protected characteristics under the Equality Act 2010
- Contain private or personal information, unless consent has been given in writing
- Plagiarism of material or in violation of any laws, including copyright
- Be of a commercial or confidential nature
- An allegation of a breach of Policy or Law towards an individual, organisation or the Parish Council

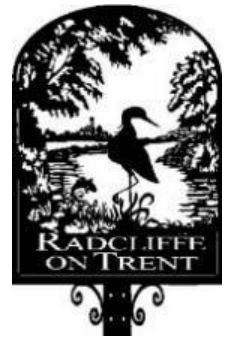
If any social media or communications are in breach of any of the above the Parish Council will remove and report the item and outline relevant areas of its social media and communications policy in brief response. If the social media or communication relates to a breach of policy or law then the person who posted it should be directed to the Clerk to submit a formal complaint or to report the matter to the Police for investigation.

9. Employers have the right, in certain circumstances, to monitor their employee's usage of the internet or email at work. Your policy (and Privacy Notice) should make this clear if that is your practice.
The Chair and Vice Chair of the Parish Council will monitor social media and communications and has the right to remove access to social media accounts at any time as per this policy. The Parish Council reserves the right to monitor staff usage of the internet or email at work or on work devices.
10. Do you use social media as part of your recruitment processes, i.e. do you use internet searches to perform due diligence on candidates? If this is relevant, then this should also be reflected in your Privacy Notice.
Social media can be used in the recruitment process for roles within the Parish Council including but not limited to staff and Councillor vacancies. In doing so the Parish Council reserves the right to undertake internet searches of candidates as part of the recruitment process.
11. Make clear that any breach of the policy may lead to action being taken under the council's disciplinary policy.
Any breaches of this social media and communications policy by staff may result in action being taken against the individual following the Council's disciplinary policy.
12. Remember that social media is constantly changing and charities should regularly review its social media policy to ensure it is up-to-date.
Policy Adopted: November 2023 Policy Review: November 2026

Social Media and Communication Policy

Policy Adopted: November 2023

Policy Review: November 2026



- 1. This social media and communications policy applies to everyone within and outside of The Parish Council which has interaction. This includes, but not limited to, Parish Council staff, Councillors, members of the public and other agencies.*
- 2. Radcliffe on Trent Parish Council has a Facebook, Instagram and Twitter account. The Council also uses an online website for communication, in addition to public noticeboards. The Council will always use the most appropriate and effective channel(s) for its communications. Over time the Council may add, change or remove social media accounts and this policy will be updated when if it does so at its review point.*
- 3. Radcliffe on Trent Parish Council social media policy applies 24 hours per day 7 days per week and is inclusive of both inside and outside of normal working hours. Social media use can be done on both work or personal devices, providing that policy is followed. Access to Parish Council social media is given to The Clerk and RFO, the Administrator, Hall Manager and The Chair and Vice Chair of The Parish Council. The Parish Council may select any other Councillor to have access to Parish Council social media accounts through a vote at Full Council. The Chair and Vice Chair of the Parish Council are responsible for all moderation. The number of Councillors with access to social media accounts is not limited.*
- 4. Radcliffe on Trent Parish Council will use social media to promote Parish Council business, events that use Parish Council buildings/land, its successes and any other Parish Council business that is deemed necessary in communicating. It is also used to engage with the public in a variety of ways such as, but not limited to, responding to comments made on its social media platforms apart from complaints which should be directed to the relevant complaint's procedure.*
- 5. Staff and Councillors should ensure that their own views are not portrayed through The Parish Council's social media accounts. If they wish to express their own personal views, they should use their own personal social media accounts. However, they should be aware of how this view could be considered a Council view in the public's opinion and where appropriate make it known that it is a person view. If they are posting negative or inflammatory view, then staff and Councillors should make it clear that it is their view only and not the view*

Social Media and Communication Policy

Policy Adopted: November 2023

Policy Review: November 2026



of the Council. Staff and Councillors should also be aware that in posting negative or inflammatory views that that this could affect their position within the Council and in some cases lead to a removal from their position through the use of the Complaints, Code of Conduct and/or Disciplinary Policy.

6. *Staff should not use their own personal social media during work hours as this is not conducive to effective time and workload management. Additionally, if a staff member has a Parish Council devise this should not be used for personal social media and communication. Additionally, Council property and energy should not be used for the charging of personal devices.*
7. *Staff and Councillors with access should have read, understood and signed the social media and communications policy before using the Parish Council accounts. After doing so, they are free to communicate on behalf of Radcliffe on Trent Parish Council. The Chair and Vice Chair of the Council will monitor and moderate all social media and have the right to remove any individuals access at any time if it is in breach of this policy. If the press should contact the Parish Council through social media for an official response to an item, they should be directed to The Clerk via email. No official press response should be given through social media.*
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- *An act of self-deformation towards The Parish Council*
Be in breach one of the protected characteristics under the Equality Act 2010
- *Contain private or personal information, unless consent has been given in writing*
- *Plagiarism of material or in violation of any laws, including copyright*
- *Be of a commercial or confidential nature*

Social Media and Communication Policy

Policy Adopted: November 2023

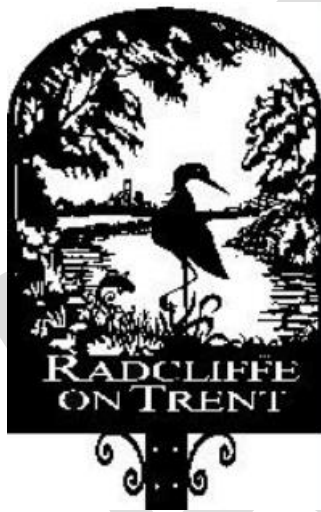
Policy Review: November 2026



- *An allegation of a breach of Policy or Law towards an individual, organisation or the Parish Council*

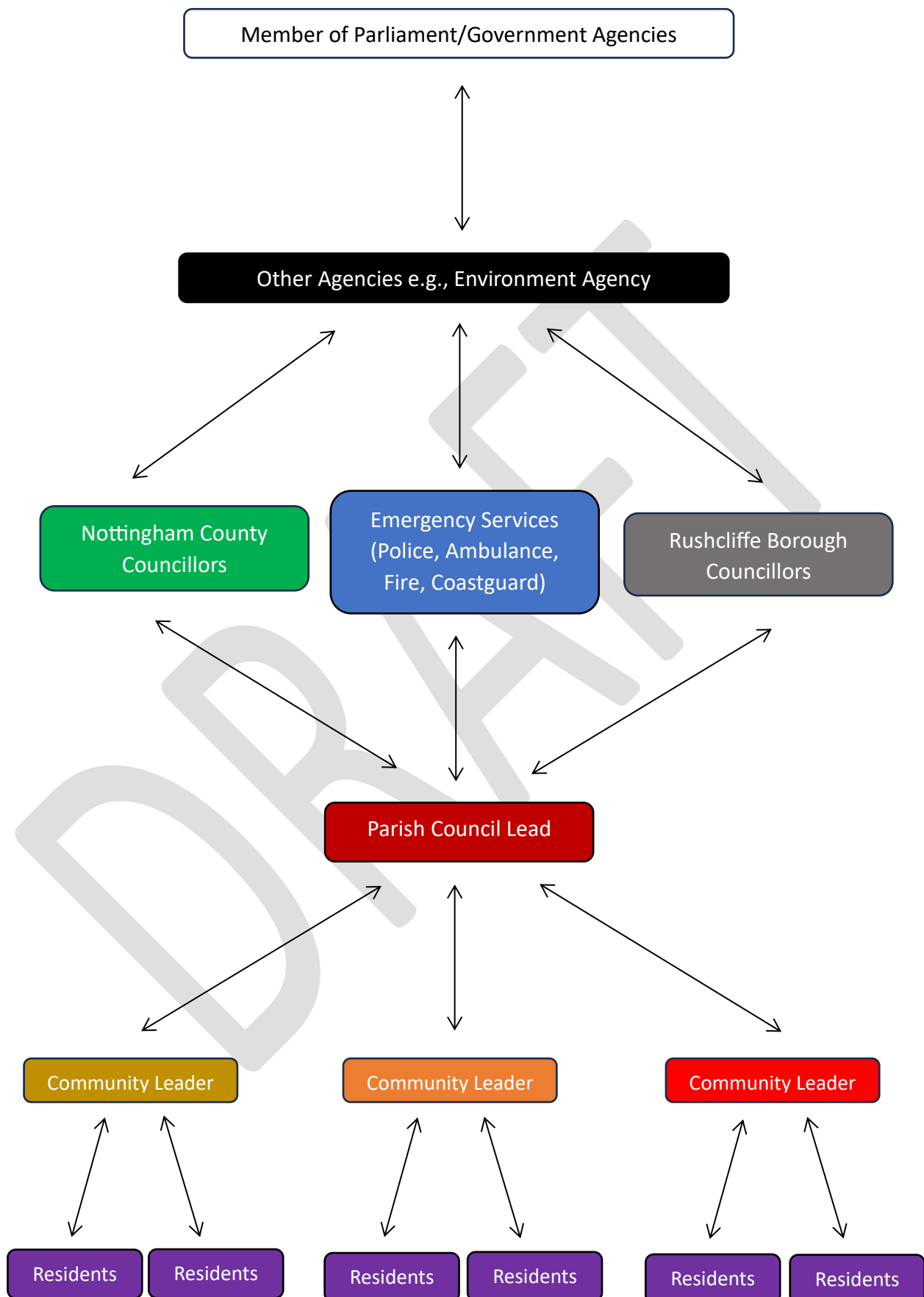
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- 9. The Chair and Vice Chair of the Parish Council will monitor social media and communications and has the right to remove access to social media accounts at any time as per this policy. The Parish Council reserves the right to monitor staff usage of the internet or email at work or on work devices.*
- 10. Social media can be used in the recruitment process for roles within the Parish Council including but not limited to staff and Councillor vacancies. In doing so the Parish Council reserves the right to undertake internet searches of candidates as part of the recruitment process.*
- 11. Any breaches of this social media and communications policy by staff may result in action being taken against the individual following the Council's disciplinary policy.*
- 12. Policy Adopted: November 2023 Policy Review: November 2026*

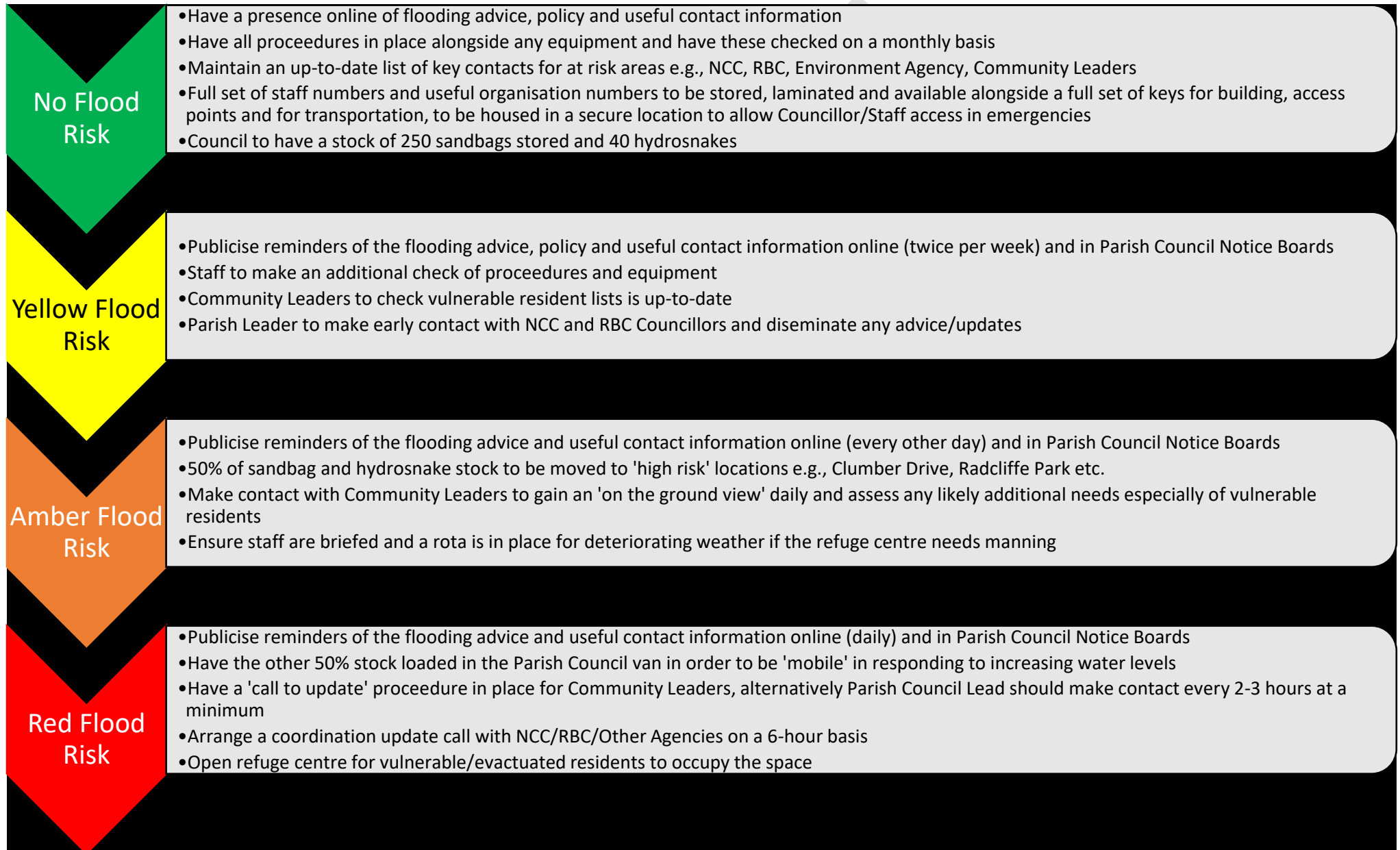


Radcliffe On Trent Parish Council
Emergency Planning and Response

Structure In Emergency Planning and Response



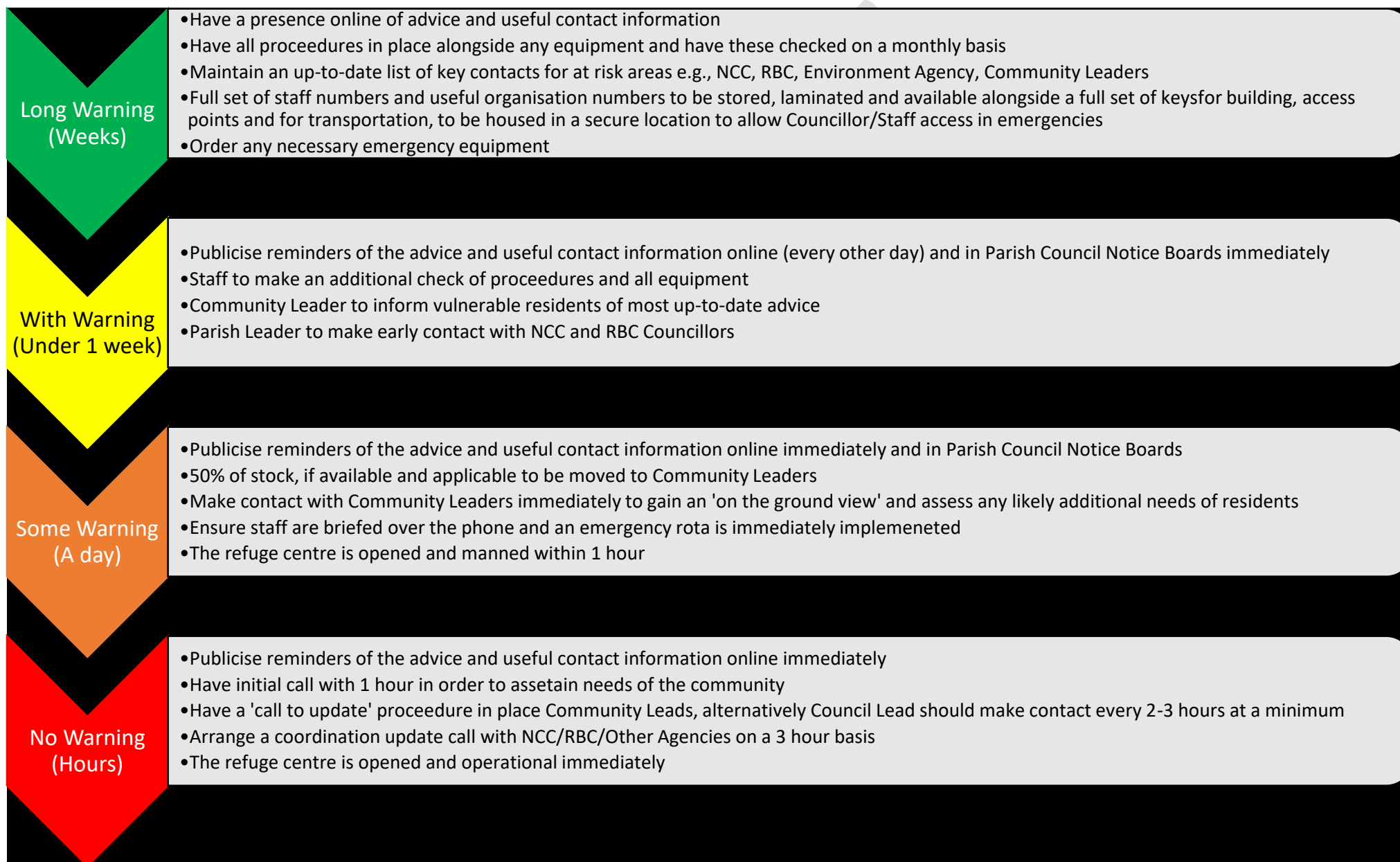
Flooding



Extreme Weather (Cold/Heat)

No Warning	<ul style="list-style-type: none">•Have a presence online of extreme weather advice, policy and useful contact information•Have all procedures in place alongside any equipment and have these checked on a monthly basis•Maintain an up-to-date list of key contacts for at risk areas e.g., NCC, RBC, Environment Agency, Community Leaders•Full set of staff numbers and useful organisation numbers to be stored, laminated and available alongside a full set of keys for building, access points and for transportation, to be housed in a secure location to allow Councillor/Staff access in emergencies•Council to have a stock of foil, other blankets, hot water bottles, water
Yellow Weather Alert	<ul style="list-style-type: none">•Publicise reminders of the extreme weather advice, policy and useful contact information online (twice per week) and in Parish Council Notice Boards•Staff to make an additional check of procedures and equipment•Community Leaders to check vulnerable residents list is up-to-date•Parish Leader to make early contact with NCC and RBC Councillors and disseminate any advice/updates
Amber Weather Alert	<ul style="list-style-type: none">•Publicise reminders of the extreme weather advice and useful contact information online (every other day) and in Parish Council Notice Boards•50% of extreme weather stock to be moved to Community Leaders•Make contact with Community Leaders to gain an 'on the ground view' every other day and assess any likely additional needs especially of vulnerable residents•Ensure staff are briefed and a rota is in place for deteriorating extreme weather if the refuge centre needs manning
Red Weather Alert	<ul style="list-style-type: none">•Publicise reminders of the flooding advice and useful contact information online (daily) and in Parish Council Notice Boards•Have the other 50% of extreme weather stock loaded in the Parish Council van in order to be 'mobile' in responding to increasing needs•Have a 'call to update' procedure in place for Community Leaders, alternatively Parish Council Lead should make contact every 12 hours at a minimum•Arrange a coordination update call with NCC/RBC/Other Agencies on a twice daily basis•Open refuge centre for vulnerable/evacuated residents to occupy the space

Other Warnings and Events



FAQ's

No Risk:

1. There are many elderly residents who don't have an on-line presence. How do we keep them informed and up to date.? Who would carry out that role, the Parish clerk or a designated councillor?

It would be for Community Leaders to maintain and inform local residents who are less mobile or don't have access to an online platform. They will have been identified prior and have an up-to-date list.

2. Who would be responsible for checking the equipment in a monthly basis?

Groundstaff or Caretakers (storage depending) will be responsible for the checking of equipment. This should not take longer than one hour of staff time per month.

3. Who would maintain an up-to-date list of key contacts?

It would be for The Clerk to maintain a key contact list and for this to be available to the Parish Leader as well. Community Leaders should be informed to contact The Clerk if their details change.

4. Where would you suggest we have a secure location for all details of staff and who would have access to it? Would it be physical or online? Would it be a breach of individuals' privacy?

The information would be securely stored similar to other confidential information in order to protect the privacy of individuals. It is sensible to have a physical and online list.

Yellow Warning:

5. Who would be appointed to put out reminders twice a week and would online information reach the most vulnerable residents?

Anyone with access to The Parish Council social media accounts can post the information out. This is likely to be The Clerk or administrator. Information would be disseminated to vulnerable residents via Community Leaders.

6. Which staff would be appointed to check procedures and equipment and who would appoint them?

Again, the groundstaff or caretakers would be appointed to check procedures and equipment and report to The Clerk and Parish Council Leader that this has been done.

Amber Warning:

7. Who would be responsible for putting out reminders every other day?

Anyone with access to The Parish Council social media accounts can post the information out. This is likely to be The Clerk or administrator. Information would be disseminated to vulnerable residents via Community Leaders.

8. Whose responsibility would it be to contact community leaders.

The Parish Council will advertise for Community Leaders to come forwards and the Parish Council Leader will be responsible for the communication and initial contacting of these people.

9. Who would be responsible for drawing up a rota?

The Parish Council Leader will be responsible for drawing up the rota

Red Warning :

10. Is there a contingency plan in case the Parish council van or driver is unavailable at that time?

The Parish Council would notify Community Leaders of the location of emergency equipment and ask them to organise the collection of this to take to mobile locations if Council van or a driver is unavailable at that time.

11. Who would be the liaison with the Community leaders?

The Parish Council Leader would be the liaison and single point of contact to Community Leaders. If this person changes during the event the current Parish Council Leader will notify Community Leaders of the change and provide contact information of the new Parish Council Leader.

12. Who would arrange an update call with different agencies every 6 hours?

The Parish Council Leader in consultation with external agencies and RBC/NNC Councillors would arrange the update call.

Next Steps

Adoption of this policy by The Parish Council

Allocation of funding from designated reserves to purchase 250 sandbags, 40 hydro snakes, hi-vis jackets, torches, key safe, foil blankets, blankets, hot water bottles, bottled water.

Sharing of this plan and process with other interested parties and local residents.

Publicity to 'recruit' volunteer Community Leaders

Staff briefing

Pre formulating a standard yellow, amber and red warning notification for publication if necessary

DRAFT

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Correspondence to meeting

Correspondence previously circulated by email

Full Council November 2023

- RCAN - Active Notts Latest funding news - October 2023
- RBC - Town and Parish update - October 27
- RCAN - £10k grants to run a warm space this Winter - Deadline 10th November
- Church Farm - 40 YEAR ANNIVERSARY-OPEN DAY-INVITATION-RSVP by Friday 17.11.2023
- Rushcliffe Oaks Christmas Service - Friday 1st December at 6pm
- RBL Chair - Remembrance Day Parade Thank you
- RBC - UKSPF & REPF Business and Communities & Place Grant Funds 2024-5

Glossary:

RBC	Rushcliffe Borough Council
NCC	Nottinghamshire County Council
NALC	National Association of Local Councils
NottsAlc	Nottinghamshire Association of Local Councils
SLCC	Society of Local Council Clerks