

Middleton Parish Council

Supporting Document

Monday 11th June 2018 Meeting

Agenda item

Supporting notes

- 1 To receive and accept apologies for absence**
Apologies received will be given at the meeting
- 5 Items in Exclusion**
No items are recommended to be taken in exclusion
- 7 To approve the minutes of the Annual Meeting held Monday 14th May 2018**
- 8 To approve Clerk's Report on action taken following the Annual meeting of the Parish Council held 14th May 2018**
- Minute 3744/18 Election of Chairperson**
DDDC and DALC advised as minuted
- Minute 3752/18 Representation to outside bodies**
Outside bodies advised of changes
- Minute 3765/18 Training**
Cllr Glynis Spencer and Cllr Olwen Wilson booked on the Councillor Essentials as minuted
- Minute 3760/18 Matters for Decision**
- Commemoration of centenary of the end of World War 1**
Four items actioned as minuted
- Insurance of Volunteers**
This has been submitted to our insurance broker and the following reply received;
“I am pleased to confirm that volunteers who carry out work on behalf of the Council are covered automatically under the Employers' and Public Liability Insurance sections of the policy for no additional premium. The policy definition of an employee includes such people where they carry out work for the Parish Council even though they are not considered as an employee from a PAYE/payroll perspective.
- The volunteers in question will also be automatically covered under the Personal Accident section where there is a sum payable of £50,000 in the event of an accident causing death, loss or limbs or sight or permanent total disablement. A £250 weekly benefit is payable for a maximum period of 2 years should the accident prevent them from carrying out their role.
- The key consideration is that the Parish Council will owe the volunteers a duty of care as they are in direct control of the work they undertake.
- In order to discharge the duty of care and to reduce the likelihood of injury or damage arising we strongly recommend that risk assessments of the proposed tasks are completed in writing and kept on your records. The Parish Council should ensure they are competent to carry out the work and, for the more manual

duties, have access to the correct tools as well as suitable clothing/protective equipment.”

Middleton in Bloom

A follow up email was sent to MIB “Thank you for your email, as mentioned previously MIB would be very welcome to apply to the Council for a grant on the same basis as all other groups do. The Parish Council is very appreciative about the work of the Bloom Group, and, from a personal perspective, it’s a delight to see how the village rises to the “Bloom” challenge If you do reconsider, funds are currently available, and the Parish Council would be very pleased to consider an application.

The following response was received; “Thankyou John for your reply, however as you are aware we are just a group of volunteers from the Village who try to just make our Village look its bests All Year Round, and I feel therefore that we should not be required to fill in forms and submit accounts, and state the obvious for asking for donations. As Fundraising Co-ordinator I will attempt to get Support from other sources (particularly as many of the donations come from Local people anyway) so Thankyou, but I will not pursue the issue of Parish Council Support.”

NALC Salary Scales

These have been taken into use.

Minute 3761/18 Finance

5 cheques issued as instructed.

9 Correspondence; to note receipt of items for information

Derbyshire County Council Mobile Library Focus Group and Library Drop In Sessions
Derbyshire Districts Citizens Advice – Dementia Awareness Week
Rural Services Network

Invitation to Rural Conference 2018

Rural Opportunity Bulletin June 2018

Rural Vulnerability Service Fuel Poverty, Rural Transport May 2018

Spotlight on the Rural Health & Social Care, Rural Broadband

Weekly News Digest 8,15, 21, 29 May 2018

12 Matters for decision

(a) To approve revised Asset Register

See Annex A

(b) Middleton Remembers;

(i). To appoint History Researcher and confirm employment details

After the agenda closed it was decided to extend the closing date until Sunday 17th June 2018 to allow for a wider field of candidates to be considered. Therefore, it is recommended this item is deferred.

(ii). Commemoration of the centenary of the end of World War 1; to receive update and approve the way ahead

See Annex B

(c) Insurance of volunteers; to receive update

See item 8, above.

(d) General Data Protection Regulation; to receive a report

A verbal report will be given at the meeting.

(e) Grant Application; Village Pump up to £200

Copied to members

13 Finance

(a) To approve Annual Return for the year ended 31st March 2018

(i). Annual Governance Statement

(ii). Annual Accounting Statements

This will be copied separately to members.

(b) Statement of Account

The Parish Council's account stood at £29,867.11 per statement 7 dated 17th May 2018 (copied to members). There are four items in transit; cheques, 1411, 1412, 1413 and 1415 to the value of £656.71, therefore the actual balance per the cashbook (copied to members) is £29,210.40.

(c) Approval of payments made since last meeting

	Cheque	Payee	Amount	VAT	Total
i.	1416	Pay May			
ii.	1417	Pay May			
iii.	1418	Fuel	£10.16	£2.03	£12.19
				Total	

(d) Approval of payments

	Cheque	Payee	Amount	VAT	Total
i.	1419	DALC Training	£90.00		£90.00
ii.	1420	B Woodcock Internal Audit	£82.47		£82.47
iii.	1421	HMRC May			
iv.	1422	Clerk Reimbursable Expenses	£68.70		£68.70
v.	1423	Pay May			

Total
Total (b) + (c): £982.44

(e) Risk Assessment/Budget Monitoring

To receive budget monitoring sheets and to consider risk assessment/insurance implications for items approved this meeting

A copy of the budget monitoring sheet is attached/enclosed.

Middleton Parish Council

Assets as at 11th June 2018

Type of Asset	Description	Date Acquired	Quantity	Total
Community Assets	Bus Shelter (nominal value)	Pre 2002	1	£1.00
	Village Green (nominal value)	2014	1	£1.00
	Township Marker*	14/11/2016		£500.00
Other Assets				
	Rake	28/03/96	1	£13.28
	Litter Picker	04/06/98	1	£18.24
	Shovel	03/06/99	1	£8.25
	Grit Bin	01/11/01	1	£191.97
	Wheelbarrow (gift)	pre 2002	1	£1.00
	TDP Bench near Rise End bus stop	2017	1	£360.00
	Seat (on Playing Field)	pre 2002	1	£50.00
	Millennium Seat (Village Green)	pre 2002	1	£200.00
	Dog Waste Bins 4 No.	various	1	£352.52
	Office Paper Shredder	01/03/03	1	£35.00
	Fence Millennium Garden*	2005	1	£500
	Pergola Millennium Garden*	2005	1	£1000
	Wrought Iron Gates Millennium Garden*	2005	1	£1500
	Band Stand Millennium Garden*	2005	1	£7500
	Dog Waste Bins opposite King Street and The Burrows	12/05/08	2	£258.50
	Laminator	01/03/11	1	£33.99
	Grit bins Amberol	12/09/11	3	£267.00
	Notice Board	09/02/12	1	£996.00
	1 notice board Village Hall			£400
	March 2018			
Disposal	Mower Briggs & Stratton (was £250)	10/09/12	4	£0
Acquisition	Mower AL_CO 46.7SP-H Highline Serial Number G1051053	17/04/18	1	£281
	Wheelbarrow	01/07/13	1	£29.30
	Strimmer Harness	01/08/13	1	£30.00
	Safety Helmet and Goggles (gift)			£1.00
	Strimmer Stihl Model FS240CE, brushcutter type with handlebars, 37.7cc 2.3hp c/w mowing head	14/07/14	1	£468.00
	Grit bin junction Stile	01/11/14	1	£75.00
	Croft/Chapel Lane			
	Maul Postal Scale	01/11/14	1	£40.00

Interpretation panel and supports, Main Street	01/05/14	1	£645.00
Defibrillator WELMedical IPAD SP1 The Nelson	15/04/15	1	£1295.00
Cabinet DefibSafe, External (Locked, Green, Ext Type) The Nelson	15/04/15	1	£590.00
Picnic Tables Millennium Garden	01/08/15	2	£500.00
Acer Travelmate TMP257-M i5-4210U 8GB 500GB 15.6" Win7P	22/02/16	1	£388.35
Wireless Mouse Logitech M175	22/02/16	1	£8.45
Office 365 Home (Annual License)	12/03/18	1	£49.99
Techair Briefcase Black	22/02/16	1	£12.30
HP Printer Officejet Pro X476dw MFP	22/02/16	1	£292.93
Bench (Millennium Garden)	12/09/16	1	£342
Total			£18734.07

The "Total" column relates to purchase price excluding VAT

*=estimated replacement cost (insurance value)

Middleton Remembers

Start Date	April 2018	End Date	December 2019
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Progress this period (04 May – 31 May 2018)

Application for funding from Tarmac LCF approved; conditions accepted; draft press release sent to Tarmac for approval.

Steering Group meeting held on 21 May; timings of dedication event developed. Draft itinerary for Remembrance Day dedication event produced and circulated to key partners.

Memorial – perspective scale drawing produced to support consultation within the village; Article on memorial produced for Village Newsletter

Draft Tender/specification document for Memorial construction produced for comment

Heritage Research post advertised with closing date of 10 June

Risk Assessment template circulated for completion by key partners

Acknowledgement materials requested from HLF

Questions/issues for consideration*Finances*

Confirm funding received from Heritage Lottery Fund

Confirm acceptance of conditions and payment of 10% contribution (£552.24) to Tarmac to release award of £5,000

Researcher Brief

Closing date of 10 June; update to be provided at the Parish Council meeting

Memorial and replica headstones

Confirm spec/tender document including materials to be used

Finalise criteria for inclusion; wording and dates (proposed date should be 1914-1918 – Armistice – in line with centenary commemorations this year)

Update on supply and cutting of stone required

Dedication Ceremony - Gun Carriage – Peter/Dawn to liaise with Elaine Barnard

Insurance – need steer on whether Middleton Parish Council Insurance will cover all of the elements of the project/dedication event or whether separate insurance is required.

*Review draft risk assessment***Communications**

General article printed in Reflections magazine.

Actions next period including communications

Review applications for Heritage researcher and appoint

Consult on design for the Memorial through the Village Pump and displays in the village

Receive funding from Tarmac Environment Fund

Receive approval of Tarmac press release

Arrange meeting of Working Group with Colin Julien re replica headstones and further regular meetings

Invite VIPs

Contact Commonwealth War Graves Commission about their possible involvement

Risk assessment – WW1 Commemoration Project							
	Organisation:						
	Draft: 0.1 Date:						
Risk	Hazard	Detail/Management of risk	Period	Likelihood	Impact	Score	
1 Finance							
Lack of funding	Match funding contributions are not received	Confirmation of funding has been received; ensure good engagement with funders and key stakeholders.	Throughout	1	3	3	
	Elements of project exceed proposed budget	10% Contingency included in budget; Carry out further fund raising; Vire funding between budgets with funders' approval.	Throughout	2	3	6	
	Fail to meet requirements of funders and funding is clawed back	Be clear about requirements of each funder and evidence required. Maintain close relationships with funders; address any issues as soon as possible and develop plan with funders.	End	1	3	3	
2 Timescales							
Key elements of project not delivered on time	Fail to deliver project in time for centenary on Remembrance Day on 11.11.18	Arrange joint meetings up to 11 November to review project plan and keep track of project; provide early warning of any slippage; call on extra resources Break down products into smaller elements so that discrete elements can be delivered on time, eg confirmation of those who died; replica headstones by 11.11.2018; larger memorial by 11.11.2019	Phase 1	2	3	6	
	Confirmation of those who died not finalised in time for	Unable to recruit researcher - Extend closing date;	Phase 1	2	3	6	

	production of memorial	Build on research already undertaken by others; Temporary local support available for this element of the research subject to funding regulations.				
	Key people sick/leave	Project plan documented and shared with key people; Review project and discuss with funders	Throughout	2	2	4
3 Support						
	Lack of support from residents	Maintain good communication through Village Pump; identify other opportunities to maintain engagement and add to plan	Throughout	2	3	6

Period; annually, quarterly, monthly etc.

Likelihood/Impact - Low, Medium, High
Scores – Low 1, Medium 2, High 3

Score = Likelihood x Impact

Middleton Remembers Memorial

Specification/Tender document

Draft 0.2 04.06.2018

Middleton Parish Council is installing a memorial to commemorate the centenary of the end of the First World War. The intention is to create a memorial that commemorates those born in the village who died in the First World War and also reflects Middleton's role in the production of over 100,000 headstones for the Imperial War Graves Commission. The memorial will be sympathetic to the location and use local materials and traditional skills. It must be constructed in a way which is safe, durable and withstand all weathers.

Site Location and Dimensions

The memorial will be placed on the Village Green, on the site of the old telephone box and facing the former Mount Zion Chapel. The dimensions need to stay within x wide x long x high.

Design

A scale drawing is attached.

The central panel is a replica of a headstone commissioned by the Imperial War Graves Commission. Either side, will be 2 panels which will contain the names of those from Middleton who died in the First World War and Second World War.

The memorial needs to be completed to a point where the central replica panel can be installed on the Remembrance Day and then fixed permanently in place following the dedication ceremony.

Timescales

The project needs to be fully completed by xxxxx

Project Budget

Middleton Parish Council has secured funding from a number of funders including:

Heritage Lottery Fund
Derbyshire Environmental Fund
Better Derbyshire Dales
District and County Councillors
Wirksworth WW1 Committee
Steeple Grange Light Railway

Materials

The memorial should be constructed of monumental quality stone.
Stone will be provided? Donated?

A description of fixing methods proposed for installation will be required.

Method and Control Measures

Personal protective equipment to be used: Goggles (during operations where dust is adjacent), dust masks (disposable), hard hats, gloves and safety boots.

Environmental

Any surplus stone to be removed and area to be left clean and tidy after completion of works.

Health and Safety & Associated Risks

Specific Hazards - Flying debris, dust, Noise

Hazardous Operations - Risk Assessments to be provided by Parish Council

COSHH - No hazardous substances will be used

Tender process:

Provide the proposed budget breakdown, including:

Materials

Labour

Installation

The tender should be accompanied by:

Details of experience and previous work using similar materials should be provided

Two referees.

Sealed submissions should be sent to:

Need information from John

Payment

1. Funding will be released in staged payments. Funding is to be used solely for time and materials and all other costs relating to the memorial and for no other purpose. Delivery and installation costs are to be met from the funding.
2. Funding will be paid via staged instalments, as follows:
 - a. Where funding is required to meet the costs of materials in advance of staged payments, this will need to be separately negotiated with the Parish Council prior to the purchase of the materials;
 - b. Second instalment on satisfactory completion of the memorial, prior to installation of the final headstone, following inspection by the Parish Council
 - c. Third and final instalment on final completion of the memorial following inspection by the Parish Council.
3. Funding payments will be made by direct bank transfer to a UK bank account within 14 days of each satisfactory stage inspection.
4. Once staged payments have been made, ownership of the materials and work to date and intellectual property rights will pass to the Parish Council.
5. The Parish Council has the right to recover funding if the memorial is not on schedule to required dates, completion and installation deadlines are not met, or if the finished memorial is not to original specification.

Deadline

Further inquiries can be directed to: