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Clipstone Parish Council

Clipstone Village Hall, Church Road, Clipstone, Mansfield, Nottinghamshire, NG21 9DF,
clerk@clipstoneparishcouncil.org, 01623-626857

Summons:

You are summoned to a meeting Clipstone Parish Council which will be held in the Meeting Room of the Village Hall on **Wednesday, 22 September 2021 at 19.00.**

Signed

Belina Boyer

Clerk to the Council

Agenda

- CPC21 164 Declarations of intent to record, film or photograph the meeting by members, members of the public or the press.
- CPC21 165 To receive apologies for absence.
- CPC21 166 To receive questions and petitions from members of the public – for information only.
- CPC21 167 To receive a report from the County and District Councillors.
- CPC21 168 To receive disclosures of pecuniary and non-pecuniary interests pursuant to section 31 Localism Act 2011 from councillors on matters considered at this meeting.
- CPC21 169 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.
- CPC21 170 To receive minutes of previous Clipstone Parish Council meeting(s) and resolve to sign these as a true record of the meeting(s).
- CPC21 171 To note the Clerk's report.
- CPC21 172 To note that the Council is free to co-opt to its current two vacancies and consider how best to promote the council and attract applicants.
- CPC21 173 To receive an application for a memorial bench in the cemetery.
- CPC21 174 To receive an update on the parish newsletter.
- CPC21 175 FINANCE:

- a. To receive and note the Payments and Receipts report for July/August and note that any payments not previously listed were made under delegated powers (CPC21-82).
 - b. To receive and note the bank reconciliations for July/August 2021 and agree to sign them.
 - c. To receive and note the Detailed Receipts & Payments by Budget Heading report to the end of July/August.
 - d. To approve the payment schedule for September and resolve to sign it.
- CPC21 176 To consider a request to support a local good cause by not charging for one-off hall hire.
- CPC21 177 To consider an extension of the usual Village Hall opening hours until 23.00 for a one-off private event.
- CPC21 178 To consider the following grant application:
- a) 1st Clipstone Scout Group - £5,000 for floor renovation
- CPC21 179 To consider options to ensure the continued ability to pay salaries and wages as well as related cost in the interim until a new Clerk has taken up office.
- CPC21 180 To receive feedback on the key trial and consider whether to roll it out to more regular users by utilizing a key safe.
- CPC21 181 To consider adopting key holder policies and Terms of use.
- CPC21 182 PLANNING
- a. To consider commenting on the following planning applications:
 - **There are currently no requests for consultation that have not already been commented on.**
 - b. To note the following planning decision:
 - 21/01634/HOUSE | Erection of a single-storey rear, two-storey side extension and dormer loft conversion | 21 Gorseway Clipstone NG21 9EG – **Application permitted**
 -
- CPC21 183 To consider correspondence received regarding speeding on Cavendish Way and any action the PC could take. .
- CPC21 184 To note correspondence as previously circulated.
- CPC21 185 To receive items for Notification to be included on next meeting's agenda. (for information only).
- CPC21 186 To confirm date and of next scheduled meeting for Wednesday 27 October 2021 at 19.00 at the Village Hall.
- CPC21 187 To consider the proposed lease of the Miners Welfare Building.
- CPC21 188 To consider the proposed licence of alterations.



Clipstone Parish Council

Clipstone Village Hall, Church Road, Clipstone, Mansfield, Nottinghamshire, NG21 9DF,
clerk@clipstoneparishcouncil.org, 01623-626857

Minutes of the meeting of Clipstone Parish Council held Wednesday, 21 July 2021 at 19:00

Members Present	Members Present	Members Absent
		Cllr W Swiffin
Cllr F Ford	Cllr C Wigman (chairman)	Cllr K Croshaw
Cllr R Clarey	Cllr JC Wigman	Cllr J Fishwick

Also present:

In Attendance: The Clerk

Business and Resolution

- CPC21 131 Declarations of intent to record, film or photograph the meeting by members, members of the public or the press.
There were none.
- CPC21 132 To receive apologies for absence.
Cllr J Fishwick had given her apologies.
- CPC21 133 To receive questions and petitions from members of the public – for information only.
There were none.
- CPC21 134 To receive a report from the County and District Councillors.
There were none
- CPC21 135 To receive disclosures of pecuniary and non-pecuniary interests pursuant to section 31 Localism Act 2011 from councillors on matters considered at this meeting.
- Cllr Clarey declared a private interest in the Clipstone Miners Welfare Community Trust, the Allotments Association and the football clubs.**
- CPC21 136 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 none.
- CPC21 137 To receive minutes of previous Clipstone Parish Council meeting(s) and resolve to sign these as a true record of the meeting(s).

The Council unanimously approved the minutes of the meeting 23 June 2021 and resolved to sign these as a true record of that meeting.

Initial _____

CPC21 138 To note the Clerk's report.

CPC21 139 To consider quotations of energy suppliers for the Village Hall and the cemetery, decide which supplier to chose and delegate the completion of the contract to the Clerk.

The Council resolved to opt for the green energy contract offered by Octopus Energy.

CPC21 140 To note that the following documents were submitted to the External Auditor on 25 June and that the period for the exercise of public rights has commenced:
Contact form, Confirmation of the period for the exercise of public rights, The Internal Audit Report (letter), The AIAR, Annual governance statement, Annual Accounting Statements, Bank Reconciliation , Explanation of Variances and Explanation of "high" reserves.

The Council noted that the AGAR documents had been submitted.

CPC21 141 To note the resignation of Cllr Greenwood and consider further steps to take to fill this and another vacancy by co-option if no poll is called.

The council noted the vacancy and considered advertising all council vacancies by posting a video on the website and social media.

CPC21 142 To receive an application for a memorial bench in the cemetery.

The Council resolved to permit the installation of memorial bench for the late Geoffrey Lenton. The bench would remain the property of the applicants.

CPC21 143 To receive an update on the parish newsletter.

The clerk reported that this was an ongoing project.

CPC21 144 FINANCE:

a. To receive and note the Payments and Receipts report for June and note that any payments not previously listed were made under delegated powers (CPC21-82).

The Council noted the Payments and Receipts report and noted payments made under delegated powers.

b. To receive and note the bank reconciliations for June 2021 and agree to sign them.

The Council noted the bank reconciliations and resolved for them to be signed as a correct record.

c. To receive and note the Detailed Receipts & Payments by Budget Heading report to the end of June.

The Council noted the detailed Receipts and Payments by Budget Heading report.

d. To consider any additional items to be added to the printed schedule.

As there was no scheduled meeting for August, regular payments such as staff costs, utilities etc would need to be paid in August. Any Grants Approved under CPC21-147 would need to be added to the schedule.

e. To approve the payment schedule for July August and resolve to sign it.
Proposed by Cllr Clarey, seconded by Cllr JC Wigman, the Council approved the scheduled expenditure with the above additions.

CASH POSITION				£
NatWest Current Account		30 June		203,520.77
Method		Supplier	Description	Total
DD	4101023877	NSDC	Non-Dom cemetery per month	60.00
STO	43037	NSDC	Rent portion S&S current per month	331.25
BACS		Salaries and Wages per month	Approximate amount Salaries and Wages	6,080.00
DD		NatWest	Approximate Bank Charges	20.00
DD		BT	Broadband and Phone	71.16
DD		Water Plus	Water VH	76.19
DD		SSE	VH electricity	148.07
DD		SSE	Electricity Cemetery	177.42
DD		Octopus Energy	Advance new contract (all)	340.80
BACS	98242	Amazon	phone cover	5.99
BACS	55443	Mansfield Garden Machinery	mower parts	30.00
BACS	37UG015-004	Parish Online	Mapping	108.00
BACS	n082100250	County Supplies	Duster	11.86
BACS	1185249060	Trade account UK	sealant and Fluorescent tubes	29.49
BACS	n082100251	County Supplies	Litter picker hoops	26.83
BACS	1172242593	Trade account UK	plants and fertiliser	31.11
BACS	122245	Mercury Garage	Van repairs and MOT	388.70
BACS	CPC21-147	Clipstone Cricket Club	Grant	500.00

BACS	CPC21-147	Clipstone Football Club	Grant	1,000.00
BACS	CPC21-147	Clipstone Colts	Grant	500.00
BACS	CPC21-147	Clipstone Bowls	Grant	250.00
BACS	CPC21-147	Clipstone Youth Club	Grant	10,000.00
BACS	CPC21-147	Little Diggers	Grant	200.00
DD	regular	BT	telephone and Broadband August	65.35
DD	regular	BT	telephone and Broadband September	65.35
DD	18642	UK Fuels	Fuel - grounds	71.13
BACS	44	M+C Elliott	Grave Digging	960.00
BACS		Amazon	Individual First Aid Kits	10.92
BACS		Amazon	Magnets	24.97
BACS		Amazon	Town and Parish Councils VAT Guide	35.00
BACS	VH2021-36	Deposit Refund	Deposit Refund	50.00
DD	4101023877	NSDC	Non-Dom cemetery per month	60.00
STO	43037	NSDC	Rent portion S&S current per month	331.25
BACS		Salaries and Wages per month	Approximate amount Salaries and Wages	6,080.00
DD		NatWest	Approximate Bank Charges	20.00
DD		BT	Broadband and Phone	71.16
DD		Water Plus	Water VH	76.19
Bacs	1170416993	Trade UK	Repair	19.95
DD	18367	UK Fuel	Diesel and unleaded	142.76
BACS		BD professional Plant Displays	Plants	160.00
BACS	944	The Foundry	metal posts	180.00
BACS	39	M+C Elliott	Grave Digging	320.00
BACS	CPC21-54	Citizen's Advice	Donation	750.00
BACS	508050443	WPS Hallam	Van insurance	529.00
BACS	31182	C & L Janitorial	Hand sanitiser	22.80
BACS	N072100613	County Supplies	Consumables	22.01
DD	987473826	British Gas	VH gas	69.76
BACS	VH2021-16	Safer Living	VH Refund	60.00

BACS	PL275	Vault Contracts	Alarm setup	84.00
BACS	1175830828	Trade UK	Ant killer, dustpan and brush	11.54
DD		Southern Electric	Electricity Cemetery	123.81
BACS	1178516903	Trade UK	watering can etc	8.88
BACS	18367	UK Fuel	Diesel and Unleaded	142.76
BACS	37UG015-0004	Parish Online	Renewal	108.00
	N072101742	County Supplies	office supplies	22.32
BACS	508459705	WPS Council Guard	Legal Expenses Insurance	56.00
BACS	508460341	WPS Council Guard	General Insurance	1,912.30
BACS	508459997	WPS Council Guard	Legal Expenses - New Business	39.20
BACS		RCAN Renewal	Membership	114.00
			Total	33,207.28

- CPC21 145 To approve the Clerk's attendance at the following training events:
- SLCC National Conference
 - The Future of the High Street

Proposed by Cllr Clarey seconded by Cllr Ford, the Council resolved to approve the Clerk's attendance at both events.

- CPC21 146 To consider the Council's general insurance requirements, receive several quotes and approve a general insurance scheme for the coming year(s).

Admin Error. Left from previous agenda.

Cllr Clarey removed himself from the consideration and voting of item CPC21-147 and returned thereafter.

- CPC21 147 To consider the following grant applications:
- Clipstone Cricket Club £500
 - Clipstone Football Club £1,000
 - Clipstone Colts Junior Football Club £500
 - Clipstone Bowls Club £250
 - Clipstone Youth Club £10,000
 - Clipstone Allotments Association – Little Diggers £200

Cllr Clarey declared a personal but non-pecuniary interest due to his involvement with the various organisations and withdrew from the debate and voting.

Proposed by Cllr Ford and seconded by Cllr JC Wigman the Council resolved to award the following grants:

- a) Clipstone Cricket Club £500
- b) Clipstone Football Club £1,000
- c) Clipstone Colts Junior Football Club £500
- d) Clipstone Bowls Club £250
- e) Clipstone Youth Club £10,000
- f) Clipstone Allotments Association – Little Diggers £200

CPC21 148 PLANNING

a. To consider commenting on the following planning applications:

There were none.

b. To note the following planning decision:

- 21/01097/HOUSE | Single storey rear extension. | 47 Mansfield Road Clipstone NG21 9AP– **Application permitted**

Decision duly noted.

CPC21 149 To agree a timetable for the recruitment of the clerk's assistant.

The Council agreed that the vacancy should be advertised at the earliest opportunity but without any fixed dates for shortlisting and interview.

CPC21 150 To consider instating a cemetery working party to update the cemetery mapping.

The Council resolved to establish a cemetery working party which would consist of Cllrs Ford, Wigman and Clarey together with the newly appointed clerk's assistant.

CPC21 151 To consider applying for funding through the Species Habitat Improvement Grants to improve council owned and managed land.

The Council resolved to apply for funding to improve the bio-diversity on council-owned and managed land .

CPC21 152 To note correspondence as previously circulated.

The Council noted the correspondence previously circulated via email.

CPC21 153 To receive items for Notification to be included on next meeting's agenda. (for information only).

- Speeding on Cavendish Way

CPC21 154 To confirm date and of next scheduled meeting for Wednesday 22 September 2021 at 19.00 at the Village Hall.

The date of the next meeting was confirmed for 22 September 2021.

Signature of presiding chairman

Date

DRAFT



Clipstone Parish Council

Clipstone Village Hall, Church Road, Clipstone, Mansfield, Nottinghamshire, NG21 9DF, clerk@clipstoneparishcouncil.org, 01623-626857

Minutes of the meeting of Clipstone Parish Council held Wednesday, 21 July 2021 at 19:00

Members Present	Members Present	Members Absent
		Cllr W Swiffin
	Cllr C Wigman (chairman)	Cllr K Croshaw
Cllr R Clarey	Cllr JC Wigman	Cllr J Fishwick
		Cllr F Ford

Also present:

In Attendance: The Clerk

Business and Resolution

CPC21 155 Declarations of intent to record, film or photograph the meeting by members, members of the public or the press. There were none.

CPC21 156 To receive apologies for absence. Cllrs J Fishwick, Swiffin and Croshaw had given their apologies.

CPC21 157 To receive disclosures of pecuniary and non-pecuniary interests pursuant to section 31 Localism Act 2011 from councillors on matters considered at this meeting. There were none.

CPC21 158 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 none

CPC21 159 To consider and resolve to approve a correction of a typing error to the Annual Accounting Statements 2020-21.

The Council resolved to accept the clerk’s apologies, acknowledged the administrative error in the Accounting Statements and approved the corrections as presented: Box 2 for year ending 31 March 2020 to be corrected to £130,620.

CPC21 160 To consider an application for a memorial bench in Clipstone Cemetery.

The Council resolved to permit the installation of memorial bench for the late Evie Jane Wilson. The bench would remain the property of the applicants

Initial _____

- CPC21 161 To consider and approve the recruitment pack for position of Clerk/Responsible Finance Officer including advert, job description and person specification.

The Council unanimously approved The recruitment pack for the position of Clerk/RFO with the addition that five day a week office cover was to be provided between the Clerk/RFO and the Clerk's Assistant. Both posts should be advertised at the same time and close 19 September 2021.

A Personnel Committee Meeting Should be called for 21 September at 19.00.

- CPC21 162 To receive items for Notification to be included on next meeting's agenda. (for information only).
- CPC21 163 To confirm date and of next scheduled meeting for Wednesday 27 September 2021 at 19.00 at the Village Hall.

The date of the next meeting was confirmed for 22 September 2021 at 19.00.

Signature of presiding chairman

Date

Clipstone Parish Council
Clerk's Report
September 2021

To receive an application for a memorial bench in the cemetery.	This is going to be tricky. There are already several benches in that particular area (see last month's application) They also speak about a table which may be thought of as disrespectful.
To receive an update on the parish newsletter.	I have not got round to this yet. Other things such as recruitment have taken precedence.
FINANCE:	Despite significantly overspending on Grants and donations, The Council has overall spent less than would be expected by this time in the financial year. The Council is therefore in a good position to make a grant to the Scout Group. You may wish to see the group's bank balance and ask the to acknowledge the sponsorship by sharing on social media for instance to lift the profile of the council.
To consider a request to support a local good cause by not charging for one-off hall hire.	Bag packing for Christmas giveaways.
To consider an extension of the usual Village Hall opening hours until 23.00 for a one-off private event.	13 th birthday party.
To consider the following grant application: 1 st Clipstone Scout Group - £5,000 for floor renovation	See above
To consider options to ensure the continued ability to pay salaries and wages as well as related cost in the interim until a new Clerk has taken up office.	This is vital. The Council has a legal duty to pay salaries on time. You could also be fined if not paying HMRC on time. See my suggestions below.
To receive feedback on the key trial and consider whether to roll it out to more regular users by utilizing a key safe.	
To consider adopting key holder policies and Terms of use.	See papers
To consider correspondence received regarding speeding on Cavendish Way and any action the PC could take.	There is not much you can do. You can ask NCC to install temporary speed signs. Whether they do so is another matter. It would be useful if Scott could request them as well as the council.
To confirm date and of next scheduled meeting for Wednesday 27 October 2021 at 19.00 at the Village Hall.	This will be my last meeting with you. 😞
To consider the proposed lease of the Miners Welfare Building.	Please read and make notes. If you have any questions, please write them down so I can pass them to our solicitor to sort.
To consider the proposed licence of alterations.	Please read and make notes. If you have any questions, please write them down so I can pass them to our solicitor to sort.

General information

The council has received a total of 7 applications each for the post of Clerk's Assistant and Parish Clerk/RFO. The Personnel Committee which should have considered the applications on Tuesday will now not be quorate so an alternative solution will have to be found.

If the Council fails to recruit a suitable candidate from those who applied, you may want to consider employing a suitably qualified and experienced Locum who will be able to guide the council in the months ahead. The Nottinghamshire Association of Local Councils has some locums available but I also know that there are a lot of vacancies at the moment.

The Local Council Consultancy (the consultancy arm of the SLCC) have their own pool of locums. They may be based anywhere in the country. However, I believe substance to be of greater importance than presence. They offer 3 levels of Locum:

- Administration Locum – currently studying or completed ILCA
- Deputy Locum – currently studying or completed CiLCA
- Locum – completed CiLCA

I would recommend the Council only consider a qualified clerk as a locum for this council. Find out more by emailing: consultancy@slcc.co.uk

A further option would be to create the unpaid post of "Acting Clerk, Proper Officer and Responsible Finance Officer" which could be fulfilled by a councillor. I do not recommend this option. Clipstone PC is too large and the issues too complex.

The Council will need to make arrangements to ensure that staff salaries can continue to be paid. I therefore suggest that Salaries and Wages are set up on Standing Order/Scheduled Payment from November. Any additional payments such as grave digging or overtime (there should not be any) would need to be sorted at a later stage. This way at least the normal payroll can be dealt with. Other payments could be made by cheque.

TEL NO:
07992387803

DIANA HARROLD
34, DOUGLAS ROAD
FOREST TOWN
MANSFIELD
WOTTS
NG19 0LT

I AM WRITING TO ASK FOR
PERMISSION TO TAKE A MEMORIAL
BENCH TO CLIPSTONE CEMETARY
TO PLACE NEAR LINDA CORDEN
"SISTER" AND ADAM KULEC'S "NEPHEW"
PLOT. AND TO PLACE A TABLES
"12" x 14" FOR MY SISTER
LINDA SAYING: TO MY MAMMY"
LOVE YOU NOW, LOVED YOU THEN
ALWAYS HAVE, ALWAYS WILL &
LOVE ALWAYS FROM
YOUR NETTY xxx

Time: 13:19

Bank Reconciliation up to 31/07/2021 for Cashbook No 1 - Current Account

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
01/07/2021	P21-54	76.19		76.19		R <input type="checkbox"/>	Water Plus
01/07/2021	P21-55	60.00		60.00		R <input type="checkbox"/>	NSDC
02/07/2021	P21-56	22.80		22.80		R <input type="checkbox"/>	C&L Janitorial
05/07/2021	DD	-161.47		-161.47		R <input type="checkbox"/>	Southern Electric
06/07/2021	Cem-69		170.00	170.00		R <input type="checkbox"/>	Receipt(s) Banked
07/07/2021	VH2021-09		70.00	70.00		R <input type="checkbox"/>	Receipt(s) Banked
07/07/2021	CEM-83		525.00	525.00		R <input type="checkbox"/>	Receipt(s) Banked
07/07/2021	CEM-82		200.00	200.00		R <input type="checkbox"/>	Receipt(s) Banked
08/07/2021	VH2021-11		202.50	202.50		R <input type="checkbox"/>	Receipt(s) Banked
08/07/2021	VH2021-14		300.00	300.00		R <input type="checkbox"/>	Receipt(s) Banked
13/07/2021	VH021-15		60.00	60.00		R <input type="checkbox"/>	Receipt(s) Banked
14/07/2021	P21-57	331.25		331.25		R <input type="checkbox"/>	NSDC
14/07/2021	VH2021-17		185.00	185.00		R <input type="checkbox"/>	Receipt(s) Banked
15/07/2021	P21-58	529.00		529.00		R <input type="checkbox"/>	WPS Hallam Insurance
19/07/2021	OP21-59	123.81		123.81		R <input type="checkbox"/>	Southern Electric
19/07/2021	P21-68	80.61		80.61		R <input type="checkbox"/>	UK Fuels Limited
19/07/2021	VH2021-20		110.00	110.00		R <input type="checkbox"/>	Receipt(s) Banked
19/07/2021	VH2021-12		160.00	160.00		R <input type="checkbox"/>	Receipt(s) Banked
22/07/2021	P21-60	69.76		69.76		R <input type="checkbox"/>	British Gas
23/07/2021	CEM-87		250.00	250.00		R <input type="checkbox"/>	Receipt(s) Banked
23/07/2021	VH2021-22		358.75	358.75		R <input type="checkbox"/>	Receipt(s) Banked
24/07/2021	VH2021-21		200.00	200.00		R <input type="checkbox"/>	Receipt(s) Banked
26/07/2021	#713		700.00	700.00		R <input type="checkbox"/>	Receipt(s) Banked
26/07/2021	100859		150.00	150.00		R <input type="checkbox"/>	Receipt(s) Banked
26/07/2021	10060		50.00	50.00		R <input type="checkbox"/>	Receipt(s) Banked
27/07/2021	P21-61	11.54		11.54		R <input type="checkbox"/>	Trade UK
27/07/2021	P21-62	2,007.50		2,007.50		R <input type="checkbox"/>	WPS Hallam Insurance
27/07/2021	P21-63	44.33		44.33		R <input type="checkbox"/>	NCC Supplies
27/07/2021	P21-64	114.00		114.00		R <input type="checkbox"/>	RCAN
27/07/2021	921-65	8.88		8.88		R <input type="checkbox"/>	Trade UK
27/07/2021	P21-66	84.00		84.00		R <input type="checkbox"/>	Vault Contracts
27/07/2021	P21.67	14.70		14.70		R <input type="checkbox"/>	National Westminster
27/07/2021	VH2021-25		95.00	95.00		R <input type="checkbox"/>	Receipt(s) Banked
27/07/2021	VH2021-23		-50.00	-50.00		R <input type="checkbox"/>	Receipt(s) Banked
27/07/2021	VH2021-16		-60.00	-60.00		R <input type="checkbox"/>	Receipt(s) Banked
28/07/2021	VH2021-24		150.00	150.00		R <input type="checkbox"/>	Receipt(s) Banked
28/07/2021	VH2021-20		300.00	300.00		R <input type="checkbox"/>	Receipt(s) Banked
28/07/2021	CEM-86		50.00	50.00		R <input type="checkbox"/>	Receipt(s) Banked
28/07/2021	VH2021-26		110.00	110.00		R <input type="checkbox"/>	Receipt(s) Banked
30/07/2021	P21-69	65.35		65.35		R <input type="checkbox"/>	BT
31/07/2021	July S+W	5,580.95		5,580.95		R <input type="checkbox"/>	Salaries and Wages
		<u>9,063.20</u>	<u>4,286.25</u>				

**Bank Reconciliation Statement as at 31/08/2021
for Cashbook 1 - Current Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
NatWest 96626240	31/08/2021		179,302.03
			<hr/> 179,302.03
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			179,302.03
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			179,302.03
		Balance per Cash Book is :-	179,302.03
		Difference is :-	0.00

Time: 13:28

Bank Reconciliation up to 31/07/2021 for Cashbook No 2 - Reserve Account 1

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
28/05/2021	Interest		0.38	0.38		R <input type="checkbox"/>	Receipt(s) Banked
30/06/2021	Interest		0.44	0.44		R <input type="checkbox"/>	Receipt(s) Banked
30/07/2021	Interest		0.40	0.40		R <input type="checkbox"/>	Receipt(s) Banked
		<u>0.00</u>	<u>1.22</u>				

**Bank Reconciliation Statement as at 31/08/2021
for Cashbook 2 - Reserve Account 1**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
NatWest 71869905	31/08/2021		49,056.55
			<hr/> 49,056.55
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			49,056.55
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			49,056.55
		Balance per Cash Book is :-	49,056.55
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/07/2021
for Cashbook 1 - Current Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
NatWest 96626240	30/07/2021		198,743.82
			<hr/> 198,743.82
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			198,743.82
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			198,743.82
		Balance per Cash Book is :-	198,743.82
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/08/2021
for Cashbook 1 - Current Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
NatWest 96626240	31/08/2021		179,302.03
			<hr/> 179,302.03
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			179,302.03
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			179,302.03
		Balance per Cash Book is :-	179,302.03
		Difference is :-	0.00

Detailed Receipts & Payments by Budget Heading 31/08/2021

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 Staffing							
4000 Salary and Wages	20,657	63,560	42,903		42,903	32.5%	
4001 National Insurance	2,563	5,735	3,172		3,172	44.7%	
4002 PAYE	2,205	4,335	2,130		2,130	50.9%	
4005 Employee Expenses	0	200	200		200	0.0%	
4006 Pension contribution	1,290	2,835	1,545		1,545	45.5%	
4010 Workwear and PPE	208	514	306		306	40.5%	
4015 Training and Development - St	70	1,030	960		960	6.8%	
4020 Recruitment	0	100	100		100	0.0%	
Staffing :- Indirect Payments	26,993	78,309	51,316	0	51,316	34.5%	0
Net Payments	(26,993)	(78,309)	(51,316)				
201 Parish Office							
4200 Telephone and Broadband	292	750	458		458	38.9%	
4205 Printing and Stationery	12	500	488		488	2.5%	
4206 Office Supplies	16	180	164		164	9.1%	
4210 Postage	0	250	250		250	0.0%	
4215 Software Support and Licence	231	650	419		419	35.5%	
4220 Office Equipment	0	250	250		250	0.0%	
4420 Consumables - Cleaning Materia	0	25	25		25	0.0%	
4430 Repairs and Maintenance	0	155	155		155	0.0%	
4506 Health and Safety Equipment	0	10	10		10	0.0%	
4511 Equipment Purchases	0	250	250		250	0.0%	
4512 Equipment Maintenance	0	50	50		50	0.0%	
Parish Office :- Indirect Payments	551	3,070	2,519	0	2,519	18.0%	0
Net Payments	(551)	(3,070)	(2,519)				
301 General Overheads							
1076 Precept	78,160	156,320	78,160			50.0%	
1090 Interest Received	2	100	98			2.0%	
General Overheads :- Receipts	78,162	156,420	78,258			50.0%	0
4202 Website and Domain	294	400	106		106	73.5%	
4300 Insurance	2,537	4,635	2,099		2,099	54.7%	
4305 Covid-19 management	341	1,000	659		659	34.1%	
4310 Audit Fees	560	700	140		140	80.0%	
4315 Legal and Professional Fees	503	2,000	1,497		1,497	25.1%	
4318 Bank Charges	101	360	259		259	28.1%	
4320 Subscriptions	280	1,300	1,020		1,020	21.5%	

Detailed Receipts & Payments by Budget Heading 31/08/2021

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4325 Grants/Donations	13,200	3,000	(10,200)		(10,200)	440.0%	
4330 Election Fees	0	500	500		500	0.0%	
4335 Councillor Training & Expenses	0	500	500		500	0.0%	
4345 Communication	0	3,750	3,750		3,750	0.0%	
4350 Social/Welfare Activities	0	1,000	1,000		1,000	0.0%	
4420 Consumables - Cleaning Materia	0	100	100		100	0.0%	
4421 Consumables- Repair and Mainte	36	0	(36)		(36)	0.0%	
4425 Annual Testing and Servicing	212	0	(212)		(212)	0.0%	
4430 Repairs and Maintenance	54	200	146		146	27.0%	
4435 Replacement of Equipment	0	100	100		100	0.0%	
4440 Van Expenses	324	1,250	926		926	25.9%	
4441 Fuel - Van	65	350	285		285	18.6%	
4506 Health and Safety Equipment	14	50	36		36	27.5%	
4511 Equipment Purchases	4,986	1,000	(3,986)		(3,986)	498.6%	
4512 Equipment Maintenance	45	1,500	1,455		1,455	3.0%	
4513 Fuel - Ground Maintenance	234	600	366		366	39.0%	
4620 Christmas Lights	0	5,000	5,000		5,000	0.0%	
4625 Events	0	500	500		500	0.0%	
4650 Miscellaneous Payment	0	50	50		50	0.0%	
4660 Contingency	0	1,281	1,281		1,281	0.0%	
General Overheads :- Indirect Payments	23,785	31,126	7,341	0	7,341	76.4%	0
Net Receipts over Payments	54,377	125,294	70,917				
<u>401 Village Hall</u>							
1400 Hall Hire	3,919	1,800	(2,119)			217.7%	
Village Hall :- Receipts	3,919	1,800	(2,119)			217.7%	0
4400 Gas and Electricity	1,091	5,000	3,909		3,909	21.8%	
4405 Non-Domestic Rates	0	4,500	4,500		4,500	0.0%	
4410 Water Charges	118	1,200	1,083		1,083	9.8%	
4415 Waste Disposal	0	500	500		500	0.0%	
4420 Consumables - Cleaning Materia	222	750	528		528	29.6%	
4425 Annual Testing and Servicing	201	900	699		699	22.3%	
4430 Repairs and Maintenance	104	1,250	1,146		1,146	8.3%	
4506 Health and Safety Equipment	0	50	50		50	0.0%	
Village Hall :- Indirect Payments	1,735	14,150	12,415	0	12,415	12.3%	0
Net Receipts over Payments	2,184	(12,350)	(14,534)				

Detailed Receipts & Payments by Budget Heading 31/08/2021

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
501 Cemetery							
1500 Interment Fees	5,550	10,000	4,450			55.5%	
1505 Memorial Fees	1,450	2,500	1,050			58.0%	
Cemetery :- Receipts	7,000	12,500	5,500			56.0%	0
4400 Gas and Electricity	328	350	22		22	93.8%	
4405 Non-Domestic Rates	297	550	253		253	54.1%	
4410 Water Charges	0	100	100		100	0.0%	
4415 Waste Disposal	0	1,000	1,000		1,000	0.0%	
4420 Consumables - Cleaning Materia	0	100	100		100	0.0%	
4430 Repairs and Maintenance	122	6,000	5,878		5,878	2.0%	
4435 Replacement of Equipment	0	500	500		500	0.0%	
4500 Cemetery Software and support	0	250	250		250	0.0%	
4506 Health and Safety Equipment	0	100	100		100	0.0%	
4510 Grounds Maintenance- Cemetery	0	500	500		500	0.0%	
4511 Equipment Purchases	0	200	200		200	0.0%	
4512 Equipment Maintenance	0	600	600		600	0.0%	
4514 Equipment Hire	0	200	200		200	0.0%	
4515 Grave Digging	1,280	3,500	2,220		2,220	36.6%	
Cemetery :- Indirect Payments	2,028	13,950	11,922	0	11,922	14.5%	0
Net Receipts over Payments	4,972	(1,450)	(6,422)				
601 Land							
1800 Land Maintenance Contracts	1,200	3,675	2,475			32.7%	
Land :- Receipts	1,200	3,675	2,475			32.7%	0
4340 Rent	89	100	11		11	89.1%	
4420 Consumables - Cleaning Materia	0	20	20		20	0.0%	
4430 Repairs and Maintenance	205	100	(105)		(105)	205.0%	
4605 Dog Waste Contract	0	1,500	1,500		1,500	0.0%	
4610 Grounds maintenance - other	0	500	500		500	0.0%	
4615 Environmental Improvements	216	500	284		284	43.1%	
Land :- Indirect Payments	510	2,720	2,210	0	2,210	18.7%	0
Net Receipts over Payments	690	955	265				
701 Former Squash and Sauna Center							
1700 Rental Income	1,400	0	(1,400)			0.0%	
Former Squash and Sauna Center :- Receipts	1,400	0	(1,400)				0
4319 NSDC Charges S&S	1,656	3,975	2,319		2,319	41.7%	

Detailed Receipts & Payments by Budget Heading 31/08/2021

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4425 Annual Testing and Servicing	0	100	100		100	0.0%	
4430 Repairs and Maintenance	0	2,500	2,500		2,500	0.0%	
Former Squash and Sauna Center :- Indirect Payments	1,656	6,575	4,919	0	4,919	25.2%	0
Net Receipts over Payments	(256)	(6,575)	(6,319)				
801 New Community Hub							
4315 Legal and Professional Fees	0	35,000	35,000		35,000	0.0%	
4400 Gas and Electricity	0	8,000	8,000		8,000	0.0%	
4405 Non-Domestic Rates	0	9,000	9,000		9,000	0.0%	
4410 Water Charges	0	1,545	1,545		1,545	0.0%	
4415 Waste Disposal	0	200	200		200	0.0%	
4425 Annual Testing and Servicing	0	1,500	1,500		1,500	0.0%	
4435 Replacement of Equipment	0	15,000	15,000		15,000	0.0%	
4505 Health & Safety Inspections	0	5,000	5,000		5,000	0.0%	
4800 New Community Hub Project	0	120,575	120,575		120,575	0.0%	
4840 Rent Community Hub	0	17,000	17,000		17,000	0.0%	
New Community Hub :- Indirect Payments	0	212,820	212,820	0	212,820	0.0%	0
Net Payments	0	(212,820)	(212,820)				
999 VAT Data							
115 VAT Received	5,245	0	(5,245)			0.0%	
VAT Data :- Receipts	5,245	0	(5,245)				0
515 VAT on Payments	2,001	0	(2,001)		(2,001)	0.0%	
VAT Data :- Indirect Payments	2,001	0	(2,001)	0	(2,001)		0
Net Receipts over Payments	3,244	0	(3,244)				
Grand Totals:- Receipts	96,926	174,395	77,469			55.6%	
Payments	59,259	362,720	303,461	0	303,461	16.3%	
Net Receipts over Payments	37,667	(188,325)	(225,992)				
Movement to/(from) Gen Reserve	37,667						

From: amandab4865@outlook.com
Sent: 13 September 2021 16:23
To: clerk@clipstoneparishcouncil.org
Subject: Gift of Christmas

Good afternoon

My name is Amanda Braithwaite and I run a community project called gift of Christmas, we make hampers for families all over mansfield and Ashfield who are struggling with finances, loss or terminal illness. We fund raise all year round and was fortunate enough last year to recieve help from cash for kids and mansfield dc. We are hoping to use clipstone village hall on the afternoon of saturday the 18th of December and would like to ask if this is something we could acquire for free. We will use this day to make our hampers, wrap our gifts and with community involvement put smiles on the faces of people who desperately need help.

Kind regards

Amanda Braithwaite

A gift of school

Clerk, Clipstone Parish Council,
Hi Benita,

Sorry for the delay in getting back to you regarding booking of your large room on the 18/02/2022 for my granddaughters 13th Birthday party.

As I indicated in our previous communication I would appreciate it if the Council would agree for the event to begin at 6pm and end at 10pm.

This is so the parents who are attending with their children can get home from work and get ready, and spend some quality time with their children, as some may be pushed to get to the venue at 6 because of work commitments and may not arrive until 6-30 or 7pm.

Also as explained in your booking form we would require 1 HR to set up disco etc before the event and 1 HR to dismantle the entertainment and tidy the room.

Please let me know deposit arrangements.

Look forward to hearing from you.

Regards George



1st Clipstone Scout Group.

The Scout Hall, Mansfield Road, Clipstone Village,

Mansfield, Nottinghamshire, NG21 9AA.

Correspondence: 17, Central Drive, Clipstone Village,

Mansfield, Notts. NG21 9AG.

Email: clipstonescoutgroup@hotmail.co.uk

Website: www.clipstonescouts.co.uk

Mobile: 07971537218.

CLIPSTONE PARISH COUNCIL

APPLICATION FOR GRANT. 16.09.21

Dear Council Members,

We are looking for a Grant from the Council to enable us to insulate and provide new floor covering to the Hall floor.

We have not since 2016 applied to the Council for financial assistance, then it was directly spent on the Community Bonfire fireworks.

This time we are asking for direct help for the Scout Group to insulate the floor and provide new floor covering in the form of sheet vinyl.

This is part of our final phase of refurbishments to the Hall, the floor is now in need of repair, it being in place nearly 50 years its showing signs of wear.

The cost of this is:

Insulation	£700.00
Plywood covering	£700.00
Vinyl sheet flooring	£2700.00
Adhesive	£300.00
Specialist Vinyl fixing	£600.00
Total	£5000,00

Being a totally self-funding voluntary registered charity, we have managed to fund raise for most of our funds but we would appreciate you help with this part of our project to update the Scout Hall and reduce its carbon footprint by insulation and new floor covering. The project is the first part of our plan to change the way we heat, insulate and conserve energy for future years, by making the hall more sustainable and reduce our reliance on fuels that contribute to climate change.

We hope that you will be able to help, we would be pleased to meet members of the Council at the Scout Hall and discuss fully our plans to reduce our Carbon Footprint at a convenient time for you.

Kind Regards

Jim Gibson,

1st Clipstone Scout Group is a Registered Charity, number 504000. Scout Association registration 21844.

1st Clipstone Scout Group

Charity Commission Registration Number : 504000

Receipts & Payments Account for 12 Months Ended 31/3/2021

	Receipts (£)	Payments (£)	
Opening Balances			
HSBC Account 21071017	8,673.81		
HSCC Account 21071025	0.14		
HSBC Account 91855166	0.00		
Sections	106.60	1,913.03	
Subs	918.50	0.00	
Group			
Interest / Charges on Bank Accounts	0.00	0.00	
Capitation Fee's	0.00	2,600.00	
Insurance	644.21	1,288.42	
Minibus Running Costs	234.58	1,894.14	
Electricity	0.00	865.00	
Broadband	0.00	646.14	
Stationary / Postage	0.00	0.00	
Repairs / Renewals	0.00	2,713.78	
Building Running Cost	60.00	723.99	
Scout Shop (inc. Badges)	38.50	374.32	
Other running cost	0.00	0.00	
Fund Raising			
Sponsored Events	50.00	0.00	
Other Grants	18,335.21	0.00	
General Donations	4,899.07	0.00	
Other Fundraising Activities	335.00	0.00	
Marquee Donations	0.00	0.00	
Hall Hire	1,400.00	0.00	
Gift Aid	1,366.00	0.00	
Charity Fundraising	0.00	0.00	
Transfers	0.00	16,000.00	
Closing Balances			
HSBC Account 21071017		8,042.66	
HSBC Account 21071025		0.14	
HSBC Account 91855166	16,000.00	16,000.00	
Receipts	£53,061.62	Payments	£53,061.62

Approved by:

Treasurer:

Chair of Trustees

GSL

Auditor:

G. Peake

H. Peake

J. Gibson

K. Stewart

Mr G. Peake

Mrs H Peake

Mr J Gibson

Grant Application Form

Please complete this form and attach the relevant information and send to:

The Clerk to Clipstone Parish Council, Village Hall, Church Road, Clipstone, NG21 9DF or email clerk@clipstoneparishcouncil.org

Name of Organisation 1st clipstone Scout Group	
Contact Details	Mr J Gibson
Position within Organisation	Group Scout Leader/ Trustee
Telephone	07971537218
Email	clipstonescoutgroup@hotmail.co.uk
Is your organisation a registered charity?	YES
If yes, charity number	504000
Project for which grant is required?	INSULATION TO HALL FLOOR AND NEW FLOOR COVERING
Total Cost	£5000.00
Have any funds been requested from other sources?	NOT FOR THIS ITEM
Success/failure of application, and amount requested	NOT ABLE TO PROCEED WITHOUT GRANT
Amount of grant requested from Clipstone Parish Council.	£5000.00
When are the funds required?	OCTOBER 2021
Please give your organisation's bank details so any grant can be paid by BACS.	Account Name: First Clipstone Scout Group Bank: HSBC Sort Code: 40-32-01 Account Number 21071017

Clipstone Parish Hall Key Holder Policy - Regular Users

INTRODUCTION

Clipstone Parish Council will issue keys/the code to the key safe and the alarm system to established regular Village Hall Users. You may only use your key to enter the building for your regular classes and other booked sessions.

Regular users of the Village Hall may be issued with a key to the front door of the building to allow them to enter and leave the building for the sole purpose of running their activities. Under no circumstances shall you use your keys to enter the premises at any other time. All authorised key holders must sign a copy of this policy before they will be issued with keys.

- No person may give his or her key to an unauthorised user for any period of time. Any key(s) found to be in the possession of an unauthorised person will be confiscated and any person found to have provided a key or a copy of a key to an unauthorised user may face sanctions.
- Unauthorised duplication of a key is strictly prohibited. No person may duplicate a key or request the duplication of a key without express written permission by the Clerk..
- Lost or stolen keys must be reported to the Clerk immediately
- All keyholders must return to the Clerk immediately upon request all keys assigned to them or that are in their possession or control in the event of termination their hall usage arrangements.

By signing this form, I, _____, agree that I have read and that I understand the Keyholding Policy. I further agree to the terms and conditions set forth in this.

Furthermore I confirm that key Set No. _____ has been issued to me

OVERVIEW

This policy outlines who can be issued with a key to Clipstone Village Hall.

Who does this Policy Cover? This policy covers all regular users of the Clipstone Village Hall who have been issued with one or more keys or access codes of any kind to the Village Hall.

POLICY

All key holders should become familiar with the Hall's Security Policy and Lock Up Procedure for key holders. Upon receipt of keys, key holders are required to sign the key holder register.

Where staff cease to require building access they are requested to hand their keys in as soon as possible. Upon doing this the key register should be updated.

The Council reserves the right to charge a keyholder who lost keys for the replacement of Village hall Locks including key cutting for additional keys.

Clipstone Village Hall Security Policy and Lock Up Procedure

OVERVIEW

This policy is for all key holders to ensure that they are aware and familiar with lock-up procedures and security principles at Clipstone Village Hall. The policy also provides an overview of the responsibilities key holders must observe while at the Hall. A copy of this policy will be distributed to all key holders. The Clerk will be responsible for maintaining a current key holder list.

SECURITY POLICY AND RESPONSIBILITIES

As a key holder at the Hall - we expect and ask that you observe the following general security principles:

HALL SECURITY:

Only authorised persons are allowed to be in possession of any keys to the Village Hall.

Under no circumstances should the Hall keys be given to any groups or person for themselves to unlock/lock the Hall unless specifically sanctioned by the Clerk/Council and a Keyholding agreement has been signed.

The key holder is the only person who should use the keys issued to them.

Any keys found to be in possession of an unauthorized user will be confiscated and any person found to have provided a key or a copy of a key to an unauthorised user may be disciplined up to and including termination of employment.

Unauthorised duplication of keys is strictly prohibited.

The alarm code for the Hall, should never be revealed to anyone, other than staff or Clipstone Parish Council sanctioned persons. It should not be issued to any keyholders without explicit permission.

Failure of either one of these principles will be considered gross misconduct from the staff member, as it is considered by the Council to have put the Hall at avoidable high risk from damage.

IMPORTANT PHONE NUMBERS PRINCIPLE:

Key holders should become familiar with important phone numbers, in particular they should be familiar with how to get in contact with the Emergency Services.

LOST KEYS PRINCIPLE:

The Council will only issue one set of keys to key holders.

Key holders who lose their keys should immediately notify the Clerk or Councillor. In most cases, lost keys will result in the need to replace the locks in a prompt manner, and the cost of the replacement locks will be at the key holders expense. In addition, stolen keys should be reported immediately to the police and a crime number obtained.

RETURNING KEYS PRINCIPLE:

Should any key holder cease their staff activities they will be required to return all keys that have been issued to them. Upon returning keys the persons name will be taken off the key holders register.

LOCK-UP CHECKLIST

Key holders are required to run through the following checklist before leaving the Parish Hall.

- Check that no one else is in the building (give fifteen minutes warning to others prior to locking up if needed)
- Check that all taps are turned OFF
- Check that all windows are closed and doors LOCKED
- Check that all lights are turned OFF
- The alarm will need to be activated.
- LOCK the alarm box, and then the front doors, making sure the locks are secure. If there are problems with the locks, stay at the Hall and phone for advice. Never leave the Hall unsecured when not in use.

CLIPSTONE VILLAGE HALL REGULAR USER RESPONSIBILITY

I acknowledge that I have received the keys for Clipstone Village Hall. I understand that it is my complete responsibility to keep these keys in a safe place when not in use by myself, and ensure that they are safe when in my possession. I also understand that under no circumstances am I to duplicate these keys.

I am aware that if I lose any of these keys, it is my responsibility to immediately report the matter to the Council. I understand I may be charged for replacement locks.

I understand that the alarm code for the Hall, should never be revealed to anyone, other than staff or Clipstone Parish Council sanctioned persons.

I agree that under no circumstances should I give the Parish Hall keys to any groups or person for themselves to unlock/lock the Hall.

I agree to refrain from compromising the security of the Village Hall. Unsecured doors or windows should never be left open when not in use.

I understand that once my employment ends with the Council, it is my responsibility to return all keys immediately and that until I do so, the Council may withhold my pay. I understand that failure to return the keys may result in significant penalties.

Signed _____

Print Name _____

Date _____

Keyholding Policy

INTRODUCTION

Clipstone Parish Council will issue keys to the To the Village Hall and any other Clipstone Parish Council premises to all staff as required.

Regular users of the Village Hall may be issued with a key to the front door of the building to allow them to enter and leave the building for the sole purpose of running their activities. Regular users will not be issued with the alarm codes. All authorised key holders must sign a copy this policy before they will be issued with keys.

- Only authorised persons are allowed to be in possession of a key to the store.
- No person may give his or her key to an unauthorised user for any period of time. Any key(s) found to be in the possession of an unauthorised person will be confiscated and any person found to have provided a key or a copy of a key to an unauthorised user may be disciplined.
- Unauthorised duplication of a key is strictly prohibited. No person may duplicate a key or request the duplication of a key without express written permission.
- Lost or stolen keys must be reported to the Clerk immediately
- All keyholders must return to the Clerk/chair of the Council immediately upon request all keys assigned to them or that are in their possession or control in the event of termination of employment or resignation or in the case of regular users terminating their hall usage arrangements.

By signing this form, I, _____, agree that I have read and that I understand the Keyholding Policy. I further agree to the terms and conditions set forth in this policy. I acknowledge that I have received the following key(s):

Key Number(s): _____.

I agree to abide by the Key Policy with regard to this key and all Clipstone Parish Council keys in my possession.

Signature: _____

Date: _____

Clipstone Parish Hall Key Holder Policy - Staff

OVERVIEW

This policy outlines who can be issued with a key to Clipstone Village Hall.

Who does this Policy Cover? This policy covers all staff working at Clipstone Village Hall.

POLICY

In order to perform certain tasks or functions, some staff at Clipstone Parish Hall will be issued keys to access the building.

All key holders should become familiar with the Hall's Security Policy and Lock Up Procedure for Key Holders. Upon receipt of keys, staff are required to sign the key holder register.

Where staff cease to require building access they are requested to hand their keys in as soon as possible. Upon doing this the key register should be updated.

Clipstone Parish Hall incurs a cost for the purchase of keys given to key holders. In the event where the Parish Clerk does not receive keys from key holders who no longer require them, a change of door locks on the premises may be required. Additional costs for the issuance of new keys to key holders will be incurred as a result. Compliance with this policy is designed to eliminate such a situation arising.

Clipstone Village Hall Security Policy and Lock Up Procedure

OVERVIEW

This policy is for all key holders to ensure that they are aware and familiar with lock-up procedures and security principles at Clipstone Village Hall. The policy also provides an overview of the responsibilities key holders must observe while at the Hall. A copy of this policy will be distributed to all key holders. The Clerk will be responsible for maintaining a current key holder list.

SECURITY POLICY AND RESPONSIBILITIES

As a key holder at the Hall - we expect and ask that you observe the following general security principles:

HALL SECURITY:

Only authorised persons are allowed to be in possession of any keys to the Village Hall.

Under no circumstances should the Hall keys be given to any groups or person for themselves to unlock/lock the Hall unless specifically sanctioned by the Clerk/Council and a Keyholding agreement has been signed.

The key holder is the only person who should use the keys issued to them.

Any keys found to be in possession of an unauthorized user will be confiscated and any person found to have provided a key or a copy of a key to an unauthorised user may be disciplined up to and including termination of employment.

Unauthorised duplication of keys is strictly prohibited.

The alarm code for the Hall, should never be revealed to anyone, other than staff or Clipstone Parish Council sanctioned persons. It should not be issued to any keyholders without explicit permission.

Failure of either one of these principles will be considered gross misconduct from the staff member, as it is considered by the Council to have put the Hall at avoidable high risk from damage.

IMPORTANT PHONE NUMBERS PRINCIPLE:

Key holders should become familiar with important phone numbers, in particular they should be familiar with how to get in contact with the Emergency Services.

LOST KEYS PRINCIPLE:

The Council will only issue one set of keys to key holders.

Key holders who lose their keys should immediately notify the Clerk or Councillor. In most cases, lost keys will result in the need to replace the locks in a prompt manner, and the cost of the replacement locks will be at the key holders expense. In addition, stolen keys should be reported immediately to the police and a crime number obtained.

RETURNING KEYS PRINCIPLE:

Should any key holder cease their staff activities they will be required to return all keys that have been issued to them. Upon returning keys the persons name will be taken off the key holders register.

LOCK-UP CHECKLIST

Key holders are required to run through the following checklist before leaving the Parish Hall.

- Check that no one else is in the building (give fifteen minutes warning to others prior to locking up if needed)
- Check that all taps are turned OFF
- Check that all windows are closed and doors LOCKED
- Check that all lights are turned OFF
- The alarm will need to be activated.
- LOCK the alarm box, and then the front doors, making sure the locks are secure. If there are problems with the locks, stay at the Hall and phone for advice. Never leave the Hall unsecured when not in use.

CLIPSTONE PARISH HALL STAFF RESPONSIBILITY

I acknowledge that I have received the keys for Clipstone Village Hall. I understand that it is my complete responsibility to keep these keys in a safe place when not in use by myself, and ensure that they are safe when in my possession. I also understand that under no circumstances am I to duplicate these keys.

I am aware that if I lose any of these keys, it is my responsibility to immediately report the matter to the Council. I understand I may be charged for replacement locks.

I understand that the alarm code for the Hall, should never be revealed to anyone, other than staff or Clipstone Parish Council sanctioned persons.

I agree that under no circumstances should I give the Parish Hall keys to any groups or person for themselves to unlock/lock the Hall.

I agree to refrain from compromising the security of the Village Hall. Unsecured doors or windows should never be left open when not in use.

I understand that once my employment ends with the Council, it is my responsibility to return all keys immediately and that until I do so, the Council may withhold my pay. I understand that failure to return the keys may result in significant penalties.

Signed _____

Print Name _____

Date _____



Clipstone Parish Council

Opening and closing Clipstone Village Hall for regular users:

Opening:

Once you have opened the inner door the alarm will start sounding. You have 10 seconds to open the key cabinet with the little key and enter your code.

Your code is specific to you. Please do not share it. If you do, you will be held liable for any damage that occurred whilst your code was in the building.

Please check that all fire exits are accesible and the chains are removed.

Closing

- When your clients have gone please ensure you are leaving the premises clean.
- Ensure that all chains are back on the emergency exits.
- Check that nobody has been left behind in the toilets, the kitchen or the store room.
- Open the key cabinet and set the alarm by keying in your code. You will be asked if you want to set the alarm. Answer yes.
- You will hear the alarm sound. You have 10 seconds to leave the building and close the middle door behind you.
- Lock the middle door.
- Leave the building and lock the outside door.
- Before you leave, make sure the car park gates are both locked as well as the little pedestrian gate. The only vehicle left in the locked compound should be our white van.

If a new group follows staright after you, you will be able to leave it to them to lock up. However, we recommend that you activate the alarm before you leave and they de-actiate it, so the "handover" is documented in the panel.

There is no need for you to hang araound for the next group.

User No	Activity(s)	Weekday(s)	Name	Code
3	Slimming World	Friday	Jemma	

Subject: FW: Speeding and Noise Issues - Cavendish Estate, Clipstone, Mansfield

From: REDACTED

Sent: 22 July 2021 15:20

To: laura.seward@nottinghamshire.police.uk; mark.spencer.mp@parliament.uk; Scott.Carlton@newark-sherwooddc.gov.uk; clerk@clipstoneparishcouncil.org

Subject: Speeding and Noise Issues - Cavendish Estate, Clipstone, Mansfield

Good afternoon.

As you may be aware the residents of the Cavendish Estate in Clipstone, have a closed group Facebook Page on which local community matters are discussed. One particular matter that has been raised very recently, and which has a very large agreement, is the increasingly dangerous driving of cars, motorbikes and e-scooters around the residential roads of the estate.

Owing to the strength of feeling on the matter, we really hope that the local authorities can come together to tackle this matter for us.

There is a general agreement from many residents that more and more vehicles are speeding around the Cavendish estate, (including Cavendish Way - which is obviously 40mph but still people exceed this)? Indeed, as I write this email, there is a motorcyclist driving at very high speed, doing laps of the residential roads on the estate. Several people of the Cavendish Estate FB page have already posted asking if anybody knows the person.

This is a residential area. The speed limit is 30mph but in reality 20mph is more appropriate. The reason for a low speed limit is obvious; children playing or accidentally venturing onto a road, people crossing roads, pets getting loose, residents entering or leaving driveways and side roads etc. On top of this, the noise created by speeding vehicles including those whose exhausts should never have passed an MOT, is a growing nuisance.

Turning off Emmerson Drive onto Cavendish Way is becoming a very risky task now owing to the speed that vehicles are travelling along Cavendish Way. There have been several accidents already at this junction.

There have been suggestions/appeals by residents to reduce the speed limit on Cavendish Way from 40mph to 30mph, with possible speed enforcement measures being put in place. In addition, the consensus is that 20mph is a more appropriate speed limit for the residential roads, as opposed to the current 30mph. Several residents have even offered to support/participate in a community speed watch scheme if this is a possibility?

There really needs to be action taken by the relevant authorities to tackle this growing issue on this estate, before there is a death or serious injury.

Kindest regards

Name and Telephone number redacted

Correspondence to CPC meeting 22/09/2021

- Notts ALC: Free guide for new clerks and councillors - from BHIB Councils Insurance
- 👤 NALC EVENTS - various
- Insp Charlotte Allardice: Stakeholder update
- National Resilience Strategy Call For Evidence
- ☆ NALC STAR COUNCIL AWARDS 2021
- Forest Management carried out by Forestry England (SA-FM/COC-006972, SA-PEFC-FM/COC-006972)
- Notts ALC 76th AGM - 17th November 2021
- Nottinghamshire's consultation on a revised Fair Access Protocol
- CAB Stats 1st Quarter 2021
- Parish and Town Council Funding Opportunities
- NALC: 📄 ELECTION SURVEY
- DWP: Kickstart Scheme: how your business can get involved
- CPRE: Rural Transport Fact Finding
- NCC: Council Plan Development: Engagement Sessions for Town & Parish Councils

**Personnel
Advice &
Solutions Ltd**

**COUNCIL NEWSLETTER
AUGUST 2021**

Step by Step Guide to Planning and Managing a Recruitment Campaign

The recruitment process can be complicated and have a number of potential pitfalls for Councils. The following step by step guide is intended to give Councils a framework to help them work their way through the process.

1. The Council or Staffing Committee should allocate responsibility to a group of Councillors to act as the Recruitment Panel. The panel should have delegated responsibility from either the Full Council or Staffing Committee to advertise the post, select candidates for interview, conduct the interviews, and either make a decision to appoint or make recommendations to the Council / Committee as to who should be appointed.

An ideal panel size would be three Members. It doesn't need to be too big as this could be off putting at interview, however no individual Councillors can exercise such management responsibility, and a panel of two may result in a split decision.

2. The Panel needs to decide what the Council needs from a post holder. For example, does a new recruit to the post of Clerk need:
 - CiLCA
 - Knowledge of the local community
 - Ability to manage a workforce
 - High degree of financial capability
 - Project management skills; for example, to manage a new development
 - Good knowledge of local Government management
 - Commercial capability to improve Council revenues/finances.

Whichever skills, qualifications and experiences are important to the Council need to be included in the Person Spec.

3. The next step is for the panel to determine which criteria are of greatest value to the Council. It can then allocate points to the different criteria to highlight those which are of greatest value. For example, if a total of 100 points are allocated to all criteria, but the most valued are CiLCA and local Government knowledge, 20-30 points could be allocated to these criteria alone. The remaining 60-40 points can be shared amongst the remaining criteria.

As a result, those skills and abilities that are of greater importance to the Council will receive a higher degree of attention during the recruitment process.

4. The Panel can then produce a Job Advert which focuses on those criteria that have received the highest priority scores. For example, "Applicants must have CiLCA or be willing to achieve the

qualification within two years”, “knowledge of local Government management procedures and finances is essential”.

5. Ensure that the Job Adverts reach the right candidates. Will this happen if it is posted on the Website/Parish notice board? Alternatively, would it be better to pay for it to be included in the District/County Councils Jobs circular?
6. Using the prioritised Person Specification, the Panel can draw up a score sheet for assessing Application Forms/CV's. The sheet should list the criteria on the Person Specification, along with the scores allocated to each. The Panel can then use this sheet to work through the candidates' completed Application details to help identify if the applicant has the necessary criteria. Each criteria that is identified in the Application Form/.CV receives the appropriate score as listed on the Person Spec. The scores for each applicant are then totalled to give that applicant an overall score.
7. The Council can either invite the top 4/5 applicants to an interview, or set a pass mark (60-70%) and invite those who exceed this threshold to an interview. This second option ensures that candidates with the right skills are interviewed.
8. The interview process can also incorporate skills tests, site hours, meeting other Employees, meeting Elected Members.
9. The interview panel usually conduct interviews for senior posts, such as Clerk, RFO, or Deputy Clerk. The Clerk would normally conduct interviews for subordinate posts; and this would be specified in their Job Description.
10. When conducting interviews, questions should be based on the requirements of the Person Specification and be consistently asked of all interviewees. The Interviewer Panel should have a score sheet that lists all of the questions to be asked. These are based on the Person Specification criteria, with the appropriate priority scores. As a result, those candidates with the most valued criteria will receive the highest scores.
11. As with the Application Form assessment, the Panel can set a pass mark (70-80%) to ensure that the successful candidate has the skills which were identified as important to the Council. The highest scorer would obviously be appointed.

This is general guide through the process, but the purpose is two-fold:

1. The assessment process is based on identifying non-discriminatory qualifications, skills and experiences that are clearly identified in the Person Specification, reducing the risk of discrimination.
2. The Council can deliberately “discriminate” in favour of specific skills and abilities that it needs.

PROFILE

Chris Moses LLM Chartered FCIPD is Managing Director of Personnel Advice & Solutions Ltd. He is a Chartered Fellow of the Chartered Institute of Personnel and Development, and has a Master's Degree in Employment Law. If you have any questions regarding these issues please feel free to contact him on (01529) 305056 or email p.d.solutions@zen.co.uk
www.personneladviceandsolutions.co.uk

InspectEDGE

Memorial Inspection App



InspectEdge was launched at Convention in September.
Special introductory price for ICCM members until the end of the year!

- ✓ Simple intuitive interface allows full description of all memorial elements on a grave
- ✓ Take up to four photographs of each grave
- ✓ Fully compliant with BS8415:2018 and ICCM Management of Memorials guidance
- ✓ Uploads to Epitaph, Microsoft Access Database or to Microsoft Excel Spreadsheet

Package includes:

- InspectEDGE App
 - 7" Samsung Android Tablet
 - 32Mb Mini SD data card
 - Rugged, showerproof case
 - Lightweight at under 300g
 - Hand and shoulder straps
- ✓ With optional GPS transceiver, will automatically record the location of each inspection
 - ✓ Time and date stamped
 - ✓ Developed using experience gained when carrying out over 10,000 individual inspections

Call us for more details:
024 7666 7337



The cost at the moment is £295 for the tablet and then 15% of your Epitaph annual fee per year.



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29 JULY 2021

PC5-21 | NATIONAL RESILIENCE STRATEGY

Summary

The Cabinet Office (CO) has recently launched a call for evidence into its development of a National Resilience Strategy. The COVID-19 pandemic has stretched the capacity of governments around the world and their resources. This has demonstrated the importance of a resilient society with well-developed plans and capabilities and response structures able to react appropriately to the unexpected.

A National Resilience Strategy is required to help frame such future responses and this needs to include strengthening Local Resilience Forums and examining in some depth how local communities can play their part. This call for evidence seeks public views regarding how best to frame a National Resilience Strategy supporting UK National Resilience and the objectives required for it. The main consultation document can be downloaded [here](#) . The consultation closes at the Cabinet Office on 27 September 2021.

Context

The government's stated aim for the National Resilience Strategy is to make the UK the most resilient nation. In delivering this vision, the government will be guided by a series of core principles:

- We should understand the risks we face, including the impacts they could have, and our exposure to them.
- We should invest in preparation to better prevent, mitigate and recover from risks.
- We should energise and empower everyone who can make a contribution.

The government's vision for 2030 is to have a strengthened ability to assess and understand the risks we face. The national suite of systems, infrastructure and capabilities (including international systems) for managing those risks should become more proactive, adaptable and responsive; and there should be fewer regional inequalities in resilience terms.

As a result, the government wants our local communities, businesses, and the UK as a whole, to be more cohesive, resistant to shocks and stresses, and ultimately more adaptable to future threats and challenges.

Questions in this Call for Evidence focus on six broad thematic areas:

- Risk and Resilience: Strengthening our ability to manage an evolving risk landscape depends on improving our ability to both predict and adapt to identified and unexpected challenges.
- Responsibilities and Accountability: It is fundamentally important that all those involved in building resilience have a clear understanding of when, where and how to apply tools, processes and relationships effectively.
- Partnerships: Resilience is not solely a government or public sector responsibility. Other parts of society play an essential role in building our collective resilience.
- Community: A whole-of-society approach will be central to strengthening the UK's resilience, with a revived effort to inform and empower all parts of society who can make a contribution.
- Investment: The challenge of where to place investment in the risk cycle is one that affects the public and private sectors alike. As government, individuals and businesses, we face choices around what, and how much, to invest.
- Resilience in an Interconnected World: UK resilience is closely entwined with the wider global context. Challenges and opportunities are frequently experienced on a global scale.

NALC's current policy positions

NALC will be responding to this call for evidence given many local (parish and town) councils are already working with partners and supporting the community. We would also like to gather examples of resilience strategies from local councils or county associations to submit as part of our response.

Consultation Questions

The main consultation questions NALC will be responding to in this consultation are as below and NALC seeks the views of county associations and member councils in response to these questions to help inform its own submission to MHCLG:

Questions on Vision and Principles:

1. Do you agree with the proposed vision of the Resilience Strategy? Is there anything you would add, amend, or remove?

2. Do you agree with the principles laid out for the strategy? Is there anything you would add, amend, or remove?

Risk and Resilience:

1. Is there more that the government can do to assess risk at the national and local levels? If so, what?

2. Is there more that the government can do to communicate about risk and risk appetite with organisations and individuals? If so, what?

3. How could the government make risk assessment and data more accessible by frontline personnel in an emergency?

4. How does your organisation assess risks around unlikely or extreme events, when there is limited or no data?

5. How could the current local risk assessment process, managed through Local Resilience Forums, be strengthened to help local partners?

Responsibilities and Accountability:

1. Do you think that the current division of resilience responsibilities between Central Government, the Devolved Administrations, local government and local responders is correct? If not, why?

2. How can the UK Central Government, DAs, local and regional forms of government and local responders better collaborate on resilience?

3. What role, if any, should the UK Central government have in assuring that local areas are effectively carrying out their resilience responsibilities, whilst also respecting local responsibilities?

Partnerships:

Critical National Infrastructure (CNI) owners and operators:

1. Do you think that the resilience of CNI can be further improved? If so, how?

2. Do you think the introduction of appropriate statutory resilience standards would improve the security and resilience of CNI operators? Why? a. How would such standards define the necessary levels of service provision? b. Are there any risks associated with implementing such standards?

3. What do you think is the most effective way to test and assure the resilience of CNI? a. To what extent do you think regulators should play a role in testing the resilience of CNI systems and operators?

4. During an emergency, what do you think should be the role of the operators of CNI in ensuring continued provision of essential services (e.g. water, electricity, public transport)? a. How can the government support CNI owners or operators during an emergency?

Wider critical sectors

5. What role, if any, does your business or sector play in national resilience?

6. What are the risks that your business is most concerned about?

7. What information, tools or guidance could the government provide to help your business better assess or prepare for these types of risk?

8. What is your business' approach to building resilience in any key supply chains that your business is part of?

9. How useful have vehicles such as Local Enterprise Partnerships, Growth Hubs and other local business support services been strengthening your organisations' resilience? Why?

Academic and research organisations

10. What can the government do to make collaboration between academic and research organisations more effective?

11. Are there areas where the role of research in building national resilience can be expanded?

Community and local resilience:

1. Do you agree that everyone has a part to play in improving the UK's resilience? If not, why not?

2. Do you understand the types of emergencies that might impact you and other members of your community? a. What would help you better understand the risks that could affect your community? b. Do you know where to access information about emergencies that could affect you?

3. Have you considered the actions you might take to prepare for or during an emergency? a. What has motivated you to plan or make preparations? b. What has stopped you from planning or making preparations? c. What would help you to be able to make a plan or prepare?

4. Have recent emergencies (e.g. COVID-19 pandemic, flooding, terrorist attacks) made you think differently about risks or changed the way you prepare for emergencies?

5. Are there any barriers in accessing local volunteering schemes or finding community groups that discuss local emergency planning? If so, what are the barriers?

Investment:

1. How does your organisation invest in your approach to the risks outlined in this document? Is your investment focussed on particular stages of the risk lifecycle (for example, on prevention)?

2. Has the COVID-19 pandemic impacted the way your organisation is investing, or will invest, in preparing for these risks? If so, how?

3. Are there models of successful resilience investment? If so, to what extent could they be adopted in the UK?

4. Are there examples of where investment (whether by the government, by businesses or by individuals) has driven improvements in resilience?

Resilience in an Interconnected World:

1. Where do you see the UK's resilience strengths?

2. Are there any approaches taken by other countries to resilience that you think the UK could learn from?

3. Which of the UK's international relationships and programmes do you think are most important to the UK's resilience?

4. What international risks have the greatest impact on UK resilience?

5. How can the UK encourage international partners to build resilience to global risks?

Your evidence

Please email your responses to this consultation to chris.borg@nalc.gov.uk by 17.00 on Friday 10 September, 2021 along with any examples of local resilience

strategies. County associations are asked to forward this briefing onto all member councils in their area.

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SEXTON DUTIES

Course overview

- Grave identification and cemetery plans
- Instructions to gravediggers
- Checking procedures -verification of location, depth, size
- Memorials removed from graves
- Preparation for interment
- Legal requirements and implications
- Adjacent unstable memorials
- Dealing with families, funeral directors and officiants
- The funeral service
- Identification of the coffin
- Backfilling
- Inclement weather
- Health and safety
- Customer care
- Problem solving
- Questions and answers

Suitable for: anyone involved in managing or working in a cemetery

Equipment required: a computer, phone or tablet with internet connection, video and microphone function, able to run Teams, either as an app or online

Learning Outcomes

- Knowledge required to ensure a legally compliant, trouble-free, sensitive service
- How to deal with common problems
- How to avoid costly errors

Attendance:

£80.00 plus VAT for ICCM members

£95.00 plus VAT for non-members

During the online training, attendees can submit questions and comments using the Chat function. The trainer will answer these at the end of the course.



An ICCM quality
online training event

Interactive sessions

Learn about the
benefits of having
legally compliant
systems and
procedures

Learn new skills

Have your questions
answered

Programme

- 9.30 Sign in and introduction
- 9.45 General principles and procedures
- 10.30 Short break
- 10.45 Dealing with families, funeral directors and officiants
- 11.30 Short break
- 11.45 The graveside service
- 12.15 Problem solving
- 12.30 Questions and answers
- 13.00 Finish

Booking Form

I wish to attend/have the following attend the ICCM Sexton Duties online training course on:

Available course dates:

Thursday, 4th November 2021 09:30-13:00 – online training

Name 1: _____ ICCM Member?
Y/N

Name 2: _____ Y/N

Representing: _____

Email: _____
Confirmation and link to the training course will be sent by email

Phone No: _____

Address for invoice: _____

Order No: _____

The fee for the online training covers attendance and documentation. The fee is £80.00 + VAT for ICCM members and £95.00 + VAT for non-members.

Please do not send cash or a cheque with the booking form – an invoice will be sent to you at the address you give above.

Cancellations and refunds – receipt of the completed booking form is a contract. Cancellations must be made in writing at least 10 working days before the workshop, and will incur a 20% administration fee. Cancellations made after 10 working days before the workshop will not be refunded. No refund will be given for non-attendance. Substitution of delegates at no extra charge may be made by emailing julie.callender@iccm-uk.com. In the unlikely event of cancellation by the organisers, any fees paid will be refunded but no further liability will be accepted. The organisers reserve the right to make changes to the programme, speakers and venue should this be necessary.

Please return completed forms to Julie Callender at julie.callender@iccm-uk.com, or to

ICCM National Office, City of London Cemetery, Aldersbrook Road, Manor Park, London, E12 5DQ