

## DALSTON PARISH COUNCIL

Forge Green  
Dalston  
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Minutes of the Policy and Resources Committee Meeting held at Forge Green, on Tuesday 30<sup>th</sup> May 2017 at 7.15pm.  
S. Milburn (Clerk)

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### **Present**

Cllr Byers            Cllr Baxter            Cllr Craig            Cllr Dalton            Cllr Drouet            Cllr Kaye-Kreczkowski  
Cllr Kyle

### **1. Apologies**

There were no apologies.

### **2. Minutes**

The minutes of the Policy and Resources Committee meeting held on 7<sup>th</sup> March 2017 were approved and signed by Cllr Byers as a true record.

### **3. Declarations of Interest**

There were no declarations of interest.

### **4. Public Participation**

There were no members of the public present.

### **5. Review Risk Assessments**

- After much discussion it was decided that when councillors check the assets on the Asset Register List, a date and their name is registered on the Asset Register List which will be available at every Parish Council meeting. There will be a column added for the date and one for name.
  - Forge Green would be checked bi-annually by Cllr Craig and Cllr Cowen.
  - The Risk Assessments would be reviewed and updated every two years.
  - Sue Milburn has a file and records on the fire alarm checks and PAT testing in Forge Green. PAT testing is now only necessary once every five years and not annually. She also does the gas and electricity certificates for Forge Green.
  - Sue Milburn will arrange for the electricity /wiring checks in No 2 Forge Green.
  - Take out the risk assessment DPC/017 for clerk to work from home – not relevant any more
  - Remove No 3 Falling from heights from risk assessment DPC/017.
  - Cllr Craig to link correct numbers on the risk assessments to the correct current Asset Register List.
- Every councillor will get the risk assessments and the Asset Register List to be able to check the relevant items.

### **6. Review Cemetery Policy**

A policy for rose bowls was made to be on a plinth of a guide size of 600mm x 200mm x 150mm minimum. The rose bowl needs to be fixed into the plinth. The cost will be £300. An exception will be made for the one in question as it was from 50 years ago. A charge of £175 will be assigned. Orders were reviewed and no changes were made, the Parish Council are to be notified of this at the meeting on the 13<sup>th</sup> June 2017. The Clerk was requested to add the date reviewed to the document.

The Dalston Churchyard & Cemetery document is to be updated with current funeral costs from March 2017.

### **7. Financial Regulations**

Clause 5.1 was discussed (The Council shall seek credit references in respect of members or employees who act as signatories). It was decided to delete the wording in brackets.

Cllr Baxter requested to have another signatory on the list to sign cheques. Cllr Dalton was proposed by Dougal Kyle and seconded by Chris Drouet Cllr Dalton agreed to join Cllr Baxter, Cllr Ebbatson and Cllr Roberts as signatories. There has

been a problem with The Cumberland Building Society for the RFO to transfer money from one account to another. Cllr Byers to speak with head office and sort out the arrangement.

**8. Asset Register**

The old asset register had been sent to the clerk for distribution. However the amendments on it were correct. Cllr Craig to source the latest version and send to the clerk.

**9. Common Land**

The Lady Gilford Centre advised us that the riverside in CL211 common land is not allocated to Dalston Parish Council but it is common land. Also Forge Green is registered as Common land within the CL211 area of common land. It was suggested to register the riverside (Silent Quarry) and to deregister Forge Green from CL211 registered land. It was agreed for this to be an agenda item at the PC meeting on the 13<sup>th</sup> June 2017.

**Dates of Forthcoming Meetings**

Next meeting of The Parish Council to take place on 13<sup>th</sup> June 2017 at 7.15pm at Forge Green.

Policy & Resource Meeting Dates for 2017:- 29<sup>th</sup> Aug & 7<sup>th</sup> November.

Property & Maintenance Meeting dates for 2017:- 20<sup>th</sup> June & 26<sup>th</sup> September.

The meeting closed at 9.05pm.