FINSTALL PARISH COUNCIL

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NOTICE OF PARISH COUNCIL MEETING
Tuesday 2nd January 2024, 7.30pm
at Finstall Village Hall

The meeting is open to members of the public who are welcome to address the council at agenda item 5 (Public Forum) to put comments and questions to the council regarding this agenda or for future consideration. Individual speaking time may be restricted at the Chairman's discretion, which also applies to any non-member representations at any other time in this meeting.

Summons
Elected members are summoned to attend this meeting to transact the business set out on the following pages.

Gill Lungley 23rd December 2023
Gill Lungley, Clerk/RFO

The seven elected members of the parish council are:
Norman Hewer, Malcom Molloy, Wendy Molloy, Christine Orr-Cooper, Rosemarie Ryan, Caroline Spencer, Will Taylor (Chairman).

A G E N D A

1. **Chairman's welcome**
   The Chairman is to welcome everyone to the meeting and declare it open.

2. **To record absences and receive any apologies for absence.**

3. **Declarations of interest:**
a) All councillors are reminded to keep their Register of Interests up to date; it is available **online**.
b) All councillors must declare any interest ie. Disclosable Pecuniary Interest (DPI), Other Registerable Interest (ORI) or Non-Registerable Interest (NRI), in items on the agenda and their nature. In keeping with the council's **Code of Conduct**, members must leave the meeting during the discussion relating to the item in which the interest has been declared unless a dispensation has been requested and granted.

4. **To consider any request from a councillor for a dispensation to be allowed to stay in the meeting after declaring an interest.** Such request, in writing, must be given to the Clerk before the meeting starts.

5. **Public Forum.**
a) An opportunity for members of the public to raise matters of interest or concern relating to this agenda or for future meetings.
b) County and District Councillors and community representatives are invited to present an update on their activities.

6. **To consider the minutes of the previous Council Meeting** held 05/12/2023 and recommend approval. Copy available **online here**.

7. **To comment on any planning consultations received and note Planning Authority (Bromsgrove District Council) decisions made.**

   a. **No consultations received at the time of publication.**

   b. **To note Finstall PC's comment to the following:**

Reference	**23/01136/FUL**	**Address:** Crossbrook House, Dusthouse Lane,
Proposal: Replacement of monopitch roof with pitched roof and extension to rear of existing garage and replacement of existing and formation of new garage doors.		
FPC Comment made by the Clerk under delegated authority: No objection.		

   c. **Planning Authority decision 14/12/2023 to below was to refuse permission:**

Reference	**23/01009/FUL**	**Address:** 7 Alcester Road, Finstall, B60 1EL
Proposal FPC responded by 18/11/23	Extension of dropped kerb and creation of parking area for 7 Alcester Road. The creation of a new access with demolition of existing garage and rear sheds and erection of 2x 2 bedroom dormer bungalows with garages.	

8. **FINANCE**

a) To note the bank reconciliation to 15/12/2023 (attached p3).
b) To consider and authorise payments and note receipts (schedule attached, p3)
c) To note the current budget position v actual receipts and payments (page 4)
d) To approve the Risk Assessment schedule (attached pp 5 – 14).
e) To approve the budget for 2024/25 and thereby identify the precept (pp15 – 17).
f) To note salary payments relating to recent pay award and PAYE refund, and agree to adjust the monthly standing order (as outlined in 8b above).

9. **Clerk's reports and correspondence received, for information:**
   As in attached report on pages 18 - 19.

10. **To consider and decide upon the following:**

a) The roll-out of SmartWater protection for Finstall households: all kits have been received and now awaiting arrangements to distribute.
b) Adoption of the following policies:
   i. Biodiversity policy, pp20-21.
   ii. Grant Awarding Policy and application form, pp22-26.
c) To respond to Stoke Parish Council request for support at proposed meeting with Bromsgrove District Council on district services (page 27).
d) To consider an application to the West Mercia Police & Crime Commissioner's Safer Roads Grant fund (pp27 - 28).
e) To agree in-person attendance at Bromsgrove DC on Planning Enforcement training, 26/02/2024 6pm – 7.30pm (page 29).

11. **Members to raise items for discussion at next meeting.**

12. **Date, time and venue of next meeting**:

    Tuesday 6th February 2024, 7.30pm at Finstall Village Hall.

Agenda item 8a
Bank reconciliation to 15/12/2023

For period 01/04/2023 – 15/12/2023		
Opening bank balances 01/04/2023	19,370.07	
Add actual receipts for year to date	11,052.13	
Less authorised payments for year to date	- 11,604.08	
Total	**A**	**£18,818.12**
Bank balances as at 26/11/2023		
HSBC accounts (x2) now closed	0.00	
Unity Trust Bank	3,354.12	
Bromsgrove DC Loan account	15,500.00	
Less unpresented payments	-36.00	
Total	**B**	**£18,818.12**
	-	**A=B=balance**

Agenda item 8b
Salary payments for authorisation

Vno	To	Reason	Gross amount	VAT paid
52	Staff	Salary, December 2023 paid by s/order	407.42	0.00
53	Staff	M/soft office software	10.32	1.72
54	Staff	Salary back-pay and new hourly rate	177.28	0.00
55	Staff	Repayment from HMRC of PAYE*	41.80	0.00
56	DM Payroll Services	Staff payroll services	90.00	0.00
57	DeterTech UK Ltd	SmartWater kits x 225	1,514.10	302.82
58	Staff	Salary, Jan 2024 to be paid by s/order**	433.42	0.00
59	Staff	M/soft office software, Jan 2024	10.32	1.72
To note no receipts since previous meeting.				

*An amount of £41.80 has been credited back to 'staff' by HMRC for work undertaken on 4/5/2023 which was taxed. The refund shows up on the council's system and has been included by payroll provider for repayment.

The Payroll provider advises: "Finstall parish council will not be out of pocket for this refund, although the council will pay this to you, this means any tax they will have to pay to HMRC on your behalf will be decreased by the amount of £41.80; as you do not currently pay tax if this credit is not used up Finstall Parish Council can claim back the refund from HMRC, but not until the new financial year in April. So, in effect they will break even eventually."

**As minuted in last month's meeting, staff salary has been increased by £1 per hour. Members are asked to approve the change to the monthly standing order from £407.42 to £433.42.

Agenda item 8c

To note the current budget position v actual receipts and payments.

Finstall Parish Council

23 December 2023 (2023 - 2024)

Summary of Receipts and Payments

All Cost Centres and Codes

Payments

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- Under/over spend
6	Staff Costs				4,896.00	2,544.90	2,351.10	2,351.10 (48%)
7	Expenses & Training				350.00	119.12	230.88	230.88 (65%)
8	Subscriptions & Memberships				460.00	417.26	42.74	42.74 (9%)
9	Insurance				550.00	531.78	18.22	18.22 (3%)
10	Lengthsman, bus shelters, tubs				3,300.00	1,375.50	1,924.50	1,924.50 (58%)
11	Communications (Phone, W'site,				600.00	1,013.00	-413.00	-413.00 (-68%)
12	Admin (Stationery, Printer, Posta				200.00	836.44	-636.44	-636.44 (-318%)
13	Audit & Professional Fees				300.00	282.40	17.60	17.60 (5%)
14	Elections				200.00	156.60	43.40	43.40 (21%)
15	S.137				100.00	20.00	80.00	80.00 (80%)
16	Loan Repayment							(N/A)
17	Playing Field				1,500.00	3,385.00	-1,885.00	-1,885.00 (-125%)
18	Reserves 1							(N/A)
19	Reserves 2							(N/A)
20	Events, grants				500.00	300.00	200.00	200.00 (40%)
	SUB TOTAL				**12,956.00**	**10,982.00**	**1,974.00**	**1,974.00 (15%)**

Receipts

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- Under/over spend
1	Precept	8,710.00	8,710.00					(0%)
2	Grants/Donations							(N/A)
3	Bank Interest	185.00	361.38	176.38				176.38 (95%)
4	VAT Refund	150.00		-150.00				-150.00 (-100%)
5	Other inc Lengthsman	2,545.00	1,980.75	-564.25				-564.25 (-22%)
	SUB TOTAL	**11,590.00**	**11,052.13**	**-537.87**				**-537.87 (-4%)**

Summary

NET TOTAL	**11,590.00**	**11,052.13**	**-537.87**	**12,956.00**	**10,982.00**	**1,974.00**	**1,436.13 (5%)**
V.A.T.					622.08		
GROSS TOTAL		**11,052.13**			**11,604.08**		

FINSTALL PARISH COUNCIL

SCHEDULE OF RISK ASSESSMENTS

Date adopted	**TBA 01/2024**	**Minute reference:**
Next review date	TBA 01/2025	

To be read alongside the council's Policy Statement of Risk Management on pages 7-8, and the Risk Review log on pages 9-10, this document identifies specific threats that may adversely affect the council's ability to achieve its planned objectives and provide its services.

As part of the risk management process, Finstall Parish Council (FPC) has also adopted an Internal Controls document which seeks to ensure the council's governance and statutory duties are followed as a matter of course. This is provided as a separate document.

FPC, is aware that some risks cannot be eliminated fully and therefore has agreed this strategy to provide a structured, systematic and focused approach to managing risk.

RISK IDENTIFICATION

Finstall Parish Council faces a variety of risk, such as:

- Financial e.g. lack of funds to complete projects, unexpected costs.
- Operational e.g. staff illness, damage to property, loss of meeting venue.
- Legal e.g. non-compliance with the law, change of processes.
- Reputational e.g. code of conduct complaint, poor decision-making.

In the following pages, specific risks are identified, described and evaluated according to the potential consequence of the risk occurring (impact) and how likely this is (likelihood) i.e. high, medium or low risk. It is not an exhaustive list.

FPC's treatment of the identified risk may involve one or more of the following actions, whereby the council may:

- **Tolerate the risk** – for risks which are considered containable subject to appropriate contingency plans or if the controls cannot be justified e.g. because they would be disproportionate or outside the council's resources.
- **Address the risk** – by imposing controls so that the parish council can continue to operate; or by setting up prevention techniques.
- **Transfer the risk** – by buying a service from a specialist external body or taking out insurance cover.
- **Terminate** the activity giving rise to the risk, or not start the activity, which involve intolerable tasks or those where no response can reduce the threat to a tolerable level.

The risks are identified, assessed and recorded on the following risk schedule and will be reviewed by the council at least annually.

FINANCIAL				
Item	**Specific Risk**	**L/M/H**	**Management/control of risk**	**Review/Assess/ Revise**
Precept	Request not submitted by FPC on time.	L	Itemise for January agenda. Minute FPC's agreement of precept amount.	
	Precept not paid on time by the Billing Authority (Bromsgrove District Council)	L	BACS receipt is expected in two equal halves during April and September. Clerk to check the bank account and report date of receipt to next meeting. Ensure sufficient reserves held.	
	Adequacy of precept	L	Receipts and payments are reviewed against budget at least quarterly, if not monthly.	
Reserves – General	Inadequate to cover possible expenditure	L	Considered at Budget setting meeting (December / January).	
Reserves – Earmarked	Inadequate to cover possible expenditure	L	Considered at Budget setting meeting and at year end.	
Lack of forward planning	Insufficient funds available.	L	Budget agreed annually and reviewed at least quarterly.	
Insufficient reporting to council	Poor quality of decision making. Uninformed councillors.	L	Appropriate reports to be provided for each meeting. Regular updates issued via email from WorcsCALC, BDC, WCC etc..	
Assets	Loss, Damage etc.	M	See the Risk Register for each identified council asset and associated maintenance. Included on insurance schedule.	
	Loss or damage to third party property or individuals.	M	Adequacy of Public Liability Insurance reviewed annually.	
Loss	Consequential loss due to critical damage or third- party activity	L	Check adequacy of insurance cover; reviewed annually.	
Maintenance	Wear and Tear/Damage to assets/amenities causing loss of amenity and/or loss of income. High cost of repair or replacement.	L	Regular maintenance programme in place. Inspections made by Councillors and Clerk and reported to Council.	
Cyber security	Loss of information and funds. Service disruption. Loss of confidence.	M	Ensure good quality internet security. Password protect all hardware/	

FINANCIAL				
Item	**Specific Risk**	**L/M/H**	**Management/control of risk**	**Review/Assess/ Revise**
Best Value	Overspend on services	M	Ensure correct tendering for services. Regular review of budget comparison to actual spend. Annual budget preparation to consider what will be needed in the coming year.	
Salaries	Wrong salary paid	L	Payroll company engaged. Monthly payments are checked to minute and budget. Verified each month during payment checks. Correct salary level confirmed upon each officer appointment.	
	Wrong rate of pay	L	NALC guidance followed to confirm correct spinal column point in association with Terms and Conditions of Pay 2004 (updated).	
	Wrong deductions PAYE	L	Payroll company engaged. Access to Government Gateway account.	
	False employee	L	FPC has only one member of staff.	
Direct Costs and overhead expenses	Invoice for goods ordered but not supplied.	L	Clerk checks each invoice prior to presentation for council approval.	
	Invoice incorrectly calculated	L	Arithmetic checked by Clerk. Invoices circulated to all councillors.	
	Invoice amount for payment exceeds the budgeted amount.	M	Budget is checked when council authorises the purchase. Virement may be required; will be minuted.	
	Payment made to wrong party	L	All invoices are provided to the councillors authorising payment. Robust bank checks for new payees and /or new payee details.	
Election Costs	Estimate provided by Bromsgrove DC as to cost of contested and non-contested.	L	Included on annual budget to build reserve. Dates known well in advance.	
Annual inspection of Governance and Accounts	Incorrect procedure followed for annual audit. Incorrect timings.	L	Follow external auditor guidance. Calculate audit period and minute the dates of the annual inspection period. Ensure all forms have been completed and minute FPC agreement.	

FINANCIAL				
Item	**Specific Risk**	**L/M/H**	**Management/control of risk**	**Review/Assess/Revise**
VAT irrecoverable	VAT element not recorded on cashbook	L	All items listed in cash book to show gross figure, net figure and VAT amount. List of payments reported at every council meeting includes same information. VAT return and receipt of refund is reported to council and minuted.	
	Not claimed within time limits	M	VAT refund is to be claimed at least annually by Clerk; council to confirm this is done re Financial Regulations 9.8	
Financial Records	Inadequate financial control / lack of records	L	Bookkeeping software is used; helpline provided. Information is saved to the council's files and backed up. Clerk maintains historical records on council's database. Councillors are informed of the financial position at each meeting.	
Potential for fraud.	Parish Precept/public funds. Council reputation.	L	Monthly bank reconciliation and budget review provided at each council meeting with supporting documents. Finance Regs and Internal Controls in operation. Insurance cover of £150,000 fidelity guarantee.	
Loss of money at bank	Parish Precept/public funds	L	Financial Services Compensation Scheme covers up to £85,000 per authorised bank or building society.	
Inadequate account management	Loss of reputation, loss of public funds.	L	All councillors have access to the bank account and information relating to the temporary investment with Bromsgrove DC.	
Failure to misuse grants received	Loss of reputation. Auditor qualification.	L	Grants are applied for inline with council budget and spending plans. FPC to monitor spending.	
Misuse of grants provided to local organisations	Taxpayers receive poor value for money. Loss of reputation.	L	Ask each grant requestor to provide a financial record when applying for funding and an end-of-project report is provided as a condition of the grant.	

LEGAL and REPUTATIONAL				
Item	**Specific Risk**	**L/M/H**	**Management/control of risk**	**Review/Assess/ Revise**
Minutes	Failure to be accurate and legal	L	Draft circulated to all members within 10 days of meeting with request to notify Clerk of any inaccuracies. Approved or amended by Council at following meeting. Clerk has CiLCA qualification and attends training / CPD.	
Members interests	Conflict of interest	M	Councillors are reminded to keep their Register of Interests updated via note on agenda for each meeting. Councillors may attend training on Interests and Code of Conduct. Councillors know procedure for declaring interests.	
Adherence to legal duties	Judicial review of decisions taken. Loss of reputation.	L	Regular review, at least quarterly, of the council's Internal Controls document. Update policies when required.	
Legal Powers	Illegal activity or payment	L	Power to spend stated in minutes. Awareness via Internal Controls document of statutory duties. Council informed as to legal powers. Councillors and clerk attend training. General Power of Competence adopted November 2023.	
Consultation responses	Failure to respond may result in reputational damage and show the council lacks interest	L	All consultations to be notified to councillors as soon as received and placed on next meeting's agenda with the closing date. If lack of time, consider calling an extraordinary meeting.	
Lack of skills and commitment	Failure of council to achieve its purpose. Poor value to the council tax payer.	L	Undertake a skills audit. Training is available for all councillors and the Clerk.	

OPERATIONAL				
Item	**Specific Risk**	**L/M/H**	**Management/control of risk**	**Review/Assess/ Revise**
Loss of staff through resignation, retirement, death, illness.	Legal duties are not put into effect. Loss of council information and background data. Loss of reputation.	M	Business continuity Insurance cover (keyperson). Annual staff appraisal. Appropriate salary level identified. Staff training available.	
Safeguarding Assault, injury.	Councillors and lone workers (Clerk) at risk when working outdoors, on site.	M	All outdoor workers must notify another person of where they will be and when. Suitable PPE to be provided. All lone workers to have access to a mobile phone.	
Contractors injured on council business.	Loss of services to the public. Loss of reputation	L	Contractor to provide a copy of their insurance policy to include public liability and personal injury cover.	
Workstation	Repetitive strain injury Eye strain/VDU Screen	L	Computer screen free from defect. Make use of separate good size monitor placed at appropriate height. Keyboard and mouse adequate. Good lighting. Adjustable chair, feet placed on floor or footrest. Eye test every two years. No trip hazards. Council to check Clerk has safe working environment but is not expected to visit Clerk's home.	
Accident	Staff, Councillors, Contractors, members of the public.	M	Individual risk assessments in force and reviewed annually by council. Independent annual inspection of playground risks by accredited specialist e.g. RoSPA. .	
Claim against Council	Financial. Loss of reputation	L	Risk Assessments in place. Public Liability Insurance cover in operation.	

FINSTALL PARISH COUNCIL
POLICY STATEMENT OF RISK MANAGEMENT

Adopted date	07/11/2023	Minute reference:
Next review date	11/2024	8d

INTRODUCTION
As a local authority, Finstall Parish Council must manage all risks that may cause damage, harm and loss. The purpose of this policy is to outline how that will be managed to ensure the effective and efficient use of public funds.

POLICY STATEMENT
The Accounts and Audit Regulations 2015 state the council's responsibility for internal control includes effective arrangements for the management of risk and to ensure that risk is appropriately managed.

ROLES AND RESPONSIBILITIES
All councillors will be involved in the ongoing process of identifying, assessing and mitigating risks. Every decision made by the council will refer to, and include the identification of, risk and how it can be managed to ensure the decision has no adverse impact on the community. Council members may also be involved in the annual process of checking the viability of each asset.

The council's Financial Regulations state the accounting control systems determined by the Responsible Financial Officer (RFO) shall include measures to ensure that risk is properly managed. Alongside this, the Clerk/RFO will support members in their ongoing responsibility towards risk awareness. The Clerk will also notify the parish council of the annual procedures and provide the relevant paperwork to the council for annual review.

On the matter of health and safety, it is the responsibility of the council as employer to ensure the wellbeing of its employee(s), and it is expected that staff member(s) will be mindful of upholding that responsibility for workplace health and safety, including at council events and meetings.

RISK IDENTIFICATION
Finstall Parish Council faces a variety of risk, such as:
- Financial e.g. lack of funds to complete projects, unexpected costs.
- Operational e.g. staff illness, damage to property, loss of meeting venue.
- Legal e.g. non-compliance with the law, change of processes.
- Reputational e.g. code of conduct complaint, poor decision-making.

RISK ASSESSMENT
In each instance, the specific risk will be identified in the Risk Assessment file and quantified on a scale of low / medium / high.
The Risk Assessment will identify all strategies and measures the council will take to mitigate, control, or otherwise deal with identified risks. Once approved, the Risk Assessment will be reviewed annually for continuous improvement and will be monitored at least quarterly.

REPORTING PROCESS
In the event of damage, harm or loss occurring the Clerk/RFO, in discussion with the Chairman and vice-Chairman at the very least, has the delegated authority to take all steps necessary to deal with the occurrence. Following which a full report will be presented to the next meeting of the council.
If the damage, harm or loss is so severe, an Extraordinary Meeting may be called to determine any action to be taken.

TRAINING AND AWARENESS
It is important to ensure all council members and staff continue to be aware of risk management practices, and specific training is available on this topic.

This policy will be reviewed at least annually to ensure all those involved in spending council funds are aware of the risks involved.

DOCUMENTATION
This policy must be read in tandem with the council's adopted Risk Assessment Schedule. The schedule will be updated on an ongoing basis to cover any risk management activities (such as training attendance), incident reports and revised mitigation plans.

COMPLIANCE AND REVIEW
Following adoption, this policy will be published to the council's website and reviewed at least once each year.

~end~

Risk Review Log

Item	Frequency	Last Reviewed	Comments / Actions
Parish Council Insurance:			
BHIB (now Clear)	Annual	Renewed May 2023	No record of review during 2023. To be put for consideration to council meeting April 2024 prior to renewal of insurance cover 01/06/2024.
Public & Employers' Liability	Annual		
Money & Fidelity Guarantee	Annual		
Personal Accident	Annual		
Asset Inspections/Maintenance:			
Inspection of Playground Equipment by qualified inspector:	Annually	23/03/2023	Inspected by Play Safety Ltd, Toby Knight. Comments noted and acted upon where specified, including this year maintenance of ground under swings and provision of new bolts to avoid finger traps on igloo.
Footpaths – Footpath Officer	Ongoing	B Lucas, PFO, reported to meeting on 25/05/2023; is notified of all meetings.	
Flower Boxes & Tubs	Ongoing	general review	As and when (Date required)
Playing field signpost at entrance	Monthly	weekly review	IDG contractor completes weekly review sheet.
Litter Bins on playing field by Contractor	Weekly	weekly review	IDG contractor completes weekly review sheet.
Barrier to playing field	Annual	weekly review	IDG contractor completes weekly review sheet.
Seats (playing field)	Annual	weekly review	IDG contractor completes weekly review sheet.
Seats, Penmanor entrance	Annual	general review	As and when (completion date required)
Bus Shelters	Annual	weekly review	IDG contractor completes weekly review sheet.
Notice Boards	Ongoing	monthly review	Clerk checks condition when posting notices.
Speed Indicator	Weekly	weekly review	IDG Contractor checks regularly and recharges battery when needed.
PC Laptop & Printer	Annual	New laptop purchased June 2023 and in Clerk's safe keeping; uses Kaspersky AV protection. Printer not sufficiently robust and has been removed from asset register with old laptop (donated to charity). Printing expenses will be reclaimed by the Clerk.	
Chairman's Chain of Office	Annual	May-23	In Chairman's safe-keeping.
Lengthsman:			
Clean signs, clear headwalls & gullies	Ongoing	Monthly review with Clerk / Chairman	No Lengthsman since August 2023. New Lengthsman is to attend training 01/03/2024 and will be allowed to work on the roads thereafter.
Side out footways, clear ditches etc	Ongoing		
Financial Matters:			
Banking Arrangements	Annual	06/06 and 04/07/2023	HSBC accounts closed and new account opened with Unity Trust Bank. All members are signatories and have V,A (view and authorise) access to the account.
Loan arrangements (FPC loan of £15,500 to Bromsgrove DC)	At least annually	Interest received this year from BDC, but no explanation given re calculation. Request submitted 6/12/2023 for draw down of £5,000.	
VAT Return	Annual	VAT Refund claimed 2020/21, not claimed 2021/22, 2022/23. Clerk to submit claim ASAP	
Precept Request	Annual	Jan-23	Precept demand submitted for £8,710
Receipts & Payments Procedure	Monthly	Dec-23	Now use accounts software (Scribe Lite).
Bank Reconciliation	Monthly	Dec-23	Members sign at each meeting.

Item	Frequency	Last Reviewed	Comments / Actions
Clerk's Salary Review	Annual	Revision agreed 05/12/2023	Clerk has not yet completed 12 months. Council agreed to pay the back-dated salary increase.
Chairman's Allowance Review	Annual	Revision agreed 05/12/2023	The rules relating to PAYE conditions were noted. Current Chairman asked to forgo the allowance and will submit paid invoices on an as-and-when basis.
Internal Audit	Annual	Action Plan 06/06/2023.	FPC agreed to appoint DKE Audit for 2023/24 internal audit.
External Audit	N/A	Audit notices are published as required.	FPC claims exemption from External Audit due to both receipts and payments <£25,000 pa.
Internal Control (Councillors' Audit)	Monthly	All invoices that are to be paid are available at the approving meeting and circulated to all members with the bank list. The bank reconciliation is presented for noting at all council meetings and signed; the budget comparison is presented at most meetings.	
Record Keeping:			
Compliance with GDPR	**Ongoing**	All members have their own council-specific email address. The Council has adopted a Privacy and Data Protection Policy, 09/2023.	
Minutes	Monthly	Signed copy is retained in 'minutes' folder; the draft minutes are published to the website within at least 28 days of the meeting.	
Policies	Annually or biennially	All under review during the year. Some have been adopted since May 2023, others have yet to be adopted. Policy Calendar produced.	
Risk Management Policy and Internal Controls Policy Statement	annual	agreed 07/11/2023	Both documents are on the website. The Internal Controls Policy doc is updated as and when changes are notified.
Financial Regulations	Annually	adopted 06/06/2023	
Standing Orders	Annually	adopted 25/05/2023	
Leases	Annually	Lease arrangements with Bromsgrove DC for the playing field (5 yrs) and allotment site (confirm lease period).	
Events			
Usually in partnership with village hall committee.	Annual	Risk review of site taken in advance; appropriate PPE to be provided. Marshals appointed as needed.	
Member's Responsibilities:			
Code of Conduct Adopted 2012	Annually	New Code of Conduct (LGA template) adopted 25/05/2023	
Register of Interests Completed	Ongoing	Within 28 days of election (election held 04/05/2023)	
Register of Gift/Hospitality	Ongoing	Not currently required.	

Finstall Parish Council Budget Preparation for 2024/25 to identify the precept.

YEAR	ACTUAL FULL YEAR 2022/23	CURRENT YEAR 2023-2024 Budget	Actual to 17/11	Forecast	Suggested Budget for 2024/25	Notes
RECEIPTS						
Precept	£8,090.00	£8,710.00	£8,710.00	£8,710.00	£12,896.40	1
Worcs CC Lengthsman repay	£1,984.50	£2,700.00	£1,935.75	£1,935.75	-	2
HMRC re VAT / PAYE repay	see comment no. 3.					3
Allotments	£0.00	£45.00	£45.00	£45.00	£45.00	4
Interest	£6.58	£85.00	£361.38	£361.38	£350.00	5
Other / Grants	£0.00	£100.00	£0.00	£0.00	£0.00	6
SUB-TOTAL	**£10,081.08**	**£11,640.00**	**£11,052.13**	**£11,052.13**	**£13,291.40**	
From earmarked funds	0	0	£2,115.50	£2,115.50	£4,000.00	7
TOTAL	**£10,081.08**	**£11,640.00**	**£13,167.63**	**£13,167.63**	**£17,291.40**	
PAYMENTS						
Staff salary	£3,064.61	£3,090.00	£2,137.48	£4,200.00	£5,513.00	8
Expenses / Training	£0.00	£250.00	£119.12	£250.00	£250.00	9
Subscriptions / Memberships	£379.08	£400.00	£417.26	£530.00	£550.00	10
Insurance	£495.02	£500.00	£531.78	£531.78	£558.40	11
Highways: Lengthsman, bus shelters, tubs	£3,497.00	£3,300.00	£1,375.50	£2,000.00	£820.00	12
Communications: IT / Website / Ffocus	£83.32	£300.00	£396.00	£500.00	£550.00	13
General Admin / Chair Allowance	£1,211.79	£1,600.00	£575.34	£1,400.00	£1,400.00	14
Audit / professional fees	£160.00	£200.00	£282.40	£282.40	£300.00	15
Elections	£0.00	£0.00	£156.60	£156.00	£200.00	16
Section 137 - **no longer needed.**	£0.00	£0.00	£20.00	£20.00	£0.00	17
Playing Field	£1,534.00	£1,300.00	£1,346.00	£2,346.00	£2,500.00	18
Grants	£250.00	£250.00	£300.00	£300.00	£500.00	19
Allotments	£0.00	£50.00	£0.00	£50.00	£150.00	20
VAT	As for comment 3 above.					21
SUB-TOTAL	**£10,674.82**	**£11,240.00**	**£7,657.48**	**£12,566.18**	**£13,291.40**	22
Payments from earmarked reserve (£15,500*)						
New laptop			207.50	207.50		23
New website			569.00	569.00		24
Playground maintenance			927.00	927.00		25
Playground installation			412.00	412.00		26
Projects 2024/25					4,000.00	27
TOTAL	**10,674.82**	**11,240.00**	**9,772.98**	**14,681.68**	**£17,291.40**	28

*The earmarked reserve now stands at: £13,384.50

Taxbase notified 22/12/2023 is 316.00

If setting a precept of £12,896.40 the Band D impact for the 2024/25 year will be £40.81.

Last year's Band D impact was £27.70 : the national Band D average was £79.35

NOTES: Receipts
1. **Precept** - Increase in precept reflects appropriate staff costs (salary and SLCC sub); communications (newsletter, website); elections reserve; playing field maintenance and general cost of living increases.
2. **Lengthsman** - See comments 3 and 12 below. The actual amount allocated to Finstall PC for Lengthsman services 2023/24 was £3,361.83 but may rise to £3,500
3. **VAT** - Not required for budgeting purposes, since the VAT amount received is the same as VAT paid.
4. **Allotments - allotment** rent is currently £15 pa.
5. **Interest** - £10,000 held in interest bearing account. Say 3.5% to 5% for one year: worst case scenario.
6. **Grant Funding -** Are any grant opportunities to be sought?
7. **Earmarked funds** - Transfer from earmarked funds to support up to £4,000 expenditure on capital projects during the year.
NOTES: Payments
8. **Salaries** - Forecast shows new rate for SCP 23 from 01/04/2023 is £16.67 p/hr: backdated pay + pay to 31/03/2024 @ 6 hours p/wk. For the following year, £5,201.04 + potentially another £1per hour, could increase to £5,513.
9. **Training -** Councillors and staff are expected to attend training in their roles.
10. **Subscriptions -** Annual subscription to WorcsCALC + subscription to SLCC membership for clerk (not the clerks' trades union).
11. **Insurance -** Annual premium is likely to rise; 5% increase is shown.
12. **Highways -** £3,500 Lengthsman income is mirrored as expenditure, + £520 bus shelters maintenance and flower tubs £300
13. **Communications** - this covers newsletters printing, website hosting and maintenance, microsoft admin.
14. **General Admin -** Chair's allowance has been £660pa + printing inks, paper, postage, telephone, payroll, hall hire etc
15. **Audit / professional fees** - Internal audit annual cost; FPC claims exemption from external audit fees.
16. **Elections** - usually occur every 4 years; putting funds aside each year helps to even-out the cost should there be a contest.
17 **S137 -** FPC now uses General Power of Competence therefore no need to record s137 payments.
18. **Playing field -** Grass cutting & bin emptying regular payments; will need to include hedge cutting and tree maintenance.
19. **Grants -** FPC has provided one grant so far this financial year of £300.
20. **Allotments -** to review the council's duties as allotment landlord.
21. **VAT -** as for comment 3 above; amount spent will be recovered and therefore receipt cancels out payments.
22. The sub-total shows the total amount of payments from the revenue budget.
24 - 27. Payments 24 - 27 relate to payments made from earmarked funds which is to be used to support capital expenditure projects during 2024/25..
28. Total budget spend, including use of capital funds to be spent on capital expenditure.

DRAFT - Precept impact on council tax payer. For financial year 01/04 2024 – 31/03/2025							
IF PC Precept is set at £ 12,896.40 Council tax base figure: 316.00			Divide the proposed precept figure by the Council Tax Base figure to identify the financial impact on the Band D Council tax payer. Each of the other bands is x/9ths of Band D.				
Band A (6/9)	Band B (7/9)	Band C (8/9)	**Band D (9/9)**	Band E (11/9)	Band F (13/9)	Band G (15/9)	Band H (18/9)
£27.21	£31.74	£36.28	**£40.81**	£49.88	£58.95	£68.02	£81.62

Agenda item 9: Clerk's report.

Matters not mentioned elsewhere.

Road closure notice: Walnut Lane.	**WORCESTERSHIRE COUNTY COUNCIL - PUBLIC NOTICE** **Road Traffic Regulation Act 1984** **(U22014 Walnut Lane, Finstall) (Temporary Closure) Order 2023** **Proposed Order:** to close that part of U22014 Walnut Lane from its junction with B4184 Finstall Road to its junction with C2176 Dusthouse Lane. **Reason:** Replacement water mains by Severn Trent Water. **Exemptions:** to permit access to any land or premises fronting the highway affected where there is no other form of access; and to allow the works to be undertaken. **Alternative route:** B4184 Finstall Road, C2176 St Godwalds Road, C2176 Dusthouse Lane and vice versa. **Maximum duration:** 18 Months**.** Anticipated duration: **1 day** Commencing: **16 January 2024** Thomas Pollock Head of Commercial Law (Legal & Governance) County Hall Spetchley Road Worcester **20 December 2023**
HR Policies	Advice has been received stating parish council policies should be worded proportionately to staff levels (more detail also in latest CALC update)

Snowball Community app

Dear Councils and Councillors

I'm Simon Sansome founder of Snowball Community, (known as Snowball). You may be aware of us as we are the biggest disability app in the world, but I need your help.

We (Snowball) have been active on Apple and Android for about 14 months and we have had almost 40,000 reviews from people all over the UK and if you look on the app there will most likely be places from your areas already on the app.

Last week we won the Santander national award, last month won the Digital Tech award at the Disability Power 100 and I was named in the top ten as one of the most influential people in the UK.

I will explain Snowballs main feature and then how we can help one another. Snowball is a free review platform, think TripAdvisor for the disabled community, you can add places, leave reviews and say if you will go back. It is there to help people like myself with a disability to access my local community but also things like, days out, holidays, staycations, pubs, restaurants, town halls, blue badge car parking bays, accessible toilets, churches and more.

Snowball had an excellent response from the Church of England when I appeared on BBC Radio 4 Yours and Yours a few months back with hundreds of churches being reviewed. We also featured on Steph's Packed Lunch a few weeks ago.

What we are also doing is collecting massive amounts of data so that we can advise councils where access can be improved in their community. Here is one example. A number of volunteers spent a few hours leaving Snowball reviews of their towns, in this case Loughborough and Syston in Leicestershire. With the data collected we can advise Leicestershire County Council, Charnwood Borough Council and Syston Town Council on issues in the area regarding access, how to help business and things like housing, planning and other council services.

What they did is they visited business in their towns took a picture on their phone, added a place using the app and then left a review on the Snowball app. The review does not need a lot of detail, it could just be a few sentences, things like is their automatic door, a disabled accessible toilet, ramp access, it is the person own options on access.

What this did was produce data on where is accessible in the towns and where's not. The data said that 48% of business in Loughborough compared to 25% of accessible business on Syston. Data like this could also assist with investment in the area. So, what I would like if this is possible for your council to discuss Snowball at your next council meeting, promote Snowball in your area and get the community involved, including local businesses but also, if possible, review your area so that we can help one another create an equal and inclusive community. Thank you for your time. Simon Sansome Founder of Snowball Community. If you have any questions, please contact out wonderful Snowball Support Team at support@snowball.community. Links to app: Apple - https://apps.apple.com/gb/app/snowball-community/id1624679548 Android https://play.google.com/store/search?q=snowball+community&c=apps&hl=en&gl=US We have over 100,000 followers on social media, here is the link to our Facebook page. https://www.facebook.com/FreezeSnowball	
Gospel Hall	Request for historical information on the Gospel Hall.
Police and Crime Commissioner Budget Survey	There's an opportunity for you, and the communities you serve, to have a say on the PCC's budget proposals for West Mercia Police in 2024/25. Asking for the public's views on paying more for policing, the PCC's budget survey is now live until **Sunday 7 January**. The PCC's proposals seek to deliver the benefits of the investments already made and making improvements in the areas that matter most to communities: visible and accessible policing, investigations and outcomes and public contact. To ensure communities have their voices heard, you can help us by sharing this information with residents via social media, parish noticeboards, and newsletters – thank you. Find out more and have your say – http://www.westmercia-pcc.gov.uk/budget2024
CALC update	Update 23 – 12 forwarded to members on 22/12/2023.
Bromsgrove Area CALC	Information relating to Community Exercise Sessions from the member for Community and Wellbeing, and Ageing Well. Nearest sessions 'Active Seniors' are Wednesdays, 10.30am at St Godwalds Church Hall.
Funding church property	The law has been clarified for funding property relating to affairs of the church or held for an ecclesiastical charity. The previous restriction which saw the 1894 Act hold sway, has been lifted to allow funding via other, later statutes.
Charity Golf Tournament	BDC's Chairman has issued an invitation to 'Save the Date' Friday 10/05/2024 to join her at Bromsgrove Golf Centre for golf tournament and dinner. Non-golfers are welcome to attend the dinner only.

10b Adoption of the following policies:

b.i. Biodiversity policy.

FINSTALL PARISH COUNCIL

BIODIVERSITY POLICY

Adopted date	/2023	Minute reference:
Next review date	12/2025	

INTRODUCTION

Finstall Parish Council acknowledges the importance of preserving and enhancing biodiversity within our community. This policy aims to outline our commitment to safeguarding local ecosystems, promoting biodiversity, and integrating conservation efforts into our decision-making processes.

OBJECTIVES

Wherever possible, Finstall Parish Council will seek to:

1. **Preserve natural habitats –** through the protection and conservation of existing natural habitats within the parish.
2. **Promote Biodiversity** – by encouraging the proliferation of diverse flora and fauna species.
3. **Engage the Community** – by fostering awareness and engagement among residents to participate in biodiversity and conservation efforts.
4. **Practice Sustainability** – by incorporating sustainable practices in council operations to minimise negative impacts on biodiversity.

GUIDING PRINCIPLES

Finstall Parish Council will be guided by the following principles:

1. **Conservation.** This means we shall support the preservation of local biodiversity hotspots, including green spaces, woodlands, water bodies and wildlife corridors.
2. **Education and Outreach.** This means we shall support educational programmes and initiatives to raise awareness and encourage community involvement in biodiversity conservation.
3. **Partnerships.** This means we shall collaborate with local organisations, conservation groups and experts to make use of their expertise and resources for biodiversity initiatives.
4. **Planning and Development.** This means we shall integrate biodiversity considerations into our decision-making processes to ensure minimal adverse impact on the environment.
5. **Monitoring and Review.** This means we shall regularly monitor the effectiveness of biodiversity initiatives and policies, making adjustments as necessary to achieve objectives.

ACTIONS

Finstall Parish Council will aim to improve the biodiversity of the area in the following ways:

1. Consider the potential impact on biodiversity represented by **planning applications**.
2. Arrange for regular biodiversity assessments to be carried out where possible on **land** to which we have access, to monitor the status of local ecosystems.
3. Support **local community** activities to enhance and promote biodiversity.
4. Establish and maintain wildlife-friendly areas by planting native vegetation and providing suitable habitats for wildlife.
5. Support initiatives that promote sustainable land management practices, such as organic gardening, reduction of pesticide use, and habitat restoration.

1. **Planning applications:** we shall-

- When commenting on planning applications, support site and building design that benefits biodiversity through the conservation and integration of existing habitats or provision of new habitats.
- Support protection of sensitive habitats from development and will consider whether the development would mean the loss of important habitats for wildlife in respect of all applications.
- Consider development proposals in terms of biodiversity net gain.
- Include policies in support of biodiversity within the neighbourhood plan.

2. **Land and property management:** we shall-

- Carry out a biodiversity audit of its landholdings.
- Consider the conservation and promotion of local biodiversity with regard to the management of our open spaces. This will include adopting beneficial practices with regarding to cutting and removal of vegetation, application of chemicals and timing of maintenance work.
- Ensure special care is taken in the specification of grounds maintenance contracts to ensure that the work, whilst reaching acceptable standards, does not harm the natural environment.
- Consider biodiversity issues and the implementation of changes when managing any buildings.

3. **Local community:** we shall-

- Raise public awareness of biodiversity issues, including through our website and newsletters.
- Engage with local businesses and residents regarding biodiversity in the community and how members of the community can assist and make a difference.
- Where feasible, involve the community in biodiversity projects on its land including for example tree planting, wildflower meadows, birdbox making.

IMPLEMENTATION AND REVIEW

The Parish Council will implement this policy through collaboration with relevant stakeholders and regularly review its effectiveness. Adjustments will be made based on feedback, monitoring data, and changing circumstances to ensure ongoing commitment to biodiversity conservation.

~End~

10b Adoption of the following policies:

FINSTALL PARISH COUNCIL
GRANT AWARDING POLICY

Adopted date	/2023	Minute reference:
Next review date	12/2025	

INTRODUCTION
Finstall Parish Council's grant awarding policy will help to outline the criteria, procedures, and guidelines for allocating funds to support community projects and initiatives.

POLICY STATEMENT
Finstall Parish Council is committed to supporting community development and local initiatives through the fair and transparent allocation of grants. This policy aims to provide guidelines for the efficient and equitable distribution of funds to eligible individuals, groups, or organizations within the parish

OBJECTIVES
The parish council's objectives include:

1. **Community Development**, whereby we shall support projects and initiatives that contribute to the social, cultural, environmental, or economic well-being of the parish.
2. **Transparency** by ensuring an open and fair process for the assessment, allocation, and monitoring of grants.
3. **Impact and Accountability**, by assessing the impact of funded projects and holding recipients accountable for achieving specified outcomes.

GRANT CRITERIA
Applicants must be able to meet most of the following criteria whereby the application:-

1. Must be for the benefit of parish residents.
2. Is for a parish-based organisation and delivered within the parish.
3. Is for a specific purpose.
4. Will encourage enjoyment of sport, recreation and outdoor activities.
5. Will provide environmental improvements within the parish.
6. Will encourage enjoyment of, and participation in, entertainment and the arts.
7. Will attract match-funding.
8. Will support inclusivity and the principles of equality and diversity.

Finstall Parish Council will not support applications:-

1. From single applicants for their own benefit.
2. From organisations that are funded by local government.
3. From organisations that seek to further political aims.
4. For national charities that have no specific business in the parish.
5. That are for day-to-day revenue activities.

Additionally, the Parish Council expects the applicant to align with the council's objectives and priorities, addressing community needs and enhancing the parish's well-being.

GRANT LIMITS

The Parish Council sets a budget each year, stating the amount of funding that will be made available over the next 12 months. Finstall Parish Council has restricted funds but will set aside an annual amount to provide funding support.

APPLICATION PROCESS

1. All applicants must provide a completed application form (attached) which will contain details of the project, the budget available, the projected timeline and a copy of the organisation's latest bank statement and annual accounts.
2. There are two opportunities during the year to seek funding. The dates by which applications must be submitted are 15th September and 15th March for consideration at the subsequent council meetings in October and April.
3. Each application will be initially assessed by the Clerk for completeness and to check with the applicant if any paperwork is missing, prior to consideration by the council at its meeting in either October or April.
4. If required, the applicant may be asked to attend the council meeting to talk through the application. The council will decide whether to award the grant either at that meeting, or at the following meeting if more information is to be provided. All applicants will be notified whether the application has been successful or not.

GRANT MANAGEMENT

1. All successful recipients of a grant will be required to report back to the council on progress and impact of the project within one year of receiving the grant.
2. The agreed funding amount will be provided by online banking paid directly into the applicant’s bank account.
3. The Parish Council will publish on its website and regular newsletter, the outline details of the grant including the name of the applicant (organisation’s name), the reason for the funding and the amount granted.

POLICY REVIEW AND EVALUATION

The Parish Council will regularly review and assess the effectiveness and impact of all funding that has been granted, against the council’s stated objectives.
We shall ensure the grant funding is relevant, used efficiently and in keeping with the council’s ethos.

~End~

Application form attached below.

FINSTALL PARISH COUNCIL
GRANT APPLICATION FORM

It is important that you read the attached Grant Awarding Policy before completing this form.

If any part of the application is not completed or any of the financial or other information not enclosed, you must state the reasons, but please note, failure to provide the required information may delay your request or render it invalid.

If you are uncertain about any of the questions on the form, please contact the Clerk to the Parish Council, contact details at the end.

Please complete the form in BLOCK CAPITALS if hand-written.

Applicant (name of group)……..

Are you a Registered charity? Yes / No

If yes, please provide your Charity Registration No……

Your contact details: Name……..

Address……..

…… Tel. No……

Email address: …….

Web site address:……

What is your role / position in group ……...

Is the organisation a member of Worcestershire Community First? Yes / No

Please explain the aims of the group

Purpose of grant

Total cost of project: £

Amount of grant applied for: £

If this is not a one-off event, how will you be funding the running costs of your project / group in future years?

How many people from the Finstall community will benefit if your funding request is successful?

……..

Has your group previously applied for a grant from Finstall Parish Council? Yes / No

If ‘Yes’, please give details

Has a grant application been made to any other body or organisation for the purpose of this application?

Yes / No

If ‘Yes’, please give details including name of grant provider, amount requested and whether funding is to be provided.

MEMBERSHIP

Please state the number of people involved in your group

……

Approximately what percentage of your members live in Finstall?

……

What is the annual subscription, if any?

……

FINANCIAL

Please enclose a copy of your latest audited accounts and / or business plan if you are a new group and other information such as the following:

1. Income and expenditure (receipts & payments) account / business plan ☐
2. Balance sheet with bank reconciliation and latest bank statement(s). ☐
3. Club / group's constitution or rules. ☐
4. Is your group registered for VAT? ☐
5. Are you a profit-making group? ☐

FUNDRAISING

What additional fundraising events or activities will you be holding this year?

I certify that the above information is true to the best of my knowledge and belief, and that I am authorised to make this application for grant aid. I confirm that I have read the Finstall Parish Council Grant Awarding Policy and agree to comply with it.

Signed …… Date ……

Upon completion please return by email to clerk@finstallparishcouncil.gov.uk or by post to The Clerk, Grange Cottage, Birmingham Road, Hopwood, Birmingham B48 7AJ.

Confirmation of receipt and the date of the relevant Parish Council meeting will be sent to you via e-mail unless you state otherwise (post / telephone).

Please note all communications with Finstall Parish Council are subject to Freedom of Information and Data Protection regulations.

Agenda item 10c.
To respond to Stoke Parish Council request for support at proposed meeting with Bromsgrove District Council on district services.

Email received 6/12/2023 from Stoke PC Clerk, issued to FPC and Bentley Pauncefoot PC

> At our last meeting, the Parish Council agreed to seek a meeting with Sue Hanley, Deputy Chief Executive, to discuss our concerns about the poor level of service we are receiving particularly in respect of street cleaning, enforcement issues, waste collection, roadsweeping etc. I have been asked to contact you to see whether you are experiencing similar problems with the District Council and, if so, whether you would be willing to join with our proposed meeting.
>
> I look forward to hearing from you. Best wishes, ***Neil Gulliver***
> ***Parish Clerk to Stoke Parish Council***

~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

10d: To consider an application to the West Mercia Police & Crime Commissioner's Safer Roads Grant fund.

I trust this e-mail finds you well. On behalf of the West Mercia PCC, John Campion, I am excited to announce the commencement of our second Road Safety Grant Round, an initiative aimed at supporting projects and programs dedicated to enhancing road safety within our communities and West Mercia.

Road safety is a paramount concern that affects individuals and communities worldwide. As an organisation committed to making a positive impact on society, we recognise the importance of addressing the challenges associated with road safety. Through this grant round, we aim to empower local initiatives, non-profit organizations, and community groups to implement innovative and effective strategies that contribute to reducing road accidents, injuries, and fatalities.

Please note that where applications are received for the installation of road signs, speed indicator devices, vehicle activated signs and street furniture these must be supplemented with evidence of authorisation from the local authority. Applications should also include an ordinance survey or similar map detailing the location of any agreed fixtures endorsed by the relevant Highways Authority.

Application Period:

- Opens today on 11th December 2023
- Deadline for clarification questions is 25th January 2024
- **Closes at 12 noon on 2nd February 2024**

What will the grant not fund?

- The grant will **NOT** fund provision with a statutory remit.
- The grant will **NOT** fund activities that simply aim to raise addition funds for a charity or good cause.
- The grant will **NOT** fund activity, materials or equipment that will be used for the sole purpose of making a profitable income for an individual or organisation.
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

- The grant will **NOT** fund events that have already taken place or items that have already been purchased before the grant offer is accepted.
- The grant will **NOT** fund TruCams or ANPR cameras due to another funding route available for these types of applications from the Commissioner, notably the Commissioner's Community Fund (CCF) mentioned in the guidance documentation.

General Criteria:

- Reducing the number of collisions, fatalities and casualties.
- Reducing the number of traffic offences and road crimes.
- Ensuring the police have the right resources they need for the role they play in improving road safety.
- Increasing investment through projects and interventions with the aim to reduce the risk of harm caused on our roads.
- Raising awareness and changing driver attitudes.
- Lobbying and campaigning, where possible, for change in legislation to improve road safety.
- Raising awareness of health factors that may prevent traffic offences, collisions, fatalities and casualties.
- Working with partners and stakeholders to embed a whole-system approach to tackle road safety issues across West Mercia.
- Ability to mobilise at pace.
- Value for money against number of people impacted.

All applications will be reviewed by a panel who will score each submission against the intended outcomes of the grant round taking into consideration the evidence base for each initiative and mapping it against current provision. This should be completed by the end of February with feedback given to each applicant.

To apply for the Road Safety Grant Round, please visit our website and follow the instructions provided in the grant guidelines. Attached are:

- The Grant Round ITQ & Guidance document
- 2024/25 Application Form
- Project Finance Template
- Terms & Conditions

Please read these thoroughly before filling out an application. Ensure all clarification questions and application submissions are e-mailed to grants@westmercia.police.uk. **Answers to these will become available on the website in good time before the deadline for submissions.**

We believe that by working together, we can create safer roads and foster a culture of responsible and informed road use. Thank you for your dedication to promoting road safety. We look forward to receiving your innovative proposals and collaborating with you to build safer, more resilient communities and reduce harm on West Mercia's roads.

Sincerely,

West Mercia OPCC Commissioning Team

10e: Training invitation.

PARISH COUNCIL CLERKS

Good afternoon
Senior Planning Officers will be offering Planning Enforcement Training to all Parish Councillors on - **Monday 26th February 2024, 6:00pm to 7:30pm**, at the Council Offices Bromsgrove (Parkside Hall, Market Street, Bromsgrove, B61 8DA).

The training will be face-to-face, there will not be any remote access.

I would appreciate it, if you would inform your Parish Councillors and ask them to **contact me**, if they are interested in attending this training session.

Kind regards

Pauline Ross, Democratic Services Officer, Legal, Equalities and Democratic Services
TEL: 01527 881406 EMAIL: p.ross@bromsgroveandredditch.gov.uk