Noak Bridge Parish Council

Meeting of: Noak Bridge Parish Council

Date: Wednesday 22nd October 2025

Time: 7.00pm

Place: Noak Bridge Village Hall, Coppice Lane, Noak Bridge

Members are hereby summoned to attend the above meeting to transact the following business. Members are respectfully reminded that each item on the Agenda should be carefully examined. If you have any interest, it must be duly declared.

Councillors to be present: M. Cottrell (Chairman), P. Daft (Vice-Chairman) C. Bateman, J. Dowton, L. Gilliam, P. Hawkins and T. Sargent

L Townend

Parish Clerk

15th October 2025

AGENDA

1. Apologies for Absence

To receive, consider and approve any apologies for absence.

2. Declarations of Interest

Members are reminded that they are required to disclose the existence and nature of any Disclosable Pecuniary Interests, Other Registerable Interests and Non-Registerable Interests relating to items of business on the agenda having regard to paragraph 9 and Appendix B of the Code of Conduct for Members. Members are reminded that they are also required to disclose any such interests as soon as they become aware should the need arise throughout the meeting.

3. Minutes

To receive, approve and sign the Minutes of the meeting Parish Council meeting held on the 24th September 2025, Minutes 82/2025 to 98/2025 inclusive (attached).

4. Public Participation Session

With respect to items on the Agenda and other matters of mutual interest.

5. Borough and County Councillor Reports

To receive update from District and Borough Councillors.

6. ABLC Meeting

To receive an update from the ABLC meeting held on the 18th September 2025.

7. Neighbourhood Plan Update

To receive an update from Cllr Sargent.

8. Finance

8.1 Accounts for Payment

To approve the accounts for payment to be made from the 1st to the 31st October 2025. Attached.

8.3 Bank Reconciliation

To receive and note the bank reconciliation to the 30th September 2025. Attached.

8.4 Monthly Budget Report

To receive and note the monthly budget comparison to the 30th September 2025. Attached.

8.5 2026/27 Budget Planning

To consider the budget planning process for the 2026/27 financial year, including expenditure and income to be agreed by the Council in January 2026.

8.6 Removal of Ex-Councillor as a Signatory on the Santander Business Account

To agree who will contact Santander to arrange for the removal of an ex-councillor as a signatory on the Santander Business Account.

9. Planning

9.1 To consider planning applications detailed below and any planning applications published by Basildon Borough Council between the circulation of this agenda and the meeting.

9.1.1 **25/00171/OUT –** amendments to planning application for up to 300 residential dwellings at Wash Road. The planning application can be viewed here.

9.1.2 **25/01254/FULL -** Retention of installation of two external air conditioning condenser units to the side and rear elevations (retrospective). - 11 Saling Green Noak Bridge Basildon Essex. The planning application can be viewed here.

9.2 To note planning decisions made by Basildon Borough Council

9.2.1 **25/01147/TPOBAS –** Oak of T5 - TPO/09/98 - crown reduction of 3m in height and a 2m lateral crown reduction at Handley Court, Handleys Chase Noak Bridge. **Application permitted**.

9.2.2 **25/01035/FUL -** Proposed outbuilding to create staff room and storage area, (to replace existing shed structure at front). Noak Bridge County Primary School Coppice Lane Basildon Essex SS15 4JS. **Permission granted.**

9.2.3 **25/00007/S211 -** H1 mixed hedge cut back at 30 Durban Lane. **Closed.**

9.2.4 **25/00263/FULL -** Single storey side extension to existing commercial unit and reconfiguration of front elevation fenestration at Willow Park Wash Road Laindon Essex SS15 4AZ. **Granted**

9.3 Ramsden Bellhouse Parish Council Regulation 14 Consultation

To formulate a response to Ramsden Bellhouse Parish Council's regulation 14 consultation on their neighbourhood plan.

10. Christmas 2025

10.1 Christmas Tree

To consider quotes for the installation of a cut Christmas tree. To follow if available.

11. Environment

11.1 Handyman Tasks

To consider and prioritise notified tasks to be completed in November.

11.2 Coppice Lane Pond

To discuss a strategy for the urgent renewal of Coppice Lane Pond and to agree a collaborative approach for immediate essential works and for longer term maintenance.

11.3 Lights on the Underpass

To discuss the ongoing concerns with the underpass lights.

11.4 Children's Playground

To discuss and potential refurbishment works.

11.5 Pétanque Court Transfer Update

To receive an update if available.

12. Policies and Procedures

12.1 Complaints Procedure

To review and adopt an updated Complaints Procedure. Report and draft policy attached.

12.2 Grant Funding Policy

To review and adopt an updated Complaints Procedure. Report and draft policy attached.

12.3 Health and Safety Policy

To review and adopt an updated Complaints Procedure. Report and draft policy attached.

13. Correspondence

To note correspondence received.

14. Date of Next Meeting

To next Parish Council meeting will take place at 7pm on the 26th November 2025.

Noak Bridge Parish Council

Minutes

Held at Noak Bridge Village Hall, Coppice Lane, Noak Bridge SS15 4JS on

Wednesday the 24th September 2025 @ 7.00pm

Present

Chairman:	Cllr Mark Cottrell
Councillors:	Cllr Paul Daft, Cllr Jacqui Dowton, Cllr Lynn Gilliam, Cllr Peter Hawkins, and Cllr Terri Sargent.
In attendance:	Cllr Stuart Allen (Basildon Borough Council), Cllr Tony Ball (Essex County Council) and Cllr Malcolm Buckley (Essex County Council), Lynda Townend (Clerk) and 3 members of the public.

The Chairman welcomed everyone to the meeting.

82/2025 Apologies for Absence

Apologies were received from Cllr Christopher Bateman.

83/2025 Declarations of Interest

To receive any declarations of disclosable pecuniary interests, other pecuniary interests or nonpecuniary interests by Members relating to any agenda items.

Cllr Gilliam declared an 'Other Registerable Interest' in agenda item 11.1.6 as the planning application pertains to her property.

Cllr Hawkins declared an 'Other Registerable Interest' in agenda item 15 as a member of the Pétanque Club.

Cllr Sargent declared an 'Other Registerable Interest' in agenda item 15 as the Chairman of Noak Bridge Community Association.

Resolved: That the Declarations of Interest be noted.

84/2025 Minutes

Members reviewed the minutes from the Parish Council meeting held on the 23rd July 2025, Minutes 69/2025 to 81/2025 inclusive.

Resolved: that the Minutes of the meeting held on 23rd July 2025 be approved and signed by the Chairman as a true record.

85/2025 Minutes of Committee Meetings

Members reviewed the minutes from the Personnel Committee which met on the 7th August 2025, Minutes 01/2025 to 09/2025 inclusive.

Resolved: that the Minutes of the Personnel Committee meeting held on 7th August 2025 be approved and signed by the Chairman as a true record.

86/2025 Public Participation Session

1. Community Litter Picking

- A member of the public provided statistics and a verbal update on the community litter picking activities.
- There has been less fly tipping and dog waste, though the area around the pub and in the playground remains problematic.
- The Rt Hon Richard Holden MP is planning to join a future litter pick.
- Cllr Alex Myers is requesting either additional dog bins or a survey to identify which bins are best used with a view of moving less frequently used bins to alternative locations. Cllr Sargent confirmed that additional bins have already been requested.
- A member of the public suggested a possible new location for a dog bin and will forward these details to Cllr Sargent.
- The member of the public proposed sites for 'We Are Watching You' anti-fly tipping signs, including along the ridge at the back of New Waverley.

The Chairman thanked the members of the public for his continued support in keeping the village clean.

2. Highways – No Entry Sign

- A member of the public raised concerns that a No Entry sign was obscured by vegetation.
- Councillors advised this has now been cut back by Basildon's Pride Team.

3. Lighting – Underpass

- A member of the public reported that two of the 13 underpass lights are still out.

Resolved: The Clerk will forward the relevant reference numbers to Cllr Buckley.

4. Friends of Noak Bridge – Ponds

- A member of the public, representing the Friends of Noak Bridge, raised concerns about the condition of local ponds.
- It is apparent budget limitations are restricting maintenance work by Basildon Borough Council.
- Basildon Borough Council will be carrying out an assessment of all 58 ponds in the borough.
- A local builder has offered to remove silt free of charge, but Basildon Borough Council's support would be required to ensure protocols are followed.
- Basildon Borough Council has confirmed that silt can be safely dumped or used to fill dips in the woods.
- A notice board is due to be installed in the autumn to provide information about the ponds and other village activities.

87/2025 Borough and County Councillor Reports

Cllr Buckley reported:

- The footbridge was closed at short notice after a routine inspection deemed it unsafe. The closure is expected to last 3–4 weeks.
- Both Cllrs Ball and Buckley have funding available through the Locality Fund, which supports Youth, Environment, and Community Events. Suggestions must be submitted by December. A suggestion was made to apply for funding for mugs or other litter picking equipment which will be progressed by the litter picking group.
- In relation to Local Government Reorganisation, Essex County Council has voted to be abolished in two years' time and have indicated a preference for the three unitary authorities model.
- Once the reorganisation has been completed the method of requesting works through the Local Highways Panel (LHP) will change and new projects will not be considered. Existing projects should be completed.

Cllr Allen reported:

- Options for Local Government Reorganisation (LGR) are being considered, including either three or five unitary authorities.
- There is reluctance to be associated with Thurrock, due to its debt levels.
- The Secretary of State will make the final decision which is expected in March 2026.

Cllr Sargent reported:

- She had liaised with Cllr Myers about the recent work undertaken by the Basildon Pride Team. Concerns were expressed over the quality of the work.
- Cllr Sargent will provide a list of works requested and completed and circulate to Members.

Members were asked to forward any suggestions for potential projects that could benefit from Locality Fund support to the Clerk.

88/2025 Neighbourhood Plan Update

Cllr Sargent advised that the Examiner's report is expected imminently. Once received, the recommendations will be considered by the Parish Council prior to Basildon Borough Council arranging the referendum.

89/2025 LCLG Meeting

Members received the Clerk's notes from the LCLG meeting held on the 22nd July 2025.

The notes were noted.

90/2025 Local Government Reorganisation and Devolution

Cllr Sargent provided an update on matters regarding Local Government Reorganisation and Devolution including:

- The Cabinet of Basildon Council voted for the 5 unitary authority model.

Cllr Dowton left the meeting at 19.49

- It was noted that different authorities have expressed varying preferences:
    - Majority of councils – 5-unitary model
    - Rochford and Thurrock – two versions of a 4-unitary model
    - Essex County Council (ECC) – 3-unitary model
- Consultants engaged by ECC recommended the 3-unitary model, which Cllr Ball considers the most financially viable.
- ECC has voted in favour of the 3-unitary model. However, they have asked the Boundary Commission to conduct a review of boundaries, including Wickford North, Wickford Park, and Castledon & Crouch. A decision is awaited.
- A Government decision is expected by March 2026.
- Under the 3-unitary model, it is proposed to set up neighbourhood area delivery panels which will be decided by the new authority.
- At this stage, no changes to Parish Councils are proposed.
- A further consultation will take place in November, to which the Parish Council may wish to respond.

- Concern was expressed regarding the proposed reduction in councillor numbers.

Cllr Dowton returned to the meeting at 19.54

91/2025 Finance

91/2025/01 Banking Arrangements

Members received a report regarding the council's current banking arrangements and changes recommended to ensure proper practices were being undertaken.

Cllr Sargent raised concerns due to historic matters where councillors did not have sufficient oversight of the council's finances.

Resolved: that the ex-councillor should be removed as a signatory on the Santander Business account.

Resolved: that the Clerk, Lynda Townend, will be added to the Metro Bank account in the capacity of an administrator to view the account and process payments and transfers for authorisation by two separate councillors. No debit card is required, and the Clerk will not be able to withdraw cash.

Resolved: that once the new mandate is in place, regular payments will be made from the Metro Bank account.

Resolved: that the council will retain the Santander Bank account for limited use, including occasional debit card payments

The Council noted the exemplary management of the accounts by Cllr Sargent following historic issues highlighted by a previous council and acknowledged that the measures outlined above will further strengthen the council's financial controls.

91/2025/02 Accounts for Payment

The Clerk advised an additional invoice from P Thomas Landscapes was received on the morning of the meeting and after the agenda had been published. The amount of the invoice totalled £576.00.

The Council received and approved the following accounts for payment:

Date	***Supplier***	***Item***	***Net***	***VAT***	***Total***
31/07/2025	PKF Littlejohn	External Audit	£ 210.00	£ 42.00	£ 252.00
06/08/2025	RBL Industries	Tommy bench	£ 666.67	£ 133.33	£ 800.00
08/08/2025	VCS Website	Website redirection	£ 25.00	£ -	£ 25.00
08/08/2025	NBCA	Hall hire 7th Aug 2025	£ 25.00	£ -	£ 25.00

08/08/2025	Geoxsphere	Parish Online subscription	£	128.00	£	25.60	£	153.60
01/08/2025	ICO	2026 renewal	£	52.00	£	-	£	52.00
25/08/2025	L Townend	August salary	£	804.88	£	-	£	804.88
25/08/2025	L Townend	Expenses	£	169.97	£	-	£	169.97
25/08/2025	HMRC	August PAYE costs	£	291.22	£	-	£	291.22
25/08/2025	Nest Pension	August EE pension costs	£	40.31	£	-	£	40.31
25/08/2025	Nest Pension	August ER pension costs	£	30.23	£	-	£	30.23
	Rhino Security	Annual service agreement	£	500.00	£	100.00	£	600.00
	NBCA	Hall hire 24th Sept 2025	£	50.00	£	-	£	50.00
	L Townend	September salary	£	680.12	£	-	£	680.12
	L Townend	September expenses	£	8.80	£	-	£	8.80
	L Townend	September expenses	£	33.57	£	-	£	33.57
	HMRC	September PAYE costs	£	252.06	£	-	£	252.06
	Nest Pension	September pension costs	£	62.72	£	-	£	62.72
	ABLC	Annual subscription	£	20.00	£	-	£	20.00
	P Thomas	Handyman tasks - Sept	£	480.00	£	96.00	£	576.00
						Total:	**£**	**4,927.48**

Resolved: That the accounts for payment for August and September be approved.

91/2025/03 Bank Reconciliation

The council received and noted the bank reconciliation report to the to the 31st August 2025.

91/2025/04 Monthly Budget Sheet

The Council received and noted the budget comparison to the 30th September 2025. It was highlighted the council had spent £31,617.47 to date representing 23% of the annual expenditure budget.

Cllr Ball left the meeting at 20.22

Cllr Ball returned to the meeting at 20.26

91/2025/05 Budget Forecast

The Council received and noted the budget forecast, showing actual spend to the 30th September 2025 and the expected out turn to the 31st March 2026.

Cllr Sargent noted two invoices were outstanding from Basildon Borough Council for the beacon lighting and the installation of the path to the new bench installation.

Resolved: that the Clerk will make a provision for both invoices on the forecast document.

Members discussed the cost of the handyman, and expense agreed at the meeting held on the 23rd July, but not included in the 2025/26 budget.

Resolved: that costs for the handyman will be paid from reserves and allocated to the Environmental Maintenance budget heading.

91/2025/06 Conclusion of Audit

The Council received a copy of the External Auditors Report and Certificate for 2024/25 noting no concerns were raised.

92/2025/01 Planning

The Chairman abstained from discussions and voting on applications related to 139 Coppice Lane.

The Council considered the following planning applications:

92/2025/01/01 - 25/01048/S211 – willow tree to be felled at 32 Gate Lodge Way, Noak Bridge.

Resolved: that the council objects to this application due to a lack of information pertaining to the reason the tree is to be felled.

92/2025/01/02 - 25/00008/S211 – ash tree crown reduction at 6 Kimberley Drive, Noak Bridge.

Resolved: that the council have no objection to this application.

92/2025/01/03 - 25/00010/S211 – T1 oak crown reduction by 2-3m at 139 Coppice Lane, Noak Bridge.

Resolved: that the council have no objection to this application

92/2025/01/04 - 25/01148/FULL – single storey rear extension at 6 Bridgecote Lane, Laindon.

Resolved: that the council have no objection to this application

92/2025/01/05 - 25/01035/FULL – proposed 2.65m high outbuilding at Noak Bridge Primary School, Coppice Lane, Noak Bridge.

Resolved: that the council have no objection to this application

Cllr Gilliam had made an 'Other Registrable Interest in relation to the following planning application.

92/2025/01/06 - 25/00007/S211 – mixed hedge cut back and face up at 30 Durban Lane, Noak Bridge.

Resolved: that the council have no objection to this application

92/2025/01 07 - 25/01107/TPOBAS – TPO/16/99 – crown reduction and thinning of three oak trees at 31 Durban Lane, Noak Bridge.

Resolved: that the council have no objection to this application

92/2025/01/08 - 25/01147/TPOBAS – TPO/09/98 – 3m crown reduction of oak tree at Handley Court, Handleys Chase, Noak Bridge.

Resolved: that the council have no objection to this application

92/2025/01/09 - 25/01096/FULL – part retrospective change of use for six football pitches with ancillary facilities and parking. Part full planning application for the siting of three football pitches, additional parking and access road at Toby Football Club, Billericay.

Resolved: that the council objects to this application on the grounds of:

1. inadequate parking provision and risk of overspill.
2. highway safety concerns relating to the proposed new access road.
3. the cumulative impact of increased traffic and loss of local amenity.

Cllr Daft left the meeting at 20.43

92/2025/01/10 - 25/00012/S211 – yew and cedar crown reduction at 9 Sailing Green, Noak Bridge.

Resolved: that the council have no objection to this application

Cllr Daft returned to the meeting at 20.45

A member of the public left the meeting at 20.49

92/2025/02 To note planning decisions made by Basildon Borough Council:

92/2025/02/01 – 25/00890/COND – application for approval of details reserved by condition 4 (existing and proposed windows) of consent reference 76/2025/02/01 – 25/00295/FULL proposed new front gates and boundary walls at 33 Durban Lane, Noak Bridge. **GRANTED.**

92/2025/02/02 – 25/00560/FULL – continued use of a relocatable classroom at Noak Bridge Primary School, Noak Bridge. **GRANTED.**

92/2025/02/03 – 25/00004/S211 – crown reduction of T1, T2 and T3 trees at 1 Kenilworth Place, Noak Bridge. **CLOSED.**

92/2025/02/04 – 25/00003/S211 – crown reduction of oak tree at 114 New Waverley Road, Noak Bridge. **CLOSED.**

92/2025/02/05 – 25/00010/S211 – fell dead pear tree at 139 Coppice Lane, Noak Bridge. **CLOSED.**

92/2025/02/06 – 25/00006/S211 – fell dead pear tree at 139 Coppice Lane, Noak Bridge. **CLOSED.**

92/2025/02/07 – 25/00798/TPOBAS – crown reduction of T1 oak tree at 11 Sailing Green, Noak Bridge. **APPLICATION PERMITTED.**

92/2025/02/08 – 25/00744/TPOBAS – various tree works at 1 Handleys Chase, Noak Bridge. **APPLICATION PERMITTED.**

93/2025 Christmas 2025

93/2025/01 Christmas Lights Project 2025

Members received a report and proposal for Christmas lights illuminations, increasing the display of lights down Bridge Street.

Resolved: that the council agreed to accept the proposal for illumination to be hung from two trees in Coppice Lane as well as 6 lamp post illuminations in Bridgecote Lane, for 2025 only.

Cllrs Ball, Buckley and Allen left the meeting at 21.02.

Resolved: that the £3,750 shortfall between the budget and proposal will be vired from Community Project reserves.

93/2025/02 Christmas Celebrations

Members briefly discussed options for Christmas celebrations but decided to defer the item until the October meeting.

Resolved: that the clerk will seek quotes for a cut tree, a new Nordic pine tree and an artificial tree to be installed on the Wash Road verge.

93/2025/03 Christmas Budget

This matter was deferred until the October meeting.

94/2025 Environment

94/2025/01 Removal of Playground Equipment from the Fixed Asset Register

Members received a report confirming the playground equipment, previously thought to be owned by Noak Bridge Parish Council, was owned and maintained by Basildon Borough Council.

Resolved: that the council agreed to remove the following items from the fixed asset register:

- Teen shelter with a value of £8,272
- Various items of playground equipment with a value of £18,461
- See saw with a value of £3,200

94/2025/02 Durban Lane Pond

Cllr Gilliam advised the water level of the pond is extremely low and the reeds are becoming invasive.

Resolved: that the clerk will contact Rob Baker at Basildon Borough Council to request the removal of the reeds.

94/2025/03 Maintenance Work on Bridge Street

Cllr Gilliam confirmed Peter Thomas had completed the tasks allocated in September to an extremely high standard.

Cllrs Dowton and Gilliam will investigate future tasks to be undertaken.

Councillors were also asked to submit work requests to the Clerk to collate.

Resolved: that councillors will email the Clerk any works they would like to be considered for the handyman, and these will be added to a priority list.

94/2025/04 Completion of Works on Fore Street

Cllr Gilliam thanked all those involved in the bench installation at Fore Street Green, noting the next step is the installation of the planters.

A member of the public will review the prices previously quoted and advise the council accordingly.

95/2025 Policies and Procedures

95/2025/01 Remote Attendance and Proxy Voting in Local Authorities

Members received and **noted** a report detailing the outcome of the Government's consultation on remote attendance and proxy voting in local authorities.

Two members of the public left at 21.23

95/2025/02 Retention and Disposal Policy

Members received an updated draft of the Retention and Disposal Policy.

Members agreed to amend the minimum retention period for all documents, with the exception of insurance certificates to 7 years.

Resolved: that the updated Retention and Disposal Policy be adopted, with the above amendments and will be reviewed on an annual basis.

95/2025/03 Appraisal Policy

Members received a draft Appraisal Policy.

Resolved: that the Appraisal Policy be adopted by the council and reviewed every three years.

96/2025 Pétanque Court

Cllrs Hawkin and Sargent had declared an 'Other Registerable Interest'.

Cllr Sargent advised the Noak Bridge Community Association are happy with the current arrangement.

Members discussed the Noak Bridge Community Association's response and agreed to defer the discussion until further advice was sought.

Resolved: that the Clerk will seek further advice on the Parish Council's position.

97/2025 Correspondence

No correspondence was received or discussed.

98/2025 Date of Next Meeting

The next council meeting will be held on the 22nd October 2025.

With no further business the meeting closed at 21.32

Return to Agenda

Accounts for Payment **For authorisation on 22 October 2025**

Date	*Supplier*	*Item*	*Net*	*VAT*	*Total*
25/09/2025	At Last Events	Christmas lights interim invoice	4,975.00	995.00	5,970.00
11/10/2025	Helping Hand	Children's litter pickers	54.17	10.83	65.00
12/10/2025	Amazon	Mugs for litter pickers	124.80	25.05	149.85
13/10/2025	Amazon	Hi-Vis vests for litter pickers	63.30	12.60	75.90
22/10/2025	Noak Bridge Community Association	Hall hire for council meeting	50.00	-	50.00
25/10/2025	L Townend	October salary and expenses	741.09	-	741.09
25/10/2025	Nest Pension	October pension costs	62.70	-	62.70
25/10/2025	HMRC	October PAYE costs	251.86	-	251.86
		TOTAL:			**£7,366.40**

* Denotes payment to be reimbursed to NBPC via ECC Locality Fund

Return to Agenda

BANK RECONCILITION - Financial year ending 31.03.26

Bank Balance as at	30.04.2025	31.05.2025	30.06.2025	31.07.2025	31.08.2025	30.09.2025
Current Account	£ 35,582.60	£ 33,167.12	£ 30,788.38	£ 26,508.29	24,407.30	£ 20,292.61
Business Saving Account	£ 103,001.16	£ 103,001.16	£ 18,001.16	£ 18,001.16	£ 18,001.16	£ 18,001.16
Metro Bank	£ 85,265.57	£ 85,327.12	£ 71,778.71	£ 71,824.43	£ 71,870.18	£ 71,914.48
Unity Trust Bank	£ -	0	£ 85,000.00	£ 85,000.00	£ 85,000.00	£ 85,000.00
Total:	**£ 223,849.33**	**£ 221,495.40**	**£ 205,568.25**	**£ 201,333.88**	**£ 199,278.64**	**£ 195,208.25**
Less Unpresented cheques						
	£ 238.17	£ 238.17	£ 238.17	£ 237.13	£ 237.13	£ 237.13
		£ 237.33	£ 237.33		£ 291.22	£ 291.22
		£ 59.76	£ 119.52			£ 252.06
			£ 239.20			£ 62.70
Total of unpresented /Rec. Receipts	£ 238.17	£ 535.26	£ 834.22	£ 237.13	£ 528.35	£ 843.11
Net Bank Balances as at	**£ 223,611.16**	**£ 220,960.14**	**£ 204,734.03**	**£ 201,096.75**	**£ 198,750.29**	**£ 194,365.14**
CASH BOOK						
Balance as at 01.04.25	£ 202,631.11	£ 202,631.11	£ 202,631.11	£ 202,631.11	£ 202,631.11	£ 202,631.11
Plus Receipts Current account	£ 24,129.33	£ 24,129.33	£ 24,129.33	£ 24,129.33	£ 24,129.33	£ 24,129.33
Plus Receipts Bus. Saving account	£ 1,060.97	£ 1,060.97	£ 1,060.97	£ 1,060.97	£ 1,060.97	£ 1,060.97
Plus Receipts Bus. Sav. Metro Account	£ 59.53	121.08	£ 167.11	£ 212.83	£ 258.58	£ 302.88
Plus Receipts Unity Trust Bank	£ -	0	£ -	£ -		
Total	**£ 227,880.94**	**£ 227,942.49**	**£ 227,988.52**	**£ 228,034.24**	**£ 228,079.99**	**£ 228,124.29**
Less Payments	£ 4,269.78	£ 6,982.35	£ 23,254.49	£ 26,937.49	£ 29,329.70	£ 33,759.15
Grand Total	**£ 223,611.16**	**£ 220,960.14**	**£ 204,734.03**	**£ 201,096.75**	**£ 198,750.29**	**£ 194,365.14**
Difference	**£ -**	**£ -**	**£ -**	**£ -**	**£ -**	**£ -**

Return to Agenda

NOAK BRIDGE PARISH COUNCIL

Bank Reconciliation

Month		30 September 2025

Balance per bank statements

Santander Business Account	(Cashbook 1)	£20,292.61
Santander Business Savings Account	(Cashbook 2)	£18,001.16
Metro Business Savings	(Cashbook 3)	£71,914.48
Unity Trust Bank 12 Month Deposit Account	(Cashbook 4)	£85,000.00
	TOTAL IN BANK	**£195,208.25**

Monthly activity	**Santander Business Account (Cashbook 1)**
Opening Balance brought forward August 2025	£24,407.30
Less Payments for September	£4,114.69
Plus Receipts for September	£0.00
Un-presented/unreconciled cheques	**£843.11**
	£20,292.61
	Santander Business Savings Account (Cashbook 2)
Opening Balance brought forward August 2025	£18,001.16
Less Payments for September	£0.00
Plus Receipts for September	£0.00
Un-presented/unreconciled cheques	**£0.00**
	£18,001.16
	Business Account (Cashbook 3)
Opening Balance brought forward August 2025	£71,870.18
Less Payments for September	£0.00
Plus Receipts for September	£44.30
Un-presented/unreconciled cheques	**£0.00**
	£71,914.48
	Business Account (Cashbook 3)

Opening Balance brought forward August 2025		£85,000.00
Less Payments for September		£0.00
Plus Receipts for September		£0.00
Un-presented/unreconciled cheques		**£0.00**
		£85,000.00
	CLOSING BALANCE	**£195,208.25**
	Difference	£0.00

Return to Agenda

NOAK BRIDGE PARISH COUNCIL	MONTHLY BUDGET REPORT
Month	Sep-25

INCOME	Budget	Actual (to date)	Variance (+/-)
Precept	£41,320.00	£20,638.27	-£20,681.73
LCTS Grant	£0.00	£0.00	£0.00
CIF Grant	£0.00	£0.00	£0.00
Interest	£0.00	£1,363.85	£1,363.85
Event Income	£0.00	£0.00	£0.00
Miscellaneous	£0.00	£0.00	£0.00
- VAT reclaim 08/04/2024	£3,511.00	£3,491.06	-£19.94
- VAT reclaim	£0.00	£0.00	£0.00
- VAT reclaim			
INCOME TOTALS	**£44,831.00**	**£25,493.18**	**-£19,337.82**

* First tranche received 01/04/25

EXPENDITURE	Budget	Total spent to 30/09/25	Variance (+/-)	Percentage spent	Expenditure in month
Staff Costs					
Salaries	£10,215.00	£4,070.69	£6,144.31	40%	£680.12
Tax & Employer NI	£1,970.00	£1,931.62	£38.38	98%	£252.06
Pension	£500.00	£312.52	£187.48	63%	£62.70
Payroll	£300.00	£84.00	£216.00	28%	£0.00
Home allowance, Travel & Costs	£500.00	£263.92	£236.08	53%	£33.57
Training inc. travel	£2,000.00	£120.00	£1,880.00	6%	£0.00
Office equip & stationery	£1,000.00	£223.54	£776.46	22%	£8.80
General Costs					
Computer & Other Digital Equipment	£500.00	£0.00	£500.00	0%	£0.00
Fixed asset maintenance	£2,000.00	£904.00	£1,096.00	45%	£500.00
Telephone & Internet	£0.00	£0.00	£0.00	#DIV/0!	£0.00
Elections/By-election	£2,500.00	£0.00	£2,500.00	0%	£0.00
Professional fees	£2,000.00	£25.00	£1,975.00	1%	£0.00
Hall Hire	£1,000.00	£225.00	£775.00	23%	£50.00
Insurance	£1,200.00	£931.19	£268.81	78%	£0.00
Subscriptions	£1,000.00	£1,090.50	-£90.50	109%	£20.00
Councillor Training	£1,500.00	£0.00	£1,500.00	0%	£0.00
Audit Fees	£750.00	£390.00	£360.00	52%	£0.00
Publications/newsletters	£1,500.00	£0.00	£1,500.00	0%	£0.00
CCTV & Security	£1,500.00	£0.00	£1,500.00	0%	£0.00
VAT		£1,732.33	-£1,732.33	#DIV/0!	£553.70
Community Support					
Community Events Support	£1,500.00	£1,978.90	-£478.90	132%	£0.00

Kings Meni Bridge	£500.00	£0.00	**£500.00**	**0%**	£0.00
Kings Coronation	£500.00	£0.00	**£500.00**	**0%**	£0.00
Community Grants Awards (small)	£2,000.00	£0.00	**£2,000.00**	**0%**	£0.00
Community Lights Project	£4,700.00	£0.00	**£4,700.00**	**0%**	£0.00
Support Grants	£100.00	£0.00	**£100.00**	**0%**	£0.00
Projects					
Parish Plan	£5,000.00	£0.00	**£5,000.00**	**0%**	£0.00
D Day (from reserves) VE Day	£5,000.00	£250.00	**£4,750.00**	**5%**	£0.00
Contingency earmarked (from reserves)	£10,000.00	£0.00	**£10,000.00**	**0%**	£0.00
Community Projects earmarked (from reserves)	£30,000.00	£16,004.44	**£13,995.56**	**53%**	£0.00
Community Projects Play Area earmarked (from reserves)	£25,000.00	£0.00	**£25,000.00**	**0%**	£0.00
Environmental Maintenance (From Reserves)	£10,000.00	£480.00	**£9,520.00**	**5%**	£480.00
Neighbourhood Plan (funded from reserves)	£10,000.00	£2,746.00	**£7,254.00**	**27%**	£1,788.50
EXPENDITURE TOTALS	**£136,235.00**	**£33,763.65**	**£102,471.35**	**25%**	**£4,429.45**

Return to Agenda

AGENDA REPORT ITEM 14.1
Complaints Procedure

Background information

The Council adopted a Complaints Procedure in July 2018, with a review due in 2019. That procedure set out a simple framework for handling complaints about Council administration and procedures, primarily through the Clerk or Chairman, and escalation to full Council if necessary.

As part of good governance, the Clerk has reviewed the current procedure against sector best practice and drafted an updated Complaints Policy. The new policy strengthens transparency, introduces clearer timeframes, and aligns with current legal requirements, including the Equality Act 2010 and Data Protection Act 2018.

Summary of Key Changes

The main differences between the 2018 procedure and the new draft policy are:

1. **Policy Framework**
    - 2018: A short, procedural document.
    - Draft: A full policy including a Policy Statement**,** Principles**,** and Implementation Guidance**,** making it clearer and more robust.
2. **Scope of Complaints**
    - 2018: Limited to procedures and administration.
    - Draft: Explicitly sets out what is covered and what is excluded (e.g. staff grievances, councillor conduct, financial irregularities, and criminal matters).
3. **Process & Stages**
    - 2018: Informal resolution, then referral to Council.
    - Draft: Introduces three clear stages:
        - Stage 1: Informal Resolution
        - Stage 2: Formal Investigation
        - Stage 3: Review/Appeal (including an Appeal Panel if required).
4. **Timeframes**
    - 2018: No set deadlines.
    - Draft: Sets specific response times (acknowledgement within 5 working days, investigation response within 20 working days, appeal decision within 20 working days).
5. **Fairness & Representation**
    - 2018: No reference to complainants being accompanied.
    - Draft: Allows complainants to be accompanied and ensures fair hearing rights.
6. **Confidentiality, Equality & Data Protection**
    - 2018: Silent on these issues.
    - Draft: Explicit commitments to confidentiality, Equality Act 2010, Data Protection Act 2018, and GDPR compliance.
7. **Record Keeping & Reporting**

    - 2018: Clerk/Chairman reports back only on specific complaints.
    - Draft: Clerk to maintain a confidential complaints log, with anonymised annual reporting for transparency and service improvement.
8. **Dealing with Vexatious Complaints**
    - 2018: Not addressed.
    - Draft: Provides a clear framework for handling vexatious or repeated complaints.
9. **Escalation Beyond the Council**
    - 2018: No reference.
    - Draft: Includes referral routes to Basildon Borough Council's Monitoring Officer and the Local Government & Social Care Ombudsman where applicable.
10. **Accessibility**
    - 2018: Not addressed.
    - Draft: Explicit provision for accessible formats and assistance for complainants.

Recommendation

That Noak Bridge Parish Council:

1. Adopt the updated Complaints Policy (as drafted) to replace the existing 2018 Complaints Procedure.
2. Agree a review cycle of 12 months or sooner if legislation/guidance changes.

Noak Bridge Parish Council

Complaints Procedure

Version	Date Adopted	Minute Reference	Review Date
1			

1. Policy Statement

The Council is committed to providing a high-quality service for the benefit of all who live, work, or visit the parish. We encourage open communication so that concerns can be addressed quickly, fairly, and to the satisfaction of all parties.

This policy applies to complaints about Council administration, procedures, services, or how Council employees have dealt with matters.

This policy does **not** apply to:

1. Employee vs employee, or employee vs employer complaints (covered by separate grievance/disciplinary procedures).
2. Complaints against councillors (covered by the Members' Code of Conduct and referred to the District Council's Standards Committee).
3. Allegations of financial irregularity. Local electors may object to the Council's Annual Accounts under Section 16, Audit Commission Act 1998. On other matter, the council may need to consult its internal auditor or the Audit Commission.
4. Criminal Activity which should be reported to the police.

2. Principles

- Complaints should be resolved as close as possible to the point of origin.
- Issues should be openly and fairly considered, with an emphasis on quick resolution.
- Confidentiality will be respected, balanced with the need for transparency.
- Representation: complainants may be accompanied at meetings.
- Time limits are included for both complainant and Council actions to promote prompt resolution.
- Complaints will be handled in line with the Equality Act 2010 and Data Protection Act 2018.

3. Complaints Procedure

Stage 1 – Informal Resolution

- Complaints may be made in person, by phone, in writing, or by email to the Clerk.
- Wherever possible, the Clerk will seek to resolve the matter immediately.
- If not possible, the Clerk will acknowledge receipt within 5 working days.
- If the complainant does not wish to approach the Clerk, they may write directly to the Chairman.

Stage 2 – Formal Investigation

- A written complaint should be submitted to the Clerk (or Chairman if the complaint concerns the Clerk).

- The Clerk/Chairman will investigate, consulting staff or councillors as necessary.
- A meeting with the complainant may be arranged within 10 working days where reasonably practicable.
- A written response will be provided within 20 working days (or within 4 weeks of any

meeting).
- If additional time is needed, the complainant will be kept informed of progress.

Stage 3 – Review / Appeal

- If dissatisfied, the complainant may request referral to the full Council or to an Appeal Panel (at least two members not previously involved).
- The appeal request must be made in writing within 10 working days of receiving the Stage 2 outcome.
- Both parties may present evidence and call witnesses.
- A written decision will be issued within 20 working days from the date of the meeting. This decision will be final.

4. Implementation Guidance

Accessibility & Equality

The Council will ensure its complaints process is accessible to all. Where necessary, assistance will be provided to complainants who may have difficulty communicating in writing (e.g. large print, dictated to Clerk, via a representative).

Unreasonable or Vexatious Complaints

The Council is committed to dealing with all complaints fairly and impartially. However, where complaints are found to be frivolous, vexatious, or repeated without new evidence, the Council reserves the right to limit or refuse further correspondence.

Record Keeping

The Clerk will maintain a confidential record of all formal complaints, actions taken, and outcomes. An anonymised summary may be reported annually to the Council to support transparency and continuous improvement.

Data Protection

All complaints will be handled in line with the UK GDPR and Data Protection Act 2018. Personal information will be kept secure and only shared when necessary for investigating or resolving the complaint.

Status Quo Working

Where appropriate, existing arrangements will remain in place until the complaint is resolved, unless alternative interim arrangements are required (e.g. in bullying/harassment cases).

Continuous Improvement

The Council will use complaints constructively to improve policies, procedures, and services.

5. Escalation Beyond the Council

If a complaint cannot be resolved through this procedure:

- Complaints about councillor conduct may be referred to the Monitoring Officer at Basildon Borough Council.
- Complaints about maladministration may be referred to the Local Government & Social Care Ombudsman (where applicable).

6. Contacts

The Clerk of Noak Bridge Parish Council
Address: Rosewood, The Furze Main Road Mundon CM9 6PU
Telephone: 07852 810 406
Email: clerk@noakbridgeparishcouncil.gov.uk

The Chairman of Noak Bridge Parish Council
Address: c/o Rosewood, The Furze Main Road Mundon CM9 6PU
Telephone: 07852 810 406
Email: cllr.mark.cottrell@noakbridgeparishcouncil.gov.uk

Monitoring Officer Basildon Borough Council
Address: Basildon Borough Council
The Basildon Centre
St Martin's Square
Basildon, Essex
SS14 1DL

Email: standards@basildon.gov.uk

Return to Agenda

AGENDA REPORT ITEM 14.2

Grant Funding Policy

Background information

At present, the only information available to residents about the Council's grant funding process is the existing Application for Grant Funding form. This sets out basic terms and conditions, including:

- Grants may only be made to local organisations within the Parish Boundary.
- Grants are restricted to capital expenditure and cannot be paid retrospectively.
- Applications must be made on the prescribed form and accompanied by audited accounts (unless newly constituted).
- Maximum grant limits of £500 (small projects) and £5,000 (large projects).
- Payment is made upon completion of works/goods and evidence of expenditure.
- Projects must be delivered within two years of the offer or the grant will lapse.
- Completed projects are evaluated within six months.

Whilst this form provides guidance, the Council does not currently have a standalone policy document setting out the scope, eligibility criteria, application process, assessment framework, and monitoring arrangements for grants.

Summary

A draft Grant Funding Policy and Guidance Notes has now been prepared to provide a clearer, more transparent framework. The draft policy combines good practice from neighbouring councils and includes:

- Defined eligibility and exclusions (e.g. no grants to individuals, revenue costs, or projects the Council has no power to fund).
- A focus on projects that directly benefit residents of Noak Bridge, with emphasis on community development, healthy living, and environmental sustainability.
- A structured but proportionate application process requiring accounts, a constitution/committee structure, and evidence of other funding/fundraising.
- Clear decision-making, payment, and monitoring arrangements, including feedback on outcomes and possible reporting at the Annual Parish Meeting.
- A new application form aligned to the policy to replace the current form.

This will ensure consistency, fairness, and accountability in how grant funding is awarded and monitored.

Recommendation

That Noak Bridge Parish Council:

1. Consider the attached draft Grant Funding Policy and Guidance Notes.
2. Approve the draft policy, with any agreed amendments, for adoption at the next Council meeting.

Noak Bridge Parish Council

Grant Funding Policy

Version	Date Adopted	Minute Reference	Review Date
1			

3. **Policy Statement**

Noak Bridge Parish Council is committed to supporting local organisations, groups and projects that provide clear benefits to the residents of Noak Bridge. Grant funding is intended to strengthen community lift and ensure resources are used effectively and transparently.

This policy applies to applications for financial assistance from Noak Bridge Parish Council.

4. **Eligibility and Conditions**
   - Applications must be from organisations, groups, or clubs operating within the Parish boundary and provide a direct benefit to Noak Bridge residents.
   - Grants will normally be awarded towards capital expenditure. In certain circumstances, the Council may consider support for community events, classes, or social/cultural activities.
   - Grants will not be paid retrospectively.
   - Applicants must provide a copy of their most recent audited accounts (unless newly constituted).
   - The Council reserves the right to request further information before making a decision.
   - Organisations may apply for only one grant award per financial year.

5. **Grant Amounts**
   - Small projects – up to £500.
   - Large projects – up to £5,000.
   - All applications are subject to available funds and the Council's overall budget.

6. **What Can Be Funded?**

The Parish Council will consider grants that broadly fit within the following themes:

- Community development and safety
- Healthy living
- Environmental care and sustainability

Grants are usually intended for capital expenditure (e.g., equipment, facilities, or improvements). In certain circumstances, support for events, classes, or training may be considered.

The Council will not fund:

- Revenue costs such as staffing or routine running costs
- Fundraising events or appeals
- Animal welfare projects
- Fabric appeals for places of worship
- Hospitals, hospices, or medical centres

7. **Application Process**
   - Applications must be made using the grant application form, available from the Clerk or the Council website https://www.noakbridgeparishcouncil.gov.uk/.
   - Completed applications may be submitted at any time and will be considered at the next appropriate Parish Council meeting. Meetings are open to the public, and agendas are published in advance.
   - If the application involves building works or the purchase of goods, payment will be made only on completion of works/delivery of goods and on receipt of appropriate

invoices.
- Grants offered will lapse if the project is not started within two years of approval.

The decision of the Parish Council is final, and there is no right of appeal. Applicants will be notified in writing of the outcome, including any conditions attached to an award.

8. Payment of Grant

- Payment will usually be made on receipt of invoices or evidence of expenditure.
- For building works or equipment purchases, proof of completion or delivery may be required before payment.
- If the project does not commence within 12 months of approval, the grant offer will lapse unless otherwise agreed.

9. Monitoring and Evaluation

- Grants must be used for the purpose stated in the application. If not, the grant may be withdrawn or repayment requested.
- Successful applicants must provide a written report to the Parish Council within 3 months of completion of the project, including financial evidence of how the grant was used.
- The Council may also carry out its own evaluation within 6 months of completion.
- The Council may invite groups to present their projects at the Annual Parish Meeting.
- Failure to provide a report or comply with conditions may result in repayment of the grant.

Guidance Notes for Organisations

1. **Organisation applying** – Give the full name of your group.
2. **Project Title** – A short description, e.g., “Equipment for Community Garden.”
3. **Full description** – Outline what your project will do, who will benefit, and how. Include what has already been achieved and how the project fits into wider plans.
4. **Total Value of Project** – Provide estimated costs for all elements of the project, even if you are not asking the Council to fund them all.
5. **Other Funding** – Give details of other funding secured or applied for, including fundraising or volunteer contributions.
6. **Grant Requested** – Clearly state the amount of funding sought from the Parish Council.
7. **Benefits to Community** – Explain how the project will improve life for residents of Noak Bridge.

Noak Bridge Parish Council

GRANT FUNDING APPLICATION FORM

Please complete and return to: clerk@noakbridgeparishcouncil.gov.uk
For queries, please contact 07852 810 4056 or the above email.

1. APPLICANT'S DETAILS	
Name of organisation:	
Type of organisation:	☐ Community Group ☐ Social ☐ Cultural ☐ Sports ☐ Not for Profit ☐ Voluntary ☐ Other
Describe the main activities of your organisation:	
Contact name:	
Position in organisation:	
Address for correspondence:	
Telephone number:	
Email address:	
Charity/Company registration number (if applicable):	
2. PROJECT DETAILS	
Project title:	
Full description of project?	
Describe the benefits to the residents of Noak Bridge?	

Return to Agenda

AGENDA REPORT ITEM 14.3

Health and Safety Policy

Background information

The Parish Council's existing Health and Safety Policy was adopted on 4th October 2016 and has not been substantially reviewed since.

The current version focuses mainly on meeting procedures, venue insurance, and general safety measures at council meetings. While these remain relevant, the policy no longer reflects current best practice, changes in legislation, or the broader range of activities now undertaken by the Council.

In line with the Council's ongoing commitment to good governance and compliance, a full review has been undertaken.

Summary of Key Changes

The revised Health and Safety Policy provides a clear, modern framework appropriate for a small parish council.

Key updates include:

- A clear statement of intent aligned with the Health and Safety at Work etc. Act 1974.
- Defined roles and responsibilities for the Council, the Clerk, employees, volunteers, and contractors.
- Clear arrangements for key areas such as accident reporting, risk assessments, lone working, contractor management, and training.
- An annual review requirement to ensure the policy remains current and compliant.
- A concise and practical format suitable for inclusion in the Council's governance framework.

The policy replaces the previous version in its entirety.

Recommendation

That Noak Bridge Parish Council:

3. Adopt the updated Health and Safety Policy (as drafted) to replace the existing 2016 Health and Safety Policy in its entirety.
4. Agree a review cycle of 12 months or sooner if legislation/guidance changes.

Noak Bridge Parish Council

Health and Safety Policy

Version	Date Adopted	Minute Reference	Review Date
1			

10. Policy Statement

Noak Bridge Parish Council recognises and accepts its responsibility under the Health and Safety at Work Act 1974 and all other relevant legislation to provide a safe and healthy working environment for its employees, volunteers, councillors, contractors, and members of the public who may be affected by its activities.

The Council will, as far as is reasonably practicable:

- Provide a safe place of work and safe systems of work.
- Ensure equipment and materials are safe and properly maintained.
- Provide appropriate information, instruction, and training to enable all to carry out their duties safely.
- Provide adequate welfare facilities and a safe environment for all who use or visit its premises and open spaces.
- Regularly assess risks and take necessary actions to eliminate or control them.
- Review this policy annually or sooner if legislation or circumstances change.

The Council is committed to promoting a positive health and safety culture where everyone takes responsibility for their own safety and that of others.

11. Responsibilities

The Council
The overall responsibility for health and safety rests with the Council. It will:

- Provide leadership and adequate resources to ensure the policy is implemented.
- Approve and review risk assessments and safety procedures.
- Review health and safety performance annually.

The Clerk
Day-to-day responsibility for implementing this policy is delegated to the Clerk, who will:

- Keep up to date with relevant health and safety legislation and advise the Council accordingly.
- Carry out and maintain risk assessments for Council activities and assets.
- Ensure suitable training, information, and supervision are provided.
- Liaise with contractors to ensure they have appropriate risk assessments, insurance, and safe systems of work.
- Record and investigate all accidents, incidents, and near misses.
- Maintain the accident book, insurance records, and other relevant documentation.
- Refer serious or unresolved issues to the Chairman.

Employees, Councillors, Volunteers, and Contractors

All individuals working for or on behalf of the Council have a duty to:

- Take reasonable care of their own health and safety and that of others.
- Comply with instructions, training, and procedures issued by the Council.
- Use protective equipment where required and report defects or hazards immediately.
- Report all accidents, near misses, or unsafe conditions to the Clerk.
- Co-operate fully in promoting safe working practices.

3. Arrangements

Accidents and Reporting

All accidents, near misses, and dangerous occurrences must be reported to the Clerk as soon as possible.

The Clerk will record the incident and ensure appropriate action is taken to prevent recurrence.

Accidents that meet the criteria of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) will be reported to the HSE.

Risk Assessments

Risk assessments will be undertaken for all Council activities, premises, and assets, and reviewed annually or when there are changes in operations, legislation, or staff.

Contractors

All contractors working for or on behalf of the Council must:

- Comply with health and safety legislation and good practice.
- Provide method statements and risk assessments where appropriate.
- Maintain valid public liability insurance.

The Clerk will monitor contractor compliance and safety performance.

Lone Working

Where lone working is required, the Council will take reasonable steps to ensure the safety of the individual.

Staff and volunteers must inform the Clerk of their working location and expected duration, carry a mobile phone, and avoid potentially hazardous tasks when alone.

Manual Handling

Where lifting or moving objects is unavoidable, individuals must use proper techniques, seek assistance when required, and use lifting aids if available.

Display Screen Equipment (DSE)

Employees using computers or screens regularly will be offered workstation assessments and eye tests in accordance with regulations.

Personal Protective Equipment (PPE)

Where risks cannot be eliminated, suitable PPE will be provided free of charge and must

be used as instructed.

Inspections and Maintenance
All Council-owned assets and equipment will be inspected at least annually or in line with risk assessments, and records maintained.

Training and Information
The Council will ensure that appropriate training is provided to employees and volunteers relevant to their duties. Training records will be retained by the Clerk.

4. Review
This policy will be reviewed annually or sooner if required by changes in legislation or operational circumstances.

Return to Agenda