



Ripley Parish Council Office
4 Rio House
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Ripley
Surrey
GU23 6AE
Phone: 01483 224847
clerk@ripleyparishcouncil.gov.uk
www.ripleyparishcouncil.gov.uk

21.05 Full Council Background Paper

Agenda item 1: *Election of Chairman*

Item 1 of the council's Annual Meeting is managed by the parish council Chairman for year 2020-21, regardless of whether they are standing again for election as Chairman. The meeting Agenda is managed thereafter by the Chairman elected for 2021-22.

Agenda items 2 & 4: *Acceptance of Office*

The Chairman and Vice-Chairman for 2021-22 will both have to make arrangements to sign the Declarations in the office on Friday 7th May.

Agenda item 6: *The General Power of Competence*

Under Part 1 of the Localism Act 2011, provision is made for local authorities to have a general power of competence (GPC). This means that eligible parish councils in England can have the power to do anything that individuals generally can do. The power can be exercised in any way whatever, including:

- a. Anywhere in the UK or elsewhere
- b. For a commercial purpose or otherwise for a charge or without a charge, and
- c. For, otherwise than for, the benefit of the authority, its area, or persons resident or present in the area

A parish council is eligible if it comes within the compass of the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012. The Order lays down the eligibility criteria:

1. The council has resolved at a meeting of the council and each subsequent relevant annual meeting that it meets the criteria below.
2. (1) At the time a resolution under paragraph 1 is passed: (a) the number of members of the council that have been declared to be elected, whether at ordinary elections or at a by-election, is equal to or greater than two-thirds of the total number of members of the council; (b) the Clerk to the parish council holds: (i) the Certificate in Local Council Administration; (ii) one of the other relevant qualifications.

Ripley Parish Council is therefore able to resolve its eligibility to use the General Power of Competence

Agenda item 10iii: *Finance – Internal Audit*

The Internal Audit Report, prepared by Mulberry & Co., is circulated with the Agenda.

Agenda items 11 & 12: *Annual Return*

The Annual Return Section 1 Governance Statement and Section 2 Accounting Statement will have to be signed in the office on Friday 7th May.

Agenda item 13: *Delegation Arrangements*

13 i) 2020-21 delegation arrangements:

Cllr Ayears – The Green (general maintenance and car parking); Unauthorised encampments; White Hart Car Park (rent, maintenance, charging, tree survey and works required)

Cllr Mealing – The Green (dog walking licencing); Christmas lights

Cllr Moxon – The Green (playground); Sponsorship of dog bag dispensers; Parish Council managed tracks (maintenance of Milk Rd, West End Cottages, Island Cottages, etc.); Community amenities – benches, bus shelters (renewal, maintenance, sponsorship), grit bins, SCC joint-funded projects

Cllr Powell-Cullingford – The Green (conservation management, tree surveys and works required); Office costs, leases, and equipment; Burial Ground (maintenance, tree survey and works required)

Cllr Shoesmith – Allotments (income, expenditure, and maintenance); Lock-up garage and equipment.

Cllr Wood – Orchard & Nature Reserve (maintenance, tree survey and works required)

Any Committee and Working Group delegation arrangements are detailed in their respective Terms of Reference.

13 ii) 2020-21 Committee members:

Planning & Environment Committee (quorum 3*):

Cllr Ayears (Chairman), Cllr Mealing, Cllr Powell-Cullingford (Vice-Chairman), Cllr Shoesmith, Cllr Wood.

*Ideally all councillors would also be members of the Planning & Environment Committee in order that the meetings do not become inquorate.

Christmas Event Committee (quorum 3*):

Cllr Mealing, Cllr Wood; Mike Baker, Nigel Bruder, Matthew Cliff, Peter Hookins, Phil Jackson.

*The Christmas Event Committee is currently without a Chairman, nor sufficient councillor numbers to be quorate.

13 iii) 2020-21 Working Group members:

Finance & General Purposes Working Group:

Cllr Mealing, Cllr Moxon, Cllr Powell-Cullingford.

Nature Reserve Working Group:

Cllr Powell-Cullingford (Chairman), Cllr Shoesmith, Cllr Wood; Nigel Bruder, Glenda Charlick, [REDACTED].

Parking Working Group

Cllr Ayears, Cllr Mealing, Cllr Shoesmith; Christopher Mealing.

Climate Action Working Group

Cllr Mealing; Sarah Gill.

13 iv) 2020-21 Parish Council representatives to outside bodies:

1. Eastern Parishes Climate Action Group: Cllr Mealing
2. Friends of Ripley Primary School: Cllr Ayears
3. Joint Committee: All members as available
4. Police: Cllr Moxon
5. Press: Parish Clerk
6. Ripley Business Association: Cllr Mealing
7. Ripley Farmers' Market: Cllr Mealing
8. Ripley Picnic Event: vacant
9. Ripley Village Hall: Cllr Powell-Cullingford
10. Ripley & Send Matters: Cllr Mealing
11. Surrey Association of Local Councils: Cllr Powell-Cullingford

Agenda item 14: *Terms of Reference*

Committee and Working Group Terms of Reference are attached to this Background Paper. A suggestion has been made to alter the Nature reserve Working Group's Terms of Reference to commit to bi-annual meetings rather than quarterly. There is a proposition to alter the name of the Finance Working Group to Finance & General Purposes Working Group, in common with the majority of local councils, and to commit all parish councillors to be members of the Planning & Environment Committee.

Agenda item 15: *New Committees and Working Groups*

No new Committees or Working Groups have been suggested.

Agenda item 16: *Standing Orders and Financial Regulations*

An assessment of the new model Standing Orders is underway and the marked-up document will be distributed after publication of the Agenda and ahead of the scheduled meeting. In order to clearly depict NALC's suggested alterations to the document, please note the following:

- New NALC text is coloured blue
- Text not required is overlaid with ~~striketrough~~
- Direct comparisons have a highlighted number referring to the previous Standing Order, eg: 18.2
- New or amended RPC text is coloured red

Both the current and new model Standing Orders will be provided.
No alterations are suggested to the current Financial Regulations.

Agenda item 17: Arrangements with Local Authorities

The emptying of bins on The Green, carried out by GBC, is to be reviewed by the Finance & General Purposes Working Group.

The parish council also rents White Hart Car Park from GBC, and uses GBC for Christmas lights installation (reviewed 2020).

Ripley Parish Council locks the loos on The Green in an agreement with GBC.

Agenda item 18: Inventory Review

The parish council's fixed asset register is attached to this Background paper. All members are in possession of a hard copy of the council's Risk Management Scheme. Alternatively, it is available online at: <https://ripleyparishcouncil.gov.uk/wp-content/uploads/2020/12/20.12-Policy-Risk-Management-Scheme.pdf>

Agenda item 19: Subscriptions

Current subscriptions:

Campaign to Protect Rural England	£36 per annum
Guildford Residents' Association	£15 per annum
Information Commissioner's Office	£35 per annum
Local Councils' Review magazine	£17 per annum
Parish Online	£45 per annum
Rialtas Business Solutions	£124 per annum
Society of Local Council Clerks	£289 per annum
Surrey Association of Local Councils (SALC)	£612.34 2021-22
Surrey County Playing Fields Association	£10 per annum

Agenda items 20 & 21: Procedures & Policies

All members are in possession of copies of the council's various Procedures and Policies, which were considered for parish council year 2020-21 in December 2020. Alternatively, copies are available online at: <https://ripleyparishcouncil.gov.uk/policies-procedures/>
Please check these ahead of the meeting and discuss any potential alterations with the Parish Clerk.

Agenda item 22: Date & Location of Meetings

The list attached to the Agenda at Appendix F is the current schedule of meetings, although the council may find that alternative start times are more suitable.

Agenda item 23: Review of Council Policies

The following Policies have not been considered for some time and will be discussed under Agenda item 23:

- Health & Safety Policy
- Anti-Bribery Policy
- Allocation of Allotments
- Burial Ground Regulations

- Training & Development Policy
- Social Media Policy
- Fees and Charges 2021-22

The above Policies are attached to this Background Report at.

Fees & Charges - Following the decision to charge fitness trainers £25 per session for use of The Green, a local business has been in touch to request an adjustment be made to the charging scheme. The suggestion is for invoicing to be prepared at 20% of the trainer's income generated by a class. This was the structure used by Ripley Farm Shop for use of its land for fitness training last summer, although the site is not available for use this year.

The correspondent, whose social media advert is available at:

https://www.instagram.com/p/CNsUJS0BE7q/?utm_source=ig_web_copy_link has asked for the charge to be reconsidered.



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Terms of Reference Planning & Environment Committee

Remit of the Committee

Ripley Parish Council's Planning & Environment Committee has delegated powers to respond to:

- Guildford Borough Council planning applications
- Neighbouring Authority planning applications
- Surrey County Council planning applications
- Local or national consultations on planning, environment, transport, and/or infrastructure matters

Constitution of the Committee

The Committee shall be comprised of Ripley Parish Councillors, although members of the public with an interest or expertise in planning matters may be co-opted. **All members of Ripley Parish Council are required to sit on the Planning & Environment Committee, unless special circumstances should lead to a councillor's membership being untenable.**

The quorum of the Committee shall be three members of Ripley Parish Council.

The term of office for members of the Committee shall be the 12 months from the parish council's Annual Meeting until the same meeting the following year.

The Committee shall meet every three weeks at the parish council office.

In the case of the cycle of meetings falling on a public or bank holiday, or for other reasons which may make the three-week cycle inexpedient, the Committee shall meet on the fourth week following the previous meeting.

The schedule of meetings of the Committee for the forthcoming year shall be published at the council's Annual Meeting.

Function of the Committee

The Committee's representations on Planning Applications and/or Planning & Environment related matters shall be mediated to the relevant authority by the parish clerk.

In the event that the deadline for comment on a Planning Application or other matter within the remit of the Committee falls before the next scheduled meeting of the Committee, the clerk shall make a request to the relevant authority for an extension to the deadline.

Members may be delegated to respond to consultations and/or Planning & Environment related matters by the Committee.

Representations on Ripley Parish planning applications shall be made via the Consultee In-Tray on Guildford Borough Council's website, or by email to planningenquiries@guildford.gov.uk, or directly to the relevant Case Officer.

Planning, environment, transport, and/or infrastructure matters may be passed to full council.

Guildford Borough Council is the Local Planning Authority for Ripley Civil Parish, and neither Ripley Parish Council nor the Planning & Environment Committee has the power to either grant or refuse an application for planning permission.

In the event of a split decision over the Committee's representation on a Planning Application or other Planning & Environment related matter, the Chairman shall have a casting vote.

2018-19

Membership of the Planning & Environment Committee:

Cllr Richard Ayears (Chairman)
Cllr Lianne Mealing
Cllr Suzie Powell-Cullingford (Vice-Chairman)
Cllr Peter Shoesmith
Cllr Vernon Wood

This document to be reviewed and updated annually

Adopted 16.05.2019

Reviewed and adopted 05.05.2021



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**Terms of Reference
Christmas Event Committee
Adopted 16/05/2019**

Remit of the Committee

Ripley Parish Council's Planning & Environment Committee has delegated powers to organise and run the annual Christmas Fair & Market

Constitution of the Committee

The Committee shall be comprised of Ripley Parish Councillors, although members of the public with an interest or expertise may be co-opted

The quorum of the Committee shall be three members of Ripley Parish Council

The term of office for members of the Committee shall be the 12 months from the parish council's Annual Meeting until the same meeting the following year

The Committee shall meet on dates that it sees fit at the parish council office in order to progress the organisation of the Fair & Market

The schedule of meetings of the Committee for the forthcoming year shall be published at the council's Annual Meeting

Function of the Committee

The Committee is responsible for:

- Ripley Christmas Fair & Market
- Ripley Christmas lights display

The Committee shall delegate to its members various roles and responsibilities to ensure that the Ripley Christmas Fair & Market, and the Ripley Christmas lights display are enacted to the best possible standard

In addition to liaison with stall holders, the Committee is responsible for:

- Producing a Method Statement
- Producing Christmas cards
- Running a raffle, including applying for a Small Society Lottery licence and finding a sponsor, setting up a raffle stall at the Fair
- Liaison with marshals and volunteers
- Applying for permissions, including Temporary Event Notice and Road Closure Notice
- Producing fliers, publicity, social media content, and advertising the Event
- Liaising with volunteers, including marshals, Santa, local businesses, local landowners
- Providing an appropriate float for the BBQ and raffle stalls
- Any work required following the Event

2019-20

Membership of the Christmas Event Committee:

~~Cllr Jennie Cliff (Chairman)~~

Cllr Lisanne Mealing

Cllr Vernon Wood

Mike Baker

Nigel Bruder

Matthew Cliff

Phil Jackson

~~Jackie van Heesewijk~~

Peter Hookins

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Terms of Reference
Finance & General Purposes Working Group
Adopted 16/05/2019

Remit of the Working Group

Ripley Parish Council's Finance Working Group meets to consider any matters concerning parish council finances.

Constitution of the Working Group

The Working Group shall be comprised of Ripley Parish Councillors.

The quorum of the Working Group shall be three members of Ripley Parish Council.

The term of office for members of the Working Group shall be the 12 months from the parish council's Annual Meeting until the same meeting the following year.

The Working Group shall meet quarterly at the parish council office.

The schedule of meetings of the Working Group for the forthcoming year shall be published at the council's Annual Meeting.

Function of the Working Group

The Working Group is delegated to analyse and review the council's budget and spending, check and approve bank reconciliations, make budget and spending recommendations, and suggest the level of precept required.

The Working Group reports its findings and analyses to full council.

Full council may not necessarily approve the findings of the Working Group.

2019-20

Membership of the Planning & Environment Committee:

Cllr Lianne Mealing

Cllr Simon Moxon

Cllr Suzie Powell-Cullingford

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**Terms of Reference
Nature Reserve Working Group
Adopted 16/05/2019**

Remit of the Working Group

Ripley Parish Council's Nature Reserve Working Group meets to consider any matters concerning parish council owned land comprising the Nature Reserve and WWI Commemorative Community Orchard.

Constitution of the Working Group

The Working Group shall be comprised of Ripley Parish Councillors, although members of the public with an interest or expertise may be co-opted.

The quorum of the Working Group shall be two members of Ripley Parish Council.

The term of office for members of the Working Group shall be the 12 months from the parish council's Annual Meeting until the same meeting the following year.

The Working Group shall meet ~~quarterly~~ bi-annually at the parish council office or at the Nature Reserve site.

The schedule of meetings of the Working Group for the forthcoming year shall be published at the council's Annual Meeting.

Function of the Working Group

The Working Group is delegated to suggest conservation objectives for management of the Nature Reserve and Community Orchard sites in accordance with Section 40 of the Natural Environment and Rural Communities Act 2006, in that a local authority must conserve and enhance biodiversity.

The Working Group reports its findings and analyses to full council.

Full council may not necessarily approve the findings of the Working Group.

2019-20

Membership of the Nature Reserve Working Group:

~~Cllr Jennie Cliff~~

Cllr Suzie Powell-Cullingford

Cllr Peter Shoesmith

Cllr Vernon Wood

Nigel Bruder

Glenda Charlick

~~Dave Pickering~~

Mary Trevill



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**Terms of Reference
Parking Working Group
Adopted 16/05/2019**

Remit of the Working Group

Ripley Parish Council's Parking Working Group meets to consider any matters concerning parking within the parish of Ripley

Constitution of the Working Group

The Working Group shall be comprised of Ripley Parish Councillors, although members of the public with an interest or expertise may be co-opted

The quorum of the Working Group shall be two members of Ripley Parish Council

The term of office for members of the Working Group shall be the 12 months from the parish council's Annual Meeting until the same meeting the following year

The Working Group shall meet quarterly at the parish council office

The schedule of meetings of the Working Group for the forthcoming year shall be published at the council's Annual Meeting

Function of the Working Group

The Working Group is delegated to suggest objectives for management of parking within the parish

The Working Group reports its findings and analyses to full council

Full council may not necessarily approve the findings of the Working Group

2019-20

Membership of the Parking Working Group:

Cllr Richard Ayears

Cllr Lianne Mealing

Cllr Peter Shoesmith

This document to be reviewed and updated annually



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POLICY - HEALTH AND SAFETY POLICY

Adopted by Council at the Meeting held on 18th June 2015

1. GENERAL STATEMENT OF POLICY

- 1.1 Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, contractors, and volunteers, and to provide such information, instruction, training and supervision as they need for this purpose.
- 1.2 The policy will be kept up to date, particularly as the Council's activities change in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed every year by the Council.
- 1.3 The parish council will ensure that adequate and appropriate insurance is in place, including Public Liability, Employers Liability, and Personal Accident cover.

2. RESPONSIBILITIES

- 2.1 Overall and final responsibility for health and safety in the Council and for compliance with the Health and Safety at Work etc. Act 1974 and Regulations* made under the Act and the Occupiers Liability Act 1984 is that of the Parish Council of Ripley. The Clerk is responsible for this policy being carried out at the Council's premises.
- 2.2 All employees have the responsibility to achieve a healthy and safe workplace and to take reasonable care of themselves and others.
- 2.3 Whenever an employee, notices a health or safety issue they should, where possible, rectify the situation and or report the issue to the council at the earliest opportunity.
- 2.4 All accidents must be reported and recorded in the Accident Record Book which is kept in the Parish Council Office. All accidents and Near Miss occurrences will be investigated and reported to the relevant authorities when appropriate.

3. FIRST AID

- 3.1 The First Aid box is located in the Parish Council Office.
- 3.2 The appointed person responsible for box is the Parish Clerk.

4. FIRE SAFETY

- 4.1 Fire extinguishers shall be visually monthly in the Parish Council Office by the Parish Clerk. Fire extinguishers shall be maintained annually.
- 4.2 Electrical appliance testing shall be carried out annually on all appliances in the Parish Council office.
- 4.3 Fire exits shall be kept free from obstructions.

5. TRAINING

- 5.1 The Parish Clerk has overall responsibility for training staff under this policy.
- 5.2 A record of training undertaken will be maintained by the Clerk.
- 5.3 All staff will receive safety training appropriate to their role.

6. GENERAL ADVICE

- 6.1 General advice to all employees is attached as Annex 4.

7. SPECIFIC POLICIES

- 7.1 Policies for particular premises and activities are attached as Annexes as follows:-
 - 1. Offices.
 - 2. Grounds Maintenance.
 - 3. Manual Handling.
 - 4. Working At Height

8. EMPLOYMENT OF CONTRACTORS

- 8.1 The notes to be given to contractors are attached at Annex 5.

9. REPORTING AND RECORDING ACCIDENTS

- 9.1 Accidents shall be reported to the Parish Clerk who will record them in the Accidents Record Book.

10. SMOKING

- 10.1 Smoking is not permitted in any Parish Council building.

NOTE

Electricity at Work Regulations 1989
The Management of Health & Safety At Work Regulations 1992
Manual Handling Operations Regulations 1992
The Personal Protective Equipment At Work Regulations 1992
The Health & Safety (Display Screen Equipment) Regulations 1992
The Provision and Use of Work Equipment Regulations 1992
The Workplace (Health, Safety & Welfare) Regulations 1992
The Control of Substances Hazardous to Health (COSHH) Regulations 1994
The Fire Precautions (Workplace) Regulations 1997
The Health & Safety (Young Persons) Regulations 1997
Work at Height Regulations 2005

1. HEATING, LIGHTING AND VENTILATION

- a) Temperature must reach a minimum of 16 degrees C after the first hour of working time and should be maintained between 16 degrees C and 20 degrees C throughout the working day wherever possible.
- b) Free standing heaters should not be used unless specifically authorised. When these are so authorised, the area around them must be kept clear of any paper or other flammable materials, and be sited away from desks and chairs.
- c) Office lighting. Desks should be placed to gain the maximum amount of light. Free-standing desk lights should be avoided or placed so as to minimise the danger of trailing electrical leads.

2. ELECTRICAL EQUIPMENT

- a) All electrical equipment shall be inspected in accordance with the 1989 Regulations.
- b) Circuits must not be overloaded and all plugs should be of the correct type for the equipment.
- c) All electrical equipment must be fitted with the correctly rated fuse for the appliance.
- d) Only electrical equipment provided by the Council should be used and electric points must not be overloaded by means of multi-adaptors. All mains should be switched off when not in use.
- e) Leads from points for various desk uses should not present a hazard by trailing across areas of access. Extension leads are for temporary use only and should not exceed 10 feet in length.
- f) Defective equipment must never be used. Staff should not attempt to effect repairs to electrical equipment, unless competent to do so.

3. FURNITURE, FITTINGS AND EQUIPMENT

- a) All heavy equipment and storage units should preferably be placed against the wall across several floor joists.
- b) Heavy equipment and furniture must not be moved by individuals.
- c) Office equipment whether manually or electrically operated, must not be used by unauthorised, untrained personnel.
- d) Filing cabinets should always have sufficient weight in the bottom drawer to prevent the cabinet from tipping when a full top drawer is opened. Filing cabinet and desk drawers must always be closed immediately after use. Drawer filing cabinets should be inspected at least every six months to ensure correct loading and smoothness of operation, with particular regard to the

effectiveness of the drawer stops. Damaged or defective cabinets must not be used.

- e) High shelves should only be reached through the use of steps provided for that purpose. It is dangerous to stand on desks and chairs, particularly those fitted with castors and this should be avoided at all times.

4. FIRE PRECAUTIONS

- a) Exit corridors and doorways must be kept clear at all times.
- b) Flammable liquids must not be stored, even for a temporary period, in the office

1. Only authorised members of staff who have received training and instruction in the operation of machinery and equipment may do so.
2. All dangerous moving parts of machinery must be guarded. Guards must not be removed except for the purpose of repair and maintenance. All machinery must comply with statutory regulations for guarding and use.
3. The engines of any motorised equipment must be stopped before any inspection or adjustment is carried out. In the case of electrically operated machines the plug lead must be disconnected.
4. Children must not be allowed to play in an area where machinery is in use. Machinery must not be left unattended where children (or others) may interfere with them.
5. Reasonable effort should be made to ensure stones and similar objects are cleared from the path of equipment to prevent such objects being projected from machinery.
6. Fuel tanks must only be filled in the open, with the engine stopped. No risk of naked flames or smoking is allowed in the vicinity of a fuel tank or storage can.
7. Fuel may only be stored in a safety can of a type approved, and in a store designated by the Clerk. The appropriate store is the parish council's lock-up on Newark Lane.
8. The manufacturer's instructions regarding the safe use of chemicals must be adhered to. Only approved substances may be used that have been subject to a COSH assessment.
9. Appropriate protective clothing such as gloves, overalls, face masks, eye protection and boots must be used when operating with machinery and chemicals including herbicides and pesticides.
10. Ladders and stepladders must be in good condition and free from defects and securely positioned at all times when in use. Appropriate safety equipment must be used to ensure any fall will not result in injury.
11. Pathways on Council owned premises shall be inspected annually.

1. The Manual Handling Operations Regulations 1992 apply to lifting, pushing, pulling, carrying and moving by hand or by bodily force. More work injuries are caused through "handling goods" than any other single action.

All council staff will receive training in manual handling and the techniques taught shall be used at all times to reduce the likelihood of injury. The following basic rules are produced to help reduce these accidents:

Never attempt to lift anything beyond your capacity. If in doubt get a second person or others to help.

If mechanical aids are provided, use them.

If an object is to be lifted manually:-

- a) Bend the knees and crouch to the object.
- b) Get a firm grip using the whole hand and not the finger tips.
- c) Keep the back straight.
- d) Tuck the chin in.
- e) Position the feet so that one is behind the other alongside the object, pointing in the direction of movement after lifting.
- f) Push off with the rear foot. Straighten the legs and raising the object, move off in required direction in one smooth movement.
- g) Avoid pinching fingers when releasing object.
- h) When lifting is done by two or more persons one should be appointed leader to ensure movements are coordinated.
- i) Protect your toes with safety footwear.
- j) Wear protective gloves when handling objects with sharp or jagged edges.

1. TIDINESS

Keep floors, passages etc. clear of stores, packages and litter.

Put waste paper in the bin. Do not throw broken glass or other dangerous items loose in the waste bin. Dispose of these with care.

2. FALLS AND COLLISIONS

Walk, do not run. Look where you are going.

Use care in opening doors outward.

Mop up spills of liquid; do not leave it to someone else.

Do not climb on chairs, desks, window sills to reach shelves or to open windows.

Use a step-ladder and window poles etc.

3. FIRE PRECAUTIONS

READ AND UNDERSTAND FIRE PRECAUTION NOTICES

Ensure that you know the lay-out of the fire exits and emergency routes.

Report or remove where possible any obstruction of fire exits and passages.

Keep cloths and towels away from electrical heaters and convectors etc.

Do not stand close to an electric fire nor stand them near to anything that will burn.

NOTICE TO CONTRACTORS

Annex 5

For Ripley Parish Council to comply with Health and Safety Legislation, all outside contractors employed to do work on Council Premises are to be made aware of the expected requirements related to health and safety. A contractor accepting a contract from the Council shall be deemed to have agreed to comply with the following requirements:-

1. As a contractor, you will supply and ensure that your employees wear and use protective equipment or anything provided in the interest of health, safety or welfare of any of the relevant statutory provisions.
2. You and your employees will ensure that all equipment, plant machinery and apparatus brought onto or used on the Council premises are safe and without risk to health, and are maintained to a standard that will not constitute an offence under the Act or any of the relevant statutory provisions.
3. You and your employees will conform, in all respects, to your legal duties and responsibilities as laid down by the Health and Safety at Work Act 1974, and relevant statutory provisions. All accidents and dangerous occurrences will be reported to the council.
4. The Council will retain the right to stop any operation, plant or equipment, or the action of any of your employees if it is considered that there is a hazard to the safety and health of employees or others. The Council will not accept any responsibility for any increased costs arising out of such action.
5. In the event of the Council taking this action, your site representative will be notified verbally and will have confirmation in writing by the Council's representative to order such a stoppage.
6. The Council will be indemnified by you or your insurers in respect of any claims, costs or expenses arising out of any incidents on Council premises involving you or your employees.
7. The Council may notify an inspector, appointed under the Authority of the Act, of any breach of the Regulations.

GENERAL PRINCIPLES

1. All work will be undertaken from the ground where possible.
2. Where work at height cannot be easily avoided and following a risk assessment, falls will be prevented through using either an existing place of work that is already safe or the right type of equipment.

TRAINING

1. Staff using access equipment will receive appropriate training which will be recorded.

EQUIPMENT

1. All access equipment owned by the council will be inspected annually and recorded.
2. Operators will check equipment prior to use.
3. Work above the ground will only be conducted following a risk assessment and only tested equipment will be utilised.



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POLICY - Anti- Bribery

Reviewed and adopted 21/01/2016 Minute 151/15

The Bribery Act 2010 came into force on 1st July 2011. It applies equally to councillors and officers.

Offences under the Act are:

- Offering, promising or giving of an advantage (The act of bribing)
- Requesting, agreeing to receive or accepting an advantage (the offence of asking for a bribe)
- Bribery of a foreign public official regardless of where the bribe is paid, and
- Commercial organisations failing to prevent bribery (includes councils)

The council will have a defence under the law if it can show that it has taken reasonable precautions to prevent bribery. The maximum penalty is 10 years in prison.

6 principles help to mitigate the risk:

Proportionality – action proportionate to the risk faced

Top level commitment

Risk assessment – assess people and companies involved

Due Diligence – know who you are dealing with

Communication

Monitoring and review – risks and effectiveness may change

Gifts and Hospitality over the value of £25 if accepted, must be entered on a register kept by the clerk

Facilitation payments are bribes.

If you are offered a bribe, it should be reported to the monitoring officer at Guildford Borough Council as soon as possible giving details of the background, history, names, dates and places and the reasons for your concerns. It is not necessary to prove the offence.



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Policy for the allocation of Allotments.

Reviewed and adopted 21/01/2016. Minute 151/15

1. Residents of the parish are given priority on the waiting list over those from outside the parish.
2. Those on the waiting list are asked to indicate whether they want a full or a half size plot.
3. Plots are divided as they become available to satisfy demand.
4. Existing half plot holders living in the parish may be offered a second half plot if there are no Ripley residents on the waiting list i.e. they take precedence over those on the waiting list who are "out of parish".
5. "Out of parish plot holders may be offered a second half plot ahead of those on the waiting list who are "out of parish" on a merit basis if all demand by Ripley residents has been satisfied.



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BURIAL GROUND REGULATIONS

Reviewed and adopted 17/3/16 Minute 187/15

Interpretation of terms

“Council” means the Ripley Parish Council

“Clerk” means Clerk to the Ripley Parish Council

“Monument” means any memorial which is placed or erected on a grave

1. Notice of internment is to be given to the Clerk two whole days previous to the internment.
2. Coffins of wood, wicker or cardboard shall be used in earthen graves and all coffins shall have a non-corroding plate bearing the deceased name securely fixed.
3. The Council does not undertake the digging of graves. Provision for such work is the responsibility of the person requiring the same and must be carried out to the satisfaction of the Council acting through the Clerk.
4. No body shall be buried in a grave in such a manner that any part of the coffin is at a depth exceeding 8 feet nor at a depth less than 3 feet below the level of the ground adjoining the grave.
5. No body shall be buried in a grave unless the coffin is effectually separated from any other coffin already in the grave by means of a layer of earth not less than 6 inches in thickness.
6. Where, in the Burial Ground, any grave is reopened for the purpose of making another internment therein, no person shall disturb any human remains interred therein nor remove therefrom any soil which is offensive.
7. All fees and charges are to be paid at the office of the Clerk. Fees and charges relating to internments shall be paid before the internment takes place. Fees relating to monuments shall be paid when application is made for permission to place or erect a monument.
8. No internments may take place on Sundays, Bank Holidays, Christmas Day, Good Friday and Saturdays, nor before 10 o'clock in the morning or after 3.30 o'clock in the afternoon on the remaining days provided that this regulation shall not apply to internments required to take place immediately upon the certificate of the appropriate Medical Officer or Authority.
9. The Certificate of Registration of the Death of the person to be buried, the Coroner's Order for Burial where an inquest has been held, or a certificate from

the Registrar in the case of a still-born child, must be produced at the time of the internment and lodged with the Clerk.

10. Exclusive rights of burial are limited to 100 years. The sites of graves will be determined by the Council acting by the Clerk.
11. The grave spaces for the burial of persons over 7 years of age shall be 9 feet by 4 feet.
12. On every opening of a grave where the exclusive right of burial has been purchased, the certificate of ownership or written authority from the owner shall be produced to the Clerk on giving notice of internment.
13. Shrubs, plants or flowers may, subject to the approval of the Council, be planted on any purchased grave. Upon the completion of such work all refuse must be conveyed to the nearest receptacle for litter. The Council reserves the right to prune, cut down or dig up and remove any of the shrubs, plants or flowers at any time when, in its opinion, the same have become unsightly or overgrown. The Council reserves the right to prune, cut down or dig up and remove any shrubs, plants or flowers planted without such approval or planted between burial plots.
14. The Council reserves the right to remove any non-biodegradable material from the Burial Ground.
15. The Council reserves the right to level and turf or sow with grass seed any mounded grave after one year from the date of internment.
16. Memorials may be erected one year from the date of burial.
17. Monuments and memorials will only be allowed in accordance with the table of fees



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Training & Development Policy

Reviewed and adopted 20/10/2016

It is Ripley Parish Council's policy that employees and members of the council will be trained to a high standard in order to demonstrate the council's commitment to ongoing professional development.

1. Staff training

- 1.1 Employees of the council are fundamental in all areas of service delivery and development. It is essential that they are fully trained to carry out their duties as efficiently and effectively as possible.
- 1.2 Employees of the council will have an annual appraisal and training & development needs will be discussed. The annual appraisal will be used to highlight any training & development requirements.
- 1.3 The Clerk & Responsible Financial Officer is expected to be proficient in administering and discharging their duties, and may attend any training & development events aimed at furthering their understanding of legal and financial requirements, IT, the planning system, or any other areas identified.
- 1.3 Employees and contractors will be provided with the Ripley Parish Council Health & Safety Policy.
- 1.4 Ripley Parish Council will give an annual budget to staff training & development, to include the purchasing of printed materials.
- 1.6 Ripley Parish Council requires the Clerk to have the CiLCA qualification or University of Gloucestershire qualification, or to demonstrate a commitment to gaining such qualifications.
- 1.7 The Clerk will, on request or at the annual meeting of the council, provide members with either electronic or hard copies of relevant council training & development documents, such as:

- Ripley Parish Council Standing Orders
- Financial Regulations
- Code of Conduct
- “The good councillor’s guide”

2. Councillor training

- 2.1 All councillors will aim to ensure that they have the necessary skills and knowledge to be able to represent the parish effectively.
- 2.2 All councillors are offered the opportunity to attend relevant training & development courses run by the local association, the national association, and local or central authorities.
- 2.3 Ripley Parish Council will give an annual budget to councillor training & development, to include the purchasing of printed materials.
- 2.4 The local association will be asked to provide training & development opportunities if it becomes apparent that there is a specific requirement.
- 2.5 Members should attend where possible:

Chairman / Vice-Chairman – Chairmen’s Networking Day

Chairman / Vice-Chairman Planning & Environment – relevant events

Council members – at least one training & development event per term of office

3. Volunteer training

- 3.1 Volunteers will be briefed on relevant Health & Safety matters, and use of equipment being provided ahead of their tasks.
- 3.2 Volunteer training & development will not be beyond that deemed necessary for the completion of their tasks.
- 3.3 Volunteer training & development will be used to assess skill, knowledge, and capacity to carry out the task.

4. Feedback

- 4.1 Ripley Parish Council employees and members will provide feedback on training & development events.
- 4.2 Employees and members will provide a report on training & development events attended at meetings of the council. The purpose of which will be to share learning across the organisation and to suggest future courses of action.

Next review: October 2018 parish council meeting or sooner if new information on training & development becomes available.

Social Media Policy & guidelines

Reviewed and adopted 18/05/2017 Minute 12/17 Next review: May 2020

1. Introduction

The development and widespread use of social media technologies and fora has placed additional constraints on the way Councillors carry out their duties. Social media is interactive and permanent records are held online.

Social media does, however, offer new and exciting ways of communicating with Ripley Parish and beyond. The power social media has can be harnessed to further the aims and objectives of the parish council and increase community engagement.

Care must be taken by both Councillors and council staff when using social media. Guidelines for social media use are included in this policy, but they are not exhaustive and cannot replace the need for users to display the same courtesy and common sense as they would in all other walks of life.

These guidelines refer to any activity which takes place on a social media site or on the Ripley Parish Council website www.ripleyparishcouncil.gov.uk These include, but are not limited to: Facebook; twitter; Instagram; LinkedIn; YouTube; Wikipedia. The guidelines apply to the creation of content as well as commenting on others' content in public whether it is made as a Councillor or in the capacity of the parish council.

2. General social media guidelines

These guidelines must be followed by Ripley Parish Councillors and staff:

1. Councillors and employees must never engage in false, inappropriate, threatening, harassing, or defaming conduct that would be harmful to the council or its employees or would damage council relationships
2. Councillors or staff must never disclose confidential information obtained through their position. The rules contained within the Data Protection Act 1998 must be adhered to
3. Council logos, headings, or imagery may only be used with the express permission of the parish council. The council and its employees reserve the right to remove content deemed inappropriate when posted on channels it maintains
4. The council reserves the right to take appropriate action with regard to any Councillor or employee who fails to abide by this Policy. Unless expressly authorised by the council, all

comment on social media channels shall be an expression of the individual's opinion and not that of the council

3. Councillor social media

Ripley Parish Council's Code of Conduct states rules regarding appropriate behaviour and conduct. These are applicable online and with social media channels, as with communications both inside and outside of the council. When using personal social media channels, there are three points that users must always accept and agree:

1. Unless specifically authorised, Councillors must understand that they are communicating on a personal basis
2. Councillors may report decisions of the council, but must take care to ensure that any comments made respect the council's decision
3. Councillors must carefully consider what they are communicating and take all reasonable steps to ensure their views could not be misrepresented in any way

A breach of these rules could bring the council's reputation into disrepute. An alleged breach could lead to further action being taken in respect of the Councillor concerned, including referral to the Monitoring Officer and Standards Committee.

4. Ripley Parish Council social media

When using the parish council's social media channels, there are three points that users must always accept and agree:

1. Where the parish council operates social media channels, these are to be used solely for mediating council aims, objectives, decisions, and events to the public
2. Parish council social media can be used to engage with and promote relevant local events and organisations, along with non-party political news on elections
3. Parish council social media communications should always be positive or constructive in tone

Appendix A – Specific guidelines for social media communications

1. These guidelines are intended to supplement and not replace the Code of Conduct, which should be regarded as definitive
2. Social media channels should provide a valuable means for communicating with a wide cross-section of parishioners and other interested parties
3. Social media postings may be read by anyone and have the potential to be taken out of context. Postings should therefore be clear and unambiguous
4. If necessary, background information should be referred to
5. Do not feel obliged to respond to a social media post or thread if you have nothing constructive to add
6. Councillors should always declare in what capacity they are posting on social media

7. Social media posts or retweets made in the name of Ripley Parish Council should only concern council matters, the promotion of local organisations or events, or matters regarding elections
8. Postings under the name of Ripley Parish Council on topics which may be considered controversial should be restricted to statements of fact or of policies which the Council or its Committees has formally resolved
9. Councillors and employees commenting on matters which may be the subject of a resolution by the Council or one of its Committees must take care to avoid displaying prejudice or pre-determination
10. Councillors and employees should refrain from engaging in debate, particularly that which may become vexatious or with anonymous parties. However, if a thread relating to the work of Ripley Parish Council appears to be ill-informed, factual corrections and/or background information may be provided. Other councillors or employees may be consulted
11. Councillors or employees must not post any information on social media which has been given in confidence
12. Councillors are not to use Ripley Parish Council social media channels (or any other facilities provided at the expense of the parish council) to campaign for election