

BARNT GREEN PARISH COUNCIL

80 Hewell Road, Birmingham, B45 8NF

0121 447 9893

exec@barntgreen.org.uk
www.barntgreen.org.uk



Summons and Notice of Meeting

Members are summoned to attend an **online Parish Council** meeting to be held on
11am, 10 August 2020

The meeting is open to the press and members of the public who may access the meeting by requesting a link to the email below

exec@barntgreen.org.uk to request a link to join the meeting

Meeting Agenda

20/021 Welcome by the Chairman

20/022 Apologies

To receive apologies from absent members and record the reason for absence.

Members are advised to forward apologies on receipt of this summons by email.

20/023 Declarations of Interest: Councillors are reminded that to ensure transparency and retain public confidence in the council's decisions they are required to -

- a) Keep their Register of Interests form up to date;
- b) Declare any Disclosable Pecuniary Interests (DPI) and any Other Disclosable Interests (ODI) in agenda items and the nature of those interests.

Members are requested to declare their interests at this point during the meeting or alternatively lodge an interest with the Executive Officer prior to the meeting by email.

20/024 To consider any dispensations

Written requests for the council to grant a dispensation to a councillor (as per Localism Act 2011, s33) **must be with the Executive Officer before the meeting starts by email.**

20/025 To adopt previous minutes

To approve adoption of the minutes of the parish council meeting held 22 June 2020, previously circulated but also attached.

20/026 Motion to suspend the 6 month rule - Section 85 (1) of the Local Government Act 1972 requires a Member of a Local Authority to attend at least one meeting of that Authority within a six month consecutive period, in order to avoid being disqualified as a Councillor. This requirement can be waived, and the time limit extended if such a request is approved by Council in advance of the six-month period expiring.

Recommendations:

The Council is recommended to:

a) Consider a motion to suspend the 6-month rule period arising from Section 85 (1) of the Local Government Act 1972 on the grounds of technical difficulties some councillors may encounter due to meeting in an online format.

b) That Council approve the requested extension of time to expire on 31 May 2021.

20/027 Policy and Documents Review - All approved Policies will be uploaded onto the council's website

- a) **Operation London Bridge Protocol** – following the previous parish council meeting, this document has now been finalised requiring adoption and signature by the Chairman.
- b) **Employee Appraisal Policy** – This policy has been updated and requires approval and signature by the Chairman.
- c) **Member-Officer Protocol Dignity at Work Policy** - This has been revised with additional information and reference made to the Council's Equal Opportunities Policy and Complaints Procedure. The policy requires approval and signature by the Chairman.
- d) **Balances and Reserves Policy as at July 2020** - This annual policy enables the council to manage its funds. The General Fund is calculated using the current expected annual receipt figures and an appropriate Contingency set to accommodate any unforeseen expenditure. Earmarked funds is an amount allocated for expenditure the council may wish to provide during this financial period, however it is only used as a guide to enable an appropriate level of reserves to be held, rather than agreed and committed expenditure. This policy requires approval and signature by the Chairman.
- e) **Risk Management Policy** – This has received minor amendments and necessitates approval and signature by the Chairman.
- f) **Freedom of Information Policy** – This policy has been reviewed requiring no change. Approval and signature are necessitated.
- g) **Publication Scheme** - This policy has been reviewed with no change needed requiring approval.

20/028 Executive Officer's Report

To be advised of any decisions taken under delegated powers since the last meeting and receive updates to ongoing matters and a list of office communications since the last council meeting;

a) Station	An update has been received from Network Rail on 15 July indicating that DfT has signed off on the funding process for the detailed design phase of Barnt Green Station accessibility project. Network Rail has instructed the project team to proceed with design and updates will be provided on the progress.
b) SmartWater	Having previously reported that Barnt Green has now reached 70% saturation enabling SmartWater signage to be installed in the village, the EO has received permission from West Midlands Trains that signs can be installed at the station. West Mercia has ordered the signage and will forward a date in due course when these will be installed village wide.
c) Commuter Car Park – Easement for sewage pipes.	An email has been received from the Council's Solicitor regarding a request from CALA Management for a Deed of Grant of Easement for sewer pipes to be laid on car park land. A request that the charge of £1,000 for Solicitors time and agreement to open the gated pathway leading from Butterwick Close on to Cherry Hill Road has been forwarded

	to CALA Management prior to a sign off from the parish council. CALA have agreed to pay the legal costs but not keeping the gate open for public access.
d) Memorial Bench for local resident	An email has been received from a family member of local recently deceased resident requesting a bench be installed with a commemorative plaque. The preferred choice of location being the grass verge on Hewell Road adjacent to the tiered planter (not BGPC land), the family have stated that purchase, installation, and maintenance cost will be met by them. The EO has reverted their enquiry to a WCC Officer and Cllr McDonald, however, should the family require support in their request to WCC, the parish is asked to provide this.

20/029 Finance

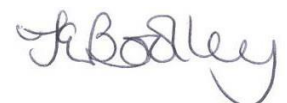
- (i) To note the current financial position and bills for payment authorised on 17 July. See attached page 4.
- (ii) To be advised of any expenditure decisions taken by Executive Officer. See Monzo reconciliation and request for authorisation to top up the balance to the agreed sum of £200.00. Top Up request £198.05 authorised 17 July 2020.

20/030 Environment & Community Wellbeing

- a) Improvements to Bittell Road Playing Field – The pathway has been completed and the areas where the earth spoils had been deposited have been levelled and reseeded. The new information sign has now been installed with all old signage removed. Tree work to improve the use of the basketball square has also been carried out and the grass cutting contractor will carry out hedge cutting around the field perimeter in September following the nesting season.
- b) Reopening of parks – All signs have been produced and installed in the playground of Millennium Park and Bittell Road Playing Field. The council has a stock of extra replacement signs should these get damaged or marked with graffiti. A request for the 2nd sanitiser dispenser offered by BDC to be located at the entrance to the Millennium Park playground has been sent and 2 x sanitiser units have been purchased for Bittell Road Playing Field.
- c) Christmas Lights Switch On Event – Please see separate report attached. Members are asked to consider recommendations within this report.
- d) Christmas Lights 3 Year Hire Lighting Scheme Quotation - Please see separate report attached. Members are asked to consider recommendations within this report.

20/031 Date of Next Meeting

The next online Parish Council Meeting will be published on the council website and main noticeboard 3 working days prior to meeting. Members are requested to consider a convenient date for an online parish council meeting for September.



Tracy Bodley
Executive Officer

Council Members: R Cholmondeley (Chairman), C Hotham (vice-Chairman), J Jagger, J Nilsson, P Perry, S Whitehand, O Polton and 1 Vacancy

Agenda Item 20/029 (i) To note the current financial position and bills for payment.
Current financial Position – Bank Reconciliation up to 30 June 2020

Bank Reconciliation at 06/07/2020			
	Cash in Hand 01/04/2020		91,946.60
	ADD Receipts 01/04/2020 - 06/07/2020		34,227.05
			126,173.65
	SUBTRACT Payments 01/04/2020 - 06/07/2020		20,536.42
A	Cash in Hand 06/07/2020 (per Cash Book)		105,637.23
Cash in hand per Bank Statements			
	Petty Cash	31/05/2020	0.00
	Cambridge Building Society	30/06/2020	63,963.31
	Unity Bank Deposit Account	30/06/2020	40,294.35
	Unity Bank Current Account	30/06/2020	1,379.57
			105,637.23
	Less unrepresented payments		0.00
			105,637.23
	Plus unrepresented receipts		0.00
B	Adjusted Bank Balance		105,637.23
A = B Checks out OK			

July Payments Report – Authorised 17 July 2020

July 2020 Payments List

Voucher	Payment Method	Description	Net	VAT	Total
54	DD	Continuous footpath lighting energy	12.94	0.65	13.59
55	DD	Dusk to dawn footpath lighting energy	226.12	45.22	271.34
58	SO	Grounds maintenance at playing field	232.41	46.48	278.89
59	DD	Landline and Broadband	37.50	7.50	45.00
61	BACS	Outdoor Hand Sanitiser Dispenser	830.00	166.00	996.00
56	BACS	Bittell Road Playing Field Information Sign	175.00	0.00	175.00
57	BACS	Social Distancing Signs for parks	388.00	0.00	388.00
60	BACS	Outdoor Parish Caretaker	450.00	0.00	450.00
62	BACS	Salary	1,376.24	0.00	1,376.24
63	DD	Pension contributions	168.87	0.00	168.87
64	BACS	Petty cash top up	198.05	0.00	198.05
			4,095.13	265.85	4,360.98

Agenda Item 20/029 (ii) Monzo reconciliation and request for authorisation to top up the balance to the agreed sum of £200.00. Top Up request £198.05

Monzo Reconciliation up to 13 July 2020				
Date	Description	Supplier	Expenditure	Deposit
	Opening Balance			29.84
24/03/2020	BGPC Top up			170.16
				200.00
21/05/2020	Monthly Subscription	Adobe	15.17	
22/05/2020	Sellotape	Post Office	1.69	
01/06/2020	Anti-virus Security -Annual Renewal	ESET	31.46	
02/06/2020	IT Software	Fiverr	15.98	
18/06/2020	Noticeboard Lock	RS Components	14.88	
21/06/2020	Monthly Subscription	Adobe	15.17	
26/06/2020	Refund	RS Components	-14.88	
29/06/2020	Table Flag	Amazon	14.89	
	Condolence Book, Sheets for book and arm bands		49.92	
	Black Ribbons		11.03	
30/06/2020	Online Communication Subscription	Zoom	14.39	
02/07/2020	First Aid Kit	Lidl	4.99	
02/07/2020	Social Distance Stickers	Amazon	8.98	
11/07/2020	Noticeboard Lock	RS Components	14.38	
		Sub-Total Spend	198.05	
		Balance		1.95
		Top Up Request		198.05

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Minutes of the Parish Council Online meeting on Monday 22 June 2020 at 10.00am

Members present: Cllrs R Cholmondeley, C Hotham, P Perry, J Nilsson, and S Whitehand

In attendance: Executive Officer, Tracy Bodley

20/011 Welcome by the Chairman

Members were thanked for their attendance at the second online parish council meeting since the Covid-19 lockdown.

20/012 Apologies

Cllrs Polton, Jagger

20/013 Declarations of Interest: Councillors were reminded that to ensure transparency and retain public confidence in the council's decisions they are required to -

- a) Keep their Register of Interests form up to date;
- b) Declare any Disclosable Pecuniary Interests (DPI) and any Other Disclosable Interests (ODI) in agenda items and the nature of those interests.

No declarations were received.

20/014 To consider any dispensations

No dispensation requests had been received.

20/015 To adopt previous minutes

To approve adoption of the minutes of the Parish Council meeting held 21/05/2020

AGREED

The minutes of the Parish Council meeting held 21/05/2020 were approved as an accurate record of the meeting and signed by the Chairman.

20/016 Policy and Documents Review - All approved Policies will be uploaded onto the council's website

- a) **Volunteers Policy and Procedure** – To comply with insurance regulations and to recognise the Council's duty of care to its volunteers, a newly created policy to encompass protecting both the council and the volunteer was circulated for approval. A draft copy of the Pollinating Group Volunteer Risk Assessment was also provided for approval.
- b) **Guidelines for Staff, Volunteers and Councillors** - The guidelines being updated will accompany the Volunteers Policy and Procedure and will be issued to volunteers signing up to carry out voluntary work.
- c) **Protocol on Preapplication Meetings for Major Developments** – The policy having been updated to include statements from the National Planning Policy Framework and additional information relevant to the current National Guidelines required approval and signature by the Chairman.

d) Councillor Vacancies and Co-Option Procedure - The policy and application form, requiring approval and signature by the Chairman, had revisions and additional information included to allow interested candidates to gain a better understanding of the procedure.

e) Vexatious Requests and Complaints Policy - The policy had been created to address an increased frequency in vexatious and repeated complaints made toward the council, its staff, and contractors. Demonstrating the procedure to follow should habitual requests be received the policy required adoption and signature by the Chairman.

RESOLVED:

- i) That the Volunteers Policy and Procedure be approved and signed by the Chairman.
- ii) That the Guidelines for Staff, Volunteers and Councillors be approved and circulated as part of the Volunteer Recruitment Pack.
- iii) That the Protocol on Preapplication Meetings for Major Development be approved and signed by the Chairman.
- iv) That the Councillor Vacancies and Co-Option Procedure be approved and signed by the Chairman.
- v) That the Vexatious Requests and Complaints Policy be adopted and signed by the Chairman.

f) Death of a Senior National Figure – Operation London Bridge Protocol

The protocol being circulated in draft format required approval of recommendations. Council members were asked to consider how the village would wish to pay respect on the death of a Senior National Figure.

An action grid circulated highlighted items that required consideration and approval prior to the adoption of the procedure.

RESOLVED:

- i) That the Mourning Protocol be approved.
- ii) That the Flag Flying volunteers would be Cllrs Perry and Hotham.
- iii) That the flag equipment be kept in the new shed when it arrives.
- iv) That Cllr Perry would draft a 'How to' Guide to raising the flag to be kept with the flag paraphernalia.
- v) That the Parish Council will give a Proclamation within the village but would consult local Church Seniors for its consideration.
- vi) That 1 x Book of Condolence will be located in the Parish Council Office with a sign stating opening hours.
- vii) That Condolences received via the Website would be printed and added to the pages of the hard copy Book of Condolence.
- viii) That the site for the laying of flowers underneath the large oak tree located in Millennium Park be approved.
- ix) The expenditure for black ribbons, armbands etc. be approved and stored in the Parish Council Office. The location of this would be detailed in the final protocol to be approved.
- x) That the content for the website be drafted by the EO for subsequent approval.
- xi) That the Letter of Condolence be drafted by the Chairman and a copy held on file along with the final protocol to be approved.
- xii) That a downgraded formal mourning protocol be drafted for Royalty not in direct succession to the throne and other senior figures in a tabular format.

20/017 Executive Officer's Report

To be advised of any decisions taken under delegated powers since the last meeting and receive updates to ongoing matters and a list of office communications since the previous council meeting.

<p>a) Station</p>	<p>It was reported that an update had been received from Network Rail stating that a query had been highlighted from the Chief Secretary to the Treasury regarding cost effective delivery of the scheme. Network Rail has answered this and is awaiting the remit from DfT to commence design. The Chairman stated that further delay may result in the council seeking action from the Equalities Commission.</p> <p style="text-align: center; border: 1px solid black; padding: 5px;">RESOLVED: That the report was noted.</p>
<p>b) SmartWater</p>	<p>Having previously reported that Barnt Green has now reached 70% saturation enabling SmartWater signage to be installed in the village, the EO is awaiting responses from other agencies prior to forwarding the final site plan to West Mercia Police for installation. West Mercia has placed an order for the A1 'Barnt Green' named signs in readiness.</p> <p style="text-align: center; border: 1px solid black; padding: 5px;">RESOLVED: That the report was noted.</p>
<p>c) Streetlamp Replacement LED Bulbs completion</p>	<p>It was reported that due to the Covid-19 lockdown the replacement LED lighting contractor had notified the parish council that they had been closed since 24 March and their staff furloughed. The business re-opened on 1 June and steps have been taken to chase the delivery of bulbs from China for the remaining streetlamps.</p> <p style="text-align: center; border: 1px solid black; padding: 5px;">RESOLVED: That the report was noted.</p>
<p>d) Yellow developer signs within the village</p>	<p>It was reported that the EO asked the lighting contractor to remove 3 x yellow signs that were installed on streetlamps without permission.</p> <p style="text-align: center; border: 1px solid black; padding: 5px;">RESOLVED: That the report was noted.</p>
<p>e) Shed base and replacement fencing – Millennium Park</p>	<p>It was reported that the contractor had completed work on the shed base installation and that a shed had been placed on order with a lead time of approximately 8 weeks. The measurement and colour of metal shed had changed due to the difficulties in sourcing the previously approved item.</p> <p style="text-align: center; border: 1px solid black; padding: 5px;">RESOLVED: That the report was noted.</p>
<p>f) Worcestershire County Council – Mineral Site Allocations Call for Sites Responses</p>	<p>An email had been received stating that a Mineral Site Allocations Development Plan is being prepared. A 'Call for Sites' ran from Jan - Mar with the council publishing a summary of sites promoted for consideration. No decision has yet been made on which of these sites should be</p>

	<p>allocated.</p> <p>RESOLVED: That the report was noted.</p>
g) Rapid Electric Car Charging - Update	<p>It was reported that BDC had appointed and signed contracts for installation and management of rapid electric car charging points throughout the district. The successful contractor is currently drawing up contracts.</p> <p>RESOLVED: That the report was noted.</p>
h) Litter bin – Commuter Carpark	<p>BDC advised that a litter bin will be installed shortly with regular collections scheduled to coincide with collections on the playing field.</p> <p>RESOLVED: That the report was noted.</p>
i) Overhanging holly tree and large shrubs Hewell Road	<p>The EO advised that following reports that work was required to improve visibility to the streetlamp and road users and minimise health and safety implications, instruction had been given to carry out the work at a cost of £210.00. The string lights would also be removed as part of this work.</p> <p>RESOLVED: That the report was noted.</p>
j) Vehicle Activated Speed Sign, Fiery Hill Road – WCC installation request	<p>An email had been received from an Officer at WCC requesting installation of a VA sign for Fiery Hill Road. Once installed the cost to power, maintain and replace would be the responsibility of the parish council.</p> <p>RESOLVED: That the installation of the VAS Sign be approved.</p>

20/018 Finance

- (i) To note the current financial position and bills for payment. Authorised 18 June 2020.

RESOLVED:

- a) That the current financial position be noted.
- b) That the list of payments be noted.

- (ii) To be advised of Final Internal Audit Report and to note recommendations;

RESOLVED:

- a) That the recommendations from the Internal Auditor as circulated within the agenda be noted.
- b) That noting the comments made by the Internal Auditor regarding The Risk Management Policy being the 'best that he had seen', the EO be thanked for her work on drafting this document.

- (iii) To be advised that the Annual Governance and Accountability Return (AGAR) has been submitted to the External Auditor and the Notice of Public Rights and Publication of Unaudited Annual Governance and Accountability Return for year ended 31 March 2020 has been published.

RESOLVED: That the report was noted.

20/019 Environment & Community Wellbeing

a) Pathway Improvements to Bittell Road Playing Field –

A discussion took place regarding the pedestrian gate now that raising the ground level to allow for run off rainwater only allowed the gate to be pulled open. Cllr Hotham stated that the contractors could be asked to remove the bottom section of the gate allowing it to open in both directions. The EO stated that contact would be made to see if the problem could be resolved.

A report on other matters relating to the playing field improvements was previously circulated requiring approval of various recommendations:

RESOLVED:

- i) That expenditure on the installation of the Outdoor Hand Sanitiser be approved, the location of such would be installed by the bank of gym equipment with installation postponed coinciding with the gym equipment installation.
- ii) That clearance tree work at the playing field be approved.
- iii) That a contractor would be asked to cut back vegetation by the entrance and around the pathway up to a budget of £300.
- iv) That a new consolidated information panel be approved.
- v) That the redundant signs be removed.
- vi) That installation of the Trim Trail Distance marker be approved with installation postponed coinciding with the gym equipment installation.

b) Pollinator Patch – Volunteer Request – It was reported that various social media platforms had been employed to formulate a bank of volunteers. The Chairman requested members to lend their support, spread the word to build up the register and asked if any member wished to be added to the list.

RESOLVED: That the report was noted.

c) Total Football Field Hire – It was advised due to Covid-19 there was a period where the football club was unable to operate. The club has since restarted on 2 June on a limited basis. The Chairman proposed issuing a credit note for term 2 (£170.00) in lieu on non-usage during the lockdown.

RESOLVED: That a credit note be issued against term 2.

d) Bittell Road Playing Field – Night-time activity. It was reported that groups had been congregating in the playing field at night and neighbouring houses had expressed concerns regarding noise level calling the police. An increase in litter had also been reported. It was advised that the EO had responded to complaints stating that the situation will be monitored, hoping that relaxation of current restrictions will resolve the problem. The council was asked if it wished to pursue the matter formerly by introducing a PSPO.

RESOLVED: That the situation would be monitored in the first instance.

e) Boundary of Children's Play Area in Millennium Park – It was reported that work had been completed on the boundary fence adjoining a neighbouring property on Hewell Road. The property owner is seeking permission to use the space between the old and new boundary to plant additional screening. Members were asked to consider granting permission with a stipulation that a signed agreement would be provided acknowledging that further maintenance of that area would fall to the property owner and any damage caused by said planting

to the perimeter fence would also be their responsibility.

RESOLVED: That permission be granted with a suitable signed agreement in place.

- f) Use of Carpark by Mercian Fitness and Nordic Walking Group – It was advised that an approach was made requesting use of the playing field carpark for up to 6 vehicles for the duration of up to 2 hours on an occasional basis providing a starting point for group walks. The EO supplied an alternative site as the commuter carpark.

RESOLVED: That permission be granted for the walking group to use the carpark on an occasional basis with preference given to the larger commuter carpark.

20/020 Date of Next Meeting

Members were requested to make themselves available for an online parish council meeting to take place in July which will be published on the council website and main noticeboard in advance.

This meeting ended at 11:48hrs

Signed:..... Date.....
Chairman, Barnt Green Parish Council

Current financial position (bank reconciliation to 31 May 2020)

Barnt Green Parish Council

Prepared by: Tracy Bodley Date: 08/06/2020
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

Bank Reconciliation at 08/06/2020			
	Cash in Hand 01/04/2020		91,946.60
	ADD Receipts 01/04/2020 - 08/06/2020		34,162.93
			126,109.53
	SUBTRACT Payments 01/04/2020 - 08/06/2020		11,699.41
A	Cash in Hand 08/06/2020 (per Cash Book)		114,410.12
	Cash in hand per Bank Statements		
	Petty Cash 31/05/2020	0.00	
	Cambridge Building Society 31/05/2020	63,963.31	
	Unity Bank Deposit Account 31/05/2020	50,244.41	
	Unity Bank Current Account 31/05/2020	202.40	
			114,410.12
	Less unrepresented payments		0.00
			114,410.12
	Plus unrepresented receipts		0.00
B	Adjusted Bank Balance		114,410.12
	A = B Checks out OK		

Excerpt from the Financial Spreadsheet for June Payments

Voucher	Payment Method	Description	Net	VAT	Total
34	BACS	Internal Audit	247.40	0.00	247.40
35	BACS	Outdoor Parish Caretaker	450.00	0.00	450.00
36	SO	Office Rent	1,237.50	0.00	1,237.50
37	SO	Grounds maintenance at playing field	232.41	46.48	278.89
38	BACS	Professional Fees - Lease on Millennium Park (Cadent Gas)	936.67	187.33	1,124.00
39	DD	Pension contributions	168.87	0.00	168.87
40	BACS	Salary	1,376.44	0.00	1,376.44
41	DD	Landline and Broadband	37.50	7.50	45.00
42	BACS	PAYE Qtr. 1	848.19	0.00	848.19
43	BACS	Summer planting - planters	466.67	93.33	560.00
44	BACS	Metal Apex Shed	526.62	105.33	631.95
45	DD	Continuous footpath lighting energy	13.24	0.66	13.90
46	DD	Dusk to dawn footpath lighting energy	233.47	46.70	280.17
47	BACS	Grounds maintenance at Millennium Park	118.00	0.00	118.00
48	BACS	Cutting Verges - Hewell Road	32.00	0.00	32.00
49	BACS	Removal of 3 x Yellow signs	60.00	12.00	72.00
50	BACS	Dog bags	137.25	27.45	164.70
51	BACS	Shed Base Installation	570.00	0.00	570.00
52	BACS	Supply and fit perimeter fence	600.00	0.00	600.00
			8,292.23	526.78	8,819.01

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PROTOCOL FOR MARKING THE DEATH OF A **SENIOR NATIONAL FIGURE** **OPERATION LONDON BRIDGE**

Adopted at a Parish Council Meeting held on 10 August 2020

Signed by the Chairman: _____

Review Date: July 2021

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1. INTRODUCTION

These guidance notes have been produced from those issued by the National Association of Civic Officers (NACO). They set out the protocols to which local Councils should follow and observe on marking the death of a senior national figure and to be observed on the death of the Sovereign, which involves the greatest number of ceremonial elements.

This protocol will enable the parish council to select elements that are appropriate when marking the death of, for instance, another member of the Royal Family, a Prime Minister or former Prime Minister, a serving Member of Parliament.

All parts of this protocol apply on the death of the Sovereign and those sections around the Accession Proclamation arise only on the Monarch's death. Beyond that, implementation of the Protocol is a matter to be decided within the parish council.

This protocol offers guidance on how to mark a death. It is for the Parish Council to decide which parts of the protocol is implemented and to what extent.

Flying of flag at half-mast will always be appropriate. Other decisions, may be appropriate as well, such as whether:

- to fly other union flags with mourning cravat
- to read the Proclamation
- to insert mourning front page to website
- to cancel or reschedule meetings or events
- to have designated flower laying area
- to consider a dress code
- to open a Book of Condolence, or whether
- to mark a silence (and how and where)

High Sheriffs have responsibility for reading the Proclamation within their counties, questions relating to this aspect of arrangements can be directed to the local High Sheriff or Under Sheriff. In many areas High Sheriffs are working closely with their Lord-Lieutenants and so the Lord-Lieutenant's office is a further source of information.

This protocol may also be useful guide when responding to an incident which has led to a large number of deaths, for example: a train crash or terrorist attack.

It is important that plans include out-of-hours contact details for all those who will be called on to act. This plan will be reviewed regularly to ensure that all the information remains relevant.

2. PROTOCOL

This protocol document had been drawn up to prepare Barnt Green Parish Council (BGPC) for the death of a senior national figure.

2.1 IMPLEMENTATION OF THE PROTOCOL

See Action Grid 2.

Plans to mark a death should be implemented only when a formal announcement has been made. For instance, if news agencies are saying that “*reports are being received of the death of ...*” it must be treated with caution. If possible, wait for a more definite announcement (perhaps along the lines that “*it has been announced by Buckingham Palace / Downing Street that...*”

This protocol for BGPC identifies those who are authorised to implement the plans. For the Sovereign or another senior member of the Royal Family the decision will be delegated to the Executive Officer with consultation with the Chairman. For other figures, there may need to be consultation at the time on the appropriate ways in which the death should be marked.

The day of the death of the Sovereigns will be known as D-Day, then D+1, D+2 etc. through the ten days of national Mourning. The state funeral will be held on D+10, except if this date falls on a Sunday, when the funeral will be on D+11.

3. FLAG FLYING

See Action Grid 3 (page 9) for full details of flag flying protocol.

On the formal announcement of death, the union flag in Millennium Park will be lowered to half-mast until 0800hrs on the morning following the funeral.

4. PROCLAMATION DAY SCHEDULE

In the case of the death of the Sovereign, the day following the death D+1 will be Proclamation Day, which is the day the new Sovereign is proclaimed.

D+1 - The Proclamation will be made at St James’s Palace at 1100hrs (or 1400hrs if it is a Sunday). The Proclamation will then be ‘cascaded’. At noon on Proclamation Day it will be read at the Royal Exchange in the City of London.

D+2 – At noon on D+2, it will be read: in Edinburgh by Lord Lyon King of Arms at Mercat Cross and at the drawbridge to Edinburgh Castle; in Cardiff by Wales Herald Extraordinary at Cardiff Castle and in Belfast by Norroy and Ulster King of Arms.

Once these Proclamations have been made it is appropriate for the Proclamation to be read at County, City, District and then at Parish level. High Sheriffs will read the Proclamation at County level along with Lord-Lieutenants. Most High Sheriffs are expected to make their readings at 1400hrs on D+2. It is suggested that local civic leaders should therefore make their readings at or after 1600hrs.

In all cases, following the county level Proclamation, where a local authority wishes to make the Proclamation, it is important that thought is given to following issues:

- Who will read the Proclamation?
- Where is the location that the Proclamation will be read?
- What are the arrangements that will be made to tell the public in advance of the reading of the Proclamation?
- Who will be invited to be present?
- Who will be in the platform party?

4.1 PROCLAMATION DAY

See Action Grid 4 (page 10)

On Proclamation Day flags will, at the start of the day, be flying at half-mast. All flags will then be flown from the masthead from 1100hrs on Proclamation Day (D+1) to coincide with the reading of the Principal Proclamation, until 1630hrs the following day, (D+2). This is due to the official schedule of the Proclamation (see below for more details), it will be read in London on Proclamation Day (D+1), then read at noon in Belfast, Edinburgh and Cardiff on the day following Proclamation Day (D+2). Once those Proclamations have been made at 1400 hrs on D+2, High Sheriffs will then read the Proclamation at County level and Lord-Lieutenants will be alongside them.

4.2 PROCLAMATION DAY PROTOCOL

The NACO guidance has now been reviewed and the latest version of the protocol is attached. The key points arising from the review are:

Flag Timings:

having flown at half-mast since the announcement of the death of the Sovereign, all flags will be raised to full-mast at 1100hrs on D+1 (the day after death), when the Proclamation is read at St James's Palace in London. They will continue to fly at half-mast until 1300hrs on D+2 to allow for the Accession Proclamation to be read out in Belfast, Cardiff and Edinburgh. These times are fixed as part of the National plan for mourning and should not be interpreted locally. It is important that all flags are raised to full mast at 1100hrs on D+1 and are returned to half-mast following the Proclamation reading on D+2.

Reading of the Proclamation:

There is benefit in coordinating the reading of the Proclamation on D+2 after it has been read in Belfast, Cardiff and Edinburgh. The High Sheriff's Association is encouraging its members to agree that High Sheriffs will read the Proclamation at 1400hrs on D+2. In some areas Mayors are being invited to be present at that reading so that they can then return to their areas and read the Proclamation within their own communities. It is strongly recommended that Mayors, Chairs and Chairmen of Councils should therefore aim to read the Proclamation from 1600hrs onwards. It is recognised that in some large rural areas, it will not be possible for a

civic leader present at the County reading by the High Sheriff to return that swiftly and that is why that degree of flexibility has been included in the timings.

Form of Words:

The wording of the Accession Proclamation will be on the Buckingham Palace website and the Privy Council website soon after it has been read at St James's Palace on D+1, a copy of this should be obtained for reading on D+2.

Suggested Words for the Ceremony:

For the Chairman:

"We come together this afternoon following the passing of our late Sovereign, Queen Elizabeth the Second. Our sadness at this time is shared by people across the globe, as we remember with affection and gratitude the lifetime of service given by our longest service Monarch. But the basis on which our Monarchy is built has ensured that through the centuries the Crown has passed in an unbroken line of succession. Today's ceremony marks the formal Proclamation to the people of Barnt Green and the beginning of our new King's reign.

Yesterday, the Accession Council met at St James's Palace to proclaim our new Sovereign. The flags which had flown at half-mast since The Queen's death are raised briefly to their full height to mark the start of His Majesty's rein.

The Accession Council also made an order requiring High Sheriffs to cause the Proclamation to be read in the areas of their jurisdiction. It was that task which the High Sheriff of the County of Worcestershire discharged earlier this afternoon and with my humble duty I now call on [Name] to read the Proclamation to the people of Barnt Green. Ladies and Gentlemen, the Proclamation of the Accession."

READS THE PROCLAMATION

At the end of the Proclamation, the Chairman will say "God Save the King."

Official guests will repeat "God Save the King."

All present join in saying "God Save the King."

The band (if there is one present) will play one verse of the National Anthem. Finally, the Chairman will call for three cheers for His Majesty the King. Dispersal.

5. BOOKS OF CONDOLENCE

See Action Grid 5.

Books of Condolence will be opened on the first working day after the day of death D+1. BGPC Council Offices will be used to house the condolence book. A table with suitable cloth will be set up, along with a portrait of the deceased and a small arrangement of flowers or desktop union flag.

All books will be placed in an easily accessible location, though it is important the place is quiet enough to enable those signing the books a moment of privacy and quiet reflection.

Books will be placed on a good-sized table, covered with a suitable cloth, a chair, a supply of pens along with a suitable framed photograph on the table.

A good supply of paper, hole-punched to fit in a loose-leaf binder will be provided and kept well stocked. A loose-leaf folder offers an opportunity to act if the book is defaced or offensive comments included.

Pages including any questionable comments should be quietly removed until such time as a decision can be taken by the Chairman, Executive Officer on whether they should be permanently excluded.

The Chairman may wish to agree a form of words for a message, expressing sorrow at the news of the death. This may be the form of words included in a press release, Twitter or Facebook message or on the home page of the website.

Dependant on local circumstances it is suggested that Books of Condolence should be closed at the end of the day following the day of the funeral (i.e. if the funeral falls on a Thursday, Books should close at 1700hrs on the Friday). Books of Condolence are essentially a local record of the sentiments expressed by local people on the death of a national figure. As such, they should form part of the BGPC's archive, so that future generations are able easily to gain access to them and find out the way in which national events were marked in the area.

It is simply not feasible for every book from all sad occasions to form part of the Royal Archives. However, in a letter of condolence from the Chairman reference should be made to the Book of Condolence and its existence in the local archives. The letter will then be stored in the Royal Archives and act as an effective cross reference.

5.1 ONLINE BOOK OF CONDOLENCE

See Action Grid 5

BGPC will be accepting online submissions for the Book of Condolence through a contact form on its website: www.barntgreenparishcouncil.org.uk The submissions will then be collated and included in the Book of Condolence. Alternatively, a link to the Buckingham Palace e-Book of Condolence will be included on the website: www.royal.gov.uk

6. EVENTS DURING THE PERIOD OF MOURNING

See Action Grid 6.

From the day of the death until the day after the funeral, careful thought will be given to the types of events and activities which the parish council should host. Scheduled Parish Council meetings will be reviewed for postponement or rescheduling. This is a local decision and one which need to be reached with great sensitivity.

7. CHURCH SERVICES

See Action Grid 7.

Barnt Green Parish Councillors will be sent details of all Church services being held in the Parish.

8. FLOWERS

See Action Grid 8.

A designated area will be allocated as a place for residents and visitors to lay flowers during the period of mourning. Should residents wish to lay flowers during this time, they may do so in the Millennium Park. It is important to note that all of the plastic wrap should be removed before laying them. At the end of the mourning period, at 9am the day following the funeral, there will be a ceremonial removal of the flowers. All flowers will then be taken away to be composted, with the compost a tree will be planted at a location in the community, agreed by the Council, in memory of the Sovereign.

9. DRESS CODE

See Action Grid 9.

A view will be taken locally on what is the correct dress in the event of the death of a senior national figure. Whilst flags are at half-mast, it will be appropriate for black ties, ribbons and arms bands to be worn by Council members and senior officers. Please note: black arm bands are for Members of Council and staff. An adequate supply of these items will be available from the Parish Council Offices. Black ribbons will also be available from the parish office for any members of the public wishing to make a donation to a suitable charity.

10. MARKING A SILENCE

See Action Grid 10.

On the death of the Sovereign there will be a two-minute silence at 1100hrs on the day of the funeral (D+10). Which will be a public holiday (unless D+10 is a Saturday).

It may be that silence will be kept for other members of the Royal Family, perhaps on the day of the funeral as part of the funeral service. However, action on a silence for members of the Royal Family other than the Sovereign should await an announcement from Buckingham Palace.

The Chairman may wish to lead the silence in an appropriate public place and thought needs to be given as to where that might be, who will be present and how the beginning and end of the silence will be marked (perhaps a drum roll, bugle call or similar). It should also be established in the protocol how this information will be made public. The list of suggested guests is detailed in appendix 5 with the information being made public through the council's website and social media pages.

11. WEBSITE

See Action Grid 11.

After the official announcement from Buckingham Palace BGPC will activate a website holding page with a black background featuring: a photograph of the deceased, the year of birth to the year of death, and links to the following information: Council Services, Condolence Books, Church Services, Flowers and Flying of Flags. The holding page can be closed, for visitors to then access the main homepage. Each of the links will lead to a website page with the relevant information. The website mourning page needs to be drafted with all the correct information and will remain unpublished until it is required. The page will be activated as soon as an official announcement is made.

12. LETTERS OF CONDOLENCE

See Action Grid 12.

It is usual, in the case of the death of a member of the Royal Family, for letters to be sent to the Private Secretary of the deceased, asking that condolences be passed to the next of kin and other members of the Royal Family. Except in the case of the Sovereign's death, in which case they should be sent to the new Sovereign's Private Secretary asking that condolences be passed to the new Sovereign. In each case, other than exceptional local circumstances, one letter of condolence only should be sent.

ACTION GRIDS

2. IMPLEMENTATION OF PROTOCOL

Action Required	Implemented By	Other Notes
BGPC's mourning protocol will be implemented on the formal announcement of the death of any one of those persons named in appendix 1 (page 15).	Implementation will be authorised by Executive Officer. Contact details: exec@barntgreen.org.uk Emergency mobile number: 07580 711840	Protocol approved at the Parish Council meeting on XX XX 2020.

3. FLAG FLYING

Action Required	Implemented By	Other Notes
Immediately at the request of the Executive Officer the flag will be lowered to half-mast.	A volunteer councillor – location Millennium Park. Volunteers: Cllr Perry – philip.perry@barntgreen.org.uk 0121 4477706 / 07926 538623 Cllr Hotham – charleshotham@gmail.com 0121 4452930 / 07944 808085	Appendix 2 (page 16) to this protocol sets out the correct procedure for flying a flag at half-mast. Note: If the death falls on St. George's Day or the period of mourning includes St. George's Day, the flag of the Patron Saint should be replaced by the Union Flag at half-mast. Flag flying equipment will be stored in the new shed located in Millennium Park. Instructions on raising the flag to be kept with the flag and also as an appendix to this document. Appendix 3 (page 17/18)
Applicable only following the death of the Sovereign: On Proclamation Day (D+1) (the day following the death of the Sovereign, when the new Sovereign is proclaimed) The flag will - at 11.00 – be raised to full mast and flown throughout the day at full mast.	A volunteer councillor – location Millennium Park. Volunteers as listed above.	At 16:30 on D+2 returns to half-mast until D+10

4. PROCLAMATION DAY

Action Required	Implemented By	Other Notes
Proclamation location		Millennium Park
In Barnt Green the Proclamation will be read as follows:	<p>Introduction by the Chairman at 15:45hrs on the day following Proclamation Day</p> <p>Contact: Cllr Cholmondeley robert.cholmondeley@btinternet.com</p> <p>0121 445 4214</p> <p>Proclamation will be read by Rev. Canon Rob Fieldson – St Andrews Church</p> <p>Contact: rob@fieldson.co.uk</p> <p>0121 445 1269 or 07505 739647</p>	<p>Please refer to appendix 4 (page 19) for the ceremonial address for the proclamation.</p> <p>The Proclamation wording needs to be downloaded from the Buckingham Palace website on D+1.</p> <p>EO to print and circulate a copy of this to all parties giving the address.</p>
Invited guests	Notification of the reading of the Proclamation to be given by Executive Officer or duly authorised Deputy.	<p>A list is detailed in Appendix 5 (page 20)</p> <p>A contacts list is also set up on Outlook under 'OLB Proclamation Invitees'</p> <p>Invited dignitaries will be expected to wear black tie.</p> <p>Arm bands/black ribbons will be made available to dignitaries.</p> <p>Black Ribbons will be made available for members of the public for a small donation collected on behalf of a local charity.</p>
Reading of the Proclamation to be publicised.	Social Media, website and noticeboard.	A page has been produced for the website and an advert drafted see appendix 6 (page 20)

5. BOOKS OF CONDOLENCE

Action Required	Implemented By	Other Notes
<p>On the day following the announcement of the death of the Sovereign, The Duke of Edinburgh, The Prince of Wales or The Duchess of Cornwall, a Book of Condolence will be opened at the Parish Council Office.</p> <p><i>Consideration will be given at the time of each death on whether Books of Condolence should be opened for other members of the Royal Family.</i></p>	Executive Officer	<p>EO to ensure there is adequate paper available in the book. Pages that have been defaced or include offensive or other questionable comments will be removed until such time as a decision can be taken at senior level on whether they should be permanently excluded.</p> <p>Office hours detailed on the mourning pages on the website.</p>
<p>On the death of the Sovereign or The Duke of Edinburgh a second Book of Condolence will be located in St Andrews Church</p>	<p>Contact: office@chandbgparish.org.uk 0121 447 7097</p>	St. Andrews Church, Sandhills Road
<p>A contact form will be set up on the mourning pages of the website, for visitors to submit their condolences online.</p>	Executive Officer	<p>These condolences will then be collated and added to the book of condolence.</p>

6. EVENTS DURING THE PERIOD OF MOURNING

Action Required	Implemented By	Other Notes
<p>To review the programme of events to ensure it is appropriate in a time of national mourning and that it sits comfortably with the national mood.</p>	Chairman and Executive Officer	<p>Parish Council Meetings will be postponed for the official period of mourning, with any urgent items actioned using delegated powers of authority.</p> <p>Events will be cancelled – EO to enquire cost of event cancellation insurance under the current policy.</p>

7. CHURCH SERVICES

Action Required	Implemented By	Other Notes
Council Members will be sent the details of any services in Barnt Green	Executive Officer or duly authorised Deputy.	Contact details of Churches can be found on the mourning pages of the website.

8. FLOWERS

Action Required	Implemented By	Other Notes
Allocate a designated area for residents to lay flowers during the period of mourning.	Executive Officer	<p>Ensure there is enough space for the flowers, without impeding any access routes.</p> <p>Site location - Millennium Park underneath large oak tree.</p> <p>Signs to be produced for the entrances to the park to include: Exact flower laying location, Removal of film wrapping is requesting prior to flower laying and disposed of responsibly, Date of removal of all flowers (11th day following the death), All flowers to be composted and a memorial tree planted using the compost. (See Appendix 7 Page 21)</p>

9. DRESS CODE

Action Required	Implemented By	Other Notes
A stock of black ribbons and black arm bands will be made available from the Office.	The stock to be issued and maintained in good order by the Executive Officer	<p>At the time of the annual review of this protocol consideration will be given to the number of items in stock, their condition and the need for cleaning, repair or replacement.</p> <p>All protocol items to be kept in a marked box located in the office.</p>

10. MARKING A SILENCE

Action Required	Implemented By	Other Notes
Where the death of a senior member of the Royal Family is to be marked by a silence, an announcement will be made by Buckingham Palace.	Executive Officer	Drafted Advert – See Appendix 8 page 21 will be placed on website, social media and noticeboard in advance of the date.
Pre-Recorded Bugle Call The Rouse to commence The Last Post to lower the flag.	Executive Officer	Links to recordings of each bugle call can be obtained in appendix 8 page 21 These links will need to be downloaded and played and amplified through the councils' megaphone on the day of the marked silence. Before the day of the funeral the megaphone will need to be tested and spare batteries kept in the protocol box in preparedness.

11. WEBSITE

Action Required	Implemented By	Other Notes
Design an appropriate hold page.	Executive Officer	The hold page will have a black background featuring: a photograph of the deceased, the year of birth to the year of death, and links to the following information: Council Services, Condolence Books, Church Services, Flowers and Flying of Flags. See Appendix 9 (page 22)

The information for the Condolence Books, Church Services and Flying of the Flag to be drafted for the content of the website.	Executive Officer	Content detailed in appendix 10 (pages 23 – 25)
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12. LETTERS OF CONDOLENCE

Action Required	Implemented By	Other Notes
As soon as is practical, a letter of condolence will be drafted and circulated to the Chairman.	Chairman	Content drafted see appendix 11 (page 26)

APPENDIX 1

PROTOCOL FOR MARKING THE DEATH OF A SENIOR NATIONAL FIGURE OR LOCAL HOLDER OF HIGH OFFICE

This protocol sets out the action to be taken in the event of the death of:

Senior National Figure	Protocol Status
The Queen	Sovereign Protocol
The Duke of Edinburgh	Group 1
The Prince of Wales	Group 1
The Duchess of Cornwall	Group 1
The Duke of Cambridge	Group 1
The Duchess of Cambridge	Group 1
Prince George	Group 1
Princess Charlotte	Group 1
Prince Louis	Group 1
The Princess Royal	Group 1
The Duke of Sussex	Group 2
The Duchess of Sussex	Group 2
Archie Harrison Mountbatten-Windsor	Group 2
The Duke of York	Group 3
The Earl of Wessex	Group 3
The Countess of Wessex	Group 3
The Prime Minister	Group 3

The following protocol status as outlined above has been allocated thus:

Sovereign Protocol: 1. Flag Flying 2. Proclamation 3. Book of Condolence (including online) 4. Flower Laying 5. Dress Code 6. Marking of silence at 11:00hrs on the day of the funeral in a public place 7. Full Website Page 8. Letter of condolence sent
Group 1: 9. Flag Flying 10. Book of Condolence (including online) 11. Flower Laying 12. Dress Code 13. Marking of silence at 11:00hrs on the day of the funeral in a public place 14. Letter of condolence sent
Group 2: 1. Flag Flying 2. Marking of silence at 11:00hrs on the day of the funeral in a public place 3. Letter of condolence sent
Group 3: 1. Marking of silence at 11:00hrs on the day of the funeral in a public place

APPENDIX 2

FLYING FLAGS AT HALF-MAST

Authoritative information on flag flying can be found on the website of the Department for Culture, Media and Sport.

Information is also carried on the website of the Flag Institute (www.flaginstitute.org). but bear in mind that the Institute is not an official body and whilst its guidance can assist it does not carry the same weight as information from the Government.

Half-mast means the flag is flown two-thirds of the way up the flagpole, with at least the height of the flag between the top of the flag and the top of the flagpole. Flags cannot be flown at half-mast on poles that are more than 45° from the vertical, but a mourning cravat can be used instead (see the Flag Institute's website for further details).

When a flag is to be flown at half-mast, it should first be raised all the way to the top of the mast, allowed to remain there for a second and then be lowered to the half-mast position. When it is being lowered from half-mast, it should again be raised to the top of the mast for a second before being fully lowered.

When a British national flag is at half-mast, other flags on the same stand of poles should also be at half-mast or should not be flown at all. Flags of foreign nations should not be flown unless their country is also observing mourning.

APPENDIX 3

Flagpole Operation Guide

General

The flagpole in Millennium Park was purchased from Flagpole Express Ltd. The model of flagpole chosen has an internal halyard (rope for raising and lowering the flag) which lengthens its life and reduces the possibility of vandalism. The halyard end emerges at the top of the pole over an internal pulley and is moved by a winching system inside the pole. This winching mechanism is operated by a removable winding handle (Fig 1). The handle can be inserted through a hole in the pole near to the ground (Fig 2). Rotating the handle clockwise raises the flag, while anticlockwise lowers it.

The winding handle and two flags (a Union Jack and a St George flag) are kept in a green bag in the locked shed in the park. Each flag has a toggle at the top of one side and a cord loop at the bottom. Putting the toggle to the top ensures that the Union Jack is flown the correct way up.

A halyard clip (Fig 3) is attached to the end of the halyard. The toggle of the flag is connected to the halyard clip and a weight (with a ring attached that encircles the flagpole) hung from the loop at the bottom. Winching up the halyard then raises the flag.

How to fly a flag

1. Obtain the desired flag and winding handle from the shed.
2. The halyard clip and flag weight will be connected together and at the top of the pole when no flag is flying. Engage the winding handle in the winching mechanism and wind it anticlockwise to lower the halyard clip and weight to about shoulder level (Fig 4).
3. Unclip the large dog clip leaving it on the weight and gently lower it to rest on the handle (Fig 5).
4. Insert the flag toggle securely into the halyard clip (Fig 6).
5. Lift the weight a little with one hand and raise the flag by winding the handle clockwise with the other hand until the flag loop is above the handle but still in reach and the flag itself is not dragging on the ground.
6. Connect the weight to the flag loop using its bulldog clip (Fig 7).
7. Turn the handle clockwise to wind the flag up the pole. Be careful to stop a little before reaching the top, as over-winding can break the halyard winching mechanism.
8. When risen you do not need to lock in place as this is now fixed in your desired position.
9. Disengage the handle, place it in the bag with the spare flag and lock the bag away in the shed.



Fig 1



Fig 2



Fig 3



Fig 4



Fig 5

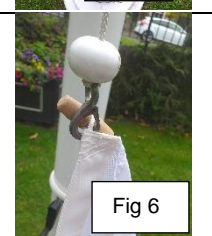


Fig 6

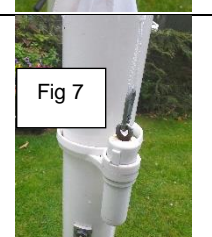


Fig 7

To lower a flag

1. Obtain the bag containing the winding handle and spare flag from the shed.
2. Engage the winding handle in the winching mechanism and wind it anticlockwise to lower the flag until it is just clear of the ground.
3. Disconnect the weight from the flag loop and lower it gently to the handle.
4. Put the flag over your shoulder to stop it dragging on the ground and getting dirty, then lower it until you can reach the halyard clip.
5. Disconnect the toggle from the halyard clip.
6. Fold the flag neatly and place it in the flag bag.
7. Connect the dog clip on the weight to the halyard clip.
8. Wind the handle clockwise until the halyard clip is a little below the top of the pole (Fig 8). Be careful to stop before reaching the top, as over-winding can break the halyard winching mechanism.
9. Disengage the handle, place it in the bag with the two flags and lock the bag away in the shed.

Fig 8



Flying a flag at half-mast

1. Half-mast does not mean halfway up the pole. Half-mast means about two thirds of the way up the flagpole, with at least the height of the flag between the top of the flag and the top of the flagpole.
2. Protocol dictates that if a flag is to be flown at half-mast, e.g. on the death of the sovereign, the flag should be raised to the top of the pole and then lowered to the half-mast position rather than being wound directly to the half-mast position.
3. Similarly, when taking down a flag flying at half-mast it should first be raised to the top of the pole before winding it down to the ground.

APPENDIX 4

Ceremonial Address for Proclamation

Suggested Words for the Ceremony:

For the Chairman:

“We come together this afternoon following the passing of our late Sovereign, Queen Elizabeth the Second.

Our sadness at this time is shared by people across the globe, as we remember with affection and gratitude the lifetime of service given by our longest serving Monarch.

The basis on which our Monarchy is built has ensured that through the centuries the Crown has passed in an unbroken line of succession.

Today’s ceremony marks the formal Proclamation to the people of Barnt Green and the beginning of our new King’s reign.

Yesterday, the Accession Council met at St James’s Palace to proclaim our new Sovereign.

The flags which had flown at half-mast since The Queen’s death are raised briefly to their full height to mark the start of His Majesty’s rein.

The Accession Council also made an order requiring High Sheriffs to cause the Proclamation to be read in the areas of their jurisdiction.

It was that task which the High Sheriff of the County of Worcestershire discharged earlier this afternoon and with my humble duty I now call on Rev, Canon Fieldson to read the Proclamation to the people of Barnt Green.

Ladies and Gentlemen, the Proclamation of the Accession.”

Proclamation:

The wording of the Accession Proclamation will be published on the Buckingham Palace website and the Privy Council website soon after it has been read at St James’s Palace on D+1, a copy of this will be obtained for reading on D+2.

At the end of the Proclamation, the Chairman will say “God Save the King.”

Official guests will repeat “God Save the King.”

All present join in saying “God Save the King.”

The band (if there is one present) will play one verse of the National Anthem.

Finally, the Chairman will call for three cheers for His Majesty the King.


APPENDIX 5

Those who might be invited to be present: at the Reading of the Proclamation on the accession of a new Sovereign and at the Public Observance of a two-minute silence.

- The Chairman and all Members of the Council
- Bromsgrove District Councillor
- Worcestershire County Councillor
- Local MP
- Senior Council Officers
- Schools
- Church Leaders
- Community Groups
- Those listed on the contacts page

The Proclamation Ceremony will be published on the council's website and social media.

APPENDIX 6

BARNT GREEN PARISH COUNCIL 80 Hewell Road, Birmingham, B45 8NF		
0121 447 9893	exec@barntgreen.org.uk www.barntgreen.org.uk	

Village Proclamation Day

Date of Reading

A village Proclamation will be held in Millennium Park at 16:00hrs for the accession of the Prince of Wales to the Throne given by Rev. Canon Rob Fieldson.

The Chairman of Barnt Green Parish Council will introduce and assemble gatherers at 15:45hrs.

Everyone is welcome to attend, black ribbons will be available on receipt of a small donation from the Parish Council Office prior to the Proclamation being given or in Millennium Park from 15:30hrs.

Executive Officer

Date

APPENDIX 7

BARNT GREEN PARISH COUNCIL 80 Hewell Road, Birmingham, B45 8NF		
0121 447 9893	exec@barntgreen.org.uk www.barntgreen.org.uk	LOCAL COUNCIL AWARD SCHEME FOUNDATION

**Marking the death of X
Flower Laying Memorial
Millennium Park**

Please place flowers under the large oak tree

Ensure that all film wrapping is removed and discarded responsibly prior to laying your flowers

All flowers will be removed from site on the day after the funeral – XX

All flowers removed will be composted and a memorial tree will be planted using the compost at a future time which will be publicised accordingly.

APPENDIX 8

To obtain the Ceremonial Bugle calls go to:

<https://www.ceremonialbugle.com/downloads.htm>

The Rouse - <https://www.ceremonialbugle.com/Music/Rouse.mp3>

Last Post - <https://www.ceremonialbugle.com/Music/Last%20post.mp3>

BARNT GREEN PARISH COUNCIL 80 Hewell Road, Birmingham, B45 8NF		
0121 447 9893	exec@barntgreen.org.uk www.barntgreen.org.uk	LOCAL COUNCIL AWARD SCHEME FOUNDATION

**Marking a Silence for X
Date of funeral**

A two-minute silence will be observed at 1100hrs on the day of the funeral (D+10) for the Queen or XXX located in Millennium Park.

The Parish Council Chairman will lead the silence, all are welcome to attend, black ribbons will be available on receipt of a small donation from the Parish Council Office.

The beginning and end of the silence will be marked with a prerecorded bugle call.

Executive Officer

Date

APPENDIX 9



Year of Birth – Year of Death

Council Pages

**Condolence
Books**

Flowers

Church Services

**Flags &
Proclamation**

**Marking a
Silence**

Message from the Chairman

On this solemn occasion and official period of mourning, Barnt Green Parish Council pay tribute to a life dedicated to public service.

Condolences are extended to those within the Royal Household and mourners throughout the Country, Commonwealth, and the World.

APPENDIX 10

Condolence Book

For those wishing to place a message of sympathy on this solemn occasion, a condolence book will be placed in the Parish Council Office, 80 Hewell Road, B45 8NF.

The official opening times are:

Monday 1pm – 4pm

Tuesday 10am – 2pm

Wednesday 10am – 2pm

Condolences can also be received via the website by clicking on the link below:

These will be printed and added to the pages within the Condolence Book. Alternatively Buckingham Palace has an e-book of condolence which can be accessed by going to www.royal.gov.uk

A second book of condolence is available at St Andrews Church, Sandhills Road, B45 8NR. The church will be open for the period of mourning to visit for quiet contemplation and giving thanks.

Name:
Sympathy Message:

Black Ribbons will also be available from the Parish Council Office with a collection box made available should anyone wishing to donate.

Laying of Flowers

Those wishing to place flowers can do so underneath the large oak tree located in Millennium Park.

Please remove all plastic wrapping before you lay your flowers.

Date for removal of all flowers laid will be the day after the funeral on the 11th day following the death of the sovereign.

All flowers collected will be composted.

Church Services

Details of Parish Services can be found:

St Andrews Church,

Sandhills Road, Barnt Green, B45 8NR

0121 447 7097

<http://standrewscofe.org.uk/>

Barnt Green Baptist Church,

Bittell Road, Barnt Green, B45 8LU

<https://www.bgb.org.uk/>

Friends Meeting House,

6 Sandhills Road, Barnt Green, B45 8NR

01214 447 7355

<https://www.quaker.org.uk/meetings/barnt-green-redditch>

Flags and Proclamations

Flag

D Day = Flag flown at Half Mast

D+1 = Flag flown at Half Mast until 11am

D+1 = At 11am Flag flown at Full Mast for the Proclamation

D+2 = At 4.30pm Flag returns to Half Mast - following Local Proclamation

D+2 = Local Proclamation then Flags return to Half Mast

D+3 until D+11 = At 8.00am on the day following the Funeral the Flag will be removed

Village Proclamation – DATE OF READING

A village Proclamation will be held in Millennium Park at 16:00hrs for the accession of the Prince of Wales to the Throne given by Rev. Canon Rob Fieldson.

The Chairman of Barnt Green Parish Council will introduce and assemble gatherers at 15:45hrs.

Everyone is welcome to attend, black ribbons will be available on receipt of a small donation from the Parish Council Office prior to the Proclamation being given or in Millennium Park from 15:30hrs.

Marking a Silence for X – DATE OF SILENCE

A two-minute silence will be observed at 1100hrs on the day of the funeral (D+10) located in Millennium Park.

The Parish Council Chairman will lead the silence, all are welcome to attend, black ribbons will be available on receipt of a small donation from the Parish Council Office.

The beginning and end of the silence will be marked with a prerecorded bugle call.

APPENDIX 11

CHAIRMAN'S STATEMENT & LETTER OF OCNDOLENCE

A statement will be issued by the Chairman on the announcement of the death of a senior national figure or other prominent figure. See appendix 9 – Message from the Chairman.

The statement published on social media and noticeboard may also include flag to be flown at half-mast. If it is an occasion when Books of Condolence will be opened, then reference can be made to this.

When a decision has been taken on the programme of events and meetings it might be stated that events are being cancelled as a mark of respect or that they will begin with a period of silence.

If in doubt, a statement will not be rushed out that commits the parish council to action before that action has been discussed and has the necessary agreement in place.

LETTER OF CONDOLENCE

Salutation

Royal Family: Madam, Sir (alternatively, if appropriate: Your Royal Highness)

Text

Barnt Green Parish Council regrets to learn of the death of

As Chairman to the Parish Council, I wish to express my deepest sympathy to you and your family on behalf of the residents of Barnt Green.

Sincere condolences are sent for the great personal loss you have suffered which is also felt across the country.

The Council's thoughts and best wishes are with you during this time of sorrow.

Close:

Queen - I have the honour to be, Madam, Your Majesty's humble and obedient servant
Other Royals – Yours faithfully

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EMPLOYEE APPRAISAL POLICY

General

The Barnt Green Parish Council Appraisal Policy sets out the procedure of employee appraisal, the object of which is to promote development by reviewing past performance and looking ahead to set achievable objectives. An appraisal will be undertaken annually.

The objectives of this Policy are:

- To enhance the quality of service delivery by Barnt Green Parish Council through encouraging each employee to achieve high standards of performance.
- To help all employees develop to their fullest attainable level of potential and achieve job satisfaction.

The attached appraisal form will be used as the basis of the standard appraisal.

This policy and procedure is available for public information but the appraisal interview and completed form is confidential.

To the Appraisee

- Your appraiser will be your line-manager, as identified in your contract of employment.
- Complete the details at the top of the appraisal form.
- Complete sections 1, 2 and 3 in as much detail as you wish and forward to the appraiser one week before the appraisal interview date. Give due emphasis to the spread of roles that you perform and the weighting of each.
- Your appraiser will consider sections 1, 2, and 3 before completing section 4.
- At the appraisal interview you will jointly agree new work objectives and any training and development plans, recorded in section 5.
- You will be asked to complete section 6 by adding any additional comments and signing the appraisal.

To the Appraiser

- Agree the date of appraisal interview with appraisee and make sure they have a blank copy of the appraisal form.
- One week before the appraisal the appraisee will send to you their completed form which you are required to consider before providing comment in section 4.
- Establish the appraisee's needs, such as challenge or support as evidenced in their comments.
- Upon completion of the appraisal interview, having agreed objectives and training and development plans, complete section 5
- Obtain the appraisee's comments and signature in section 6.
- Report **conclusion** of employee appraisal to the next meeting of the Parish Council

Approved by Barnt Green Parish Council at the Parish Council Meeting 10 August 2020 and signed by the Chairman.

Date _____

Review Date: April 2025

EMPLOYEE APPRAISAL FORM

Name: Job Title: Date Joined:	Reviewer(s): Review Period:
-------------------------------------	--------------------------------

SECTION 1: REVIEW OF PAST YEAR

Use your job description and previously agreed objectives to complete this part of the form. Please review your job description to ensure continued relevance.

1. What do you feel have been your major achievements in the past year?	
2. Which part of your job / objectives have not gone so well?	
3. Which parts of the Council's or of Councillors' efforts do you feel could have gone better if your own involvement had been different?	
4. How would you describe your overall performance in the past twelve months? Relating to the following aspects of the job: a) Financial administration b) Office organisation c) Management of work and development of staff d) Meeting prep (agendas, chairman's input etc) e) Clerking of meeting (advice, minutes etc) f) Arranging and delivering outcomes g) Relationships with councillors h) Relationships with parishioners i) Relationships with ward representatives	
5. State any part of your job description that you are not/have not been doing.	
6. State any areas of work that you do which are not in your job description.	
7. State any areas of parish council activity where you: a) have gained significant knowledge; b) could have played a more effective part with better training or experience	

<p>8. State any aspects of the Council's activity which concern you or which threaten the Council's effectiveness or reputation.</p>	
<p>9. State if to any significant extent you have not had adequate training, equipment, time, or support to enable you to do your job as well as you would hope.</p>	

SECTION 2: ASPIRATIONS

<p>What aspirations do you have for the work and achievements of:</p> <ul style="list-style-type: none"> a) Yourself; b) Other staff; c) The Council 	
---	--

SECTION 3: OBJECTIVE SETTING

<p>a. Use your job description and the Council's aims and objectives to consider what you intend to achieve this year.</p>	
<p>b. State what should be appropriate measures of achievement of these objectives.</p>	
<p>c. Identify what you see as your specific training and/or experience needs to enable you to achieve these objectives.</p>	
<p>d. Describe any particular help and/or support needed to achieve 3.1</p>	

For completion by the appraiser.

SECTION 4: OBJECTIVE SETTING

Although there are no set number of objectives those set should cover key aspects of the appraisee's job. They should also be demanding enough to stretch the appraisee and should have direct relevance to Barnt Green Parish Council's aims and objectives.

1.

2.

3.

4.

Note any objectives agreed that were not part of the objectives from the last appraisal interview.

SECTION 5: COMMENTS BY THE APPRAISER AFTER INTERVIEW

5.1 Comment on identified main achievements
(Add anything else that was done particularly well)

5.2 Comment on work which has not gone well and anything else that has not gone so well

5.3 Comment on any tasks that should no longer be in the job description and any that should be included.

5.4 Give your overall assessment of the post holder's performance during the last twelve months, include strengths, weaknesses and any constraints to their work and the outcome of specific agreed objectives.

SECTION 6: ADDITIONAL COMMENTS BY THE APPRAISEE

This section provides space for the appraisee to comment on the completed form and the appraisal process.

Signature of Appraisee

Signature of Appraiser

Date

APPRAISAL TRAINING AND DEVELOPMENT MONITORING AND EVALUATION RECORD

Appraisee name:

Date of monitoring and Evaluation:

<u>IDENTIFIED TRAINING AND DEVELOPMENT</u>	<u>WHEN STARTED</u>	<u>IMPACT ON PERFORMANCE</u>	<u>REVIEW DATE</u>

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MEMBER-OFFICER PROTOCOL DIGNITY AT WORK

1. References in this document to the “Clerk” relate to the parish council’s officer known as the Executive Officer.
2. A Parish or Town Council is a Statutory Local Authority which usually employs a Clerk and may employ other Officers. Every appointment to paid employment must be on merit.
3. The Clerk is the Council’s Proper Officer and Chief Executive. They should guard against inappropriate public statements and should not act in a party-political capacity within the parish.
4. Officers must be politically neutral: they are employed by the Council as a corporate body, **not** by Committees or individual Councillors. The political neutrality of Officers should be respected. They should not be asked to play any role or undertake any task that is likely to prejudice that neutrality.
5. All Members of the Council (Councillors) have a right of access to the Clerk. Where a Member requires information, it will be provided if it is readily available; for example, in Council or Committee papers or material published on behalf of the Council. The Clerk is free to give advice on a confidential basis about procedural matters to any Member.
6. The Clerk must always be free to seek advice from the County Association of Local Councils and/or other appropriate bodies on matters concerning the proper exercise of their duties.
7. Councillors should recognise that, for Officers to properly carry out their duties, appropriate training and reference material are required.
8. Councillors and employees must understand that Council decisions can only be made by full Council, Committees or Clerk acting under delegated authority. The law does not allow for decisions relating to the discharge of any of the Council’s functions to be taken by a Chairman or indeed by any other single Councillor. Councillors and employees must ensure that representations made to the Council on any matter during any stage of the formal decision-making process should be directed to the Council or appropriate Committee *via the Clerk*.
9. Reports to Council and Committees should be written by the Clerk or another authorised Officer.
 - 9.1 If the Chairman or another Member in exceptional circumstances is unhappy with its contents, it should not be amended by the Chairman or another Member, save with the express approval of the Clerk.
 - 9.2 In most cases, discussion between the Chairman and the Clerk will resolve any disagreement over a report; however, if the Clerk’s report is not regarded as appropriate by the Chairman, then exceptionally the Chairman should write their own report in addition to the report submitted by the Clerk. The Chairman should,

under no circumstances, use undue pressure to persuade the Clerk to withdraw the original report.

10. Mutual respect between Officers and Councillors is essential for the operation of good local government. If the Clerk is closely related to a Councillor, then they must be especially careful to ensure that their official dealings are open and transparent.
11. Where the Clerk works from home, Councillors must respect agreed practical arrangements for liaison with the Clerk.
12. In line with the Code of Conduct's reference to treating others with respect, it is important that any dealings between Councillors and Officers should observe reasonable standards of courtesy:
 - 12.1 Neither party should seek to take unfair advantage of their position;
 - 12.2 Employees whether individually or collectively, should not be the subject of attacks or criticism;
 - 12.3 Councillors should avoid naming individual employees, if possible, and neither Councillor nor employee should resort to the media to resolve a disagreement between them.
13. The Code of Conduct also requires the promotion of equality by not discriminating unlawfully against any person, please refer to separate policy on Equal Opportunities:
 - 13.1 Council will regard as a serious offence actions by an employee or a Councillor which amount to work-related bullying, harassment, discrimination against or victimisation of any employee or Councillor.
 - 13.2 Bullying can take the form of shouting at an individual, making persistently negative attacks on an individual's personal or professional performance, criticising an individual in front of others, persistently setting objectives with impossible deadlines or unachievable tasks, excessive monitoring of an individual's performance or withholding information with the intent of deliberately affecting an individual's performance.
14. Confidentiality is often vitally important and must always be respected by Councillors and Officers . A breach of confidentiality may have serious implications for the individual Councillor or Officer who "leaks" the information.
15. It is the duty of the Clerk to ensure that the work and responses of employees are conducive to and not undermining of, the foregoing general principles. They are entitled to expect Members to respect political restriction and the duties and limitations of employees.
16. It is also the duty of the Clerk to arrange matters so that other employees properly understand the roles of Members and employees and the Council's required approaches to the relations between them. They are also entitled to expect Members to respect the degree of seniority of employees who are answerable to the Council via the Clerk and not an individual Councillor.
17. Official correspondence on behalf of the Council should normally be sent out in the name of the appropriate Officer, rather than in the name of the Councillor. It may be appropriate in certain circumstances (e.g. representations to a Government Minister, or on behalf of the Chairman in their Civic capacity) for a letter to appear in the name of the Councillor, but this should be the exception rather than the norm. Letters which for example, create obligations or give instructions on behalf of the Council, should never be sent out in the name of a Councillor.
18. Complaints of alleged breaches of this protocol will be dealt with under the Council's Complaints Procedure. The Councillor concerned may be censured and/or reported to

the Standards Board for breach of the Code of Conduct. The employee concerned may face disciplinary action.

Approved by Barnt Green Parish Council at the Parish Council Meeting 10 August 2020 and signed by the Chairman

_____ Date _____

Review Date: April 2025

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BALANCES AND RESERVES POLICY

As at July 2020

It is necessary for the Council to responsibly manage its funds and to consider how to treat any surplus funds at the end of the financial year. In order to do this, the Council will aim to establish:

- **General Fund** This is the 'working balance' required during the year for day-to-day expenditure. A slight surplus in this fund will help to cover uneven cash flows and avoid temporary borrowing in the event of, say, late arrival of precept;
- **Contingency Fund** This is the amount held in reserve to help the council cope with any unexpected events or emergencies; and
- **Earmarked Fund** This is the amount that will grow over time to meet the costs of specific planned projects. There may be more than one Earmarked Reserve and there may be a restricted, ring-fenced reserve which can only be used for a certain purpose.

Amounts

The amounts held in the funds will be reviewed at least annually and ratified by the full council at a properly convened meeting.

General Fund: between three and twelve months' gross expenditure. This would range between £18,250 and £73,000 and as at July 2020 is set at £36,000.

Contingency Fund: as at July 2020 it is £20,000.

Earmarked Funds: currently stands at £30,500 made up as follows:

- production of the Neighbourhood Plan	£7,500
- Improvements to playing field	£15,000
- Improvements to Millennium Park	£2,500
- Environmental Improvement	£5,500

Approved by Barnt Green Parish Council at the Parish Council Meeting 10 August 2020 and signed by the Chairman

Date _____

Review date: July 2021

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RISK MANAGEMENT POLICY

Barnt Green Parish Council is committed to identifying and managing risk and as a result should have in place a system to help manage it. This system needs to be flexible to cater for any developments over time.

Using the following procedures and ensuring that risk is maintained at an acceptable level, action that is felt necessary will be undertaken by Barnt Green Parish Council.

Risk management is increasingly important and there is now an expectation on parish councils to be explicit in their approach to it. The failure to manage risk effectively can be expensive in financial terms and in terms of service delivery; and could threaten a council's ability to achieve its objectives and cause the electorate to lose trust in the council.

The Executive Officer (who is also the responsible financial officer) will review risks on a regular basis, including any newly identified risks, and will report to Council. The review will include identification of any unacceptable levels of risk.

The Local Councils Governance and Accountability Guide – makes the following observations regarding risk management.

The focus of good risk management is to identify what can go wrong and take steps to avoid this or successfully manage the consequences. Risk management is not just about financial management: it is about setting objectives and achieving them in order to deliver high quality public services.

It goes on to make the point that Members are ultimately responsible for risk management because risk threatens the achievement of policy objectives.

The Council should therefore ensure that it:

- ❖ Identifies key risks facing the council
- ❖ Evaluates the potential to the council of one of these risks taking place; and
- ❖ Agrees measures to avoid, reduce or control the risk or its consequence.
- ❖ Record any conclusions or decisions reached

Areas of risk to a Parish Council might include the following:

- Physical assets – buildings, equipment, IT hardware etc
- Finance – banking, loss of income, petty cash etc
- Injury to the public – in playgrounds and recreation grounds, in village halls, at burial grounds etc

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- Compliance with legal requirements – agendas and minutes, burial records etc
- Councillor propriety – non-declarations of interests, disregarding the Code of Conduct etc

The Council needs to consider each of the possible risks under each of the identified schemes. For example physical assets could be lost as a result of fire or flood, damage by vandals, theft or simply deterioration through lack of maintenance. All these risks can be minimised or transferred by various means, such as taking out insurance, securing alarms or by regular inspection and maintenance.

In addition to identifying risk it is a good idea to make a judgment about the likelihood of the risk occurring and its potential impact.

There are three main ways of managing risk:

- A. Take out insurance
- B. Work with another party to reduce the risk; or
- C. Manage the risk yourself

A. Areas where there may be scope to use insurance to help manage risk

1 RISK IDENTIFICATION- Insurance cover for risk is the most common approach to certain types of inherent risk:

- i. Protection of physical assets
All physical assets are insured.
- ii. Public Liability
BGPC has a Public Liability Insurance of £10,000,000.
It has also personal accident liability cover for employees, members and volunteers under the above policy.
- iii. Employers Liability
BGPC has an Employers Liability Insurance of £10,000,000
- iv. Officials' and Trustees' Indemnity
- v. Commercial legal protection
- vi. Office equipment
- vii. Crisis Containment

2 INTERNAL CONTROLS

- i. Maintain an up-to-date register of Assets and Investments

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The Asset Register is reviewed annually by the EO and members receive a regularly updated list.

- ii. Regular maintenance for physical assets
Seats, bus shelter and notice boards are monitored by EO through the Outdoor Parish Caretaker.
- iii. Annual Review of risk and the adequacy and robustness of insurance cover.
The EO reviews the insurance cover annually, makes recommendations for approval by Council and updates cover as agreed.

3 INTERNAL AUDIT ASSURANCE

- i. Review of internal controls in place and their documentation
Internal controls are reviewed as necessary by the EO, finance committee and Internal Auditor. Recommendations are submitted to Council.

B. Areas where there may be scope to work with others to help manage risk

1 RISK IDENTIFICATION

- i. Security for vulnerable buildings, amenities or equipment
The office and EO's home is insured and council equipment secure.
The office has an alarm.
- ii. Maintenance for amenities and equipment
Contractors are used as needed.
A weekly inspection is carried out on amenities.
- iii. Banking Services
Reviewed annually by Council.
All payments require two signatures via online banking.
Council review all payments.
Authority delegated to EO to transfer between accounts and check balances by internet banking.
- iv. Provision of amenities/facilities
A hire agreement for the use of the playing field is reviewed and signed annually
- v. Professional services, contractors etc. The Council endeavours to ensure that wherever possible it has the opportunity to select (from several) providers of any professional service it requires.

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2 INTERNAL CONTROLS

- i. Standing Orders and financial regulations dealing with the award of contracts for services or purchases
The Council has Standing Orders and financial regulations that govern the awarding of contracts/purchases.
- ii. Arrangements to detect and deter fraud and/or corruption
Invoices are subjected to scrutiny by both the EO and bank signatories. Variation in salary payments is fully justified before payment. Staff overtime is only approved by full Council. Expenses are only approved after submission of fully detailed claim form.
- iii. Regular bank reconciliations, independently reviewed
Bank statements are received monthly and are reconciled by the EO. A Bank reconciliation is included at every Parish Council Meeting. Quarterly financial checks are also carried out by a member of the finance committee, this is signed off when completed.

3 INTERNAL AUDIT ASSURANCE

- i. Review of internal controls in place and their documentation
Recommendations from the EO and Internal Auditor are submitted to Council.
- ii. Review of minutes to ensure legal powers are available and the basis of the powers recorded and correctly applied
Where appropriate, legal powers bestowed on the Council will be recorded in the minutes against decisions taken. The minutes of meetings are also reviewed during the internal audit process.
- iii. Review of arrangements to prevent and detect fraud and corruption
The use of Standing Orders, Finance Regulations, internal controls and consideration by Council are all methods which contribute to prevent and deter fraud and corruption.

C. Areas where there may be a need to self-manage risk

1 RISK IDENTIFICATION

- i. Keeping proper financial records in accordance with statutory regulations
Financial records are kept in accordance with the statutory requirements and are reviewed as part of the Audit process.

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- ii. Ensuring all business activities are within legal powers applicable to Parish Councils
See Section B Internal Audit Assurance (2.)
- iii. Complying with restrictions on borrowing
There is currently no borrowing.
- iv. Ensuring that all requirements are met under employment law and Inland Revenue regulations
Inland Revenue calculations are made by HMRC Real Time Information and are subject to the audit process.
Salary forecasts are undertaken as part of the budget setting process.
- v. Ensuring all requirements are met under Customs and Excise regulations
BGPC is not VAT registered and all such claims against VAT are met by the EO and the Internal Audit process
- vi. Ensuring the adequacy of the annual precept within sound budgeting arrangements
The budget is reviewed and approved by Council annually.
- vii. Ensuring the proper use of funds granted to local community bodies under specific powers or Section 137
Grant applications are considered by Council within the parameters of the grants policy.
- viii. Proper, timely and accurate reporting of the Council business in the minutes
Council minutes are distributed to Members well in advance of the subsequent meeting who check the draft for accuracy and then verify as a correct record as one of the first items of business of that meeting and signed at the meeting. Failure to do so is recorded. Any working party notes are presented to the Parish Council Meeting for information and ratification and are included in the minutes.
- ix. Responding to electors wishing to exercise their rights of inspection
The Council has adopted the publication scheme under the Freedom of Information Act 2000 and has its own written policy.
- x. Proper document control
Paperwork is retained in accordance with national guidelines and shown in Council's 'Retention of Documents' policy. Relevant documents are available for viewing on request. The council is registered for data protection.
- xi. Register of members' interests and gifts and hospitality in place, complete, accurate and up-to-date.

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A copy of the members' register of interest is held by the EO and the original is held by the Monitoring Officer at Bromsgrove District Council. It is the responsibility of Members to notify the EO of changes.

2 INTERNAL CONTROLS

- i. Regular scrutiny of financial records and proper arrangements for the approval of expenditure
Monthly payment schedules are submitted to Council for approval prior to payments being made.
- ii. Recording in the minutes the precise powers under which expenditure is being approved
See Section B Internal Audit Assurance (2)
- iii. Regular returns to the Inland Revenue; contracts of employment for all staff; systems of updating records for any changes in relevant legislation reviewed by Council
Inland Revenue Returns are completed and submitted by the EO. Salaries are calculated by HMRC Real Time Information and are subject to internal audit.
- iv. Regular returns of VAT
The EO is responsible for completion and submission of VAT reclaims and these are submitted at least annually or more frequently according to level of expenditure.
- v. Developing system of performance measurement
In accordance with legislation, staff appraisal for the EO will be undertaken annually, by Chairman.
- vi. Minutes are properly numbered with a master copy kept in safekeeping
All Council, Committee and Working Party minutes are correctly numbered. These are loose leaf and signed. Original copies are kept in the Parish Council Office. They are also kept as computer files which are backed up locally and remotely.
- vii. Documented procedures to deal with enquiries from the public
Calls, letters and e-mails are dealt with as soon as practicable unless referred to Council. In such cases, acknowledgement of the enquiry is made. All contacts are recorded.
- viii. Documented procedures for document receipt, circulation, response, handling and filing.

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The EO receives all mail, (including email). All relevant mail is listed for consideration of information. Mail for action by administration is dealt with accordingly and filed when actions are completed.

- ix. Adoption of Codes of Conduct for members.

The Council has adopted the Code of Conduct.

3 INTERNAL AUDIT ASSURANCE

- i. Review of internal controls in place and their documentation

Internal controls are reviewed as necessary by the EO, Chairman and Internal Auditor. Recommendations are submitted to Council

- ii. Review of minutes to ensure legal powers in place, recorded and correctly applied

See Section B Internal Audit Assurance (2)

- iii. Computer data safety

All necessary procedures and documents are computerised and all relevant areas of EO's computer is backed-up daily to external hard drive and to remote storage.

Approved by Barnt Green Parish Council at the Parish Council Meeting XX August 2020 and signed by the Chairman.

_____ Date _____

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FREEDOM OF INFORMATION POLICY

This Freedom of Information Policy sets out the arrangements under which information will be provided to applicants who request information in writing from Barnt Green Parish Council ('the Council') under the Freedom of Information Act 2000 ('the Act') and the Environmental Information Regulations 2004.

A request by an individual for Personal Information the Council holds about them is not covered under this policy but instead can be requested under the Data Protection Act 2018 and General Data Protection Regulation 2018; see the Council's Data Protection Policy. Personal Information does not include information about a deceased person.

The Freedom of Information Act requires the Council to publish a Publication Scheme and ensure it is available to view either on the Council's website, www.barntgreen.org.uk or as a hard copy which is available from the Executive Officer, 80 Hewell Road, Barnt Green / 0121 447 9893 / email exec@barntgreen.org.uk

The Publication Scheme commits the Council:

- To proactively publish or otherwise make available as a matter of routine information, including environmental information, which is held by the council and falls within the classes set out in bold type below
- To specify the information held by the council which falls within the classes below
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public
- To review and update on a regular basis the information the council makes available under this scheme
- To produce a schedule of any fees charged for access to information which is made proactively available
- To make the publication scheme available to the public

Classes of Information

- 1. Who we are and what we do**
- 2. What we spend and how we spend it**
- 3. What our priorities are and how we are doing**
- 4. How we make decisions**
- 5. Our policies and procedures**
- 6. Lists and Registers**
- 7. The Services we offer**

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Act
- Information in draft form, unless this contradicts legislation
- Information that is no longer readily available as it is contained in files which have been placed in archive storage, is difficult to access, or has been disposed of under the Parish Council's Document Management Policy.

Charges which may be made for Information published under the scheme

The publication scheme contains information relating to the charges that may be made for providing information that is not available online or is requested in a different format. These costs are subject to the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004.

Procedure for applicants requesting information

1. Applications requesting information in the first instance should be in written form such as letter or email and sent to the Executive Officer. The applicant is required to provide their name (not needed if requesting environmental information), a contact address and a detailed description of the information wanted, for example whether asking for all the information on a subject, or just a summary.
2. The applicant can ask for the information to be provided in a particular format such as paper or electronic copies, audio format, large print.
3. As soon as it is received by the Executive Officer the request for information will be marked with the date of receipt.
4. The council's reply to acknowledge receipt will be sent to the address provided, either by email or by post depending on the media in which the request was received or the applicant's wishes, with a copy of this policy and the attached Information Commissioner's Office (ICO) information for applicants. This acknowledgement will be sent within five days of receipt of request whenever possible. Office closure due to the Executive Officer's annual leave or similar circumstances may delay the acknowledgement.
5. Requests should include a clear statement of the information required; if the request is unclear the Council may ask the applicant to be more specific which may delay the Council's response. The Executive Officer will endeavour to advise the applicant within five working days whether the application is sufficiently clear to enable the provision of a full response or whether additional information is required.
6. Where the information is contained within the Council's Publication Scheme and is published online, the applicant will be directed to the Council's website.
7. The Council will aim to respond to a request for information from an applicant under the above Act and regulations within 20 working days.
8. If payment is required under the scale of charges the 20 working-day period referred to in paragraph 7 starts on receipt of the payment.
9. The Council is not obliged to comply with repeated or vexatious requests.
10. Certain information held by the Council may be classified as exempt under the Act, in which case the Executive Officer will advise the applicant.
11. In some instances, in order to comply with Data Protection regulations, the information provided may exclude (redact) anything that will identify a living person.
12. After responding to the applicant, the Executive Officer will publish a summary of the FoI request and the Council's response on the Council's website.
13. The Council will review its Publication Scheme and this policy on an annual basis.

This policy was approved at the Barnt Green Parish Council meeting held on 10 August 2020.

Signed:.....
Chairman, Barnt Green Parish Council

Date of Review: July 2023

From ICO: Information request dos and don'ts

Do	Don't
Find out who to send your request to. If you address your request directly to the appropriate contact within the authority then you may receive a prompter response.	Use offensive or threatening language.
Include your name, address and other contact details in the request.	Level unfounded accusations at the authority or its staff.
Clearly state that you are making your request under the Freedom of Information Act/Environmental Information Regulations.	Make personal attacks against employees.
Be as specific as possible about the information you want rather than asking general questions. Try to include details such as dates and names whenever you can. It may also assist the authority in identifying the information if you explain the purpose behind your request.	Use FOI to reopen grievances which have already been fully addressed by the authority or subjected to independent investigation with no evidence of wrongdoing being found.
Re-read your request to check for any wording which is unclear or open to interpretation.	Make assumptions about how the authority organises its information or tell them how to search for the information you want.
Use straightforward, polite language; avoid basing your request or question on assumptions or opinions or mixing requests with complaints or comments.	Bury your request in amongst lengthy correspondence on other matters or underlying complaints
Specify whether you have any preferences as to how you would like to receive the information, for example if you would prefer a paper copy or to receive an email.	Use requests as a way of 'scoring points' against an authority
Give the authority ample opportunity to address any previous requests you have made before submitting new ones.	Send 'catch-all' requests for information (such as 'please provide me with everything you hold about 'x') when you aren't sure what specific documents to ask for. If in doubt, try searching on the authority's website or enquiring whether any indexes and file lists are available. Alternatively, ask the authority for some

	advice and assistance in framing your request.
Stay focused on the line of enquiry you are pursuing. Don't let your attention start to drift onto issues of minor relevance.	Submit frivolous or trivial requests; remember that processing any information request involves some cost to the public purse.
Think about whether making a request is the best way of achieving what you want. If you have an underlying complaint, then it may be better to just take your complaint to the relevant ombudsman and let them investigate.	Disrupt a public authority by the sheer weight of requests or the volume of information requested. Whether you are acting alone or in concert with others, this is a clear misuse of the Act and an abuse of your 'right to know'.
Aim to be flexible if the authority advises that it can't meet the full request on cost grounds and asks you to narrow it down. Try to work with the organisation to produce a streamlined version of the request which still covers the core information that is most importance to you.	Deliberately 'fish' for information by submitting a very broad or random requests in the hope it will catch something noteworthy or otherwise useful. Requests should be directed towards obtaining information on a particular issue, rather than relying on pot luck to see if anything of interest is revealed.
	Make repeat requests unless circumstances, or the information itself, have changed to the extent that there are justifiable grounds to ask for the information again.

<https://ico.org.uk/your-data-matters/official-information/>

ICO: Information Commissioner's Office

BARNT GREEN PARISH COUNCIL

80 Hewell Road, Birmingham, B45 8NF

0121 447 9893

exec@barntgreen.org.uk
www.barntgreen.org.uk



PUBLICATION SCHEME

As at July 2020

The Freedom of Information Act requires every public authority to have a publication scheme, approved by the Information Commissioner's Office (ICO), and to publish information covered by the scheme.

This Publication Scheme is based on the ICO model for public authorities and sets out Barnt Green Parish Council's commitment to make certain classes of information routinely available. All the information listed below is available on request in hard copy and also available on the Parish Council's website at www.barntgreen.org.uk this is indicated 'W' in the table.

The Council's charges for producing printed copies of this information are published towards the end of this document.

The same information can be requested by phone, e-mail, post or in person from the Council's Executive Officer at 80 Hewell Road, Barnt Green, Birmingham, B45 8NF, by phone on 0121 447 9893 or by email at exec@barntgreen.org.uk.

Class 1 information – Who we are and what we do

(Current information only)

1.1 Contact details for the Executive Officer and Council members	W
1.2 Details of the Council's Committee structure	W
1.3 Location of the Council's office and accessibility arrangements	W
1.4 The Council's staffing structure	W

Class 2 information – What we spend and how we spend it

(Current and previous financial year only)

2.1 Annual return form and report by auditor	W
2.2 Finalised budget	W
2.3 Precept	W
2.4 Financial Regulations	W
2.5 Grants given and received	W
2.6 List and value of current contracts awarded	W
2.7 Members' allowances and expenses	W

Class 3 information – What our priorities are and how we are doing

(Current and previous financial year only)

3.1 Report to Annual Parish Meeting	W
3.2 Published Annual Reports	W
3.3 Quality Status	W
3.4 Neighbourhood Planning	W

Class 4 information – How we make decisions

(Current and previous financial year only)

4.1 Timetable all parish council meetings and committee meetings	W
4.2 Agendas of meetings	W
4.3 Minutes of meetings	W

4.4 Reports presented to Council meetings	W
4.5 Responses to Consultation papers	W
4.6 Responses to planning applications	W
4.7 Bye-laws	

Class 5 information – Our policies and procedures

(Current information only)

5.1 Procedural Standing Orders	W
5.2 Committee and Working Group terms of reference	W
5.3 Delegated authority	W
5.4 Councillors' code of conduct	W
5.5 Equality and diversity policy	W
5.6 Health and safety policy	W
5.7 Recruitment policy	W
5.8 Information security policy (Data Protection)	W
5.9 Records management policy	W
5.10 Charging policy for the publication of information	W
5.11 Complaints procedure	W
5.12 Grants procedure	W

Class 6 information – Lists and registers

(Current information only)

6.1 Council asset register	W
6.2 Register of Members Disclosable Pecuniary interests	W
6.3 Register of gifts and hospitality	

Class 7 information – Services we offer

(Current information only)

7.1 Millennium Park and playground	W
7.2 Parker's Piece playing field and playground	W
7.3 Street lighting	W
7.4 Benches	W
7.5 Litter bins	W
7.6 Bus shelter	W
7.7 Notice boards	W
7.8 Services for which the Council can recover a fee	W

Charges which may be made for Information published under this scheme

Material which is published and accessed on the Council's website is free of charge.

The following charges may be made for the following actual disbursements:

- printing – 5p per sheet (black and white), 10p per sheet (colour)
- photocopying – the Parish Council has no photocopier
- postage – actual cost of postage
- packaging - 5p (DL envelope), 10p (A5 envelope), 20p (A4 or larger envelope)
- publications – actual cost of purchase
- the costs directly incurred as a result of viewing information

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Further information is available from:

Tracy Bodley

Executive Officer, Barnt Green Parish Council

80 Hewell Road, Barnt Green, Birmingham, B45 8NF

0121 447 9893

www.barntgreen.org.uk / exec@barntgreen.org.uk

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Christmas Lights 2020 Report

1. Switch On Event

Under the easing of Covid-19 restrictions it is difficult to determine and prepare for a possible event that was scheduled to take place on Saturday 28 November.

Currently advice from Government remains that mass gatherings should not take place. Please refer to Health Protection (Coronavirus, Restrictions) (England) Regulations 2020.

The transmission of COVID-19 is thought to occur mainly through respiratory droplets generated by coughing and sneezing, and through contact with contaminated surfaces. The predominant modes of transmission are assumed to be droplet and contact.

While the risks of transmitting the disease at mass gatherings are relatively low, guided reasoning state that not holding organised gatherings will allow emergency services that may be deployed for these events to be prioritised in alleviating pressure on public services.

Insurance advice also recommends that organised public events should be considered with extreme caution and adopted guidance should closely follow that of a marriage or civil ceremony whereby;

- a) No more than 30 people should be in attendance with social distancing in place promoting groups of up to two households in confined spaces, or up to 6 people from different households in larger open spaces.
- b) Those organising events following COVID-19 secure guidelines should take additional steps to ensure the safety of the public and prevent large mass gatherings from taking place.
- c) Events should only take place in COVID-19 secure environments and concluded in the shortest reasonable time.
- d) No food or drink should be consumed as a part of the event.
- e) People should avoid singing, shouting, raising voices and/or playing music at a volume that makes normal conversation difficult or that may encourage shouting. This is because of the potential for increased risk of transmission from aerosol and droplets.
- f) Activities such as singing, shouting, and/or playing of instruments that are blown into should be specifically avoided. This is because there is a possible additional risk of transmission in environments where individuals are singing as a group, and this applies even if social distancing is being observed or face coverings are used.
- g) Where entertainment acts are organised only one individual should be permitted to sing. The use of plexi-glass screens should be considered to protect the audience, this will further prevent transmission and the screen can be easily cleaned.
- h) Where instrumental acts are organised, it is advised only to play musical instruments that are not blown into.
- i) Singing or instrumental acts should not be amplified through speakers to avoid a volume that makes normal conversation difficult or that may encourage shouting.
- j) All individuals involved (including organisers and attendees) should be signposted to the [current stay alert and social distancing guidance](#) and that they or members of their household should not attend if they are unwell with symptoms of COVID-19.

- k) Wherever possible, adhere to social distancing of at least 2 metres, or 1+ metre with risk mitigation (where 2 metres is not viable). Mark areas using floor tape or paint within the event area to help people maintain social distance.
- l) The organiser should consider and set out the mitigations that will be introduced in the risk assessment. These could include, avoiding any face-to-face activity by changing layouts i.e. a one-way system into and out of the event area, reducing the number of people in smaller spaces, use of protective screens for entertainers, face coverings for attendees, and closing non-essential social spaces.
- m) People from different households should maintain social distancing between one another.
- n) Attendees should avoid touching property belonging to others.
- o) Test and Trace - The NHS service to manage the risk of the virus re-emerging, provides testing for anyone who has symptoms of COVID-19 getting in touch with anyone who has had a positive test result, alerting contacts and notifying them of the need to self-isolate to help stop the spread of the virus. Should any event **not** be able to take contact details of those attending then this should be detailed in the risk assessment and strong consideration should be given to whether the risk is too high for the event to go ahead.

Since drafting this report relaxation of guidelines state that from 1 August venues/organisations will be permitted to run ticketed open-air events for up to 30 people. From October the intention is to bring back audiences in stadia and allow other events to recommence in a 'Covid Secure' way.

On these grounds, it is recommended that there should be no public switch on within the village of Barnt Green to protect the council's reputation and avoid any litigious claim against unsafe social distancing a mass gathering could promote. Furthermore, the additional cost to make an event area safe using added manpower make holding a mass Switch On event unworkable under the present guidelines.

It would be difficult to place restrictions on numbers attending what is usually a free to all event, where the production of a ticketing system, even if issued on a free of charge first come first serve basis, would pose problems with policing. Not allowing people without tickets to gather in a public open space is also unworkable and not being able to hold a register of attendees would not meet the requirements for track and trace - point o).

It is proposed that that a 'soft' Christmas Lights Switch On should be advertised stating that a new scheme has been approved by the parish council with the lights going live during the first week of December.

Should circumstance change a small event could be planned over the coming months and brought out of mothballs if further relaxation of the current guidelines suggests outdoor events can be operated without a ticketing system. However, this would not include the provision of eating and drinking or musical entertainment. Some consideration may wish to be given to a procession of vehicles/other form of transport to visit streets in the village with Father Christmas and other Christmas Characters, however the logistics and detail would require further development and discussion.

Recommendations:

- (i) That Council approve cancellation of a public Switch on Event.**
- (ii) That Council approve a 'soft' Switch On, advertising the lights will go live during the first week of December.**

2. Christmas 3 Year Hire Lighting Scheme

A new 3-year hire period commences in 2020 giving the council an opportunity to evaluate and update its current scheme by adding or changing lighting features.

An opportunity was given to 3 companies to provide a scheme based on the current budget of £9,000 (Lighting and event).

Currently the village Christmas lighting has a confused arrangement consisting of:

- 11 column motifs under a hire agreement
- 5 Children's column motifs – council owned
- 170m of icicle peas lights for shop frontages – council owned
- Large multicoloured bulb lights to decorate a cut Christmas tree – council owned
- White twinkle lights permanently installed on 2 x deciduous trees on Hewell Road by the Parish Council Noticeboard and bus stop – council owned.
- Wrap around tree lights in large oak tree in Millennium Park, these are permanently fixed and purchased in 2019 – council owned.

The contract for the supply of hired motif lights and the installation and dismantling of all lights is separate. Storage of all the motif lights (including those that are council owned) resides with the lighting hire contractor excluding the icicle and large multicoloured bulbs which are stored with the installation contractor.

This has posed a certain amount of difficulty when obtaining new 3-year hire quotations given the complexity and randomness of the arrangement.

Going forward to simplify the arrangement a decision should be based not only on value for money but for ease of contractual management free from maintenance or replacement implications.

Points for consideration:

Shop Front Lights

The current dangle lights owned by BGPC that dress the shops running from Barnt Green Antiques to Oulsnam Estate Agent on one side and Happy Valley to Deedar and Savoir Fayre to Tony's Handyman on the other are over 10 years old. It was reported that some breakages to the 10m strings has occurred over the years and require replacement.

Option 1: An updated alternative is sought to exclude the dangle aspect which is prone to snagging and breakages and proposed inclusion into a 3-year hire agreement which eliminates the need to replace failed sections at a cost to the council.

Option 2: Choose not to replace the lighting above the shops, eliminating the cost of hire or purchase and the cost of installation and dismantling. This would mean the shops would not have any Christmas lighting displayed by the parish council.



Illustration of current dangle pea lights over shops fronts.

Deciduous Tree Lights

These lights are in permanent position in roadside trees on Hewell Road, again these are approximately 10 years plus but currently present no electrical problems. To minimise cost it is proposed to retain these until such time that they fail and look to encompass a replacement within a hire agreement or decide not to replace when the need arises.



Christmas Tree

In previous years, the council decorated an established living tree on the corner of Hewell Road/Sandhills Road, which had to be removed for visibility issues. Since 2018 a cut Christmas tree has been sited in this position at a total cost of approximately £1000.00 per annum for the purchase, delivery, installation and dismantling of lights and removal thereafter.

The size of a cut tree is limited 20ft due to the visibility issues surrounding the current location i.e. the taller and fuller the tree the wider the base is.

Comments were received from the public last year stating that the tree was underwhelming and inadequate. Please see photograph below of 2019 Christmas Tree.



2019 cut Christmas tree.

Option 1: Hire an artificial illuminated Christmas tree and locate in the same position on the corner of Hewell Road/Sandhills Road.

Option 2: Hire an artificial illuminated Christmas tree and locate in Millennium Park. (These are sectional and so can easily be erected and dismantled in the confines of the park area).

Option 3: Continue with the current arrangement of a 20ft cut tree in its current location as detailed in the photograph.

Option 4: Increase the size of a cut tree to achieve a fuller appearance to over 25ft and locate in Millennium Park – This would increase the purchase price of the tree, more bulb lights would need to be purchased, a suitable hole to anchor the trunk would need to be created, there may also be the possibility that a large tree cannot be installed in the park due to the Millennium arch and width issues of other entrance points to the area.

Children’s Christmas Motifs

The BGPC owned children’s motifs (5 in total) were designed by local school children and funded by Cala Homes. Having first been installed in 2016 they are looking tired with some repairs needed following Christmas 2018 to the angel motif caused by damage from a refuse truck.

It is worth noting that outdoor use Christmas lighting have a shelf life of approximately 5 years with some exceptions with most lighting hire based on 3- and 5-year agreements due to the life expectancy of the product.

As the children’s lights are reaching their fifth year in use and may not last until the end of the new three year hire agreement, it may be worth considering that the time has come to replace the children’s motifs and hire 16 new motifs instead of 11. This will not only allow for consistency of a new scheme but should any children’s lights fail during this current hire period it will eliminate the additional cost of repair/replacement.

Please refer to photographs below for existing hire motif and children’s motifs for your information.



Existing motif

Penguin Motif

Cane Motif

Reindeer Motif

Snowman Motif

Tree Motif

Option 1: Hire 16 new motif lights for a new and consistent lighting scheme.

Option 2: Hire 11 new motif lights and retain children’s motifs.

Proposed Schemes

Blachere Illuminations



Artificial illuminated 3D cone tree



Streetlamp
column Motif

Product code: B600-25



Rope Light example
for shop premises

Festive Lighting Company



Artificial illuminated 3 arm sectional tree proposal to make use of the flagpole easy installation/dismantling with circular brackets



Streetlamp column Motif



Boa Lights for shop premises

Quotation Summary

Christmas Lighting Three Year Hire Quotations

Lighting Item	Blachere		Festive Lighting Company		GJH Electrical
	11 Motifs	16 motifs	11 Motifs	16 motifs	
Streetlamp motifs	1800.00	2618.182	1240.92	1804.97	1760.00
Atrificial Illuminated Tree	3929.10	3929.10	1395.90	1395.90	500.00
170m Shop Front lights	1544.25	1544.25	1372.79	1372.79	1400.00
Switch on Event					200.00
Sub-total of lighting	7273.35	8091.53	4009.61	4573.66	
Sub-total of Installation/Removal	6372.80	6372.80	4351.00	4351.00	3860.00

Combined totals	13646.15	14464.33	8360.61	8924.66	7869.61	11 motifs from Festive Lighting/GJH Install 16 motifs from Festive Lighting/GJH Install
					8433.66	

N.B. These quotes are based on the proposals that each company has provided on page 5 and 6.

Each Total cost is the amount paid per annum for 3 years.

GJH Electrical have quoted on installation and dismantling of lighting scheme only.

Recommendation Summary:

Description	Contractor
Supply of Lighting Scheme	Festive Lighting Company
Installation/Removal/Switch On	GJH Electrical