

GILBERDYKE PARISH COUNCIL

Summary Notes of the April 2021 (Ordinary) Meeting of the Parish Council

Tuesday 13th April 2021 at 7.30pm

As a point of procedure, it is noted that the April meeting of Gilberdyke Parish Council was held as a remote meeting managed by Zoom, due to ongoing restrictions caused by the Covid-19 pandemic.

In Attendance Cllr N Norris (Chair): Cllr P Bryan (Dep. Chair) Cllr C Newsome: Cllr E Morrison: Cllr D Mansell: Cllr P Buckle: Cllr K Woolass; Cllr J Bates: Cllr C Stevens. Clerk: Andrew Crabbe

1. Any Apologies received and Chair to confirm quorate

Clerk confirmed that he had received an apology from Cllr Arnold and noted that he had spoken to Cllr Cooper who had confirmed his intention to resign for health reasons as of the Annual General Meeting.

Chair noted Cllr Cooper's resignation and thanked him on behalf of Cllrs for his long and dedicated service to the Parish Council and Community.

Chair confirmed meeting in quorum.

2. Approval of Previous Month's Minutes and Signing by Chair

Chair asked Cllrs to confirm they had received, read, and agreed with the previous month's minutes, Cllrs confirmed this was the case and the Chair duly signed the minutes as official.

3. Any declarations of interests relevant to the meeting's Agenda

None declared of relevance to the Agenda for tonight's meeting. Previous declarations stand as advised.

4. Financial Report and Accounts (subject to receipt of Bank Statement in time)

Clerk presented the financial report which can be found as *Appendix 1*. Cllrs had received a copy of the report prior to the meeting. Cheques for payment in April were submitted to Cllrs for approval. Clerk followed on from his AGM Financial Report and advised that the Parish Council had finished the financial year with a standing bank balance of £71882 meaning the PC finances remained stable and solvent and an excellent position to meet all liabilities in the coming financial year.

Resolved: Cllrs approved the cheques presented at the meeting

5 Public participation (15 mins max, or 3 mins per person/topic)

Clerk noted no requests for public attendance had been made.

6 Any correspondence requiring discussing.

Clerk referred Cllrs to a number of correspondences received:

1 Email re: 10 Mile Run in Gilberdyke

Received from a charity which was proposing to hold a marathon later in the year and was looking for the Parish Council's support in doing so

Resolved – Cllrs agreed to support in principle subject to the Covid situation at the time and the implementation of any measures by the Charity to ensure public safety.

2 Email re: Road Naming

From ERYC advising that a new development was looking to use a name (Pebble Drive) which was not on the Parish Council Name Bank

Resolved – Cllrs had no specific concerns with the proposed name **Ongoing** – the Clerk was asked to request a copy of the current name bank from ERYC.

3 Email re: Memorial Bench

Cllr Morrison referred Cllrs to a query from a member of the public who was looking to dedicate a bench to her father and was looking for the parish council to support this – there was no cost incurred to the Parish Council.

Ongoing – Cllrs had no issues with this in principle but questioned if residents living near to the proposed location of the bench might have any concerns – Cllr Morrison advised the proposed location was quite large and not necessarily outside of someone's house, however he would canvas residents' views on this.

4 Email re: Benches

From a resident asking for a series of benches throughout the village for the benefit of more elderly residents. Cllrs expressed concern with regard to this proposal as history had shown benches could be a magnet for anti-social behavior and problems for residents living near the benches. Cllr Woolas advised that he felt as a minimum there should be a bench at the bus-stop.

Ongoing – Cllrs to give more thought to this request and specifically the location of any benches.

5 Email re: Resurfacing in East Yorkshire

Cllrs noted that the Clerk had received a schedule of resurfacing to be carried out by ERYC and Gilberdyke was not part of this. Cllrs felt this was disgraceful in light of the appalling state of many roads in the village. Clerk noted that he had specifically written to ERYC with regard to this issue but had not received a response. Cllrs felt this showed how ERYC regarded Parish Councils.

Ongoing Clerk to write to Senior Highways Management copying in Ward Cllrs expressing disappointment at the lack of resurfacing in Gilberdyke and the lack of response from ERYC to correspondence from the Parish Council.

7 Planning Applications to be considered.

Clerk noted two applications as detailed below – Cllrs had no specific observations to make, and no public comments had been received:

Proposal: Erection of single-story extension to side and rear

Location: 40 Bellasize Park Gilberdyke

Proposal: Change of use of land for keeping of horses, erection of stables and tackroom and erection of paddock fencing following demolition of existing outbuilding

Location: Anserdam House Anserdam Lane Sandholme

8. Matters arising – to consider new and on-going issues and decide further action if necessary:

Ongoing Items

8.1 Update on Youth Project / Green Influencers / Green Projects in Village (Youth Workers to be invited to Meeting)

Cllrs welcomed Gemma Wallace and a young resident of the village, Harry who was attending the meeting to talk about a possible green project on the playing field – this was to turn a patch of trees and bushes at the back of the playing field into a nature reserve / walk through garden / green space with young people in the village carrying out the renovation and work, with a walkthrough and pond. Gemma advised that the Youth Project was currently working with EVAS with regard to potential funding for green projects such as this.

Cllrs expressed unanimous support for the project outlined by Harry and the Chair thanked him for attending and putting the idea to Cllrs.

Ongoing As the playing field belonged to the Memorial Hall, Cllrs asked the Clerk to approach the Trustees with the idea and confirm this was supported by the Parish Council.

8.2 Update and final discussions on budget for 2021/22- Cllrs to approve Budget – to include approval of new Community Grant Scheme (All)

Cllrs discussed and ratified decisions made at the Extra-ordinary Meeting to approve the final budget which is posted at *Appendix 2*.

Clerk noted that he had spoken with Gemma and Fiona from the Youth Project with regard to their budget and they had requested a transfer of funds from some items to others in order to finance the areas where it was most needed going forward. Clerk advised that as Financial Officer he fully supported the proposals.

Resolved - Cllrs approved the Youth Project budget for 2021/22 which can be found as *Appendix 3*

Cllrs discussed the draft provided by the Clerk for the proposed new Community Grant Scheme and agreed to approve the principles and criteria as laid down in the draft which can be found at *Appendix 4*. Cllrs felt that this would provide a platform for any local organization to apply for funds from the Parish Council, and the grant could be spread across a number of different beneficiaries.

Cllrs also agreed to Clerk's recommendation that the Scheme would be reviewed in 2022 and that there was no guarantee that it would continue into the next financial year, dependent on the financial status of the Parish Council at the time.

Cllrs agreed that a ceiling of £2,500 per application should be applied and that applicants would be allowed to submit one application within the year. Cllrs also agreed that any applications needed to be submitted by an application form and that applicants would be required to provide details of their current finances. Cllr Bryan also suggested that applicants had to provide evidence that they had spent the funds on the project they applied for.

Resolved – The budget for 2021/22 was approved by Cllrs

Resolved – The Community Grant Scheme was approved and would be advertised subject to the creation of an application form by the Clerk, to be submitted to Cllrs for approval in due course.

8.3 Update from project team re: road safety B1230 and speeding issues in general in the village (Cllrs Newsome, Woolass, Stevens, Buckle)

Cllr Newsome advised Cllr Byram and he had now met with representatives from the Safer Roads Team and below are summaries of what was discussed / decided:

- With regard to the junctions into the village, Officers agreed the layout was dangerous and needed to be taken up by the Local Authority.
- Officers did not feel there was an issue with parked vehicles blocking sight of oncoming vehicles from the Thornton Dam junction, however Cllr Newsome felt there was an issue, and this needed to be taken up with Highways as well.
- Officers agreed there was a speeding issue on the B1230 and needed to be taken up with the Local Authority.

Ongoing Chair asked Cllr Newsome to provide summary details to the Clerk who would refer the matter in a letter to Highways and thanked the Project Team for all their hard work in this matter.

8.4 Update re: flooding / issues of concern with Jubilee Gardens Development – Cllr Newsome to provide costings and proposal for drainage (Cllr Newsome/All)

Cllrs referred to quote provided by Mason Clarke sent on by Cllr Newsome which identified costs for both desktop and a onsite review of the drainage and flooding measures at the new development

Cllr Bryan advised that reluctantly he felt that there was no value in continuing with this matter as Orion Homes were unlikely to co-operate in any capacity going forward and ERYC would not accept that the land had been raised for the development of the new housing estate, thereby causing the aggravated flooding.

Clerk reminded Cllrs that ERYC had not denied that the development had likely increased the flooding on Flaxmill, however, they had referred to legislation which stated that residents had to accept a level of flooding in extreme weather where land that once rainwater had drained off had now being built on.

Chair advised he was concerned where this matter was going and whilst he had full sympathy with the residents concerned and felt Orion Homes had behaved very poorly in the matter, this was not something the Parish Council could get involved in any further – he felt that the issues were bigger than could be dealt with by the powers and authority of the Parish Council.

Cllr Newsome advised that he was still concerned with the pile of earth behind the fence facing onto the pathway on Flaxmill and felt that there was potential for this to be eroded and the earth to fall onto the pathway – Cllr Newsome felt that ERYC should be asked to look into this. Clerk advised that earlier communications with Orion advised they would be looking at a more permanent solution – Cllr Woolas advised he was concerned the current structure was the permanent solution and it definitely needed a proper retaining wall.

Ongoing Clerk to contact Orion Homes with regard to the fence and ask if this is a permanent solution.

8.5 Update on playground - anti-social behavior at the Park (advice from Police & ERYC); progress of refurbishment - repainting and cleaning of equipment (All)

Cllrs discussed recent incidents of anti-social behavior on the playground and heard from the Clerk that there appeared to be no evidence available from the CCTV facing onto the playground. Clerk continued that he had emailed both ERYC anti-social team and the local PCSO inviting both to a future meeting, however the former advised that it was a police matter, and the latter had not to date, responded.

Cllrs expressed concern at the lack of response from the police with regard to this matter, and Cllr Newsome advised that the matter needed referring to a higher rank (team sergeant) and that the Parish Council invite him to the next meeting to discuss the issue.

Ongoing – Clerk to contact Sergeant Longsdale to request a meeting.

With regard to refurbishment of the play equipment, Clerk noted there had been no interest from local companies with regard to the cleaning and painting – Cllr Newsome advised he had a contact who would do the work.

Ongoing – Clerk to contact local tradesman to request a quote.

Cllrs also discussed the CCTV in the playground and the understanding that the Parish Council was responsible for this. Clerk noted that he was concerned that currently no one on the Parish council had any control over this and he was not aware of a Policy or appropriate signage which was a legal requirement on the playground.

It was understood that an ex-Parish Cllr had access to the CCTV cameras and that the CCTV was a joint venture with the Memorial Hall. Clerk recommended that as the Parish Council was responsible for the CCTV and Cllrs agreed that the PC was the Data Controller, that the matter needed to be taken in-house.

Ongoing – Chair suggested a programme of work with the Clerk ensuring the necessary legal documentation was in place and access and control was clarified and managed by the Parish Council as Data Controller.

8.6 Update on Jubilee Pond Project – Noticeboard; CCTV; update from Sweetings on pump (All)

Clerk reminded Cllrs that the question of power supply to the pond for CCTV / Lighting was outstanding as Northern Grid required technical information for the application process.

Cllr Byran questioned if the PC should wait until the issues with the CCTV had been resolved as this may have a bearing on CCTV at the Pond.

Sweetings had advised that the PC needed permission from Yorkshire Water / Highways to proceed with regard to the drainage – they would be willing to do this but there would obviously be a cost. Cllr Buckle advised this needed doing first as flooding affected everything else (CCTV / Lighting)

Cllr Stevens suggested that an electrician was asked to look at the technical data required for the CCTV and lighting – the pump was gravity fed and did not require power.

Ongoing – Cllr Woolas volunteered to progress the matter of the pump and liaise with Yorkshire Water as he was best qualified to understand what was required in terms of attaching a pipe from the pond to the drain.

8.7 Update on new cemetery land and lease situation with associated road – consideration of request by Newport PC for closer working on cemetery matters (All)

Clerk advised this was in progress and there was no further update at this time

New Items

8.8 Discussion on Conflict of Interest and role of Representatives on Parish Council (Cllr Bryan)

Cllrs discussed the role of representatives on the Parish Council and potential conflicts of interest that may be involved. Clerk confirmed he had taken advice from ERNLLCA who advised that whereas there was nothing untoward in Parish Cllrs having roles outside of the Parish Council, it was imperative that these were declared, and when necessary, Cllrs with an interest were not involved in any matters relating to the outside interest.

Cllrs noted that with the resignation of Ken Cooper, there was only Cllr Bryan with a representative role (Gilberdyke Memorial Committee)

Resolved - Cllrs agreed that the Parish Council would no longer have representatives of external bodies on the Parish Council. Individuals could still take on roles for other organizations, but these had to be clearly declared.

8.9 Newport & Gilberdyke Youth Project – claim from Newport PC of outstanding payments owed by GPC (All)

Clerk noted that following notification from Newport PC that circa 8k was owed by GPC relating to the now dissolved Newport and Gilberdyke Youth Project he had contacted Newport PC asking for further information, supporting documentation and a breakdown of the amount supposedly owed.

Clerk continued that he had recently received a bundle of papers which had been hand posted to his home, (invoices, receipts, and payroll documentation) as well as a total of monies which should have been paid annually back to 2018 and that he had been advised that the reason why NPC had not submitted payment requests sooner was due to the change in Clerk over the years.

Clerk advised he was seriously concerned at this sudden and unexpected demand for such a large sum of money which had not been factored into any financial forecasts – he was completely unaware of any arrangement which had existed between the two Parish Councils relating to a financial contribution made to NPC by GPC. There was no mention of this in the previous year's budget, or any record of monies owed. Cllrs agreed this was unacceptable that such a large amount was now being demanded and it was also noted that when GPC had requested financial information relating to the NGYP as a Freedom of Information, they had received extremely limited information.

Cllr Bryan advised the he felt that the matter needed referring back to ERYC especially in light of the limited response to the FOI - he could not understand why suddenly NPC was demanding such a large sum as the Parish Council had always paid the bills when they had received invoices.

Clerk recommended that the matter was deferred to the May meeting and to allow him time to look back over the previous years financial records and identify any record of payments made to NPC in this regard. Clerk continued that he would also take advice from the internal auditor as the legality of such a late demand and if the Parish Council were obliged to pay it.

Ongoing – Cllrs agreed to the recommendation that the matter was deferred to the next meeting.

8.10 Discussion on state of dykes and request for them to be cleaned (Clerk / Cllr Stevens)

Clerk confirmed there was no update from the Drainage Board following his reporting of the blocked dyke at the side of the surgery – at the time they had advised they were surprised at such blockages as all the drains had been cleaned out at the beginning of winter.

9. Reports:

9.1 GDLA – Ken Cooper was no longer a Parish Cllr and in light of the decision above there would be no replacement representative appointed.

9.2 War Memorial Hall – Cllr Bryan advised there was no further update.

Resolved In accordance with item 8.8 this item will be removed from future agendas.

10 Preparations for Face-to-Face Meeting in May – Risk Assessment and process for managing numbers (All)

Clerk referred Cllrs to the draft risk assessment / control measures he had previously sent them in light of the Government decision to remove the legal authority of remote meetings and the need for face-to-face meetings to be reintroduced in May. This can be found as *Appendix 5*.

Clerk reminded Cllrs that if any of them was considered to be clinically vulnerable and they had concerns about returning to face to face meetings, then alternative options could be considered. This would also apply to any members of the public.

Clerk advised he would need to contact the Memorial Hall Committee to discuss a return to holding Parish Meetings in the Memorial Hall.

Resolved Cllrs agreed to implement the Risk Assessment for the May Meeting of the Parish Council.

Ongoing Parish Clerk should contact the Memorial Hall Committee to discuss a return to meetings at the Memorial Hall.

There being no more business, the Chair closed the meeting at 2145.

The next meeting will be held 11th May 2021

Signed as a true record

Date

Gilberdyke Parish Council		Presented at April 2021 Meeting For the Month of		Mar-21			
From:		Parish Clerk					
To:		Parish Councillors					
Box 1							
Current Account (923)							
Opening Balance as of 26th February 2021							
£71,822.73							
Transactions in March 21							
Debits							
Date Cashed	Cheque No.	Paid to and Reason	Amount				
02-Mar-21	2800	Andrew Crabbe - Salary for February 2021					
02-Mar-21	2804	A Crabbe - Reimburse for new cleaning equipment (brushes & pans)	£49.90				
02-Mar-21	2805	A Crabbe - Remburse for Postage Stamps	£36.24				
02-Mar-21	2807	A Crabbe - Reimburse for Zoom Subscription	£14.39				
16-Mar-21	2809	Andrew Dunn - Salary for March 2021					
17-Mar-21	2811	Terry Wilcox - Salary for March 2021					
17-Mar-21	2820	Donna Mansell - reimbursement for purchase of 'No dog fouling' stencil kit	£16.98				
22-Mar-21	2819	HRMC - Employers Tax and NI for Q4	£2,382.32				
23-Mar-21	2812	Fiona Rainforth Salary for March 2021					
26-Mar-21	2670	Andrew Crabbe - Reimbursement for Zoom Subscription	£14.39				
26-Mar-21	2808	Andrew Crabbe - Rembursement for ID Badge lanyards and Case	£9.95				
26-Mar-21	2810	Andrew Crabbe - Salary for March 2021					
26-Mar-21	2815	Andrew Crabbe - Reimbursement for purchase of office guillotine	£30.41				
26-Mar-21	2816	Andrew Crabbe - Rembursement for purchase of Ink Cartridge	£33.59				
29-Mar-21	2801	Gemma Wallace - Salary for February 2021	284.48				
29-Mar-21	2813	Gemma Wallace - Salary for March 2021					
29-Mar-21	2817	ERYC - Payment for ID Badges					
30-Mar-21	2818	Arian Mahoney - payment for repair of fence at pond	£200.00				
		NEST Pension Payment for T Wilcox : Ref: IT000005404739	£110.10				
Credits							
Date of Credit	Reason	Amount					
Summary of bank transactions March 21							
		Balance as of end Feb 2021 =	£71,822.73				
		=					
		Total spend in Mar 21 (presented) =	£6,495.44				
		Credit Received in Mar 21 =	£0.00				
		Total balance in bank as of end of March 21 = £65,327.29					
Box 3							
New Cheques Issued at April 2021 Meeting (to be approved by Clrs)							
Payroll							
Gemma Wallace - Salary for April 2021							
Fiona Rainforth Salary for April 2021							
Andrew Crabbe - Salary for April 2021							
Andrew Dunn - Salary for April 2021							
Terry Wilcox - Salary for April 2021							
Non Payroll							
Andrew Crabbe - Reimburse for purchasing of noticeboard for pond (Greenbarnes)							
Andrew Crabbe - Reimburse for Zoom licence for April							
Andrew Crabbe - Reimburse for keys for allotment							
Andrew Crabbe - Reimburse for stamps							
Andrew Crabbe - Reimburse for purchase of weedkiller for allotment path							
Peter Coates - Payment for cutting GDLA Hedge							
ERYC - Payment for refilling salt bins							
ERNLLCA Annual subscription							
Ian Sankey - reimbursement of expenses for Christmas Activity - approved by Clrs April 21 Meeting							
Autela Payroll - Jan - March 2021 - Payroll for 5 Employees							
Total cheques to be issued at the April 2021 Meeting =							
£5,880.46							
Box 5							
Business Reserve Accounts							
Account No.1 - 958		Balances					
Balance as of 30th Nov 2020		£121,503.13					
Interest		£0.93					
Balance as of 26th Feb 2021		£121,504.06					
Account No.2 - 294		Balances					
Balance as of 30th Nov 2020		£51,186.17					
Interest		£0.39					
Balance as of 26th Feb 2021		£51,186.56					
Box 2							
Outstanding Cheques							
Payroll							
Fiona Wallace Salary for February 2021							
Non Payroll							
Total of Outstanding cheques							
£28,070.52							
Box 4							
Summary of PC Accounts until end of April 21 (Actuals & Forecasts)							
No.1 Account: Current Account (923)							
a Bank Balance at end of Feb 21 (verified by Statement) =							
£71,822.73							
b (Actual) Total Spend in Mar 21 (cashed) =							
£6,495.44							
c (Actual) Uncashed Cheques							
£152.47							
d (Actual) New Cheques issued at April 21 meeting							
£5,880.46							
e Forecast Spending for end of April 21 (which is box b, c and d added) =							
£12,417.27							
f (Actual) Credit Payments made in March 2021							
£0.00							
g Forecast of Balance for end of April 21 (which is box e deducted from box a, added to box f) =							
£59,405.46							

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Gilberdyke Parish Council

Budget Monitoring Report for 2021 / 22

	Budget Item	Budget
Admin	Annual Audit Fees	£1,000.00
	Insurance	£3,000.00
	Subscriptions (ERNLLCA)	£1,500.00
	Rental for Memorial Hall (ERYC)	£0.00
	Training	£300.00
	Bank Charges	£50.00
	Poppy Wreaths / Remembrance Matters	£541.00
	Youth Project (see table 2 across)	£2,303.36
	Elections	£0.00
	Website	£100.00
Employment	Payroll Admin (5 employees)	£200.00
	HRMC (5 Employees)	£6,000.00
	Home Office Allowance	£600.00
	Total Salaries (See Table 1 across)	£28,535.52
Property	Seats / Youth Shelter Repairs and Maintenance	£500.00
	Notice Boards	£1,000.00
	Allotment Costs	£500.00
Play Areas / Green Areas	Playground Inspection	£200.00
	Playground Reburbsihment / Repairs	£6,000.00
	Grass cutting	£4,600.00
	Pond Maintenance	£500.00
	Tree Management	£500.00
	Drainage / Dykes	£3,500.00
Maintenance	Bus Shelter Maintenance	£250.00
	Salt Bins Maintenance	£600.00
	Emergency Planning	£500.00
Grants	Community Grant Fund	£2,000.00
	Christmas Activities - Lights etc	£2,000.00
	Go Far Bus Service	
	Newport Burial - Contribution	£2,000.00
Misc.	Reserve budget for any items not listed as above	£2,000.00
	Total Quarterly Spend =	
		£59,636.08
Notes to be carried forward to next years budget	Drainage & Dykes	Cllrs have agreed to allocate £500 per annum to build up a fund for dealing with drainage items
	Emergency Planning	Cllrs agreed to allocate £500 per annum to build up a fund in event of emergency situation

Gilberdyke Parish Council		
Youth Project Budget for 2021/22:		
Agreed budget =	£10,000.00	
	2021 /2022	Comments
Youth Worker salaries	£6,556.16	
Payroll Costs	£56.00	
Venue Hire	£955.31	
Materials for Activities	£610.00	New amount requested by Youth Team - transferring amounts from Travel and DBS
Transport (Coach Hire)	£217.35	
Travel Expenses	£0.00	Youth Team are suggesting this will not be needed in 2021/22 as events will be local - transfer to another item
Stationary Costs	£100.00	
First Aid Supplies	£20.70	
Insurance Costs	£400.00	
DBS Costs	£0.00	Both Fiona and are signed up to the DBS annual service where you pay £12 and it rolls your DBS over, plus not due for another few years.
Totals =	£8,915.52	
Anticipated Variable =	£1,084.49	(credit)

Gilberdyke Parish Council Community Grant Fund

Gilberdyke Parish Council has agreed to introduce a Community Grant fund with effect from the 2021/22 Financial Year which will be open to any not for profit / community organisation within the Gilberdyke Parish who are able to demonstrate a value to the Gilberdyke community. Parish Cllrs do not intend to proscribe the relevance of this value subject to there being demonstrable benefits to sections or the whole of the community.

Typical bodies might include Scouts, Brownies and Girl Guides, Church Groups, sports and social clubs, voluntary organisations, 'not for profit' community bodies and also school activities outside of the curriculum. This list is not meant to be exhaustive, however as a general rule, the Grant Fund cannot be used for private / commercial businesses or enterprises, although the Parish Council may consider grants from such business who clearly demonstrate a service to the community – i.e. a children's nursery.

Terms of the Grant Fund

1. In the financial year of 2021/22, the Community Grant Fund is £20,000. Parish Cllrs will review the fund in the new financial year and decide if it will continue and the amount of money to be allocated to the fund (if any). **It is important to note that there is no guarantee the scheme will continue in the next financial year, and this will be subject to Cllrs agreeing (or otherwise) the success of the scheme in 2021/22.**
2. Applications for grants can commence on 1st April and end on 31st March (or at such time as the fund is exhausted). Grants meeting the necessary criteria will be made on a first come first served basis.
3. Applicants will be advised of the outcome within two weeks of the Parish Council receiving the application.
4. **To ensure that the scheme is accessible to as many organisations as possible, all applications will be capped at £2,500 per annum, and only 1 application can be made by the same body within the financial year**
5. Grants must typically be used for provision of equipment and materials, building repairs and renovation, support of activities, designated projects.

Criteria for the Grant Fund

1. **Applications for a grant must be carried out by completion of the Community Grant Scheme Application Form**
2. All Applicant Groups should be based in the Gilberdyke Parish or carry out its activities within the Parish.
3. All Applications must demonstrate how their organisation benefits the Gilberdyke community and specifically how the requested grant will be used to further this.
4. All applicants must submit a financial summary of the current financial status of the organisation as part of the application.
5. **All successful applications will be expected to provide evidence that any awarded sums have been spent on the projects they identified in their application.**
6. The decision of Parish Cllrs regarding an application is final and there is no appeal if Cllrs reject an application.

Gilberdyke Parish Council

Covid 19 Risk Assessment for Parish Meetings from May 2021

Introduction

In light of the Government removal of legislation allowing local government remote meetings to have the powers of authority, and the reintroduction of face-to-face meetings, Gilberdyke Parish Council recognises the ongoing risks due to the continued pandemic, both to Parish Cllrs and to members of the public.

Therefore, the Parish Council is issuing the following control measures with regard to all Meetings of the Parish Council which will be an (temporary) addendum to the Standing Orders – as such, all Parish Cllrs and members of the public attending Parish Council meeting must observe the measures.

The measures are based on the principles of Covid prevention and control as forwarded by HM Government and the NHS



Control Measures for All Parish Council Meetings

Space: (1) Maintain social distancing	<ul style="list-style-type: none">Social distancing guidelines apply to all parts of the hall, not just the area where the meeting is being held. This includes, entrances, and exits, toilets etc.Cllrs and members of the public will be seated with 2 metre distance between them – no seats must be moved.Socialising is discouraged when in the building until seated – upon arrival Cllrs and members of the public should go straight to their seats.
Space: (2) Managing flow of people	<ul style="list-style-type: none">Cllrs and members of the public should avoid arriving and leaving in groups outside of any social bubbles.

	<ul style="list-style-type: none"> • Due to the layout of the village hall, it is unnecessary to create a one-way system to enter and leave the Hall, however all attendees should give due consideration to the movement of others in order to maintain suitable social distancing. •
Hands: Increase the frequency of handwashing and surface cleaning.	<ul style="list-style-type: none"> • The meeting room tables, chairs and door handles will have been sanitised prior to the meeting. • This will be repeated after the meeting. • The Parish Council will ensure hand sanitiser is available upon entering the building and also within them meeting room. • Cllrs and members of the public are encouraged to bring hand sanitizer with them to the meeting.
Face: Face Mask Wearing and ventilation	<ul style="list-style-type: none"> • Cllrs and members of the public must wear a facemask upon entering the building and meeting room – these can only be removed when seated. • The Clerk will open the windows in the meeting room prior to arrival of Cllrs and the public. • All doors will be left open to ensure a through air and also removing the risk of persons touching the door handle.
Additional Items	
Minimising the duration of potential exposure: Keep the meeting time as short as possible.	<ul style="list-style-type: none"> • The Clerk should ensure Cllrs are fully briefed on all agenda items prior to the meeting and in effect the only discussion will be to carry out a vote on the item. • Where appropriate the Chair may provide a summary of the issue • All procedural reports should have been provided to Cllrs prior to the report and the meeting should be for Cllrs to approve said reports
Minimising the potential for cross contamination: Meeting Documentation and handouts	<ul style="list-style-type: none"> • Documentation will not be provided at the meeting and Cllrs should bring copies of relevant paperwork to the meeting and take with them when they leave. • The Clerk will present the documentation where possible on screen.
Clinically vulnerable Persons	<ul style="list-style-type: none"> • Cllrs and Members of the Public identified as 'Clinically vulnerable' should identify themselves to the Clerk and where required, an alternative to face-to-face attendance will be explored.
Managing the number of attendees	<ul style="list-style-type: none"> • Public attendance at the meeting will be limited to a maximum of 5 persons until further notice. • Attendance needs to be advised the Clerk prior to the meeting and the first five contacts will be accepted.