

Approved at 14<sup>th</sup> July 2021 Parish Council Meeting

The risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Parish Council to identify any and all potential inherent risks. The Parish Council, based on a recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible.

This document has been produced to enable Weston on the Green Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

**1. Financial and Management**

Category	Risk (s) identified	H/M/L Rating	Management / Control of Risk	Review/Assess/Revise
Precept	Adequacy of precept in order for the Council to carry out its Statutory duty	L	To determine the precept amount required, Council receives quarterly budget update information.  At the budgeting meeting Council to receive a budget report, including actual position and projected position to the end of year and indicative figures or costings obtained by the Clerk. With this information the Council maps out the required monies for standing costs and projects for the following year and applies specific figures to budget headings, the total of which is resolved to be the precept amount to be requested from Cherwell District Council. The figure is submitted by the Clerk in writing.	Ensure clerk delivers timely, quarterly updates and utilises actuals and projected position for next budgeting cycle.
Budget Provision and Reserves	Insufficient available funds	L	A full budget is developed in advance of the precept request. This should include funds placed in reserve for future projects, a contingency fund and three months' running costs (based on last year's running cost numbers).	
Financial Records,	Inadequate checks	L	The Council has Financial Regulations which sets	Review of financial

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Inadequate Records			out the requirements. Existing procedures to be reviewed and signed off annually.	regulations approved by full Council in May 2021.
Bank and Banking	Inadequate checks	M	Existing procedure ensures 3 councillors are sited on all payments made. Payments processed are reconciled by the Clerk. Invoices received are logged and tracked by the Clerk.	Existing procedure adequate.
	Bank mistakes	L	Monthly reconciliation of all payments made by Clerk. Clerk undertakes quarterly reconciliation of full accounts.	
	Cheque mistakes	L	Cheques to be written by the Clerk following inspection of the invoices and signed by two Councillors as per agreement at a PC Meeting. Cheque and cheque counterfoil to be signed or initialled as per Financial Regulations 2021.	
Reporting and Auditing	Information communication	L	Financial information is a regular agenda item, all invoices listed by item to be discussed and reviewed at each meeting.	Quarterly update on status provided by the Clerk.
	Audit process completed to required timescales	L	Required documentation submitted to Internal Auditor for review within required timeframe. External Audit Annual Return completed, signed by the Council and submitted within the required timeframe. All documents published on PC website within the required timeframe.	Existing procedure adequate.
Grants	Receipt of grants	L	Parish Council receives any grants the Council	Clerk to monitor and

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			apply for.	ensure PC receives all expected grants.
	Power to pay grants by Parish Council	L	All such expenditure goes through the required Council process of approval, minuted and detailed if a payment is made using S137 powers of expenditure.	Existing procedures adequate.
Charges	Rents receivable	L	The Parish Council receives rent from Ardley United Football Club for hire of the playing field on an initial 3-year contract.	Clerk to monitor and ensure PC receives annual rent from Ardley United Football Club.
Minutes/Agendas/ Notices / Statutory Documents	Accuracy and legality	L	Minutes and agendas are produced in the prescribed manor by the Clerk and adhere to the legal requirements including publishing on the Meeting Agenda and Minutes section of the Parish Council Website. Minutes are approved and signed at the next council meeting.	Existing procedures adequate.
	Standing Orders	M	To be reviewed and agreed during each financial year.	Existing procedures adequate.
	Financial Regulations	M	To be reviewed and agreed during each financial year.	Existing procedures adequate.
	Business Conduct	L	Agenda displayed according to legal requirements.  Business conducted at Council meetings should be managed by the Chair.	Members adhere to Code of Conduct.
Councillors	Losing a Councillor	L	When a vacancy arises there is a legal process to follow which leads to either a by-election or a co-option process. The more usual is a co-option which starts with an advert, acceptance of applications, consideration of applicants and co-	Existing procedures adequate.

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			option vote at a Council meeting. The Council tries to draw members from around the Parish to make sure each area is represented.	
	Losing more than four Councillors to make the Council inquorate	M	If there are more than four vacancies at any one time, the Council becomes inquorate and the District Council will take over the running of the Council (at the Village's expense).	Procedures of Cherwell District Council are adequate.
Members Interests and Code of Conduct	Conflict of interests	L	Declarations of interest by members at all Council meetings.	Existing procedures adequate.
	Code of Conduct	L	Code of Conduct issued by Cherwell District Council, to be re-adopted following 2022 elections.	Issue Code of Conduct to all Councillors on election.
	Register of members' interests	L	Register of members' interest forms reviewed regularly.	Members take responsibility to update register.
Insurance	Adequacy & Compliance	L	An annual review is undertaken of all insurance arrangements. Employers and Employee liabilities are a necessity within policies. Ensure compliance measures are in place. Fidelity cover for employees included in insurance cover – employees have no access to PC bank accounts.	Full insurance review to be undertaken in 2023 when 3 year long term policy expires.
	Cost	L	A new insurance policy has been arranged for 2021-2022 with a 3-year deal taken out. Clerk and finance advisory group obtained quotes and confirmed appropriate policy.	Existing procedures adequate.
Data Protection	Policy provision	M	Data Protection Policy adopted by PC in May 2021. The PC is registered with the Information Commissioner.	Existing procedures adequate.
Freedom of	Policy	M	Model Freedom of Information Publication	Existing procedures

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Information			Scheme approved at the July 2021 PC meeting.	adequate.
	Provision	M	The PC is aware that if a substantial request came in it could create a number of additional hours work.	Monitor any requests made under FOI
Document Retention	Policy	L	Document Retention policy approved at July 2021 PC meeting.	Existing procedures adequate.

## 2. Physical equipment / areas

Category	Risk (s) identified	HML Rating	Management / Control of Risk	Review /Assess / Revise
Assets	Loss or damage	L	An annual review of assets is undertaken for insurance provision.	Existing procedures adequate.
Maintenance	Poor performance of assets or amenities	L	All assets owned by the Parish Council are regularly reviewed and maintained. All repairs and relevant expenditure for any repair is actioned/authorised in accordance with the correct procedures of the Parish Council. Assets are insured.	Existing procedures adequate.
Notice Board	Risk of damage	L	The Parish Council currently owns one notice board and 4 planter noticeboards. The Clerk checks the condition when posting notices.	Existing procedures adequate.
Street Furniture	Risk of damage	L	The Parish Council is responsible for 10 benches, 5 dog litter bins, litter bins, 3 salt bins, 4 sets of village gates & planters and 3 picnic benches. No formalised programme of inspections is carried out, but all reports of damage or faults are reported to the Council and dealt with.	Existing procedure adequate.
Stocks Green	Risk of damage	L	The Parish Council is responsible for the open	Inspection of the Stocks to

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			area of land on the Stocks Green, including the stocks. An annual inspection should be taken on the Stocks.	be included as part of the Council's work days.
Playing field and Play Area Equipment	Risk of damage	M	The Parish Council is responsible for the playing field and play area. A monthly inspection is undertaken and reported to the PC meeting. A RoSPA safety inspection on the play area is carried out annually.	Existing procedure adequate.
Playing Field	Increased use of the playing field for social events results in greater chance of liability for the Parish Council	L	Current insurance policy is sufficient.	Existing procedure adequate.
Playing field and Spinney	Risk of injury due to poorly managed trees	M	At present management of the trees, and the risk associated with them, sits with the land owner, Duchy of Cornwall. Monthly playground inspection includes assessing risks in the general playing field area and spinney.	Existing procedure adequate.
Spinney – Picnic Area	Risk of fire or accident due to BBQ use in the picnic area	M	Picnic benches by the stream could potentially encourage use of a BBQ. Residents need to be made aware, via Village News/PC Facebook page of location of area in relation to the spinney.	A comment on sensible use of the area added in the Village News. Advice to be provided on PC facebook page too when appropriate.
Spinney Stream	Risk of injury due to lack of awareness of stream	M	Whilst there is no fence between the spinney and playing field there is a natural barrier	

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			which highlights the change in environment.	
	Risk of injury from being trapped in the pipe/tunnel in the stream	L	Tunnel and pipework is not so small that children could get stuck so risk here is low. If children are seen playing in this area consider facebook message to parents warning them of the hazard.	Add tunnel sweeping of debris to annual list of maintenance jobs.
Gallosbrook stream, adjacent Bletchingdon Road	Risk of injury to road users due to lack of awareness of stream at edge of road	H	Bollards to be kept trimmed and cleared so they remain visible. Included as part of current grass cutting contract.	
North Lane Pond	Risk to reputation due to slow speed to act when North Lane pond dries up and RSPCA are called in	M	Water levels in the pond need to be regularly checked, especially during the summer months, and any issues reported.	A Councillor on North Lane asked to monitor water levels in the pond and report back to the Council.
Oak Tree Pond and North Lane Pond	Risk of injury due to pond bank subsidence	M	Undertake monthly review of pond areas to assess risks.	Action plan in place.
Meeting Locations	Adequacy	L	The Parish Council meeting is held in a venue considered to have appropriate facilities for the Clerk, members and the general public.	Existing procedures adequate.
	Health and Safety	M		
Council Records – Paper	Loss through: theft fire damage	L M L	The Parish Council records are stored at the village hall and in the home of the Clerk. Records include historical correspondences, minutes, insurance, bank records. Damage (apart from fire) and theft is unlikely and so provision is adequate. Appropriate archiving of documents to be undertaken..	Existing procedures considered adequate.
Council Records –	Loss through:		The Parish Council electronic records are	Existing procedures

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Electronic	theft fire damage	L L L	stored on the Clerk's laptop held with the Clerk at home. The data is constantly backed up to OneDrive in the Cloud and a physical backup is taken regularly. Antivirus software is also used to prevent corruption of the computer.	considered adequate.
Mobility Scooters in Village	Risk of accident on Church Road/Church Lane as residents use mobility scooters to reach village amenities	M	Current insurance policy covers the Council. Council currently in discussions with OCC to see if a road sign is possible.	Action plan in place.
Village Maintenance	Risk of necessary maintenance works around the village taking too long to action resulting in risk to reputation of the Council	M	The Council requires either a wider team of volunteers to undertake works in the village or a handyman could be employed.	Council requests volunteers to help via various sources.
Flooding	Risk that flooding due to bad weather, and limited maintenance of local ditches create areas of localised flooding which impacts local roads and PC property such as the playing field and spinney.	L	Highlight the need for local residents and landowners to review their drains and ditches and make sure they are cleared out. PC to highlight importance of clearing ditches to local landowners. PC currently investigating the maintenance of the weir. Clerk to assess whether any OCC owned/managed ditches require work and to escalate as necessary.	Action plan in place.
Antisocial Behaviour	Risk that limited local resources for teenagers result in antisocial behaviour in areas of the Parish e.g. the spinney that causes damage to PC property or raises safety concerns for local residents.	L	Highlight incidents to be reported to 101 so an evidence base can be compiled, and local policing teams can then increase their patrols of the area. Ongoing issues to be highlighted to the community policing team by PC. PC liaison with community policing team and Neighbourhood Watch team. Clerk/Neighbourhood Watch to advertise	Action plan in place.



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			procedure of reporting incidents to 101 in Village News/PC Facebook Page.	
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### 3. Rental of Playing Field by Ardley United Football Club

Category	Risk (s) identified	H/M/L Rating	Management / Control of Risk	Review/Assess/Revise
Safeguarding	Safeguarding of children	L	Parish Council obtained a copy of Ardley United Football Clubs - Safeguarding Children Policy.	Clerk to ensure the latest version is received each year.
Communication	Misunderstandings between parties surrounding the agreement for renting the playing field	L	The Parish Council and Ardley FC have signed a Terms of Agreement for hiring the playing field.	Terms to be reviewed annually.
	Village feel uninformed of when playing field in use	L	Ardley FC to provide fixture list to the Clerk. Parish Council to notify village of fixtures on noticeboard at the playing field, PC website, Village News and PC Facebook page.	Clerk to obtain regular updates and ensure all mediums are kept up to date.
Damage	Damage to playing field and surrounding boundaries, fences and gates	L	Parish Council existing insurance policy covers damage to these areas. The areas are checked as part of the works report submitted to the Parish Council each month.	Existing procedures considered adequate.
	Damage to equipment owned by Ardley FC and retained on playing field	M	Ardley FC have been made aware of the key factors relating to the Parish Council's insurance policy. Ardley FC have confirmed that they have their own insurance to cover potential damage and that their goals can remain in place and be used by residents.	A sign has been placed on each set of goals (Ardley FC and PC owned) to highlight it is dangerous to swing on the goal posts.
Litter	Additional litter problems with increased use of playing field	L	Litter in the area to be monitored. If considered a problem a further bin could be added e.g. in the car park.	Ongoing monitoring by the Council required.
Car Parking	Car parking on residential streets	M	Notice highlighting no car parking on residential	Ongoing monitoring and

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	causing distress to residents		streets to be placed on noticeboard at the playing field. Ardley FC have been advised of a potential car parking issue with residents and have included instructions of where is suitable to park i.e. car park and extended into playing field if required, in their notes to families for matches.	feedback to Ardley FC by the Council required.
Flooding	There is a risk that the PC isn't able to deliver on its contractual obligations to Ardley FC to provide an accessible playing surface for football.	L	Potential flooding has been highlighted as a concern to Ardley FC. Action plan in place under previous item.	Ongoing monitoring and feedback to Ardley FC by the Council required.

#### 4. Risks associated with the process of purchasing the playing field and spinney by the Parish Council (Purchase currently in progress)

Category	Risk (s) identified	H/M/L Rating	Management / Control of Risk	Review/Assess/Revise
Purchase Process	1a. Risk that the public do not feel the purchase price of the playing field has been sufficiently assessed against market rates.	M	<p>Reviewed and discussed by the Finance Group at 15/08/20 Finance Group meeting.</p> <p>Finance Group analysis of current agricultural land value at £9k p.a. with the proposed field acreage at approximately 2.726 acres suggests a land value for the field of c£24.5k (plus 1.189 ac of woodland). However, the land under discussion is more developed than agricultural land, with a recently replaced tree stock in the spinney, active playing field, car park, fencing and installed playground. Therefore, it is the assessment of the Finance Group that the purchase price of £30k required by the Duchy for the sale to progress</p>	Action: Review mitigating actions if the purchase price were to change for any reason.

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			<p>is not far from the true value of the land.</p> <p>The Finance Group discussed whether it necessary to appoint a surveyor to confirm the valuation. After debate a unanimous decision was made that it would be better to save the additional expense from public funds.</p>	
	1b. Risk that villagers do not feel sufficiently engaged in the purchase of the playing field.	L	<p>Reviewed and discussed by the Finance Group at 15/08/20 Finance Group meeting.</p> <p>There is a section on the Parish Council website to provide details of the project, loan information and list out where in Parish Council minutes playing field discussions have taken place. Updates are and continue to be provided regularly in Village News articles.</p>	Action: Clerk to continue to update the Parish Council website and ensure updated information is placed in each edition of the Village News and when appropriate on the PC Facebook page
	1c. Risk that the commitment of the Parish Council to pay Duchy of Cornwall legal fees is not perceived to be a good use of public funds, particularly in light of the fact that they are substantially in excess of those prudently negotiated by the Parish Council for their own legal advice.	M	<p>Reviewed and discussed by the Finance Group at 15/08/20 Finance Group meeting.</p> <p>As the Parish Council has approached the Duchy to progress this sale, the Duchy have articulated terms required for them to release this land. Following a robust discussion it was unanimously felt by the Finance Group that these terms are non-negotiable.</p> <p>The Finance Group also discussed the rate of fees expected from the Duchy's solicitors, again the Finance Group felt that there was</p>	Action: Finance Group to continue to monitor costs via legal advisers and report to PC where necessary.

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			<p>no room for negotiation on the provider of legal fees to the Duchy.</p> <p>The Finance Group agreed that it was not optimal that there was no cap of fees incurred by the Duchy solicitors. It agreed that it was necessary to write to the PC solicitors to gain assurance over this.</p> <p>Letter dispatched 24/08/20 to seek assurance that –</p> <p>All bills raised by the Duchy solicitors be reviewed by PC solicitors.</p> <p>If costs by the Duchy solicitors exceed £2k plus VAT the PC will be notified and further approvals by the PC will be required.</p> <p>If fees fall below £2k plus VAT that these funds will be returned to the PC.</p> <p>Response received confirmed that the controls requested would be executed by Spratt Endicott.</p>	
	1d Risk that the Parish Council doesn't know what legal entity is best placed to own the playing field.	L	<p>Reviewed and discussed by the Finance Group at 15/08/20 Finance Group meeting.</p> <p>The Finance Group discussed this issue and decided to request some advice on the matter.</p> <p>Advice received from OALC which highlighted it is common for Parish Council's to own land but would need to discuss with solicitor the</p>	<p>Action: Review next steps following receipt of legal advice.</p> <p>Ensure retained on risk register if purchase proceeds to completion.</p>

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			best mechanism for protecting the land. The finance group has discussed appropriate ownership of the playing field and spinney. At the present time it proposes that when the lawyers draw up the deeds the Parish Council will be listed as owner. This risk will remain on the PC risk register for review in future years to ensure the land continues to be best protected for the future.	
	1e. Risk that the Parish Council is not best placed to act as a custodian of the playing field asset to protect it for future generations of village residents.	L	Reviewed and discussed by the Finance Group at 15/08/20 Finance Group meeting.  The Finance Group acknowledged that in many cases villages have set up a separate group to manage assets such as a playing field. Following discussion the Finance Group was satisfied that the PC was able to pull in advice from the relevant bodies e.g. Woodland Trust, Oxfordshire Playing Fields Trust to enable effective management of the asset at the current time.	Action: Review as part of the annual risk review of the council, or in the context of legal advice relating to risk 1d, whichever is soonest.  Ensure retained on risk register if purchase proceeds to completion.

#### 5. Risks associated with the management of the playing field and spinney if owned by the Parish Council

Category	Risk (s) identified	HML Rating	Management / Control of Risk	Review /Assess / Revise
Management	2a. Risk that the Parish Council's insurance premium increases as a result of the ownership of the playing field and spinney.	L	Reviewed and discussed by the Finance Group at 15/08/20 Finance Group meeting.  Clerk investigated with the Parish Council's current insurer who replied: "The Public Liability section of the policy automatically	Action: The insurance policy will be reviewed in 2022.

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			covers the Parish Council's responsibilities towards any land or assets up to £10m". The Council are currently insured for £11,330 for sports surfaces.	
	2b. Risk that neighbours of the playing field become frustrated by the potential increased use of the field.	M	<p>Reviewed and discussed by the Finance Group at 15/08/20 Finance Group meeting.</p> <p>Village News articles have communicated increasing use of the playing field, these should continue along with appropriate updates on PC Facebook page. Contact details should be clearly posted at the playing field and on the Parish Council website so that people know who to contact if they have an issue.</p>	Action: Clerk to continue to update the Parish Council website and ensure updated information is placed in each edition of the Village News and Facebook page.
	2c. Risk that future management costs of the spinney are not known.	M	<p>Reviewed and discussed by the Finance Group at 15/08/20 Finance Group meeting.</p> <p>Finance Group discussed the matter of historic and future costs. It assessed that historic costs associated with management of the spinney will not be directly comparable going forward due to the change in tree stock in the spinney. The group felt that it was able to reach out to key experts in the Woodland Trust etc to help advise on future costs but that historic costs from the Duchy were unlikely to be helpful.</p> <p>It was also agreed that funding for any improvements to the spinney or playing field were likely to come mainly from grants, not</p>	Action: Finance Group to review as part of the annual risk review of the council and the annual budgeting process.

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			Council Tax driven public funds.	
	2d. Risk that young people may congregate in the spinney or playing field area resulting in antisocial behaviour that impacts the lives of villagers or low level criminal damage against PC property.	L	Mitigation is to make villagers aware of the use of the area, consult with the neighbourhood police team on practical actions that can protect PC property and help prevent antisocial behaviour escalation, and review the risk in line with the PC's annual risk register review.	

## 6. Risks associated with the playground following the COVID 19 pandemic

Category	Risk (s) identified	HML Rating	Management / Control of Risk	Review / Assess / Revise
Covid Government Guidelines: Cleaning and Hygiene / Social Distancing	Playground is not adequately cleaned. Understanding of Government guidance.	L	Playground to be bio cleaned annually (last undertaken in May 2021).  Advisory signage placed at entrances to playing field to: <ul style="list-style-type: none"> <li>• Encourage users to clean equipment before and after use, especially at touch points e.g. handles</li> <li>• Encourage use of hand sanitiser and frequent hand washing, particularly at the beginning and end of play</li> <li>• Advise people not to touch their faces, and to cough or sneeze into a tissue or arm when a tissue is not available</li> <li>• Advise people not to put their mouths on equipment or their hands in their mouths</li> <li>• Remember social distancing rules</li> </ul>	Existing procedures considered adequate.

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			depending on guidelines <ul style="list-style-type: none"> <li>• Parents, guardians or carers are reminded that they allow children to use the playground equipment at their own risk</li> <li>• Please be mindful to all users of the playground</li> </ul>	
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#### 7. COVID-19 Risk Assessment for hirers of Weston on the Green Village Hall: PC assessment based on VH risk assessment

This risk assessment relates to the return to Parish Council face to face meetings expected from the beginning of July. At the time of assessment face to face meetings of full council are permitted as part of a legal exception to COVID 19 regulations. This assessment assumes the following guidance is still valid:

- Social distancing should be maintained before, during and after meetings
- Face masks must be worn by all attendees

**Village Hall Capacity: under current guidelines the hall is allowed to operate at 50% capacity when seated which equates to 45 people seated.**

Category	Risk (s) identified	H/M/L Rating	Management / Control of Risk	Review/Assess/Revise
Cleanliness of hall and equipment, especially after other hires	There is a risk that other hirers or hall cleaner have not cleaned hall or equipment used to the standard required	L	<ul style="list-style-type: none"> <li>- PC to clean door handles, tables and chairs when setting up meeting and when tidying away after the meeting.</li> <li>- Social distancing to be maintained during set up and clear up.</li> <li>- Toilets to be unavailable before, during, after meeting to minimize burden of cleaning.</li> <li>- Kitchen not to be used before, during and after meeting to minimize burden</li> </ul>	<ol style="list-style-type: none"> <li>1. Councillors and public may bring their own drinks if they wish.</li> <li>2. We will need to designate 2 people from across the Council to allocate time to help set up and clean down for each meeting. They will need to bring</li> </ol>



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			of cleaning.	<p>their own gloves, if they wish.</p> <p><b>3.</b> Wipes to clean down equipment will need to be purchased by the Council.</p>
Managing social distancing and especially people attending who may be vulnerable	People do not maintain 1m+ / 2 m social distancing	L	<ul style="list-style-type: none"> <li>- Room set up to socially distance councillors, clerk and public.</li> <li>- Tables for Chair and clerk only.</li> <li>- Councillors to have socially distanced chairs.</li> <li>- All members of the council to be socially distanced as far as possible.</li> <li>- Chairs for public to be arranged in a socially distanced way.</li> <li>- Masks to be worn during meeting apart from when speaking if wish to remove it.</li> <li>- Need for mask wearing and social distancing for public to be communicated via facebook page/PC website.</li> <li>- Council to provide option of emailing questions to Clerk in advance in order that concerns for all members of the public are given opportunity to be heard.</li> </ul>	<ol style="list-style-type: none"> <li>1. This risk assessment considered whether the VH is big enough for the necessary social distancing. If the number of public who attend is low (expected) this should be manageable.</li> <li>2. Holding meetings outside was considered however the set-up time, effort and social distancing difficulties of taking items outside is considered prohibitive.</li> <li>3. A hybrid model of Zoom access and live face to face meeting was considered however this was assessed as too time consuming at the present time. It is proposed to review the logistics after the first</li> </ol>

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				<p>meeting and assess whether a hybrid zoom / live meeting would be advantageous.</p> <p>4. Provide option of submitting questions to the Clerk prior to the meeting if members of the public do not wish to attend the meeting in person.</p>
Respiratory hygiene	Transmission to other members of group	M	<ul style="list-style-type: none"> <li>- Clerk to include reminder of safety protocols when issuing agenda.</li> <li>- Chair to open meeting with reminder to encourage group to avoid touching mouth, eyes, and nose.</li> <li>-Ask councillors to bring their own tissues and hand sanitiser.</li> <li>- Dedicate one bin for all rubbish. Empty rubbish at the end of the meeting.</li> <li>- Windows and doors to be opened to ensure maximum ventilation.</li> <li>- All PC meeting attendees should enter details into the Track and Trace book in the foyer.</li> </ul>	<ul style="list-style-type: none"> <li>- Remind councillors and the public to bring tissues and hand sanitiser via Facebook page/PC website.</li> <li>- Clerk to ensure windows and doors to be opened to enhance ventilation.</li> </ul>
Hand cleanliness	Transmission to other members of group and premises	L	<ul style="list-style-type: none"> <li>-Advise group to use sanitiser on entering the hall.</li> <li>- Paper print-outs will not be provided, deploy projector for meeting papers.</li> </ul>	

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Someone falls ill with COVID- 19 symptoms	Transmission to other members of group and premises	L	<ul style="list-style-type: none"> <li>-Follow Hall instructions/procedure.</li> <li>-Move person to safe area in the foyer, obtain contacts, inform Village Hall Committee via <a href="mailto:westonvillagehall@live.co.uk">westonvillagehall@live.co.uk</a></li> </ul>	
Capacity of village hall	Seated capacity of village hall exceeded by number of people wishing to attend the Council meeting	L	<ul style="list-style-type: none"> <li>-Village Hall has a seated capacity of 45 people under current guidelines.</li> <li>-Number of people in attendance at the meeting to be monitored and additional admittance to be restricted once capacity reached.</li> </ul>	<ul style="list-style-type: none"> <li>-Remind councillors and the public of restricted capacity at meeting via agenda/Facebook page/PC website.</li> </ul>