



Goostrey Parish Council

The Village Hall

Goostrey

Cheshire

CW4 8PE

01477 535825

E-Mail: clerk@goostreyparishcouncil.gov.uk

17th January 2024

DOCUMENT PACK FOR GOOSTREY PARISH COUNCIL MEETING

Public Forum 7.30 – 7.45pm. - Public comments will be taken before the Meeting commences but are restricted to 15 minutes unless the Chairman allows otherwise.

AGENDA

- 1. Declarations of Interest:** To receive and minute any declarations of interests.
- 2. Apologies for Absence:** To receive apologies for unavoidable absence.
- 3. Minutes:**
 - a) To accept the minutes from the Parish Council meeting on 12th December 2023 and all the decisions therein. View minutes here [Draft Minutes Goostrey Parish Council Meeting 12th December 2023.](#)

Motion: The Parish Council resolves to accept the minutes of the Parish Council meeting held on 12th December 2023.

- b) To accept the minutes from the Extraordinary meeting of Goostrey Parish Council on 18th December 2023 and all the decisions therein. View minutes here [Draft Minutes of Extraordinary meeting of Goostrey Parish Council 18th December 2023.](#)

Motion: The Parish Council resolves to accept the minutes of the Extraordinary Meeting of Goostrey Parish Council held on 18th December 2023.

- 4. Cheshire East Council Matters:** To receive a report on Cheshire East Council Matters. To deal with any questions by Members relating to the report and any questions by Members notified in advance to the Chairman and the CE Councillor.
- 5. Committee Matters:** To receive reports from the Parish Council Committees:
 - a) Village Hall Management Committee Meeting 9th January 2024. View minutes here [Draft Village Hall Management Committee Meeting Minutes 9th January 2024](#)

Motion: The Parish Council resolves to accept the minutes of the Village Hall Management Committee meeting of 9th January 2024 and all the decisions therein.

- b) Amenities Committee Meeting Minutes 10th January 2024. [Draft Amenities Committee Meeting Minutes 10th January 2024.](#)

Motion: The Parish Council resolves to accept the minutes of the Amenities Committee meeting of 10th January 2024 and all the decisions therein.

- 6. Planning Matters:** All planning matters to be dealt with at a Planning Committee meeting at 7pm, prior to the council meeting.

7. Financial Payments: To approve payments in Schedule 1/24. **Includes:** Salaries & expenses. See page 3.

Motion: The Parish Council approves the payments listed on Schedule 1/24.

8. Clerk's Report: Including actions from the last meeting and correspondence. See page 4.

9. Highways & Speedwatch:

a) **Speedwatch Report** – To receive the Speedwatch Report. See page 5.

b) **SDU at Shearbrook, Main Road** – To receive the SDU Data Report. See page 6.

10. Police Matters: To consider any matters related to local policing.

11. Transfer of Funds: To approve the transfer of £10,750 from the council's NS&I account to its current account in order to make funds available to support the Goostrey Playground Community Project (approved by the Parish Council at its meeting on 12th December 2023, minute reference 12.23.11), by match funding a grant application to the Landfill Communities Fund.

Motion: The Parish Council approves the transfer of £10,750 from the council's NS&I account to its current account in order to make funds available to support the Goostrey Playground Community Project, by match funding a grant application to the Landfill Communities Fund.

12. Annual Parish Meeting 25th April 2024: To approve the meeting agenda and any additional speakers.

13. Cheshire East Council Budget Consultation for 2024 to 2025: To approve the council's response to the consultation. See page 7.

14. Health and Safety Policy: To review and approve the updated Health and Safety Policy. See page 40.

15. Newsletter Articles: To note and approve the articles for the next Parish Council Newsletter.

16. Minor items and items for the next agenda.

17. Date of Next Meeting:

- Parish Council Meeting – 27th February 2024.

Close meeting

ENCLOSURES

ITEM 7 FINANCIAL PAYMENTS

Payment Schedule 1/24 Jan 2024

Payment Date	Payee	Money Out	Description	
15/12/2023	1 Natwest	£21.80	Bankline Charges	Paid
05/01/2024	2 Staff Salaries	£2,330.19	Staff Salaries	Paid
05/01/2024	3 HMRC	£444.62	Tax and NI	Paid
05/01/2024	4 Nest	£194.04	Pension Payment	Paid DD
05/01/2024	5 Cheshire East Council	£12,285.47	Villages Hall Recharges	Paid
12/01/2024	6 Vodafone	£19.56	Mobile Phone Contract	Paid DD
16/01/2024	7 Natwest	£26.30	Bankline Charges	Paid
19/01/2024	8 Plusnet	£39.20	Telephone and Broad Band	DD
26/01/2024	9 Hannah Bayley Music Tuition	£70.00	Piano Playing for Chrstmas Lunch	
26/01/2024	10 SLCC	£229.00	Membership Fee	
26/01/2024	11 CTS Property Services	£100.00	Lengthsman Services	
26/01/2024	12 TWM Traffic Control Systems Ltd	£180.00	SDU Repair	
26/01/2024	13 Viking	£272.23	Soap Dispensers and Office Supplies	
26/01/2024	14 Northwich Town Council	£4,284.00	Replacement of 3 Benches	
26/01/2024	15 Northwich Town Council	£624.00	Village Maintenance/Grass Cutting Nov	
26/01/2024	16 Northwich Town Council	£795.00	Village Maintenance/Grass Cutting Oct	
26/01/2024	17 Cartridge Save	£41.47	Printer Ink	
		£21,956.88	inc VAT	

Receipts at 16th Jan 2024

Village Hall income	£3,373.72	inc VAT
Total Receipts	£3,373.72	

Account Balances at 12th Dec 2023

Current Account	£63,439.78
Santander Capital Account	£78,875.96
NS&I General	£71,824.83
TOTAL	£214,140.57

Caxton Card Report 16th January 2024

Transaction Date	Payee	Amount	Description
	Balance brought forward	£751.22	
05/01/2024	1 Celebrateian Ltd	£2.79	Roller Blind Chain Connectors
26/01/2024	2 Birch Hosting	£59.29	Email Hosting
	Total Spend	£2.79	
	Total Fees	£1.50	
	Total Spend inc Fees	£4.29	
	Card Load	£0.00	
	Card Balance at 16th January 2024	£746.93	

Item 8 Clerk's Report

Actions

- a) New Tree Warden (now Tree Ranger) appointed.
- b) Response to CEC Strategic Leisure Review Consultation sent
- c) Letter of thanks to caterer sent.

Correspondence

- a) Chris Shaw RE: Grounds Maintenance 24/25
- b) Ruth Burgess RE: Goostrey Village Maintenance Contract
- c) Resident RE: Goostrey WI Meeting Tuesday 16th January
- d) planning@cheshireeast.gov.uk 24/0113C UNIT 2, The Sidings, STATION ROAD, GOOSTREY,
- e) FERNEYHOUGH, Lucie Holmes Chapel Neighbourhood Partnership - Agenda and Notes
- f) OGBONNAYA, Chizoba RE: Goostrey Parish Council Village Hall Recharge
- g) MTC RE: Recommendations for Caterers
- h) GOODIER, Julie Planning Lists Week 2402 Mon 9:33
- i) Resident Goostrey Guild booking
- j) Resident Fwd: Voting for FoGS photo Sat 13/01
- k) Ashley Tree Services Re: Emma Bambrook to Ashley Tree Services Sat 13/01
- l) Electionteam.admin RE: New Electoral Register 2023/2024 Fri 12/01
- m) CTS Property Services RE: Goostrey Jobs Fri 12/01
- n) St. Luke's Re: Christmas Events 2024 Fri 12/01
- o) Catering Re: Catering Quote Thu 11/01
- p) Goosfest Goostrey Rose Festival 2024 Thu 11/01
- q) ChALC Re: Training Session Thu 11/01
- r) Electionteam.admin New Electoral Register 2023/2024 Wed 10/01
- s) OGBONNAYA, Chizoba RE: Goostrey Parish Council Village Hall Recharge Wed 10/01
- t) WHITTAKER, Lawrence Budget Consultation Survey Tue 09/01
- u) CTC RE: Goostrey Village Maintenance Contract Mon 08/01
- v) Follwells RE: Toilet Hire 04/01/2024
- w) Resident Gully Maintenance 02/01/2024
- x) Police Crime Commissioner Police Budget 2024/25 02/01/2024
- y) Twemlow PC Website 02/01/2024
- z) CTS Property Services RE: Christmas Lights 02/01/2024
- aa) Stephanie Astbury RE: Village Maintenance 2024-25 02/01/2024
- bb) CHADWICK, Russell (Councillor) FW: Main Road - Goostrey - Enquiry No. 3460862
- cc) R AND CRE: Strategic Leisure Review Consultation 2023 21/12/2023
- dd) WHITTAKER, Lawrence Approval of Council Taxbase 2024/25 14/12/2023
- ee) Cheshire East Council Invoice 11700192667 13/12/2023
- ff) DOUGLAS, Paul 23/00945E 12/12/2023
- gg) NEW FOOTPATH GOOSTREY STATION 11/12/2023
- hh) Nikki Roberts RE: Training Session 11/12/2023
- ii) Nikki Roberts RE: Average Speed Camera Trials 11/12/2023
- jj) THOMPSON, Alex RE: Village Hall Recharge 11/12/2023
- kk) KOLKER, Andrew (Councillor) FW: Village Hall Recharge 08/12/2023
- ll) FixMyStreet New Cheshire East FixMyStreet updates on report: 'Cross Lane Cross road with Bomish Lane'
- mm) Goostrey Primary Admin RE: Goostrey Parish Council Village Hall Recharge

GOOSTREY PARISH COUNCIL SPEEDWATCH REPORT -January 2024 Meeting

Essential training of the new team of volunteers to revised National Speed Watch Procedures by the PCSO is currently being planned. Lack of availability of PCSO is causing delay.

Current Position

DATE & TIME	LOCATION	LOW SPEED MPH	TOP SPEED MPH	NUMBER OF VEHICLES LOGGED	TOTAL NUMBER OF VEHICLES PASSING
Lack of Trained Volunteer resources has resulted in no further sessions since last reported session on 05/01/2022					

SID data continues to demonstrate that speeding is on the increase and it is increasingly important to obtain more PCSO Trucam sessions and to continue to promote the possibility of installation of Average Speed Cameras.

TR 02/01/2024

Main Road Shearbrook SID Summary Data December 2023 Data For January 2024
GPC Meeting

Month	Total Number of Vehicles	% Travelling at over 35MPH	Highest Speed and time	Comments
January 2023 (1-23 only)	23,700 (equates to 32,000 for whole month)	16.1	63.3mph 18.00	
February 2023	32,131	19.0	63.5 mph 12.00	
March 2023	35,558	22.1	56.1 mph 13.00	
April 2023	34,406	22.0	63.2 mph 12.00	
May 2023	36,748	23.0	60.5 mph 05.00	
October 2023	35,288	21.0	59.1 mph 19.00	
November 2023	33,661	18.0	60.0 mph 07.00	
December 2023	31,463	16.0	60.2 mph 07.0p	Highest previous Speed 88.3mph 02.00 January 2021

Note for December 2023 data – Total number of vehicles 31,463. Approximately 4,720 were travelling at over 35 mph which gives an average of 162 vehicles per day. Peak times for vehicles travelling at over 35 mph were 07.00 to 20.00 and 15.00.

TR 02/01/2024

Cheshire East Council Budget Consultation for 2024 to 2025 – Questionnaire

This survey is for residents and other stakeholders to provide feedback on a range of budget proposals to balance the Council budget for 2024/25. Consultation responses will be considered by councillors as part of the decision-making process.

The legal requirement to set a balanced budget

All local councils in the UK, including Cheshire East Council, are legally required to set out a balanced budget for the next financial year. By March 2024 Cheshire East Council is legally required to set out an income and spending plan for 2024 to 2025, and this plan must balance. This means the council cannot aim to spend more money than it has in its budget.

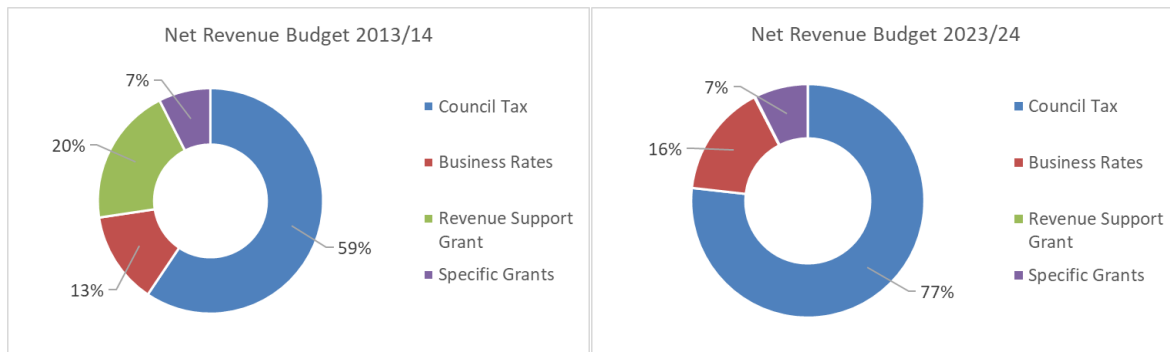
This plan is called the Medium Term Financial Strategy (MTFS). It sets out how the council will balance its budget and is voted on at Full Council in February each year.

Local council financial challenges

Local council finances have been under increasing pressure for several years. Now, councils are experiencing 'a perfect storm' of soaring costs, rising demand, significantly reduced funding from national government, and uncertainty about national decisions and policy. The following national and international external factors are forcing up expenditure:

- Inflation in costs, such as utilities and contracts (national and international)
- Interest rates driving up the cost of borrowing (national and international)
- Increasing service demand as the population rises
- Increasing complexity of need from service users
- Uncertainty due to specific Government announcements such as HS2, asylum seekers and winter pressures in NHS
- Uncertainty about future national government policy/priorities

Further to that, funding from central government has been falling significantly over time. Ten years ago, £55.9 million (20%) of the council's budget came from government revenue support grant and 59% from local council tax. Now we get almost no government revenue support grant, and 77% of our budget comes from council tax. There are only limited other grants too.



Locally these pressures could increase the spending on local services by up to £66m, which is the equivalent of a 25% increase on council tax. The Council must therefore do things differently for less.

Although we have strong financial controls in place, we only have £14 million in reserves which is 4% of our net budget. Current spending is forecast to significantly impact on these reserves, which means we also need to try and replace them to manage risks. The financial pressures being experienced by Cheshire East are not unique, councils across the country are facing an average deficit of £33m.

Actions taken to manage these budget pressures

To manage these budget pressures, the council has been increasing income and reducing spending across all services in recent years, including through the introduction of charges for garden waste collection services and reductions to library opening hours. The council is also currently consulting on other proposed changes to services to achieve savings that were part of the MTFS agreed in February 2023. This includes proposed changes to Adult Social Care charging, and a review of how leisure services will be delivered in future.

New budget saving proposals being put forward

Within this consultation the council is putting forward another 29 proposals, which could help the council to reduce its financial pressures for 2024/25. These proposals are included in this questionnaire for you to view and comment on.

Giving your feedback

Cheshire East Council is now inviting views from residents, businesses, councillors, staff, town and parish councils, local community groups and other stakeholders on how it can balance its budget for 2024 to 2025, including looking at the proposals the council is putting forward this year to help achieve that.

You can give your feedback on any aspect of this budget consultation by:

- Completing this survey online at **<https://surveys.cheshireeast.gov.uk/s/BC2024>**
- Completing this survey online by scanning the QR code below

- Completing this paper survey and returning it to us using the freepost return envelope included in the consultation pack
- Emailing RandC@cheshireeast.gov.uk
- Writing to Research and Consultation, Cheshire East Council, Westfields, Middlewich Road, Sandbach, CW11 1HZ
- Tweeting @CheshireEast #CECBudget



This consultation will be open for responses until 23:59 on **28 January 2024**.

For any queries about this engagement, for example if you would like to receive this questionnaire in an alternative format, or submit your response in a different way, please email the Research and Consultation team at RandC@cheshireeast.gov.uk. If you do not have email access please call Customer Services on 0300 123 55 00 who will send your enquiry on your behalf.

Your confidentiality is assured

Any personal information you supply will remain strictly confidential and will be used in line with the Data Protection Act 2018. To find out more about how we use your information see our privacy policy included in the consultation pack.

Making savings against internal spending

As well as generating income and making savings from services, Cheshire East Council has been making budget savings internally, including by:

- Agreeing to close its Westfields office in Sandbach and move staff to other existing offices in the borough
- Freezing staff recruitment, except for jobs which are statutory or are funded by direct income
- Opening mutually agreed resignation and early retirement schemes for staff
- Encouraging staff to reduce their working hours, or to purchase annual leave
- Freezing training for staff, unless it is a statutory requirement
- Freezing design and print work where possible
- Reviewing mobile phone usage for staff, and switching off mobile phones which have not been used recently

Is there anything else you think the council could be doing to save money or generate extra income internally? All ideas submitted will be considered

Write in below

Saving proposals by council committee

If the council is not able to make enough savings to balance its budget from internal savings, or by increasing council tax, it will have to make savings from council services.

The following proposals have been put forward for each of the council service committees to consider for inclusion in the council's financial plan for 2024/25 (the Medium Term Financial Strategy MTFS).

Adults and Health Committee proposals

The Adults and Health Committee Budget for 2023/24 is £136.3 million. Expenditure is forecast to increase by £10.8 million next year, nearly 80% of this relates specifically to growth in population, complexity of care needs and market prices for care packages. The remainder of the growth relates to other inflation factors such as pay.

When reviewing the Council's funding from 1 April 2024 Councillors agreed that the affordable budget for Adults and Health could only increase by £1.4 million. This means savings of £9.4 million would have to be identified. Additional grant funding of £3.6 million is expected next year, and pensions costs have reduced by £0.5 million, which still means savings of £5.3 million are required to mitigate the increasing expenditure. Managing large scale change presents financial risks, but the Council has very low reserves to protect against risk. The Council should therefore aim to over-achieve savings targets where possible.

A total of 4 savings proposals have been put forward from services overseen by the Adults and Health Committee, totalling £5.6 million of savings for 2024/25, and brief detail of each of these proposals are given below.

More details of how these savings will be delivered will be presented in High level business cases that will be considered by committees in January and February 2024.

Proposal AH1: Fees and Charges

Increase in income from client contributions primarily to remove subsidy from people currently assessed to fund their own care. This is subject to the outcome of a specific separate consultation, on a new social care charging policy, primarily with people who use care services.

The consultation started on 30 October 2023 and is closing on 21 January 2024.

The estimated budget impact of the proposed changes is £1.8 million

Generally speaking, do you support or oppose this proposal? *Tick one box only*
Your support or opposition for a proposal does not constitute a 'vote' for or against - this consultation informs a decision making process - as such it is important that you provide additional information about why you support, oppose or are not sure.

- ☐ Support
- ☐ Oppose
- ☐ Not sure

Do you have any comments about this proposal? *Write in below*

Proposal AH2: Client Contributions Increase

Increase in income from client contributions arising from the inflation increase for pensions and benefits paid to individuals. Offsets against expenditure growth proposals.

Potential saving for 2024 / 25 = £0.8 million

Generally speaking, do you support or oppose this proposal? *Tick one box only*
Your support or opposition for a proposal does not constitute a 'vote' for or against - this consultation informs a decision making process - as such it is important that you provide additional information about why you support, oppose or are not sure.

- ☐ Support
- ☐ Oppose
- ☐ Not sure

Do you have any comments about this proposal? *Write in below*

Proposal AH3: Working Age Adults - Prevent, Reduce, Delay

We aim to improve our services by doing things differently. Building on work done in 2023/24 we will apply the Care Act principles of prevent, reduce, delay, seeking to reduce reliance on one-to-one services, support families to support their adult children through the expansion of direct payments and shared-lives arrangements.

Potential saving for 2024 / 25 = £1.46 million

Generally speaking, do you support or oppose this proposal? *Tick one box only*
Your support or opposition for a proposal does not constitute a 'vote' for or against - this consultation informs a decision making process - as such it is important that you provide additional information about why you support, oppose or are not sure.

- ☐ Support
- ☐ Oppose
- ☐ Not sure

Do you have any comments about this proposal? *Write in below*

Proposal AH4: Older People – Prevent, Reduce, Delay

Building on work done in 2023/24 we will apply the Care Act principles of prevent, reduce, delay. This means expansion of community equipment and technology enabled care, greater reliance on voluntary sector organisations, and increased involvement of families. We will continue to focus on the delivery of care at home where it is the most cost-effective means of delivering services.

Potential saving for 2024 / 25 = £1.56 million

Generally speaking, do you support or oppose this proposal? *Tick one box only*
Your support or opposition for a proposal does not constitute a 'vote' for or against - this consultation informs a decision making process - as such it is important that you provide additional information about why you support, oppose or are not sure.

- ☐ Support
- ☐ Oppose
- ☐ Not sure

Do you have any comments about this proposal? *Write in below*

Children and Families Committee proposals

The Children and Families Committee budget for 2023/24 is £79.1 million. Expenditure is forecast to increase by £15.6 million next year. Nearly 70% of this growth reflects the ongoing budget pressures associated with support to prevent children coming into care and where they need care, finding suitable placements and reflects the significant increase in costs associated with this activity. The remainder of the growth reflects the increase in special education needs and disabilities (SEND) demand and increasing costs of fuel and contracts, a reduction in available reserves as well as other inflation factors such as pay.

When reviewing the council's funding from 1 April 2024 councillors agreed that the affordable budget for Children and Families could increase by £9.9 million. This means savings of £5.7 million would have to be identified. Pensions costs have reduced by £0.5 million, which still means savings of £5.2 million are required to mitigate the increasing expenditure. Managing large scale change presents financial risks, but the council has very low reserves to protect against risk. The council should therefore aim to over-achieve savings targets where possible.

A total of 7 savings proposals have been put forward from services overseen by the Children and Families Committee, totalling £5.2 million of savings for 2024/25, and brief detail of each of these proposals are given below.

More details of how these savings will be delivered will be presented in High level business cases that will be considered by committees in January and February 2024.

Proposal CF1: Discretionary offer to children with disabilities

Review of discretionary and statutory offer to children with disabilities to reduce expenditure without compromising outcomes and align with short breaks and personal budgets and ensure there is a streamlined pathway to support families.

Potential savings for 2024/25 = £0.9 million

Generally speaking, do you support or oppose this proposal? *Tick one box only*
Your support or opposition for a proposal does not constitute a 'vote' for or against - this consultation informs a decision making process - as such it is important that you provide additional information about why you support, oppose or are not sure.

- ☐ Support
- ☐ Oppose
- ☐ Not sure

Do you have any comments about this proposal? *Write in below*

Proposal CF2: Remove school catering subsidy

Over recent years, the school catering service has not generated sufficient income to cover its costs and so the council has been subsidising the service. It is proposing to consider future delivery models for this service, including implementing the findings from an independent review. It is also proposing to introduce an annual increase to schools in relation to the cost of delivering their school meals to generate more income and remove the council's subsidy to the school catering budget. This will not affect free school meals.

Potential savings for 2024/25 = £0.5 million

Generally speaking, do you support or oppose this proposal? *Tick one box only*
Your support or opposition for a proposal does not constitute a 'vote' for or against - this consultation informs a decision making process - as such it is important that you provide additional information about why you support, oppose or are not sure.

- ☐ Support
- ☐ Oppose
- ☐ Not sure

Do you have any comments about this proposal? *Write in below*

Proposal CF3: Review of structure to further integrate children and families services

This savings proposal is to reduce the establishment and realign service areas to maximise the offer to children and families by reducing duplication and delivering efficiencies in a leaner, integrated structure across the Children and Families Directorate. This will include a review of leadership structures and realising all opportunities including the Mutually Agreed Resignation Scheme (MARS) and existing vacancies.

Potential savings for 2024/25 = £1.0 million

Generally speaking, do you support or oppose this proposal? *Tick one box only*
Your support or opposition for a proposal does not constitute a 'vote' for or against - this consultation informs a decision making process - as such it is important that you provide additional information about why you support, oppose or are not sure.

- ☐ Support
- ☐ Oppose
- ☐ Not sure

Do you have any comments about this proposal? *Write in below*

Proposal CF4: Reduce discretionary Post-16 Travel Support

Cheshire East provides free or subsidised post-16 travel support to young people with special educational needs and disabilities (SEND). With the increased pressure on the school transport budget, this discretionary transport is being reviewed to consider alternative arrangements. Full consultation on this proposal closed on 20 December 2023, with consultation results to be taken to Children and Families Committee for consideration in the New Year 2024.

Potential savings for 2024/25 = £0.4 million

Generally speaking, do you support or oppose this proposal? *Tick one box only*
Your support or opposition for a proposal does not constitute a 'vote' for or against - this consultation informs a decision making process - as such it is important that you provide additional information about why you support, oppose or are not sure.

- ☐ Support
- ☐ Oppose
- ☐ Not sure

Do you have any comments about this proposal? *Write in below*

Proposal CF5: Achieve the Family Hub model

This savings proposal is to identify budget reductions within the wider Children's Centre estate and is aligned to delivering the national Family Hub model to target our resources and maximise service impact where need is greatest. This will include a review of buildings and estates and partnership opportunities for income generation.

Potential savings for 2024/25 = £0.25 million

Generally speaking, do you support or oppose this proposal? *Tick one box only*
Your support or opposition for a proposal does not constitute a 'vote' for or against - this consultation informs a decision making process - as such it is important that you provide additional information about why you support, oppose or are not sure.

- ☐ Support
- ☐ Oppose
- ☐ Not sure

Do you have any comments about this proposal? *Write in below*

Proposal CF6: Other Service Reviews

Ensure the service is receiving value for money from targeting our resources to maximise service impact by reviewing all internal, commissioned and voluntary sector services.

Cheshire East have been successful in securing temporary external funding for a number of innovative projects. These projects involve the onboarding of frontline colleagues, training, development, support and supervision and access to health and safety equipment which will be drawn down from grant funding.

Trade more services with schools (cross council) and promote a cross council co-ordinated traded model.

Potential savings for 2024/25 = £0.25 million

Generally speaking, do you support or oppose this proposal? *Tick one box only*
Your support or opposition for a proposal does not constitute a 'vote' for or against - this consultation informs a decision making process - as such it is important that you provide additional information about why you support, oppose or are not sure.

- ☐ Support
- ☐ Oppose
- ☐ Not sure

Do you have any comments about this proposal? *Write in below*

Proposal CF7: Reduce Growth in expenditure

Growth proposals reflect the ongoing budget pressures associated with support to prevent children coming into care and where they need care, finding suitable placements and reflects the significant increase in costs associated with this activity.

The service has plans to open residential children's homes in 2024 and are forecasting a gradual reduction in reliance on external placements where they are identified to be high cost with low outcomes for children. The service is also working to improve the commissioning of placements and increasing the number of our own foster carers. The costs associated with court proceedings including the required use

of expert assessments and barristers has also increased significantly. The service has a clear plan to reduce the need for spend of council, expert assessment and this is also central to the targets of the local family justice board.

Potential savings for 2024/25 = £1.9 million

Generally speaking, do you support or oppose this proposal? *Tick one box only*
Your support or opposition for a proposal does not constitute a 'vote' for or against - this consultation informs a decision making process - as such it is important that you provide additional information about why you support, oppose or are not sure.

- ☐ Support
- ☐ Oppose
- ☐ Not sure

Do you have any comments about this proposal? *Write in below*

Corporate Policy Committee proposals

The Corporate Policy Committee Budget for 2023/24 is £41 million. Expenditure is forecast to increase by £2.5 million next year. This increase is split evenly between additional capacity requirements in Legal Service, support to the ICT needs of the Council and other inflation factors such as pay.

When reviewing the Council's funding from 1 April 2024 Councillors agreed that the affordable budget for Corporate Policy could increase by £0.2 million. This means savings of £2.3 million would have to be identified. Pensions costs have reduced by £0.3 million, which still means savings of £2.0 million are required to mitigate the increasing expenditure. Managing large scale change presents financial risks, but the Council has very low reserves to protect against risk. The Council should therefore aim to over-achieve savings targets where possible.

A total of 7 savings proposals have been put forward from services overseen by the Corporate Policy Committee, totalling £4.8 million of savings for 2024/25, and brief detail of each of these proposals are given below.

More details of how these savings will be delivered will be presented in High level business cases that will be considered by committees in January and February 2024.

Proposal CP1: Reduce leadership and management costs

Reduce expenditure on leadership, supervision and associated support costs within Corporate Services. Savings are being achieved through temporarily leaving senior leadership posts vacant. Due to a reduction in senior employees, executive support should be similarly reviewed for senior staff across the Council, this includes removal of under-utilised support service budgets. Budgets associated with employees leaving the Council by mutual resignation will be removed from Corporate Services budgets where practical.

Potential savings for 2024/25 = £0.5 million

Generally speaking, do you support or oppose this proposal? *Tick one box only*
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- ☐ Support
- ☐ Oppose
- ☐ Not sure

Do you have any comments about this proposal? *Write in below*

Proposal CP2: Close the Emergency Assistance Scheme

Reduce the amount of money spent on emergency help for people, by closing the emergency assistance scheme. This scheme supports vulnerable members of society but no longer receives direct government funding.

Potential savings for 2024/25 = £0.2 million

Generally speaking, do you support or oppose this proposal? *Tick one box only*
Your support or opposition for a proposal does not constitute a 'vote' for or against - this consultation informs a decision making process - as such it is important that you provide additional information about why you support, oppose or are not sure.

- ☐ Support
- ☐ Oppose
- ☐ Not sure

Do you have any comments about this proposal? *Write in below*

Proposal CP3: Reduce election costs and increase charges where possible

Ensure full cost recovery for all elections carried out by the Council on behalf of other organisations, including charging Parishes for all Parish related election costs. Cut overall election costs through an efficiency review that considers all aspects of the resources required for polling and counting of votes.

Potential savings for 2024/25 = £0.15 million

Generally speaking, do you support or oppose this proposal? *Tick one box only*
Your support or opposition for a proposal does not constitute a 'vote' for or against - this consultation informs a decision making process - as such it is important that you provide additional information about why you support, oppose or are not sure.

- ☐ Support
- ☐ Oppose
- ☐ Not sure

Do you have any comments about this proposal? *Write in below*

Proposal CP4: Accelerate Digital and other ICT Transformation

Adopt a series of measures to maximise the use of technology:

- Accelerate digital transformation and realise the related savings in staffing, equipment and system costs.
- Review the opportunity to introduce commercial advertising on the council website.
- Use more artificial intelligence to respond to customers.
- Make efficiencies from new ways of working to contribute savings from contracts and staff resource.
- Minimise spending on ICT devices and licensing.

Potential savings for 2024/25 = £0.25 million

Generally speaking, do you support or oppose this proposal? *Tick one box only*

Your support or opposition for a proposal does not constitute a 'vote' for or against - this consultation informs a decision making process - as such it is important that you provide additional information about why you support, oppose or are not sure.

- ☐ Support
- ☐ Oppose
- ☐ Not sure

Do you have any comments about this proposal? *Write in below*

Proposal CP5: Enforce prompt debt recovery and increase charges for costs

Review the enforcement processes linked to payment of outstanding debts to increase the speed and percentage of income collected, whilst continuing the positive support of vulnerable debtors. Reduce overall costs through automation of processes. Increase charges to debtors to ensure this reflects actual costs of the debt collection process, thereby further reducing net costs to the Council

Potential savings for 2024/25 = £0.15 million

Generally speaking, do you support or oppose this proposal? *Tick one box only*

Your support or opposition for a proposal does not constitute a 'vote' for or against - this consultation informs a decision making process - as such it is important that you provide additional information about why you support, oppose or are not sure.

- ☐ Support
- ☐ Oppose
- ☐ Not sure

Do you have any comments about this proposal? *Write in below*

Proposal CP6: Other efficiencies and reductions across Corporate Services

- Continue the review of current provision across workforce and organisational development to deliver differently with reduced costs.
- Across the board efficiencies from procurement and income generation including introducing more venues for registrar services.
- Cease all external design and printing.
- Remove school subsidies through price increases or service reductions.
- Savings through additional hybrid working practices.

Potential savings for 2024/25 = £0.31 million

Generally speaking, do you support or oppose this proposal? *Tick one box only*
Your support or opposition for a proposal does not constitute a 'vote' for or against - this consultation informs a decision making process - as such it is important that you provide additional information about why you support, oppose or are not sure.

- ☐ Support
- ☐ Oppose
- ☐ Not sure

Do you have any comments about this proposal? *Write in below*

Proposal CP7: Reduce additional spending on staffing and agency costs

Aim to eliminate agency spending as far as possible. Reduce overtime or additional hours payments for employees. The impact of this approach across all services may reduce response times or flexibility in some areas but the intention is to reduce the cost of overheads that may be incurred above the costs normally associated with full-time permanent employment.

Potential savings for 2024/25 = £3.2 million

Generally speaking, do you support or oppose this proposal? *Tick one box only*
Your support or opposition for a proposal does not constitute a 'vote' for or against - this consultation informs a decision making process - as such it is important that you provide additional information about why you support, oppose or are not sure.

- Support
- Oppose
- Not sure

Do you have any comments about this proposal? *Write in below*

Economy and Growth Committee proposals

The Economy and Growth Committee Budget for 2023/24 is £25.0 million. Expenditure is forecast to increase by £4.9 million next year. Approximately 80% of this increase is required to maintain, or provide utilities to, council assets such as buildings used as community assets, public rights of way or council offices. The remainder relates to other inflation factors such as pay.

When reviewing the Council's funding from 1 April 2024 Councillors agreed that the affordable budget for Economy and Growth could increase by £2.0 million. This means savings of £2.9 million would have to be identified. Subsidy reductions to Tatton Park and the Visitor Centre operating model are already set to deliver savings for 2024/25 of £0.07m. Pensions costs have reduced and Councillors have also approved the closure of the Council's offices in Sandbach. These items reduce expenditure by £0.77 million. But this still means savings of £2.1 million are required to mitigate the increasing expenditure. Managing large scale change presents financial risks, but the Council has very low reserves to protect against risk. The Council should therefore aim to over-achieve savings targets where possible.

A total of 2 savings proposals have been put forward from services overseen by the Economy and Growth Committee, totalling £0.8 million of savings for 2024/25, and brief detail of each of these proposals are given below.

More details of how these savings will be delivered will be presented in High level business cases that will be considered by committees in January and February 2024.

Proposal EG1: Service Restructures within Place based Services

Use vacancy management to slow down or not fill posts across Place in non-statutory services and non-income generating posts. Reductions in staffing could result in statutory services responding more slowly where we can. This is a cross cutting proposal across Place Services so actual figures may change from one committee to another.

Potential savings for 2024/25 = £0.8 million

Generally speaking, do you support or oppose this proposal? *Tick one box only*
Your support or opposition for a proposal does not constitute a 'vote' for or against - this consultation informs a decision making process - as such it is important that you provide additional information about why you support, oppose or are not sure.

- ☐ Support
- ☐ Oppose
- ☐ Not sure

Do you have any comments about this proposal? *Write in below*

Proposal EG2: Reduce opening hours for main offices

Close our main offices on a Friday or Monday (option 1) to save energy costs, with staff working remotely instead. Or apply alternate closures, offices operate on a rolling three-day week (for example Crewe Mon-Wed, Macclesfield Wed-Fri) (option 2). Additionally aim to close Council buildings between the hours of 6pm and 8am.

Potential savings for 2024/25 = £0.05 million

Generally speaking, do you support or oppose this proposal? *Tick one box only*
Your support or opposition for a proposal does not constitute a 'vote' for or against - this consultation informs a decision making process - as such it is important that you provide additional information about why you support, oppose or are not sure.

- ☐ Support
- ☐ Oppose
- ☐ Not sure

Do you have any comments about this proposal? *Write in below*

Environment and Communities Committee proposals

The Environment and Communities Committee Budget for 2023/24 is £48.3 million. Expenditure is forecast to increase by £8.2 million next year. Over 40% of this increase relates to waste services. These increases are caused by having more houses and higher tonnages of waste per house as well as reductions in the value of recycled materials. The remainder is split between a reduction in available reserves, requirements to review the local plan and other inflation factors such as pay.

When reviewing the Council's funding from 1 April 2024 Councillors agreed that the affordable budget for Environment and Communities should reduce by £1.1 million. This means savings of £9.3 million would have to be identified. The Council has already implemented the Green Waste charging scheme and revised grounds maintenance regimes, it has reduced Library opening hours, and pensions costs have also fallen. These changes reduce financial growth requirements by £4.0 million. This still means savings of £5.3 million are required to mitigate the increasing expenditure. Managing large scale change presents financial risks, but the Council has very low reserves to protect against risk. The Council should therefore aim to over-achieve savings targets where possible.

A total of 7 savings proposals have been put forward from services overseen by the Environment and Communities Committee, totalling £4.0 million of savings for 2024 / 25, and brief detail of each of these proposals are given below.

More details of how these savings will be delivered will be presented in High level business cases that will be considered by committees in January and February 2024.

Proposal EC1: Refresh wholly owned company overheads and contributions

Review of ANSA Environmental Services and Orbitas Bereavement Services to consider whether a company operating model is achieving its original objectives to increase commercial opportunities that offset increased direct costs, opportunities that could not otherwise be accessed by a Local Authority. The review will consider how the current company financial positions can more directly support the Council's immediate financial requirements.

Potential savings for 2024/25 = £1.0 million

Generally speaking, do you support or oppose this proposal? *Tick one box only*
Your support or opposition for a proposal does not constitute a 'vote' for or against - this consultation informs a decision making process - as such it is important that you provide additional information about why you support, oppose or are not sure.

- ☐ Support
- ☐ Oppose
- ☐ Not sure

Do you have any comments about this proposal? *Write in below*

Proposal EC2: Strategic Leisure Review (Stage 2)

The second stage of the Strategic Leisure Review will run from 2024/25 and will focus on the medium-term financial sustainability of the commissioned leisure services. This includes, but is not limited to: reviewing pricing for leisure services across the borough; reduction in corporate landlord costs via asset transfer; exploring potential invest to save capital schemes removing all current programme allocations that cannot be delivered on an invest to save basis; removal of historical subsidies relating to free car parking; use of public health and other one off grants and; partnership working with Town Councils to secure contributions towards safeguarding provisions in their local area.

Full consultation on this proposal closes on 7 January 2024, with consultation results to be taken to Environment and Communities Committee for consideration in the New Year 2024.

Potential savings for 2024/25 = £1.3 million

Generally speaking, do you support or oppose this proposal? *Tick one box only*
Your support or opposition for a proposal does not constitute a 'vote' for or against - this consultation informs a decision making process - as such it is important that you provide additional information about why you support, oppose or are not sure.

- ☐ Support
- ☐ Oppose
- ☐ Not sure

Do you have any comments about this proposal? *Write in below*

Proposal EC3: Reduce costs of waste disposal and number of Household Waste Recycling Centres (HWRC)

Mitigate the impact of contract inflation and tonnage growth, through new or revised contracts and review of commissioner contract risk budgets.

Emergency reduction of Household Waste Recycling Centres (HWRC) to four core sites at Alsager, Crewe, Knutsford and Macclesfield from 1 April 2024 in advance of the formal HWRC review being presented to Committee later in 2024.

Potential savings for 2024/25 = £0.75 million

Generally speaking, do you support or oppose this proposal? *Tick one box only*
Your support or opposition for a proposal does not constitute a 'vote' for or against - this consultation informs a decision making process - as such it is important that you provide additional information about why you support, oppose or are not sure.

- ☐ Support
- ☐ Oppose
- ☐ Not sure

Do you have any comments about this proposal? *Write in below*

Proposal EC4: Fund libraries a different way

Seek alternative funding to maintain either current or a reduced level of service delivery, including partnership working with Town and Parish Councils to secure contributions towards safeguarding service provision in their local area. As part of this continue to push forward with new income generation initiatives within the wider library estate, utilising the building assets to offer new third-party services to the public.

Potential savings for 2024/25 = £0.37 million

Generally speaking, do you support or oppose this proposal? *Tick one box only*
Your support or opposition for a proposal does not constitute a 'vote' for or against - this consultation informs a decision making process - as such it is important that you provide additional information about why you support, oppose or are not sure.

- ☐ Support
- ☐ Oppose
- ☐ Not sure

Do you have any comments about this proposal? *Write in below*

Proposal EC5: Reduce costs of street cleansing operations

Revise street cleansing operations boroughwide to secure operational efficiencies.

Potential savings for 2024/25 = £0.2 million

Generally speaking, do you support or oppose this proposal? *Tick one box only*
Your support or opposition for a proposal does not constitute a 'vote' for or against - this consultation informs a decision making process - as such it is important that you provide additional information about why you support, oppose or are not sure.

- ☐ Support
- ☐ Oppose
- ☐ Not sure

Do you have any comments about this proposal? *Write in below*

Proposal EC6: Reduce revenue impact of carbon reduction capital schemes

Capitalisation of the carbon team. Delay council funded capital projects, prioritise securing and delivery of external grant funded carbon reduction initiatives.

Potential savings for 2024/25 = £0.34 million

Generally speaking, do you support or oppose this proposal? *Tick one box only*
Your support or opposition for a proposal does not constitute a 'vote' for or against - this consultation informs a decision making process - as such it is important that you provide additional information about why you support, oppose or are not sure.

- ☐ Support
- ☐ Oppose
- ☐ Not sure

Do you have any comments about this proposal? *Write in below*

Proposal EC7: Increase Garden Waste charges to recover costs

Increase garden waste charge for new subscriptions taken out for 2025 collections (payments from October 2024) to £59.

Potential savings for 2024/25 = £0.05 million

Generally speaking, do you support or oppose this proposal? *Tick one box only*
Your support or opposition for a proposal does not constitute a 'vote' for or against - this consultation informs a decision making process - as such it is important that you provide additional information about why you support, oppose or are not sure.

- ☐ Support
- ☐ Oppose
- ☐ Not sure

Do you have any comments about this proposal? *Write in below*

Highways and Transport Committee proposals

The Highways and Transport Committee Budget for 2023/24 is £11.0m. Expenditure is forecast to increase by £5.8 million next year. 86% of this increase is evenly split between the increasing bus services and increasing safety requirements to maintain the Council's highways. Further large growth items relate to deferring savings from parking changes. These are running through due process before delivery can begin and removal of savings relating to street lighting energy as the necessary capital investment is not affordable at present. Flood and water management systems and other inflation factors, such as pay awards, contribute to additional cost pressures.

When reviewing the Council's funding from 1 April 2024 Councillors agreed that the affordable budget for Highways and Transport could increase by £1.2m. As a result Highways and Transport would need to find savings of £4.6 million to reduce the £5.8 million growth pressures to an affordable level of £1.2 million.

Managing large scale change presents financial risks, but the Council has very low reserves to protect against risk. The Council should therefore aim to over-achieve savings targets where possible.

Two savings proposals have been put forward from services overseen by the Highways and Transport Committee, totalling £0.9 million of savings for 2024 / 25, and brief detail of each of these proposals are given below.

More details of how these savings will be delivered will be presented in High level business cases that will be considered by committees in January and February.

Proposal HT1: Highway maintenance savings

The Highways service has a net budget of £9.6 million to maintain and improve the road network. The budget plans for 2024/25 include growth of £2.5 million reflecting increasing costs to address: safety-related defects (predominantly potholes); safety assessments of highway trees; increased gully cleansing to reduce flooding; and the costs of dealing with complaints and meeting corporate policy.

Highways can achieve savings by revising maintenance practices in winter service, grass cutting, gully emptying and weed treatment, along with the repair of carriageways, footways, highway structures and trees. Savings can be achieved through the reduction of service levels, which means spending less on fuel, maintenance, staffing and materials. Statutory responsibilities will be considered in these revisions.

Potential savings for 2024/25 = £0.75 million

Generally speaking, do you support or oppose this proposal? *Tick one box only*
Your support or opposition for a proposal does not constitute a 'vote' for or against - this consultation informs a decision making process - as such it is important that you provide additional information about why you support, oppose or are not sure.

- Support
- Oppose
- Not sure

Do you have any comments about this proposal? *Write in below*

Proposal HT2: Introduce annual increases to car parking charges

Running costs of the Council's car parks, such as business rates and maintenance, increases each year because of inflation. Changes are being considered to our car parking strategy. Annual increases could also be introduced to increase income alongside other the potential changes.

Potential additional income for 2024/25 = £0.15 million

Generally speaking, do you support or oppose this proposal? *Tick one box only*
Your support or opposition for a proposal does not constitute a 'vote' for or against - this consultation informs a decision making process - as such it is important that you provide additional information about why you support, oppose or are not sure.

- Support
- Oppose
- Not sure

Do you have any comments about this proposal? *Write in below*

Increasing Council Tax from April 2024

As part of its financial plans for 2024/25 Cheshire East Council is proposing to increase Council Tax by the maximum amount currently allowed from April 2024. This would be a raise of 2.99% for general services (such as road maintenance, libraries, leisure centres and waste collection), plus a raise of 2% as an Adult Social Care precept (this precept could only be spent on the increasing costs in Adult Social Care Services).

This total raise of 4.99% is in-line with the levels of national inflation that are currently impacting UK prices. This is lower than current UK average wage growth (7.9% in August 2023) and doesn't reflect the increasing impact of new demand and increasing complexity. Raising Council Tax by 4.99% from 1 April 2024 would mean the council would still need to reduce services to balance its budget.

Do you have any comments about Council Tax increases? *Write in below*

Managing the council's financial challenges

The budget items identified above are insufficient to ensure long term financial viability for the council. It will be necessary to raise additional income or reduce services provided. The question below is being asked to get a feel for your general preferences, it is not being run as a referendum. If you cannot answer the question please leave it blank.

Generally speaking, would you support or oppose the following ideas? *Tick one box only*

	Support	Oppose	Not sure
Seek further Government support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cut subsidies to local bus services. This would result in a reduction in bus services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reduce funding for Demand Responsive transport services (FlexiLink and Go-Too bus services) - consider a range of options including simplifying routes, changing days/hours of service and revising fares paid by passengers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Increase charges for council services to ensure service users pay full costs, without any subsidy from taxation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Increase advertising income, by advertising on bus stops, roundabouts and other council property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Share more services with other councils	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reduce support offered to businesses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review net spending and subsidy for the Arts and Culture Budget	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review net spending and subsidy for tourism and place marketing services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transfer buildings and activities to Town and Parish Councils	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Move to three-weekly Black Bin (residual waste) collections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lower the amount of Council Tax support available from 100% to pre-covid levels. Pensioners will remain on the national scheme as they do currently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Do you have any other ideas as to how the council could increase income or reduce spending to help achieve a balanced budget in future? All ideas submitted will be considered

Write in below

Final comments

Generally speaking, how clearly do you feel you understand the council's current financial situation? *Tick one box only*

- ☐ Very clearly
- ☐ Fairly clearly
- ☐ Not very clearly
- ☐ Not at all clearly
- ☐ Not sure / Don't know

What else would help you understand the situation more clearly? *Write in below*

If you would like to comment on any other aspect of this budget consultation, including detailing how these proposals may affect you, please do so below: *Write in below*

About you

It would help us if you could answer the questions below - the information will be used to see if there are any differences in views for different groups of people. You do not need to answer any of the following questions if you do not wish to.

Which of the following best describes how you are you responding to this consultation: *Tick one box only*

- ☐ As a Cheshire East Council employee
- ☐ As a resident of Cheshire East
- ☐ As a visitor to Cheshire East
- ☐ As a Cheshire East Council Ward Councillor
- ☐ As a Town or Parish Councillor
- ☐ On behalf of a group, organisation, club or local business
- ☐ Other (write in below):

If you are responding on behalf of a group, organisation, club, business, Town / Parish Council, or a Ward please state the name and postcode below if you wish to (you do not need to complete the rest of the 'About you' section): *Write in below*

What is your home postcode? We ask this so we can be sure we have obtained a range of views from across the borough *Write in below*

What is your gender identity? *Tick one box only*

- ☐ Male
- ☐ Female
- ☐ Prefer not to say
- ☐ Prefer to self describe (write in below):

What age group do you belong to? *Tick one box only*

- ☐ 16-24
- ☐ 25-34
- ☐ 35-44
- ☐ 45-54
- ☐ 55-64
- ☐ 65-74
- ☐ 75-84
- ☐ 85 and over
- ☐ Prefer not to say

Are your day-to-day activities limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months? This includes problems related to old age. *Tick one box only*

- ☐ Yes
- ☐ No
- ☐ Prefer not to say

If you would like to review any of your answers please go back and do so now, otherwise return this questionnaire back to us using the freepost return envelope included in the consultation pack.



Health & Safety Policy

REVISION DATE

~~September 2023~~ Under Review

REPLACES POLICY

September 2019

POLICY AIM

The aim of this policy is to show how Goostrey Parish Council is committed to ensuring the Health and Safety of its councillors, staff, volunteers, hirers of the Village Hall and members of the public visiting the Village Hall.

POLICY STATEMENT

Introduction

This is the Health and Safety policy of Goostrey Parish Council.

Goostrey Parish Council recognises the responsibility it has to its employees under the Health and Safety at Work Act 1974 and the provisions of the Management of Health and Safety at Work Regulations 1999.

This policy applies to all councillors, staff, volunteers, hirers of the Village Hall and members of the public visiting the Village Hall.

This policy will be reviewed annually. However as this policy is a working document, any areas identified in need of change should be noted and the policy should be reviewed at the first available opportunity.

General Statement

It is the declared and committed policy of Goostrey Parish Council as an employer to be concerned for and attentive to, the needs and expectations of its staff in respect of health and safety at their place of work (this includes working out of the office), so far as is reasonably practicable.

As the employer Goostrey Parish Council has a responsibility to:

- Provide a suitable and acceptable environment in which to work
- Provide and maintain a safe and healthy working environment
- Set and maintain appropriate standards of safety, health and cleanliness
- Carry out regular health and safety risk assessments
- Ensure that staff are made aware of the Goostrey Parish Council Health and Safety

Policy

Responsibilities of councillors, staff and users of the Village Hall

Councillors, staff and users of the Village Hall must take all reasonable care for their own individual health and safety and be concerned for any other persons who may be affected by their own acts or omissions.

In particular, councillors, staff and members of the public have a responsibility to:

- Know, or seek explanation of, and observe Goostrey Parish Council Health and Safety Policy.
- Conduct themselves as to promote and maintain a safe, healthy, clean and tidy environment in the best interests of all concerned.
- Ensure that floor space, passage-ways and stairs are kept tidy and are not subject to any dangerous obstructions.
- Report any incidents, situations or any safety hazard which may lead to injury or damage.

Responsible Person

The application of this policy is the responsibility of the Goostrey Parish Council Clerk, who is the designated "Responsible Person" for the premises.

The responsibility of the Responsible Person extends to all aspects of this policy, including information, training and induction of councillors, staff and members of the public.

Goostrey Parish Council responsible person is: the Clerk to the Council.

Competent Person

~~Responsible Person shall appoint a Competent Person and ensure they are fully trained.~~

~~The name of the Competent Person shall be made known to the rest of Goostrey Parish Council staff, council members and users of the Village Hall.~~

~~Goostrey Parish Council competent person is :-~~ [REDACTED]

Information

Councillors, staff and members of the public will be advised of the responsibilities of Goostrey Parish Council on health and safety matters.

All staff will also be provided with safety information in respect of hazards, risks and any preventative measures that affect their workplace.

Councillors, staff and users of the Village Hall will also be told the names of the appropriate Responsible Person, Competent Person and First Aider(s) if applicable.

Training

All staff will be given suitable training in the steps required to ensure safe working. Upon appointment, new staff will undergo a safety induction briefing.

Statutory requirements and standards

The Responsible Person shall ensure that all reasonably practical steps are taken to comply with statutory standards in respect of workplace hazards

Risk assessments

Risk assessments shall be carried out at all Goostrey Parish Council premises in order to identify hazards, determine risks, and put in place any necessary preventative measures.

Risk assessments will be conducted by the ~~Clerk~~**Competent Person**, in consultation with the appropriate staff member(s), councillors and users of the Village Hall.

Risk assessments shall be recorded in writing and be subject to an annual review. If circumstances change (for example new premises) it may be necessary to undertake an earlier review.

Handling ~~(amend as appropriate a/b)~~

A Goostrey Parish Council has a policy of not handling members of the public with physical difficulties, as staff/volunteers/members have not received the appropriate training. Members of the public who need physical help should have a Carer in attendance to give aid when necessary.

Concerns over safety

All Goostrey Parish Council members and employees have the right and responsibility to raise any matters concerning health and safety with the appropriate responsible person.

Any councillor or staff member, who considers that a health and safety issue has not been dealt with satisfactorily, may discuss the matter with their Line Manager/supervisor, with a view to pursuing the matter either informally, or through the grievance procedure.

Hazards

Councillors, staff and users of the Village Hall are requested to advise the Responsible Person of any malfunction or signs of wear and tear which are dangerous, in respect of any electrical appliances or other equipment situated in Goostrey Parish Council premises.

Councillors, employees and users of the Village Hall are instructed to ensure that all electrical equipment is switched off and left in a safe condition after use.

The Responsible Person will ensure that all Goostrey Parish Council electrical equipment is subject to annual safety testing where appropriate.

Emergency procedures

Procedures will be established by the Responsible Person for the emergency evacuation of the office in line with the building procedures.

All councillors, employees, users of the Village Hall and sub-contractors working on Goostrey Parish Council premises will be informed of the procedures and notices will be displayed prominently to advise visitors of the procedures.

Councillors, employees and hirers of the Village Hall should be familiarised with the site and operating instructions of any fire extinguishers situated on Goostrey Parish Council premises.

Accidents

Serious accidents shall be reported immediately to the Responsible Person or the most senior person available at the time and to the Responsible Person as soon as practicable.

Where necessary, an ambulance shall be called or other transport provided to take the injured person to the nearest Hospital Accident and Emergency Department.

Equipment that might have contributed to the accident should be isolated and any obstructions removed.

All serious accidents will be investigated thoroughly by the Responsible Person.

All minor accidents shall be reported to the Village Hall Supervisor, and first aid provided if appropriate.

All accidents (major or minor) must be recorded in the Office Accident Book. The location of the accident book will be made known to all councillors, staff and hirers of the Village Hall.

In the event of any accident near misses the councillor, staff member or hirer of the Village Hall should report the incident to the Responsible Person, who will record the incident.

First Aid

Where possible, a member of staff shall undergo first aid training and will be appointed the office First Aider.

Goostrey Parish Council premises shall have a First Aid Box.

All councillors, staff and hirers of the Village Hall will be informed of the location of the first aid box.

The Responsible Person (or First Aider if there is one) will ensure that the contents of the First Aid Box are kept in good condition and any item used is replaced as soon as possible.

A leaflet giving general First Aid guidance will be available inside the First Aid Box.

First aid is for minor or temporary treatment only.

No member of staff should give first aid treatment unless trained to do so.

This policy should be read in conjunction with the following:

- Health & Safety Book/folder

IMPLEMENTATION

Councillors and Parish Clerk

MONITORING

The Parish Council

POLICY APPROVAL

Council Minute ~~XX.XX.XX09.20.13. LOCAL COUNCIL AWARD SCHEME – QUALITY AWARD~~

POLICY REVIEW DUE

~~September 2022~~Under Review