



Appleton Parish Council

Appleton Parish Hall, Dudlow Green Road, Appleton, WA4 5EQ

Telephone 01925 268153

To:- The Members of the Finance and General Purposes Committee

You are summoned to the Finance and General Purposes Committee meeting of Appleton Parish Council to be held at Appleton Parish Hall, Dudlow Green Road Appleton WA4 5EQ on **Thursday 6th November 2025 at 9.45am** for the purposes of transacting the business set out in the agenda below.

R. Piggott

Asst Clerk of the Parish Council

Date of issue 30th October 2025

If you have any general enquiries regarding the above meeting, please contact 01925 268153 or email asstclerk@appletonparish.gov.uk

Agenda

1. Welcome and apologies for absence

To welcome members to the meeting and to receive apologies for absence and to approve reasons, if given.

2. Members Code of Conduct

Members are reminded of their responsibility to declare any disclosable pecuniary or non-pecuniary interest which they have in any item of business on the agenda no later than when the item is reached. Declarations are a personal matter for each Member to decide and the decision to declare, or not, is the responsibility of the Member based on the circumstances. Dispensations on any declarations of pecuniary interest made either before or during the meeting to be then considered by the Parish Council and any dispensations documented accordingly.

3. Quarterly budget review for all income and expenditure

To receive the quarterly budget review for the period 1st April 2024 to 30th September 2025.

4. Ear Marked Reserves

To confirm the earmarked reserves as of 30th September 2025.

5. Parish Hall Income and Expenditure

To receive the quarterly Parish Hall Income and Expenditure budget update from 1st April to 30th September 2025 and associated Hallmaster reports.

6. Policy Review

To discuss the following documents from the Policy Task and Finish Group and make any associated recommendations to Council, if appropriate.

- i. Lone Working Policy
- ii. Cyber Security Policy
- iii. Health and Safety
- iv. Register of Interest

7. Members Item

Cllr H Speed

In view of the rising international threat to cyber security protections, for the Finance and General Purposes Committee to consider recommending to the Parish Council that it puts in train a review of its Information Technology Policies and Procedures and that of its suppliers, to ensure that:

- all Microsoft 365 and device security policies are up to date and there is a plan to maintain their updated status.
- all users both employees and members use strong passwords with multi factor authentication.
- all suppliers are asked to confirm their own cyber protections.

8. Date of next meeting

The next meeting is due to be held Thursday 4th December 2025 at 9.45am.

Budget	Month:	Sep-25	
Payments	Budget 2025/26	Actual (to date)	Budget Balance
Staff Costs	133000.00	76501.04	56498.96
Maintenance of Parish Council Assets	1500.00	236.43	1263.57
Utilities	12000.00	2640.66	9359.34
Insurance	2500.00	2500.12	-0.12
Safety Inspections	500.00	0.00	500.00
Office Supplies	4500.00	2552.69	1947.31
Annual Subscriptions	600.00	2040.00	-1440.00
Advertisements	0.00	0.00	0.00
Elections	0.00	0.00	0.00
Website	500.00	0.00	500.00
Grants	15000.00	8108.86	6891.14
Chairman's allowance	100.00	0.00	100.00
Training	1000.00	185.50	814.50
Refuse Collections	1200.00	932.88	267.12
Window cleaning	1000.00	297.33	702.67
Equipment	2000.00	750.79	1249.21
Parish Hall Improvements & maintenance	12000.00	6872.36	5127.64
Bank charges	300.00	125.30	174.70
Environmental Working Group	6000.00	4965.83	1034.17
Media budget	0.00	0.00	0.00
PCSO	23000.00	16187.50	6812.50
Youth	0.00	0.00	0.00
Ranger costs	3500.00	1071.49	2428.51
Community projects	0.00	0.00	0.00
Library	0.00	0.00	0.00
General Contingencies	1000.00	0.00	1000.00
Emergency Grass cutting	0.00	0.00	0.00
Events Committee budget	2500.00	0.00	2500.00
		0.00	0.00
		0.00	0.00
		0.00	0.00
		0.00	0.00
		0.00	0.00
Net Payments		125968.78	97731.22
VAT		2966.61	
Total Payments (excluding ear marked reserves)	223700.00	128935.39	
Total Payments (including ear marked reserves)		129924.51	

Ear-Marked Reserves	Reserve brought forward	Budget 2025/2026	Utilised Reserve
Elections (ER)	10000.00	10000.00	0.00
Parish Hall (ER)	30375	35000.00	0.00
Youth Work (ER)	27000	27000	0.00
Parish Ranger Van Replacment (ER)	11175	10000	0.00
Environmental Improvement Schemes (ER)	10000	10000	0.00
Community Scheme/ consultant costs for PDO (ER)	24841.31	25804.08	0.00
Legal advice regarding employment inc subject data request (ER)	0	15000.00	989.12
Contingencies (ER)	50000	60000	0.00
Air Quality monitors (ER)	10000.00	10000.00	0.00
South Warrington library, Stockton Heath (ER)	1500.00		0.00
Public Health (ER)	37500	32500	0.00
Public Amenity (ER)	33500.00	32500	0.00
Budget deficit 24/25 (ER)	4893.00		
Total	250784.31	267804.08	989.12

Parish Hall income & expenditure (net)

Month	Income	Accumulative Income To date	Accumulative Expenditure To Date	Expenditure Description	Expenditure Amount
Apr-25					
Parish Hall	3594.75	3594.75		Caretakers wage	1,119.53
Less Monthly Expenditure	3,197.33		3197.33	Parish Hall Improvemer	508.82
				Utilities	636.10
Monthly Balance Income/Exp	397.42			Window Cleaning	-
				Safety Inspections	-
				Refuse	932.88
				Training associated with Hall	
				Total Expenditure Apr	3,197.33
May-25					
Parish Hall	2264.25	2264.25		Caretakers wage	1,119.53
Less Monthly Expenditure	3279.87		3279.87	Parish Hall Improvemer	1,609.09
				Utilities	467.92
Monthly Balance Income/Exp	-1015.62			Window Cleaning	83.33
				Safety Inspections	-
				Refuse	-
				Training associated with Hall	
				Total Expenditure May	3,279.87
Jun-25					
Parish Hall	2096.25	2096.25		Caretakers wage	1,119.53
Less Monthly Expenditure	2330.39		2330.39	Parish Hall Improvemer	711.08
				Utilities	416.45
Monthly Balance Income/Exp	-234.14			Window Cleaning	83.33
				Safety Inspections	-
				Refuse	-
				Training associated with Hall	
				Total Expenditure Jun	2,330.39
Sub Total First Quarter	-852.34	7955.25			
Accumulated Loss First Quarter		-8807.59			
Jul-25					
Parish Hall	2332.75	2332.75		Caretakers wage	1,119.53
Less Monthly Expenditure	2485.97		2485.97	Parish Hall Improvemer	637.41
				Utilities	367.19
Monthly Balance Income/Exp	-153.22			Window Cleaning	141.00
				Safety Inspections	-
				Refuse	-
				Training associated with Hall	
				Booking System	220.84
				Total Expenditure July	2,485.97
Aug-25					

Parish Hall	1917.25	1917.25		Caretakers wage	1,119.53
Less Monthly Expenditure	2764.58		2764.58	Parish Hall Improvemer	1,243.25
				Utilities	401.80
Monthly Balance Income/Exp	-847.33			Safety Inspections	-
				Window Cleaning	-
				Refuse	-
				Training associated with Hall	
				Total Expenditure Aug	2,764.58
Sep-25					
Parish Hall	2397.25	2397.25		Caretakers wage	1,334.45
Less Monthly Expenditure	3047.3		3047.3	Parish Hall Improvemer	1,361.65
				Utilities	351.20
Monthly Balance Income/Exp	-650.05			Safety Inspections	-
				Window Cleaning	-
				Refuse	-
				Training associated with Hall	
				Total Expenditure Sep	3,047.30
Sub Total 2nd Quarter	-1650.6	6647.25			
Accumulated Loss Second Quarter		-8297.85			
Sub Total First and Second	-2502.94				
Accumulated Loss First and Second Quarter		-17105.44			

Occupancy by Group

Name	Duration (Minutes)	Number of Bookings
W.I.	3600	18
Flower Club	900	5
Pre-School Group	2160	18
Childrens' Dancing	0	0
Tai Kwondo	1620	27
Bridge Club	1260	7
Yoga	3240	50
Church	12600	69
PC Meeting	4095	21
Pilates	2760	46
Stockton Heath Festival	180	1
Dance practice	0	0
Football Club	0	0
Tai Chi	3000	50
Charity Event	0	0
Childrens soft play activity	0	0
Education	3120	26
Quiz evening	0	0
Birthday Party	1500	8
Free Class	0	0
Elections	0	0
choir	0	0
Cricket Tots	2970	25
Sewing	1050	5
Antiques	960	3
Gold/Silver Valuation	450	2
Bible Class	360	2
Residents meeting	120	1
Wreath Making	0	0
model train meeting	0	0
dancing	0	0

Occupancy by Day of the Week

Day Name	Occupancy Time (in Minutes)	Number of Bookings
Monday	5760	51
Tuesday	11430	111
Wednesday	5730	79
Thursday	4650	25
Friday	4890	36
Saturday	5355	35
Sunday	7980	44

Booking Type	Total Invoiced (£)	Number of Invoiced Bookings
W.I.	£967.50	14
Flower Club	£322.50	5
Pre-School Group	£774.00	18
Childrens' Dancing	£0.00	0
Tai Kwondo	£580.50	27
Bridge Club	£516.00	8
Yoga	£1,161.00	51
Church	£4,425.00	69
PC Meeting	£0.00	0
Pilates	£989.00	46
Stockton Heath Festival	£0.00	0
Dance practice	£0.00	0
Football Club	£0.00	0
Tai Chi	£1,075.00	50
Charity Event	£0.00	0
Childrens soft play activity	£0.00	0
Education	£1,118.00	26
Quiz evening	£0.00	0
Birthday Party	£215.00	3
Free Class	£0.00	0
Elections	£0.00	0
choir	£0.00	0
Cricket Tots	£1,406.75	35
Sewing	£301.00	4
Antiques	£311.75	3
Gold/Silver Valuation	£0.00	0
Bible Class	£129.00	2
Residents meeting	£354.75	4
Wreath Making	£64.50	1
model train meeting	£0.00	0
dancing	£0.00	0

Reference	Total (£)	Customer Name	Group Name
APH2024/819	£64.50	Sian Davies	Birthday Party
APH2024/822	£123.75	Daniel Ranns	Warrington & Knutsford Junior Cricke
APH2025/840	£165.00	Daniel Ranns	Warrington & Knutsford Junior Cricke
APH2025/856	£172.00	Daniel Ranns	Warrington & Knutsford Junior Cricke
APH2025/887	£172.00	Daniel Ranns	Warrington & Knutsford Junior Cricke
APH2025/890	£215.00	Daniel Ranns	Warrington & Knutsford Junior Cricke
APH2024/836	£86.00	Patrycja Skrzypinska	Birthday Party
APH2024/837	£43.00	Lori Powell	Bible class
APH2025/868	£86.00	Lori Powell	Bible class
APH2024/838	£64.50	Amanda Harper	Birthday Party
APH2025/850	£64.50	Pamela Driscoll	Birthday Party
APH2025/853	£132.00	Shibu Thomas	Church
APH2025/889	£165.00	Shibu Thomas	Church
APH2025/899	£172.00	Shibu Thomas	Church
APH2025/886	£172.00	Sophie Howard	Antiques
APH2024/825	£107.50	Philip Starr	Taikwondo
APH2024/813	£84.00	Philip Starr	Taikwondo
APH2025/897	£86.00	Philip Starr	Taikwondo
APH2025/880	£107.50	Philip Starr	Taikwondo
APH2025/865	£86.00	Philip Starr	Taikwondo
APH2025/843	£86.00	Philip Starr	Taikwondo
APH2025/841	£172.00	Marie Du Prat	3Rs Tuition
APH2024/831	£172.00	Marie Du Prat	3Rs Tuition
APH2025/857	£215.00	Marie Du Prat	3Rs Tuition
APH2025/874	£172.00	Marie Du Prat	3Rs Tuition
APH2025/891	£172.00	Marie Du Prat	3Rs Tuition
APH2025/901	£215.00	Marie Du Prat	3Rs Tuition
APH2025/892	£86.00	Teresa Brassell	T Brassell Yoga
APH2025/875	£139.75	Teresa Brassell	T Brassell Yoga
APH2025/858	£118.25	Teresa Brassell	T Brassell Yoga
APH2024/828	£139.75	Teresa Brassell	T Brassell Yoga
APH2025/846	£96.75	Teresa Brassell	T Brassell Yoga
APH2025/844	£64.50	Julie McGuire	Stockton Heath Flower Club
APH2025/861	£64.50	Julie McGuire	Stockton Heath Flower Club
APH2025/876	£64.50	Julie McGuire	Stockton Heath Flower Club
APH2025/905	£64.50	Julie McGuire	Stockton Heath Flower Club
APH2024/826	£234.50	Julie McGuire	Stockton Heath Flower Club
APH2024/827	£215.00	Amanda Elkin	Pilates class
APH2025/906	£172.00	Amanda Elkin	Pilates class
APH2025/894	£43.00	Amanda Elkin	Pilates class
APH2025/877	£215.00	Amanda Elkin	Pilates class
APH2025/845	£172.00	Amanda Elkin	Pilates class
APH2025/862	£172.00	Amanda Elkin	Pilates class
APH2025/864	£64.50	Gillian Biggs	Stretton WI
APH2025/847	£64.50	Gillian Biggs	Stretton WI
APH2024/830	£320.50	Gillian Biggs	Stretton WI
APH2025/879	£64.50	Gillian Biggs	Stretton WI
APH2025/909	£64.50	Gillian Biggs	Stretton WI
APH2025/896	£64.50	Gillian Biggs	Stretton WI
APH2025/911	£172.00	Shan Dias	Appletots
APH2025/881	£172.00	Shan Dias	Appletots
APH2024/829	£256.00	Shan Dias	Appletots
APH2025/839	£215.00	Shan Dias	Appletots
APH2025/866	£129.00	Shan Dias	Appletots
APH2025/854	£139.75	Lorraine Morris	antique valuation day
APH2025/860	£21.50	Kirsten Flynn	Kirsten Flynn Yoga

APH2025/860	£86.00 Kirsten Flynn	Kirsten Flynn Yoga
APH2025/852	£75.25 Kirsten Flynn	Kirsten Flynn Yoga
APH2024/834	£32.25 Kirsten Flynn	Kirsten Flynn Yoga
APH2024/835	£43.00 Kirsten Flynn	Kirsten Flynn Yoga
APH2025/883	£64.50 Kirsten Flynn	Kirsten Flynn Yoga
APH2025/884	£21.50 Kirsten Flynn	Kirsten Flynn Yoga
APH2025/904	£118.25 Kirsten Flynn	Kirsten Flynn Yoga
APH2024/823	£965.50 Heather Scott	Appleton independent Methodist chu
APH2025/907	£709.50 Heather Scott	Appleton independent Methodist chu
APH2025/878	£623.50 Heather Scott	Appleton independent Methodist chu
APH2025/895	£634.25 Heather Scott	Appleton independent Methodist chu
APH2025/851	£559.00 Heather Scott	Appleton independent Methodist chu
APH2025/863	£634.25 Heather Scott	Appleton independent Methodist chu
APH2025/867	£64.50 Susan Thorpe	Appleton Park WI
APH2024/833	£64.50 Susan Thorpe	Appleton Park WI
APH2025/848	£64.50 Susan Thorpe	Appleton Park WI
APH2025/898	£64.50 Susan Thorpe	Appleton Park WI
APH2025/912	£64.50 Susan Thorpe	Appleton Park WI
APH2025/882	£64.50 Susan Thorpe	Appleton Park WI
APH2025/913	£129.00 Hilary Wood	Lymm Ladies Bridge Club
APH2025/849	£129.00 Hilary Wood	Lymm Ladies Bridge Club
APH2024/832	£363.50 Hilary Wood	Lymm Ladies Bridge Club
APH2025/855	£75.25 Gilly Faulkner	Sewing group
APH2025/885	£150.50 Gilly Faulkner	Sewing group
APH2025/888	£43.00 Stephen Carr	Pewterspear residents
APH2024/824	£215.00 Bob Wheat	Tai Chi
APH2025/903	£215.00 Bob Wheat	Tai Chi
APH2025/893	£172.00 Bob Wheat	Tai Chi
APH2025/873	£215.00 Bob Wheat	Tai Chi
APH2025/859	£172.00 Bob Wheat	Tai Chi
APH2025/842	£86.00 Bob Wheat	Tai Chi
Total:14301.50		

Appleton Parish Council

Lone Worker Policy as produced by Councillors Eleanor and Richard

1. Introduction

1.1 This policy describes how Appleton Parish Council will take measures to ensure the health, safety and welfare of its councillors, employees and volunteers who may find themselves working alone whilst working on matters associated with the Parish Council.

2. The Legal Framework

2.1 The Health and Safety at Work Act 1974 and the management of Health and Safety at Work regulations 1999, place a duty of care on the Parish Council to advise and assess the risks of hazards likely to be encountered for employees when they are working alone. Employees also have responsibilities to take reasonable care of themselves and other people affected by their work and to co-operate with their employers in meeting their legal requirements.

3. Scope of the Policy

3.1 This policy applies to all situations involving persons working alone whilst engaged on activities arising in connection with the duties and activities of Appleton Parish Council councillors, employees and volunteers.

4. Definition

4.1 A lone worker is someone who carries out their tasks in isolation from other workers with little or no supervision present whilst they are carrying out their tasks. There is no time limit attached to working alone. It may be for the whole work period or only for a few minutes. The work can take place in a variety of situations including, but not exclusively, in isolated areas, out of normal office hours, in the community, etcetera. As a result of this lone working, such a person may be exposed to an increased risk of harm from the hazards associated with the task being undertaken and there is co-worker on hand to assist them.

5. Aims

The Lone Working Policy aims to; -

5.1 Increase awareness of health and safety issues relating to lone working.

5.2 Ensure that the hazards associated with the lone working are recognised and assessed in a systematic manner and that safe systems of working are put in place in a timely manner to provide a safe place of work as far as is reasonably practicable.

5.3 Ensure that appropriate training is available to all councillors, employees and volunteers that equip them to recognise the hazards associated with their lone working task and provide practical advice on safety when working alone.

5.4 Ensure that appropriate support is available to those persons who have to work alone.

5.5 Encourage full reporting and recording of all adverse incidents relating to lone working.

6. Responsibilities

6.1 The Employment Committee are responsible for ensuring that there are arrangements in place for identifying what hazards exist, or may appear in the workplace, how they may cause harm and what steps are to be taken to minimise the harm.

6.2 The Employment Committee are responsible for ensuring that the resources are available for putting the Lone Working Policy into practice.

6.3 The Parish Clerk will ensure that the effectiveness of the Lone Working Policy is reviewed by the Employment Committee at least once per year.

6.4 The Employment Committee and the Parish Clerk are responsible for; -

6.4.1 Ensuring that all councillors, employees and volunteers are aware of the Lone Working Policy.

6.4.2 Taking all reasonable measures to ensure that the risk of harm to lone workers is minimised as far as reasonably practicable, by identifying what hazards exist, or may appear in the workplace, how they may cause harm and take steps to minimise the harm.

6.4.3 Ensuring that risk assessments are carried out for the tasks being undertaken and are reviewed on a regular basis.

6.4.4 Considering if systems could be adopted whereby lone working is eliminated.

6.4.5 Ensuring that the people identified as being at risk are given appropriate information, instruction and training.

6.4.6 Managing the effectiveness of preventative measures through a system of reporting, investigating and the recording of adverse incidents.

6.4.7 Ensuring that appropriate support is given to anyone involved in an adverse incident.

6.5 Councillors, employees and volunteers are responsible for: -

6.5.1 Ensuring that all councillors, employees and volunteers are aware of the Lone Working Policy.

6.5.2 Taking reasonable care of themselves and others affected by their actions.

6.5.3 Following guidance and good working procedures designed for safe working.

6.5.4 Reporting all incidents that may affect the health, safety and welfare of themselves or others.

6.5.5 Taking part in training designed to meet the requirements of the Lone Working Policy.

6.5.6 Reporting any hazards or potential hazards that they identify, or any concerns that they might have when working alone.

7. Risk assessment

7.1 Risk assessment is an essential part of the good management of health and safety. The risk assessment process identifies hazards associated with the task, or which may appear in the workplace, how they may cause harm and the measures to be taken to minimise harm.

7.2 Each new activity undertaken by the Parish Council shall, if appropriate, have a risk assessment prepared prior to starting the work. Lone working shall be taken into consideration for all risk assessments.

7.3 The Parish Council shall maintain a Risk Assessment Register which shall be reviewed at least once per year by the Employment Committee.

8. General Guidance on Safe Systems of Working

8.1 Notwithstanding the person's job role and together with the proper preparation of the required hazard risk assessments, the following guidelines are hereby provided to councillors, employees and volunteers as good practice to ensure that safe systems of work are in place when lone working is involved and these guidelines should be applied to every situation: -

8.2 Lone workers shall have access to adequate first aid facilities and mobile workers shall carry a first aid kit suitable for treating minor injuries. Use of the first aid kit is to be reported to the Parish Clerk who will then arrange for the kit to be replenished.

8.3 Lone workers shall be provided with a mobile phone if they choose to not use their personal mobile phone. The Parish Council shall provide other safety equipment and personal protective equipment where necessary.

8.4 When working alone in a building, doors and windows shall be kept locked. This does not apply when working from home.

8.5 When working alone in a building in the evening, doors and windows shall be kept locked until another person arrives. This does not apply when working from home.

9. Incident Reporting

9.1 An incident is defined as an unplanned or uncontrolled event or sequence of events that has the potential to cause harm, ill health or damage.

9.2 In order to maintain an appropriate record of events involving lone workers, it is essential that all such incidents are reported to the Parish Clerk, who will prioritise each incident and identify any immediate action required.

9.3 Councillors, employees and volunteers should ensure that all incidents where they feel threatened or "unsafe" (even if this was not a tangible event/experience) are reported. This includes incidents of verbal abuse.

10. Contacting /Involving the Police

10.1 The Parish Council is committed to protecting its councillors, employees and volunteers from violence, assault and abuse and will support criminal proceedings against those who carry out any physical assault or display abusive behaviour.

10.2 Except in the cases of emergency, councillors, employees and volunteers should inform the Parish Clerk of any incident as soon as possible. The Parish Clerk will thereafter contact the Police to report details of the incident.

11. Immediate Support Following a Violent Incident.

11.1 In the event of a violent incident occurring involving a lone worker, the Parish Clerk will ensure that the affected person receives any necessary medical treatment and/or advice, as soon as possible.

11.2 When an incident occurs out of normal working hours, the Parish Clerk should be notified as soon as practicable.

11.3 The parish Clerk will consider whether the councillor, employee or volunteer needs specific information or assistance relating to legal or insurance aspects.

11.4 The Parish Clerk will ensure that there is appropriate written and verbal reporting of any violent incident.

12. Monitoring and Review

12.1 The ongoing implementation of this Lone Working Policy will be monitored by the Employment Committee with assistance from the Parish Clerk.

12.2 The Lone Working Policy shall be reviewed at least once per year and more often than that if circumstances require it.

Appleton Parish Council

Cyber Security Policy as produced by Councillors Eleanor and Richard 22.10.2025

1.0 Introduction

The risk of data theft, scams and other types of security breaches can have a detrimental impact on an organisation's systems, technology infrastructure and reputation. Appleton Parish Council has therefore created this policy in order to outline the provisions and guidelines for preserving security of confidential data and technical infrastructure.

2.0 Purpose

The purpose of this policy is to: -

- 2.1 Protect Appleton Parish Council's data and infrastructure
- 2.2 Outline the protocols and guidelines that govern cyber security measures
- 2.3 Define the rules for company and private use

3.0 Scope

This policy applies to Councillors, permanent and part-time Employees, contractors, volunteers, suppliers and interns, together with any other person or persons who have access to Appleton Parish Council's electronic systems, information, software, and/or hardware.

4.0 Confidential data

Appleton Parish Council defines "confidential data" as: -

- 4.1 Unreleased and classified financial information
- 4.2 Customer, supplier and shareholder information
- 4.3 Customer leads and sales related data
- 4.4 Patents, business processes, and/or new technologies
- 4.5 Employees passwords, assignments and personal information
- 4.6 Appleton Parish Council contracts and legal records

5.0 Device security

When digital devices are used to access emails or accounts or any other files, security risks are introduced to the Appleton Parish Council data.

5.1 Use of Parish Council issued devices

To ensure the security of all devices issued to Employees by Appleton Parish Council, Employees are required to: -

5.1.1 Keep all devices, including computers, tablets and mobile 'phones, password protected (minimum 8 characters)

5.1.2 Do not leave any relevant devices exposed or unattended

5.1.3 Obtain authorisation from the Parish Clerk or Assistant Parish Clerk before removing devices from Company premises

5.1.4 Refrain from sharing private passwords with colleagues, personal acquaintances, Councillors or any other person

5.1.5 Refrain from downloading any apps or other software that has not been previously approved by Appleton Parish Council

5.1.6 Regularly update the devices with the latest security software

5.2 Use of Personal Devices

Appleton Parish Council recognises that Councillors and, Employees are often required to use personal devices to access Parish Council systems. To ensure that the Parish Council's systems are protected, all Councillors and Employees are required to: -

5.2.1 Ensure that all personal devices used to access Parish Council systems are password protected (minimum 8 characters)

5.2.2 Install full-featured antivirus software on all devices used to access Parish Council Systems

5.2.3 Regularly upgrade antivirus software

5.2.4 Lock all devices if left unattended

5.2.5 Ensure that all devices are protected at all times

5.2.6 Always use secure and private networks

6.0 Email Security

Protecting email systems is a high priority because emails can easily lead to data theft, scams and can carry malicious software (e.g. worms, bugs, etc). Therefore, Appleton Parish Council requires all Councillors and Employees to carry out the following: -

6.1 Ensure that all correspondence relating to Appleton Parish Council matters generated by Councillors and Employees is carried out using the official, secure email system in use by the Parish Council at the time.

6.2 Verify the legitimacy of each email before opening it, including the email address and the sender name

6.3 Avoid opening suspicious email, email attachments and clicking onto links

6.4 Look carefully for any suspicious grammatical or syntax errors, etc

6.5 Avoid clickbait titles and links

6.6 Contact the Parish Clerk or Assistant Parish Clerk together with the Parish Council Chair and Deputy Chair regarding any suspicious emails or other activity

7.0 Passwords

To help minimise the risk of cyber breaches, Appleton Parish Council advise Councillors and Employees as follows: -

7.1 Choose passwords with a minimum of 8 characters, including upper and lower case, numbers and symbols

7.2 Commit the password(s) to memory. Instead of writing them down

7.3 Never share your password(s) with anyone else

7.4 Change passwords regularly. Every 3 months is recommended, or sooner if an information breach has occurred.

8.0 Transferring Data

Appleton Parish Council recognises the security risks of transferring confidential data internally and/or externally. To help minimise the chance of data theft all Councillors and Employees shall: -

8.1 Refrain from transferring classified information to Employees and outside parties

8.2 Only transfer confidential data over secure and private networks

8.3 Obtain the necessary authorisation from senior management before carrying out any data transfer

8.4 Before transferring any data, verify the recipient of the information and ensure that they have the appropriate security measures in place

8.5 Immediately inform the Parish Clerk, The assistant Parish Clerk, The Parish Council Chair and Deputy Chair of any breaches in security, malicious software and/or other scams

Appleton Parish Council

Comments, questions and notes relating to the Health and Safety Policy prepared by Councillors Eleanor and Richard 20.10.2025

1.0 There doesn't appear to be any links to "detailed health and safety policies and procedures", nor to "further reference sources provided by the Health and safety Executive and other stakeholders".

2.0 Provide adequate control of any health and Safety **hazards** arising from our work activities.

4.0 Does the Parish Council have a Health and Safety external advisor?

4.1 The Parish Clerk cannot be held responsible for general Health and Safety matters because they would probably not be sufficiently competent to hold that role. Furthermore, the Parish Council itself has the ultimate responsibility for health and safety and this responsibility cannot be delegated. This responsibility is of course shared in some parts by all of the Parish Councillors, employees, contractors and volunteers.

5.1 Where is the Accident Book?

5.2 I cannot see the "Health and Safety Law – What you should know" poster/leaflet on display.

5.4 Where are the specific CoSSH risk assessments?

5.6 Have the Display Screen Equipment (DSE) assessments been carried out?

5.7 Does the Council have copies of all employees' driving licences?

5.9 Has Portable Appliance Testing (PAT) testing been carried out on all appliances? Currently checking.

5.10 Is the Fire Assembly Point clearly marked? After hearing the alarm, close all windows and doors, Really?? Later it says raise the alarm, get out and stay out. Much better.

5.12 Attempt to extinguish fire only if confident **and competent**.

5.13 Who is a trained First Aider? Who is responsible for stocking and restocking of the First Aid Boxes?

5.16 Have Home Working assessments been carried out?

5.18 Lone working person(s) to advise their daily work locations and activities.

5.22 Where are the detailed Risk Assessments for Employees engaged on specific tasks? This mainly concerns the activities of the Parish Ranger.

5.25 Have any Stress Risk Assessments been required?

5.27 What training has been carried out regarding Health and Safety and if so, is it time for renewal of any?

Appleton Parish Council Members are
advised to pay particular attention to
Section 32, Localism Act 2011

WARRINGTC

REGISTER OF MEMBERS' INTERESTS

I, (full name) (capitals) _____

As a Member/Co-opted Member of Appleton Parish Council, **GIVE NOTICE**, as I am required to do under **Section 30 Localism Act 2011**, that I have the following Disclosable Pecuniary Interests. *(Please state 'None' where appropriate).*

***SPOUSE/PARTNER** – In the notice below my spouse or partner means anyone who meets the definition in the Localism Act, i.e. my spouse or civil partner, or a person with whom I am living as husband or wife or a person with whom I am living as if we are civil partners, and I am aware that that person has the interest.

SECTION 1	ANY EMPLOYMENT, OFFICE, TRADE, PROFESSION OR VOCATION CARRIED ON FOR PROFIT OR GAIN	MYSELF	SPOUSE/PARTNER*
1.1	Name of employer and/or any business carried on by you.		
1.2	Description of employment or business activity		
1.3	The name of any firm in which you are a partner.		
1.4	The name of any company for which you are a remunerated director		

SECTION 2	SPONSORSHIP	MYSELF	SPOUSE/PARTNER
2.1	Any payment or provision of any other financial benefit (other than from the Council) in respect of any expenses incurred in carrying out duties as a Member or towards the election expenses. <i>This includes any payment or financial benefit from a Trade Union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992 (a)</i>		
SECTION 3	CONTRACTS	MYSELF	SPOUSE/PARTNER
	Any contract which is made between you (or a body in which the relevant person has a beneficial interest) and the Council. (a) under which goods or services are to be provided or works are to be executed; and: (b) which has not been fully discharged.		
SECTION 4	LAND	MYSELF	SPOUSE/PARTNER
	Any beneficial interest you have in land which is within the area of the Council.		
SECTION 5	LICENCES	MYSELF	SPOUSE/PARTNER
5.1	Any licence (alone or jointly with others) to occupy land in the area of the Council for a month or longer		

SECTION 6	CORPORATE TENANCIES	MYSELF	SPOUSE/PARTNER
6.1	Any tenancy where (to your knowledge) – (a) The landlord is the Council named above; and (b) The tenant is a body in which the relevant person has a beneficial interest.		

SECTION 7	SECURITIES	MYSELF	SPOUSE/PARTNER
7.1	Any beneficial interest in securities of a body where:- (a) that body (to my knowledge) has a place of business or land in the area of the Council; and (b) either – (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which has a beneficial interest exceeds one hundredth of the total issued share capital of that class.		

SENSITIVE INTERESTS

I have/have not got any Sensitive Interests as defined by Section 32** Localism Act 2011 and the Monitoring Officer considers that disclosure could lead to the risk of violence or intimidation. *(Delete as appropriate)*

NOTIFICATION OF CHANGE OF CIRCUMSTANCES

A Member must, within 28 days of becoming aware of any change to the interests specified above, provide written notification to the Monitoring Officer, of that change.

MEMBER'S SIGNATURE

Date	
Member's Name <i>(Capitals – in full)</i>	
Member's signature	

** Section 32 – If the interest is entered in the Authority's register, copies of the register that are made available for inspection and any published version of the register must not include details of the interest, but may state that the Member or Co-opted Member has an interest, the details of which are withheld under this sub-section.

OTHER INTERESTS**Membership of Organisations**

I am a member of, or I am in a position of general control or management in:-

1. Any body to which I have been appointed or nominated by the Council

--

2. Any body exercising functions of a public nature (eg school governing body or another council):

--

3. Any body directed to charitable purposes:

--

4. Any body, one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union):

--

MEMBER'S SIGNATURE

Date	
Member's Name <i>(Capitals - in full)</i>	
Member's signature	

RECEIPT BY MONITORING OFFICER

Date received by the Council	
Signature of Monitoring Officer	