

Finance report for Parish Council meeting on 4th March 2025

Bank reconciliation statement and Receipts & Payments statement

Current Account Lloyds <i>A/c1</i>	537	Receipts <i>A/c1</i>	3,803
Business Reserve Lloyds <i>A/c2</i>	3,161	Receipts <i>A/c2</i>	33
Bank reconciliation (all PC funds)	3,698	Total Receipts	3,836
Opening PC funds balance Account 1 - 01/04/2024	825	Estimated close	537
Opening PC funds balance Account 2 - 01/04/2024	3,128	PILLATON PC	
Current payments <i>A/c1 (inc.Vat)</i>	4,091		
Budget spend against £3,766	-325		
Precept level £3,727			

	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Total	Budget available
	actual	actual	actual	actual	actual	actual	actual	actual	actual	actual	actual	actual		
Parish Council Funds	825	2,092	1,792	1,642	1,492	3,127	2,957	2,657	2,187	837	687	537		
Receipts A/c1														
Precept	1,863					1,864							3,727	0
CTS Grant (discontinued)													0	0
Vat reclaimed 2023 / 2024		76											76	0
Total Receipts	1,863	76				1,864							3,803	0
Payments A/c1														
Clerk Salary @£900/£1,800	0	0	120	120	120	120	120	120	120	120	120	120	1,200	-300
Mileage allowance expenses													0	15
HMRC	0	0	30	30	30	30	30	30	30	30	30	30	300	-300

Chairman's expenses													0	10
Admin, Printing & Postage													0	0
Internal audit fee													0	0
CALC subscription fee													0	0
I.C.O. data protection fee						0							0	0
SLCC membership fee													0	0
Website service/Domain name						57		128					185	-54
Legal costs													0	0
Elections & Adverts													0	0
Insurance	387												387	3
Duchy Defibrillators										400			400	-90
Play equipment assets			13			22							35	-35
Play equipment inspections			114			0							114	6
Grass cutting contract	0	0	0	0	0	0	0	0	300	500	0	0	800	-50
Maintenance & Equipment costs		285											285	315
Rent for Hall										220			220	0
Rent for Playing Field							20						20	0
Training Expenses													0	0
Grants & Donations			0										0	0
Newsletter printing													0	0
Community Events													0	0
War Memorial Wreath (S.137)									20				20	-20
Neighbourhood Dev. Plan													0	0
Increase in Reserve/Sundry Income													0	0
Contingency Reserve Fund													0	300
Bank charges													0	0
Total payments from precepted income 2024 2025 (rounded)	387	285	277	150	150	229	170	278	470	1,270	150	150	3,966	-200
VAT on purchases	0	0	23	0	0	0	0	22	0	80	0	0	125	125
Total Payments (rounded)	387	285	300	150	150	229	170	300	470	1,350	150	150	4,091	-325
Current Account1 (rounded)	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	537	0

Receipts A/c2	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Total
Community Events													0
Misc. Income													0
Total Receipts													0
Payments A/c2 <th>Apr-24</th> <th>May-24</th> <th>Jun-24</th> <th>Jul-24</th> <th>Aug-24</th> <th>Sep-24</th> <th>Oct-24</th> <th>Nov-24</th> <th>Dec-24</th> <th>Jan-25</th> <th>Feb-25</th> <th>Mar-25</th> <th>Total</th>	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Total
Community Events													0
Donations													0
Total Payments													0
Business Account2	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	3,128

Business Account 2 (EMF) funds	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Balance
Bank Balance													3,128
Interest income	4	3	3	3	3	3	3	3	2	3	3	0	33
Total (EMF) Reserve Funds	4	3	3	3	3	3	3	3	2	3	3	0	3,161

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Community Engagement

Introduction

Effective Community engagement enables a wide spread of residents to be actively involved in Council decisions which affect the Community. They can shape the services that the Council delivers especially during the climate of increasing demands and decreasing budgets.

Engagement aims to create a more transparent and accountable Council, empowering the Electorate to evaluate service provision and to ensure that the Parish Council meets statutory duties and its commitment towards local democracy.

How do the Parish Council engage?

Engagement involves social media such as the dedicated Council Facebook is a widely used resource. The Council can gauge what residents think and want from Services, as they are able to influence policy and decision making. The Facebook strategy is a way of ensuring that feedback and 'wish lists' are fed in quickly to Councillors. The Village Newsletter is used widely to inform the Community of local groups and associations.

The tried and tested communication means of letters and telephone calls are used, along with a periodic Newsletter (hard copy) delivered so that hard to reach groups like the elderly or disabled residents who may not have use of social media or computers are not excluded. Information is posted on the Notice boards. A local pub monthly quiz can be organised by Councillors for local Charities which attracts local groups and generates discussions between residents and Councillors.

A 'Survey Monkey' is used to capture local opinion when the Parish Council wishes to gather opinion over a community initiative such as playground facilities etc.

The Council can engage with Saltash.net (the local secondary school), or any other local school to arrange a Q&A session between pupils and Councillors and encourage participation of young citizens, and possible future Councillors.

Community Action Teams (CAT)

The (CAT) can be a Councillor led team, attracting residents of all ages and backgrounds who volunteer in Community projects (Litter tidies / hedge trimming / tree planting etc). Many volunteers have limited time available for Community involvement, do not wish to stand as a Councillor, but care for the Community and are willing to give of their spare time, particularly in



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respect to Bio-diversity matters. Volunteers support the Councillors. Evidence shows that active volunteering brings an improvement in quality of life and mental well-being, especially during the recent Coronavirus pandemic period.

National Standards of Community Engagement

The Standards, launched in 2005 inform the public sector of ‘good practice principles’, describing the main elements of effective Community Engagement.

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PILLATON PARISH COUNCIL - LONE WORKING POLICY

Lone Working Policy

1. Introduction

Lone working is not covered by any specific legislation but the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 apply.

This legislation states that “It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all of his employees” and “It shall be the duty of every employee while at work to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with”.

Employers and employees therefore have a duty to themselves and others about safety and there is an increased risk to the health and safety of employees when they work remotely from other colleagues or other persons and/or outside ‘normal’ working hours.

The definition of a lone worker is: “Those who work by themselves without close or direct supervision”.

Persons at Risk

At the Parish Council of Pillaton people at risk may include anyone who comes into the building alone during closure times and particularly the Parish Clerk and / or Councillors, or those involved with the Community Action Team (CAT).

Hazards

These may include, for example:

- A potential for violence or threatening behaviour towards an individual carrying cash or high value equipment.



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- The use of machinery, electrical or other equipment or chemicals.
- Working in remote areas, particularly after dark and outside normal working hours.
- Encountering intruders.
- Working at heights, using ladders, and lifting.
- Competency, ability, and medical condition of the individual.

This is not an exhaustive list, but individuals are expected to discuss any potential lone working with their immediate line manager so the risk can be assessed and any necessary control measures applied.

2. Control Measures

All staff will:

- Not undertake work for which they are not trained / qualified.
- Take reasonable care of their own health and safety, for example, use kick stools when working at height.
- Not do anything to put themselves in danger.
- Know and follow relevant safe working procedures and guidelines including for operating machinery and using hazardous substances.
- Never cut corners or rush work.
- Always follow reasonable targets.
- Stop for regular breaks and, if possible, change activity.
- Tell their manager about any relevant medical conditions.
- Report any hazards or accidents encountered.

Pillaton Parish Council will:

- Provide opportunities for meetings and support.
- Assess the risks to all lone workers and communicate the findings.
- Provide appropriate training or resources such as protective equipment or clothing to minimise the risks.
- Consider alternative work methods where possible to reduce exposure to the hazard.

Where possible outside of normal working hours, staff should arrange to be in the building with others. Key holders are also advised to inform someone when they are attending an alarm call out. Staff should inform the Site Manager when they are on the premises and when they are leaving. It is also advisable that staff inform someone at home that they are working out of normal hours.



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3. Emergency Services Information

Dial 111 and be ready to give the following information:

- Your name.
- Telephone number: 07523 005414
- Address: 32 Essa Road Saltash Cornwall PL12 4EE
- Your exact location on the premises.
- A brief description of the situation.
- The best way to enter the building.

This policy will be reviewed as required, or if a situation occurs which necessitates any amendment.

Policy adapted 4th March 2025

Adopted 4th March 2025

For Review 1st May 2029

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SAFEGUARDING POLICY STATEMENT

Introduction

All of us have a duty to safeguard children, young people, and vulnerable adults. Pillaton Parish Council is committed to safeguarding the wellbeing of these individuals, and to ensuring that they are protected and kept safe from physical, sexual, and emotional harm and neglect while they are engaged in any activity associated with the Council.

All staff and volunteers meeting children are required to have an awareness of safeguarding.

Persons applying for a position with the Parish Council are required to support the safeguarding policy and principles of the Council.

Policy application

This responsibility applies to all Council employees and Members. It also applies to contractors, partners, and volunteers (& Community Action team) who carry out work on behalf of the Parish Council in a paid or voluntary role, or are commissioned to do so with or on behalf of, children, young people, and adults at risk.

Who is vulnerable?

Those in a vulnerable position are defined as-

- children and young people – anyone under the age of 18 years
- vulnerable adults – anyone over 18 who is;
 - (i) unable to care for themselves
 - (ii) unable to protect themselves from significant harm
 - (iii) may need community care services

Promoting a safe environment

To promote a safe environment, the Parish Council is committed to fostering a safeguarding culture in its activity areas and through its recruitment practices. To achieve this, the Council will-



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- Provide safe facilities and undertake regular safety Risk Assessments.
- Ensure that employees and Councillors are aware of the safeguarding expectations.
- Ensure that candidates applying for jobs are made aware of the Council's commitment to safeguarding and are expected to support this commitment if appointed.
- Display on notice boards the relevant safeguarding contacts for advice and help.
- Ensure that attendees at functions, eg. Community Events or Fireworks evening, are aware that parents are responsible for their children's safety and the location of a dedicated safe place for lost children is made available.
- Ensure any leaders of workshops run by the Council (where children, young people or adults who may be at risk are involved) are enhanced DBS checked.

Allegations

Employees, Members, and volunteers all have a duty to protect children, young people and vulnerable adults but are not responsible for deciding whether abuse is taking place. No attempt shall be made to investigate or act before consulting with the designated Authority.

All staff and volunteers should take care not to place themselves in a vulnerable position with a child or vulnerable adult.

Any allegation made against a member of staff or volunteer, the person receiving the allegation will immediately inform the Chair of the Parish Council.

Concerns

Should they have concerns, these should be passed on to the Parish Clerk, Chairman or direct to the Multi-Agency Referral Unit (MARU) at Cornwall Council.

Staff and volunteers should be concerned by any action or inaction which significantly harms the physical or emotional development of a child or vulnerable adult. Abuse falls into four categories-

- physical abuse
- emotional abuse
- neglect
- sexual abuse

Statement adapted 4th March 2025

For adoption 4th March 2025

Policy review 1st May 2029

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Equality Policy

Policy Statement & Aims

The Policy of Pillaton Parish Council is a commitment to ensure that everyone is treated equally¹. The Council recognises that discrimination and victimisation is unacceptable behaviour. No individual will be treated less favourably than another and everyone will have equal access to employment opportunities along with access to learning, development, and training opportunities. The purpose of the Policy is to provide equality and fairness to all individuals and to eliminate unlawful discrimination.

The Council aims to ensure that no employee or job applicant receives less favourable treatment (directly or indirectly), in recruitment or employment on the grounds of age, disability, gender/gender reassignment, marriage/civil partnership, pregnancy/maternity, race, religion or belief, sex, or sexual orientation².

Special care is taken in respect to the needs of disabled persons³

All Employees and Councillors are responsible for ensuring that the Equal Opportunities Policy terms are fulfilled and that the Council is promoted in a positive fashion.

The Council will adhere to statutory requirements relating to any guidance or code of practice issued by the Equality & Human Rights Commission or any other statutory bodies.

The Policy will be monitored and reviewed regularly to ensure that practices and procedures are in line with current legislation and regulations.

1. Commitment as an Employer

1.1 To provide equal opportunities that;

- Treat one another with mutual respect to reflect the dignity of an individual
- Maintain a working environment which values staff, their experience and treats their views with respect
- Harassment, victimisation, and discrimination (either direct or perceptive) is unacceptable and not tolerated, and any perpetrator will be subject to the appropriate disciplinary action



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- Intimidation, bullying or harassment will not be tolerated*
- Breaches of the Equality Policy will be regarded as misconduct and may lead to disciplinary proceedings.

2. Responsibilities of the Council

2.1 To ensure that;

- Staff & Councillors are aware of the Policy arrangements and operate within the Policy conditions and take steps to avoid discrimination
- Grievances concerning discrimination are dealt with fairly and as quickly as possible
- Proper records are maintained
- Awareness training is provided for employees and Councillors to ensure all understand the key role of Policy implementation and personal responsibility of its success

3. Responsibilities as a Service Provider

3.1 Accessibility and actions

- To ensure that services provided by, or through Contract provision on behalf of the Council are accessible to all individuals equally and without discrimination
- All service users, Agencies, other Councils, or voluntary groups shall be treated with respect and dignity to promote equal opportunities
- Contractors / Agencies must comply with the Parish Council's equal opportunities policy

4. How will the aims be achieved?

4.1 The Parish Council will comply with relevant Legislation relating to Equality and Discrimination by ensuring that as either an Employer or Service Provider it will-

- Ensure all are aware of their rights and responsibilities reflecting equality of treatment to one another
- Treating any unacceptable behaviour through disciplinary action
- Provision of training, where appropriate, to staff, Councillors or service providers to ensure that all are aware of Equal Opportunities, can take personal responsibility and can work within the Policy
- Ensure that no individual is disadvantaged or treated less favourably than others

5. Equal Opportunities monitoring

5.1 Complaints from staff concerning discrimination will be dealt with in accordance with the Parish Council's Grievance procedures.

5.2 Complaints from members of the public concerning discrimination will be dealt with in accordance with the Parish Council's Complaints procedures.



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5.3 The information collected for monitoring purposes relating to unfair treatment or discrimination of individuals will be treated as confidential and will not be used for any other purpose.

6. Rights of Disabled People

The Parish Council attaches particular importance to the needs of disabled people and will-

- include disabled people in training & development programmes
- make reasonable adjustment for the provision of special equipment or reduced working hours for employees who become disabled or maintain disabled people in employment

7. Grievances & Discipline

Employees have a right to pursue a complaint concerning discrimination or victimisation via the Grievance or Harassment procedure.

Discrimination and victimisation will be treated as disciplinary offences and will be dealt with under the Grievance & Disciplinary procedure.

See Grievance & Disciplinary procedure review⁴

8. Equal Opportunities Training

The Parish Council will ensure that staff and Councillors are appraised on Equality issues, and Equality information will be included in an induction programme and inform the recruitment and selection process.

Part time and fixed term employees will have equal access to learning and development opportunities appropriate to their post, and Councillors will be given access to relevant training.

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Policy adapted 4th March 2025
For Adoption 4th March 2025
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Legislation referred to in the text



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¹ The Equality Act 2010 (The Equality Framework for Local Government 2020 obligations under the Equality Act 2010)

² Equal Opportunities www.equalityhumanrights.com/en/advice-and-guidance/equality-and-human-rights-resources-for-advisers/

³ Equality Act 2010 Part 2 Chapter 1 Section 6

⁴ See Grievance & Disciplinary procedures (updated from original 2017 document)

* The Clerk & Councillors if subjected to bullying and harassment and, in collaboration with (CALC) can make a resident a 'vexatious complainant'.



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