

ACTION AND PROJECT PROGRESS LIST

Blue - completed or moved on and will be deleted after next meeting of relevant committee. Green = update. Grey background = confidential items. Violet = long term action. Red - priority

COUNCIL / COMMITTEE	MINUTE REF	MEETING DATE	SUBJECT	ACTION AGREED	WHO	DATE DONE	NOTES
E&A	290.1	03-Feb-22	Lindfield War Memorial	Consider implications of listing, discuss with All Saints	Cllr Blunden		
E&A	15.1	08-Jun-23	Burial Ground provision	Liaise with LRPC regarding community group	Cllr Blunden		
E&A	89.3	01-Feb-24	Denmans Lane Allotments	Refurbish the footpath around the allotments	Clerk/VO		In progress
E&A	91.1	01-Feb-24	Wilderness Field/Brushes Lane footpath	It was AGREED to proceed with the proposals outlined by The Monday Group to spread MOT along the path, subject to the finalisation of costs, also recognising the likely contribution from the Lindfield Society.	Clerk		In progress

E&A Committee Budget – 29th February 2024

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>110 Environment & Amenities</u>							
4450 Street Lighting Energy/Mainten	4,450	4,900	450		450	90.8%	
4460 Street Lighting Purchase	0	3,000	3,000		3,000	0.0%	
4465 Christmas Lights	17,728	18,000	273		273	98.5%	
4471 Maintenance/Gardening	1,324	2,000	676		676	66.2%	
4480 Christmas Festival Night & Com	1,141	1,500	359		359	76.1%	
4500 Digital Mapping	390	375	(15)		(15)	104.0%	
4510 Grass Cutting	2,026	2,000	(26)		(26)	101.3%	
4521 Wilderness Field S106	5,850	0	(5,850)		(5,850)	0.0%	5,850
4530 Village Orderly Equip/Expenses	508	1,000	492		492	50.8%	
4560 Denmans Lane Toilets Repair	90	5,000	4,910		4,910	1.8%	
4561 Denmans Lane Toilets Utilities	10,579	14,000	3,421		3,421	75.6%	
4650 Climate Change Projects	450	1,500	1,050		1,050	30.0%	
4750 Replacement Street Furniture	199	1,000	801		801	19.9%	
4800 Emergency Equipment	0	300	300		300	0.0%	
4825 Community Equipment	0	300	300		300	0.0%	
4900 Village Archives	58	100	42		42	58.0%	
Environment & Amenities :- Indirect Expenditure	<u>44,792</u>	<u>54,975</u>	<u>10,183</u>	<u>0</u>	<u>10,183</u>	<u>81.5%</u>	<u>5,850</u>
Net Expenditure	<u>(44,792)</u>	<u>(54,975)</u>	<u>(10,183)</u>				
6000 plus Transfer from EMR	5,850						
Movement to/(from) Gen Reserve	<u>(38,942)</u>						
<u>120 Allotments</u>							
1200 Allotment Income	1,135	0	(1,135)			0.0%	
Allotments :- Income	<u>1,135</u>	<u>0</u>	<u>(1,135)</u>				<u>0</u>
4600 Allotment Expense	2,787	2,500	(287)		(287)	111.5%	
Allotments :- Indirect Expenditure	<u>2,787</u>	<u>2,500</u>	<u>(287)</u>	<u>0</u>	<u>(287)</u>	<u>111.5%</u>	<u>0</u>
Net Income over Expenditure	<u>(1,652)</u>	<u>(2,500)</u>	<u>(848)</u>				

Expenditure from Earmarked Reserves

	<u>Opening Balance</u>	<u>Expenditure</u>	<u>Closing Balance</u>
Wilderness Field S106 Maintenance	18,695.58	5,850.00	12,845.58

E&A Expenditure from General Reserves

	<u>Actual Year to Date</u>	<u>Current Annual Bud</u>	<u>Variance Annual Total</u>
4399 KEH Clock	3,430	0	(3,430)

Committee Meeting:	Environment & Amenities
Item:	14
Report of:	Parish Clerk
Date:	11 April 2024
Subject:	Village Archive

Note for the report applicant's names have not been included.

Purpose of Report:

1. Members are asked to consider an application for a voluntary role(s)

Summary:

2. Three applicants have applied for the voluntary role of managing the Village Archive. The applicants wish to work together to manage the Village Archives.

Recommendation(s)

Members are recommended to:

- a) **Agree to appoint the three applicants to the voluntary role(s).**
- b) **Agree that the Clerk be authorised to incur expenditure of up to £200, including use of the debit card, to purchase any materials required for the archive (stationery etc).**

Background:

3. The Parish Council maintains an archive which is managed by a volunteer. The existing volunteer, Richard Bryant, after over twenty years of service, stepped down. It was agreed to advertise the voluntary role.⁽¹⁾ Three applications were received. All of the applicants are members of the Lindfield History Projects Group. All three are used to working together. They all have an understanding and interest in local history.

Financial Implications

4. A budget heading of £200 has been provided for the management of the archives.

¹ E&A 5th October 2023

2024 Village Clean Risk Assessment

Issue	Affects	Risks	Impact	Likelihood	Mitigants / Difficulties	Risk Assessment	Acceptance / Comments	Sign Off
Broken Glass / Sharp objects	Volunteers Councillors Staff	- Cuts / Bleeding - Contamination from contents - Damage to tyres	Low	Medium	+ Advice sheet to volunteers not to pick up broken glass but report to base + Publicised contact number for base + Adult to collect broken glass using litter pickers/gloves/brush/shovel + dispose of broken glass in solid container not bags + Children not to be sent to areas where broken glass is known to be common. + Children to be accompanied by adults - Unseen glass beneath foliage - Advice ignored	Low	Risk Assessment High cannot be accepted Yes - no further action required. All practical steps taken and overall Low RA	
Aggression/ abuse from members of the public	Volunteers Councillors Staff	Risk of conflict with member of the public	Medium	Low	+ We do not recommend that you approach members of the public to challenge inappropriate behaviour such as dog fouling or littering. Ignore this behaviour and report it if necessary either to your local authority or police if a confrontation occurs. + Do not trespass onto private property whilst litter picking. - Advice ignored	Low	Yes - no further action required. All practical steps taken and overall Low RA Report any incidents to the police. For an immediate threat or emergency use 999. For a non emergency please use 101 to report the incident.	
Bottles breaking in transit	Volunteers Councillors Staff	- Cuts / Bleeding - Contamination from contents - Damage to tyres	Low	Medium	+ Advice sheet to volunteers not to collect bottles in bags but in solid containers + Transport containers in wheelbarrows + Work in pairs so one can seek help to clear up while the other directs people away from the hazard + Publicised contact number for base - Advice ignored	Low	Yes - no further action required. All practical steps taken and overall Low RA	
Syringes / Condoms / Other Drug related paraphernalia	Volunteers Councillors Staff	- Cuts / Bleeding - Contamination from contents - Complex and longer term health issues	High	Medium	+ Identify potential areas of risk in advance + Children not to be sent to areas of risk + Advice sheet to volunteers not to touch hazardous items but report to base + Publicised contact number for base + In conjunction with base decide whether to proceed with clear up or report to authorities (MSDC / Police as appropriate) + If decision taken to proceed, responsible adult to undertake, use gloves and litter pickers to avoid accidental contact; place in solid container to be kept safe and collected by MSDC + Transport containers in wheelbarrows + report back to base with developments / completion + Work in pairs so one can seek help to clear up while the other directs people away from the hazard - Advice ignored	Medium	Yes. No further action required. All practical steps taken and robust guidance in place alongside appropriate equipment	
Heavy bags/ boxes / other items	Volunteers Councillors Staff	- Back strain - Limb damage	Medium	Low	+ Advice sheet not to collect too much weight in one container + use of wheelbarrows to transport heavy items + bags and boxes to be put together in safe place + seek help from base to move large or heavy items + Publicised contact number for base - Advice ignored	Low	Yes. No further action required. Clear guidance and awareness of H&S issues is generally higher	
Litter scattered from bags of rubbish left for SERCO to collect	- Residents - Facility users - MSDC / Contractors	Litter scattered around Common by wind, youths, wildlife- injury from sharp items, bottles thrown around and broken - Unsanitary / unhygienic - Cuts / Bleeding - Contamination from contents - Complex and longer term health issues - Increased clear up costs	Medium	Medium	+ MSDC to be notified in advance of event date to confirm rubbish collection details. + Sacks to be left on Common at Backwoods Lane Car Park + All rubbish to be securely tied in bags and stacked appropriately. Area to be fenced off. Notice advising rubbish collection point for the event. - Contractor delay	Medium	Yes. No further action required. Provided contractors prompt should be no problem. Consider more secure area in future years if problems experienced	
Secluded areas and Stranger danger	Volunteers Councillors Staff	- Assault/abduction or other serious incidents	High	Low	+ Advice sheet no-one to go into lonely areas on their own + Work in pairs + Children to be in groups with adult supervision at all times - Advice ignored	Low	Yes. No further action required. Clear instructions and group working.	
Traffic	Volunteers Councillors Staff Drivers Public	Road Traffic Accident	High	Medium	+ Advice sheet stating stay off the roads + Hi visibility jackets to be worn for work adjacent to highway + Children not to be allocated to risk areas + Children to be in small groups and supervised by parents or adult group leaders to control behaviour that could lead to accidents when out on streets - Advice ignored - Vehicle loses control	Medium	Yes. No further action required.	
Vegetation	Volunteers Councillors Staff Public	Cuts and scratches / infection / irritant	Medium	Low	+ Advance publicity to advise on suitable clothing + Parents or group leaders to be briefed on the day + Required use of gloves / litter pickers and advice to wear suitable clothing when litter picking in hedgerows etc + Children not to be given trimming of vegetation as an activity and to be supervised by parents/adult group leaders at all times + Washing facilities and basic first aid supplies available at base - Protective equipment not used - Slippage/accident	Medium	Yes. No further action required. Sensible precautions taken and likelihood of serious cuts/infection relatively low provided guidance followed	
Slips and falls (slopes and banks etc)	Volunteers Councillors Staff Public	Personal injury	Medium	Low	+ Advice sheet warning not to take risks and do not get close to edges (road, pond etc) + Use of litter pickers for out of reach litter + Misjudgement/wet or otherwise slippery surfaces	Low	Yes. No further action required. Sensible precautions taken and likelihood of serious personal injury relatively low provided guidance followed	
Tools (accidents & missue)	Volunteers Councillors Staff Public	Injury from sharp or heavy tools Trips caused by tools being left unattended	Medium	Medium	+ Advice sheet children not to use sharp or heavy tools + Specialist tools only to be used by trained operatives + Gloves to be worn + Suitable footwear to be worn - tools temporarily put down to be moved later	Medium	Yes. No further action required. Sensible precautions taken and likelihood of serious personal injury minimised provided guidance followed	

2024 Village Clean Risk Assessment

Issue	Affects	Risks	Impact	Likelihood	Mitigants / Difficulties	Risk Assessment	Acceptance / Comments	Sign Off
Detergent	Volunteers Councillors Staff	Skin reaction or swallowing chemical	High	Medium	+ Mild detergent to be used + Waterproof gloves to be worn + All volunteers to be asked about allergies / skin reactions + Children to be supervised - Unknown allergy	Medium	Risk Assessment High cannot be accepted Yes. No further action required. Sensible precautions taken and likelihood of severe reaction minimised provided guidance followed	
Insects / Animals	Volunteers Councillors Staff Public	Bites, infection, reaction, aggressive animals	High	Medium	+ Advice to be given that suitable clothing and footwear and gloves should be worn + All volunteers advised not to work / to stop working if any evidence of problems identified (e.g. rats, nests) and supervisors advised - professional contractor to be contacted if appropriate + Children to remain under adult supervision and within sight of adults at all times + All volunteers to be asked about known allergies / bite reactions + Volunteers/staff to maintain vigilance for dogs off leads - Unknown reactions	Medium	Yes. No further action required. Sensible precautions taken and likelihood of bite or infection minimised provided guidance followed. Report any dangerous dogs to police.	
Claims for injury etc	Volunteers Councillors Staff Public Parish Council	Lack of evidence – insurance payments withheld. Policy Exclusions – insurance payments withheld. Potential PC liability / costs	Medium	Low	+ Insurance cover – personal accident and public liability in place. + Insurance company notified prior to event. + List of participants retained + Guidance and controls detailed in this assessment + All accidents and incidents to be reported and recorded with written statements signed by witnesses on the day.	Low	Yes. No further action required. Sensible mitigants in place and insurance company notified	
Fetching and replacing equipment in the shed	Volunteers Councillors Staff	Injury Lone working	Medium	Medium	+ Work in pairs or groups + If person goes to shed alone, supervisor should be informed and track return + Key control and adults only to be allowed access	Medium	Yes. No further action required. Sensible controls in place	
Lack of first aid supplies at King Edward Hall (base)	Volunteers Councillors Staff	Unable to provide sterile dressings etc Materials out of date	Medium	Low	+ Check KEH First Aid Kit prior to and on day of spring clean + Supplement with Parish Council Office First Aid kit (check prior) + Organiser to contact emergency services as appropriate	Medium	Yes. No further action required.	
Dog faeces (and other animal waste)	Volunteers Councillors Staff Public	Roundworm parasites (see: https://www.nhs.uk/conditions/toxocariasis/)	High	Low	+ Do not touch animal faeces. + Do not use litter-pickers on animal waste. + Always wear gloves and use a plastic spade when removing dog faeces. + If a volunteer steps in dog faeces, clean shoes if possible + If found warn others in the vicinity + If touched, thoroughly wash your hands. + Thoroughly wash any cuts or abrasions as soon as possible, however minor. + Seek medical attention where appropriate.	Low	No further action required. Clear instructions to be given to participants.	
Collection of litter – toxic materials / hazardous chemicals / explosives	Volunteers Councillors Staff Public	Contact with toxic or hazardous material.	High	Low	+ Volunteers instructed to never to approach suspicious looking containers with or without hazard warning badges. + Any suspicious drums, materials or containers with contents not identifiable to be left untouched and Environment Agency Pollution Hotline to be contacted (Tel 0800 7312453) + Volunteers to be advised not G22to touch any large flytipping.	Low	No further action required. Clear instructions to be given to participants. Flytipping to be reported to Mid Sussex District Council.	
Discovery of ordnance	Volunteers Councillors Staff Public	Unexploded bombs, shells and flares, severe cuts bruising, severe burns, broken bones, eye damage, shock	High	Low	+ If you or any volunteer suspect an object to be a type of ordnance, stop what you are doing and report this immediately to the event organiser who then must instruct everyone to return to the designated meeting point, whereby a roll-call will be taken, the event cancelled and the emergency services must be contacted (call 999)	Low	No further action required. Clear instructions to be given to participants.	
Extreme Weather	Volunteers Councillors Staff Public	Sunstroke, sunburn, dehydration and heat exhaustion due to hot weather. Discomfort from cold weather, wind and rain.	Medium	Low	+ Volunteers advised to dress appropriately for weather conditions. Gloves to be worn on all occasions. + Advise volunteers to take regular breaks and seek shade if necessary. + Volunteers advised to wear sun hats and sun cream, re -apply as needed. + Volunteers to have access to water + Volunteers instructed to warm up and stretch prior to event during cold weather and to pay particular attention not to overexert themselves in order to avoid back injury.	Low	Staff to monitor weather conditions. Event could be shortened or cancelled	
Coronavirus	Volunteers Councillors Staff Public	Contagious disease caused by severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). COVID-19 transmits when people breathe in air contaminated by droplets and small airborne particles. Symptoms vary. Can be asymptomatic, mild symptoms include a high temperature, a new continuous cough, a loss or change to your sense of smell or taste. Can result in complications leading to hospitalisation and fatalities. Recovery can be hampered by long covid.	High	Medium	+ Anyone showing symptoms will not be allowed to take part. + Track and trace qr code on King Edward Hall. + Social distancing with in King Edward Hall. + Surfaces in hall to be regularly wiped down. + Equipment to be wiped clean. + Alcohol gel at King Edward Hall for hand cleaning. + Government & local authority guidance to be observed. - Advice ignored.	Medium	Staff to monitor and promote good practice. All staff are double jabbed. Believe all cllrs to be double jabbed. Note as part of booking conditions we need to observe King Edward Hall Covid-19 risk assessment & guidance.	