



Kington Town Council

Email: clerk@kingtontowncouncil.gov.uk

Web site: www.kingtontowncouncil.gov.uk

Members of the Finance, Personnel & General Purposes Committee
you are hereby summoned to attend a meeting of the

Finance, Personnel and General Purposes Committee

On Monday 30th September 2024 commencing at 6.00pm

At

The Old Police Station, Market Hall Street, Kington

Committee Members: Cllrs. E. Banks, R. Banks, B. Bishop, T. Bounds, M. Fitton, K. Greig, E. Rolls, P. Sell, &
M. Woolford,

for the purpose of transacting the following business

AGENDA

1. To note apologies, declarations of interest and requests for dispensation
2. Minutes: To agree Minutes of the finance, personnel & general purposes committee meeting held on [15th July 2024](#)
3. Financial Matters
 - a) To note financial report for the year to 31.8.2024
 - b) To note statement of market income received
 - c) To agree working party to work on asset register and consider way forward
 - d) To note timetable for 2025-6 budget process
 - e) To note conclusion of audit notice from external auditors and agree any further actions required
4. General Purposes
 - a) Buildings currently occupied by the Town Council and such other buildings that can be determined as Community Assets:
 - b) Provision for young people
 - c) Public toilets
 - d) Tourism and Tourist Information Centre
 - e) Arts, culture and museum provision
 - f) Social care, support services, talk community and information and advice provision
 - g) Markets
5. Personnel Matters:
 - a) Update on staff appraisals and agree any actions arising therefrom
 - b) To consider town council staffing review
 - c) To consider draft lone working policy and risk assessment

6. Items for the next agenda
7. Date of next meeting

Issued on, by:
Liz Kelso, Town Clerk
23.9.2024

Detailed Receipts & Payments by Budget Heading 31/08/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>General Income</u>					
Precept	62,500	125,000	62,500		
Interest Received	453	3,000	2,547		
Grants & Donation Received	70	0	(70)		
Income from markets	1,054	1,000	(54)		
Other Income	75	0	(75)		
General Income :- Receipts	64,152	129,000	64,848		
Net Receipts	64,152	129,000	64,848		
<u>Administration</u>					
Staff Salary	17,634	45,000	27,367		27,367
PAYE and NI	3,770	10,000	6,230		6,230
Staff Mileage & Benefits	0	50	50		50
Training	0	300	300		300
Mayor's Allowance	0	1,000	1,000		1,000
Bank Charges	59	250	191		191
Audit Fees	300	950	651		651
Asset Transfer/Legal	0	3,000	3,000		3,000
Subscriptions & Memberships	130	400	270		270
Insurance	0	6,000	6,000		6,000
Stationery	202	500	298		298
Printing & Copying	481	1,200	719		719
Postage	6	150	144		144
Telephone & Broadband	387	1,200	813		813
Website	0	200	200		200
IT	1,407	800	(607)		(607)
Grants Paid	500	5,000	4,500		4,500
Elections	0	1,000	1,000		1,000
Office Rent	760	3,000	2,240		2,240
Office Costs	463	1,000	537		537
TIC	2,500	2,500	0		0
Maintenance	0	500	500		500
Markets Running Costs	0	500	500		500
War Memorial	0	1,000	1,000		1,000
Equipment Purchase KTC	12	500	488		488
Sundries	0	100	100		100
Administration :- Indirect Payments	28,611	86,100	57,489	0	57,489
Net Payments	(28,611)	(86,100)	(57,489)		

Detailed Receipts & Payments by Budget Heading 31/08/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>Recreation Ground</u>					
Rec Ground Salary Support	0	7,000	7,000		7,000
Maintenance	1,206	30,000	28,794		28,794
Rec Running Costs	407	4,000	3,593		3,593
Rec Cottage	72	48,000	47,928		47,928
Grass Cutting	856	5,000	4,144		4,144
Equipment Purchase	37	0	(37)		(37)
Recreation Ground :- Indirect Payments	<u>2,578</u>	<u>94,000</u>	<u>91,422</u>	<u>0</u>	<u>91,422</u>
Net Payments	<u>(2,578)</u>	<u>(94,000)</u>	<u>(91,422)</u>		
<u>Churchyard</u>					
Maintenance	1,608	5,000	3,392		3,392
Grass Cutting	960	3,000	2,040		2,040
Churchyard :- Indirect Payments	<u>2,568</u>	<u>8,000</u>	<u>5,432</u>	<u>0</u>	<u>5,432</u>
Net Payments	<u>(2,568)</u>	<u>(8,000)</u>	<u>(5,432)</u>		
<u>Projects</u>					
Christmas Decorations	0	15,000	15,000		15,000
Festivals Marketing	0	2,500	2,500		2,500
Kington in Bloom	4,180	6,000	1,820		1,820
Festivals	2,026	0	(2,026)		(2,026)
Projects :- Indirect Payments	<u>6,206</u>	<u>23,500</u>	<u>17,294</u>	<u>0</u>	<u>17,294</u>
Net Payments	<u>(6,206)</u>	<u>(23,500)</u>	<u>(17,294)</u>		
<u>VAT Data</u>					
VAT on Receipts	6,965	0	(6,965)		
VAT Data :- Receipts	<u>6,965</u>	<u>0</u>	<u>(6,965)</u>		
VAT on Payments	2,277	0	(2,277)		(2,277)
VAT Data :- Indirect Payments	<u>2,277</u>	<u>0</u>	<u>(2,277)</u>	<u>0</u>	<u>(2,277)</u>
Net Receipts over Payments	<u>4,688</u>	<u>0</u>	<u>(4,688)</u>		
Grand Totals:- Receipts	<u>71,117</u>	<u>129,000</u>	<u>57,883</u>		
Payments	<u>42,239</u>	<u>211,600</u>	<u>169,361</u>	<u>0</u>	<u>169,361</u>
Net Receipts over Payments	<u>28,877</u>	<u>(82,600)</u>	<u>(111,477)</u>		
Movement to/(from) Gen Reserve	<u>28,877</u>				



Mrs Elizabeth Kelso
Kington Town Council
Old Police Station
Market Hall Street
Kington
Herefordshire
HR5 3DP

DDI:
+44 (0)20 7516 2200

Email:
sba@pkf-l.com

Date:
16 September 2024

Our Ref:
HE0067

SAAA Ref:
SB04892

Kington Town Council
Completion of the limited assurance review for the year ended 31 March 2024

Dear Mrs. E. Kelso

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Kington Town Council for the year ended 31 March 2024. Please find our external auditor report and certificate (Section 3 of the AGAR Form 3) included for your attention as an attachment to the email containing this letter along with a copy of Sections 1 and 2 of the AGAR, on which our report is based.

The external auditor report and certificate details any matters arising from the review. The smaller authority must publish these documents immediately and at the next meeting consider the final external auditor report and decide what, if any, action is required.

Action you are required to take at the conclusion of the review

The Accounts and Audit Regulations 2015 (SI 2015/234) set out what you must do at the conclusion of the review. In summary, you are required to:

- Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose (a Word version is available on request).
- Publish the "Notice" along with the certified AGAR (Sections 1, 2 & 3) before 30 September 2024, which must include publication on the smaller authority's website. (Please note that when the statute and regulations were amended in 2014 and 2015, they did not include a requirement for the length of time for which that the "Notice" must be published. The previous statute required 14 days; but it is now up to the authority to make this decision).
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

 **PKF Littlejohn LLP**
15 Westferry Circus,
Canary Wharf, London
E14 4HD

T: +44 (0)20 7516 2200
www.pkf-l.com

Fee

We enclose our fee note, on page 4 of this attachment, for the limited assurance review, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://www.saaa.co.uk/audit-fees/>. This fee is statutory, must be paid and is due immediately on receipt of invoice, please arrange for this to be paid **at the earliest opportunity**.

Additional charges are itemised on the fee note, where applicable. These arise where either:

- we have had to issue chaser letters and/or exercise our statutory powers due to a failure to provide an AGAR by the submission deadline; or
- it was necessary for us to undertake additional work.

Please return the remittance advice with your payment, which should be sent to: PKF Littlejohn LLP, Ref: Credit control (SBA), 5th Floor, 15 Westferry Circus, Canary Wharf, London, E14 4HD. Please include the reference HE0067 or Kington Town Council as a reference when paying by BACS.

Timetable for 2024/25

Next year we plan to set a submission deadline for the return of the completed AGAR Form 3 and associated documents (or Certificate of Exemption) in the usual way and this is expected to be Tuesday 1 July 2025. It is anticipated that the instructions will be sent out during March 2025, subject to arrangements for the 2024/25 AGARs and Certificates of Exemption being finalised by Smaller Authorities' Audit Appointments Limited (SAAA). Our instructions will cover any changes about which smaller authorities need to be aware.

- The smaller authority must inform the electorate of a single period of 30 working days during which public rights may be exercised. The period must be **exactly** 30 working days, please do not set public rights dates that cover a longer period. This information **must be published at least the day before** the inspection period commences;
- The inspection period **must** include the first 10 working days of July 2025, i.e. 1 to 14 July inclusive. In practice this means that public rights may be exercised:
 - at the earliest, between Tuesday 3 June and Monday 14 July 2025; and
 - at the latest, between Tuesday 1 July and Monday 11 August 2025.

As in previous years, in order to assist you in this process we plan to include a pro forma template notice with a suggested inspection period on our website. On submitting your AGAR and associated documentation, as was the case for this year, we will need you to either confirm that the suggested dates have been adopted or inform us of the alternative dates selected.

Feedback on 2023/24

Please note that if you wish to provide feedback, our satisfaction survey template can be used, which is available on our website on this page: <https://www.pkf-l.com/services/limited-assurance-regime/useful-information-and-links/>

Yours sincerely

PKF Littlejohn LLP

PKF Littlejohn LLP



Notice of Conclusion of Audit
Annual Governance & Accountability Return for the year ended 31 March 2021

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014
Accounts and Audit Regulations 2015 (SI 2015/234)

1. The audit of accounts for Kington Town Council for the year ended 31 March 2024 has been completed and the accounts have been published.
2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Kington Town Council at times to be agreed on application to:

Mrs. E. Kelso
Clerk, Kington Town Council
The Old Police Station
Market Hall Street, Kington
HR5 3DP

Tel: 01544 239098 or 07483914485
Email: clerk@kingtontowncouncil.gov.uk

3. Copies will be provided to any person on payment of 10p per A4 page.

Announcement made by: Mrs. E. Kelso
Town Clerk
Kington Town Council

Date of announcement: 23rd September 2024

Kington Town Council
The Old Police Station, Market Hall Street, Kington HR5 3DP
Tel: 01544 239098 or Mobile: 07483 914 485
Email: Clerk@kingtontowncouncil.gov.uk Website: www.kingtontowncouncil.gov.uk

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

KINGTON TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		Yes means that this authority
	Yes	No	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.		✓	responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	✓		has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

03-06-2024

and recorded as minute reference:

FC-106-d

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

www.kingtontowncouncil.gov.uk

Section 2 – Accounting Statements 2023/24 for

KINGTON TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	251206	183,126	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	117500	117,500	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	28513	10,895	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	44264	51,602	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	169829	76,973	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	183126	182,946	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	183126	182,946	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	281700	281,700	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	NEA	
11a. Disclosure note re Trust funds (including charitable)	✓			The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)	✓			The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date 20-05-2024

I confirm that these Accounting Statements were approved by this authority on this date:

03-06-2024

as recorded in minute reference:

K-106-e

Signed by Chair of the meeting where the Accounting Statements were approved

[Signature]

Section 3 – External Auditor's Report and Certificate 2023/24

In respect of **Kington Parish Council – HE0067**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2023/24

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Section 1, Assertions 1, 2 and 9 have been incorrectly completed. Information has come to our attention from the detailed internal audit report that:

- the fixed asset register is not up to date and includes trust assets that should be removed. This is consistent with the Internal Auditor's response to Internal Control Objective H;
- the smaller authority has not complied with its financial regulations in relation to the signing of bank reconciliations. This is consistent with the Internal Auditor's response to Internal Control Objective I; and
- it has not met its responsibilities as a sole managing trustee during 2023/24. The annual return for the Kington Recreation Ground Trust for the year ended 31 March 2023 was submitted to the Charity Commission 76 days late.

Other matters not affecting our opinion which we draw to the attention of the authority:

The smaller authority has confirmed that it has not complied with the governance Assertion in Section 1, Box 7, and it has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address weaknesses identified.

3 External auditor certificate 2023/24

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

13/09/2024

**KINGTON TOWN COUNCIL
LONE WORKING POLICY
Draft**

Introduction

There is often confusion/concern about the circumstances in which it is, or is not, safe to work alone. There is no general legal prohibition on working alone, but risk assessments should specifically consider whether the fact that a person is likely to undertake a task alone creates an unacceptable level of risk.

Establishing safe working for lone workers is no different from organising the safety of other employees, but it is necessary to consider any particular additional hazards of lone working. The end result should be that lone workers are at no greater risk than other workers.

This document gives general guidance on working alone. It offers advice on how to comply with duties towards lone workers under the Health and Safety at Work Act 1974 (HSW Act) and the Management of Health and Safety at Work (MHSW) Regulations 1999.

Council Policy

The Council is responsible for the health, safety and welfare at work of its employees, visitors and contractors and safety of those affected by the work, e.g. members of the public.

These responsibilities cannot be transferred to people who work alone. It is the Council's duty to assess risks to lone workers and take steps to avoid or control risk where necessary.

Employees have responsibilities to take reasonable care of themselves and other people affected by their work and to co-operate with the Council in meeting its legal obligations.

Who Are Lone Workers?

Lone workers are those who work by themselves without close or direct supervision. They are found in a wide range of situations

Issues to be considered

The main issues to be considered in the risk assessment are:-

- Is there risk of violence?
- Is the person medically (and psychologically) fit to work alone?
- Is any special training required?
- Are the individual(s) concerned and any necessary safe working practices adequately monitored?
- Are there adequate arrangements in the event of an emergency?
- Can all plant, substances and equipment involved in the work be safely handled and/or operated by one person?

Assessing the risks

Although there is no general legal prohibition on working alone, the broad duties of the Health and Safety at Work, etc. Act 1974 and Management of Health and Safety of Work Regulations 1999 still apply. These require identifying the hazards of the work, assessing the risks involved and putting measures in place to avoid or control the risks. It is important to talk to employees and their safety representatives as they are a valuable source of information and advice. This will help to ensure that all relevant hazards have been identified and appropriate controls chosen. Consultation with employees and their representatives on health and safety matters is a legal duty anyway.

Controlling the risk

Control measures may include instruction, training, supervision, protective equipment, mobile phones, 'calling in systems', etc. Employers should take steps to check that control measures are used and review the risk assessment from time to time to ensure it is still adequate.

When risk assessment shows that it is not possible for the work to be done safely by a lone worker, arrangements for providing help or back up should be put in place.

Where a lone worker is working at another employer's workplace, that employer should inform the lone worker's employer of any risks and the control measures that should be taken. This helps the lone worker's employer to assess the risks.

Risk assessment should help decide the right level of supervision. There are some activities which are high risk.

Safe Working Arrangements

Establishing safe working for lone workers is no different from organising the safety of other employees. Employers need to be aware of the law and standards which apply to their work activities, and may need to seek expert advice, then assess whether the requirements can be met by people working alone.

Lone workers face particular problems. Some of the issues which need special attention when planning safe working arrangements are as follows:

- Can The Risk Of The Job Be Adequately Controlled By One Person? Lone workers should not be at more risk than other employees. This may require extra risk-control measures. Precautions should take account of normal work and foreseeable emergencies, for example fire, equipment failure, illness and accidents.
- Does the workplace present a special risk to the lone worker?
- Are there a safe way in and a way out for one person?
- Is there a risk of violence? Are women especially at risk if they work alone?
- Is the Person Medically Fit and Suitable To Work Alone?
- What Training Is Required To Ensure Competency In Safety Matters? Training is particularly important where there is limited supervision to control, guide and help in situations of uncertainty. Training may be critical to avoid panic reactions in unusual situations. Lone workers need to be sufficiently experienced and to understand the risks and precautions fully.

Employers should set the limits to what can and cannot be done whilst working alone. They should ensure employees are competent to deal with circumstances which may be new, unusual or beyond the scope of their training.

Monitoring

Procedures will need to be put in place to monitor lone workers to see they remain safe. These may include:

- Regular contact between the lone worker and supervision using a mobile phone or landline phone.
- Checks that a lone worker has returned to their base or home on completion of a task.

Control measures Consider the following practical guidelines:

1. Lone workers, outside normal working hours and in isolated buildings, should telephone a Councillor or another designated person, place of work and expected duration of stay, as they leave the building by writing time span and location on the white board in office.
2. Ensure a working telephone is available
3. Lone workers should not undertake dangerous work, for example using dangerous chemicals or operating dangerous machinery

Lone working risk associated with the Town Council office in the Old Police Station, Market Hall Street, Kington

- Accommodation comprises shared office space (2 people maximum) to the rear of the building on the ground floor, accessed through a shared entrance, corridor (less than 2m wide reducing to below 1m in places) and via one internal door in addition to door to the office space
- Toilet and kitchen facilities shared with all other building users
- Common areas cleaned approximately twice per week
- Common areas used as “waiting area” for clients of other office occupants (see below)
- Touchpad/coded entrance way used by all occupants and their visitors
- Other occupants generally single office occupants but two occupants offer services to members of the public/customers (massage therapy and chiropractor) on an appointment basis
- Shared kitchen with shared crockery/cutlery/glasses/equipment (kettle, microwave, toaster).
- Town Council staff comprised of two part time member of staff one working approximately two days per week and one working approximately 4 days per week (plus evenings) but frequently working from home.

Hazard	Who might be affected	Risk	Risk Control Measures	Residual Risk	Comments/Notes
Risk of violence from other building users including visitors to the building	<ul style="list-style-type: none"> • Councillors • Members of the public • Staff 	M	<ul style="list-style-type: none"> • Visitors to the office to be on an appointment only basis and details kept of all appointments • Wherever possible, appointments or visits by members of the public or others to be scheduled for those times when more than one person is working in the office. • To avoid strangers accessing the building/office, require that all building occupants 	H/M	<ul style="list-style-type: none"> • Effectiveness of risk control methods dependent upon individual adherence to requirements • Unclear whether other tenants have risk control measures in place • Landlords have indicated that they will not be providing any enhanced building security • Panic alarm feasible but requires monitoring at all times

			<p>only admit their own visitors/clients to the building</p> <ul style="list-style-type: none"> • Access code to building to be changed frequently. • Door to the office to be kept closed with keys on the inside as far as possible • Lone workers to be encouraged to have mobile phone on them at all times when accessing common areas 		
<ul style="list-style-type: none"> • Risk of accident, illness or injury whilst working alone 	<ul style="list-style-type: none"> • Councillors • Staff 	M	<ul style="list-style-type: none"> • Staff to not use any hazardous work practices or use hazardous equipment when lone working unless absolutely necessary • If visiting other location (Recreation Ground or Churchyard etc.) to ensure there is another person who is aware of your movements and when you may be expected back • Carry mobile phone whenever working alone • Carry out a visual safety check whenever in the office or meeting room on a daily basis and address any issues identified. 	M/H	

			<ul style="list-style-type: none"> • First aid box to be available at all times and appropriately stocked • Staff to be discouraged from lone working if feeling unwell. • Any special vulnerabilities to be identified (allergies, health issues etc.) and additional measures to be agreed as required • Office and meeting room to be left clean and tidy at all times and rubbish removed promptly to avoid trip hazards • Maintenance issues to be recorded and passed to landlords promptly. 			

Conclusion:

Risk assessment carried out by:

Liz Kelso
Town Clerk
Kington Town Council

Date of assessment:

12th August 2024

Review date:

As required but at least annually