

HONEYBOURNE PARISH COUNCIL

Summons and Notice of Meeting Summons to Environment Committee Members

The meeting of the Environment Committee will be held at Honeybourne Village Hall, Harvest Close
On 1st February 2024, at 7:00pm

Parish Councillors are hereby summoned to attend.

The meeting is open to the press and members of the public who are welcome to attend all or part of the meeting but may only speak during the allocated time as listed under agenda item EC- 0025 below. Members of the public are welcome to address Council with regard to items on the agenda or for future meetings, however this is not an opportunity for wider debate and the opportunity to speak is limited to 3 minutes per person, the open session will last for no longer than 15 minutes subject to the Chairman discretion. There is no expectation on the council to respond to any comments made at this time.

Agenda

EC-022 Apologies

To receive apologies from absent members and record the reason for absence.

EC-023 Declarations of Interest: Councillors are reminded that to ensure transparency and retain public confidence in the council's decisions they are required to -

- a) Keep their Register of Interests form up to date;
- b) Declare any Disclosable Pecuniary Interests (DPI) and any Other Disclosable Interests (ODI) in agenda items and the nature of those interests.

EC-024 To consider any dispensations

Written requests for the council to grant a dispensation to a councillor (as per Localism Act 2011, s33) must be with the Clerk before the meeting starts.

EC- 025 Open Session – Participation to hear from members of the public.

EC- 026 A member of the public wishes to speak to the Environment Committee members regarding using the Sports Field and Pavilion on a regular basis.

Details circulated to members of the committee.

EC- 027 To approve the previous minutes.

To approve adoption of the minutes of the Environment Committee meeting held on 5th September 2023.

EC- 028 To consider allowing Honeybourne Primary Academy to use the Sports Field for the following activities;

- I. School Sports Day – Thursday 23rd May 2024, from 10 am – 12:30 pm. Total number of pupils 181
- II. Picnic following the conclusion of the Sports Day
- III. Colour Run from 1 pm to 2 pm. Total number of pupils 181. (A colour run is a type of fun run whereby the children will be wearing white t-shirts and members of the PTA and teachers will be throwing non-toxic coloured powder as they run past. By the end of the run the children will be covered in colour. The course will be marked out for the run)
- IV. To consider whether to charge the PTA for the use of the kitchen. They propose to sell hot and cold drinks. Proceeds from the sale of the drinks are to help with school activities.

EC-029 To consider and to approve draft Child, Young Adult and Vulnerable Person Protection Policy. (Appendix 1 Pages 3 -10)

EC- 030 To consider and to approve the following;

- I. Draft of the ad hoc hire rates for use of Pavilion and Sports Facilities (Appendix 2 page 11)
- II. Draft Booking Form, Terms and Conditions for ad hoc hire for the Pavilion (Appendix 3 - pages 12 -13)
- III. Draft Booking Form, Terms and Conditions for ad hoc hire for Sports Facilities (Appendix 4 - pages 14)

EC-031 To approve quote for second year field enhancement. The work is required based on the report by HPC in 2022. The work will commence following the completion of the School's Sports Day and and colour run. (Appendix 5 - page 23)

EC-032 To note CIL spend and members to consider what to use the balance of the money left. The PC have a time frame of 5 years to utilise funds. (Appendix 6 – page 24)

EC- 033 Electricity consumption breakdown for the pavilion. (Appendix 7 – pages 25- 26)

EC- 033 To consider solar panels for pavilion.

EC-034 To agree date for the next meeting.

Linda Stanton

Parish Clerk

26th January 2024

Environment Committee Members:
Cllrs A Attridge, C Clear, G Clelland, H Jobes, C Steward & S Sidwell

Status Adopted on	
Minute number	Min no:
Date of next review	September 2027

Honeybourne Parish Council

Appendix – 1 – EC- 029

Child, Young Adult and Vulnerable Person Protection Policy

1. Definitions

Where the following terms are used in this policy, they shall have the meaning indicated below:

Child(ren)	anyone under the age of 18 years;
Young Adult	generally a person ranging in age from their late teens or early twenties.
Vulnerable Person	As defined by the Department of Health as anyone of 18 years of age or over, and who is or may be in need of community care services by reason of mental or other disability, age or illness and who is or may be unable to take care of him/herself, or unable to protect him/herself against significant harm or serious exploitation.
Parents	this term is used in its broadest sense and includes parents, carers or guardians.
Council	Honeybourne Parish Council
Council Representatives	employees, councillors, volunteers representing Honeybourne Parish Council.

2. Introduction

The purpose of this policy is to make clear to all Council Representatives as defined above and contractors what is required in relation to the protection of children, young people and vulnerable people. Children, young people and vulnerable people have the right to participate, have fun and be safe in the services provided for them and the activities they choose, or their parents/carers choose for them. This policy will help to maintain a safe and positive environment for children and vulnerable adults.

The Council believes that children, young adults and vulnerable people have the right to have fun and be safe in the services and activities provided for them.

3. Policy Coverage

The policy applies to all Council Representatives and contractors working in partnership with the Council. Under the Children Act 2004, the Council has a duty to co-operate with Worcestershire County Council in discharging its duties as a Children's Services Authority and to promote the well-being of children and young people. Worcestershire County Council is also the lead agency for the protection of vulnerable adults.

It is not the role of the Council to investigate allegations of abuse. However, all Council Representatives and contracted services providers have a responsibility to act when they suspect or recognise that a child or vulnerable adult may be a victim of significant harm or abuse. This policy is to be used in conjunction with the Council's Risk Management Policy, Health and Safety Policy, Equal Opportunities Policy, Complaints Policy and Procedure, Disciplinary and Grievance Procedures.

4. Child and Vulnerable Person Protection Statement

This policy affects all Council Representatives.

The Council recognises that all children and vulnerable persons have an equal right to protection from abuse accepting the moral and legal responsibilities associated with this.

The Council is committed to safeguarding children, young adults and vulnerable people ensuring that they are protected and kept safe from harm or abuse whilst engaged in services and activities organised and provided by, or on behalf of the Council.

Referrals of suspicion of abuse cannot be anonymous and should be made with the knowledge that during enquiries, the agency making the referral will be named.

The Council will not tolerate harassment of any Council Representative or contracted service provider or child/vulnerable persons who raises concerns of abuse.

5. Policy Statement

The Council is committed to taking all reasonable precautions safeguarding the welfare of children and vulnerable persons that use its services and will promote a safeguarding culture and environment.

6. The Council aims to do this by:

- i) making Council Representatives aware of their statutory “duty of care” relating to children and vulnerable people and encouraging good practice;
- ii) creating safe and healthy environments for its services and activities;
- iii) responding appropriately to any allegations;
- iv) requiring Council Representatives to abide by this policy;
- v) appointing a Child and Vulnerable Person Protection Officer.

By doing so the Council will:

- i) endeavor to keep children and vulnerable adults safe from abuse;
- ii) report suspicion of abuse promptly and appropriately;
- iii) always act in the best interests of the child or vulnerable person;
- iv) proactively seek to promote the welfare and protection of all children and vulnerable people through, as appropriate, its recruitment and selection policy and by reminding hirers of their safeguarding responsibilities.
- v) take any concerns made by Council Representatives or contracted services provider or child/vulnerable adult seriously, treating it with sensitivity.

7. Child and Vulnerable Person Protection Officer

The Parish Council’s Child and Vulnerable Person Protection Officer is the Parish Clerk.

The role of the Child and Vulnerable Person Protection Officer is to:

- i) ensure that procedures are in place to enable the Council’s aims to be met;
- ii) initiate appropriate action should any allegation of improper conduct be made.

8. Use of Contractors

Contractors, engaged by the Council in areas where workers are likely to come into contact with children and vulnerable people, should have a similarly robust Child and Vulnerable Person Protection Policy, or failing this must comply with the terms of this policy. Contractors will be monitored by the Council’s Proper Officer.

9. Definitions of Abuse

- Abuse covers any form of physical, emotional, mental and sexual abuse including bullying, lack of care that leads to injury or harm. For vulnerable persons abuse may also be financial.
- Neglect is where people fail to meet a child’s or vulnerable person’s basic physical/psychological needs and is likely to result in the serious impairment of their health or development , e.g. failure to ensure that a child is protected from unnecessary risk of injury or exposing them to undue cold.
- Physical Abuse is where physical pain or injury is caused, e.g. hitting, shaking, biting, etc.
- Sexual abuse is where children or vulnerable persons knowingly or unknowingly take

part in an activity that meets the sexual needs of the other person or persons involved. This includes inappropriate photography or videoing.

- Emotional / Mental Abuse is where there is persistent emotional ill treatment that causes severe and persistent adverse effects on the child's or vulnerable person's emotional status e.g. bullying (including cyber and text bullying), constant criticism and unrealistic pressure to perform.
- It is important to recognise that disable children may be particularly vulnerable to abuse and may have difficulties in communicating what is happening to them. Dependency on others for primary needs, e.g. feeding and clothing may make a person feel powerless to report abusive treatment.

10. Procedures

It is important that Council Representatives are aware that the first person that has concerns or encounters a case of alleged or suspected abuse is not responsible for deciding whether or not abuse has occurred.

Although it is not the place of any Council Representatives to investigate allegations, Council Representatives do have a duty of care to children and vulnerable people which means they must report any suspicions they may have.

In general, there are 3 situations that may require Council Representatives to respond to a concern or case of alleged or suspected abuse;

- responding to a child or vulnerable person disclosing abuse;
- responding to allegations or concerns about a Council Representative based on personal observation or due to a complaint.
- Responding to allegations or concerns about any other person.

In the event that a child or vulnerable person disclose abuse, follow, these guidelines:

- i) record immediately, in writing, all the details that you are aware of, what was said using the child or vulnerable person's own words. In your record you should include the following;
 - a) the date and time
 - b) the child or vulnerable person's name, address and date of birth
 - c) the nature of the allegation
 - d) your observations- a description of the child or vulnerable person's behaviour, physical and emotional state and any visible injuries.
 - e) Exactly what the child or vulnerable person said and what you said. Record the child or vulnerable person's account of what has happened as closely as possible.
 - f) sign and date what you have recorded.
- ii) do not ask questions, other than the child or vulnerable person's name, address and date of birth.
- iii) reassure the child or vulnerable person that they have done the right thing in telling you.
- iv) contact local Social Services or the Police without delay and follow their guidance.
 - In the case of an emergency, where a child or vulnerable person is in danger, phone 999 immediately.
 - Every effort should be made to ensure that confidentiality is maintained as any breach of confidentiality could be damaging to the child or vulnerable person, their family, those who are the subject of allegations and any investigations that may follow.

- Recorded information should be handed over to Social Services or the Police and any copies stored in a secure place with limited access in line with data protection laws (e.g that information is accurate, regularly updated, relevant and secure).
- Council Representatives should not inform the child or vulnerable person's parents or guardians. This will be done by Social Services.
- Council Representatives should make no comment to the public or media.

11. Use of Video and Photography

Council Representatives should be vigilant at all times regarding people using cameras or videos at events or activities which involve children or vulnerable people on Council property or when engaged in Council activities. The use of photographs and images of young people will be controlled to prevent possible misuse.

Consent must be sought from a parent or guardian prior to recording a recognisable child or vulnerable person's image.

Unsupervised access to children or vulnerable people, or one- to- one photographic sessions are not permitted.

Children's or vulnerable people's names should not use in photographs or video footage, unless with the express permission of a parent or guardian

12. Special Events- Photography

It is an unfortunate fact that some people have used children and young people' events as opportunities to take inappropriate photographs or footage of children, every attempt should be made to ensure that this does not happen.

Council Representatives and contracted service providers should always be vigilant. Anyone using cameras or films recorders for or on behalf of the Council should obtain consent from the parents of their children being photographed or filmed before the activity commences.

When commissioning professional photographers or inviting the press to cover Council services, events and activities the Council's expectations must be made clear in relation to child protection by checking the credentials of any photographers, ensuring identification is worn and by not allowing unsupervised access to children or one to one photographic sessions.

13. Responding to Allegations

If a person discloses abuse by someone else:

- Stay calm, take the allegation seriously,
- Allow the person to speak without interruption, accepting what is said, but DO NOT investigate,
- Only ask questions for clarification, do not ask leading questions,
- Alleviate feelings of guilt and isolation, while passing no judgement. Reassure them that you will try to offer support, but that you MUST pass the information on, do not offer to keep secrets,
- Record the facts as you know them,
- Record your observations- a description of the child or young person's behaviour, physical and emotional state and any visible injuries.
- Refer the allegation immediately and directly to the Council's Child Protection officer. If the Child Protection Officer is implicated, refer to the Chairman. All allegations must be referred, no matter how insignificant they seem to be or when they occur.
- Try to ensure than no – one is placed in a position which could cause further

compromise.

As soon as possible after the event as occurred:

- Write down notes, dates, times, facts, observations and verbatim speech.
- Ensure the correct details are available, the young person's / vulnerable adult's name and address, and the name and address of their parent or guardian.
- Sign and date what has been recorded.
- Immediately contact Social Services Department at Worcestershire County Council. Ask for the name of the person with whom you are speaking. Do not filter out or withhold any information. Ask if there is anyone else who should be informed.
- Inform the Local Authority's Monitoring Officer (Head of Legal Services, Wychavon District Council)
- Prepare a confidential file. Record all notes, conversations and advice from Social Services. Every effort should be made to ensure that confidentiality is maintained for all concerned.
- Store information in a secure place with limited access to designated people, in line with data protection legislation.
- Follow advice from Social Services ; take no other action unless advised to do so by Social Services.

In the case of an emergency, where a child is in danger, phone 999 immediately. Every effort should be made to ensure that confidentiality is maintained as any breach of confidentiality could be damaging to the child, their family, those who are the subject of allegations and any child protection investigations that may follow.

Recorded information should be handed over to Social Services or the Police and any copies stored in a secure place with limited access in line with data protection laws(e.g. that information is accurate, regularly updated, relevant and secure).

Council Representatives should not inform the child's parents or guardians. This will be done by Social Services.

Council Representatives should make no comment to the public or media.

Responding to concerns about the welfare of a child/vulnerable/young adult where there is no specific disclosure or allegation;

All Council Representatives and organisations contracted to provide services on behalf of the Council are encouraged to share concerns with the Parish Clerk who will, if appropriate, make referral to Social Services.

Recognising abuse is not always easy. The list below provides some indicators of abuse; however, the list is not exhaustive and contains only indicators, not confirmation, of abuse;

- Unexplained bruising, marks or injuries on any part of the body e.g. cigarette burns, bite marks,
- Bruises which reflect hand marks or fingertips (from slapping or pinching),
- an injury for which the explanation seems inconsistent or which has not been treated adequately,
- sudden changes in behaviour, including becoming withdrawn or becoming aggressive, severe temper outbursts,
- neglected in appearance, dirty or 'smelly'
- constant hunger, sometimes stealing food from others,
- inappropriately dressed for the conditions,
- fear of parents or carers being approached for an explanation,
- flinching when approached or touched,

- neurotic behaviour e.g. hair twisting, rocking,
- being unable to play,
- fear of making mistakes,
- self-harm,
- fear of being left with a specific person or group of people, lack of trust in adults,
- sexual knowledge, which is beyond their age or development age,
- sexual drawings or language,
- saying they have secrets they cannot tell anyone about,
- not allowed to have friends.

14. Confidentiality

Council Representatives and contracted services providers must not discuss allegations of abuse, substantial or not, with anyone other than in connection with the formal investigation. Where it is necessary to put in procedures to prevent continuing abuse the matter should be shared with the Parish Clerk so that appropriate risk assessments may be undertaken.

15. Prevention

Recruitment- Prospective employees will be interviewed and previous, relevant experience will be noted. Two appropriate references will be taken up for all employees. All employees will undergo a probationary period.

All Council Representatives who are required to carry out duties that involve working with children or vulnerable people will be checked by the Disclosure and Barring Service (DBS) and/ or appropriate safeguarding agency. In line with best practice, these checks will be repeated every three years.

Training- The Parish Council will make the Child, Young Adult and Vulnerable Persons Protection policy available to all Council Representatives. Line Managers will encourage good practice and identify any training needs required through the Council's Appraisal System. Members will be offered appropriate training on safeguarding children and vulnerable people.

All Council Representatives will be expected to read this policy.

Code of Practice and Behaviour- These guidelines have been devised to protect children and vulnerable people from abuse, as well as to protect Council Representatives from situations where false allegations may occur.

The guidelines apply to those working with children or vulnerable persons involved in activities organised by or on behalf of the Council or services provided by the Council.

Council Representatives must:

- Treat everyone with respect, regardless of their age, ethnicity, social background, ability, sexual orientation, culture or religious beliefs,
- Provide an example of good conduct they wish others to follow,
- Plan activities which involve more than one other person being present, or at least which are within sight or hearing of others,
- Respect a person's right to personal privacy,
- Provide access for young people to talk to others about any concerns they may have,
- Encourage young people and adults to feel comfortable and aid identification of attitudes or behaviours they do not like,
- Remember that someone else might misinterpret their actions, no matter how well-intentioned,

- Recognised that special caution is required when discussing sensitive issues, such as bullying, bereavement, abuse or personal development,
- Recognise that some children or vulnerable people will be more vulnerable to abuse than others and may face extra barriers in getting help because of their race, gender, age, religion, disability, sexual orientation, social background or culture,
- Challenge unacceptable behaviour and report all allegations/suspicions of abuse,
- Be identifiable and wear a name badge where possible.

Council Representatives must not:

- Engage in physical horseplay, such as wrestling or tickling,
- Have any inappropriate verbal or physical contact with children or vulnerable people, or make suggestive remarks or gestures,
- Permit abusive youth peer activities (e.g. initiation ceremonies, ridiculing, bullying etc.),
- Play physical contact games with children or vulnerable adults,
- Jump to conclusions about others without checking the facts,
- Ask children or vulnerable adults to do things that are potentially dangerous, illegal or otherwise unreasonable,
- Exaggerate or trivialise abuse issues,
- Show favoritism to any individual,
- Rely on just their good name to protect them,
- Believe it could “never happen to me”
- Take chances when common sense, policy or practice suggest a more prudent approach,
- Allow allegations made to go unchallenged, unrecorded and not acted upon.

The Council takes its responsibility very seriously. Employees who breach these guidelines will face investigation and may face disciplinary action, which could lead to dismissal. Volunteers in breach of the above Code of Conduct will have their services terminated immediate effect and their parent organisation (as appropriate) will be informed. If a member does not adhere to the policy, there may be grounds for reporting their behaviour to the Standard Committee, where an investigation may be carried out under the Members Code of Conduct. Where there is evidence of illegal activity, Council Representative will be reported to the relevant authorities and may face a criminal investigation.

Internet and Email- Please refer to the Councils Press and Media Policy.

First Aid- The administration of first aid to children, young adults and vulnerable people can present risks. Under ordinary circumstances, a child or young person can be administered with first aid only if their parent or guardian expressly permits this course of action.

When administering first aid, where possible, Council Representatives should ensure that another adult is present, or is aware of the action being taken. Parents/carers should always be informed when first aid is administered.

Child welfare is of paramount importance. In certain circumstances Council Representatives and contracted services providers may undertake first aid as a last resort, notifying parents/carers as soon as possible, to minimise a child's or vulnerable adult's distress.

16. Misuse of Procedure

Malicious complaints about a member or an employee (s) and/or serious and/or persistent abuse of these safeguarding policies and procedures will not be tolerated and will be dealt with through the Council's disciplinary process.

17. Policy Monitoring and Review

All incident, allegations of abuse and complaints will be recorded and monitored. This policy will be reviewed every three years and will also be revised should the need arise relating to changing requirements, legislation and guidance, or in the light of experience.

18. Sources of Information

Honeybourne Parish Council
Child Protection Officer
Honeybourne Village Hall,
Harvest Close, Honeybourne
WR11 7RH
Tel: 07951429652
Email: clerk@honeybourne-pc.gov.uk

ChildLine

Free helpline for children and young people in the UK. Children and young people can call to talk about any problem

www.childline.org.uk

Tel: 08001111

NSPCC

Information for children and adults

<https://www.nspcc.org.uk/keeping-children-safe/reporting-abuse/>

Samaritans

www.samaritans.org

Tel: 116 123

Ad Hoc Charges for Hire of Sports Field & Pavilion
All rates based on per match basis for one off hires

Adult Football	
Football pitch & toilet only	£35.00
Use of changing rooms /showers	£60.00
Use of Kitchen	Refer to rates on pavilion charges
Under 18s Football	
Football pitch & toilet only	£35.00
Use of changing rooms/showers	£60.00
Use of Kitchen	Refer to rates on pavilion charges
Junior Football	
Football pitch & toilet only	£30.00
Use of Kitchen	Refer to rates on pavilion charges
Honeybourne Junior pitch	No Charge
Organised Commercial or community Events on Sports Field	
Commercial	£200.00
Community	£150.00

Charges for the use of Kitchen

Kitchen & toilet	£25.00 per hour
Installation of marquees	Price on application

Honeybourne Parish Council Pavilion Booking Form

Please return this page to us by email to clerk@honeybournepc.gov.uk or by post to The Parish Clerk, Honeybourne Parish Council, Honeybourne Village Hall, Harvest Close, Honeybourne, WR11 7RH

Name/ Organisation	
Contact Name and Address	
Phone Number	
Email	

Booking details

Date (s) required	
What is the booking required for?	
Start and End Time (Please allow time for setting up and clearing away).	
Any special requirement?	

Part (s) of Pavilion to be hired:

Kitchen and toilet		Cost per hour £
Total cost		

Other details required with this booking form

Copy of Insurance Certificate	
Risk Assessment	
Safeguarding Children, Young People and Vulnerable Person Policy (If applicable)	
Evidence that you have carried out relevant checks through the Disclosure and Baring Services (If applicable)	

Hirer Signature (over 18 years only)

Date

By signing this form I agree to observe the terms and conditions outlined below.

Honeybourne Parish Council Terms and Conditions for hire of Pavilion

1.	Definitions
1.1	General Hirer: means any Hirer that does not fall into a specific category of hire.
1.2	Regular General Hirer: means any Hirer that does not fall into a specific category of hire who makes weekly, monthly, term-time or long bookings.
1.3	Hirer: means every category of hire.
1.4	Premises: This include the kitchen and the toilets. It does not include any of the changing rooms or sports field.

2.	<p>General Matters</p> <p>Please read the following details carefully when considering the hire of the Pavilion and the use of the facilities.</p> <p>The following Terms and Conditions must be adhered to and so it is important that the hirer understands all aspects of the agreed contract between themselves and Honeybourne Parish Council (HPC)</p> <ul style="list-style-type: none"> • The Hirer must be at least 18 years of age. • During the period of the hire, the Hirer shall be responsible for the supervision and care of the fabric of the Pavilion and its content and should damage occur, however slight, the Hirer will ensure the damage is reported to the Parish Clerk as soon as practically possible. The Hirer will accept charges to rectify any damage (including accidental damage) to the Premises. • The Hirer is responsible for the supervision of the Premises, the fabric and contents and the behaviour of all persons using the Premises and will ensure that in cases where any unreasonable or unsociable activity occurs, they will take steps to resolve the matters. • HPC accept no responsibility for any equipment or any property brought onto or left at the Premises. • Hirers should note that the Sports Field can be hired separately or at the same time as a Hire of the Pavilion. • Hirers should note that there are public areas at the Honeybourne Parish Council Sports Field that can be used by any member of the public. • HPC reserve the right, in circumstances of emergency, to cancel any booking at short notice and they are NOT responsible for any loss, damage or inconvenience caused by the cancellation. HPC has the right to amend these conditions by giving notice in writing to the Hirer. • HPC reserves the right to refuse any applications for hire and shall not be required to offer any reason or explanation.
3.	<p>Use of Premises</p> <ul style="list-style-type: none"> • The Hirer shall not use the Premises for any other purpose than that described in the Hiring Agreement. • The Hirer shall not sub-hire the Premises, or allow the Premises to be used for any unlawful purpose or in any unlawful way, nor do anything to bring onto the Premises anything which may endanger the Premises or render invalid any insurance policies in respect thereof. • The Hirer shall ensure proper supervision of the car park so as to avoid obstruction of the highway. The car park may be used by the Hirer but remains under the control of HPC and will be available for other users. Attendees may use the car park to park their own vehicles but these vehicles are left entirely at their own risk. HPC does not make any claim or warranty as to the safety of the car park. • The hirer must ensure that vehicles are not parked or driven on the playing field.

	<ul style="list-style-type: none"> • Marquees, tents, structure, other equipment, fireworks, barbeques or cooking are not permitted on the Sports Field or immediate vicinity of the Pavilion and veranda except with the prior written permission of HPC. • No cooking equipment shall be brought onto the Premises without prior written permission of HPC. • No laser beams, drones, artificial smoke, fireworks or any inflammable substances are permitted inside, or in the vicinity of the Pavilion, car park, paved area or the Sports Field. • No decorations of any description are to be affixed to the walls or facial of the pavilion except with prior approval of HPC and such walls and woodwork are not to be marked in anyway. • No notices or placards erected, displayed or provided by the Council may be removed or covered up. • The Hirer must not cause any nuisance to neighbouring properties.
4.	<p>Opening /Closing arrangement</p> <ul style="list-style-type: none"> • The caretaker or Designated Key Holder will meet you at the Pavilion at the start of your hire period (or just before) to open up, to provide information related to the facilities and answer any questions you may have. • The caretaker or designated key holder will provide the hirer with the key box combination for the hirer to leave the key at the end of the hire. Should any issue arise during the hire the contact details of the caretaker or the Designated Key Holder will provided to the Hirer.
5.	<p>Cleaning</p> <ul style="list-style-type: none"> • At the end of the hire the Hirer must ensure that the Pavilion is in a clean and tidy state with floors swept, floors mopped if there is any spillage and all surfaces in the kitchen and tables cleaned as necessary so that the Pavilion is in a good condition for the next user. • The Hirer to note that they need to bring their own cleaning products as these items will not be provided by the Council. • All waste must be removed from the Pavilion at the end of the hire period. There is no facility for any waste disposal on site. Please do not use the bins located outside the pavilion and by the tennis court. • The Hirer on leaving the pavilion must check that the heaters are turned off, doors and windows are securely locked and all lights are turned off. Water heaters must be turned off. • The key must be returned to the key box. Lost keys and locksmith if required will be charged to the Hirer. • No cars to be left in the car park and the gate to the car park must be locked on leaving.
6.	<p>Access for HPC</p> <p>Members of HPC and its Officers shall at all times during the period of hire have free and unrestricted access to the premises, and instructions must be given by the Hirer to its officials for this access. The Council reserves the right at its absolute discretion to refuse admission to or evict any person from the premises.</p>
7.	<p>CCTV</p> <p>The Pavilion has CCTV cameras both internally and externally. The CCTV is in operation at all times. Images on the CCTV will not be shared with a third party unless there is need to do so e.g police. A copy of the HPC CCTV Policy can be downloaded/view on the PC website: https://honeybourne-pc.gov.uk/wp-content/uploads/2023/08/HPC-CCTV-Policy-signed.pdf and CCTV Impact Assessment https://honeybourne-pc.gov.uk/wp-content/uploads/2023/08/Binder1-Privacy-Impact-Assessment-signed-1.pdf is available to the Hirer.</p>

8.	<p>Licences</p> <p>Where music is to be played, the Hirer shall ensure that they hold a Performing Rights Society Licence and Public Performance Licence which permits the use of copyright music in any form (e.g. record, CD, tapes, radio, television or by performers in person). If other licences are required in respect of any activity in the Premises, the Hirer must ensure that they hold the relevant licence.</p> <ul style="list-style-type: none"> The Premises is not licensed for the sale or supply of alcohol. No alcohol is permitted to be sold for consumption in any part of the premises without express permission of the Council in writing. With written agreement from the Council, the Hirer will be responsible for obtaining the necessary Temporary Event Notice (TEN) from the Licencing Authority and the Police no later than 10 working days before the event. A copy of the TEN must be on the premises during the event. The Police and Local Authority have rights of entry to the premises to access the likely effect of the TEN on crime prevention.
9.	<p>Animals</p> <p>No dogs are allowed in the pavilion and Sports Field except for assistance dogs.</p>
10.	<p>Smoking</p> <p>Smoking is not permitted. Under the Health Act 2006, it is a criminal offence to smoke in any part of the pavilion and it is a criminal offence for the Hirer to permit such smoking.</p>
11.	<p>Broadcasting, Advertising and Photograph</p> <p>No Hirer shall grant sound, advertising, television broadcasting or film rights without the prior written consent of the Council. If such consent is given, the Council reserves the right to be a party to any negotiations and to the terms and conditions of any Contract reached, and to share any income and publicity derived therefrom.</p>
12.	<p>Collections and Lotteries</p> <p>No collections, games of chance, sweep stakes or lotteries nor any betting of any kind may be conducted at the Premises.</p>
13.	<p>Loss and Damage</p> <ul style="list-style-type: none"> The Council accepts no responsibility for loss or damage to personal possessions. All breakages and/or damage must be reported to the Parish Clerk as soon as possible and be paid for. The Council accepts no responsibility for personal loss or injury whilst on the premises, car park, sports field or other facilities. It is the responsibility of the hirer to ensure that the premises is in a safe and fit condition for the activity they are undertaking. The hirer must submit a copy of their Risk Assessment to the Council prior to the use of the event.
14.	<p>Insurance</p> <ul style="list-style-type: none"> The Hirer shall be responsible for making arrangements to insure against any third-party claims which may lie against them (or the organisation if acting as representative) whilst using the Premises. The Hirer is required to produce evidence of insurance as described above at least 14 days before the date of hiring, or at the time of booking if that is less than 14 days before the event. Failure to provide this evidence will automatically cancel any booking application which has been made. The Hirer shall indemnify the Council against all claims, demands, actions and proceedings arising out of any infringement of copyright, or the unauthorised performance or use of any recording apparatus at the premises during the period of hire.
15.	<p>Safeguarding Children, Young People and Vulnerable Adults</p> <ul style="list-style-type: none"> The Hirer will take relevant safeguarding precautions in respect of any children, young people or vulnerable adults attending the sessions at the Pavilion. The Hirer shall ensure that any activities for children comply with relevant legislations and that

	<p>only fit and proper persons have access to the children. Except for private parties, where events are organised for children the Hirer shall have a valid certificate from the Disclosure and Barring Service and the Hirer shall take full responsibility for any other persons engaged to look after the children.</p> <ul style="list-style-type: none"> • A copy of the Safeguarding Children, Young People and Vulnerable Adults policy must be provided to the council 14 days prior to the event taking place and evidence that you have carried out relevant checks through the Disclosure and Barring Services. • There shall be a minimum of three competent persons over 18 years of age to supervise all children's events. Children are not allowed in the kitchen area.
16.	<p>Health and Hygiene</p> <ul style="list-style-type: none"> • The Hirer shall, if preparing, serving or selling food, ensure all relevant food health and hygiene legislation and regulations are adhered to. • The Hirer shall familiarise themselves with the location of the First Aid Kit.
17.	<p>Health and Safety</p> <ul style="list-style-type: none"> • All means of exit from the premises must be kept free from obstruction and immediately available for instant free public exit. The Hirer should be aware of the means of escape in the event of fire prior to the booking commencing. • In the event of outbreaks of fire the fire brigade must be called. • No additional lights or extension from the existing electric lights fittings shall be used without the previous consent of the Council.
18.	<p>Privacy</p> <p>HPC collect data from the Hirer via the Premises Booking Form in order to process the booking and contact the Hirer before and during the Use period. The contact details of the Hirer will be retained for a period of up to 2 months after the Use period, details relating to the bookings will be retained up to 6 years in order to comply with the HPC retention policy. Any Personally Identifiable Information contained within the form will be stored in a secure place. The Hirer's details will not be passed on to any third parties.</p> <p>A copy of the HPC Privacy Policy can be view/downloaded from the PC website: https://honeybourne-pc.gov.uk/wp-content/uploads/2023/08/Privacy-policy-1.pdf</p>

Honeybourne Parish Council Sports Field Booking Form

Please return this page to us by email to clerk@honeybournepc.gov.uk or by post to The Parish Clerk, Honeybourne Parish Council, Honeybourne Village Hall, Harvest Close, Honeybourne, WR11 7RH

Name/ Organisation	
Contact Name and Address	
Phone Number	
Email	

Booking details

Date (s) required	
What is the booking required for?	
Start and End Time (Please allow time for setting up and clearing away).	
Any special requirement?	

Part (s) of Pavilion/ Sports Field to be hired:

	Cost per hour £
Kitchen and toilet	
Sports field	
Changing Rooms	
Total cost	

Other details required with this booking form

Copy of Insurance Certificate	
Risk Assessment	
Safeguarding Children, Young People and Vulnerable Person Policy (If applicable)	
Evidence that you have carried out relevant checks through the Disclosure and Baring Services (If applicable)	

Hirer Signature (over 18 years only)

Date

By signing this form I agree to observe the terms and conditions outlined below.

Honeybourne Parish Council

Terms and Conditions for hire of Sports Facilities

The T &Cs will apply to the hire of the sports facilities at Honeybourne Sports Field, Bretforton Road, Honeybourne

1	In these terms and conditions (Ts & Cs)
	‘the Council’ means Honeybourne Parish Council (HPC)
	‘the event’ means the sporting fixtures or purpose of the hire
	‘the facilities’ means: the pavilion, sports field and any associated equipment.
	‘the Parish Clerk’ means the current Responsible Officer of the Council, or any other officer nominated to act in their place to administer the bookings of outdoor sports and the use of Parish Council property. The Parish Clerk will liaise, as necessary, with other Council officers with responsibility for the provision of facilities for sport use, in order to carry out the functions set out in these Ts & Cs;
	‘the hire’ means the use of facilities or land by agreement with the Council.
	‘the hirer’ means the person(s) entering into the hiring agreement with the Council.
	‘the hiring’ means the agreement to use the sports facilities.
	‘people using the facilities’ means people invited, allowed or required by the hirer or anyone else to attend, watch or take part in any sporting activity or other event.
	‘sports facilities’ means the sports pitches, boules court, trim trail, outdoor gym equipment, trim trail, MUGA, golf/cricket cage and pavilion.

2.	<p>Applying to hire the facilities</p> <p>Application for hire must be made using the relevant form supplied by the Council.</p> <ol style="list-style-type: none"> a) The hirer must be 18 years of age. b) The person signing the application form will be deemed to be the hirer and will be responsible for complying with the conditions of the hiring agreement. c) If the hiring is being made by a legally constituted club/association or other incorporated organisation, the agreement form for sports or event must be signed by a person duly authorised by the club/association or organisation named on the agreement form. In the case of a constituted club/association, its current trustees will also be deemed to be hirer, and they will all be jointly and severally liable under the hiring agreement. d) The agreement to hire the facilities will only come into existence when: <ul style="list-style-type: none"> • an agreement form has been signed and returned • the Parish Clerk or nominated officer has accepted the booking in writing, and all required documentation has been received. e) The Council accept no responsibility for any equipment or any property brought onto or left at the facility. f) The Council reserve the right, in circumstances of emergency, to cancel any booking at short notice and they are NOT responsible for any loss, damage or inconvenience caused by the cancellation. The Council has the right to amend these conditions by giving notice in writing to the Hirer. g) The hiring agreement will give the hirer, and/or the represented club/association or organisation, the right to use the relevant facilities. h) The hiring agreement does not convey any exclusive right for the continued use of Council facilities.
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	<ul style="list-style-type: none"> i) During the period of the hire, the Hirer shall be responsible for the supervision and care of the facility and should damage occur, however slight, the Hirer will ensure the damage is reported to the Parish Clerk or nominated officer as soon as practically possible. The Hirer will accept charges to rectify any damage (including accidental damage) to the facility. j) Hirers should note that there are public areas at the Honeybourne Parish Council Sports Field that can be used by any member of the public. k) HPC reserves the right to refuse any applications for hire and shall not be required to offer any reason or explanation.
3.	<p>Use of the facilities</p> <ul style="list-style-type: none"> a) The Hirer shall not use the Facilities for any other purpose than that described in the Hiring Agreement. b) The Hirer shall not sub-hire the Facilities or allow the Facilities to be used for any unlawful purpose or in any unlawful way, nor do anything to bring onto the facilities anything which may endanger the facilities or render invalid any insurance policies in respect thereof. c) The Hirer shall ensure proper supervision of the car park so as to avoid obstruction of the highway. The car park may be used by the Hirer but remains under the control of HPC and will be available for other users. Attendees may use the car park to park their own vehicles but these vehicles are left entirely at their own risk. The Council does not make any claim or warranty as to the safety of the car park. d) The hirer must ensure that vehicles are not parked or driven on the playing field. e) Marquees, tents, structure, other equipment, fireworks, barbeques or cooking are not permitted on the Sports Field or immediate vicinity of the Pavilion and veranda except with the prior written permission of HPC. f) No cooking equipment shall be brought onto the facilities without prior written permission of HPC. g) No laser beams, drones, artificial smoke, fireworks or any inflammable substances are permitted inside, or in the vicinity of the Pavilion, car park, paved area or the Sports Field. h) No decorations of any description are to be affixed to the walls or facial of the pavilion except with prior approval of HPC and such walls and woodwork are not to be marked in anyway. i) No notices or placards erected, displayed or provided by the Council may be removed or covered up. j) The Hirer must not cause any nuisance to neighbouring properties.
4.	<p>Fees</p> <ul style="list-style-type: none"> a) The Hirer must pay the Council the fixed fees for hiring any facilities within 14 days of receiving the invoice. b) Failure to pay within 14 days will result in the booking being cancelled. c) The Council reserves the right to alter charges without notice. All bookings, other than those where all fees have been paid, remain subject to this right. d) No games or events are permitted to take place unless they are pre-booked and fees paid.
5.	<p>Allocation of Pitches</p> <p>The allocation of a football pitch to a Team/League by the Council is for specific day and time (i.e. Sunday Morning) and does not entitle the Team/League to use the facilities (i.e pitch or Changing Rooms/showers) at any other time.</p> <p>No Team or League shall allow practice games to take place unless the pitch is booked and the appropriate fee paid in advance, otherwise full reinstatement cost will be levied.</p> <p>Any Team or League who continually disregard this ruling will be notified in writing and their booking will be cancelled with immediate effect.</p>

6.	<p>Litter</p> <ul style="list-style-type: none"> a) At the end of matches/events the hirer must ensure that they remove any of their property from the sports field. b) All litter must be cleared at the end of the hire from the sports field. There are no facilities for any waste disposal on site. Please do not use the bins located outside the pavilion and by the tennis court. c) All property and litter must be removed from the changing rooms. d) Hirers failing to comply with this condition will be charged for cleaning or have the use of the facilities withdrawn.
7.	<p>Football boots & Changing Rooms</p> <ul style="list-style-type: none"> a) Players must remove boots before entering the changing rooms or any other part of the pavilion. Under no circumstances should boots be washed in the showers or sinks. b) Under no circumstances should teams use their own electrical equipment in any of the changing rooms c) The Hirer will be responsible for ensuring that all showers, heating and lighting are turned off before leaving the premises and that the accommodation is secured. It is vital that buildings are locked to prevent unauthorised access by individuals who may cause damage. d) The Hirer must ensure that the changing facilities are left in a clean and tidy condition. Failure to comply with this condition will result in a charge for cleaning.
8.	<p>Goalposts & Pitch marking The Hirer will erect their own goal posts nets, corner flags and pitch markings.</p>
9.	<p>Opening /Closing arrangement</p> <ul style="list-style-type: none"> a) The Parish Clerk or Designated Officer will meet you at the facilities at the start of your hire period (or just before) to open up, to provide information related to the facilities and answer any questions you may have. b) The Parish Clerk or designated officer will provide the hirer with the key box combination for the hirer to leave the keys at the end of the hire. Should any issue arise during the hire the contact details of the Parish Clerk or the Designated Officer will be provided to the Hirer. c) The keys to the Facilities must be returned to the key box. Lost keys and locksmith, if required, will be charged to the Hirer. d) No cars to be left in the car park and the gate to the car park must be locked on leaving.
10.	<p>Access for HPC Members of HPC and its Officers shall at all times during the period of hire have free and unrestricted access to the facilities, and instructions must be given by the Hirer to its officials for this access. The Council reserves the right at its absolute discretion to refuse admission to or evict any person from the premises.</p>
11.	<p>CCTV The Pavilion has CCTV cameras both internally and externally. The CCTV is in operation at all times. Images on the CCTV will not be shared with a third party unless there is need to do so e.g police. A copy of the HPC CCTV Policy can be view/downloaded from the PC's website https://honeybourne-pc.gov.uk/wp-content/uploads/2023/08/HPC-CCTV-Policy-signed.pdf and CCTV Impact Assessment https://honeybourne-pc.gov.uk/wp-content/uploads/2023/08/Binder1-Privacy-Impact-Assessment-signed-1.pdf</p>
8.	<p>Licences Where music is to be played, the Hirer shall ensure that they hold a Performing Rights Society Licence and Public Performance Licence which permits the use of copyright music in any form (e.g. record, CD, tapes, radio, television or by performers in person). If other licences are required in respect of any activity in the Premises, the Hirer must ensure that they hold the relevant licence.</p>

	<ul style="list-style-type: none"> The Facilities are not licensed for the sale or supply of alcohol. No alcohol is permitted to be sold for consumption in any part of the facilities without express permission of the Council in writing. The Hirer will be responsible for obtaining the necessary Temporary Event Notice (TEN) from the Licencing Authority and the Police no later than 10 working days before the event. A copy of the TEN must be on the premises during the event. The Police and Local Authority have rights of entry to the premises to access the likely effect of the TEN on crime prevention.
9.	<p>Animals No dogs are allowed in the pavilion and Sports Field except for assistance dogs.</p>
10.	<p>Behaviour</p> <ol style="list-style-type: none"> Disorderly conduct is not allowed on the playing fields or changing facilities. The use of foul and abusive language will also not be tolerated. Any threatening or abusive behaviour towards members of the public or Council staff will not be tolerated and will result in immediate withdrawal of facilities by the Council.
11.	<p>Public Address Systems The Hirer must ensure that:</p> <ul style="list-style-type: none"> If any public address equipment and/or other amplifying equipment is to be used, prior written consent must be obtained from the Council. The equipment must not cause annoyance or nuisance to the occupiers of surrounding property or the general public.
12.	<p>Smoking Smoking is not permitted. Under the Health Act 2006, it is a criminal offence to smoke in any part of the pavilion/changing rooms and it is a criminal offence for the Hirer to permit such smoking.</p>
13.	<p>Broadcasting, Advertising and Photograph No Hirer shall grant sound, advertising, television broadcasting or film rights without the prior written consent of the Council. If such consent is given, the Council reserves the right to be a party to any negotiations and to the terms and conditions of any Contract reached, and to share any income and publicity derived therefrom.</p>
14.	<p>Charging & Fund Raising</p> <ul style="list-style-type: none"> No collections, games of chance, sweep stakes or lotteries nor any betting of any kind may be conducted at the Facilities. No charge can be made by the hirer, or any other person(s) attending, watching or taking part in any event, without having first obtained the written consent of the Parish Clerk or nominated officer. Any application for written consent must give full details of the charges to be made, and how the proceeds of the charges are to be used. For the purposes of these conditions, a charge will be deemed to be made when; <ol style="list-style-type: none"> money is demanded or paid for admission to, or participation in, any event programmes for an event or other goods are sold a collection of money or goods is made a raffle or lottery of any sort is held The sale of Food & Drinks at the Facilities without the appropriate licence is prohibited.
15.	<p>Loss and Damage</p> <ul style="list-style-type: none"> The Council accepts no responsibility for loss or damage to personal possessions. All breakages and/or damage must be reported to the Parish Clerk as soon as possible and be paid for. The Council accepts no responsibility for personal loss or injury whilst on the premises, car park, sports field or other facilities. It is the responsibility of the hirer to ensure that the facilities are in a safe and fit condition for the activity they are undertaking.

	<ul style="list-style-type: none"> The hirer must submit a copy of their Risk Assessment to the Council prior to the use of the event.
16.	<p>Insurance</p> <ul style="list-style-type: none"> The Hirer shall be responsible for making arrangements to insure against any third-party claims which may lie against them (or the organisation if acting as representative) whilst using the Facilities. The Hirer is required to produce evidence of insurance as described above at least 14 days before the date of hiring, or at the time of booking if that is less than 14 days before the event. Failure to provide this evidence will automatically cancel any booking application which has been made. The Hirer shall indemnify the Council against all claims, demands, actions and proceedings arising out of any infringement of copyright, or the unauthorised performance or use of any recording apparatus at the premises during the period of hire.
16.	<p>Safeguarding Children, Young People and Vulnerable Adults</p> <ul style="list-style-type: none"> The Hirer will take relevant safeguarding precautions in respect of any children, young people or vulnerable adults attending the sessions at the Pavilion. The Hirer shall ensure that any activities for children comply with relevant legislations and that only fit and proper persons have access to the children. Except for private parties, where events are organised for children, the Hirer shall have a valid certificate from the Disclosure and Barring Service and the Hirer shall take full responsibility for any other persons engaged to look after the children. A copy of the Safeguarding Children, Young People and Vulnerable Adults policy must be provided to the council 14 days prior to the event taking place and evidence that you have carried out relevant checks through the Disclosure and Barring Services. There shall be a minimum of three competent persons over 18 years of age to supervise all children's events. Children are not allowed in the kitchen area.
17.	<p>Health and Hygiene</p> <ul style="list-style-type: none"> The Hirer shall, if preparing, serving or selling food, ensure all relevant food health and hygiene legislation and regulations are adhered to.
17.	<p>Health and Safety</p> <ul style="list-style-type: none"> All means of exit from the Facilities must be kept free from obstruction and immediately available for instant free public exit. The Hirer should be aware of the means of escape in the event of fire prior to the booking commencing. In the event of outbreaks of fire the fire brigade must be called. No additional lights or extension from the existing electric lights fittings shall be used without the previous consent of the Council. The Hirer shall familiarise themselves with the location of the First Aid Kit.
18.	<p>Privacy</p> <p>HPC collect data from the Hirer via the Facilities Booking Form in order to process the booking and contact the Hirer before and during the Use period. The contact details of the Hirer will be retained for a period of up to 2 months after the hire, details relating to the bookings will be retained up to 6 years in order to comply with the HPC retention policy. Any Personally Identifiable Information contained within the form will be stored in a secure place. The Hirer details will not be passed on to any third parties.</p> <p>A copy of the HPC Privacy Policy can be view/downloaded from the PC website: https://honeybourne-pc.gov.uk/wp-content/uploads/2023/08/Privacy-policy-1.pdf</p>

Quotation 1

- Transport to site, management of the work.
- Supply & application of selective weed control.
- Scarify the pitches in 2 directions using Koro FTM fitted with scarification rotor.
- Supply and apply approved medium/fine sand. (160 tonnes)
- *Vertidrain/Verti-quake to carry out deep aeration and decompaction.
- Dragmat or brush to integrate sand.
- Supply & apply perennial rye grass seed (at 25g/m² using approved drill seeder).
- Supply & apply pre-seeder fertiliser at 35g/m².
- Dispose of Koro risings to approved tip facility off site

Total cost: £27,600 + vat

Quotation 2

- Transport to site, management of the work
- Supply & application of selective weed control.
- Scarify the pitches with Koro FTM fitted with a scarification rotor
- Supply and apply of M60 sports sand (170 tonnes)
- Vertidrain/Verti-quake to carry out deep aeration and decompaction.
- Dragmatt the sand in.
- Supply and apply perennial rye grass seed at 25g/m²
- Supply and apply pre-seeder fertiliser at 35g/m²
- Dispose of Koro rising to approved tip facility off site.

Total Cost : £26,020.00

Notes:

* Verti drain - Verti draining is the process of inserting tines into the surface of the ground, used to break up soil compaction. These tines create multiple, small holes on the surface of the turf. The holes created from Vert draining allow oxygen into the soil and the greens to drain properly, making room for aeration.

* Verti-quake - a rotary aerator that decompacts the soil using a set of rotating steel blades. As these blades cut cleanly through the soil, they create a wave action that shatters compacted areas and opens up the subsoil.

Community Infrastructure Fund (CIL)**Appendix 6 – EC- 032**Received from WDC on 12th April 2023

Payment Period: 01 October 2022 to 31 March 2023

In line with the regulations monies received must be used to support development by funding:

- The provision, improvement, replacement, operation or maintenance of infrastructure.
- Anything else concerned with addressing the demands that development places on an area.

Site Address	Description	Development Commencement Date/Deemed Date	Total CIL Charge Payable	Date Payment Received (GL)	% payable to Parish	Amount Due to Parish h786/c001
Elgar House, High Street, honeybourne, Evesham, Worces. WR11 7PQ	Change of use from Community Building and associated car park to residential development of 2 x dwellings and associated car parking	01/10/2020	£4,899.52	08/01/2023	25%	£1,224.88
Land off Stratford Road, Honeybourne, Evesham	Development of 60 x dwellings approval for appearance, landscaping, layout and scale	04/07/2022	£198,356.23	24/03/2023	25%	£49,589.06
Total						£50,813.94
Expenditure						
To construct Pétanque path (Min: 23/191(h). Meeting date 9 th May 2023)						£ 4,757.00
Installation of golf/ cricket frame (Min: 23/215 (ii & iii). Meeting date 11 th July 2023)						£ 2,975.00
Grounds preparation work to install mat in cricket/golf cage (Min: 23/215 (i & iii). Meeting date 11 th July 2023)						£6,458.00
Purchase of gabion benches, picnic table and benches (Min: 23/215 (c, d & e). Meeting date 11 th July 2023)						£2,946.50
Total expenditure						£17,136.50
Future expenditure						
Second year field enhancement 2024 (Min: 23/215(b). Meeting date 11 th July 2023)						£25,000.00
Balance remaining						£ 8,677.44

Electricity Consumption for Pavilion
2019 -2020

Billing Period	Consumption (kWh)	Rate	Charges £
2 nd Mar 2019 to 1 st June 2019 (92 days)	382.00	16.939p	64.71
2 nd Jun 2019 to 1 st July 2019 (30 days)	171.00	16.939p	28.97
2 nd Jul 2019 to 1 st Aug 2019 (31 days)	84.00	16.939p	14.23
2 nd Aug 2019 to 1 st Sept 2019 (31 days)	118.00	16.939p	19.99
2 nd Sept 2019 to 1 st Oct 2019 (30 days)	135.00	16.939p	22.87
2 nd Oct 2019 to 5 th Nov 2019 (35 days)	175.00	16.939p	29.64
6 th Nov 2019 to 1 st Dec 2019 (26 days)	62.00	16.939p	10.50
2 nd Dec 2019 to 1 st Jan 2020 (31 days)	86.00	16.939p	14.57
2 nd Jan 2020 to 1 st Feb 2020 (31 days)	119.00	16.939p	20.16
2 nd Feb 2020 to 1 st Mar 2020 (29 days)	369.00	16.939p	62.50
Total consumption	1701	Total	288.14
Standing Charge per day 16.939p – Total standing charge - £62.00			

2020- 2021

Billing Period	Consumption (kWh)	Rate	Charges £
2 nd Mar 2020 to 1 st Apr 2020 (31 days)	263.00	16.939p	44.55
2 nd Apr 2020 to 1 st May 2020 (30 days)	90.00	16.939p	15.25
2 nd May 2020 to 1 st Jun 2020 (31 days)	88.00	16.939p	14.91
2 nd Jun 2020 to 1 st Jul 2020 (30 days)	141.00	16.939p	23.88
2 nd Jul 2020 to 1 st Aug 2020 (31 days)	165.00	16.939p	27.95
2 nd Aug 2020 to 10 th Aug 2020 (9 days)	37.00	16.939p	6.27
11 th Aug 2020 to 19 th Sept 2020 (40 days)	171.00	18.874p	32.27
20 th Sept 2020 to 1 st Oct 2020 (12 days)	82.00	18.874p	15.48
2 nd Oct 2020 to 1 st Nov 2020 (31 days)	186.00	18.874p	35.11
2 nd Nov 2020 to 1 st Dec 2020 (30 days)	86.00	18.874p	16.23
2 nd Dec 2020 to 4 th Jan 2021 (34 days)	217.00	18.874p	40.96
5 th Jan 2020 to 1 st Feb 2021 (28 days)	99.00	18.874p	18.69
Total consumption	1625	Total	291.55
Standing Charge per day 40.184p (11 th Aug 2020 – 1 st Feb 2021) Total standing charge : £70.32			
Standing Charge per day 30.837p (2 nd Marc 2020 -10 th Aug 2020) Total standing charge: £49.96			

2021- 2022

Billing Period	Consumption (kWh)	Rate	Charges £
2 nd March to 1 st April 2021 (31 days)	108.00	18.874p	20.38
2 nd April to 1 st May 2021 (30 days)	233.00	18.874p	43.98
2 nd May to 1 st June 2021 (31 days)	226.00	18.874p	42.66
2 nd June to 1 st July 2021 (30 days)	158.00	18.874p	29.82
2 nd July to 1 st August 2021 (31 days)	161.00	18.874p	30.39
2 nd August to 1 st Sep 2021 (31 days)	293.00	18.874p	55.30
2 nd Sept to 1 st Oct 2021 (30 days)	323.00	18.874p	60.96
2 nd Oct to 1 st Nov 2021 (31 days)	278.00	18.874p	52.47
2 nd Nov to 1 st Dec 2021 (30 days)	226.00	18.874p	42.66
2 nd Dec '21 to 1 st Jan 2022 (31 days)	222.00	18.874p	41.90
2 nd Jan '22 to 1 st Feb 2022 (31 days)	335.00	18.874p	63.23
2 nd Feb '22 to 2 nd Mar 2022 (29 days)	273.00	18.874p	51.53
Total consumption	2836	Total	535.28
Standing Charge per day 40.184p – Total standing charge £147.07			

2022-2023

Billing Period	Consumption (kWh)	Rate	Charges £
3 rd March to 1 st April 2022 (30 days)	257.00	18.874p	48.51
2 nd April to 2 nd May 2022 (31 days)	346.00	18.874p	65.30
3 rd May to 1 st June 2022 (30 days)	208.00	18.874p	39.26
2 nd Jun to 1 st July 2022 (30 days)	278.00	18.874p	52.47
2 nd July to 31 st Aug 2022 (61 days)	410.00	18.874p	77.38
2 nd Sept to 1 st Oct 2022 (30 days)	111.00	18.874p	20.95
2 nd Oct to 1 st Nov 2022 (31 days)	126.00	18.874p	23.78
2 nd Nov to 16 th Nov 2022 (15 days)	387.00	18.874p	73.04
17 th Nov to 1 st Dec 2022 (15 days)	61.00	18.874p	11.51
2 nd Dec '22 to 1 st Jan 2023 (31 days)	67.00	18.874p	12.65
2 nd Jan '23 to 1 st Feb 2023 (31 days)	526.00	18.874p	99.28
2 nd Feb '23 to 1 st Mar 2023 (28 days)	255.00	18.874p	48.13
Total Consumption	3032	Total	572.26
Standing Charge per day 40.184p - £145.86			

2023/2024

Billing Period	Consumption (kWh)	Rate	Charges £
2 nd Mar 2023 to 1 st April 2023 (31 days)	238.00	18.874p	44.92
2 nd Apr 2023 to 1 st May 2023 (30 days)	173.00	18.874p	32.65
2 nd May 2023 to 1 st Jun 2023 (31 days)	277.00	18.874p	52.28
2 nd Jun 2023 to 29 th Jun 2023 (28 days)	205.00	18.874p	38.69
30 th Jun 2023 to 1 st Aug 2023 (33 days)	211.00	18.874p	39.82
2 nd Aug 2023 to 10 th Aug 2023 (9 days)	58.00	18.874p	10.95
11 th Aug 2023 to 1 st Sept 2023 (22 days)	146.00	28.700p	41.90
2 nd Sept 2023 to 1 st Oct 2023 (30 days)	189.00	28.700p	54.24
2 nd Oct 2023 to 1 st Nov 2023 (31 days)	179.00	28.700p	51.37
2 nd Nov 2023 to 1 st Dec 2023 (30 days)	236.00	28.700p	67.73
2 nd Dec 2023 to 1 st Jan 2024 (31 days)	204.00	28.700p	58.55
2 nd Jan 2024 to 1 st Feb 2024	TBA	28.700p	TBA
2 nd Feb 2024 to 1 st Mar 2024	TBA	28.700p	
Total Consumption	2116	Total	493.10
Standing Charge per day 40.184p (2 nd Aug 2023 -10 th Aug 2023) - £53.85			
Standing Charge per day 52.700p (11 th Aug 2023 – 1 st Jan 2024) - £75.89			

Total cost (2019-2020, 2021- 2022, 2022- 2023 & 2023 – 2024 (Jan 2024)	£2180.33
Total energy consumption (2019-2020, 2021- 2022, 2022- 2023 & 2023 – 2024 (Jan 2024)	11,310 kWh
Total Standing charge cost (2019- 2020, 2021-2022, 2022- 2023 & 2023- 2024 (Jan 2024)	£604.95