

Moulton Parish Council

Minutes of Parish Council Meeting

Date: 9th January 2024 **Time:** 7.15pm

Location: Moulton Community Centre

Agenda Item:		
01/24	Conduct a Public Session (Duration and content at Chairman's discretion)	
	None Required	

Record Attendance, Absence and Apologies from councillors not in attendance. Resolution to accept:

02/24	Councillors (Parish):	Cllr Paul (GP), Cllr Fehnert (SF), Cllr Conway (DC), Cllr Swallow (YS), Cllr Swannell (MS), Cllr Morrow (TM), Cllr White (KW), Cllr Marshall (JM), Cllr Curran (CC),
	Councillors (West Northants):	None
	Executive Officer:	Jane Austin
	Other Attendees:	None
	Apologies:	Cllr Moss (GM) holiday, Cllr Aarons (DA) holiday, Cllr Hinkson (DH) holiday, Cllr Ronnie (IR) holiday, Cllr Bennett (NB) unwell
Absence:	None	

Agenda Item:	Discussion Content:	Action:
03/24	Record any Declarations of Interest on subjects included on this agenda. <i>Councillors are reminded that if they have either a Disclosable Pecuniary Interest or other interest in any of the agenda items then they should declare the interest and withdraw from the debate or meeting as appropriate:</i>	Action:
	Cllr Paul reminded councillors of their duty to declare an interest on agenda items if necessary. Cllr Conway declared an interest in agenda item 09/24 (2)	
04/24	Dispensations: <i>To consider written requests for dispensation of DPI</i>	
	None	
05/24	Accept Minutes of Council Meeting held on 5th December 2023. Resolution to accept and sign.	Action:
	It was resolved to accept the minutes of the council meeting held on 5 th December 2023.	
06/24	Report on Previous Agenda Items	
	The request to partially reverse the double yellow lining on Church Street has been	

	<p>unsuccessful for the following reasons:</p> <ul style="list-style-type: none"> • Would impact and block pedestrian access and use of the dropped kerb • Removal of restrictions would cause greater safety concerns 	
07/24	Councillors Monthly Update -Councillors to report back on actions during the previous month. Resolution to Approve Actions.	
	<p>Cllr Paul informed the meeting that he and Cllr Aarons would hold an informal get together with newer councillors to chat through any interest/expertise and from working groups to move forward on issues such as climate change and environmental matters. Cllr Swannell raised the issue of allowing metal detecting on Crowfields Common. Item to be added to February agenda.</p> <p>Cllr Swannell mentioned that a tree had been damaged in the recent storm. EO to organise removal of branch.</p>	<p>DA, GP</p> <p>EO</p> <p>EO</p>
08/24	Executive Officer Update. Resolution to Approve Actions	
	None	
09/24	Planning Related Matters:	Action:
	1.Planning Applications -Planning Committee Responses previously submitted to Planning Authority and Responses to be determined at Full Council Appendix 2	
	Previously submitted responses noted.	
	2. Update on Mulberry Homes Planning Application	
	No update	
10/24	Finance, Administration and Governance Related Matters	Action:
	Recommendations from Finance Committee Meeting 2nd January 2024. All councillors have received a copy of the draft minutes.	
	1. Approve Payments as Listed in Appendix 1. Resolution to Approve	
	It was resolved to approve and make the payments listed in Appendix 1	EO
	2. Approve Budget for 2024/2025. Resolution to Approve	
	It was resolved to approve the budget for 2024/25	EO
	3. Approve Precept Request for 2024/2025. Resolution to Approve	
	It was resolved to request a precept of £457,483 for financial year 2024/25.	EO
	4. Approve Asset Disposal Form. Resolution to Approve Items for Disposal	
	It was resolved to approve the disposal of assets as listed on the Asset Disposal Form.	EO
	5. Approval of the use of a variable Direct Debit (point 8.6 Financial Regulations). Resolution to Approve	
	It was resolved to approve the use of a variable Direct Debit (point 8.6 Financial Regulations)	EO
	6. Approval of the use of a Banker's Standing Order (point 8.7 Financial Regulations). Resolution to Approve	
	It was resolved to approve the use of a Banker's Standing Order (point 8.7 Financial Regulations)	EO
	7. Approval of the use of BACS or CHAPS (point 8.8 Financial Regulations). Resolution to Approve	
	It was resolved to approve the use of BACS or CHAPS (point 8.8 Financial Regulations)	EO
	8. Approve and Adopt Internal Service Terms of Reference Document (produced by Northamptonshire County Association of Local Councils). Resolution to Approve and Adopt	
	It was resolved to approve and adopt the Internal Service Terms of Reference Document (produced by Northamptonshire County Association of Local Councils.)	EO
	9. Review of Effectiveness of Internal Audit. Resolution to Approve	
	It was resolved to approve the review of Effectiveness of Internal Audit	EO
	10. Annual Review, Approval and Adoption of: Governance Risk Assessment, Financial Risk Assessment, Risk Assessment Template and	

	Risk Management Policy. Resolution to Approve (Appendix 3)	
	It was resolved to approve and adopt the Governance Risk Assessment, Financial Risk Assessment, Risk Assessment Template and Risk Management Policy.	EO
	11. Annual Review, Approval and Adoption of Council Policies. Resolution to Approve and Adopt (Appendix 3)	
	It was resolved to approve and adopt council policies as listed in Appendix 3.	EO
	12. Quarterly Review of Business Plan. Resolution to Approve and Adopt Amendments	
	It was resolved to approve and adopt the amendments made in the quarterly review of the Business Plan.	EO
	13. To consider what the council can do to conserve and enhance biodiversity in the area. Resolution to approve and adopt model Biodiversity policy, add recommended criteria to Planning and Finance Committee Terms of Reference and develop a Local Nature Action Plan for Moulton.	
	It was resolved to approve and adopt model Biodiversity policy, add recommended criteria to Planning and Finance Committee Terms of Reference and develop a Local Nature Action Plan for Moulton.	EO
	14. Discuss Current Committee Membership and formation of Neighbourhood Development Plan Review Working Group. Resolution to Appoint Councillors.	
	Cllr Swallow agreed to lead the Neighbourhood Development Plan working group, joined by Cllr White and Cllr Swannell Climate Change committee to meet in February to discuss Cllr Aarons document on Climate Change	YS, KW, MS DA, KW, SF
	15. Confirm Arrangements for Annual Parish Meeting Tuesday 21 st May 2024	
	The EO confirmed that the CIO would hold a Health and Wellbeing Day to showcase their events and services. EO will invite all local groups to attend to demonstrate to the local community what their group has to offer.	EO
	16. To confirm response to WNC under the Community Governance Review. Resolution to Approve.	
	It was resolved to submit a response to the Community Governance Review.	EO
11/24	Scheduled Meeting Dates 2024 Tuesday February 6 th Tuesday March 5 th Tuesday April 2 nd Tuesday May 21 st Annual Council Meeting and Annual Parish Meeting Tuesday June 4 th Tuesday July 2 nd Tuesday September 3 rd Tuesday October 1 st Tuesday November 5 th Tuesday December 3 rd August – no meeting unless required	

Meeting Closed at 7.50 pm Copies to: Parish Councillors (14), West Northants Councillors (3),

Chairman's Acceptance Signature.....Date.....

-Appendix 1 January Payments

Little Bakery of Happiness	Café cakes	£161.10
Play Inspection Company	Annual play inspections x 6	£510.00
Northants Fire	Fire alarm and emergency lighting service	£575.87
Yellow Bourbon Coffee Roasters	Café coffee (x 2 invoices)	£174.00
MO Sounds Ltd	Move property from PG to MCC	£55.00
West Northamptonshire Council	Public Gardens Premises Licence	£70.00
EON Energy	Street lighting maintenance Q3	£49.50
Complete	Batteries and postage	£91.96
Stannah	Lift callout charges (labour and materials)	£390.24
Royal Mail	Moulton Scene collection fee	£71.00
In-site Loos	GITG 2023 portable toilet hire	£700.00
Initial Washroom Hygiene	Toilet hygiene bins, nappy bins and air freshener	£64.61
Ashby Computers	Microsoft 365 charges	£174.51
Waterdene	Café stock (x 5 invoices & x 1 credit)	£635.62
Waterdene	Café stock	£122.62
Codner Creative	Public Gardens lock/unlock - Dec 2023	£155.00
Prestige Landscapes	Greenworksmonthly charge (Dec 2023),gritting services x 3 and Doves Lane Hazel works	£5,832.57
Chris Chapman	Honeystones/PG's fencing	£1,955.00
Countywide Catering Equipment Ltd	Annual preventative maintenance contract	£869.00
SLCC	Annual membership fee (JA)	£475.00

Appendix 2 Planning Applications

Application Details		Planning Committee Response
Application No.	2023/7754/MAR	Rebecca Grant 19/12/23 No objections as long as Highways do not have any concerns.
Proposal	Reserved Matters application following approval of Outline Planning Permission DA/2013/0850 (access, appearance, landscaping, layout and scale - for new 2 Form Entry Primary School building and associated external works including parking areas, play areas, Multi Use Games Area with toilet block and store, landscaping and boundary treatment) pursuant to Condition 1 of outline planning approval DA/2013/0850 granted approval on 27.08.2015.	
Location	Land situated between Overstone Lane and The Avenue, with further plot to South of The Avenue.	
Application No.	2023/8053/S73	Tim Cantwell 12/01/24
Proposal	Variation of condition 2 [The development shall be carried out strictly in accordance with the details shown on the following drawings] to application WND/2022/0265 [Demolition of existing dwelling. Construction of 14 dwellings plus replacement dwelling for no. 20]. Amendment: Minor changes to housetypes and site layout.	
Location	Woodlands 20 Thorpeville Moulton NN3 7TR	

Appendix 3 Council Policies

10//24 (10)

POLICY NAME	LEGAL REFERENCE
Business Continuity Plan	The Management of Health and Safety at Work Regulations (1999) NALC Governance and Accountability practitioners-guide-2023 Local Audit and Accountability Act 2014
Financial Risk Assessment	NALC Governance and Accountability practitioners-guide-2023
Governance Risk Assessment	NALC Governance and Accountability practitioners-guide-2023 Local Audit and Accountability Act 2014
Risk Assessment Template	Management of risk in government: framework - GOV.UK The Management of Health and Safety at Work Regulations 1999 NALC Governance and Accountability practitioners-guide-2023 Local Audit and Accountability Act 2014 Accounts & Audit Regulations 2015
Risk Management Policy	Management of risk in government: framework - GOV.UK The Management of Health and Safety at Work Regulations 1999 NALC Governance and Accountability practitioners-guide-2023 Local Audit and Accountability Act 2014 Accounts & Audit Regulations 2015

10/24 (11)

POLICY NAME	LEGAL REFERENCE
Appraisals Policy inc. Appendix D Staff Appraisal Template	Staff Appraisals are not a legal requirement but considered to be good practice.
Asset Register Policy & Appendix E	Transparency code for smaller authorities - GOV.UK NALC Governance and Accountability practitioners-guide-2023 Local Audit and Accountability Act 2014 Local Government Act 1894
Bereavement and Special Leave Policy	The Health and Safety at Work Act (1974) The Management of Health and Safety at Work Regulations (1999) Human Rights Act (1998) Data Protection Act (1998) Special Educational Needs and Disability Act 2001 Equality Act (2010) Employment Rights Act 1996
Burial Ground Policy (including Appendix M)	Open Spaces Act 1906 s10, Local Government Act 1972 ss214,215 Health and Safety at Work Act 1974 s2, s3, Local Authorities' Cemeteries Order 1977 The Management of Health and Safety at Work Regulations 1999
CCTV Policy & Appendix F	Protections of Freedoms Act 2012 (CCTV Code of Practice) Freedom of Information Act 2000 General Data Protection Regulation (GDPR) Data Protection Act 1998 Draft updated surveillance camera code of practice (accessible version) - GOV.UK
Cemetery Regulations & Table of Fees	Parish Councils and Burial Authorities (Miscellaneous Provisions) Act 1970
Climate Change Policy – incorporates Environment Policy	Climate Change Act 2008 Daventry District Council - Tackling the climate emergency (daventrydc.gov.uk) Environmental Protection Act 1990
Code of Conduct	Localism Act 2011, s27 (3a), 28 The Protection from Harassment Act 1997 Equality Act 2010 The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012

POLICY NAME	LEGAL REFERENCE
Communication & Community Engagement Policy	The Local Government (Parishes and Parish Councils) Regulations 1999
Complaints Procedure	Best Practice
Co-Option Policy	Local Government Act 1972 The Local Elections (Parishes and Communities) (England and Wales) Rules 2006 Representation of the People Act 1983
Customer Service Charter	Best Practice
Credit Card Policy	Local Government (Financial Provisions) Act 1963
Councillors Training Policy	Best Practice
Data Breach Policy	Data Protection Act 2018 UK General Data Protection Regulation Local Government Bodies Regulations 2014
Data Protection Policy	Data Protection Act 2018 UK General Data Protection Regulation
Dignity at Work Policy	The Health and Safety at Work Act (1974) The Management of Health and Safety at Work Regulations (1999) Human Rights Act (1998) Data Protection Act (1998) Special Educational Needs and Disability Act 2001 Equality Act (2010) Employment Rights Act 1996 Protection from Harassment Act 1997 Criminal Justice and Public Order Act 1994 Malicious Communications Act 1988 Communications Act 2003 Defamation Act 2013
Disciplinary Procedure	The Employment Act 2008 The Code of Practice (Disciplinary & Grievance Procedures) Order 2015 ACAS Code of Practice APR 2009
Display Screen Users Policy –Inc. Appendix A & B	The Health and Safety (Display Screen Equipment) Regulations 1992 Health and Safety at Work etc. Act 1974
Dog & Litter Bin Policy	The Collection and Disposal of Waste Regulations 1988 https://www.westnorthants.gov.uk/community-safety-and-emergencies/public-spaces-protection-orders-pspos
Emergency Plan – MCC – Major Incident Plan & Minor Incident Plan	Civil Contingencies Act, 2004 The Health and Safety at Work Act (1974) The Management of Health and Safety at Work Regulations (1999)
Emergency Plan – MPC - Internal	Civil Contingencies Act, 2004 The Health and Safety at Work Act (1974) The Management of Health and Safety at Work Regulations (1999)
Employee Mental Health & Wellbeing Policy	Employment Rights Act 1996 The Health and Safety at Work Act (1974) The Management of Health and Safety at Work Regulations (1999) Human Rights Act (1998) Data Protection Act (1998) Special Educational Needs and Disability Act 2001 Equality Act (2010)
Equality, Diversity & Inclusion Policy	The Health and Safety at Work Act (1974) The Management of Health and Safety at Work Regulations (1999) Human Rights Act (1998) Data Protection Act (1998) Special Educational Needs and Disability Act 2001 Equality Act (2010) Employment Rights Act 1996
Financial Control & Internal Audit Procedure Policy	NALC Governance and Accountability practitioners-guide-2023 Local Audit and Accountability Act 2014 Accounts & Audit Regulations 2015

POLICY NAME	LEGAL REFERENCE
Financial Regulations	Model Standing Orders for councils are available in Local Councils Explained © 2013 National Association of Local Councils file (nalc.gov.uk) Accounts and Audit (England) Regulations 2011/817 Value Added Tax Act 1994 NALC Governance and Accountability practitioners-guide-2023 Local Audit and Accountability Act 2014 Accounts & Audit Regulations 2015 Audit Commission Act 1998 The Local Authorities (Standing Orders) (England) Regulations 2001 Based on NALC's MODEL FINANCIAL REGULATIONS 2019 FOR ENGLAND
Flexible Working Policy –inc. Appendix C timesheet	The Health and Safety at Work Act (1974) The Management of Health and Safety at Work Regulations (1999) Human Rights Act (1998) Data Protection Act (1998) Special Educational Needs and Disability Act 2001 Equality Act (2010) Employment Rights Act 1996
Food Hygiene Policy	The Health and Safety at Work Act (1974) The Management of Health and Safety at Work Regulations (1999) Food Safety Act 1990
Freedom of Information Policy	Freedom of Information Act 2000 Environmental Information Regulations 2004 Data Protection Act 2018 General Data Protection Regulation (GDPR)
Freedom of Information Publication Scheme	Freedom of Information Act 2000, s.20
General Privacy Notice	Data Protection Act 2018 General Data Protection Regulation (GDPR) Based on NALC's GDPR Toolkit
General Privacy Notice for Staff	Data Protection Act 2018 General Data Protection Regulation (GDPR) Based on NALC's GDPR Toolkit
Gifts & Hospitality Policy & Register	Bribery Act 2010 Code of Conduct
Grants to Local Organisations Policy	Best Practice
Grievance Procedure	The Employment Act 2008 The Code of Practice (Disciplinary & Grievance Procedures) Order 2015 ACAS Code of Practice APR 2009 The Health and Safety at Work Act (1974) Human Rights Act (1998) Data Protection Act 2018 Special Educational Needs and Disability Act 2001 Equality Act (2010) Employment Rights Act 1996
Health & Safety Policy	The Health and Safety at Work Act (1974) Act 1974 Chapter 37 The Management of Health and Safety at Work Regulations (1999) Special Educational Needs and Disability Act 2001 Equality Act (2010) Employment Rights Act 1996
Human Resources Policy	Employment Rights Act 1996 Data Protection Act (1998)
Information Security Policy	Data Protection Act 2018 General Data Protection Regulation (GDPR) Local Government Bodies Regulations 2014
Internal Control Policy	Local Audit and Accountability Act 2014
Internet Banking Policy	The Legislative Reform (Payments by Parish Councils, Community Councils and Charter Trustees) Order 2014 Local Government Act 1972 NALC Governance and Accountability practitioners-guide-2023 Local Audit and Accountability Act 2014 Accounts & Audit Regulations 2015

POLICY NAME	LEGAL REFERENCE
Investment Policy	Local Government Act 2003 NALC Governance and Accountability practitioners-guide-2023 Local Audit and Accountability Act 2014 Accounts & Audit Regulations 2015
Managing Ill Health and Absence Policy	Employment Rights Act 1996 The Health and Safety at Work Act (1974) The Management of Health and Safety at Work Regulations (1999) Human Rights Act (1998) Data Protection Act (1998) Special Educational Needs and Disability Act 2001 Equality Act (2010) Misuse of Drugs Act 1971
Managing the Performance of the Council as a Corporate Body	Local Government Act 1972 Local Audit and Accountability Act 2014 Localism Act 2011 NALC Governance and Accountability practitioners-guide-2023
Maternity, Paternity and Adoption Policy - NEW	The Maternity and Parental Leave etc. Regulations 1999 Employment Rights Act 1996 The Health and Safety at Work Act (1974) The Management of Health and Safety at Work Regulations (1999) Human Rights Act (1998) Data Protection Act (1998) Equality Act (2010)
Metal Detecting Policy inc Permission Letter	Treasure Act 1996 Code of Conduct - National Council for Metal Detecting (ncmd.co.uk)
Moulton Village Hall Committee Polices Document	The Charity Commission - GOV.UK
No Smoking Policy – Moulton Community Centre	Smoking at work: the law - GOV.UK Health Act 2006 The Health and Safety at Work Act (1974) The Management of Health and Safety at Work Regulations (1999) Fines for littering West Northamptonshire Council (westnorthants.gov.uk)
Pension Policy	Pensions Act 2008 Chapter 30
Press and Media Relations Policy	Public Bodies Admission to Meetings Act 1960 Local Government Act 1974
Preventing Anti-social Behaviour in Public Open spaces Policy	Anti-social Behaviour, Crime and Policing Act 2014 Public spaces protection orders: guidance for councils
Privacy Impact Assessment	Conducting privacy impact assessments code of practice (ico.org.uk) Data Protection Act 2018 General Data Protection Regulation (GDPR) Local Government Bodies Regulations 2014
Procurement Policy	Local Government Act 2003 Public Contracts Regulations 2015 (this will be replaced by Procurement Bill 2022-23 shortly). National Procurement Strategy for Local Government in England 2022 – toolkit
Records Retention Policy and Schedule (RDS)	Data Protection Act 2018 UK General Data Protection Regulation Local Government Bodies Regulations 2014 Legal Deposit Libraries Act 2003 Limitation Act 1980 The Local Authorities' Cemeteries Order 1977
Recruitment Policy	Employment Rights Act 1996 Human Rights Act (1998) Special Educational Needs and Disability Act 2001 Equality Act (2010) Local Government Act 1972 Data Protection Act 2018 Modern Slavery Act 2015 <i>Civility & Respect Recruitment Guide – SLCC</i> <i>Being a Good Employer Guide - National Association of Local Councils</i>

POLICY NAME	LEGAL REFERENCE
Reserves Policy	Local Government Finance Act 1992 NALC Governance and Accountability practitioners-guide-2023 Local Audit and Accountability Act 2014 Accounts & Audit Regulations 2015
Retirement Policy	Plan your retirement income: step by step - GOV.UK Employment Rights Act 1996 Human Rights Act (1998) Equality Act (2010) General Data Protection Regulation (GDPR)
Robert Eady Trust Policies Document	The Charity Commission - GOV.UK
Safeguarding Policy - MCC & MVH	Children Act 1989 Children and Social Work Act 2017 Working together to safeguard children - GOV.UK Children and Families Act 2014 Safeguarding Vulnerable Groups Act 2006 Equality Act 2010 Human Rights Act 1998 Data Protection Act 2018 Care Act 2014
Social Media, Internet Use and Electronic Communication Policy	Data Protection Act (1998) Malicious Communications Act 1988 Communications Act 2003 UK General Data Protection Regulation The Local Government Audit and Accountability Act 2014 Obscene Publications Acts (1959 & 1964)
Staff Training Policy	The Health and Safety at Work Act (1974) Employment And Training Act 1973
Standing Orders	https://www.slcc.co.uk/effective-governance/ Local Government Act 1972 Limitation Act 1980 Public Contracts Regulations 2015 Utilities Contracts Regulations 2016
Street Lighting Policy	Highways Act 1980 Parish Councils Act 1957 Public Health Act 1875 Open Spaces Act 1906
Subject Access Request Policy	Data Protection Act 2018 General Data Protection Regulation (GDPR) How to deal with a request for information: a step-by-step guide ICO
Terms of Reference - Climate Change Committee	Local Government Act 1972
Terms of Reference - Communications Committee	Local Government Act 1972
Terms of Reference - Finance Committee	Local Government Act 1972
Terms of Reference - Human Resources Committee	Local Government Act 1972
Terms of Reference - Planning Committee	Local Government Act 1972
Tree Management Policy	https://www.gov.uk/guidance/tree-preservation-orders-and-trees-in-conservation-areas
Website Management Policy	Managed by 2Commune Data Protection Act (1998) Malicious Communications Act 1988 Communications Act 2003 UK General Data Protection Regulation The Local Government Audit and Accountability Act 2014 Obscene Publications Acts (1959 & 1964)
Web Site Accessibility Statement	Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 Managed by 2Commune

POLICY NAME	LEGAL REFERENCE
Wi-Fi Policy – Moulton Community Centre	Data Protection Act (1998) Malicious Communications Act 1988 Communications Act 2003 UK General Data Protection Regulation Obscene Publications Acts (1959 & 1964)
Whistleblowing Policy	Public Interest Disclosure Act 1998 Employment Rights Act 1996 Data Protection Act 2018
Working at Heights Policy	Health and Safety at Work etc. Act 1974 The Management of Health and Safety at Work Regulations (1999) The Work at Height Regulations 2005
Working at Home Policy	Employment Rights Act 1996 The Health and Safety at Work Act (1974) The Management of Health and Safety at Work Regulations (1999) Special Educational Needs and Disability Act 2001 Equality Act (2010)

DOCUMENTS	LEGAL REFERENCE
Accessibility Audit Template - Buildings	Best Practice – Included in the Annual Review
Asbestos Risk Register	Control of Asbestos Regulations 2012 (Regulation 4)
Business Plan	Best Practice
COSHH Risk Assessment - Internal	Control of Substances Hazardous to Health Regulations 2002
Councillor/Officer Protocol	Human Rights Act (1998) Data Protection Act (1998) Special Educational Needs and Disability Act 2001 Equality Act (2010) Employment Rights Act 1996 Protection from Harassment Act 1997 Criminal Justice and Public Order Act 1994 Malicious Communications Act 1988 Communications Act 2003 Defamation Act 2013 Localism Act 2011 Local Government Act 1986
Data Breach Log - Internal	Data Protection Act 2018, Chapter 4
Disabled Access Audit – Template	Equality Act 2010
Event Application Form	N/A
GDPR Controller Documentation	Data Protection Act 2018 General Data Protection Regulation (GDPR) Local Government Bodies Regulations 2014
Grant Application Form	N/A
Subject Access Report Log - Internal	Data Protection Act 2018, Chapter 4

APPENDICIES	
Appendix A HSE risk-assessment-template	Appendix H - Moulton Village Hall Fire Extinguisher Map
Appendix B DSA Checklist	Appendix I - MCC Emergency Kit Location Map
Appendix C Timesheet	Appendix J – MVH Emergency Kit Location Map
Appendix D Appraisal Form	Appendix K - Emergency Lift Procedures
Appendix E - Asset Disposal Form	Appendix L – Expenses Claim Form
Appendix F - CCTV Access Request Form	Appendix M – Burial Ground Risk Assessment (Contained within the Burial Ground Policy)
Appendix G - MCC Fire Extinguisher Location Map	

