



Chairman: Cllr. George McGarr OBE

Monday, 17 March 2025

Dear Councillor

You are summoned to attend the **Scaleby Parish Council Meeting** that will be held at Scaleby Village Hall on **Tuesday 25th March 2025** at 7.30 PM. The Public and Press are invited to attend.

Clerk

AGENDA

- 114. APOLOGIES FOR ABSENCE** - To receive apologies and approve reasons for absence
- 115. MINUTES OF THE COUNCIL MEETING held on 28 January 2025** - To authorise the chair to sign, as a correct record, the minutes of the meeting held on 28 January 2025 (attached).
- 116. DECLARATIONS OF INTEREST/REQUESTS FOR DISPENSATION**
- Register of Interests: Councillors are reminded of the need to update their register of interests
 - To declare any personal interests in items on the agenda and their nature
 - To declare any prejudicial interests in items on the agenda and their nature (Councillors with prejudicial interests must leave the meeting for the relevant items)
 - To make any requests for dispensation
- 117. Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)**
To decide whether there are any items of business which require exclusion of the press and public
- 118. PUBLIC PARTICIPATION (20 MINUTES ALLOWED)** - this agenda item enables Parish Councillors to hear the views, comments and/or complaints from the public. The Parish Councillors can respond. However (unless the items are already on the agenda) no council decisions can be taken at this meeting but, if appropriate, the matters can be put onto a future agenda for decision. Comments limited to 5 minutes per person.
- 119. CUMBERLAND COUNCILLOR REPORTS**– to receive items for information (items raised for decision will appear on the agenda for the next meeting subject to agreement by the council.)



Chairman: Cllr. George McGarr OBE

120. POLICE MATTERS – to resolve whether to submit any matters to the Local Focus Hub.

121. FINANCE

a. Payments- to authorise schedule of payments totalling £386.90 (VN 72-77)2024-25

VN	Inv. Date	PAYEE	CHQ. NO/ Ref no	Purpose of Expenditure	AMOUNT £	VAT INCLUDED £	NET AMOUNT £
72	20/03/2025	Nick Phillips	Salary	Salary	249.20	0.00	249.20
73	20/03/2025	HMRC	475PW00174663	PAYE	62.40	0.00	62.40
75	20/03/2025	Scaleby Village Hall	0	Room Rental	30.00	0.00	30.00
76	20/03/2025	Starboard Systems Ltd	0	Subscription	15.00	3.00	18.00
72	20/03/2025	Nick Phillips	Salary	Salary	18.00	0.00	18.00
74	26/03/2025	Nick Phillips	0	Expenses	3.30	0.00	3.30
77	31/03/2025	Unity Trust Bank	0	Bank Charges	6.00	0.00	6.00

b. Payments- to authorise schedule of payments totalling £353.60 (VN 1-4)2025-26

VN	Inv. Date	PAYEE	CHQ. NO/ Ref no	Purpose of Expenditure	AMOUNT £	VAT INCLUDED £	NET AMOUNT £
1	20/04/2025	Nick Phillips	Salary	Salary	249.20	0.00	249.20
2	20/04/2025	HMRC	475PW00174663	PAYE	62.40	0.00	62.40
1	20/04/2025	Nick Phillips	Salary	Salary	18.00	0.00	18.00
3	20/04/2025	Starboard Systems Ltd	0	Subscription	15.00	3.00	18.00

c. Monthly reconciliation (January and February 2025) – to receive and note the reconciliation and balances checked by Cllr McGarr.

d. Monthly budget update- to receive and note

122. HIGHWAY MATTERS: To receive, for information, any items relating to the highway and **Resolve** which to ask the Clerk to report to the Highways Authority.



Chairman: Cllr. George McGarr OBE

123. Rural Summer Club 2025 – To resolve whether to offer the Rural Summer Club in 2025 with the associated costs to the Parish Council for room hire.
124. Draft Sexual Harassment Policy – to resolve whether to adopt the attached policy.
125. Grants Policy – to resolve whether to adopt the attached policy.
126. Recycling Facility at Scaleby Village Hall – to note that the Village Hall committee have made the decision to ask for the recycling facility to be removed and have asked whether the Parish Council would support this?
127. Village Hall AGM- to note the invitation to the Village Hall AGM on 3 April 2025.
(Attached)
- 128. Clerk’s verbal report:** to receive feedback on the following items
- a. Footpaths in the Parish
- 129. Councillors’ reports and items for future agenda**
- Each Councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision making.
- 130. Date of next meeting**
- The Annual meeting of the Parish Council** will take place on 27 May 2025 in Scaleby Village Hall at 19.30.
- Agenda items to be submitted to the Clerk by 12 noon on 15 May 2025.



Chairman: Cllr. George McGarr OBE

Minutes of the Scaleby Parish Council meeting held on Tuesday 28 January 2025 at 7.30pm in Scaleby Village Hall.

Present: G McGarr OBE (Chair), S Brown, C Hogg, G Little, R Marston, T Moore, L Thompson

Also Present: N Phillips (Clerk/RFO)

100. APOLOGIES FOR ABSENCE – none received, not present Cllr Grant.

101. MINUTES OF THE COUNCIL MEETING held on 26 November 2024 - authorised the chair to sign, as a correct record, the minutes of the meeting held on 26 November 2024.

102. DECLARATIONS OF INTEREST/REQUESTS FOR DISPENSATION

- a. Register of Interests: Councillors are reminded of the need to update their register of interests
- b. To declare any personal interests in items on the agenda and their nature
- c. To declare any prejudicial interests in items on the agenda and their nature (Councillors with prejudicial interests must leave the meeting for the relevant items)
- d. To make any requests for dispensation

103. Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

To decide whether there are any items of business which require exclusion of the press and public -none

104. PUBLIC PARTICIPATION none present

105. CUMBERLAND COUNCILLOR REPORTS—none present

106. POLICE MATTERS –resolved not to submit any matters to the Local Focus Hub. Clerk to represent the Parish Council at Locality Based online meetings.

107. FINANCE

a. Payments- authorised schedule of payments totalling £991.15(VN 55-71)

VN	Inv. Date	PAYEE	CHQ. NO/ Ref no	Purpose of Expenditure	AMOUNT £	VAT INCLUDED £	NET AMOUNT £
57	20/01/2025	Nick Phillips	Salary	Salary	267.20	0.00	267.20
58	20/01/2025	HMRC	475PW00174663	PAYE	62.40	0.00	62.40
59	29/01/2025	Nick Phillips	0	Expenses	16.87	0.00	16.87
60	29/01/2025	Scaleby Village Hall	0	Room Rental	30.00	0.00	30.00
61	29/01/2025	Starboard Systems Ltd	0	Subscription	15.00	3.00	18.00



69	29/01/2025	AutoSpeedWatch	0	Speed Indicator Device	147.08	0.00	147.08
70	29/01/2025	Equiphase Limited	INV 16255	Subscription	66.00	0.00	66.00
71	29/01/2025	WJP Software Limited	IN24-1001	Subscription	20.00	4.00	24.00
55	31/01/2025	Unity Trust Bank	0	Bank Charges	6.00	0.00	6.00
66	20/02/2025	Nick Phillips	Salary	Salary	267.20	0.00	267.20
67	20/02/2025	HMRC	475PW00174663	PAYE	62.40	0.00	62.40
68	20/02/2025	Starboard Systems Ltd	0	Subscription	15.00	3.00	18.00
56	28/02/2025	Unity Trust Bank	0	Bank Charges	6.00	0.00	6.00

b. **Monthly reconciliation (November and December 2024) –received and noted**
the reconciliation and balances checked by Cllr McGarr.

c. **Monthly budget update- received and noted**

d. **Receipt –noted** receipt from Unity Trust Bank R 04 £51.04.

108. **HIGHWAY MATTERS:** received the following items relating to the highway: Cllr Moore has reported some subsidence on the road already reported on HIAMS. Barclose lonning flooding to report when flooded.

109. Audit 2025 – Resolved to contact previous auditor in first instance and delegate decision to Clerk if not available.

110. Update on Speed Indicator Device- Received a verbal update that the device is up and working although is currently not receiving sufficient sunlight and therefore resolved to add a solar panel.

111. **Clerk's verbal report:** to receive feedback on the following items

a. Fly tipping – has been reported, the system does not provide updates.

b. Footpath issues – Cllr Moore had provided a report for the Clerk on state of footpaths and this has been passed to the relevant footpath officer. The Style that Cllr Brown asked to be reported has been repaired.

112. **Councillors' reports and items for future agenda**

Storm damage to Neighbourhood Watch signs – Cllr Moore will replace.

Card has been received from Welfare committee thanking the Parish Council for their contribution.

113. **Date of next meeting**

The next meeting of the Parish Council will take place on Tuesday 25 March 2025 in Scaleby Village Hall at 7.30pm.

Agenda items to be submitted to the Clerk by 12 noon on 13 March 2025.

Meeting closed at 20.00

Scaleby Parish Council

17 March 2025 (2024 - 2025)

PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
72	Salaries	20/03/2025		Current - Unity	Salary	Salary	Nick Phillips	Z	249.20		249.20
73	PAYE	20/03/2025		Current - Unity	475PW00174663	PAYE	HMRC	Z	62.40		62.40
75	Room Rental	20/03/2025		Current - Unity		Room Rental	Scaleby Village Hall	Z	30.00		30.00
76	Subscriptions	20/03/2025		Current - Unity		Subscription	Starboard Systems Ltd	S	15.00	3.00	18.00
72	Working from Home allowance	20/03/2025		Current - Unity	Salary	Salary	Nick Phillips	Z	18.00		18.00
74	Office costs	26/03/2025		Current - Unity		Expenses	Nick Phillips	Z	3.30		3.30
77	Bank Charges	31/03/2025		Current - Unity		Bank Charges	Unity Trust Bank	Z	6.00		6.00
								Total	383.90	3.00	386.90

Prepared by: _____ Date: _____
Name and Role

Approved by: _____ Date: _____
Name and Role

Approved by: _____ Date: _____
Name and Role

Scaleby Parish Council

Clerk's Expenses March 2025

Postage Agenda postage	2 @£ 1.65	VAT	Total £ 3.30
Travel	Miles @per mile		
		Totals	£ - £ 3.30 £ 3.30

Scaleby Parish Council

17 March 2025 (2025-2026)

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1	Salaries	20/04/2025		Current - Unity	Salary	Salary	Nick Phillips	Z	249.20		249.20
2	PAYE	20/04/2025		Current - Unity	475PW00174663	PAYE	HMRC	Z	62.40		62.40
1	Working from Home allowance	20/04/2025		Current - Unity	Salary	Salary	Nick Phillips	Z	18.00		18.00
3	Subscriptions	20/04/2025		Current - Unity		Subscription	Starboard Systems Ltd	S	15.00	3.00	18.00
4	Bank Charges	30/04/2025		Current - Unity		Bank Charges	Unity Trust Bank	Z	6.00		6.00
								Total	350.60	3.00	353.60

Scaleby Parish Council

Prepared by: _____
Name and Role (Clerk/RFO etc)

Date: _____

Approved by: _____
Name and Role (RFO/Chair of Finance etc)

Date: _____

	Bank Reconciliation at 28/02/2025		
	Cash in Hand 01/04/2024		5,983.99
	ADD Receipts 01/04/2024 - 28/02/2025		8,764.26
			14,748.25
	SUBTRACT Payments 01/04/2024 - 28/02/2025		7,589.91
A	Cash in Hand 28/02/2025 (per Cash Book)		7,158.34
	Cash in hand per Bank Statements		
	Petty Cash	06/06/2024	0.00
	HSBC	04/11/2024	0.00
	Current - Unity	28/02/2025	853.08
	Savings - Unity	28/02/2025	6,305.26
			7,158.34
	Less unrepresented payments		
			7,158.34
	Plus unrepresented receipts		
B	Adjusted Bank Balance		7,158.34
	A = B Checks out OK		

Your Account Statement



For Businesses. For Communities. For Good.

Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

Mr Nicholas Phillips
Scaleby Parish Council
14 Twickenham Court
Carlisle
CA1 3TW

Date: 31/01/2025

Account Name: Scaleby Parish Council

Swift Code (BIC): NWBKGB2L

IBAN Number: GB93NWBK60023571418024

Sort Code: 608301

Account Number: 20513289

Your arranged overdraft limit is £0.00

Go Paperless! Receive your statements online and we'll notify you by SMS or email when they're available to view. Simply log into Your Online Banking and update your statement preferences or give us a call on 0345 140 1000



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: **FSCS.org.uk** or refer to our FSCS Information Sheet and Exclusions List at **unity.co.uk/fscs**

Contact Us



Call us: **0345 140 1000**



Email us: **us@unity.co.uk**



Visit us: **unity.co.uk**

Your Current T1 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
31/12/2024		Balance brought forward	£0.00	£0.00	£1,094.23
15/01/2025	Direct Debit	Direct Debit (GOCARDLESS)	VN61 £18.00	£0.00	£1,076.23
20/01/2025	Standing Order	S/O to: Nicholas Phillips	VN57 £267.20	£0.00	£809.03
27/01/2025	Standing Order	S/O to: HMRC	VN58 £62.40	£0.00	£746.63

Page number 1 of 3

Statement number 007

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For Communities.
For Good.**

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Your Current T1 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
27/01/2025	Transfer	Transfer from 20513292	From Savings £0.00	£750.00	£1,496.63
28/01/2025	Faster Payment Debit	B/P to: Equiphase Ltd	VN70 £66.00	£0.00	£1,430.63
29/01/2025	Faster Payment Debit	B/P to: WJP Software Ltd	VN71 £24.00	£0.00	£1,406.63
29/01/2025	Faster Payment Debit	B/P to: Autospeedwatch Lim	VN69 £147.08	£0.00	£1,259.55
29/01/2025	Faster Payment Debit	B/P to: Scaleby Parish Hal	VN60 £30.00	£0.00	£1,229.55
29/01/2025	Faster Payment Debit	B/P to: Nicholas Phillips	VN59 £16.87	£0.00	£1,212.68
31/01/2025	Fee	Service Charge	VN55 £6.00	£0.00	£1,206.68

Your Account Statement



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Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

Mr Nicholas Phillips
Scaleby Parish Council
14 Twickenham Court
Carlisle
CA1 3TW

Date: 28/02/2025

Account Name: Scaleby Parish Council

Swift Code (BIC): NWBKGB2L

IBAN Number: GB93NWBK60023571418024

Sort Code: 608301

Account Number: 20513289

Your arranged overdraft limit is £0.00

Go Paperless! Receive your statements online and we'll notify you by SMS or email when they're available to view. Simply log into Your Online Banking and update your statement preferences or give us a call on 0345 140 1000



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: **FSCS.org.uk** or refer to our FSCS Information Sheet and Exclusions List at **unity.co.uk/fscs**

Contact Us

- Call us: **0345 140 1000**
- Email us: **us@unity.co.uk**
- Visit us: **unity.co.uk**

Your Current T1 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
31/01/2025		Balance brought forward	£0.00	£0.00	£1,206.68
17/02/2025	Direct Debit	Direct Debit (GOCARDLESS)	VN68 £18.00	£0.00	£1,188.68
20/02/2025	Standing Order	S/O to: Nicholas Phillips	VN66 £267.20	£0.00	£921.48
25/02/2025	Standing Order	S/O to: HMRC	VN67 £62.40	£0.00	£859.08

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Statement number 008

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Your Current T1 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
28/02/2025	Fee	Service Charge	VN56 £6.00	£0.00	£853.08

Your Account Statement



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Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

Mr Nicholas Phillips
Scaleby Parish Council
14 Twickenham Court
Carlisle
CA1 3TW

Date: 31/01/2025

Account Name: Scaleby Parish Council

Swift Code (BIC): NWBKGB2L

IBAN Number: GB93NWBK60023571418024

Sort Code: 608301

Account Number: 20513292

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The credit interest rate is 2.60% AER as of your statement date.



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: **FSCS.org.uk** or refer to our FSCS Information Sheet and Exclusions List at **unity.co.uk/fscs**

Contact Us



Call us: **0345 140 1000**



Email us: **us@unity.co.uk**



Visit us: **unity.co.uk**

Your Instant Access account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
31/12/2024		Balance brought forward	£0.00	£0.00	£7,055.26
27/01/2025	Transfer	Transfer to 20513289	£750.00	£0.00	£6,305.26

Transfer to current account

Page number 1 of 2

Statement number 006

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Scaleby Parish Council

18 March 2025 (2024 - 2025)

Monthly breakdown of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025)

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
PAYMENTS															
Income															
Precept															
VAT															
Bus Shelter Grant															
Bank Interest															
Core Expenditure															
Salaries				332.80	239.20	239.20	239.20	239.20	303.73	249.20	249.20	249.20	249.20	2,590.13	-2,590.13
PAYE		148.80		83.20	59.80	59.80	59.80	59.80	75.80	62.40	62.40	62.40	62.40	796.60	-796.60
Audit Fees															
Travel															
Office costs		16.15					2.70		3.30		16.87		3.30	42.32	-42.32
Training															
Room Rental		60.00			60.00		210.00		30.00		30.00		30.00	420.00	-420.00
Subscriptions		175.47		99.00	50.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	444.47	-444.47
Bank Charges		8.00	8.00	8.00	8.00	8.00	11.72	21.40	6.00	6.00	6.00	6.00	6.00	103.12	-103.12
Insurance			304.00											304.00	-304.00
Website											86.00			86.00	-86.00
Payroll									120.00					120.00	-120.00
Working from Home allc					18.00	18.00	18.00	18.00	18.00	18.00	18.00	18.00	18.00	162.00	-162.00
Other expenditure															
Grants					983.95		400.00		400.00					1,783.95	-1,783.95
Speed Indicator Device									926.34		147.08			1,073.42	-1,073.42

Scaleby Parish Council

18 March 2025 (2024 - 2025)

Monthly breakdown of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025)

Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
	408.42	312.00	523.00	1,418.95	340.00	956.42	353.40	1,898.17	350.60	630.55	350.60	383.90		
													Total:	7,926.01
													Variance:	-7,926.01

Scaleby Parish Council

18 March 2025 (2024 - 2025)

Monthly breakdown of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025)

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
RECEIPTS															
Income															
Precept		6,409.00												6,409.00	6,409.00
VAT															
Bus Shelter Grant				2,300.00										2,300.00	2,300.00
Bank Interest							4.22			51.04				55.26	55.26
Core Expenditure															
Salaries															
PAYE															
Audit Fees															
Travel															
Office costs															
Training															
Room Rental															
Subscriptions															
Bank Charges															
Insurance															
Website															
Payroll															
Working from Home allc															
Other expenditure															
Grants															
Speed Indicator Device															

Scaleby Parish Council

18 March 2025 (2024 - 2025)

Monthly breakdown of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025)

Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
	6,409.00		2,300.00			4.22			51.04					
													Total:	8,764.26
													Variance:	8,764.26



SEXUAL HARASSMENT POLICY

Document history

Notes of changes	Version No.	Date of approval and adoption
Sexual Harassment Policy	1	25/3/2025

**THIS SEXUAL HARASSMENT POLICY IS PUBLISHED AS APPROVED BY
SCALEBY PARISH COUNCIL IN MARCH 2025**



Scope

This policy covers all Scaleby Parish Council employees and councillors.

Definition of Sexual Harassment

Sexual harassment is any unwanted behaviour of a sexual nature that makes someone feel offended, humiliated, or intimidated. It can include, but is not limited to:

- Unwelcome sexual advances.
- Inappropriate touching or physical contact.
- Sexual jokes or comments.
- Displaying sexually explicit materials.
- Sending sexually explicit emails or messages.

Duty to Prevent Sexual Harassment

In accordance with the Worker Protection (Amendment of Equality Act 2010) Act 2023, effective from 26 October 2024, we have a duty to take reasonable steps to prevent sexual harassment in the workplace. This includes:

- Implementing preventive measures such as regular training and clear communication of this policy.
- Creating a culture of respect and inclusion.
- Taking proactive steps to identify and mitigate risks of sexual harassment.



Reporting Procedure

If you experience or witness sexual harassment, you should report it to your line manager. If you do not feel able to do so, report it to the Chair or another councillor. Reports can be made in person or via email.

Handling Sexual Harassment Complaints

All complaints will be taken seriously and handled promptly and sensitively. If proven, we will take prompt and effective action. Any employee found to have engaged in sexual harassment may face disciplinary action, which may include dismissal. Councillors may also be subject to appropriate actions if found to be engaged in sexual harassment.

Procedure

The process will include:

- Acknowledging receipt of the complaint
- Conducting a thorough and impartial investigation
- Keeping all parties informed of the progress
- Ensuring confidentiality as much as possible

Subject to the outcome of an investigation, we may consider a range of formal and, potentially, informal options where both the council and the person making a complaint think this is appropriate.

Informal Action

For example, this might include:

- Explaining to the person who's been complained about why their behaviour was not acceptable and that it needs to change.
- Arranging mediation between the people involved.

Formal Action

A formal procedure will be followed either:

- When informal options have not or would not work or be appropriate or.



- A formal complaint is made at the outset.

Disclosure of Sensitive Communications

We will handle sensitive communications with the utmost care. This includes:

- Maintaining the confidentiality of all parties involved
- Ensuring that any sensitive information disclosed during the investigation is protected
- Following legal guidelines on privilege and disclosure to ensure that sensitive communications are only shared with those who need to know.

Supporting People in Speaking Up About Sexual Harassment

We recognise the importance of supporting individuals in speaking up about sexual harassment. We recognise that creating and maintaining an open, respectful culture is key to doing so and, to foster a safe environment for reporting, we will:

- **Reduce Psychological Barriers:** Acknowledge the difficulty of speaking up and provide reassurance that reports will be taken seriously and handled with sensitivity.
- **Lessen Social Threats:** Make it clear that the intention of reporting is to improve the workplace environment, not to target individuals.
- **Provide Clear Reporting Channels:** Ensure that people know how and where to report incidents, and that they can do so without fear of retaliation.
- **Offer Support and Resources:** Provide access to counselling and support services for those who report harassment.
- **Encourage a Speak-Up Culture:** Regularly communicate the importance of speaking up and, if reasonably possible, provide training on how to do so effectively.

Additional Steps for Management

We also recognise that creating an open and respectful culture is primarily the responsibility of Scaleby Parish Council. To further ensure a harassment-free workplace, management will:

Scaleby Parish Council



Clerk: Nick Phillips
14 Twickenham Court
Carlisle
CA1 3TW

Chairman: Cllr. George McGarr OBE

Tel: 0750 800 1602
clerk@scaleby-pc.gov.uk
www.scaleby.org.uk

- **Include in Policies and Training:** Ensure that our zero tolerance of sexual harassment is properly reflected in other policies, induction and on the job training.
- **Lead by Example:** Demonstrate zero tolerance for sexual harassment through their own behaviour and actions.
- **Communicate Clearly:** Communicate the importance of a harassment-free workplace and the steps being taken to ensure it.
- **Report Instances:** Any complaints about sexual harassment will be reported to the Chair and, if appropriate, other reporting action taken.
- **Regular Training:** Conduct annual training sessions for all employees, and councillors on recognising, preventing, and addressing sexual harassment.

Support for Affected Individuals

We will provide support to anyone affected by sexual harassment, including access to counselling services and adjustments to work arrangements if needed.



Grant Awarding Policy

This Grant Awarding Policy was approved by Scaleby Parish Council at their meeting on 25 March 2025

Policy Statement

A grant or subsidy is any payment made by Scaleby Parish Council (SPC) to be used by an organisation for a specific purpose in the furtherance of the wellbeing of the community.

Guidelines for Grant Applications

- 1) It is a condition of any grant application that the group or project must bring direct benefit to the residents of the parish. All applications must clearly demonstrate how this will be achieved.
- 2) Grant Aid application forms are available from the Clerk or from the Parish Council website. Application forms must be submitted along with the latest set of the group's annual accounts and bank statement(s). It is important that all questions on the application form are fully answered and that any appropriate additional information, which supports an application, is provided.
- 3) Retrospective grant applications will only be considered under special circumstances.
- 4) The scheme provides awards for new as well as grants for existing organisations. Applications will be considered for day-to-day running expenses and individual projects.
- 5) Applications WILL NOT be considered from:
 - a. Organisations intending to support or oppose any particular political party or to discriminate on the grounds of race or religion.
 - b. Private organisations operated as a business to make a profit or surplus.
 - c. "Upward funders", i.e. local groups whose fund raising is sent to their central HQ for redistribution.
- 6) Applications from religious groups will be considered where a clear benefit to the wider community can be demonstrated irrespective of their religious beliefs.
- 7) It must be understood that any grant must only be used for the purpose for which it was awarded

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- 8) SPC reserves the right to request any further information that it deems necessary to assist the decision making process
- 9) Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.
- 10) The size of any grant awarded is at the sole discretion of SPC
- 11) SPC reserves the right to refuse any grant application which is considered to be inappropriate or against the objectives of the parish council.
- 12) The decision of the Parish Council is final and not subject to appeal.
- 13) SPC sets a budget in November of each year for the following financial year (April -March) and therefore grant applications will be discussed and agreed at the September meeting of the Parish Council. Any applications and associated paperwork should therefore be received by the Clerk no later than two weeks before the September meeting. Grants will then normally be paid in the next financial year.
- 14) Any urgent application for funding made outside of the normal budget setting cycle may be deferred until the next budget cycle. Councillors, at their discretion, may resolve to consider payment earlier than the next financial year.

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SCALEBY PARISH COUNCIL GRANT APPLICATION FORM

Name of Organisation:		
Address:		
Telephone No:		Email:
Contact Name & Position in Organisation:		
Contact Address (if different from above):		
Telephone No (if different from above):		Email (if different from above):
1. Aims of the Organisation. (brief description of the main focus of the group and its benefit to Scaleby)		
2. Approximate cost of project (if applicable)		£
3. Amount you are applying for from Scaleby Parish Council		£
4. Other funding applications (pending or approved)		



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BANK DETAILS:	
5. Account Name, Sort code and Account Number	
6. Please tick to confirm you have enclosed a copy of your latest audited accounts, and most recent bank statement(s) to support your application	Audited Accounts <input type="checkbox"/> Latest Bank Statement(s) <input type="checkbox"/>

Application submitted by:	Name:
	Signature:
Date:	
<p>Completed Applications should be sent to:</p> <p>Clerk to Scaleby Parish Council, Nick Phillips, 14 Twickenham Court, Carlisle, CA1 3TW</p> <p>Queries: clerk@Scaleby-pc.gov.uk or 0750 800 1602</p>	

For Scaleby Parish Council use only:	
Date application received by SPC:	
Date submitted to full SPC:	
Request approved / Not approved	Amount awarded (if applicable): £

14th March 2025

Dear Hirer

AGM

We would like to invite you to our AGM on Thursday 3rd April at 7.00pm, where the committee will review the previous year and plan for future events. If anyone is interested in joining the committee or able to help at any of our events, please get in touch with Nicky Alcock (07879 441346).

If you are unable to attend the AGM but have some ideas or questions, please let us know. We are very interested in your feedback and look forward to your continuing use of the hall.

Kind Regards

Scaleby Village Hall Committee

Chairman: Andrew Edgar 675202
Secretary: Nicky Alcock 07879 441346
Treasurer/Bookings: Louise Utting 07906309270