

LONGFORD PARISH COUNCIL

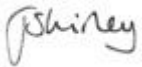
Email: longfordpc@outlook.com ~ Tel: 07759 118922

1st December 2021

I hereby give notice that the meeting of Longford Parish Council will be held in **Longford Village Hall on Tuesday 7th December 2021 at 7.30pm.**

Members of the Council are hereby summoned to attend for the purpose of transacting the business as set out below.

All residents of the Parish are welcome to attend and a period of 15 minutes is set aside for members of the public to raise questions.



Julie Shirley, Clerk to Longford Parish Council

MEETING AGENDA 7 DECEMBER 2021

- 1. To note attendance and apologies for absence**
- 2. To receive declarations of interest in items on the agenda**
- 3. To approve the minutes of the meeting held on 2nd November 2021.**
- 4. To receive an update on outstanding matters not on the agenda.**
- 5. To consider applications to fill councillor vacancies by Co-option (4 vacancies).**

The meeting may be adjourned at this point for members of the Public to speak. (15 mins max)
Members of the public are welcome to speak regarding any matter on the agenda or any items they wish to bring to the attention of the Parish Council; the Parish Council is not permitted to make any decisions during the public session. Members of the public are not permitted to address the meeting once the public session is concluded.

To receive a report from County Councillor (5 mins)
To receive a report from the Borough Councillors (5 mins)

- 6. Finance / Procedures (30 mins)**
- a) To receive the latest bank reconciliations (October) and budget versus spend report for the 2021/22 accounts.
 - b) To approve the budget 2022-23 and precept.
 - c) To approve the reimbursement of purchases and expenses for Clerk (£466.30).
 - d) To consider a raffle / donation request from Friends of Longford Park Academy
 - e) To consider a funding request from Longford Village Hall for the hall improvements.
 - f) To approve the invoices for payment:

Invoice Date	Payee	Net	VAT	Gross	Budget
30/11/21	Salaries November 2021	£455.99	£0	£455.99	Admin
30/11/21	Expenses October & November 2021	£415.30	£51.00	£466.30	Insurance
23/11/21	Glebe Contractors	£100.00	£25.00	£125.00	Maintenance
11/11/21	Lynn Gough (Poppy Wreath)	£20.00	£0	£20.00	S137
				£1067.29	

7. Parks, Open Spaces & Allotments

- a) To approve play area repairs as detailed in the report.
- b) To receive an update on the Sivell Close memorial wildflower area and agree any actions as appropriate.

8. To agree arrangements for community events with Longford Village Hall

- a) Village fete on Jubilee weekend 2022.
- b) First Aid – to consider quotes received for community first aid course

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9. To consider planning applications: (none as at 30/11/21)
10. To consider retaining a stock of empty sandbags within the parish
11. To receive an update regarding Highways including 20 is plenty campaign
12. To receive an update on promoting “hedgehog highways” (Cllr Wallace)
13. To receive reports from representatives for information only:
 -) Allotments
 -) Finance
 -) Personnel
 -) Play Park & Playing Field
 -) Village Hall Working Group.

Next meeting: Tuesday 8th February 2022 7.30pm

Minutes of the Parish Council Meeting held on Tuesday 2nd November 2021 at 7.30pm at Longford Village Hall

1. Attendance noted as

Cllrs K Doherty (Chair), J. Ford, M. Wallace, C. Byers

Also present: Borough Councillor Bocking

Members of public present: One

Apologies: Cllr L. Gough, J. Shirley (Clerk)

2. Declarations of interest in items on the agenda

None.

3. Approval of the minutes of the meeting held on 5th October 2021

Council resolved to approve the minutes of the meeting held on 5th October 2021.

4. Co-option (4 vacancies)

It was noted that Mr Duffy did not take up the position of councillor following co-option at the previous meeting. There were no new applications to fill councillor vacancies by Co-option (4 vacancies).

Members of the Public were invited to address the meeting; a resident raised concerns about flooding on Tewkesbury Road, there were flood warning signs on the road, but the resident wasn't aware of any flooding. There was discussion about verge maintenance by the roundabout.

To receive a report from the Borough Councillors.

Cllr Bocking circulated his report prior to the meeting. Cllr Bocking advised that the Police and Crime Commissioner is willing to come out to Longford for a meeting, the parish council was invited to provide suitable dates. Cllr Bocking summarised the high court challenge that the Borough Council had made on an appeal decision.

Cllr Bocking left the meeting.

5. Finance / Procedures

5.1. Council received the bank reconciliation and budget versus spend reports for September 2021.

5.2. Council approved the usual donation for a poppy wreath for Remembrance Sunday.

5.3. Council noted that Council has been awarded a National Lottery grant of £2950 for rabbit proof fencing at the allotments; Clerk has requested updated contractor quotes and will bring to next Council meeting for approval. Council expressed thanks to the Clerk for submitting the grant application.

5.4. Council reviewed first draft of budget 2022-23 and made amendments and suggested a new budget heading for Crime Prevention. Final budget for 2022-23 and precept to be approved at the December meeting. **Action: Clerk.**

5.5. Council resolved to adopt the draft Complaints Procedure.

5.6. Council approved the accounts for payment, proposed by Cllr Doherty, seconded by Cllr Ford, all in favour:

Invoice Date	Payee	Net	VAT	Gross	Budget
30/10/21	Salaries & Expenses	455.99	0	455.99	Admin
20/10/21	Police & Crime Commissioner for Gloucestershire Fund Account	250.00	0	250.00	Projects
21/10/21	Greenfields Garden Services Ltd	150.00	30.00	180.00	Maintenance
12/10/21	Royal Mail Group Ltd	300.00	60.00	360.00	Admin
30/09/21	Glebe Contractors	393.14	78.63	471.77	P&OS
				£1717.76	

6. Parks and Open Spaces & Allotments

- 6.1. Council noted that a successful allotment work party was held on 16th October: a skip full of rubbish collected, and a new plot cleared; Council approved further volunteer work parties to be organised by the clerk.
- 6.2. Council noted quotes have been requested from 3 suppliers for the play area repairs, to be presented to Council at December meeting.
- 6.3. Council received an update on the Sivell Close memorial wildflower area and agree any actions as appropriate.

7. To note arrangements for community events with Longford Village Hall

- 7.1. Village fete on Jubilee weekend 2022 – no update.
- 7.2. First Aid – two quotes considered; Council discussed their requirements: CPR, use of Defib and anything else required for emergency first aid. **Action: Clerk** to contact the two providers and seek confirmation that the quoted courses will include those items as a minimum.

8. Council considered the following planning applications:

Date received	App Ref	Address	Details	Longford PC Comments
07/10/2021	21/00880/OUT	Land At, Horsbere Drive, Longford	Outline application for a residential development of 24 apartments and associated operations (access reserved for future consideration).	LPC objected to the previous application for flats in this location. LPC maintains its previous objection based on lack of parking, lack of space for wildlife, shading and overlooking neighbouring properties etc.
12/10/2021	21/00133/APP	Land North Of Innsworth Lane, Innsworth	Updated plans: Reserved matters for access, appearance, landscaping, layout and scale for 179 new dwellings on Phase 5 of the residential development.	No comment
20/10/2021	21/00930/FUL	108 Tewkesbury Road, Longford	Installation of a drop kerb for vehicle access onto front of property	No objection

9. Council discussed updates from Highways

There has been no update from Highways.

10. Cllr Wallace outlined the importance of “hedgehog highways”.

Council discussed how this can be promoted and agreed that Cllr Wallace would produce a leaflet and information that can be used to put on the website and social media. **Action: Cllr Wallace.**

11. Local Heritage List

Council had no heritage items to add to the list.

12. Council received a report on the SLCC Conference attended by the Clerk.

13. To receive reports for information:

- Allotments – no further updates.
- Finance – Cllr Ford will review Finances before the next meeting.
- Personnel – Cllrs Doherty and Ford will arrange to appraise the Clerk.
- Play Park & Playing Field – no further updates.
- Village Hall representative – car boot planned for 30th October was cancelled due to lack of volunteers and rainy forecast. The extension to the village hall has commenced.

Next meeting Tuesday 7th December 2021 at the village hall.

Meeting closed at 8.53pm.

DRAFT

BANK RECONCILIATION 2021-22

BANK BALANCES 30 OCTOBER 2021	
Lloyds Bank – Treasurer's Account (current)	£83,422.00
TOTAL MONIES IN BANK	£83,422.00
LESS OUTSTANDING CHEQUES	
Chq 1526	£943.54
Chq 1527	£455.99
Chq 1528	£180.00
Chq 1529	£250.00
Chq 1530	£360.00
TOTAL OUTSTANDING CHEQUES	£2,189.53
TRUE BALANCE AT 30/10/21	£81,232.47
Opening Balance at 01/04/21	£79,618.75
Receipts year to date	£25,912.05
Sub-total	£105,530.80
Expenditure year to date	£24,298.33
TRUE BALANCE AT 30/10/21	£81,232.47

Signed Clerk Date.....
Name

Signed Chairman Date.....
Name

LONGFORD PARISH COUNCIL					
BUDGET versus SPEND 2021/22					
	£	£	£		
INCOME	Budget	Received as at 30/10/21	Balance	Notes	
Precept	20750	20750	0.00		
Allotments	500	505		£304 received March 2021	
Playing Field / Grants	300	3250			
EXPENDITURE	Budget	Spent as at 30/10/21	Balance	Notes	
Staff costs	7000	4442.12	2557.88		
General Admin/expenses	2700	1310.42	1389.58		
Insurance	700	472.36	227.64		
Donations	250	0.00	250.00		
Parks/Open Spaces	4500	4983.98	-483.98		
Allotments	2000	232.45	1767.55		
Maintenance	2250	700.00	1550.00		
Training	300	599.00	-299.00		
IT	150	0.00	150.00		
Newsletter/Website	200	14.99	185.01		
New equipment	0	0.00	0.00		
Projects	1500	10250.00	-8750.00		
Earmarked Reserves contribution	0	0.00	0.00		
	21550	23005.32	-1455.32		
EARMARKED RESERVES as at April 2021					
Projects	5954				
Playground eqpt/fencing	15150				
Existing Notice Boards x 2	1600				
New Notice boards Fund	3199				
Defibrillators/cabinets	960				
Web/IT eqpt/Transparency fund	1550				
Fencing/other assets	5000				
Park furniture 12 benches	3600				
Annual inflation allowance	77				
TOTAL RESERVES	31136				

LONGFORD PARISH COUNCIL						
DRAFT BUDGET 2022/23						
		£		£		
Budget Heading	2020/21 Actuals	2021/22 Budget	6 months spend to 30/09/21	Balance	Draft 2022/23 Budget	
Staff costs	5739.43	7000	3986.13	3013.87	8000	Updated Nov 2021
General Admin/expenses	2392.30	2700	1010.42	1689.58	2700	
Insurance	590.20	700	472.36	227.64	700	
Donations	20.00	250	0.00	250.00	250	
Parks/Open Spaces	5089.16	4500	3851.70	648.30	6000	Updated Nov 2021 - Grass cutting & tree maintenance
Allotments	3006.20	2000	82.45	1917.55	1000	
Maintenance	2010.00	2250	700.00	1550.00	2250	Incl kerbside weed spraying 3 times a year
Training	0.00	300	599.00	-299.00	600	Incl Annual Clerks conference
IT	0.00	150	0.00	150.00	2000	Incl allotments & finance software, tablets for councillors
Newsletter/Website/Email	14.99	200	14.99	185.01	300	
New equipment	0.00	0	0.00	0.00	0	
Projects	2295.00	1500	10000.00	-8500.00	1500	Village Hall contribution in 2021/22
Crime Prevention					500	Updated Nov 2021
Earmarked Reserves contribution	0.00	0	0.00	0.00	0	
	21157.28	21550	20717.05	832.95	25800	Less than £25k = exempt from external audit
Anticipated other income					800	Football & Allotments
					2000	Use of General Reserves to reduce Precept?
Suggested precept					£ 23,000	Impact on Band D to be provided once tax base known
EARMARKED RESERVES as at April 2021						
Projects		5954				
Playground eqpt/fencing		15150				
Existing Notice Boards x 2		1600				
New Notice boards Fund		3199				
Defibrillators/cabinets		960				
Web/IT eqpt/Transparency fund		1550				
Fencing/other assets		5000				
Park furniture 12 benches		3600				
Annual inflation allowance		77				
TOTAL EARMARKED RESERVES		31136				
GENERAL RESERVE		48482				

Travel and Expenses Claim

Name JULIE SHIRLEY

Address

Use Code	Vehicle	Cubic	Office Use
E-essential	Registration	Capacity	Rate/
C-casual			Lump sum
C			45p per mile

Date	Destination	Details	Miles	Parking	Fares	Notes
01/11/2021		November Home Office Allowance (electricity, broadband, heating)				£6 per week £24.00
01/12/2021		December Home Office Allowance (electricity, broadband, heating)				£6 per week £24.00
31/08/2021	Longford	Meet new Allotment tenant	8			£3.60
16/10/2021	Longford	Allotment Work Party	8			£3.60
11/11/2021	Longford	Check allotments, playing field, play area, cheque signing	8			£3.60
20/11/2021	Longford	Turn off water taps at allotments	8			£3.60
12/10/2021		GiffGaff monthly PAYG top-up				Net £5.00 VAT £1.00 £6.00
15/10/2021		Skip hire for allotments				Net £200 VAT £40 £240.00
08/10/2021		Postage stamps				£7.92
11/11/2021		Microsoft 365 annual subscription				Net £49.99 VAT £10 £59.99
18/11/2021		McAfee annual subscription				£89.99
						TOTAL £466.30

I certify that:

- (a) Where I have used the above motor vehicle(s) on official business my policy of motor insurance indemnifies the employer against any third party claims arising out of use of that vehicle.
- (b) The particulars in this claim are correct and I have incurred expenditure additional to that which I would normally have incurred. I attach receipts where applicable.
- (c) I understand that the mileage allowance is at the current Local Government mileage allowance rate.

Signed (Claimant)..... Date.....

Signed (Chair/Vice-Chair)..... Date.....



Friends of Longford Park Primary Academy
Clock Tower Road
Longford
Gloucester
GL2 9FP
Tel: 01452 347868



Headteacher Mrs Emma Williams
head@longfordpark.org.uk

Chair of Friends Mrs Jennie Bartholomew
friendsoflppa@hotmail.com

Saturday, 9th October 2021

Christmas Raffle Prize Request

Dear Sir or Madam,

It has been a challenging couple of years for many Charities, and Friends of Longford Park Primary Academy are no different. We have made the difficult decision to not hold a Christmas fair this year as we want to minimise footfall through the school at a time when keeping them in education is the biggest priority. As such, we are focusing all our efforts this year on our Christmas raffle. Last year, this made over £1000 which helped us to continue to provide things for the children of the community, which we would not have been able to do without the great support from residents and the surrounding community, such as Christmas gifts for the Children, and leavers gifts for those moving on to senior school.

We would love it if you would consider donating a prize to our raffle this year. All the funds raised will go to funding equipment for the school and improving the educational experience for the children. As a small, recently opened school these funds are essential, and money in the last year have included funding 3 benches for the playground and over £1000 on playground markings to the previously bare playground. We now need to extend these playground markings to the pre-school provision, as well as working towards funding a daily mile track, and improving our Forest School provision and school allotment, with ambitions to build an outdoor classroom. We will also continue to provide a Christmas gift to our children and a personalised hoodie to all leavers. Longford Park is a one form entry school, with an onsite nursery and pre-school, serving children of the community from 2-11. Currently we have around 50 children on roll in our nursery and pre-school, and around 180 in the main school (90 in infants and 90 in juniors).

Raffle

If you are able to donate a raffle prize we will mark it clearly with the donating organisation and also mention you on our Facebook page. Please deliver your prize to the school office in school hours, post it to the school or contact us about collecting the prize (our e-mail address is at the bottom of this letter).

Christmas gifts

If you would consider sponsoring the Christmas gifts for the children – please contact us at friendsoflppa@hotmail.com. In previous years, Father Christmas has gifted small craft kits or a book for every child. We like to provide a book for the children as it means that all children have a chance to read over the Christmas period – and we know how important reading is for their education which is a huge focus for the school in general.

We hope that you will consider making a donation, however small, to help us provide the children with the best environment and experiences as possible in these extremely challenging times. If you are able to help, or would like more information please contact us at friendsofLPPA@hotmail.com.

For more information about Friends of Longford Park Primary Academy, please visit our website with the QR code at the top of this letter.

We look forward to hearing from you,

Kind regards,

Friends of Longford Park Primary Academy

LONGFORD PARISH COUNCIL

Grant Application Form

Section 1: Tell us about you and the organisation

Full name of organisation:	Longford Village Hall
Address of organisation:	Longford Lane, Longford, Gloucester, GL2 9EL
Name of person making this application:	Phil Leach
Contact Address if different from organisation address:	
Email address:	lvh.friends@gmail.com
Telephone Number:	07843 772627
Please describe the purpose of your organisation and what it does:	<p>The Village Hall is a community run, self-funding facility that is run as a charity (Registration Number 274435) for the use of Longford Community primarily and those from surrounding communities. The Village Hall Committee manages the Hall ensuring that it remains available to the community for regular activities and occasional parties and events.</p>
Do you have a constitution / set of rules and regulations for your organisation?	Yes / No (see Enclosure 1) If "yes" please provide a copy
Do you have a bank account in the organisation's name which requires at least 2 signatories to authorise payments?	Yes / No

Section 2: Tell us about the project

What is the Project Title:	LVH 21 (Longford Village Hall 21) Phase 2
Write a brief description of the project that you wish to use the grant for:	<p>LVH 21 is the project to refurbish Longford Village Hall, primarily using the S106 monies granted as part of the planning consent for the Whittington Park housing estate and funds the Village Hall has set aside for this purpose. In response to community consultations, the majority of the money was to be used to provide an extension to the existing Hall with a second activity room (meeting room), new toilets and additional storage for the main hall. However, since the Covid virus lockdowns the price of building materials has risen considerably, to the point where the S106 monies and Village Hall funds will only buy the new entrance hall and toilets at a quoted cost of £235,545.73. (See Enclosure 3)</p> <p>The Quote for the meeting room is now £124,000 and currently there are no funds in the Village Hall to provide any meaningful contribution. We have targeted Enover Community Trust as a potential source of funds for 2 reasons:</p> <ul style="list-style-type: none">) They only require a minimum of 10% of 'matched funding') They will grant up to £100,000 <p>We currently plan to apply for £95,000 and match fund with from savings on the current build (use of less expensive materials and reducing scope) and a grant from the Parish Council, if successful.</p>

Describe how this will benefit the community:

Whilst the new entrance and toilets are vital to being the Hall up to date and the storage will make a big difference to the main Hall, they are only 'enabling' works; provision of a second room is what the community asked for during the consultations and what the Committee are keen to provide. (See Enclosure 2 for the updated drawings).

A second room will allow concurrent activities to take place and since going onto the web, the number of booking requests has increased. We are now at the point where people wanting to run classes for the community have been unable to find a 'slot' that suits.

The grant will go some way to providing assurance that the second meeting room is a viable project phase to start in this financial year.

What are the proposed start and end dates of the project?

The build of the entrance hall has started and it is anticipated that if successful, the additional room build could start in January of 2022 and be completed by May 22.

How much will the project cost?

The overall costs of the new Room are £124,264.80 (see Enclosure 3).

How much are you applying for?

£30,000

Please list all other sources of funding, including applicant's own funds (please attach evidence of efforts made to match funding):

Enovert Community Trust grant (not confirmed until Jan 22) £95,000.

Savings from the current build (de-scoping) circa £10,000.

Village Hall fund raising events; the proceeds of car boot sales and other specific events will be used to generate funds for LVH 21, the last Car Boot sale raised £360.00. We also plan to instigate a 'just giving' page for a 'Buy a Brick' campaign to allow the community to buy a brick and have their contribution acknowledged on a wall in the new entrance.

If the project will have ongoing running or maintenance costs in the future, please indicate how these will be met/funded:

There will be ongoing routine maintenance costs that will be taken up as Business As Usual costs for the running of the facility.

Please attach copies of up to 3 previous year's audited accounts for the applicant organisation. If your application is successful payment will be made by cheque to the applicant organisation (unless otherwise specified).

For the audited accounts please see Enclosure 4

Enclosures:

1. [Trust Deed](#)
2. Updated Building Phase Drawings
3. Town and City quotes
4. Audited Accounts – up to FY 19/20 submitted, FY 20/21 currently finalising audit.

Enclosure 2

Building Project Phased Improvements (Not necessarily in priority order & not to scale)



Entrance & Toilets and Meeting Room Detail (not to scale)



Entrance & Toilets - 1:100

Meeting Room - 1:100

Enclosure 3



Town & City Builders Ltd
Unit E, Spinnaker Park
Hempsted Lane
Gloucester. GL2 5JA

Longford Village Hall Phase 1 Extension

0.0	Fees		£12,673.00
0.1	Christopher Stanley	11362.00	
0.2	Building Control	1311.00	
1.0	General Site Set Up/Prelims		17008.5
1.1	Toilet	506.00	
1.2	Fencing	287.50	
1.3	Management	13225.00	
1.4	Skips	2990.00	
2.0	Demolition & Alteration		2121.75
2.1	Remove existing double doorset and cart away	57.50	
2.2	Remove existing windows & cart away	92.00	
2.3	Remove existing section of downpipe and cart away; works to below ground drainage included elsewhere; alterations to gutters and downpipes included elsewhere	17.25	
2.4	Provide temporary flexible downpipe to discharge from Hall away from new Extension and onto existing gully	46.00	
2.5	Form new door openings where existing windows removed; allow to saw cut to line and demolish 2nr skins of masonry; provide wall starter system and build jambs and reveals to required line - <u>Assumptions - this will become an internal wall so not allowed to tooth in with existing facing brickwork as this will be lined or plastered as required (build reveals with blockwork); window height is correct height for new door openings so no works to existing lintels</u>	1207.50	
2.6	Infill existing door opening using 2 skins of blockwork and wall starter system - <u>Assumptions as above regarding plaster / lining</u>	701.50	
3.0	Substructure		£23,518.65
3.1	Allow to remove existing tarmac and cart away	600.30	
3.2	Extra over saw cut to neat edge	132.25	
3.3	Excavate to reduce levels	810.75	
3.4	Level & compact	202.40	
3.5	Cart away spoil (deemed inert)	2484.00	
3.6	Excavate trenches for strip footings (allowing for 600mm wide x 1,000mm deep)	373.75	
3.7	Earthwork Support	230.00	
3.8	Design mix concrete to new foundations	2024.00	
3.9	Excavate trenches for sleeper walls	316.25	
3.10	Earthwork Support	172.50	
3.11	Design mix concrete to new foundations	2024.00	
3.12	140mm blockwork built off new foundation	595.70	
3.13	Engineering brickwork built off new foundation	1167.25	
3.14	Extra over facing brickwork 3 courses below ground and 2 courses above ground up to DPC level	86.25	
3.15	Extra over last to stitch drill and tooth into existing facing brickwork	57.50	
3.16	Block laid flat sleeper walls	598.00	
3.17	Wall starters for blockwork	34.50	
3.18	Extra over to form cavity	115.00	
3.19	Fill cavity with lean mix concrete	414.00	
3.20	Provide 100mm DPC	57.50	
3.21	Provide 140mm DPC	71.88	
3.22	Provide 225mm DPC	60.38	
3.23	Weed kill, compact and blind existing subbase	920.00	
3.24	Design supply and install block and beam floor	6900.00	
3.25	Allow for sub floor ventilation & detailing	287.50	
3.26	1200g DPM lapped & taped; extend up internal wall and join with DPC	161.00	

3.27	100mm rigid floor insulation	1416.80
3.28	Perimeter upstand	46.00
3.29	90mm fibre reinforced screed	1159.20
4.0	External Walls	£12,517.75
4.1	140mm blockwork internal skin	2340.25
4.2	Facing brickwork external skin	5376.25
4.3	Extra over last to stitch drill and tooth into existing facing brickwork	172.50
4.4	Wall starters for blockwork	69.00
4.5	Extra over to form cavity with appropriate ties	316.25
4.6	Partial fill cavity insulation; thickness required to meet current BRs	1391.50
4.7	Form DPC cavity tray including weepvents at low level	161.00
4.8	Build in proprietary steel lintels over openings such as Catnic or similar where required; include any packing and additional ties as required: -	
4.9	900mm long	57.50
4.10	1,200mm long	0.00
4.11	1,500mm long	391.00
4.12	2,400mm long	483.00
4.13	Form DPC cavity tray including weepvents over lintels	92.00
4.14	Build in concrete padstones for steelwork	563.50
4.15	Cut masonry to form openings; provide insulated cavity closers and additional ties as necessary	356.50
4.16	Close cavity at head	172.50
4.17	Allowance for air sealing and detailing	575.00
5.0	Roofing and Rainwater Goods	£29,640.86
5.1	Provide scaffolding as required for roofing & masonry works	3162.50
5.2	Provide internal crash deck	1495.00
5.3	Provide steelwork as required for fixing joists due to span between external walls	2875.00
5.4	Make good masonry around ends of steels	57.50
5.5	Install new proprietary cavity tray (Type E Cavitray or similar) in metre sections where abutment between new flat roof and existing external wall is formed	368.00
5.6	Timber wall plate fixed to masonry with once bent galvanised straps	386.40
5.7	Timber plate shot fired to stop of steel	276.00
5.8	Timber plate resin doweled to existing masonry	172.50
5.9	Timber joists including hangers as required	2392.00
5.10	Make good masonry / insulation as required at eaves	0.00
5.11	Strutting	177.10
5.12	Furring Strips	1913.60
5.13	18mm WBP decking	2214.90
5.14	Allowance for air sealing and detailing	575.00
5.15	2 layer felt covering system including insulation, vapour control layer, etc; allow edge detail to stop rainwater discharge where no gutters located	10752.11
5.16	Extra over insulated upstand including cutting in lead flashing	0.00
5.17	Allowance for "joint" with existing flat roof finish over kitchen	575.00
5.18	Allowance for SVP & Service Penetrations	575.00
5.19	Provide upvc fascia detail including return to masonry, seal as required	1035.00
5.20	Extra over last for upvc guttering	345.00
5.21	Provide downpipes connected to gullies (below ground drainage elsewhere)	241.50
5.22	Complete alterations to existing building guttering - allow to discharge onto new flat roof	51.75
	Construct canopy over entrance: -	0.00
5.23	Build in padstone to new masonry	0.00
5.24	Cut out pocket in existing masonry wall and provide new padstone; make good	0.00
5.25	New "beam to form edge of canopy"	0.00
5.26	New joists including hangers as necessary	0.00
5.27	Packing to tie into height of new single ply membrane roof coverings	0.00
5.28	18mm WBP decking	0.00
5.29	Extend 2 layer felt roof coverings over canopy	0.00
5.30	Provide upvc soffit cladding including any ventilation as necessary	0.00
5.31	Provide upvc fascia detail	0.00
6.0	External Windows and Doors	£6,302.00
6.1	Supply & fix new UPVC windows to WCs & cleaners cupboard	2185.00
6.2	Provide new aluminium entrance door complete with automation/access control	4025.00
6.3	Supply and install windowboards	92.00

7.0	Partitions, Ceilings and Plastering	£12,227.38
7.1	Construct new lightweight partition systems: - 92mm studs with 1nr layer of 15mm Duraline board each side; 25mm acoustic insulation; skim finish; height not exceeding 3,000mm	6417.00
7.2	Extra over moisture resistant plasterboard (Duraline Allowed)	115.00
7.3	Deflection head	0.00
7.4	Smoke seal	0.00
7.5	Perimeter sealing	0.00
7.6	Extra over forming door openings (single)	345.00
7.7	Ditto double	57.50
7.8	Dot & Dab masonry walls in new extension with 12.5mm plasterboard; skim finish	1388.63
7.9	Ditto reveals not exceeding 300mm	460.00
7.10	Extra over prepare existing external masonry where now becoming internal	649.75
7.11	Extra over moisture resistant plasterboard (Duraline Allowed)	55.20
7.12	Provide 12.5mm foil backed plasterboard fixed to joists with skim finish to form ceiling	807.30
7.13	Extra over last for additional fixing noggins	184.00
7.14	Extra over provide vapour barrier and moisture resistant plasterboard	138.00
7.15	Allowance for making good plastered finishes following demolition works and forming openings in existing Hall	460.00
7.16	Allowance for boxings and the like	575.00
7.17	Allowance for access panels for services	575.00
8.0	Internal Doors	£5,170.40
	FD30S paint grade single doors: -	
8.1	Door lining including groove for intumescent strip	316.25
8.2	Packing for lining	37.38
8.3	FD30 paint grade flush doors (pre-primed)	603.75
8.4	Intumescent strips	100.63
8.5	Softwood architrave	316.25
8.6	Ironmongery	431.25
8.7	Extra over door closer	253.00
8.8	Extra over door with vision panel	172.50
	Non fire rated paint grade single doors: -	
8.9	Door lining	51.75
8.10	Packing for lining	7.48
8.11	Paint grade flush doors (pre-primed)	74.75
8.12	Softwood architrave	63.25
8.13	Ironmongery	86.25
	FD30S paint grade double doors	
8.14	Door lining including groove for intumescent strip	172.50
8.15	Packing for lining	23.00
8.16	FD30 paint grade flush doors (pre-primed)	483.00
8.17	Intumescent strips	80.50
8.18	Softwood architrave	151.80
8.19	Ironmongery	345.00
8.2	Extra over door closer	253.00
8.21	Extra over door with vision panel	690.00
	Non fire rated paint grade double doors: -	
8.22	Door lining	51.75
8.23	Packing for lining	7.48
8.24	Paint grade flush doors (pre-primed)	149.50
8.25	Softwood architrave	75.90
8.26	Ironmongery	172.50
9.0	Cubicles, IPS & Vanity Units	£3,593.75
	Female WC: -	
9.1	Range of 3 cubicles	1610.00
9.2	Vanity unit for wash hand basins	575.00
9.3	Framing for the last	115.00
	Male WC: -	
9.4	Single cubicle	546.25
9.5	Vanity unit for wash hand basins	632.50
9.6	Framing for the last	115.00
10.0	Tiling, Mirrors etc	£2,087.25

10.1	Provide tiled splashbacks to vanity unit WHBs	575.00	
10.2	Provide tiled splashback to Acc WC WHB	115.00	
10.3	Provide tiled splashback to Cleaner's sink	115.00	
10.4	Provide splashbacks to driers	575.00	
10.5	Provide mirrors over splashbacks to vanity unit WHBs	345.00	
10.6	Provide mirror to Acc WC WHB	74.75	
10.7	Allowance for mastic sealant generally	287.50	
11.0	Floor Finishes		£4,148.05
11.1	1 coat of liquid DPM to new screed	644.00	
11.2	1 coat of 3mm latex smoothing compound	386.40	
11.3	Vinyl flooring to circulation areas & WC	1584.70	
11.4	Extra over last for entrance barrier matting to double door escape	172.50	
11.5	Entrance barrier matting to Draft Lobby	345.00	
11.6	"Sit-on" black vinyl skirting to WCs & Cleaner's cupboard (not cap & cove style)	362.25	
11.7	Softwood skirting to remaining areas	448.50	
11.8	Clear sealant to skirting	89.70	
11.9	Make good skirtings in Hall following demolition, opening works	115.00	
12.0	Decoration		£3,984.18
12.1	Mist & 2 coats of trade emulsion to walls	1190.25	
12.2	Ditto reveals	108.10	
12.3	Extra over for Mouldshield or similar in WCs & Cleaners Cupboard	136.28	
12.4	Mist & 2coats of trade emulsion to ceilings	534.75	
12.5	Extra over for Mouldshield or similar in WCs & Cleaners Cupboard	41.40	
12.6	Gloss finish to internal door leaves	575.00	
12.7	Ditto frames including stops & architraves	579.60	
12.8	Ditto to timber skirting	209.30	
12.9	Ditto to windowboards	34.50	
12.10	Allowance for touching up around other trades	287.50	
12.11	Allowance for making good decorations in the Hall following demolition & forming openings	287.50	
13.0	Mechanical		£36,176.70
13.1	Design & Drawings	1380.00	
13.2	Plant	8988.40	
13.3	Radiators	2550.70	
13.4	Hot & Cold distribution pipework	2622.00	
13.5	Water storage / water heaters	2513.90	
13.6	Ventilation	2175.80	
13.7	Heating pipework	3698.40	
13.8	Thermal insulation	2551.85	
13.9	Controls (excluding wiring)	2990.00	
13.10	O&M manual	345.00	
13.11	Testing & Commissioning	575.00	
13.12	Sanitaryware, soil & vent pipework	5785.65	
14.0	Electrical		£15,117.90
14.1	Disconnections	322.00	
14.2	Distribution	1662.90	
14.3	Small Power	1610.00	
14.4	Lighting	2576.00	
14.5	Data Wiring	707.25	
14.6	Fire Alarm	2530.00	
14.7	Mechanical Wiring	793.50	
14.8	Drawings	345.00	
14.9	Test & Commission	258.75	
14.10	Handover	172.50	
14.11	External Lighting	690.00	
	Builders work in connection: -	0.00	
14.12	Masonry duties - chasing, core drilling, plaster patching, plinths, etc.	1150.00	
14.13	Carpentry duties - boxings, patresses, framework, etc.	1150.00	
14.14	Fire stopping penetrations	1150.00	
		186288.11	186288.11
	Prelims = under General Site Set Up		£17,008.50

- Fees
- Measured Works
- Provisional Sums
- Contingency

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Issued by Matthew Donaldson,
On behalf of Town and City Builders Ltd - 11th October 2021

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00.000	00.000	£12,673.00
00.000	00.000	£156,606.61
00.000	00.000	£0.00
00.000	00.000	£10,000.00

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Total £196,288.11

VAT @ 20% £39,257.62

Total Costs £235,545.73

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Longford Village Hall Phase 2 Meeting Room

0.0	Fees		£575.00
0.1	Christopher Stanley		575.00
0.2	Building Control	incl	0.00
1.0	General Site Set Up/Prelims		7785.5
1.1	Toilet		253.00
1.2	Fencing		287.50
1.3	Management		5750.00
1.4	Skips		1495.00
2.0	Demolition & Alteration		0.00
	Not applicable		0.00
3.0	Substructure		£13,903.50
3.1	Allow to remove existing tarmac and cart away		255.30
3.2	Extra over saw cut to neat edge		109.25
3.3	Excavate to reduce levels		690.00
3.4	Level & compact		85.10
3.5	Cart away spoil (deemed inert)		1840.00
3.6	Excavate trenches for strip footings (allowing for 600mm wide x 1,000mm deep)		172.50
3.7	Earthwork Support		172.50
3.8	Design mix concrete to new foundations		1104.00
3.9	Excavate trenches for sleeper walls		172.50
3.10	Earthwork Support		86.25
3.11	Design mix concrete to new foundations		1104.00
3.12	140mm blockwork built off new foundation		297.85
3.13	Engineering brickwork built off new foundation		583.63
3.14	Extra over facing brickwork 3 courses below ground and 2 courses above ground up to DPC level		57.50
3.15	Block laid flat sleeper walls		523.25
3.16	Wall starters for blockwork		46.00
3.17	Extra over to form cavity		57.50
3.18	Fill cavity with lean mix concrete		207.00
3.19	Provide 100mm DPC		46.00
3.20	Provide 140mm DPC		57.50
3.21	Provide 225mm DPC		28.18
3.22	Weed kill, compact and blind existing subbase		460.00
3.23	Design supply and install block and beam floor		3450.00
3.24	Allow for sub floor ventilation & detailing		287.50
3.25	1200g DPM lapped & taped; extend up internal wall and join with DPC		115.00
3.26	100mm rigid floor insulation		1012.00
3.27	Perimeter upstand		55.20
3.28	90mm fibre reinforced screed		828.00
4.0	External Walls		£24,109.00
4.1	140mm blockwork internal skin		2765.75
4.2	Facing brickwork external skin		6353.75
4.3	Wall starters for blockwork		46.00
4.4	Extra over to form cavity with appropriate ties		373.75
4.5	Partial fill cavity insulation; thickness required to meet current BRs		1644.50
4.6	Form DPC cavity tray including weepvents at low level		230.00

4.7	Build in proprietary steel lintels over openings such as Catnic or similar where required; include any packing and additional ties as required: -		
4.8	900mm long	0.00	
4.9	1,200mm long	276.00	
4.10	1,500mm long	0.00	
4.11	2,400mm long	483.00	
4.12	Form DPC cavity tray including weepvents over lintels	69.00	
4.13	Build in concrete padstones for steelwork	483.00	
4.14	Cut masonry to form openings; provide insulated cavity closers and additional ties as necessary	0.00	
4.15	Close cavity at head	109.25	
4.16	Allowance for air sealing and detailing	575.00	
4.17	Memorial stone		
4.18	Through colour render to high level	9200.00	
5.0	Roofing and Rainwater Goods		£24,093.65
5.1	Provide scaffolding as required for roofing & masonry works	2070.00	
5.2	Provide internal crash deck	920.00	
5.3	Install new proprietary cavity tray (Type E Cavitray or similar) in metre sections where abutment between new flat roof and existing external wall is formed	368.00	
5.4	Allowance for air sealing and detailing	575.00	
5.5	Allowance for "joint" with existing flat roof	575.00	
5.6	Extra over last for upvc guttering	345.00	
5.7	Provide downpipes connected to gullies (below ground drainage elsewhere)	241.50	
5.8	Supply & fit wall plate to meeting room	345.00	
5.9	Supply & fit roof trusses	4480.40	
5.10	Supply & fit tiled roof covering	6123.75	
5.11	Insulate roof	8050.00	
6.0	External Windows and Doors		£8,061.50
6.1	Provide & fix windows	4519.50	
6.2	Provide & fix doors	3450.00	
6.3	Supply & fit windowboards	92.00	
7.0	Partitions, Ceilings and Plastering		£3,755.65
7.1	Perimeter sealing	0.00	
7.2	Dot & Dab masonry walls in new extension with 12.5mm plasterboard; skim finish	805.00	
7.3	Ditto reveals not exceeding 300mm	230.00	
7.4	Provide 12.5mm foil backed plasterboard fixed to joists with skim finish to form ceiling	765.90	
7.5	Extra over last for additional fixing noggins	92.00	
7.6	Extra over provide vapour barrier and moisture resistant plasterboard	212.75	
7.7	Allowance for boxings and the like	575.00	
7.8	Allowance for access panels for services	575.00	
7.9	Allowance for additional acoustic treatment to meeting room?	500.00	
8.0	Internal Doors		£0.00
	Not applicable		
9.0	Cubicles, IPS & Vanity Units		£0.00
	Not applicable	0.00	
10.0	Tiling, Mirrors etc		£287.50
	Not applicable	287.50	
11.0	Floor Finishes		£1,765.83
11.1	1 coat of liquid DPM to new screed	425.50	
11.2	1 coat of 3mm latex smoothing compound	255.30	
11.3	Carpet tiles to Meeting Room	869.40	
11.4	Softwood skirting to remaining areas	215.63	
12.0	Decoration		£1,233.38
12.1	Mist & 2 coats of trade emulsion to walls	327.75	
12.2	Ditto reveals	23.00	
12.3	Mist & 2coats of trade emulsion to ceilings	212.75	
12.4	Gloss finish to internal door leaves	115.00	
12.5	Ditto frames including stops & architraves	138.00	
12.6	Ditto to timber skirting	100.63	

12.7	Ditto to windowboards	28.75	
12.8	Allowance for touching up around other trades	287.50	
13.0	Mechanical		£5,750.00
13.1	Design & Drawings	575.00	
13.2	Radiators	1725.00	
13.3	Ventilation	1150.00	
13.4	Heating pipework	805.00	
13.5	Thermal insulation	575.00	
13.6	O&M manual	345.00	
13.7	Testing & Commissioning	575.00	
14.0	Electrical		£7,233.50
14.3	Small Power	690.00	
14.4	Lighting	1150.00	
14.5	Data Wiring	707.25	
14.6	Fire Alarm	1725.00	
14.10	Test & Commission	258.75	
14.11	Handover	172.50	
14.13	External Lighting	230.00	
14.14	AV Meeting Room	575.00	
	Builders work in connection: -	0.00	
14.16	Masonry duties - chasing, core drilling, plaster patching, plinths, etc.	575.00	
14.17	Carpentry duties - boxings, patresses, framework, etc.	575.00	
14.18	Fire stopping penetrations	575.00	

98554.00 98554.00

Prelims = under General Site Set Up	£7,785.50
Fees	£575.00
Measured Works	£88,193.50
Provisional Sums	£2,000.00
Contingency	£5,000.00

Total £103,554.00
VAT @ 20% £20,710.80

Issued by Matthew Donaldson,
On behalf of Town and City Builders Ltd - 11th October 2021

Total Costs **£124,264.80**

Enclosure 3

Extract of the register of charities financial information from the Charity Commission

(<https://register-of-charities.charitycommission.gov.uk/charity-search/-/charity-details/274435/full-print>)

Financial history



	31/03/2016	31/03/2017	31/03/2018	31/03/2019	31/03/2020
<input checked="" type="checkbox"/> Total gross income	£9.08k	£7.80k	£9.06k	£11.96k	£12.11k
<input checked="" type="checkbox"/> Total expenditure	£10.50k	£7.50k	£7.68k	£8.07k	£11.80k
<input checked="" type="checkbox"/> Income from government contracts	N/A	N/A	N/A	N/A	N/A
<input checked="" type="checkbox"/> Income from government grants	N/A	N/A	N/A	N/A	£10.00k

Longford Village Hall

Receipts and Payments Account

Year ended 31 March 2019

Receipts

Balances 1 April 2018

Bank 16279.90

Hire of Hall 11957.00

28236.90
=====

Payments

Honorarium 900.00
Lighting & Heating 2753.38
Insurance 711.96
Water Rates 584.30
Mat Service 323.92
Cleaning 1903.78
Repairs & Maintenance 673.65
Fire Extinguisher Service 91.32
Printing 83.84
Wine & Cheese Expenses 44.98

Balances 31 March 2019

Bank 19845.77

Cash 320.00

----- 20165.77

28236.90
=====

Accounts prepared from records and explanations supplied by Treasurer L. Bailey



Mike Haines
18th May 2019

Longford Village Hall

Balance Sheet

As at 31 March 2020

	2020	2019
CURRENT ASSETS		
Sundry Debtors	550.25	
Cash inHand	539.33	320.00
Cash at Bank	24441.40	19845.77
	-----	-----
	25530.98	20165.77
LESS CURRENT LIABILITIES		
Sundry Creditors	2909.00	

	2909.00	
	-----	-----
NET ASSETS	22621.98	20165.77
	=====	=====
GENERAL PURPOSE FUND		
As at 1 April 2019	20165.77	16279.90
Add Deposit Accounts Omitted	4386.30	
Result for Year Deficit	-1930.09	3885.87
	-----	-----
As at 31 March 2020	22621.98	20165.77
	=====	=====

Notes

- 1) The method of Accounting for the year has changed from Receipts and Payments to Income and Expenditure
- 2) During the preparation of the current accounts it was discovered that 2 Savings Accounts one with HSBC amounting to £1293.87 and the second with NS&I amounting to £3092.42

Meeting date: 7th December 2021

Agenda number: 7a

Topic: Quotes – parks and open spaces

PLAYGROUND

Council resolved that the clerk should obtain quotes and progress repairs to the playground as highlighted in the annual inspection report. The total repairs are £1802.02+VAT, this is brought back to Council for approval due to budgetary constraints. There is insufficient budget, however there are earmarked reserves and funds available in general reserve.

The attached was sent to three suppliers for quote. Only one supplier quoted for all the items as requested. One supplier quoted only to replace the safety surfacing (not requested but may be required in the future), one supplier quoted to replace swings which was not needed.

I recommend to Council that it accepts the quote totalling £1802.02+VAT and approves the use of general fund for the repairs. They are all low risk items but do require to be carried out.

OPEN SPACES

Two quotes requested for the removal of weeds and vegetation as follows:

-) Clear up and remove tree and shrub cuttings that have been dumped on the open space at Sivell Close
-) Clear and remove from site weeds around the village hall car park and driveway
-) Cut and remove section of collapsed hedging from behind the basketball court.

The two quotes are very closely matched at £349.50+VAT and £330+VAT. I recommend to Council that it accepts the lower of the two quotes.

YOUTH POD

I cleaned off a sunstance from the youth pod at the weekend and noted that the paintwork will need re-doing within the next year. It was last re-painted in 2019 at a cost of £590.

Summary of repairs following annual inspection:

Repair gaps in safety surface



Clean moss and algae from safety surface



Replace all rotting edge timbers as required



Bench located in play area

Rub down and apply wood treatment



Update play sign to include:

Report maintenance issues to 07759 118922
LONGFORD PARISH COUNCIL



Replace missing fixings



Bench located by youth pod

Rub down and repaint the metalwork



Signage needed:

- Multi-use games area is not intended for children less than 3 years old.
- Do not climb on the framework or nets
- Do not hang on the basketball ring
- Do not wear rings or other jewellery

Report maintenance issues to 07759 118922
LONGFORD PARISH COUNCIL



Two benches – either side of village hall

Rub down and apply wood treatment or
replace timbers as appropriate



Meeting date: 7th December 2021

Agenda number: 7b

Topic: Sivell Close Wildflower Memorial Garden update

School

I've had a conversation with the school's headteacher Emma Williams. We talked through the various ways that the school could be involved and she's keen to get involved in surveying wildlife and wildflowers, seeding wildflowers etc.

Proposed Plan

-) I've contacted Gloucestershire Wildlife Trust to see if they would be available to give some short talks at the school to help the children identify wildflowers, there may be a cost.
-) We need to work out timescales and provide to the school so they can plan the activities into the curriculum – this is dependant on how we approach creating the wildflower garden.
-) Enhance or create a meadow: initially we stop mowing the current grass and survey to see how many species of wildflower are naturally growing. If less than 5 then we need to create the meadow by stripping off the grass as described last meeting and seed the ground – this is done in late summer or early autumn.
-) If there are more than 5 wildflower species growing then we can enhance it by cut and collecting seeds, enhance with yellow rattle and over time the area will improve.
-) As the school is more interested in the surveying wildlife side rather than design of the area, I suggest Council decides a layout now as this will need to be incorporated into the ground maintenance contract for 2022. We can mark out paths that are to be mowed, whilst leaving the rest of the grass to grow.
-) We will need signs to advise why we are not mowing and we will need to update the community on the project. Later we will need information boards on why the area has been created and what species can be seen.



There's some great information here: <https://meadows.plantlife.org.uk/making-meadows/>

Meeting date: 7th December 2021

Agenda number: 8b

Topic: Emergency First Aid Course Options

This has been brought back to council for consideration as a quote from one provider had been missed in the previous report.

Community Heartbeat Trust

First Aid Course

Cost: £300+VAT for up to 25 attendees

Defibrillator Awareness Course (1.5 - 2 hours)

Cost: £175+VAT for up to 50 attendees

First Aid and Trauma Training

Emergency response course (3 hours)

Cost: £30 per attendee for maximum 16 attendees, minimum 8



Defibrillator Awareness Cardiac Arrest Response Seminar

There is no legal requirement to have defibrillator training in the UK, but it does form part of the First Aid at Work requirements from 2017. The UK Resuscitation Council guidelines indicate that community defibrillators (AEDs) should be able to be used by members of the public with or without any formal training.

This is because the equipment is very easy to be used, and when you have called 999, the ambulance service operator will normally stay on the telephone to assist you. The modern AED equipment is also designed to talk to you, or show you, and tell you what to do. You cannot make a mistake when using an AED – just follow the instructions being given. However training is desirable, particularly to create confidence in the community, learn CPR, and to understand the processes, as well as managing best practice, and reducing potential for liability. Training in correct CPR technique is also invaluable and essential.

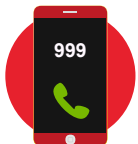
CHT works with the ambulance service to provide community awareness sessions, or can offer an inclusive full training programme if required through its training partners. Annual retraining is advised on formally trained people.

The CHT community awareness 'CARS' programme is unique and has been recognised as being ideal for a community to create awareness of the issues surrounding treating a patient in the community. It is not a formal classroom course, but designed to answer questions, give basic instruction, be interactive and create confidence.

EACH 2 HOUR SESSION COVERS:



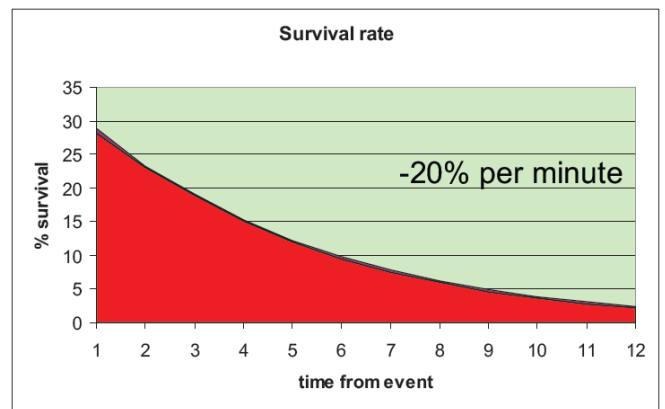
What is Sudden Cardiac Arrest :-
'5 minutes to save a life'
'Physiology of the heart'
How to recognise SCA



How to dial 999 :-
what to expect
questions you will be asked



How to do CPR and why,
Practical Demonstration
How to use your AED
Recovery position/turning a patient
Handover to the Paramedics
Governance and support programmes



De Maio et al. (OPALS) Ann Emerg Med 2003; 42: 242

The first awareness session for a community is normally built in to your delivery when the community uses the CHT full cPAD programme. Additional sessions may incur a small charge. Full first aid training sessions are chargeable and can be arranged through CHT. By June 2018 over 90,000 have attended these sessions.

All training records are done via the WebNos™ Governance system. Attendance Certificates can be made available by signing in at your local session.

GDPR Compliance Statement 1, 24th April 2018, Community Heartbeat Trust Charity (CHT) and Community Heartbeat Trust Solutions Ltd (CHTS)

By contacting us or asking us to contact you, you are agreeing for us to hold your details on our systems so we are able to support you and contact you in respect to any enquiries; in an emergency; for other purposes relating to the defibrillator or other services; or for research purposes.

Details of individuals (including local WebNos contact) may be transmitted to the local Ambulance Service for their command and dispatch computer system. These details will only be accessible to the Ambulance Service, or another Statutory Agency where required. In case of defibrillator activation, it is necessary for the Ambulance Service to report such instances, make contact with the local caretaker, and ensure that equipment is made fully operational after use. If delivery details have been passed to a supplier, or courier company they will be required to delete your data after delivery unless needed for repeat deliveries. You have a right to request viewing any information that we hold on you. All data will be held for historical purposes for a minimum of 20 years. CHT is registered with the Information Commissioners Office (ICO) for holding of this information. Data held by CHT will not be passed to any 3rd party marketing organisation.

More information is available via our the charity website below.

www.communityheartbeat.org.uk



comheartbeat/



@comheartbeat

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GDPR

Awareness Session Leaflet V2.00

longfordpc@outlook.com

From: info@faatt.co.uk
Sent: 12 November 2021 09:12
To: 'Clerk - Longford PC'
Subject: RE: Community first aid training

Follow Up Flag: Follow up
Flag Status: Flagged

Good Morning Julie

The Emergency Response First Aid course covers:

- Primary Survey
- Secondary Assessment
- CPR and De-fib

Time dependant we may be able to cover minor injuries as well.

Kind regards

Ben Limbrick Grad IOSH
First Aid and Trauma Training Ltd
www.faatt.co.uk
info@faatt.co.uk
07833777773
01452 550424



From: Clerk - Longford PC <longfordpc@outlook.com>
Sent: 11 November 2021 20:28
To: Info (new) <info@faatt.co.uk>
Subject: RE: Community first aid training

Hello Ben

Please could you confirm what would be covered in the 3 hour emergency response course? Ideally we'd like CPR, defib and anything for emergency first aid. If you could let me know by end of November so that I can update council.

With best wishes