

Beaworthy Parish Council

Clerk to the Council Mrs A M Braidwood, Willowdene, Bratton Clovelly, Okehampton, EX20 4LB. Tel 07990712484

I hereby give notice of a **meeting of the Beaworthy Parish Council** and summon Members to attend on **Thursday 18th Sept 2025 at Beaworthy Parish Hall at 1930 hours.**



Members of the public are most welcome to attend and to make representations, ask or answer questions and give evidence on any item on the agenda, during the Public Forum, for a maximum time of 10 minutes.

Agenda

1. **Chairman's welcome.**
2. **Apologies**
3. **Public Forum**
4. **Declarations of interest.** Councillors are reminded to declare any personal interest in an item on the agenda and its nature and to declare any pecuniary interest in an item on the agenda. Councillors with pecuniary interests should remove themselves from the meeting for the relevant items.
5. **Minutes of the meeting on 17th Jul 2025.** To approve as a true record and be signed by the Chairman.
6. **Co-option** – to consider applications from candidates for the position of councillor or Beaworthy East Ward and resolve to appoint by co-option.
7. **Clerks report** – including correspondence and any other item which has been brought up to the attention of the clerk, which is not on the agenda.
8. **Policy Review** – To review the following policies and agree any amendments:
 - 8.1 Grants Policy
 - 8.2 Expenses Policy
 - 8.3 Internal Controls Policy
 - 8.4 Equal Opportunities Policy
 - 8.5 Asset Register Policy
 - 8.6 Death of a Senior National Figure
9. **Planning** – To review and respond to applications received on WDBC planning portal.
 - 9.1 **1811/25/FUL** – Retention of barn (retrospective) to be used for mixed use of agricultural and equestrian purposes – Moorlands, Patchacott – EX21 5AW
10. **Councillor Reports** – reports on meetings attended and matters brought to the attention of councillors.
 - 10.1 Highways
 - 10.2 Parish Hall Report
 - 10.3 Crime commissioners Report
11. **West Devon borough Council report.** To be received from representative present.
12. **BT Phone Box** – To consider the future use of the BT phone box now it is owned by the PC and the possibility of a public meeting prior to decision.
13. **Clerk absence** – To consider clerks proposed remote working from Dec to Feb and arrangements for business continuity.

14. Finances

14.1 **RFO to present the Bank reconciliation and budget update to 29 Aug 2025**

14.2 **To resolve to approve the payments as follows:**

To implement the increase in clerk salary in line with Local Government Services
Pay Review 2025-26 from Apr 25 – to 13.90 p/h. Back dated Apr to Sept **£44.72**

Go Daddy domain renewal – reimburse clerk for payment **£18.84 + 3.95 VAT**

14.3 **Training** – to consider attendance at DALCs ‘Being a good councillor’ training – costs to be confirmed. (£100 for up to 5 attendees)

15. **West Devon Enforcements – Updates**

16. **Items for the agenda for next meeting.**

17. **Date of next meeting – 16 Oct 2025**

18. **Close of meeting.**

Budget Update as of 29 Aug 2025

BUDGET	FY Apr 25 to Apr 26			
Category	Subcategory	Budget	Totals	To date
Clerk salary		3016.00	3,016.00	1167.4
Donations			300.00	300.00
	other requests	150.00		150.00
	St Albans	150.00		150.00
Administration and training			250.00	
	Admin expenses/mileage	50.00		
	Training	200.00		
Input Vat to be recovered				48.45
Office costs			665.00	254.00
	Printer toner/stationery	60.00		
	Go daddy domain renewal	30.00		
	Go Daddy website renewal	150.00		
	Village Hall Hire	200.00		
	Subscriptions DALC	120.00		100.00
	Subscriptions ICO	40.00		
	Subscription to CPRE	0.00		84.00
	Audit	65.00		70.00
Insurance		170.00	170.00	125.26
Grants		300.00	300.00	
Election Costs reserves		100.00	100.00	100.00
General reserves		400.00	400.00	400.00
Asset Maint reserves			200.00	165.83
	2 noticeboards	50.00		
	laptop and printer	150.00		165.83
Totals including reserves		5401.00	5,401.00	2560.94
Totals without reserves		4701.00	4,701.00	2060.94

2025/26 -RESERVES

Asset Replacement

	Balance brought Forward	509.67
precept	Addition this year	200.00
clerk laptop	Payments this year	165.83
	Balance to be carried forward	543.84

Contingency/general reserves

	Balance brought Forward	1,991.68
precept	Addition this year	400.00
	payments this year	
	Balance to be carried forward	2,391.68

Election contingency

	Balance brought Forward	861.45
precept	Addition this year	100.00
	payments this year	
	Balance to be carried forward	961.45

Summary

	Balance brought Forward	3,362.80
	Addition this year	700.00
	reductions this year	165.83
	Balance to be carried forward	3,896.97

Receipts

Total	Precept	Grant	Bank Interest	VAT Refund	Misc		
2,747.61	2,700.50	-	-	47.11	-	-	-

Payments

Total	Clerk's Salary	Grants and Donations	Admin and training	Office Costs	Insurance	Asset Maint	Election Costs	VAT
2,060.94	1,167.40	300.00	-	254.00	125.26	165.83	-	48.45

Bank Summary

Cashbook

Balance at	01/04/24	5,791.86
Receipts	to date	2,747.61
Payments	to date	2,060.94
Balance at	29/08/25	6,478.53

Bank Reconciliation

Balance per statement **29 Aug 25** **6,478.53**

Outstanding cheques **Chq No** **Amount**

Total Outstanding cheques/DD

**Current
Acc
6,478.53**

6,478.53

Difference

of which is earmarked reserves	3896.97
balance remaining after reserves	2,581.56
expected additional income	2700.5
expected additional expenditure	2640.06
estimated y/e balance	2,642.00
total in working reserves (should equal 1 year's costs)	5033.68

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CONTACT US 020 7084 1810

Receipt

No 3885748881

DATE:
10/09/2025

CUSTOMER #:
165713056

BILL TO:
Angela Braidwood
Willowdene,
Bratton Clovelly,
Okehampton, Devon EX20 4LB,
United Kingdom
Beaworthy Parish Council
+44.7990712484

PAYMENT:
AMEX •••• 1013 £22.79

Previous Balance £22.79

Received Payment (£22.79)

Balance Due (GBP) £0.00

Term	Product	Amount
1 yr	.COM Domain Renewal	£18.84
	BEAWORTHYPARISH.COM ¹	
Subtotal		£18.84
Taxes		£3.80
Fees		£0.15

REFERENCE

Taxes		£3.80	
GoDaddy.com, LLC		£3.80	
100 S Mill Ave, Suite 1600,			
Tempe, Arizona 85281,			
United States			
VAT: GB384213404			
A1	Net	£18.84	VAT (20.00%)
		£3.80	

Fees		£0.15	
1.	ICANN	£0.15	
BEAWORTHYPARISH.COM		£0.15	

Universal Terms of Service

Beaworthy Parish Council
Fixed Asset Policy
Adopted 6 May 2021

Introduction

The term fixed assets means “property, plant and equipment with a useful life of more than one year used by the authority to deliver its services.” Fixed assets are also known as non-current assets.

The Council must maintain a register of the fixed assets, long-term investments and other non-current assets that they hold.

Risk

If the assets the Council owns or for which it is responsible are not being managed properly the authority is exposed to the risk of financial loss relating to:

- improper asset management – without the right management information, outdated patterns of use may run on unchallenged or unnoticed.
- improper asset usage and maintenance – assets may not be fit for purpose, be underused or so out-of-date as to be incapable of satisfactory modernisation. Equally they may be capable of alternative, additional or more intensive use or be readily saleable. These opportunities may be missed where no comprehensive information on assets is available.
- asset ownership – the continued ownership of assets may be overlooked altogether and risks unmanaged.

The risk of financial loss can be greatly reduced by setting up an asset register which holds all the information needed.

Asset Register Policy

An asset register is the starting point for any system of financial control over assets as it:

- facilitates the effective physical control over assets.
- provides the information that enables the authority to make the most cost-effective use of its capital resources.
- ensures that no asset is overlooked or underutilised and is therefore used most efficiently.
- pools all the information available about each asset from across the authority and makes it available to every part of the authority.
- provides a record of the sources of evidence used to support the existence and valuation of assets to be covered by insurance.
- supports the Annual Governance and Accountability Return entry for capital assets by collecting the information on the cost or value of assets held; and
- forms a record of assets held for insurance purposes.

The key information needed in the asset register is:

- dates of acquisition, upgrade and disposal (it is useful to keep a record of disposed assets as an asset management tool);
- costs of acquisition and any expenditure which increases the life of the asset.
- if proxy cost is used for first valuation, a note of the method used for valuation and details of any professional advice received.
- useful life estimate.

- location;
- responsibility (it may be appropriate to assign responsibility for each asset to members of staff);
- present use and capacity, for example in terms of site area, internal floor areas, and measures of occupancy and/or usage.
- corresponding periodic measures of usage or occupation.
- any available indications of asset value and condition; and
- any regular charges for usage or occupancy.

Most assets should be first recorded in the asset register at their actual purchase cost. In some cases' the purchase cost may not be known at acquisition or first recording and so a **proxy cost** may be substituted. A proxy cost is a value for the asset which is an estimate of its value by the authority which is based on external professional advice. Authorities may apply the insurance value of the asset at the time of first recording as a proxy. A proxy cost may be applied at the time of acquisition or first recording of an asset in the asset register only where the cost/value is not known.

In the special case where an authority receives an asset as a gift at zero cost, for example by transfer from a principal authority under a community asset transfer scheme, the asset should be included in the asset register with a nominal **one pound (£1)** value as a proxy for the zero cost. The use of the £1 proxy is particularly important in cases where an authority operates an asset registration system that requires a positive value for every asset. Any costs of bringing gifted assets into productive use should be expensed as revenue items.

If the Council owns assets that do not have a functional purpose or any intrinsic resale value (for example, the war memorial). These assets are often referred to as '**community assets**'. Authorities should record community assets in the assets register in the same way as gifted assets. The asset should be included in the asset register with a nominal one pound (£1) value as a proxy value.

The total value of an authority's assets recorded on the asset register as at 31 March each year is reported at Line 9 on the authority's Annual Governance and Accountability Return Fixed assets acquired in any year should be added to the asset register for management purposes. For accounting purposes, acquisitions and disposals of fixed assets should be treated as any other purchase or sale and recorded as part of annual payments or receipts, expenditure or income. It is good practice to identify assets that are beneath the value of the insurance excess on an inventory. This inventory should contain minor items such as office equipment or tools etc. and be attached to the Asset Register.

Asset Valuation Policy

The Council adopts the commonly used method of fixed asset valuation for first registration on the asset register is at acquisition cost. This means that once recorded in the asset register, the recorded value of the asset will not change from year to year, unless the asset is materially enhanced. Commercial concepts of depreciation, impairment adjustments, and revaluation are not required or appropriate for this method of asset valuation. For reporting purposes therefore, the original value of fixed assets will usually stay constant throughout their life until disposal.

Approved at Council meeting on 6 May 2021 Minute referenceMIN0042021.....

Last review – 20 Apr 23

Next review – Apr 25

Beaworthy Parish Council Grant Scheme

Adopted Sept 2020 MIN0082020. review every 2 years.

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1. Introduction

- 1.1 Beaworthy Parish Council has a commitment to encourage, support and promote volunteer organisations and charities within Beaworthy parish for the benefit of the community. The Parish Council makes an annual budget provision for Community Grants to help meet its aims.
- 1.2 Community grants come from taxpayer funds and a key principle of this policy is to ensure that grant expenditure is open and transparent.
- 1.3 This policy is designed to act as guidance for both applicants and councillors when considering applications.
- 1.4 Applicants are encouraged to look at alternative sources of funding in addition to these schemes.
- 1.5 The Parish Council seeks to provide grants which meet at least one of the following outcomes:
 - a. **Provides improved opportunities/services for those underrepresented groups in the community.**
 - b. **Provides a new or improves an existing asset or service which will benefit a significant percentage of residents.**
 - c. **Enhances the environment/reduces the environmental impact of Beaworthy parish.**

2. **Grant Scheme** - The Parish Council operates one grant scheme and is for individual grants of a value up to £300.

3. Eligibility

- 3.1 The scheme is open to Community Organisations, Local Charities and Community Interest Groups.
- 3.2 Bodies must have a bank account in their own name.
- 3.3 Projects must deliver a benefit to the residents of Beaworthy Parish
- 3.4 The Parish Council will not fund: individuals, hospitality, salaries, religious organisations (unless for non-religious activities), core school expenditure or projects with party political links. This is not an exhaustive list and may be amended at the Council's discretion.
- 3.5 The Parish Council will only consider 1 application from an organisation within a financial year.

4. Applying for a Grant

- 4.1 Applications should be made on the application form available on the Parish Council website (www.beaworthyparish.com) and include all information requested on the form. An application will not normally go to Council until all required information has been provided.
- 4.2 Applicants will normally be expected to have clear written aims and objectives, a written constitution, and a separate bank account controlled by more than one signatory. New/start-up organisations should submit a financial statement containing their proposed budget.
- 4.3 **Where expenditure on a single item would exceed £200 the applicant should demonstrate that best value has been sought; this may be by submitting quotations.**

- 4.4 For the purchase of items, consideration should be given to the Parish Council purchasing items and gifting them to the organisation rather than providing a grant. This is because the Parish Council can reclaim VAT for items purchased which are gifted as grants.

5. Grant Award Process

- 5.1 Grant applications will be considered at any meeting of the year by the council if received 2 weeks prior to the next meeting.
- 5.2 The council will score applications using the following **Criteria**:

Achieves outcomes - Up to 10 - A high score indicates that the application meets at least one outcome fully, and provides a legacy of benefits to the community. A very high score here would indicate meeting two or more outcomes fully. See paragraph 1.5

Value for money - Up to 10 - A high score indicates that the application is either collaborative with other organisations or supplemented by other funding sources. It must provide a cost-effective use of our funds.

Strong governance - Up to 10 - A high score indicates the applicant has good control structures within its organisation and experienced individuals leading the project. If relevant, insurance arrangements must be in place.

An application must score at least 6 points on governance and achieve an overall score of at least 14 to be awarded a grant. Subject to these provisions, the Parish Council will award those grants which achieve the highest score in the current round of funding.

6. Grant Evaluations

- 6.1. Recipients receiving a grant in excess of £200 shall provide an evaluation within twelve months of receipt of the grant on the prescribed form.
- 6.2. Receipts for all expenditure above £50 shall be provided as part of the evaluation to demonstrate the grant was spent appropriately.

7. Conditions of Grants - An application under the scheme shall indicate agreement to the following conditions.

- 7.1 Recipients shall complete an evaluation as required. The Council reserves the right to reclaim funds not spent in accordance with the approved grant application, left unspent after one year of receipt or in full/partially for breach of conditions.
- 7.2 Recipients are expected to positively promote the Council
- 7.3 Recipients should acknowledge the financial support received from the Council in publicity.
- 7.4 Recipients must advise the Council prior to disposing of any resources or equipment funded/part-funded/supplied by the Council as part of a grant application within two years.
- 7.5 The Council may apply any additional conditions it deems necessary as part of the grant award.
- 7.6 The Parish Council reserves the right to refuse any grant application which it considers to be inappropriate, or against the objectives of the Council.

8. Receipt of Grant

- 8.1 A grant award must only be used for the purpose stated on the application. If the organisation is unable to use the money, or any part of it, for the purpose stated, then all monies, or unexpended part of such monies must be returned to the Parish Council. The Parish Council may request proof of expenditure. Organisations receiving grants are required to advise their users/members that the grant or equipment has been received from Beaworthy Parish Council. Where appropriate, the Parish Council may require a notice to be affixed. Where equipment is gifted to an organisation, The Parish Council requires that it be insured and maintained at the expense of the user.
- 8.2 Payments shall be made to the organisation within four weeks of receipt of the agreement.
- 8.3 Payments shall only be made to an organisation. The Council will not issue grants to an individual.

BEAWORTHY PARISH COUNCIL - Annex A - Grant Application Form

Please complete this form and attach the relevant information and send to: The Clerk to Beaworthy Parish Council, Willowdene, Bratton Clovelly, Okehampton, EX20 4LB, or email to beaworthyparishclerk@gmail.com

Name of organisation	
Applicant's contact details	
Position within organisation	
Telephone	
Email	
Is your organisation a registered charity? IF yes, charity number.	
Project for which grant is required?	
Total Cost	
Have any funds been requested from other sources?	
Amount requested. Was that application successful?	
Amount of grant requested from Beaworthy Parish Council	
When are the funds required?	
Details of the bank account to receive the grant funds	Account name: Sort Code: Account Number:

Beaworthy Parish Council

INTERNAL CONTROL POLICY

1. SCOPE OF RESPONSIBILITY

Beaworthy Parish Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

2. THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL

The system of internal control is designed to ensure that the council's activities are carried out properly and as intended. Internal controls are set up by the Responsible Financial Officer but the Council members must ensure that they have an understanding of those controls and that they are operated effectively.

3. PERSONNEL INVOLVED WITH THE INTERNAL CONTROL ENVIRONMENT

3.1 The Council:

The Council has appointed a Chairman who is responsible for the smooth running of meetings and for ensuring that all Council decisions are lawful. The Chairman signs each page of the minutes at the Council meetings.

Decisions are made in accordance with the Standing Orders and the Financial Regulations approved by the Council.

In November the Council reviews the financial position and budget and the precept for the following financial year. The Council meets as required to consider the Clerk's salary and to review the Clerk's job description.

The Council approves a budget for the following year at the December meeting which also considers the level of precept for the following financial year, which is then approved no later than January.

The Council receives a budget report each quarter and at each Council meeting receives a financial report.

The Council authorise any payments itemised on the agenda. Two councillors sign all cheques in the body of the Council meeting. The signatories also initial the cheque stubs and associated invoices/paperwork. The chairman ensures that the cheque agrees with the amount of the invoice and the payee named on the invoice. The invoices and cheque stubs are initialled at the meeting.

The Council resolves to agree the receipts and payments made, at each Council meeting.

3.2 Responsible Financial Officer:

The Council has appointed a Responsible Financial Officer. The Responsible Financial Officer is responsible for administering the Council's finances. The RFO is responsible for the day to day compliance with laws and regulations that the Council is subject to and for managing risks. The RFO also ensures that the Council's procedures, control systems and policies are maintained.

The duties of the RFO are laid down in a Job Description which is reviewed from time to time.

The RFO submits all the requested information to the Internal Auditor by the required date.

The RFO arranges for the public notices to be displayed.

The RFO retains all relevant documents relating to finances for 10 years (Annual Return, VAT Returns, PAYE/NIC information, Public notices, Fixed Asset register, Risk assessments, accounts and supporting information)

3.3 Internal Auditor

The Council has appointed an Independent Internal Auditor who reports to the Council on the adequacy of its:

records	procedures	reviews
systems	internal control	
regulations	risk management	

The effectiveness of the internal audit is reviewed annually, and the council agrees to the appointment of the Internal Auditor.

The scope of the work of the Internal Auditor is reviewed annually and the review and the appointment are minuted.

The Internal Auditor inspects the accounts at the year-end 31st March and completes and signs the required Audit form.

The findings of the Internal Auditor are copied to all members of the Council and considered at the next Council meeting.

4. REVIEW OF EFFECTIVENESS

The Council conducts an annual review of the effectiveness of the system of internal control.

Adopted at a meeting on 14 May 2020

Minute Ref MIN0042020

Reviewed 28 Sept 23 MIN0082023 - Next review Sept 2025

Beaworthy Parish Council

Equal Opportunities Policy

Introduction

Beaworthy Parish Council is committed to providing the highest quality of provision and service and recognises that the implementation of an effective Equal Opportunities Policy is an integral part of such an approach.

The Council, as a corporate body, has responsibilities as an employer, a service provider and a public authority, but both members and employees as individuals also have responsibilities as well as rights.

The Council will treat all its employees, partners and customers with dignity and respect, free from discrimination, victimisation, and harassment.

Legal position

Under the Equality Act 2010 it is unlawful to discriminate against an individual on the following grounds:

- age
- disability
- gender
- marital status
- pregnancy and maternity
- race
- nationality
- Ethnicity
- religion or belief
- sexual orientation

Section 149 of the 2010 Act imposes a Duty on Parish Councils to take into account:

- The need to eliminate discrimination and harassment, victimisation and any other conduct that is prohibited by or under the Act;
- To advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- To foster good relations between those who share protected characteristics and those who do not.

Our commitment

Beaworthy Parish Council

- understands its obligations under the Equality Act 2010
- is fully committed to its duty, imposed by Section 149 of the 2010 Act

- is committed to the principle of equal opportunities and declares its opposition to any form of less favourable treatment, whether through direct or indirect discrimination, on the grounds of the protected characteristics as specified in the Equality Act 2010
- is an Equal Opportunities employer, provider of services and contractor. It is committed to the promotion, maintenance and protection of the rights of individuals. The Council is committed to making full use of the talents and resources of its employees.
- The Council will ensure that all recipients of the services delivered directly by the Council are guaranteed the same opportunity.
- All policies of the Council will be designed to support the principles and practices of equal opportunity, to foster a fully integrated community and maintain racial harmony.

The Council as an Employer

The Purpose of this policy is to provide equal opportunities to all employees or prospective employees, irrespective of their characteristics (unless there are genuine qualifications or objectively justified reasons for a different approach to be taken) We oppose all forms of unlawful and unfair discrimination, victimisation or harassment on the grounds of any protected characteristics defined in the Equality Act 2010.

All employees will be treated fairly and equally. Selection for employment, promotion, training, remuneration or any other benefit will be on the basis of aptitude and ability.

All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the council.

Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.

The Council will encourage and develop all employees to support and carry out the requirements of the Equal Opportunities Policy.

Breaches of our Equal Opportunities Policy will be regarded as misconduct and could lead to disciplinary proceedings.

The commitment to equal opportunities in the workplace is good management practice and makes sound business sense as it seeks to utilise the talents available from the local community, representing Society as a whole.

This policy is fully supported by all Members of the council and adopts the model contract as devised by the employee professional body in the local government sector (the Society of Local Council Clerks)

Adopted 19 May 2022

Reviewed 20 Apr 23

Next review Apr 25

Beaworthy Parish Council

Expenses policy

Beaworthy Parish Council will reimburse any appropriate expenses incurred by the clerk and councillors in the performance of their duties.

Clerk's expenses

The clerk may claim the following expenses:

- Travelling and associated travel expenses for journeys on council business.
- Stamps, stationery and printer consumables.
- Items purchased specifically at the direction of the Parish Council.

All expenses submitted must be included in the schedule of payments requiring authorisation at a Council meeting and recorded in the expenses record book. Expenses must be accompanied by any appropriate VAT receipt.

Parish Councillors expenses

Parish councillors are unpaid and do not receive an annual allowance.

Parish Councillors may claim the following expenses:

- Travelling and associated travel expenses for journeys to councillor training events outside of the parish boundary.
- Items purchased specifically at the direction of the Parish Council.

Councillors will not receive expenses:

- Attending any meeting of Beaworthy Parish Council.
- Any council related work within the parish.
- Acting as a representative of the parish council.

Councillors must obtain authorisation at a council meeting prior to any expense being incurred. If any expenses are agreed by the council the councillor must submit an expense claim to the clerk which must include any appropriate VAT receipt within one month of the expense being incurred. The expense will then be included in the schedule of payments requiring authorisation at the next Council meeting.

Date approved	16 Jan 2020
Last review	19 Jan 2023
Date of next review	

Beaworthy Parish Council – Protocol on the death of a senior national figure

This protocol offers guidance to the elected Members, staff and population within the Parish covered by Beaworthy Parish Council on marking the death of a senior national figure which could include the following Figures:

Members of the Royal Family
P.M. or Former P.M.
Serving MP
Mayor / Council Leader
Other Prominent Person

This document is derived from the template supplied by the National Association of Civic Officers (NACO) and is the adopted template of interpretation and implementation within Beaworthy Parish.

Policy

- On announcement of a death, cancellation of meetings/business – Meetings pre-arranged to be held anytime within the 10 days of mourning must be cancelled/rescheduled. This includes any events of a celebratory nature (Christmas, Easter, fetes, parties) but does not include Remembrance Services.
- Unless falling on a Saturday, the day of the state funeral will be a public holiday and no business should be transacted.
- St Albans Church will designate a safe area for the laying of flowers. All flowers are to be removed after the State Funeral and composted.
- The Churchwarden will advise the parish clerk of the location for the Book of Condolence for residents to express their sympathy and thoughts. The information will be published on the Parish Council website and noticeboard.
- Words of Condolence – A message of condolence from the Parish Council as a corporate body shall be published on the website and noticeboards. Before publication the Clerk in conjunction with the Chairman shall review the wording to ensure appropriateness.

Adopted March 21

Reviewed 20 Apr 23

Next review Apr 25