

<b>Agenda item no.</b>	12
<b>Report to</b>	Burwash Parish Council (BPC)
<b>Subject</b>	Internet Café
<b>From</b>	The Clerk

### Overview

It was agreed in March 2019 that the Parish Council would set up a 'Internet Café liaison group' to address a number of items. Due to a key volunteer being away it was agreed that the liaison group would wait before meeting.

### Progress to Date

The IC liaison group was being set up to:

**1. Explore the financial set up for the IC within PC regulations**

Currently donations are being deposited in a safe place for the Clerk to retrieve on a weekly basis. The Clerk counts the funds and deposits the monies into the Parish Council's bank account on a monthly basis. Due to the restrictions of depositing cash into the Post Office the clerk will make the payments from her personal account. This will be reviewed when the liaison group meets as it is not a permanent situation.

**2. Work with the Clerk to implement new H&S policies, training etc**

Due to the liaison group not being able to meet the Clerk has already reviewed the current Health and Safety risks and identified the volunteers training needs.

**3. To ensure the donations tin is being used and locked away in the filing cabinet. The Clerk to receive a copy of the key.**

As above for now the donations are currently placed in a secure place for the Clerk to retrieve. As previously stated this is a temporary measure until the locked donations box is used and locked away in the filing cabinet. The Clerk is still waiting for a copy of the key to be issued when the liaison group meets.

**4. Clerk to receive a list of all key and code holders for both rooms**

This has been achieved

**5. In the interim period all bookings for the huts are to go through the Clerk**

This has been set up.

### Conclusion

Due to a key volunteer being away and the restrictions of purdah the liaison group will meet after the elections.

### Resolution(s)

Councillors are asked to resolve for the Clerk to work with the volunteers to implement the:

1. Recommendations in the risk assessment 2019/20 to be resolved by Council.
2. To find suitable and cost-effective training for the volunteers as outlined in the risk assessment review.