

DONYATT PARISH COUNCIL

Dear Councillors, you are summoned to the Donyatt Parish Council Meeting on Tuesday 14th July 2026 at the David Willis Room, Donyatt Village Hall @ 7pm.

Council

Clerk/RFO to the

July 2026



The Parish Council Meeting will be held on Tuesday 14th July 2026 commencing at 7pm to discuss and take decisions on Parish business as outlined on the Agenda.

Subject to Standing Orders 3e & 3f Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda during the Public Forum which will take place at the start of the meeting. If the matter is likely to take longer than 15 minutes, notice should be provided to the Clerk by 12 noon on the Monday preceding the meeting.

1. **Public Forum**
2. **Somerset Council, Councillor's Report:**
3. **Apologies for absence**
4. **Declarations of Interest**
5. **To approve and sign Minutes of the Annual Parish Council Meeting held on 12th May 2026**
6. **To approve and sign minutes of the Annual Parish Meeting held on 12th May 2026**
7. **Finance:**
 - a. **To approve and sign the Bank statements – May 2026 to date**
 - b. **To approve and minute payment requests. See Appendix A**
 - c. **To approve and sign bank reconciliations May 2026 to date**
 - d. **To note reimbursement from Sea residents re speed restriction implementation.**
 - e. **AGAR – to confirm submission of certificate of exemption to external auditors.**
 - f. **To note auditors report.**
8. **Planning: Note tree works at Dunster Almshouses.**
9. **Pathway from Crow Lane to DVH/ Road & Pedestrian Safety**
10. **To consider extended warranty from Elan city re SIDs**
11. **Cycleway update/River watch update – Cllr D Light**
12. **SRA update– Cllr D Light**

Councillors: D Light, Chair, James Attlesey, Julia McKenzie, Steve Payne, Guy Wilson.
Clerk to the Council: Zannette Bougourd. Tel: 07471341433

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13. Emergency & Contingency Planning – Cllr S Payne

14. Donyatt Flood Alleviation plan – Cllr D Light

15.SID data reports

Meeting dates 2026/7.

The Council meet on the second Tuesday of alternate months, unless otherwise advised or if falling on a Bank Holiday.

14th July 2026

08th September 2026

10th November 2026

12th January 2027

09th March 2027

11th May 2027

LOCAL GOVERNMENT ACT 1972

In accordance with the Local Government Act 1972 Schedule 12 Para 14(1)

Minutes of the Annual Parish Meeting held on Tuesday 12th May 2026 at Donyatt Village Hall @ 7pm.

Present: Cllrs D Light, J Attlesey, J McKenzie, S Payne.

No members of the public were present.

1. Report of the Parish Council covering the activities of the Parish for the past year.
Cllr D Light presented the Chairman's report which has been published on the Parish council website.

Chairman's Report - Donyatt Parish Council - Financial Year 2025/2026

In my third year as Chairman, we have continued to work our way through our list of objectives to the extent where, unless unforeseen issues come along next year, we have almost completed what we set out to do with our current team in place.

The one exclusion from our list of achievements is the full implementation of our flood-alleviation proposals for Donyatt, which whilst progressing frustratingly slowly, still remains uncompleted, more on this later.

Our actual achievements include:

1. Finally seeing the completion of the new 40mph speed limit through Sea during the summer of '25.
2. The final acceptance of our flood-alleviation plans by County Estates, FWAG and County Highways.
3. The flood-prevention work at the bottom of Stibbear Lane was finally carried out by County Highways.
4. DPC organised a V.E. Day 80th Anniversary Event at the village hall during May of '25.
5. Donyatt was instrumental in setting up a new 'Riverwatch' Scheme for the River Isle.
6. DPC's finances are now in better shape than ever.
7. Donyatt Halt has been cleared and looks better than it has for many years.
8. A new 'Friends of the Cycleway' group was formed to look after the cycleway between Ilminster and Chard.
9. DPC agreed to set up a Parish Emergency & Contingency Group.
10. The process of changing the status of the Recreation Field has begun.
11. We continue to work with Ilminster to affect the outcome of Persimmons' plans for their Canal Way development.

I will run through the detail of these achievements:

1. The stretch of the old A3037 that runs through the community of Sea has for years been plagued with speeding motorists. Finally this year, in agreement with Ilminster Town Council to split the cost 50/50, a full 40mph speed limit was imposed along this entire section of road from the A358 through to the outskirts of Ilminster. This has had an obvious and beneficial impact in slowing down the traffic passing through Sea. Our thanks go to Councillor Julia Mc. Kenzie who worked tirelessly for several years to get this agreed and implemented.
2. Following a site-meeting between County Estates, FWAG, the landowner of the fields along Crow Lane and Highways, it was agreed to finally do something about the surface water that runs down Crow Lane and regularly floods the A358 in Donyatt. FWAG will oversee this work, which will include, in the early stages, soil-compaction tests and work on the field entrances to reduce the flow of surface-water onto Crow Lane.

County Highways have already started their work on clearing vegetation and drains along the A358. This will be a long and laborious process I'm afraid but with perseverance and continually chasing those involved I am determined to get this sorted.

3. The flood-alleviation work at the bottom of Stibbear Lane was done during the year and whilst it has not stopped surface water building up to some degree during exceptionally heavy rainfall, residents have commented that the flooding is nowhere near as bad or as often as it has been in the past.
4. Councillor Kay Light organised a V.E. Day 80th Anniversary Event in the village hall in May. This was a huge success with many attending from within Donyatt and outside the village. Food and drink was provided by the Gemini Carnival club and local musicians provided live music which included some 1940's favourites. The grand finale was the singing of "I vow to thee my country" round and open fire in place of a beacon after dark. Our thanks to Kay for organising this event and making it such a great success.
5. We set up a new 'Riverwatch' scheme in conjunction with Somerset Council's Ranger for the Chard Reservoir. This scheme uses individuals who live by the river in Donyatt to keep an eye on river levels and to report the the Ranger if capacity becomes limited. This information will then be used to decide whether to open or close the sluice gates from the reservoir into the river. The scheme has recently been implemented in Ilminster.
6. Thanks to our Clerk Zannette, our finances are now in good shape with a growing 'war chest' should we need funds to carry out work no longer provided by Somerset Council. Zannette has also knocked our DPC website into shape and has ensured we are compliant with all statutory local council requirements. Our thanks to Zannette for her continued good work.
7. Thanks to Seth Dellow, a Donyatt resident, the Halt has been cleared of overgrowth and now looks much better than it has for many years. Seth works tirelessly to keep the Halt clear for the many visitors that enjoy a rest on the benches or take shelter from the rain in the hut.
8. A volunteer group of around 40 individuals has been formed to look after the stretch of the National Cycleway between Ilminster and Chard. This group includes people from both Ilminster and Chard cycling clubs plus others. This is in reaction to both Somerset Council's and Sustrans' inability to fund the proper maintenance of the Cycleway into the future. The groups' first task has been to remove soil and grass build up from the side of the path thereby increasing its' width back to the original.
9. In response to the growing popularity of Emergency Response Groups around the country, DPC has now formed our own Emergency & Contingency Planning / Action group. Chard already have their own Chard Area Resilience Group (CARG) with IARG having been formed more recently in Ilminster. Councillor Steve Payne is heading up this project for us with completion now imminent, our thanks to Steve for taking on this task. The recruitment of volunteers will follow shortly.
10. In order to save our recreation field from possible future housing development, we have begun the process of taking it under local council control.
11. We continue to work with individuals from Ilminster to meet with representatives from Persimmons on a regular basis in order to have an influence on their plans to build more homes off of Canal Way in Ilminster. This is a slow, grinding, thankless and frustrating process but as they say "someone has to do it" otherwise developers go unchecked.

Other bits of news:

Our Speed Indicator Devices (SIDs) continue to work silently and tirelessly to slow traffic before it enters Donyatt from either direction and apart from the odd idiot who will never change their behaviour they are still having a positive impact on drivers travelling through Donyatt.

I recently stopped on the Cycleway and watched as half a dozen motorbikes noisily approached Donyatt, at 70mph plus, on the A358 from the direction of Chard.

As they each realised the SID was there all the brake lights came on and there was a rapid noisy changing-down through the gears. They must have thought the SID was capturing speed-data as well , long may they continue to think so!. A real joy to watch.

Our village defibrillator continues to be expertly maintained by Rosie Payne, special thanks to her for keeping an eye on this for the benefit of the whole village,

My thanks also for the small group of volunteers who keep an eye on the 19 footpaths in the parish, I cannot manage the maintenance of these paths on my own and your help is very much appreciated.

DPC have approached County Estates with the proposal to look after Long Rapp Plantation as it is in dire need of some serious maintenance. Just waiting for Estates to give us the go ahead. I have volunteers on standby ready to take this on.

Special thanks to my Vice-Chair Jimmy who has continued to support me at every stage despite the arrival of a new baby in the family and having to deal with a massive house and land renovation project all in the same year.

Personnel Issues:

Councillor Kay Light has recently resigned from the Parish Council, she served for 8 years having joined in 2018. Apart from being involved in all aspects of DPC business, Kay's key role was that of Events Co-ordinator for the village. She organised celebratory events for the Jubilee, Coronation and for the anniversaries of both D-Day and V.E. Day . She also effectively managed the relationship between DPC and DRAC (Donyatt Recreation Area Committee), not an easy task at times. I know other councillors will join me in saying she will be sorely missed.

The grants we have awarded this year are;

Donyatt Village Hall £2,000

Recreation Field (DRAC) £1,500

St. Mary's Church - (grounds maintenance) £1,250

One final word, I would like to reiterate my thanks to all DPC Councillors for their continued support and willingness to roll their sleeves up and get involved with tasks and projects that demand a great deal of stamina and perseverance.

I have a great team around me and I'm sure we yet have a lot to achieve.

My thanks to you all!

David Light - Chairman Donyatt Parish Council - April 2026

2. Reports and presentations from local organisations.

Donyatt Village Hall Committee

2026 Grant interim report

Firstly may I apologise for not presenting this in person as I am out of the country presently.

As stated in our grant application for this year, the grant forms a part of a much larger expenditure plan agreed by the Hall Committee to carry out various enhancement and repair works throughout this year.

Thus far only the replacement of the gates has been completed, as most of the additional work is internal and needs to be planned around hall usage. Given the disruption some of the works would have on hirers, these are planned for mid year as bookings tend to decrease in summer months due to summer vacations in line with school holidays.

Plans are currently under discussion for the kitchen refurbishment and additional quotations are being sought for the hall redecoration and outside painting.

Replacement of the main hall lighting to more efficient LED will be completed around current hall bookings and is expected to be finished by the end of July.

As stated in the DPC grant confirmation letter, the grant will be in two instalments in line with the precept distribution, the first half having been received.

We will provide an update to this report in September/October, to advise of other works completed or in progress.

Mike Toop – Chairman
Donyatt Village Hall Committee

3. Public Voice.

- a. No members of the public were present.

Meeting Closed @ 7.22pm

DONYATT PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held on 12th May 2026 @ Donyatt Village Hall.

Present:

Cllr D Light, Chair, Cllr J Attlesey, Vice Chair, Cllrs S Payne & J McKenzie.

26/01 Election of Chair & declaration of acceptance. Cllr D Light was proposed by Cllr Payne, seconded by Cllr McKenzie. Approved unanimously – declaration of acceptance signed and witnessed.

26/02 Election of Vice Chair and declaration of acceptance. Cllr J Attlesey Light was proposed by Cllr Payne, seconded by Cllr McKenzie. Approved unanimously – declaration of acceptance signed and witnessed

26/03 Approve co-option of Rebecca Preece as Parish Councillor. Deferred to future meeting.

26/04 Public Forum – no members of the public were present.

26/05 Somerset Council, Councillor's Report: Non available

26/06 Apologies for absence. Cllr Wilson sent apologies – no reason given.

26/07 Declarations of Interest. Cllr Attlesey noted his interest in a recent planning application which had been dealt with over email prior to the meeting.

26/08 To approve and sign Minutes of the Parish Council Meeting held on 18th March 2026 – approved and signed.

26/09 Finance:

- a. **To approve and sign the Bank statements** – April 2026 to date. Approved and signed
- b. **To approve and minute payment requests.** See Appendix A Approved and signed
- c. **To approve and sign bank reconciliations** April 2026 to date Approved and signed
- d. **To approve payment to Somerset council re completion of traffic management in Sea.** Donyatt PC will contribute £3,000 towards the cost. Residents of Sea will make up the shortfall through Cllr McKenzie. Agreed to pay the whole amount pending reimbursement from Sea.
- e. **AGAR To certify the council as exempt from a limited assurance review** – certified and signed.
- f. **AGAR To approve the Annual Governance Statement** – approved and signed
- g. **AGAR To approve the Annual Accounting Statements-** approved and signed
- h. **AGAR To approve the year-end figures(31st March 2026)** Approved and signed. Noted clerk has submitted documents to the internal Auditor and will submit the signed AGAR & YE accounts
- i. **Notice of public rights:** June 03rd 2026 – July 14th 2026

Councillors: D Light, Chair, James Attlesey, Julia McKenzie, Steve Payne, Guy Wilson.
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- j. **Unity Bank – letter to update contact details** – letter to change/update signed and will be sent to Unity Bank by the Clerk

26/10 Cycleway update – Cllr D Light. The cycleway has been partially cleared by Village volunteers, restoring the path to closer to the original width. Seasonal clearance continues.

26/11 SRA update – Cllr D Light. . Local river watch volunteers have now been confirmed, and they will notify the Chard reservoir controller should excess rainfall require release of water from the reservoir which may impact Donyatt. This scheme may be expanded to include other vulnerable areas along the River Isle. Volunteers will also notify residents through social media when flooding occurs. Noted that some vegetation along the A358 has been cleared, however some areas still require clearing.

SC have unallocated funds which may be available to improve flood management in Donyatt.

26/12 Emergency & Contingency Planning – Cllr S Payne. A further draft was tabled and discussed. Safe places are confirmed as the Village Hall & the Parish Church. Cllr McKenzie has contacts within the Ilminster Resilience Group and will pass information to Cllr Payne(next meeting scheduled for 23rd June 2026). A request for equipment funding will be submitted via Bel Deering prior to the next PC meeting. A suggestion that four emergency “grab bags” be retained with the four flood watch volunteers was agreed. The WhatsApp group contact list was updated. Clerk to send Cllr Payne DPC bank details.

26/13 Donyatt Flood Alleviation plan – Cllr D Light. FWAG are continuing to evaluate and monitor the local vulnerable areas, road level barriers will be installed to try and limit soil run off.

26/14 Review Existing Policies including updates and additional policies: All policies were approved and adopted, Asset register has been updated.

Policies are reviewed annually; changes are made as required by legislation during the year.

Policy	Date Adopted	Date re-adopted	Amendments/changes
Standing Orders	May 2025	May 2026	None required
Code of Conduct	May 2024	March 2026	Updated March 2026
Risk Management/Policy	May 2024	May 2026	Updated May 2026
Risk Management Scheme	May 2026	May 2027	Updated May 2026
Co-option Policy/Application	May 2024	May 2026	None required
Investment Policy	May 2024	May 2026	None required
Disciplinary Policy	May 2024	May 2026	Updated May 2026
Grievance Policy	May 2024	May 2026	None required
Grant Policy/application	May 2024	May 2026	None required
Complaints Procedure	May 2024	May 2026	None required
Data Protection	May 2026	May 2027	None required
Freedom of information	May 2026	May 2027	None required
Financial Regulations	May 2025	May 2026	None required
Internal Audit Policy	May 2024	May 2026	None required
Communication Policy	May 2024	May 2026	None required

Councillors: D Light, Chair, James Attlesey, Julia McKenzie, Steve Payne, Guy Wilson.

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Policies adopted/updated since May 2025

Policy	Date Adopted	Review date
IT Policy	February 2026	May 2027
Procurement Policy	February 2026	May 2027
Publication Scheme	May 2026	May 2027
Civility & Respect	March 2026	May 2027
Antibullying Policy	March 2026	May 2027
Data Retention Policy	May 2026	May 2027
Document Retention/disposal Policy	May 2026	May 2027
Health & Safety/lone worker Policy	May 2026	May 2027
Privacy Policy	May 2026	May 2027
Recording Policy	May 2026	May 2027
Social Media Policy	May 2026	May 2027
Email retention Policy	May 2026	May 2027
Safeguarding Policy	May 2026	May 2027
Scheme of Delegation	May 2026	May 2027
Accessibility Statement	May 2026	May 2027
Data Breach Policy	May 2026	May 2027
Data Breach Reporting form	May 2026	May 2027
GDPR Map	May 2026	May 2027
Asset Register	May 2026	May 2027

Meeting dates 2026/7.

The Council meet on the second Tuesday of alternate months, unless otherwise advised or if falling on a Bank Holiday.

14th July 2026
08th September 2026
10th November 2026
12th January 2027
09th March 2027
11th May 2027

Cllr Payne requested that SID data be added to future agendas as a standing item.

Meeting closed @ 8.45pm

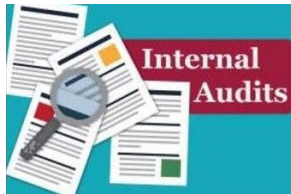
Councillors: D Light, Chair, James Attlesey, Julia McKenzie, Steve Payne, Guy Wilson.
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Appendix A 14th July 2026

Payment requests:

P Russell	Auditor	£165.00
Clerk – Cilca	May/June	£258.06
CiLCA tax	HMRC	£61.22

May June July 2026	CURRENT ACCOUNT		Income	Expenditure
30-Apr-36	Bank Charges			7
06-May-26	HMRC			41.58
13-May-26	Clerk	CILCA		135.66
13-May-26	Transfer from reserves		5,000.00	
13-May-26	Clerk expenses			17.97
14-May-26	SC re speed restriction in Sea			3604.5
28-May-26	Clerk			589.94
28-May-26	HMRC			139.36
31-May-26	Bank charges			7
01-Jun-26	HMRC			94.57
29-Jun-26	Clerk			589.94
29-Jun-26	HMRC			139.36
29-Jun-26	HMRC			41.58
30-Jun-26	Bank Charges			7
01-Jul-26	Sea refund		604.50	
			5,604.50	5415.46
	Opening Balance	1,865.65		
	Expenditure	5,415.46		
	Income	5,604.50		
	01/07/2026	2,054.69		
Reserve Account				
28th April 2026	Opening balance	18731.15		
13th May 2026	Transfer to C/A	-5000		
30th June 2026	Interest	73.27		
02nd July 2026	Closing balance	13804.42		
Signed				
Date:				



Zannette Bougourd
Clerk/RFO
Donyatt Parish Council
9 Redgate Park
Crewkerne
TA18 7NL

25th May 2026

Dear Zannette,

END OF YEAR INTERNAL AUDIT 2025/26

Parish & Town Auditing Services have been appointed to undertake the internal audits at Donyatt Parish Council. The annual internal audit for 2025/26 financial year was completed on 25th May 2026.

I can confirm that I am independent of the Parish Council.

As stated in the Letter of Engagement letter, the scope of our work is limited to completing the audit testing and enquiries we deem necessary to complete the internal audit section of the Annual Report for Local Councils in England. We do not provide assurance over or accept responsibility for areas of work not included in this scope, unless specifically agreed with the Council during the financial year. In providing internal audit services we are not conducting a financial statement audit in accordance with standards and guidelines issued and our procedures are not designed to provide assurance over the reliability and quality of your financial statements. This will be undertaken by the Council's appointed External Auditor.

We are required by the Annual Internal Audit Report included in the Annual Governance and Accountability Return (AGAR) to review controls in place at the Council against predefined control assertions. These controls are included in the following report.

The Audit has identified a number of recommendations to help update and improve the Council's current procedures. The audit has found no areas of concern and the Council's procedures and controls are generally working well.

Thank you for all the information you have provided to enable the audit to be undertaken.

Yours sincerely,

Paul Russell, Internal Auditor

INTERNAL AUDIT

Outlined below is an overview of the 10 Assertions within the Practitioners Guide 2025. Each of these are dealt with under the relevant Governance sections contained in Section 1 of the AGAR:

AGS Assertion 1 — Financial management and preparation of accounts

- Accounting Records and supporting documents:
- Bank reconciliation:
- Budget setting:
- Investments:
- Reserves:
- General Reserves:
- Earmarked and other reserves:

AGS Assertion 2 — Internal control

- Standing Orders and Financial Regulations:
- Safe and efficient arrangements to safeguard public money:
- Employment:
- VAT
- Fixed assets and equipment:
- Loans and long-term liabilities:

AGS Assertion 3 — Compliance with laws, regulations and proper practices

- Acting with its powers:

AGS Assertion 4 — Exercise of public rights

AGS Assertion 5 — Risk management

AGS Assertion 6 — Internal audit

AGS Assertion 7 — Reports from auditors

AGS Assertion 8 — Significant events

AGS Assertion 9 — Trust funds (local councils only)

AGS Assertion 10 — Digital and data compliance

The following headings are based on Section 1 – Annual Governance Statement.

A. Appropriate accounting records have been properly kept throughout the financial year.

The Clerk to the Council has been appointed as RFO (LGA1972 s151). [Staff – Donyatt Parish Council](#) **Recommend this be included on the website under the Clerk's details.**

The roll over figure is £7,251 (Box 7).

The Council maintains its accounts using a spreadsheet. A sample of the financial transactions between 1st April and 31st March 2026 has been undertaken. The following checks were carried out:

- A review of the invoices against payment reports and the bank statements;
- A review of the cashbook against the bank statements and invoices paid;
- A sample of Payments have been checked against the bank statements to verify accuracy;
- Expenditure incurred is appropriate.

There is an adequate process in place to ensure that financial information is correctly recorded and reported to Council as part of its governance procedures. Procedures are included in the Financial Regulations.

A list of invoices for payment is presented to Full Council for consideration and approval. This is published as part of the agenda supporting papers.

The Council has a Risk Management Register in place as part of its suite of policies. **Note that the Policy & Governance link on the website is currently not working.**

Bank reconciliations are completed on a regular basis, initialled and signed off alongside copies of the bank statements.

There is appropriate segregation in place.

The year end bank reconciliation has been completed. This was referenced back to the bank statements. The final balance held by the Council amounts to £12,335.63 as at 31st March 2026.

The Council has met this control objective.

B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.

Tenders and Contracts are governed by Financial Regulations. All contracts being tendered should be published on the Parish Council's website as well as the Find a Tender portal where required. Council also has a Procurement Policy in place.

Standing Orders and Financial Regulations are based on the latest versions. The limits between the two documents are consistent.

The following financial process is in place:

- The Clerk/RFO is responsible for financial transactions;
- Invoices are verified for accuracy on receipt and entered to the correct cost centre;
- Invoices are saved electronically;
- All payments are reported to Full Council for approval;
- Payments are authorised by Full Council and minuted;
- Clerk/RFO uploads payments onto the online banking app;
- All payments are authorised by two Councillors as outlined in the Financial Regulations.

There is appropriate segregation in place.

VAT claims are submitted annually. A refund of £805.47 was received for 2024/25 and the VAT incurred during this financial year totals £536.28.

The Council does not have a debit card in place.

The Council does not have the General Power of Competence in place.

The Council has met this control objective.

C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

The Council has a Risk Management Policy in place which has been reviewed.

The Council is insured with Zurich. Policy number YLL-2720929693. Insurance operated from 20th January 2025 through to 19th January 2026. Policy has been renewed.

A review of the insurance policy has been undertaken and Council is adequately insured. The policy includes Employers Liability (£10 million), Public Liability (£12 million) and a Fidelity Guarantee of £250,000.

The Council is not responsible for any play areas.

The Council has adequate internal controls in place to ensure that it carries out its day-to-day business effectively and efficiently.

The Council has met this control objective.

D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

The budget and precept were set by resolution at the Parish Council meeting on 15th January 2025. Minute 25/08.e refers.

e. Agree precept for financial year 2025/6. The precept was agreed at £19,990.00. This is an overall increase of 38.21% and allows for the purchase of another Speed Indicator Device and for reserves to be held against running costs, including the implementation of speed restriction notices/equipment in Sea and unforeseen expenditure. Proposed Cllr D Light, seconded Cllr J Attlesey. Approved unanimously.

It has been confirmed that a precept of £19,990 was requested. (MHCLG Parish Code E3301P102)

Budget monitoring is reviewed on a bi-monthly basis by Full Council and during budget setting. The monitoring report is published as part of the agenda supporting papers.

The Council has set up Earmarked Reserves. Balance at year end was £11,559.58.

The Council has a General Reserve of £776.05 available at year end. The recommended General Reserve is 3 months equivalent of expenditure or 25% of the Council precept. **It is recommended that Council aims to increase its General Reserve to £4,300 to £5,000 over the next two years.**

The Council had the following Bank Statement Balances as at 31st March 2026:

ACCOUNT	AMOUNT
Current account	£171.51
Instant Access	£12,164.12
TOTAL	£12,335.63

The Council has met this control objective.

E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

The Council does not have any aged debtors.

The Council does not manage the allotment site.

The Council is not a burial authority.

The Council does not hire out any venues.

Council's other income for 2025/26 included CIL and bank interest. All income is correctly recorded in the accounts system and is accompanied by an audit trail.

The Council has met this control objective.

F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.

The Council does not operate a petty cash system and did not make any cash payments during the year.

The Council has met this control objective.

G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.

The Clerk has a contract of employment in place.

Member do not receive a members' allowance.

A sample of salaries has been checked and confirmed. Salaries paid during the year have been reviewed. Gross pay is calculated in accordance with the relevant NJC scale. Tax codes are included on the payslips and deductions properly calculated.

No Pension contributions are made.

National Insurance contributions have been deducted as required.

A test sample was undertaken and it was confirmed that the correct net pay was paid to the employee with tax and NI contributions correctly deducted and paid to the respective agencies.

The Council has met this control objective.

H. Asset and investments registers were complete and accurate and properly maintained.

An Asset Register is in place. Current value of the assets amounts to £8,208. The Register is maintained in a word document and has been updated. It meets current requirements.

A comparison of the insurance schedule against the asset register has been undertaken. Council has adequate insurance cover in place.

Council does not have any long-term investments in place.

Council has no loans outstanding.

The Council has met this control objective.

I. Periodic bank account reconciliations were properly carried out during the year.

Bank reconciliations are prepared monthly and are signed off by Full Council.

The Council has met this control objective.

J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure),

agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.

Accounts are maintained on a receipts and payments basis. Receipts and payments agree to the cash book and are supported by an adequate audit trail.

The Council has met this control objective.

K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2024/25 AGAR tick “not covered”).

The Council declared itself exempt for the 2024/25 financial year.

The Council has met this control objective.

L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.

The following information should be published on the Parish Council's website under the Smaller Authorities Transparency Code ([SI/SR Template](#))

Expenditure exceeding £100

Local authorities must publish details of each individual item of expenditure that exceeds £100. [Published as part of the agenda.](#)

End of year accounts

Annual publication no later than 1 July in the year immediately following the accounting year to which it relates. [Published.](#)

Annual governance statement

Annual publication no later than 1 July in the year immediately following the accounting year to which it relates. [Published.](#)

Internal audit report

Annual publication no later than 1 July in the year immediately following the accounting year to which it relates. [Published.](#)

List of councillor or member responsibilities

Annual publication of councillor or member responsibilities no later than 1 July in the year immediately following the accounting year to which it relates. [Published.](#)

Location of public land and building assets

Annual publication no later than 1 July in the year immediately following the accounting year to which it relates. Parish councils and port health authorities to publish details of all public land and building assets – either in its full asset and liabilities register or as an edited version. [Published](#)

Minutes, agendas and papers of formal meetings

Publication of draft minutes from all formal meetings not later than one month after the meeting has taken place. Publication of meeting agendas and associated meeting papers not later than three clear days before the meeting to which they relate is taking place. [Published](#).

The Council has met this control objective.

M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations *(during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)*.

The publication requirements were met. The Notice states 3rd June to 14th July 2025. This meets the statutory 30 day requirement.

The Council formally minute the dates of the public notice at the meeting where the AGAR was approved on 19th June 2025 (Minute 25/53)

The Council has met this control objective.

N. The authority has complied with the publication requirements for 2024/25 AGAR.

Publication Requirements Under the Accounts and Audit Regulations 2015, Authorities must publish the following information on the authority website/webpage: Before 1 July 2025 authorities must publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited: [Published](#)
- Section 1 - Annual Governance Statement 2024/25, approved and signed, page 4: [Published](#)
- Section 2 - Accounting Statements 2024/25, approved and signed, page 5: [Published](#)

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report. [Published](#).

The Council has met this control objective.

O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.

Council has a .gov.uk email addresses for the Clerk and its members. Council meets best practice advice by having a .gov.uk domain for its website and email account.

The Council has adopted an IT policy as required.

The Council has an Accessibility Statement published on its website. [Accessibility Statement – Donyatt Parish Council](#)

Note that since September 2020, all parish and Parish councils must have a website that complies with Website Content Accessibility Guidelines (WCAG). As from October 2024 that rating level changed from WCAG2.1 AA to WCAG2.2AA so that it meets Accessibility Guidelines as set in the Public Sector Bodies Accessibility regulations.

It has been confirmed that Donyatt Parish Council website complies with WCAG 2.2 AA. It achieves 86%: [Scan Results — CompliaScan](#)

Accessibility has been reviewed and the parish council section of the website scores 9.4 out of 10. [WAVE Report of Donyatt Parish Council – News and updates from Donyatt Parish Council](#)

Data Protection requirements:

- Data Protection Lead – Clerk is responsible for data protection.
- Data Audit: In place
- Training for staff and Councillors: Councillor and staff have undertaken relevant training during the year.
- Data Protection Policy: In place
- Document Retention Policy: In place
- Privacy Notice: In place
- Secure data to protect it from Data Breaches: In place
- Subject Access Request: In place
- Both hard copy and electronic data have relevant protections in place.

A Freedom of Information Policy is in place.

The Council meets the Smaller Councils Transparency Code as required.

The Council has met this control objective.

P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.

The Council is not a sole trustee.

Serial	Date		Identified Action	Status	Person Responsible	Completed
			Information Sharing			
1	15.2.26	1. a.	Create Whats app for emergency info / information sharing.	Incorporated in Plan	Zannette / Guy	Completed
	15.2.26	1.b.	Draft Volunteer authority to keep data.	Incorporated in Plan	Guy	Completed
	15.2.26	1.c.	Publish Ad in Donyatt Post sheet requesting Volunteers.	Incorporated in Plan	Zannette / Guy	Completed
			Planning			
2	23.2.26	2.a	Formulate draft basic Emergency Plan	Draft completed - out for consultation	Steve	U/dates contin
		2.b	SSC Points - Consider and inclusion	See Sep AP	Steve / Team	Completed
		2.c.	Vulnerable persons consent form to be drafted. (For inclusion in EP)	Incorporated in Plan	Steve	Completed
		2.d.	Liaise - neighbouring Parish Councils to identify mutual support opportunities	TBC		
3			Engage and gain permissions to use premises for evac points	(Places of Safety)		
		3.a.	Donyatt Village Hall - (Register as 'Places of safety' with Somerset CC?)	Agreed use	David	Completed
		3.b.	The George Public House. (Register as 'Places of safety' with Somerset CC?)	Pending answer	David	Withdrawn
		3.c.	Village Church. - (Register as 'Places of safety' with Somerset CC?)	Agreed use	David	Completed
4			Resources			
		4.a.	Identify current resources	None	Team	Completed
		4.b.	Identify resources required & purchase requirements	List compiled and out for consultation	Steve / Team	Completed
		4.c.	Source funding Internal & External	Request for grant form completed submit for July meet. Awaiting outcome.	Steve	Completed
5			Desk Top Exercise			
		5.a.	Write & Complete a desk top exercise for DPC.	Exercise written - Date for exercise to take place - TBC	Steve / Team	50%
			Presentations			
6		6.a.	Link with Village Community - Presentation	TBC		
		6.b.	Link / meet with Volunteers - Brief	TBC		
7			Link with Local Emergency Services			
		7.a.	Police	TBC		
		7.b.	Ambulance	TBC		
		7.c.	Fire	TBC		

DONYATT PARISH COUNCIL

Emergency Planning **Document**



Amendments to Emergency plan

[illegible]

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Purpose of an Emergency

Emergency plans

Provide the framework to deal with the overall management of incidents that could occur in the community location(s).

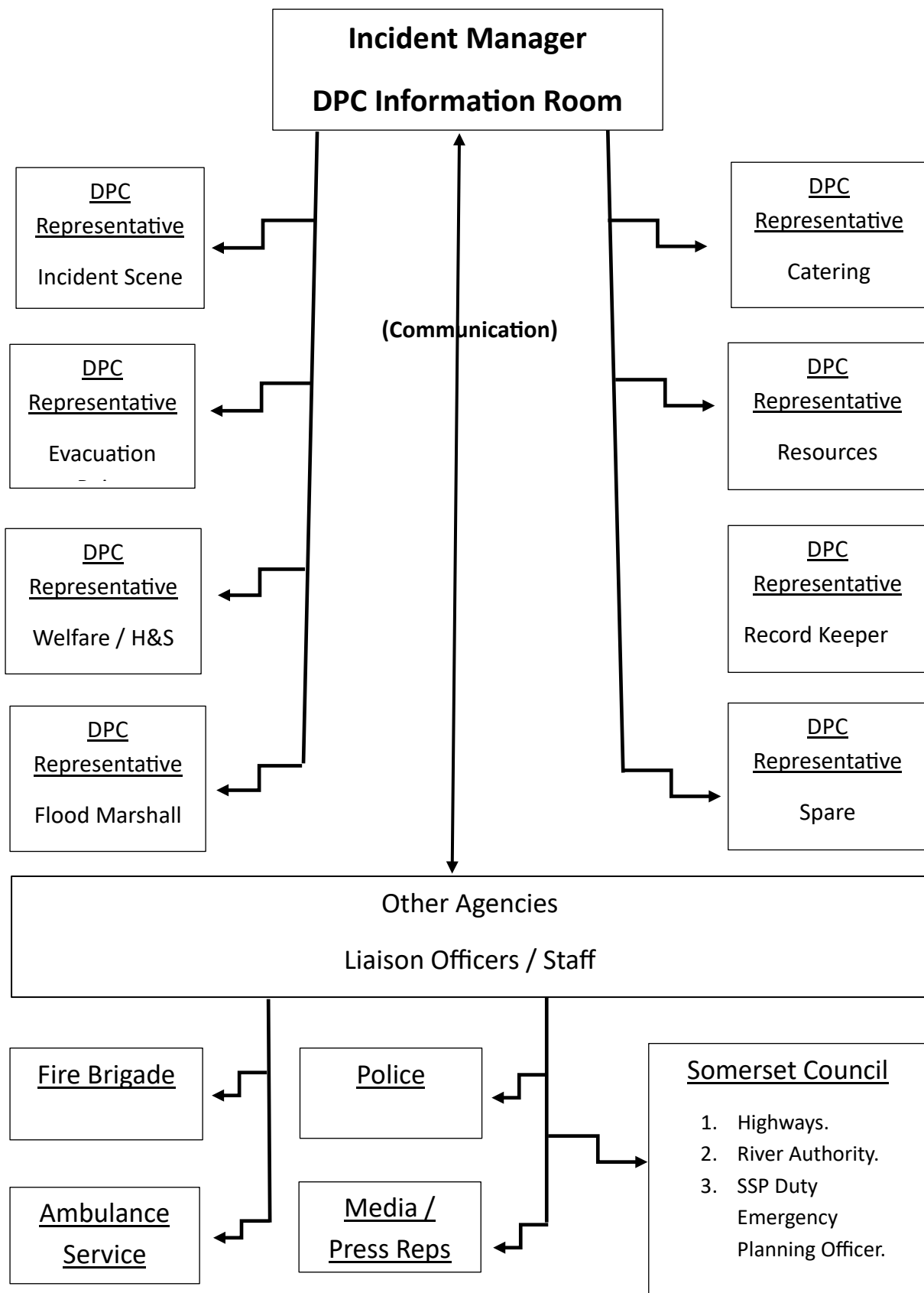
Emergency planning allows for a co-ordinated response from citizens residing in the community to unforeseen incidents or emergencies, to be used when other support is delayed or not readily available.

It allows for interventions to be made where emergency services are overcommitted or otherwise engaged and unable to attend Immediately.

The creation of an emergency plan and accompanying contingency plans, provide options to incident managers, which have been considered and resourced at a time prior to any incident and when pressure or stress is at its lowest.

Emergency plans are drafted to provide options only. They are not exclusive or to be considered obligatory or mandatory. They are offered to incident Manager as an aid only, to be appropriately considered or dismissed accordingly.

Suggested Management Structure for Major Incident



DPC Information Room

DPC Information Room Tasks - Requirements

Decision Making / Information collation Point / Inter-agency information sharing - support

Separate Room with **Managed Access**

Oversight

- Incident location
- Incident log / timings.
- Decisions log.
- Resources Deployed (Personnel / equipment / support stores)
- Resources available – Personnel / Equipment / meals / drinks etc.
- Other Agencies in attendance
- Staff rotation for protracted incidents.
- Budget Control – support items & equipment.

Information

- Location of incident (Plotting Board)
- Maps of Area – Local knowledge.
- Current Situation
- Persons injured / location / status, etc.
- Next of kin details.
- Vulnerable persons list.
- Contact numbers.
- Volunteer List – Local skills, Support offers.
- Resources available.
- Victim Support available

The information room should be a focal point for incident information, aware of all current issues, barriers and both resources deployed and available. The above lists are not exhaustive and should not be viewed as such.

The information room should be accessible to all emergency services and support staff, who should be facilitated working areas to meet their requirements and needs.

An effective two-way liaison / communication stream should be established.

Roles and Responsibilities

1. Incident Manager

- a. Post yourself in the Information room and identify yourself. (High Visible Jacket).
- b. Manage the information room and incident.
- c. Make informed decisions.
- d. Allocate resources.
- e. Identify rotations when required.
- f. Link with other DPC representatives to maintain situation overview.
- g. Liaise with other services – co-ordinate actions.
- h. Brief staff prior to deployment and on their standing down.
- i. Maintain the Decisions Log.

2. DPC Representative – Incident

- a. Attend incident and identify yourself. (High Visible Jacket).
- b. Liaise with attending Emergency Services.
- c. Assess incident, injuries etc.
- d. Feedback findings to Information room.
- e. Remain at incident until relieved. Present as a focal point for others to engage.
- f. Direct individuals to evacuation point if opened.

3. DPC Representative – Evacuation / Place of Safety

- a. Establish an evacuation / Place of safety as directed by the Incident Manager.
- b. Identify yourself as DPC Representative – Evacuation Representative (High Visible Jacket).
- c. Establish rest areas, triage area and signpost.
- d. Deploy support staff as available in area and brief to responsibilities.
- e. Manage logs into and out of area.
- f. Manage persons attending area and address needs.
- g. Feedback findings to Information room relevant information.

4. DPC Representative – Catering

- a. Identify yourself as DPC Representative – Catering (High Visible Jacket).
- b. Identify all resources available to be deployed / used.
- c. Co-ordinate with volunteers and deploy accordingly.
- d. Identify need for resupply and advise if available or how to obtain.
- e. Provide refreshments / food as required. (Evac area / incident scene).
- f. Feedback findings to Information room relevant information

5. DPC Representative – Resources

- a. Identify all resources available to be deployed.

- b. Co-ordinate with volunteers any equipment they have available for deployment.
- c. Log deployment of resource.
- d. Feedback findings to Information room relevant information.

6. DPC Representative – Welfare H&S

- a. Liaise with Information Room manager – Review staff rotas and arrange refreshments / reliefs.
- b. Maintain an overview of all areas with a view to H&S issues / staff concerns - inform Information Manager immediately of incidents, breaches and concerns.
- c. Review safe working practices and inform Information Manager immediately of incidents, breaches and concerns.
- d. Ensure all staff deployed have been briefed and are in possession of and wearing personal protective clothing relevant for the task completing.

7. Record Keeper

- a. Maintain all logs, records and documents within the Information room.
- b. Log and securely store any evidence recovered from the incident scene.
- c. On conclusion of the incident collate and store securely all logs, documentation and evidence received during the incident management.
- d. Record debrief notes of staff and witnesses.

8. Flood Marshall

- a. In the event of a flood within your allocated area, you are to raise the alarm with other Parish Councillors and request them to initiate the Donyatt Parish Emergency Plan.
- b. You are to summon sufficient staff and support as deemed necessary to assist you.
- c. You are to remain within your area of responsibility and identify the extent of the flooded area, damage to property and if any preventative measures can be deployed.
- d. You will deploy any available signage to advise members of the public and drivers of the flooded area.
- e. You will identify vulnerable persons and other residents that need to be evacuated.
- f. You will pass on all information attained to the Information Manager as soon as practical.

9. Catering Manager

- a. Supply beverages and meals to staff deployed and residents located in evacuation areas.

Communications Strategy

Communications are essential to managing any incident or emergency. Decisions are only effective if based on up-to-date information.

The information room must receive information in a timely manner to enable effective allocation and tasking of support staff and resources.

Information can be passed in various way;

- i. Mobile telephone: Voice Calls, What's app, texts, emails.

If using any of these methods, it is essential to advise and log the mobile number being used with the Information Control room before deployment.

- ii. It is accepted that reception for mobile telephones within the Donyatt area is poor. Therefore, it may be necessary to use a 'Runner' to convey messages either verbally or written.

(A runner is a person delegated to convey messages between the scene of an incident to and from the information Control room).

- iii. Use of emergency service communication equipment can also be used if available. Those operating must make sure they are aware of the communication structure relevant to that communications net.

Contact Numbers.

a. Parish Council Members

Name	Location	Contact details	Position	Availability
David Light	Peasmarsh	01460-259891	Parish Council Chair	
James Alttlesey	Donyatt	07545-207959	Parish Council Deputy Chair	
Guy Wilson	Donyatt	07710-601254	Councillor	
Julia McKenzie	Sea	07905-848027	Councillor	
Steve Payne	Donyatt	07947-156966	Councillor	
Zannette	Crewkerne	07471-341433	Parish Clerk	
SOMERSET PREPARED				
Nicola Dawson	01823 355690 / 07796 610211 nicola.dawson@somerset.gov.uk EPRR Team number (office hours): 01823 358000		Head of Emergency Planning, Response & Recovery	
Duty Emergency Planning Officer	Contact via Somerset Council main number: 0300 123 2224. Out of office hours, dial main number, hold the line, it will click through to out of hours Lifeline service.		Somerset Council's Emergency Planning Team	24/7
SOMERSET COUNCIL OPERATIVES				
John Nicholson	0300 123 2224		Assistant Highway Service Manager (East)	
Rebecca Vaughan	0300 123 2224 Email: TrafficManagement@somerset.gov.uk		Traffic Engineer Somerset Council	
RIVERS				
Dr Bel Deering		07977 411143	Community Team, Somerset Rivers Authority	
Hanna Stanton	Chard Reservoir.	07971-111955	Riverwatch, Green Estates Ranger, Somerset Council	

Volunteer list

[illegible]

Emergency Services

Contact Numbers

- Police / Fire / Ambulance - Emergency 999

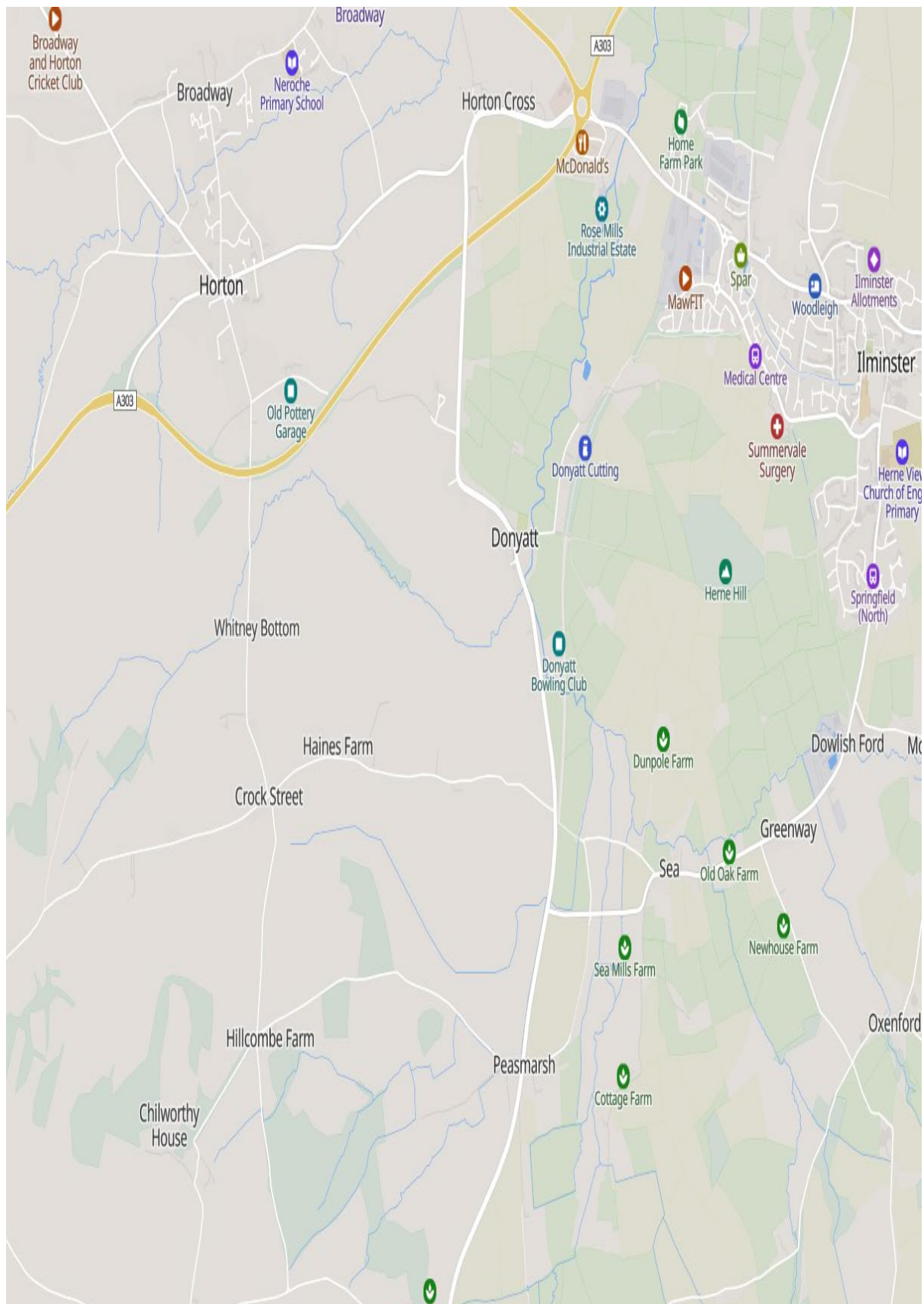
Local Contact No's:

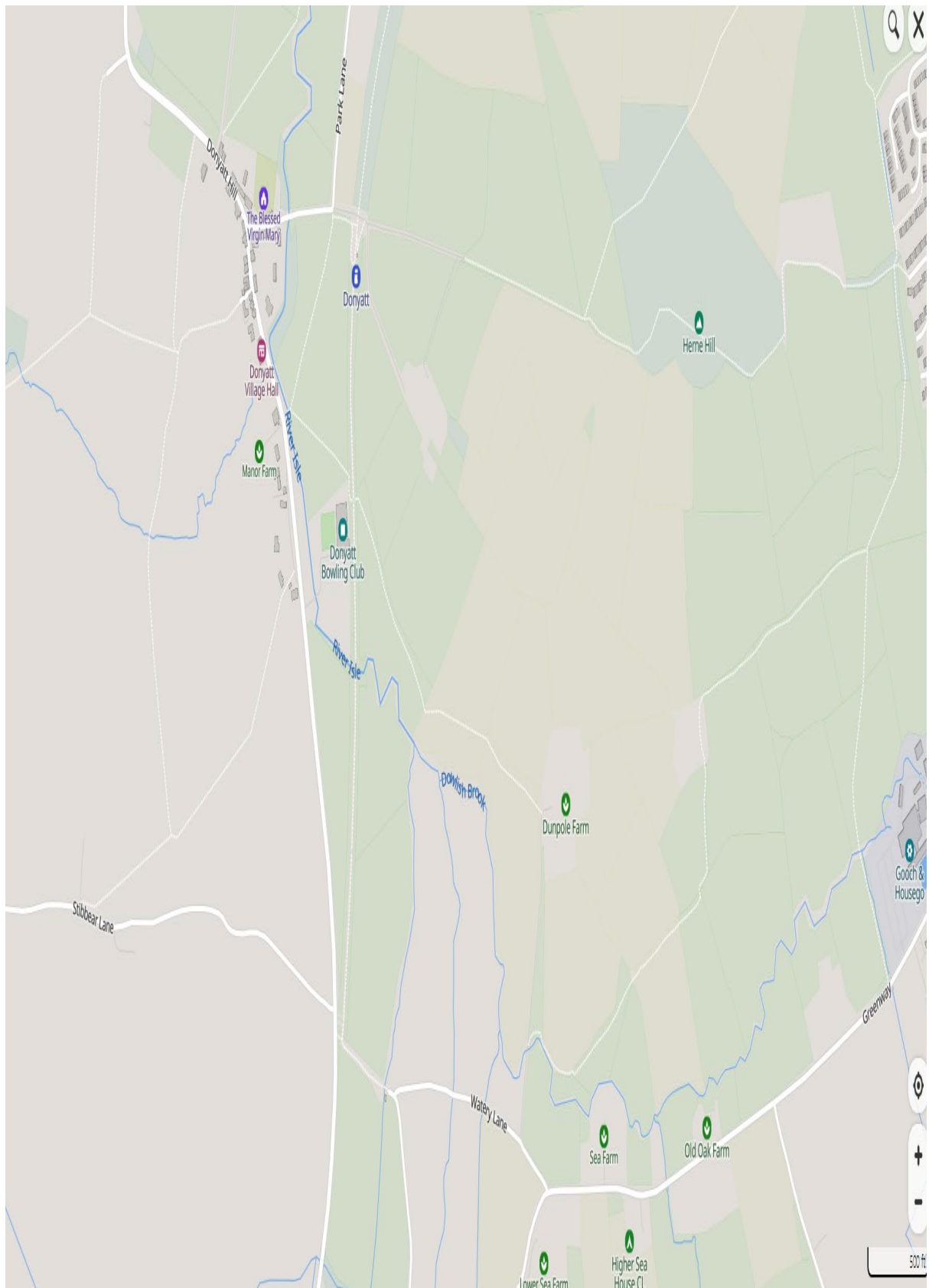
- Police: Non-emergency
Police number: 101
Chard Stn: 01460-238220 Liaison Officer:
Taunton Stn: 0117-9989112 Liaison Officer:
Yeovil Stn: 0117-9989112 Liaison Officer:
- Fire Brigade: Chard Stn: 01392-872200 Liaison Officer:
Taunton Stn: 01392-872200 Liaison Officer:
Yeovil Stn: 01392-872200 Liaison Officer:
- Ambulance: Ilminster: 01392-261500 Liaison Officer:
Taunton: 01823-278114 (24hrs) Liaison Officer:
Yeovil: 01935425640 (24hrs) Liaison Officer:
- Hospitals: Non-Emergency advice: 111
Taunton: 01823-333444
Yeovil: 01935-475122 or 01935-606060.
Bristol:
Southmead: 0117-9505050
Bristol Royal Infirmary: 0117-9230000

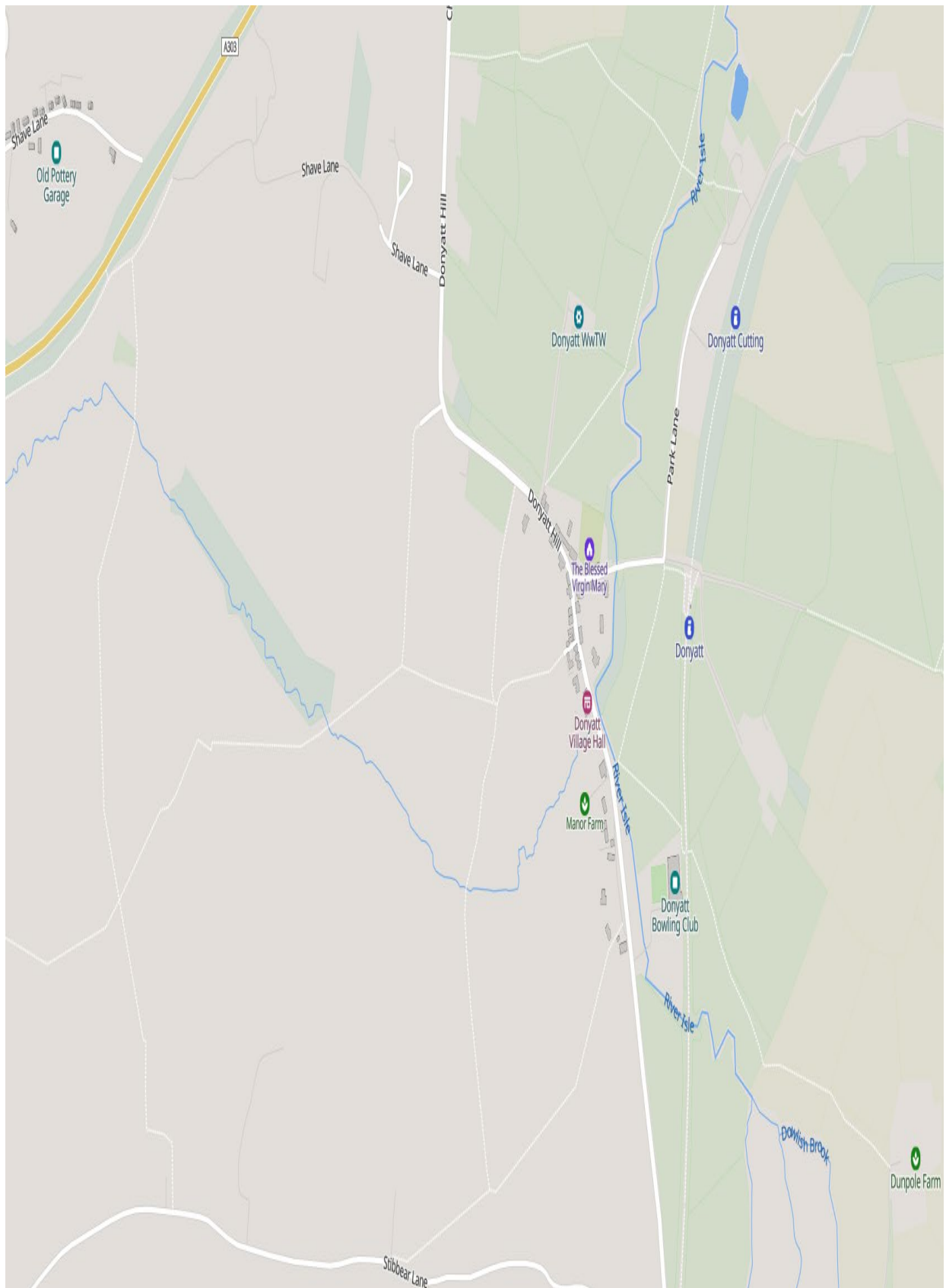
Support Services

- Contact Flood-line for advice
Flood-line helpline: Telephone: 0345 988 1188 - Textphone: 0345 602 6340.
Open 24 hours a day, 7 days a week
- National Power Cuts Service 105
- Samaritans 116 123

Maps of Area







Decisions Log

[illegible]

Log Keeper Name: _____ Signature: _____

Vulnerability List

[illegible]

Contingency Plans

What are Contingency Plans

- A contingency Plan is a check list / guide / prompt to carry out an action to manage an incident.
- Drafted beforehand to cover all perceived actions when the pressure is off.
- Always Plan for the worst and then scale back according to requirements of the incident.
- There is no limit to the number of Contingency Plans you can draft. The more the better.
- Contingency Plans can be used in conjunction with others to support one another.
- They should contain all that's necessary to manage an incident effectively.
- Should contain Contact information relevant to the incident management.
- Contact information, required actions and should provide options.
- Should hold check lists to record decisions made, justification and timings.

Contingency Plans

Index

1. Fire.
2. Road Traffic Accident / Road closures.
3. Missing Person
4. Loss of electricity.
5. Gas Leak / Toxic Waste leak
6. Floods.
7. Evacuation

1. Fire.

Information required:

- a. Location of fire.
- b. Contained.
- c. Emergency Services on scene or called.
- d. Persons on premises / missing.
- e. Injuries of persons & Severity.
- f. Location of injured.
- g. NOK Details. Informed?
- h. Cordon established.
- i. Road closures.
- j. Are there vulnerable persons affected.
- k. Evacuation / place of safety identified and opened.

Actions to consider

- a. Contact emergency Services if not already completed.
- b. Call in additional staff.
- c. Establish an Information room / point.
- d. Establish a cordon around incident area.
- e. Divert traffic.
- f. Open an evacuation / point of safety area.
- g. Divert victims / affected residents to Evacuation point.
- h. Deploy staff to assist Vulnerable persons.
- i. Link with emergency services and advise of actions. Identify First Aid personnel and apply aid as appropriate.
- j. Record details of all involved.
- k. Maintain a decisions log and record decisions made.

Actions at end of incident.

- a. Assemble staff and debrief.
- b. Identify issues and learning.
- c. Identify concerns of staff and offer support as required.
- d. Restock supplies and link with DVPC Chair to brief and share learning.

2. Road Traffic Accident

Information required:

- a. Location of accident
- b. Vehicles involved.
- c. Persons injured
- d. Persons trapped.
- e. Is there a fire.
- f. Emergency Services on scene or called.
- g. Are there any fatalities.
- h. NOK Details. Informed?
- i. Location of injured or dead.
- m. Cordon established.
- n. Road closures.
- o. Are there vulnerable persons affected.
- p. Evacuation / place of safety identified and opened.

Actions to consider

- a. Contact emergency Services if not already completed.
- b. Call in additional staff.
- c. Establish an Information room / point.
- d. Establish a cordon around incident area.
- e. Divert traffic.
- f. Open an evacuation / point of safety area.
- g. Divert victims / affected residents to Evacuation point.
- h. Deploy staff to assist Vulnerable persons.
- i. Link with emergency services and advise of actions. Identify First Aid personnel and apply aid as appropriate.
- j. Record details of all involved.
- k. Maintain a decisions log and record decisions made.

Actions at end of incident.

- a. Assemble staff and debrief.
- b. Identify issues and learning.
- c. Identify concerns of staff and offer support as required.
- d. Restock supplies and link with DVPC Chair to brief and share learning.

3. Missing Person

Information required:

- a. Who is missing.
- b. Personal details
- c. Male / Female – age – Address
- d. Do they have a mobile telephone – number. – Contacted?
- e. Any known medical conditions.
- f. Last seen.
- g. Wearing:
- h. Direction of travel.
- i. Were they accompanied by someone – Details?
- j. Previous history of absenting self.
- k. Known friends. Addresses.
- l. Who reported missing. Name contact details. Relationship
- m. NOK details. Informed?
- n. Have emergency Services been informed and are they dealing.
- o. Emergency Services Liaison Officer. Contact details.
- p. Has any searches been completed and by whom and at what time.
- q. Location of parents / Guardian / NOK.

Actions to consider

- a. Contact emergency Services if not already completed.
- b. Call in additional staff.
- c. Establish an Information room / point.
Link with Emergency Services and co-ordinate approach before taking action.
- d. Identify possible search areas and deploy staff to conduct.
- e. Support Parents / NOK / Guardians

Actions at end of incident.

- a. Assemble staff and debrief.
- b. Identify issues and learning.
- c. Identify concerns of staff and offer support as required.
- d. Restock supplies and link with DVPC Chair to brief and share learning.

4. Power Outage - Electricity

Information required:

- a. Who are affected by the outage. Addresses / Areas.
- b. National outage or Local?
- c. Have the electricity board been advised / Are aware and dealing.
- d. Is the expected return of service known.
- e. Are there vulnerable persons affected?
- f. Where are they now.
- g. Do any neighbours have power.

Actions to consider

- a. Contact electricity Services if not already completed.
- b. Call in additional staff.
- c. Establish an Information room / point.
- d. Deploy staff to assist Vulnerable persons.
- e. Can we relocate with neighbours.
- f. Do we need to open evacuation Centre. Do they have power.
- g. Can we allocate a generator to individual address or Evacuation Centre.
- h. Link with Electricity Services to obtain regular updates and share.

Actions at end of incident.

- a. Assemble staff and debrief.
- b. Identify issues and learning.
- c. Identify concerns of staff and offer support as required.
- d. Restock supplies and link with DVPC Chair to brief and share learning.

5. Gas Leak / Toxic Waste Spillage

Information required:

- a. Location of leak / smell / spillage.
- b. Have emergency Services been call or on scene.
- c. Have the Gas board been advised / Are aware and dealing.
- d. Have the Fire Brigade been informed and attending.
- e. Are there vulnerable persons affected?
- f. Are there any casualties.
- g. Where are they now.
- h. What are the NOK details. Have they been contacted.
- i. How long is the incident likely to take to make safe.

Actions to consider

- a. Contact Gas Board or Fire Brigade, if not already completed.
- b. Call in additional staff.
- c. Establish an Information room / point.
- d. Do we need to establish a cordon.
- e. Do we need to evacuate.
- f. Where is most appropriate to evacuation point to use.
- g. Deploy staff to assist Vulnerable persons.
- h. Do roads need to be closed or vehicles diverted.
- i. Link with Gas Board / Fire Bridges to obtain regular updates and share.

Actions at end of incident.

- e. Assemble staff and debrief.
- f. Identify issues and learning.
- g. Identify concerns of staff and offer support as required.
- h. Restock supplies and link with DVPC Chair to brief and share learning.

Note: Although there is no Gas supply to Donyatt there is a buried mains Gas pipe, which runs through the field to the north of the village.

6. Flood

Information required:

- a. Are the Emergency Services on site. If not, when are they expected.
- b. Who are those affected. Addresses / Areas.
- c. What is the current situation. Is it isolated or getting worse.
- d. Are there vulnerable persons affected?
- e. What measure are in place to act as barriers.
- f. Is the area accessible.
- g. What flood resources do we have.

Actions to consider

- a. Contact Emergency Services if not already completed.
- b. Call in additional staff.
- c. Establish an Information room / point.
- d. Can we relocate affected villagers with neighbours.
- e. Do we need to open evacuation Centre. Do they have power.
- f. Deploy staff to assist Vulnerable persons
- g. Deploy flood prevention resources to individual address.
- h. Link with Emergency Services to obtain regular updates and share.

Actions at end of incident.

- a. Assemble staff and debrief.
- b. Identify issues and learning.
- c. Identify concerns of staff and offer support as required.
- d. Restock supplies and link with DVPC Chair to brief and share learning.

Flood Marshalls

Role

Due to the possibility of isolation Flood Marshalls will be designated for each area of the parish, dependant on their own residential location. They are the first point of contact and will be responsible for managing their own designated areas. Roles can be interchangeable in event of absence from the area at time of flood.

Allocated Area Marshalls

David Light	Peasmarsh	01460-259891	Parish Council Chair
James Alttlesey	Stibbear lane	07545-207959	Parish Deputy Chair
Julia McKenzie	Sea	07905-848027	Councillor
Steve Payne	Donyatt village	07947-156966	Councillor

Required actions in event of flood

- a. Identify location.
- b. Liaise with local emergency services.
- c. Deploy signage to inform public of danger
- d. Check Vulnerable persons list and ascertain if affected by flooding – Render assistance, if required.
- e. Check residence affected to identify needs and render assistance, if required.
- f. Inform other call-in staff to assist with incident.
- g. Deploy flood prevention equipment, if held and as appropriate.

Actions at end of incident.

- a. Assemble staff and debrief.
- b. Identify issues and learning.
- c. Identify concerns of staff and offer support as required.
- d. Restock supplies and link with DVPC Chair to brief and share learning.

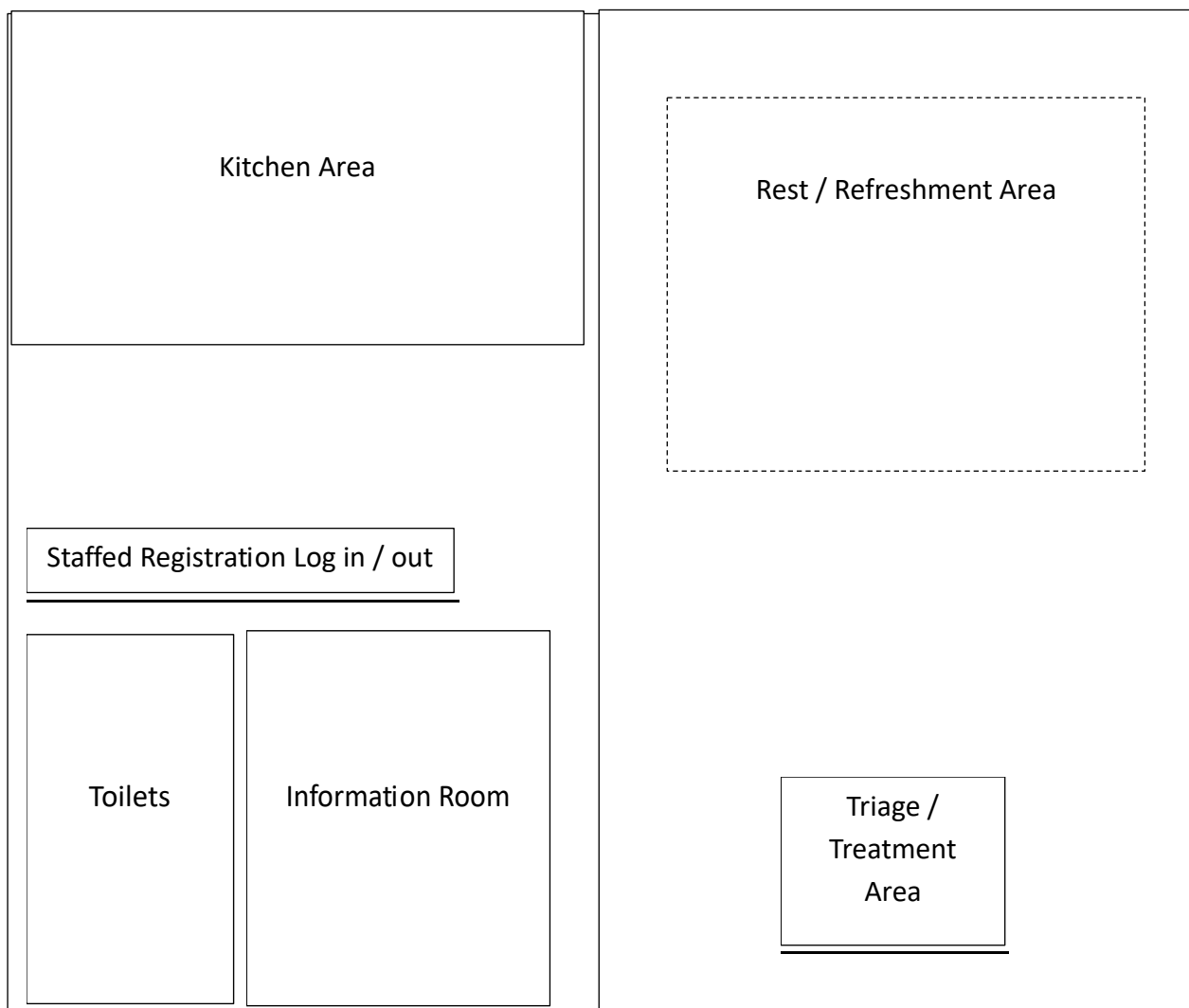
7. Evacuation Locations

Suggested Locations:

- Neighbour's / Private residency. – Privacy, personal support, refreshments.
- Donyatt Village Hall – Available rooms for Information room, Assembly Hall & kitchen.
Contact Hall Booking Officer - 0845 643 0288 (For access code and to advise of use).
- The Village Church. – Available rooms for Information room & Assembly Hall. **Mrs Trish Hands, Churchwarden & Safeguarding in Donyatt.** e-mail - 'trisha122@btinternet.com'
Tel; 01460 249734 / 07796 656538

Suggested elements / allocation of space is shown below:

Donyatt Village Hall (Major Incident)



Annexes

	Pages
a What's app Group.	29
b Vulnerable Person – Consent Form.	31
c Grab Bags.	32
d Flood Advice.	33

What's app Group

In order to allow free flow of information DPC have establish a 'What's App Group'.

The intention being that it offers another form of communication and information to those persons are resident in the parish that may be affected by any said incidents.

Inclusion in the group is voluntary, but to safeguard legal requirements the below consent form has been raised.

The form also includes an opportunity to volunteer to be used as part of the resources to deal with incidents. It lists availability, skill sets and resources (physically that could be made available towards the management of the incident).

[illegible]

What's App Registration Form for those wishing to join the group

Please note; A 'what's App' group has been set up as the communication method for this group.

You will be e-mailed the details when we have received your completed form, which should be returned to

Your Name:

Address:

Location in Parish: Donyatt Village / Sea / Peasmarch / Stibbear / Crock Street / Other
(please specify)

Telephone number: Landline;
Mobile;

E-mail address:

Availability: 24/7, Weekdays only, Weekends only, Daytime only. Other (please specify)

Area of knowledge and/or expertise that you could contribute:
e.g. General skills, medical experience & knowledge, construction, farming & livestock control, tree-clearance, transport, ex-armed forces/police/fire services/ power supply, other
(please specify).

Any equipment / plant / transport that you have that may be useful in an emergency:
e.g. Submersible water pumps, generators, portable lighting, tow-vehicles, chainsaws and other cutting equipment, vehicles that can cope with deep water, other equipment (please specify).

Your level of knowledge of Donyatt and immediate area (on foot as well as in a vehicle) in your own words please:

Signed: _____

Date: _____

Vulnerable Person – Consent Form

Name: _____

Address:

Tel No:

Nature of Vulnerability:	Blind	Mobility Issues	Hard of hearing / Deaf
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Other:

Declaration: I the undersigned provide and authorise the above information to be included in the Donyatt Emergency Plan information pack held by Donyatt Parish Council.

In the event of any incident (Flood, Fire, etc), I authorise and grant my permission to be contacted by *telephone, * in person or *both and to allow persons, delegated by DPC Emergency Manager to enter my property in order to assist me. I understand I may withdraw this authority at any time, by informing Donyatt Parish Council Clerk.

The aforesaid permission to enter is only authorised if I am *thought to be physically present in my property. (*Delete as appropriate)

Signed: _____ Print Name: _____ Date: _____

Witnessed by: _____ Print Name: _____ Date: _____

Grab Bags

Contents bag 1

Admin

- a. Copy of Emergency Plan.
- b. Decisions Log.
- c. Maps of Area. X 3 copies of each.
- d. Pens & writing pads.
- e. Clipboards x 6.
- f. Wipe board Markers.
- g. Envelopes.
- h. Sticky Tape.
- i. Labels.
- j. Radio

Aids / Tools

- k. High Visibility Vests x 10
- l. Torches x 8
- m. Flasks
- n. Warning Triangles
- o. Replacement batteries
- p. Box of gloves (Disposable)
- q. Black masking tape x 10 reels.

First Aid

- r. Survival blankets / foil blankets x 30.
- s. First Aid kit.
- t. Blood Stop kit.

Catering

- u. Tea coffee.
- v. Sugar / Sweetener.
- w. Milk shackets / powder milk.

Note: 4 x Identical bags of equipment (excepting radio system), will be deployed. One located with each Parish Councillor identified as Flood Wardens for their respective areas of the parish. This provides the ability to independently activate and support the plan in each of the four parish areas. This will also provide greater management and reaction cover for incidents, in the event of isolation (flooding barriers), or other absences preventing Councillors an ability to initiate the plan in the main village area. All equipment would come together in the event of a serious or protracted incident.

Flood Advice

Contact Flood line for advice

Flood line helpline

Telephone: 0345 988 1188

Textphone: 0345 602 6340

Open 24 hours a day, 7 days a week

If you are in an area at risk of flooding:

- Move to higher ground if you are in an area at risk of flooding and it is safe to do so.
- Move important items and valuables upstairs or to a safe place.
- Turn off gas, electricity, and water supplies if you can do so safely.
- Keep medication, essential documents and a mobile phone with you.
- Call 999 if you are in immediate danger.

If your property has been flooded, please report it here: https://orlo.uk/report_flooding_oN2kD

Check what you can do to prepare (visit the link in the comments)

For updates on road conditions follow Devon Alert

Follow Met Office for weather alerts and latest updates
#stayweatheraware

River Watch Scheme

Working in conjunction with the Chard Reservoir Warden and other spotters located along the route of the river Isle (Chard to Ilminster) Donyatt has two spotters responsible for monitoring and reporting the level of the river Isle through the village.

The purpose of these persons is;

1. To liaise with the Warden to ensure that the river has capacity to accept additional water from the reservoir, when levels need to be lowered and sluice gates opened.
2. To inform the Warden when the village is experiencing flooding, so that measure are taken to prevent adding water volume to an existing problem.
3. Communication is made by direct telephone, email and a What's App group.

Spotters / Monitors in Donyatt Village are:

Steve Payne	Donyatt village	07947-156966	Councillor
Peter Walker	Donyatt village	0971-675239	Resident

Reservoir Warden

Hannah Stanton	Warden	07771-111955	
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