

# ASTLEY VILLAGE PARISH COUNCIL

MEETING: Full Council Meeting, Wednesday, 7 September 2016 at **7.00 pm**

VENUE: Astley Village Community Centre, Hallgate, Astley Village

---

## A G E N D A

270.01 Apologies for Absence

Receive members' apologies.

270.02 Declarations of Interest

Members can declare interests in this agenda item, or when arise during a meeting.

270.03 Public Participation - Residents Matters

In accordance with Standing Order 70 - the Chairman may adjourn the meeting so as to allow any members of the public to address the meeting in relation to the business to be transacted at that meeting. Councillors will refrain from speaking in the public participation section.

270.04 Minutes of Council Meeting

Approve and sign the circulated minutes of the meeting as a correct record.

270.05 Clerk Report

Reports on ongoing projects and work, and updates on reports and requests from prior meetings.

270.06 Statutory Business

Consider any planning applications relevant to the village and formulate a response.

270.07 Financial Matters

- i) Consider applications for payment made to the Council (see report)
- ii) Approve financial monitoring statements (see reports)
- iii) Receive and approve the Annual Return and report from the External Auditor
- iv) Banking arrangement changes, decide how to proceed

270.08 Review the effectiveness of system of Internal Audit, and Internal Audit Plan

Review documents (Item 8)

270.09 Christmas Event Planning

Set date, discuss details and requirements (Item 9)

270.10 Financial Risk Assessment review

Review and approve the risk document (Item 10)

270.11 Environment Reports

Receive progress report (attached).

270.12 Reports from Parish Council representatives on Other Bodies

Chorley Three Tier Liaison Forum - LL  
Astley Park Advisory Committee - KR  
Neighbourhood Working Forum - LL

Friends of Astley Park - KR  
PACT - ML  
Places For People Green Team - RF

270.13 Matters for information

Notify the Chair of any item to be brought under this section, prior to the meeting. Only items requiring urgent attention, information, referral to another authority, or matters offered for consideration at a future meeting can be raised. No legal decisions or spend can be agreed.

**2016 meeting dates: 7pm Wednesdays: 7 September, 2 November**

*D. Platt*  
Clerk

Date: 31/08/16

**MINUTES** of Astley Village Parish Council meeting held Wednesday, 13 July 2016 at Astley Village Community Centre, Hallgate, Astley Village.

Present Cllrs A Bridge, R Fraser, I Handley, C Lennox, L Lennox (Chairman), M Lynch, J McAndrew, K Robinson.  
Clerk Mrs D Platt.

269.01 Apologies for Absence

RESOLVED: Council resolved that Mr Almond had not attended for six months and so is no longer a Councillor.

269.02 Declarations of Interest - none

269.03 Public Participation

None present.

269.04 Minutes of Meeting

RESOLVED: Minutes of the Council meeting of 4 May 2016 were accepted as a correct record and signed by the Chair.

269.05 Clerks Report

Members received the report.

269.06 Statutory Business

Consultation for the Westway Recreation Fields and Rugby Club development. Discussed some objections, access points for Westway fields, and access on to Westway for the proposed care home.

Discussed parking, land behind the school, parking for events.

Can we ask for a presentation at the next Council meeting from the joint group.

RESOLVED: Council resolved to suspend standing orders.

A resident asked where the care home was to be sited.

Water on Westway which appears from the new development at the rugby club, ML has reported this.

Overnight commercial lorry parking still in the lay by and Hallgate car park.

RESOLVED: Council resolved to restore standing orders.

Chase Lancashire County Council for the parking signage for the lay by.

269.07 Financial Matters

i) Consider applications for payment made to the Council

RESOLVED: The following requests for payment/standing orders were approved.

£	24.00	Easy Websites	Monthly rental July
£	278.06	Employee 1	Salary July 16
£	79.63	Employee 2	Salary July 16
£	606.67	Employee 3	Salary July 16
£	69.60	HMRC	Tax & NI July 2016
£	1944.00	Furnitubes	New seats x 3
£	323.50	Employee 1	Salary August 16
£	79.63	Employee 2	Salary August 16

£	606.67	Employee 3	Salary August 16
£	80.80	HMRC	Salary August 16

ii) Approve financial monitoring statements.

RESOLVED: Council approved the monitoring figures.

iii) Banking arrangements

Discussed the bank charges which Unity Bank has informed it will be charging at £6 per month. Options are to revert back to writing cheques, pay the bank charges, look for another bank.

Proposal to stay with Unity for 6 months and find another product.

RESOLVED: Proposed remain with Unity until the next meeting, and look for another product, was agreed.

269.08 Woodland Trust

Not taken forward.

269.09 Environment Reports

Our flower beds had been eaten by slugs and snails.

Collection of rubbish and leaves on the path by the Indian restaurant.

Planter at the entrance to Great Meadow, not planted yet.

Car coming out of Broadfields have trouble seeing because of the overgrown hedges but it is not out of nesting season yet. Report to Places for People.

Also coming out of the shop car park, needs also reducing down.

Ash trees on Chancery, between Long Copse and Ravensthorpe extending over the paths dead branches need removing. The sections over grass is waterlogged.

Dead wood is being left as nature piles but the fence posts have been removed.

Derian House fence on Euxton Lane have fenced in the Cycle post signs within their land. Not sure if this was on the planning application. ML will pursue.

New owner of the Baron's Rest – can we ask for the back to be cleaned up, litter, hedge, untidy. Contact the pub company to ask tenants to tidy up.

Dog bin on Derian field is inaccessible, chase our request to change to a litter bin which is accessible from both side.

Between Browns Hey and Clough Acre it is very wet.

269.10 Reports from Councillors who represent the Parish Council on Other Bodies

Astley Park Advisory Committee – KR netting on the front of the Hall for repairs, museum upstairs, open up more, Remembers exhibition may go back in farmhouse, young apprentices in the work. Exhibitors from 11 to 32 for the flower show, another marquee, side shows by the bowling greens, bridge from steps to other side of the lake, animals, putting green, 25 independent traders. New Glass house open tomorrow, new planters and planting. May possibly get the green flag award again.

Reed bed finished, Japanese knot weed found when looking for giant hog weed, spraying the knot weed now. Reviewing lighting in the park again, renewing the tennis courts.

New flyers available showing the parks features, a map etc. and a special page featured in Lancashire Life.

Toilets were reported as they close too early in Summer, when people are using the park.

Neighbourhood Working Group – discussed the new rail for the path and steps leading to the underpass. Discussed a defibrillator being sited at the Community Centre location. Promised action on the grass patch at the front. Informed that the bushes behind the new planter were an addition and weren't originally planned and it is now full of weeds and looks messy.

Friends of Astley Park – KR Friday picking up Bat Boxes and will be installed in Dog Trap Wood. Arranging a bat walk, following the previous successful bat walk. Continuing growing wildflower plants. Fountain – hoping for a Tesco grant for work on the lower fountain.

PACT – ML reported that the meetings have now stopped. Write to thank for the report, sorry we have lost the PACT meeting and need information and regular reports, information about the drop/pop in meetings as there appears to be none arranged, and so we can publicise. If there are issues they should come to the Council meetings.

Register parish for the In The Know and circulate.

Green Team – RF helping with the allotment, PfP noticeboards have been ordered (they are in storage) but are awaiting landscape team to finish. Spoke to PfP about the Green Team and he informed that the team don't meet. Green Team under review – community food garden may receive support, new team may not have time to run this team. Will get more information and present back to the meeting.

If the group disbands, will the payments cease being taken from residents? This will be reported back to the next meeting.

#### 269.11 Matters for information

The Chairman declared the public part of the meeting closed.

**2016 meeting dates: 7pm Wednesdays: 7 September, 2 November.**

**4 January 2017, 1 March, 3 May, 5 July, 6 September, 1 November.**

8.30

**CLERK'S REPORT (FOR INFORMATION ONLY)**

**QUESTIONS/ISSUES FROM MEETINGS/ ONGOING PROJECTS**

An invitation made at the last meeting to the group developing the plans for Westway and the Rugby Club land to visit the Council was accepted.

Neighbourhood Officer was invited to attend the next meeting – but they couldn't make the September date.

Empty property report (Long Copse) - Council Tax visited 19/5/16 to speak to the owner and see where he is up to. Currently paying 150% Council Tax and claims to be living there albeit not all of the time. Asked for a further update.

Seats – the three benches were installed in mid August at the three chosen locations along with the replacement of the doggy bin at the corner of Derian field to a dual purpose bin, closer to the fence.

**PLANNING APPLICATIONS / DECISIONS**

Applications

16/00729/FULHH 108 Wymundsley – circulated info to Cllrs via email on 9 August and appeared on the 12 August planning list.

**CONSULTATIONS / INVITATIONS**

LCC – information published for the Scrutiny Committee on the revised budget proposals and plans for LCC changes circulated to Councillors on 1 September

Chorley Council – request for opinion on request to buy portion of land behind The Farthings circulated to Councillors on 11 August – response sent.

Invitation to a Fracking talk at Wheelton Village Hall on 5 September, circulated to Councillors on 19 August

Parish Champion newsletter circulated on 4 August

**TRAINING**

SLCC branch meeting 8<sup>th</sup> September

# **ASTLEY VILLAGE PARISH COUNCIL**

1 April 2016 to 31 March 2017

## **CHEQUE LIST**

September meeting

Date	Creditor	Description	Cheque No	Total	Vat	Net	Budget	S137
01/08/16	Easy Websites	Monthly rental August	SO	24.00	4.00	20.00	01-8	
01/09/16	Easy Websites	Monthly rental August	SO	24.00	4.00	20.00	01-8	
07/09/16	Employee 1	Reimbursements	1465	214.33	21.77	192.77	01-2	
22/09/16	Employee 1	Salary September 16	SO	323.50		323.50	01-6	
22/09/16	Employee 2	Salary September 16	SO	79.63		79.63	01-6	
22/09/16	Employee 3	Salary September 16	SO	606.67		606.67	01-6	
22/09/16	HMRC	Tax & NI September 2016	UT'061	80.80		80.80	01-6	
20/10/16	Employee 1	Salary October 16	SO	323.30		323.30	01-6	
20/10/16	Employee 2	Salary October 16	SO	79.63		79.63	01-6	
20/10/16	Employee 3	Salary October 16	SO	606.67		606.67	01-6	
20/10/16	HMRC	Tax & NI October 2016	UT'062	81.00		81.00	01-6	
				2443.53	29.77	2413.97		


**INCOME**

[illegible]

# Astley Village Parish Council

## Summary

1 April 2016 to 31 March 2017

£

### Receipts and Expenditure Account

#### Receipts

Precepts	23653.00
Grant (with precept)	0.00
Transfers	0.00
Bank Interest	4.92
Advertisements	70.00
VAT on Receipts/Recovered	0.00
Total Receipts	<u>23727.92</u>

#### Expenditure Total

11444.40

### Income & Expenditure Reconciliation

Balance Brought Forward at 1 April 2016	24128.99
Add: total receipts to date	+ 23727.92
Less: total expenditure to date	- 11444.40
Balance	<u>36412.51</u>

### Bank Reconciliation

Community Account (chequeing account)	29/07/16	+	500.00
Bus. Premium Account 1 (higher interest)	29/07/16	+	25899.67
Unity Trust Bank account	31/08/16		9481.17
Unify Credit Union deposit	30/06/16		5000.00
Less unrepresented cheques/ET/SO		-	4468.33
Plus uncleared credits		+	<u>36412.51</u>

	July cheques	
	1464	1944.00
	UT'60	80.80
	Sept cheques	2443.53
<u>unrepresented cheques</u>		
		<u>4468.33</u>



# Astley Village Parish Council

Budget Spends		1 April 2016 to 31 March 2017							
			Ear-marked Reserve or C/F	Precept 2016/2017	Transfers	Total Budget	Spend to date (ex vat)	Income	Budget Remain
01 - ADMINISTRATION	01-1	Room Hire		75		75	0		75
	01-2	Office/Sundry		600		600	185		415
	01-3	Insurance		350		350	371		-21
	01-4	Auditors/Accounts		150		150	50		100
	01-5	Election/by-election/polls	3,831	0		3,831	0		3,831
	01-6	Employees		14000		14,000	7,634		6,366
	01-7	Employee Gratuity Fund/Pension Payments	2,250	0		2,250	0		2,250
	01-8	IT/Website		330		330	88		242
02 - COUNCIL	02-1	Newsletter/Publications		800		800	427	70	443
	02-2	Village Caretaker		800		800	0		800
	02-3	Training		150		150	0		150
	02-4	Grant fund/local projects & groups		500		500	0		500
	02-6	General Reserve	9,739			9,739	0	5	9,744
03 - PLAN	03-1	Christmas		250		250	0		250
	03-2	Village Improvements	2,042			2,042	1,683		359
04- TRANSPARENCY	04	Grant: IT Computer/website	532			532	532	0	0
		Precept in						23,653	
		Other in						0	
All expenditure figures exclude vat			18,394	18,005		36,399	10,971	23,728	25,503
VAT spent			£473.90						

## REVIEW OF EFFECTIVENESS OF THE SYSTEM OF INTERNAL AUDIT

### APPENDIX A - Meeting the Standards

Expected Standard	Evidence of Achievement	Response
1. Scope of internal audit	Internal Audit Tests (Auditor provided with a pro-forma to complete called 'Internal Audit Plan')	Yes
2. Independence	<ul style="list-style-type: none"> <li>Internal Auditor has direct access to those charged with governance.</li> <li>Reports are made in own name to management/Council via a report.</li> <li>Auditor does not have any other role within the council.</li> </ul>	Yes
		Yes
		Yes
3. Competence	No evidence that internal audit work has not been carried out ethically, with integrity and objectivity.	Yes
4. Relationships	<ul style="list-style-type: none"> <li>Responsible officer (Clerk) is consulted on the internal audit plan and on the scope of each audit.</li> <li>Responsibilities for officers and internal audit are defined in relation to internal control, risk management.</li> <li>The responsibilities of council members are understood; training of members is carried out as necessary.</li> </ul>	Yes
		Yes
		Yes
5. Audit Planning and reporting	<ul style="list-style-type: none"> <li>The Internal Audit Plan properly takes account of corporate risk.</li> <li>The plan has been approved by the council.</li> <li>Internal Auditor has reported in accordance with the plan.</li> </ul>	Yes
		Yes
		Yes

### APPENDIX B - Characteristics of Effectiveness

Characteristics of 'effectiveness'	Evidence of Achievement	Response
Internal audit work is planned	Planned Internal audit work is based on risk assessment and designed to meet the body's governance assurance needs.	Yes
Understanding the Council's needs and objectives	The annual audit plan demonstrates how audit work will provide assurance in relation to the body's annual governance statement.	Yes
Be seen as a catalyst for change	Supportive role of audit for corporate developments such as corporate governance review, risk management and ethics.	Yes
Add value and assist the Council to achieve its objectives	Demonstrated through positive Council response to recommendations and follow up action where called for.	Yes
Be forward looking	Changes on national agenda are considered when the Internal Audit guidance is reviewed. Internal audit maintains awareness of new developments in the services, risk management and corporate governance.	Yes
Be challenging	Internal audit focuses on risks and encourages managers/members to develop their own responses to risks, rather than relying solely on audit recommendations. The aim of this is to encourage greater ownership of the control environment.	Yes
Ensure the right resources are available	<ul style="list-style-type: none"> <li>Adequate resource is made available for internal audit to complete its work.</li> <li>Internal auditor understands the body and the legal and corporate framework in which it operates.</li> </ul>	Yes
		Yes

Reviewed at Council Meeting Date:

## INTERNAL AUDIT PLAN

Internal Control	Suggested test	Response
Proper bookkeeping	<ul style="list-style-type: none"> <li>Is the cashbook maintained and up to date?</li> <li>Is the cashbook arithmetic correct?</li> <li>Is the cashbook regularly balance?</li> </ul>	
a) Standing Orders and Financial Regulations b) Payment controls	<ul style="list-style-type: none"> <li>Has the Council formally adopted standing orders and financial regulations?</li> <li>Has a Responsible Financial Officer been appointed with specified duties?</li> <li>Have items or services above a de minimis amount been competitively purchased?</li> <li>Are payments in the cashbook supported by invoices, authorised and minuted?</li> <li>Has VAT on payments been identified, recorded and reclaimed?</li> <li>Is s137 expenditure separately recorded and within statutory limits?</li> </ul>	
Risk management arrangements	<ul style="list-style-type: none"> <li>Does a scan of minutes identify any unusual financial activity?</li> <li>Do the minutes record the council carrying out an annual risk assessment?</li> <li>Is insurance cover appropriate and adequate?</li> <li>Are internal financial controls documented and regularly reviewed?</li> </ul>	
Budgetary controls	<ul style="list-style-type: none"> <li>Has the Council prepared an annual budget in support of its precept?</li> <li>Is actual expenditure against the budget regularly reported to the Council?</li> <li>Are there any significant unexplained variances from budget?</li> </ul>	
Income controls	<ul style="list-style-type: none"> <li>Is income properly recorded and promptly banked?</li> <li>Does the precept recorded in the cashbook agree to the District Council's notification?</li> <li>Are security controls over cash adequate and effective?</li> </ul>	
Reimbursement procedures	<ul style="list-style-type: none"> <li>Is all petty cash spent recorded and supported by VAT invoices/receipts?</li> <li>Is petty cash expenditure reported to each Council meeting?</li> <li>Is petty cash reimbursement carried out regularly?</li> </ul>	
Payroll controls	<ul style="list-style-type: none"> <li>Do salaries paid agree with those approved by the Council?</li> <li>Are other payments to the Clerk reasonable and approved by the Council?</li> <li>Has PAYE/NIC been properly operated by the Council as an employer?</li> </ul>	
Asset controls	<ul style="list-style-type: none"> <li>Does the Council keep an asset register of all material assets owned?</li> <li>Are the Asset/Investments registers up to date?</li> <li>Do asset insurance valuations agree with those in the asset register?</li> </ul>	
Bank reconciliation	<ul style="list-style-type: none"> <li>Is there bank reconciliation for each amount?</li> <li>Is bank reconciliation carried out regularly on the receipt of statements?</li> <li>Are there any unexplained balancing entries in any reconciliation?</li> </ul>	
Year end procedures	<ul style="list-style-type: none"> <li>Are year-end accounts prepared on the correct accounting basis (R&amp;P)?</li> <li>Do accounts agree with the cash book?</li> <li>Is there any audit trail from underlying financial records to the accounts?</li> </ul>	

AUDITOR NAME: ..... SIGNATURE: ..... DATE: .....

## Parish Council Financial Risk Assessment

### Notes

This document has been produced to enable the Parish Council to assess the Financial risks that it faces and satisfy itself that it has taken adequate steps to minimise them. In conducting this exercise, the following plan was followed:

- Identify the areas to be reviewed.
- Identify what the risk may be.
- Evaluate the management and control of the risk and record all findings.
- Review, assess and revise if required.

<b>FINANCIAL AND MANAGEMENT</b>				
<b>Subject</b>	<b>Risk(s) Identified</b>	<b>H / M / L</b>	<b>Management/Control of Risk</b>	<b>Review/Assess/Revise</b>
Councillors	Loosing Councillor membership or having more than 7 vacancies at any one time	L  L	When a vacancy arises there is a legal process to follow. This either leads to a bye-election or into a co-option process. An election is out of the Parish Council's control. The co-option process begins with an advert, acceptance of applications, consideration of applicants and co-option vote at a Council meeting then appointment. If there are more than 7 vacancies at any one time on the Council it becomes non quorate. The legal process of the Borough Council appointing members takes place.	Existing procedures adequate.  Procedures of another body are adequate.
Business continuity	Risk of Council not being able to continue its business due to an unexpected or tragic circumstance	L	There is a business continuity plan in place.	Review plan when necessary.
Precept	Adequacy of precept Requirements not submitted to CBC in time Amount not received by CBC	L L L	To determine the precept amount required, the Parish Council regularly receives budget update information and the precept is an agenda item at full Council. At the Precept meeting Council receives a budget update report, including actual position and projected position to end the year and indicative figures or costings obtained by the Clerk. With this information the Council maps out the required monies for standing costs and projects for the following year and applies specific figures to budget headings, the total of which is resolved to be the precept amount to be requested from Chorley Borough Council. This figure is submitted by the Clerk to CBC. Precept should be considered by Council before the deadline - deadline should be ascertained from CBC asap. The Clerk informs Council when the monies are received (approx April/May time).	Existing procedure adequate.
Precept	Risk to precept tax base figure	M	Identified risk of falling tax base figure. Monitored at precept setting of 2013/14, 2014/15 & 2015/16. Identified savings and changes	Monitor cost saving changes and tax base figure.
Financial records	Inadequate records Financial irregularities	L L	The Council has Financial Regulations which set out the requirements.	Existing procedure adequate. Financial Regulations reviewed last 06/11/13.

## Parish Council Financial Risk Assessment

FINANCIAL AND MANAGEMENT				
Subject	Risk(s) Identified	H / M / L	Management/Control of Risk	Review/Assess/Revise
Bank and banking	Inadequate checks	L	The Council has Financial Regulations which set out the requirements for banking, cheques and reconciliation of accounts.	Existing procedure adequate. Monitor the bank statements monthly.  Look for alternative.
	Bank mistakes	L	The bank does make occasional errors in processing cheques which are discovered when the Clerk reconciles the bank accounts once a month when the statement arrives, these are dealt with immediately by informing the bank and awaiting their correction. Council would choose replacements but the bank takes time to implement changes, this mostly happens after an AGM/election.	
	Loss	L		
	Charges	L		
	Loss of signatories	L		
	Opening new bank account (Unity Trust)	L	Limited to a trial for salaries – will be monitored. 2016 risk is the bank conditions changes which implement bank charges.	
Cash / Loss	Loss through theft or dishonesty	L	The Council has Financial Regulations which set out the requirements. Cash/cheques received are banked within 3 banking days. There is no petty cash or float. This is audited by the Internal Auditor annually.	Existing procedure adequate.
Litigation	Potential risk of legal action being taken against the Council	L	Public liability insurance covers general personal injury claims where the Council is found to be at fault, but not spurious or frivolous claims - these cannot be insured against.	Insurance is adequate for requirements but there is still risk of other claims.
Reporting and auditing	Information communication	L	A monitoring statement is produced regularly and presented to Council, discussed and approved at the meeting. This statement includes, bank reconciliation, budget update, and a breakdown of receipts and payments balanced against the bank.	Existing procedure adequate.
	Compliance	L	Council should regularly audit internally to comply with the Fidelity Guarantee.	
Direct costs Overhead expenses Debts	Goods not supplied but billed	L	The Council has Financial Regulations which set out the requirements.	Existing procedure adequate.
	Incorrect invoicing	L	At each Council meeting the list of invoices awaiting approval is distributed to Councillors, and considered. One Councillor is nominated to check each invoice against the cheque book and associated paperwork and initials the invoices. Council approves the list of requests for payment. The Council has minimal stocks, these are checked and monitored by the Clerk. Unpaid invoices to the Council for adverts in the newsletter or services are pursued and where possible, payment is obtained in advance.	
	Cheque payable incorrect	L		
	Loss of stock	L		
	Unpaid invoices	L		
Grants and support - payable	Power to pay Authorisation of Council to pay	L	All such expenditure goes through the required Council process of approval, minuted and listed accordingly if a payment is made using the S137 power of expenditure. Reviewed and application form introduced in November 2012.	Existing procedure adequate. Parish Councillors to request S137 rules if required.
Grants - receivable	Receipts of Grant	L	The Parish Council does not presently receive any regular grants. One off grants would come with terms and conditions to be satisfied.	Procedure would need to be formed, if required.
Charges - rentals payable	Payments of charges, leases, rentals	L	The Parish Council rents garage space from Places For People for an annual fee and there is an agreement in place for these arrangements. Community centre is booked in advance and billed periodically.	Existing procedure adequate.
Charges - rentals receivable	Receipt of rental	Negative	Presently we have no arrangements in place	

## Parish Council Financial Risk Assessment

<b>FINANCIAL AND MANAGEMENT</b>				
<b>Subject</b>	<b>Risk(s) Identified</b>	<b>H / M / L</b>	<b>Management/Control of Risk</b>	<b>Review/Assess/Revise</b>
Best value Account-ability	Work awarded incorrectly Overspend on services	L L	Normal Parish Council practice would be to seek, if possible, more than one quotation for any substantial work required to be undertaken or goods. For major contract services, formal competitive tenders would be sought. If a problem is encountered with a contract the Clerk would investigate the situation, check the quotation/tender, research the problem and report to Council. This is covered in the Financial Regulations.	Existing procedure adequate. Council need to specify exactly how it wants a contract to be carried out ie; in house or by contractor.
Salaries and assoc. costs	Salary paid incorrectly Wrong hours paid Wrong rate paid False employee Wrong deductions of NI or Tax Unpaid Tax & NI contributions to the Inland Revenue	L L L L  L  L L	The Parish Council authorises the appointment of all employees through a Committee. Salary rates are assessed annually by a Committee and applied on 1 April each year. Salary analysis and slips are produced by the Clerk monthly together with a schedule of payments to the Inland Revenue (for Tax and NI). These are inspected at the Council meetings and signed off. The Tax and NI is worked out using an Inland Revenue computer programme updated annually. All Tax and NI payments are submitted in the Inland Revenue Annual Return. The Caretakers each submit a weekly time sheet containing hours, tasks. These are checked and initialled by the Clerk and submitted into the records. Each has a contract of employment and job description. The Clerk has a contract of employment and job description. All contracts of employment contain a section on overpayment and recoup. Following review, salary cheques/standing orders written out in advance and paid on time.	Existing appointment system adequate. A Personnel Committee was set up to deal with any queries or scheduled business.
Employees	Loss of key personnel Fraud by staff Actions undertaken by staff Health & Safety	L L L	Reference to the Continuity Plan should be made in case of loss of key personnel. The requirements of the Fidelity Guarantee insurance to be adhered to with regards to Fraud. The Clerk should be provided with relevant training, reference books, access to assistance and legal advice required to undertake the role. The Caretakers should be provided with adequate direction and safety equipment needed to undertake the roles, ie. protective clothing and training.	Existing procedure adequate. Purchase revised books. Membership of the SLCC. Monitor working conditions, safety requirements and insurance regularly.
Councillor allowances	Councillors over-paid Income tax deduction	Negative	No allowances are allocated to Parish Councillors.	No procedure required.
Election costs	Risk of an election cost	M	Risk is higher in an election year, but still a risk that a bye-election is called for any casual vacancy. When a scheduled election is due, Clerk obtains estimate of costs from the CBC for a full election and an uncontested election. No measures can be adopted to minimise the risk of having elections, as this is a democratic process. Council saves a sum each year to carry forward in case of an election at a four year interval, bye-elections are not accounted for.	Council has precepted an amount and planned for the four year period to build up the fund.
VAT	Re-claiming/charging	L	The Council has Financial Regulations which set out the requirements. VAT is reclaimed regularly.	Existing procedure adequate.
Employers Annual Return	Paying and accounting for NI and Tax of employees salaries	L	Employer's Annual Return is completed and submitted online to the Inland Revenue within the prescribed time frame by the Clerk.	Existing procedure adequate.
Audit - Internal Audit	Completion within time limits	L L	Internal auditor is appointed by the Council. Internal auditor is supplied with the relevant documents to audit and the form to complete and sign for the External Auditor. Procedures are all covered in the 'Review of Effectiveness of the system of Internal Audit' which is reviewed annually.	Existing procedure adequate. Internal Auditor to be appointed

## Parish Council Financial Risk Assessment

<b>FINANCIAL AND MANAGEMENT</b>				
<b>Subject</b>	<b>Risk(s) Identified</b>	<b>H / M / L</b>	<b>Management/Control of Risk</b>	<b>Review/Assess/Revise</b>
Annual Return	Completion/Submission within time limits	L	Annual Return is completed and signed by the Council, submitted to the internal auditor for completion and signing then checked and sent on to the External Auditor within time limit.	Existing procedure adequate.
Legal powers	Illegal activity or payments	L	All activity and payments within the powers of the Parish Council to be resolved and minuted at Full Parish Council Meetings, including a reference to the power used. As per the Financial Regulations prescribe.	Existing procedure adequate.
Minutes/ Agendas/ Notices Statutory documents	Accuracy and legality Business conduct	L L	Minutes and agenda are produced in the prescribed method by the Clerk and adhere to the legal requirements and best practice guidelines. Minutes are approved and signed at the following Council meeting. Minutes and agenda are displayed according to the legal requirements. Business conducted at Council meetings should be managed by the Chair.	Existing procedure adequate.
Members interests	Conflict of interest Register of Members interests	L L	The declaring of interests by members at a meeting is on the agenda to remind Councillors of their duty. Register of Members Interest forms should be reviewed regularly by Councillors.	Existing procedure adequate. Members to take responsibility to update their Register.
Insurance	Adequacy Cost Compliance Fidelity Guarantee	L L L L	A review is undertaken (before the time of the policy renewal) of all insurance arrangements in place. Employers and Employee liability insurance is a necessity and must be paid for. Ensure compliance measures are in place. Ensure Fidelity checks are in place.	Existing procedure adequate. Review insurance provision annually. Review of compliance.
Data protection	Policy Provision	L	The Council is registered with the Data Protection Agency.	Ensure annual renewal of registration.
Freedom of Information Act	Policy Provision	L M	The Council has a model publication scheme for Local Councils in place. The Clerk/Council are aware that if a substantial request arrives then this may require many hours of additional work. The Council is able to request a fee if the work will take more than 15 hours but the applicant also has the right to re-submit the request broken down into sections, thus negating the payment of a fee.	Monitor and report any impacts of requests made under the F of I Act.

## Parish Council Financial Risk Assessment

<b>FINANCIAL RISK THROUGH EQUIPMENT LOSS OR DAMAGE</b>				
<b>Subject</b>	<b>Risk(s) Identified</b>	<b>H / M / L</b>	<b>Management/Control of Risk</b>	<b>Review/Assess/Revise</b>
Assets	Loss or Damage Risk/damage to third party(ies)/property	L L	An annual review of assets is undertaken for insurance provision, storage and maintenance provisions.	Asset register updated 08/01/14 in accordance with BDO suggestions.
Maintenance	Poor performance of assets Loss of income or performance Risk to third parties	L L L	All assets owned by the Parish Council are regularly reviewed and maintained. All repairs and relevant expenditure for these repairs are actioned/authorised in accordance with the correct procedures of the Parish Council. All assets are insured and reviewed annually.	Existing procedure adequate. Ensure inspections carried out.
Asset damage /loss	Street furniture, SPID, noticeboards etc damage or loss or in need of repair	L	The Parish Council is responsible for two boundary signs, seats, bike hoops, planters - all covered by insurance. No formalised programme of inspections is carried out, all reports of damage or faults are reported to Council and/or dealt with. Problems will be reported. Village caretaker to monitor on rounds, mark on time sheet, report problems	Clerk monitor reports
Asset damage /loss	Office equipment	L	Lap top computer – covered by insurance. Kept in a carry bag to protect it.	
Notice boards	Risk/damage/injury to third parties Road side safety	L L	Parish Council has 3 notice boards sited in the village. Locations have approval by relevant parties, insurance cover, inspected regularly by the Clerk - any repairs/maintenance requirements brought to the attention of the Parish Council. Keys held by the Clerk.	Existing procedure adequate.
Meeting location	Adequacy Health & Safety	L L	The Parish Council Meetings are held at the Community Centre. The premises and the facilities are considered to be adequate for the Clerk, Councillors and Public who attend from Health & Safety and comfort aspects. Problems will be reported.	Existing locations adequate.
Council records - paper	Loss through: Theft; fire; damage	L L L	The Parish Council records are stored at the home of the Clerk. Records include minute books and copies, records such as personnel, insurance, salaries etc. Recent materials are in a metal filing cabinet (not fire proof) and older more historical records in the attic.	Damage (apart from fire) and theft is unlikely and so provision adequate.
Council records - electronic	Loss through: Theft, fire, damage corruption of computer	L L	The Parish Council's electronic records are stored on the Clerks computer. Back-ups of the files are taken utilising a Cloud provider.	Reviewing Cloud provision – reviewed and renewed.
Damage	Willful damage and graffiti	M	Monitored and reported by all to the Clerk or CBC/LCC for quick repairs/cleaning.	

Reviewed at the meeting of: ..... Signed by the Chairman: .....



## ENVIRONMENTAL/VILLAGE REPORTS

Problem	Location	Reported To	Chase/Progress
Insecure branches	Along Chancery Road	CBC 13/7/16	CBC system says complete on 20/7/16
Derian House has built a new fence which has taken in the cycle lane signs	along Preston Road, down from the Hospital	CBC 13/7/16, acknowledged by enforcement 15/07/16	
Doggy bin in Derian Field inconvenient and can't be used from Chancery	Derian field	Reported 8/1/16. Re-opened case CBC 13/7/16	Completed/replaced
Astley Village sign in grass verge is dirty and needs cleaning	Westway grass verge	CBC CBC 19/7/16 again	CBC closed original case. Reported again and said they don't touch signs – added notes again. Chased 19/7, 1/9/16.